

City of Emmett Council Meeting

January 22, 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: Council President Michelle Welch, Councilman Shawn Alder, Councilman Gary Resinkin, Councilman Tona Henderson, Councilman Steve Nebeker and Councilman Mike Stout

Staff Present: Brian Sullivan, Curt Christensen, Alyce Kelley, Steve Kunka, Bruce Evans, Clint Seamons, Mike Knittel,

Public Present: Pattie Jo Edwards, 206 S. Hayes Ave.; Thomas Driscoll, 481 E. Idaho Blvd; Heidee Browne, 1437 Shady Lane; Al Cinnamon, 610 S. Hawthorne; Diana Baird, Messenger Index; Jody Harris, 418 N. Commercial Ave; Bill Foster, 418 N. Commercial Ave.

Amendments to the Agenda:

Amend Elected Officials Section: Request from Jake Sweeten to remove item C - City Council, item 3 – Monthly Department Reporting Form, as an action item and postpone to the next council meeting.

Councilman Mike Stout MADE A MOTION TO APPROVE THE AMENDED AGENDA WITH AN ADDITIONAL AMENDMENT, ITEM C 3 BE MOVED AS AN ACTION ITEM TO THE NEXT CITY MEETING IN FEBRUARY, SECONDED, 6 AYES, 0 NOES. Motion Carried.

Declarations of Conflict of Interest or Declaration of Council Members' Discussion Outside an Open Meeting. Councilman Stout declared after the last Council meeting, he had a discussion with the owner of the Chop House as well as Councilman Resinkin about the decision that was made in the Council meeting that night. Mayor Petrie indicated that that would not need to be declared as the decision was made in the Council meeting before they engaged in conversation.

CONSENT AGENDA:

- A. Approval of Minutes – January 8, 2019**
- B. Approval of Permits - None**
- C. Approval of Water Charge Waivers – None**
- D. Approval of Accounts Payable**

Councilman Nebeker made a **MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED, SECONDED, 6 AYES, 0 NOES. Motion Carried.**

ELECTED OFFICIALS:

A. Mayor

1. Joint Planning Commission Appointment – Denise Sorenson – Councilman Nebeker made a **MOTION TO ACCEPT DENISE SORENSON TO THE JOINT PLANNING COMMISSION TO FILL THE REMAINING TERM OF TED FLEMING, SECONDED, 6 AYES, 0 NOES. Motion carried**
2. Library Board Appointment – Patti Jo Edwards
Councilman Nebeker made a **MOTION TO APPOINTMENT PATTY JO EDWARDS TO THE LIBRARY BOARD IN EMMETT FOR A FULL 5 YEAR TERM, SECONDED, 6 AYES, 0 NOES. Motion carried.**
3. Recognition and Appreciation to Emmett Police Department – Heidee Browne, Carberry Elementary School

B. Announcements - none

C. City Council

1. Discussion of Airport Hanger Rates and Lease Agreements – Councilman Resinkin
Councilman Resinkin requested that all future hanger lease agreements be tabled for approval until a plan for increased fees can be established. Public Work Superintendent Bruce Evans stated that the data and information is currently being prepared and will be presented to Council in the near future for their consideration on rate changes. It was discussed that if it we want to go forward with an increase and if that increase is more than 5% of the current rate, a Public Hearing will need to be scheduled before the Council can approve the increase. Bruce will be prepared to present some information to the Council in the next Council meeting for more discussion.
2. Preliminary Budget Reporting Request Form – Councilman Stout
Councilman Stout found in his files a ten-year-old preliminary budget report. This document was shared with the other council members to see if they would consider using as a new format (template). Councilman Stout would like the department heads to compile their information using this format and present it a minimum of 2 weeks before the council starts the budget process. Mike Knittel asked for clarification on what information is specifically expected on the preliminary budget such as bull-pointed explanations of the budget spreadsheet (ie. changes that may be seen on the budget). Councilman Stout **MADE A MOTION TO CREATE A PELIMINARY BUDGET BEFORE WE START THE BUDGET PROCESS, SECONDED, Discussion: Mike Knittel asked the Council to be specific on what the request is. More discussion was had on this issue and it was suggested that when the department heads submit the “preliminary” numbers for the budget that an additional summary will be provided to define any increases or decreases from the prior year. After discussion was complete Mayor Petrie called for the vote to the motion on the table. 6 AYES, 0 NOES. Motion Carried.**

City of Emmett Council Meeting

January 22, 2019

Non-Consent Agenda

BUSINESS:

- A. Approval of 2019 City Council Meeting Schedule – Lyleen Jerome, City Clerk
Councilman Henderson made a **MOTION TO APPROVE THE 2019 CITY COUNCIL MEETING SCHEDULE AS PRESENTED, SECONDED, 6 AYES, 0 NOES**, motion carried.
- B. Approval of Quarterly Financial Statement – Lyleen Jerome, City Clerk presented the 4th Quarter Financials
Councilman Henderson made a **MOTION TO APPROVE THE QUARTERLY FINANCIAL STATEMENTS FOR THE CITY CLERKS AS PRESENTED, SECONDED, 6 AYES, 0 NOES. Motion Carried.**
- C. 2019 Emmett Cruise – Approval of Road Closures – Thomas & Jennifer Driscoll with the assistance of Harry Granger who is representing the Lion’s Club. The organization is required to provide the necessary documentation of the volunteers. Chief Kunka presented a letter to the volunteers with a guideline of requirements necessary for the volunteers to follow in order to get approval for the road closures for Cruise Night. Councilman Steve Nebeker made a **MOTION TO APPROVE THE CLOSURE OF THE STREETS ON THE 20TH OF JULY FOR CRUISE NIGHT FROM 5:30 PM TO 9:00 PM, SECONDED, 6 AYES, 0 NOES. Motion Carried.**
- D. Approval of Hangar Lease Agreement to Greg & Chris Barreto.
Councilman Stout made a **MOTION TO CONTINUE ITEM 6D THE APPROVAL HANGAR LEASE TO GREG & CHRIS BARRETT AND 6E TO RAY BOLLINGER UNTIL THE NEXT CITY COUNCIL MEETING, SECOND, 6 AYES, 0 NOES. Motion Carried.**
- E. System Administration Staffing Request – Mike Knittel, Systems Administrator’s presentation explaining the need for funding an additional position in the System’s Administration Department: the need, how the department evolved, and the associated costs. Mike met with the City Clerk to determine what funds would be available to cover the costs for the remainder of the current budget year. The estimated total costs for the remainder of the budget year is \$55,000. The actual transfer of money from the General Fund would not happen until the end of the budget year to cover the actual costs which could be lower than estimated. Future revenues are forecasted to support the increased costs for the future budget years. Having the “in house” administrative system is much more cost effective for the City verses contracting with outside vendors. Councilman Henderson made a **MOTION TO APPROVE APPROPRIATION UP TO \$55,000 FROM THE GENERAL FUND SAVINGS TO COVER WAGE AND BENEFIT COSTS FOR THE NEW SYSTEMS ADMINISTRATION EMPLOYEE FOR THE REMAINDER OF FISCAL YEAR 2018/2019 starting February 1, 2019. SECONDED, 6 AYES, 0 NOES. Motion Carried.**

REPORTS:

Building Official/City Planner – Brian Sullivan – No Report
City Clerk – Lyleen Jerome – Monthly Report Presented
Fire – Chief Curt Christensen – No Report
Library – Librarian Alyce Kelley – Report Presented
Emmett Police – Chief Steve Kunka – Report Presented
Superintendent of Public Works – Bruce Evans – No Report
System Administrator – Mike Knittel – Report Presented
Economic Development – Krista Cole, GCCC – Absent
Engineer – None

Councilman Alder **MADE A MOTION TO ADJOURN, SECONDED, 6 AYES, 0 NOES. Motion Carried.**

Meeting Adjourned at 8:42 p.m.

Mayor Gordon Petrie

Lyleen Jerome, City Clerk

City of Emmett Council Meeting

February 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** Jason Hill offered the **Community Invocation**

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

Staff Present: Brian Sullivan, Curt Christensen, Alyce Kelley, Steve Kunka, Bruce Evans, Clint Seamons, Mike Knittel, Brent Willis, Heather Rohr, Heather Mason

Public Present: Marie Willis, 707 W. 6th St.; Shane and Karen Mettler, 3734 Bishop Rd.; Theresa Giery, 902 E. Locust; Wendy Christensen, 802 W. Salesyard; Jason Hill, 837 Tyler; Martin Fry, 2315 Brogan; Bill & Angi Kurta, 132 S. Washington; Krista Cole, GCCC; Diana Baird, Messenger Index; Barbara Huguenin, 3875 Fuller Rd; Roy Dransfield, 127 W. Main St.

Amendments to the Agenda:

Remove Item 6E Right-of-Way Purchase

Remove Item A of Consent Agenda – Approval of Minutes for January 8, 2019. Tabled to next meeting for correction.

Councilman Nebeker MADE A MOTION TO APPROVE THE AGENDA AS AMENDED, SECONDED, 6 AYES, 0 NOES. Motion Carried.

Declaration of Conflicts of Interest:

Councilman Nebeker declared that he would like to recuse himself from the decision on item 6F for the removal of a tree at 510 S. Washington as he is employed by this company.

Declaration of Council Members' Discussion Outside an Open Meeting:

Councilman Nebeker declared that he and Councilman Resinkin had a phone conversation about Substation Road under 6H and a discussion about items 6J and 6K. Councilman declared there were no decisions made at the time of discussion only talked about some options.

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 Nebeker made a **MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED, SECONDED, 6 AYES, 0 NOES. Motion Carried.**

ELECTED OFFICIALS:

A. Mayor

1. Swearing in of new police officer Arther Correa.
2. Presentation of Gem Community Gem Award to Shane Mettler

B. Announcements - none

C. City Council

1. Monthly Department Reporting – Councilman Stout

Councilman Stout explained that a couple of months ago Councilman Welch introduced a punch list of what the Council would like to see in regards to department reports. He stated that every member on the Council had an opportunity to submit their suggestions for the list. This has been an item on previous agendas but has been tabled until now. Although the current monthly reports have improved in content Councilman would like to see even more information on the reports. **Councilman Stout MADE A MOTION TO ESTABLISH DEPARTMENT HEAD REPORTING FORMS AND THE PARTICULARS INVOLVED IN IT. SECONDED BY COUNCIL PRESIDENT WELCH WITH DISCUSSION.** City Attorney, Jake Sweeten explained that when this item was brought before the Council a couple of months ago it prompted him to send by e-mail to the Council and the Department Heads the Roles and Responsibilities excerpt from the Association of Idaho Cities Manual for everyone to review. Sweeten instructed the Council that what Councilman Stout is asking for in this motion is not a Council or "Legislative action" what you are asking for is a type of "Administrative action" and AIC clearly defines this in their manual. City Attorney Sweeten continued to explain the definition of the Council's Legislative responsibilities, the Mayor's Executive responsibilities and the Department Head's Administrative responsibilities. It is the Council's responsibility to set policy (Legislative), the Mayor's responsibility (Executive) to execute the policy and the Department Heads responsibility (Administrative) to administer the policy. City Attorney Sweeten stated that this action about department reports is not a legislative function of the Council, and it is not appropriate for the Council to make a motion to execute and dictate how staff reports to the Council, this is a function of the Mayor. Mayor Petrie stated that is not only Statutory but it is Constitutional, Constitutional because it is the Separation of Powers, he then recited State Code 50-605 "The Mayor shall have the power when he deems it necessary to require any officer of the City to exhibit his accounts or other papers and to make written reports pertaining to his office to the Council" Mayor stated this is also reflected in our Code, and it states, "The Mayor shall have jurisdiction as provided by Idaho Code 50-606" "Call for Accounts and Reports of Officers: The Mayor shall have power, whenever he deems it necessary, to require any officer of the city to exhibit his accounts or other papers and make written reports pertaining to his office to the council". Mayor explained that this item presented is Administrative, and Executive it is not a Legislative function. Daily operations are not a Legislative function.

City of Emmett Council Meeting

February 12, 2019

Mayor assured the Council that if there are ever any questions regarding operations, the Council could contact him individually and he will answer the question, if he doesn't have the answer, he will get one for them. Three councilmen voiced their concern about not being informed on what is going on in the departments if a citizen asks them a particular question on an activity. The Mayor stated that the reports Council will be receiving, starting with the next meeting, will define each department's accomplishments in the last 30 days and what is coming up in the next 30 days. If there is a question on the reports submitted to the Council there is always an opportunity to ask questions of the staff during the open meeting when they are presenting their report. If there are additional questions please contact him and he will do all he can to get an answer. Sweeten stated that what the Council needs to understand is that it is the duty of the Council to set policy, it is not the role of the Council to direct staff, this is the Mayor's duty. Council stated that his observation of the root issue here is the communication between certain members of the Council and the Mayor. Some things that are being added to the agenda or talked about in an open meeting should be discussed between the Councilman and the Mayor first, and if the communication doesn't improve, we will be re-visiting this type of discussion every two weeks. Councilman Stout stated he can not talk to the Mayor. Sweeten stated that if you can not communicate with each other there is nothing he can do to fix it. Mayor stated we have a motion on the table, but he wants to go of record that whatever the result is on the Motion, that he will not enforce it, as in his opinion, it violates the Constitution the Statute and our City Code. Mayor called for the vote on the Motion currently on the table, **all in favor - 4 AYES, all opposed - 2 NOES. Motion carried.**

Non-Consent Agenda

BUSINESS:

A. Approval to Accept Donation of Extractor – presented by Wendi Christensen and Teresa Giery of Emmett Fire Auxiliary. Wendi asked the council for approval to accept a donation of an extractor which is a special washing machine that extracts chemicals from the fireman clothing. **Councilman Nebeker made a MOTION TO ACCEPT THE DONATION OF AN EXTRACTOR FROM THE EMMETT FIRE AUXILIARY FOR THE EMMETT FIRE DEPARTMENT. Seconded, 6 AYES and 0 NOES. Motion Carried.**

B. Approval of Minor Subdivision 18-001, Moffatt Estates Minor Subdivision. Planning Administrator, Brian Sullivan presented his recommendation for the minor subdivision of Moffatt Estates Subdivision. Councilman Stout made a **MOTION TO APPROVE MOFFATT ESTATES MINOR SUBDIVISION, #18-001 WITH THE FOLLOWING CONDITIONS:**

1. Comply with all Final Plat review comments
 2. All review fees from County Surveyor being paid prior to signing the Mylar.
 3. Submit two paper copies and 1 digital copy of the final plat to the Zoning department for review prior to printing the Mylar.
 4. Final plat must be recorded within one year of written approval unless an extension is requested and granted by the City.
 5. The applicant is to follow all recording requirements as outlined in ECC 10-2-4K.
 6. Within ten days of recording the final plat, new deeds and legal descriptions for lots 1-4 shall be prepared and recorded in Gem County Recorder's Office.
- SECONDED, 6 AYES, 0 NOES. Motion Carried.**

C. Approval of Sunny Acres Minor Subdivision – Planning Administrator Brian Sullivan presented his recommendation for the Sunny Acres Minor Subdivision. Councilman Nebeker **MADE A MOTION TO APPROVE SUNNY ACRES MINOR SUBDIVISION, #18002, WITH THE FOLLOWING CONDITIONS:**

1. Comply with all Final Plat review comments.
2. All review fees from County Surveyor being paid prior to signing the Mylar.
3. Submit two paper copies and one digital copy of the final plat to the Zoning department for review prior to printing the Mylar.
4. Final plat must be recorded with one year of written approval unless an extension is requested and granted by the City.
5. The applicant is to follow all recording requirement as outlined in ECC 10-2-4K.
6. Within ten days of recording the final plat, new deeds and legal descriptions for lots 1-4 shall be prepared and recorded in Gem County Recorder's Office. **SECONDED, 6 AYES, 0 NOES. Motion Carried.**

D. Discussion and Decision of Public Auction Process – Presented by Planner Brian Sullivan. Brian explained that the City has three options to proceed with the public auction sale of the parking lot located behind the True Value store. The three options are – Hire Heath Auction Co. and Realtor Matt Heath to dispose of the parking lot by public auction, or hire Heath Auction Co. solely to dispose of the parking lot by public auction, or designate someone from the City of Emmett staff to conduct the public auction of the parking lot in the lobby of the City Hall. Councilman Nebeker made a **MOTION TO CONDUCT THE PUBLIC AUCTION OF THE PARKING LOT IN THE LOBBY OF THE CITY HALL WITH THE MINIMUM BID OF \$20,000 AND THAT THE NOTICE OF THE SALE BE PUBLISHED AS RECOMMENDED BY THE CITY ATTORNEY, SECONDED, 6 AYES, 0 NOES. Motion Carried.**

E. Right of Way Purchase – Tabled to next meeting

F. Approval to Remove Tree located at 510 S. Washington - Public Works Superintendent Bruce Evans presented to the Council that Amazing Idaho Real Estate office located at 510 S. Washington would like to remove a tree that is in front of their business. Bruce Evans recommends that due to the rotting condition of the tree that he would recommend the removal. Bruce explained that it is the responsibility of the property owner to remove the tree if it is within the guidelines of the City's tree ordinance. Councilman Alder made a **MOTION TO APPROVE THE REMOVAL OF THE TREE LOCATED AT 510 S. WASHINGTON AND TO COMPLY WITH EMMETT CITY CODE 7-8-6B. SECONDED, 5 AYES, 0 NOES, 1 RECUSAL.**

City of Emmett Council Meeting

February 12, 2019

G. Approval to Remove two Trees in the City Park: Public Works Superintendent Bruce Evans presented to the Council that there are two trees in the City Park that need to be removed. It has been determined that the trees are not able to be saved due to damage and rot and would be in the best interest of the City to remove them. Councilman Nebeker made a **MOTION TO APPROVE THE REMOVAL OF THE TWO TREES AS IDENTIFIED IN THE COUNCIL PACKET. SECONDED 6 AYES, 0 NOES. Motion Carried.**

H. Approval of SUNROC Asphalt Paving Contract in the amount of \$51,432.00. Assistant Superintendent of Public Works, Clint Seamons presented the request for paving the section of Substation Road. Councilman Henderson made a **MOTION TO APPROVE SUNROC ASPHALT PAVING ONLY CONTRACT IN THE AMOUNT OF \$51,432.00 WITH MAYOR TO SIGN AND APPROVAL FOR THE CITY CLERK TO SIGN AND SUBMIT SUNROC ONLINE CREDIT APPLICATION. SECONDED, 6 AYES, 0 NOES. Motion Carried.**

I. Airport PowerPoint Presentation – Assistant Superintendent of Public Works, Clint Seamons presented to the Council the Master Plan for the airport. This is a 20-year plan for the airport and Clint explained that in order to comply with the plan we have some work to do especially when it comes to funding what the plan outlines. He wants to bring this to the attention of the Council so we can plan for the future of the Airport when it comes to the budgeting. If we were to increase our hanger fees it would need to be increased from \$350 to \$1,800 each year to support the funds needed. There are other ways to plan for the future of the airport and it will be brought to the Council for their direction. When the runway was replaced, we received money from Idaho Aeronautics and we have to comply with the terms of the grant agreement or we may be required to pay back the grant funds. Councilman Nebeker made a **MOTION THAT WE HAVE THE CITY STAFF SCHEDULE A DATE AND TIME FOR A MEETING WITH THE AIRPORT COMMITTEE, PIOLETS ASSOCIATION, CITY AND CHAMBER, ON HOW TO MOVE FORWARD WITH THE FUNDING OF THE AIRPORT, Seconded with discussion, Krista Cole of GCCC addressed the Council on the vision of the airport. Martin Fry addressed the council on how we need to consider the thoughts of more citizens in the community. Mayor Petrie called for the vote, 6 AYES, 0 NOES Motion Carried.**

J. Approval of Hanger Lease Agreement for Ray Bolinger – Superintendent Bruce Evans presented the hangar lease for approval. Councilman Stout **MADE A MOTION TO RENEGIOATE THE CONTRACT WITH THE LEASEE FROM A THREE-YEAR CONTRACT TO A ONE YEAR CONTRACT THEN BRING BACK BEFORE THE COUNCIL FOR APPROVAL, SECONDED with discussion, Mayor called for the vote by role call, Council President Welch – NAY, Councilman Stout-NAY, Councilman Henderson-NAY, Councilman Nebeker-NAY, Councilman Resinkin-NAY, Councilman Alder-NAY. Motion Failed.**

Councilman Stout made a **MOTION TO TABLE THE TWO LEASE PROPOSALS ON ITEMS 6J AND 6K OF THIS AGENDA UNTIL THE STAFF HAS AN OPPORTUNITY TO RESEARCH THE KIND OF LEASE THAT WOULD BE APPROPRIATE FOR EMMETT WHICH WOULD HELP IN THE FUNDING OF THE AIRPORT, Seconded, 6 AYES, 0 NOES Motion Carried.**

REPORTS:

Building Official/City Planner – Brian Sullivan – No Report

Brian provided the minutes of the Emmett City Zoning Commission and briefed the Council on the updates to zoning.

City Clerk – Lyleen Jerome – No Report

Fire – Chief Curt Christensen – No Report

Library – Librarian Alyce Kelley – No Report

Emmett Police – Chief Steve Kunka – No Report

Superintendent of Public Works – Bruce Evans – No Report

System Administrator – Mike Knittel – No Report

Economic Development – Krista Cole, GCCC – No Report

Engineer – None

Councilman Alder **MADE A MOTION TO ADJOURN, SECONDED, 6 AYES, 0 NOES. Motion Carried.**

Meeting Adjourned at 9:33 p.m.

Mayor Gordon Petrie

Lyleen Jerome, City Clerk



CITY OF EMMETT Office of the City Clerk

501 East Main Street
Emmett, Idaho 83617

Gordon Petrie, Mayor
Lyleen Jerome, Clerk
Jake Sweeten, Attorney

Council President: Michelle Welch
Councilmen: Shawn Alder
Eltona Henderson
Steve Nebeker
Gary Resinkin
Mike Stout

WATER CHARGE WAIVER QUALIFICATIONS

Name: BRADLEY PETERZ
Address: 805 S. Commercial
Acct #: 1487-00

Meets Qualifications for Waiver
(Y/N)

19 Days Request for waiver received in a reasonable time Date: 2/16/19
(usually 10 business days after the leak has been identified)

- Date Leak Identified 1/18/19 by CITY EMPLOYEE
- Date Leak Repaired 1/19/19 by OWNER
- Date Water Bill Sent 1/29/19
- Water Usage exceeds average monthly usage
Average Usage 700 cu
Actual Usage 39,500 cu
Waiver Amount \$ 805.92
- Leak was concealed behind a wall, underground or not noticeable
- Leak occurred on the customer side of the meter
- Receipts for parts and labor or other proof leak was repaired
- Leak Check completed by City 2/19/19 - NO LEAK

X

Comments: CLIENT DOES NOT MEET ALL REQUIREMENTS
DID NOT KEEP REPAIR RECEIPTS
SUBMITTING TO COUNCIL FOR APPROVAL

APPROVED:

Clerk NOT APPROVED - JY

Council _____

Date _____

**WATER WAIVER
CHECK LIST**

10 DAYS

NAME Bradley Peters

RECEIPTS

ADDRESS 805 S Commercial

SERVICE ORDER CONFIRMING LEAK IS FIXED

ACCT. # 1487.00

EXPLANATION OF WATER WAIVER CALCULATIONS:

January 2019 usage was 37,500 - Bill total \$ 893.05
Water usage for Nov + Dec 2019 was 700 cf
Using 700 cf as a base - Credit 36800 cf
368
x 2.19
805.92 total credit

APPROVED BY:

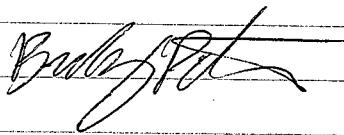
CLERKS OFFICE

CITY COUNCIL

2/16/19

Dear Clerks Office,

I am writing to request an adjustment to my January water bill. The total amount of the bill is \$893.05 which is more than 10 times my normal water/sewer bill of approximately \$85-90. We had a leak develop on our main water line 4 feet underground, and we were unaware of the leak. The leak was on our side of ~~met~~ the meter, I understand I am responsible. I am thankful for the city coming to shut off our meter when they noticed a spike in usage. ~~However~~ unfortunately this was unexpected and we are unable to afford this large bill, as it wasn't in our budget. Thank you for your time and any adjustment to our bill would be appreciated.



Bradley Peters
805 S Commercial Ave
Emmett, ID 83617
509-209-7882

I didn't keep any of my receipts because I didn't realize I would need them, but I have enclosed a picture of where the hole was dug to make the repairs. Thank you

Bred

Brent



SERVICE/WORK ORDER
CITY OF EMMETT, IDAHO

Order No: 8447

Clerk Initials: JAN

Date: 2/19/2019

Date for Service: 2/19/2019

Reason for Order: READ / LEAK CHECK

Requestor Name: PETERS

Account No: 1487-00

Address: 805 S COMMERCIAL

Meter No: 6187

	Previous	Current
Reading/Date:	1085 1/18/19	<u>1093</u>
Reading/Date:	X	

Leak Check Results or Notes:

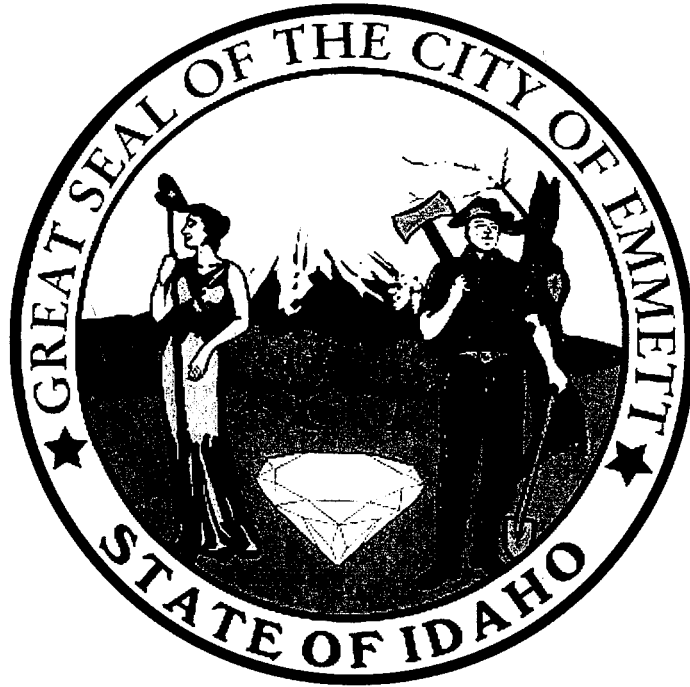
No leaks, did not talk to homeowner

Completed By: *BZ*

Date/Time Completed: 2-19-19
@ 2:27 PM

E-mail information to Public Works: _____

JN



Emmett City

Personnel Policy

Approved by the City Council

Date: September 22, 2015

Revised: December 8, 2015

City PERSONNEL POLICY

This policy establishes a safe, efficient and cooperative working environment, establishes the responsibilities and level of performance expected of all City employees and explains certain benefits provided to City employees.

The policies and benefit offerings outlined in this policy are subject to change at any time, without prior notice to, and consent of, city employees. Changes may be made in the sole discretion of the City Council.

All employees of the City are At-Will and are employed at the discretion of the Mayor and City Council and will have no right to continued employment or employment benefits, except as may be agreed to in writing and expressly approved by the City Council. This personnel policy is not a contract of employment and is not intended to specify the duration of employment or limit the reasons for which an employee may be discharged. All provisions of this Policy will be interpreted in a manner consistent with this paragraph. In the event of any irreconcilable inconsistencies, the terms of this paragraph will prevail. Only a written contract expressly authorized by the City Council can alter the at-will nature of employment by the City, notwithstanding anything said by an Elected Official or supervisor.

TABLE OF CONTENTS

TABLE OF CONTENTS	5
I. GENERAL POLICIES	0
A. THE ORGANIZATION IN WHICH YOU WORK	0
B. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT	0
C. VETERAN'S PREFERENCE AND RIGHTS	0
D. NEPOTISM/HIRING OF RELATIVES	1
E. PREFERENCE FOR HIRING FROM WITHIN	1
II. EMPLOYMENT START-UP	2
A. EMPLOYMENT FORMS TO BE COMPLETED	2
B. EMPLOYEE PERSONNEL FILES	2
III. RULES OF EMPLOYEE CONDUCT	3
A. PERSONAL CONDUCT	3
B. RELATIONSHIP POLICY	6
C. CANDIDACY FOR ELECTIVE OFFICE	7
IV. EMPLOYEE CLASSIFICATION, COMPENSATION, AND BENEFITS	7
A. CLASSIFYING EMPLOYEES FOR POLICY PURPOSES	8
1. Employment Status	8
2. Employee Classification for Benefit Purposes	8
B. COMPENSATION POLICIES	9
1. Establishment of Employee Compensation	9
2. Compliance with State and Federal Pay Acts	9
3. Right to Change Compensation and Benefits	9
4. Overtime/Compensatory Time Policy	9
5. Reporting and Verifying Time Records	10
6. Work Periods	10
7. Payroll Procedures and Paydays	11
8. Compensation while Serving on Jury Duty or as a Witness in a Court Proceeding	11

9. Military Leave.....	11
10. Payroll Deductions.....	12
11. Travel Expense Reimbursement.....	12
C. EMPLOYEE BENEFITS.....	12
1. Vacation Leave.....	12
2. Sick Leave.....	13
3. Holidays.....	16
4. Bereavement Leave.....	17
5. Leaves of Absence.....	17
6. Family Medical Leave Act (FMLA).....	17
7. Benefits for Temporary Employees.....	20
8. Insurance Coverage Available to Employees.....	20
9. Retirement Program Offering.....	20
10. Transfer of Benefits with Employee Transfer.....	21
11. Miscellaneous Benefits.....	21
V. EMPLOYEE PERFORMANCE AND DISCIPLINE.....	21
A. PURPOSE OF DISCIPLINE/PERFORMANCE POLICY.....	21
B. DISCIPLINARY/PERFORMANCE SYSTEM FRAMEWORK.....	22
C. DISCIPLINARY ACTIONS AVAILABLE.....	22
D. OPPORTUNITY TO BE HEARD—ASSERTIONS OF UNLAWFUL DISCRIMINATION AND RETALIATION AND “NAME-CLEARING HEARING”.....	22
VI. WORKPLACE DISCRIMINATION, HARASSMENT AND RETALIATION POLICY AND COMPLAINT PROCEDURE.....	24
1. PURPOSE.....	24
2. POLICY.....	24
3. RESPONSIBILITIES.....	25
4. DEFINITIONS.....	26
5. COMPLAINT PROCEDURE.....	27
6. DISCIPLINARY ACTION.....	28
G. RETALIATION.....	28
H. CONFIDENTIALITY.....	29

I. FALSE COMPLAINTS.....	29
VII. MISCELLANEOUS POLICIES	29
A. USE OF CITY VEHICLES	29
B. CELL PHONE POLICY	29
C. SURRENDER OF CITY PROPERTY	30
D. USE OF CITY EQUIPMENT.....	30
E. SYSTEMS INFORMATION POLICY	30
F. DRUG/ALCOHOL TESTING POLICY	30
G. TOBACCO FREE WORKPLACE	30
H. LACTATION ACCOMMODATIONS	31
I. UNEXPECTED CLOSINGS	31
J. OFFICE PARTIES.....	32
K. WHISTLEBLOWING	32
L. GAMBLING	32
M. INTERNSHIP	33
N. DRESS CODE	33
O. WORK HEALTH AND SAFETY.....	34
VIII. SEPARATION FROM EMPLOYMENT	35
A. REDUCTIONS IN FORCE (RIF)	35
B. COBRA BENEFITS.....	35
C. EXIT INTERVIEW.....	35
D. RESIGNATION POLICY	35
APPENDIX "A"	37
APPENDIX "B"	39

I. GENERAL POLICIES

A. THE ORGANIZATION IN WHICH YOU WORK

1. The City is a political subdivision of the state of Idaho, though it is not a part of state government. The City Council serves as the governing body of the City, carrying out local legislative duties and fulfilling other obligations as provided by law. The City Council is the general policymaker for the City, and has primary authority to establish terms and conditions of employment with the City. The Mayor may appoint personnel to help carry out administrative responsibilities. As with all elected public officials, the Mayor and City Council are ultimately responsible to the voters of the City.
2. Each employee should recognize that although he/she may serve as an employee supervised by the Mayor or department head, he/she remains an employee of the City, and not of the official who supervises his/her work. The terms and conditions set forth in this policy, and in the resolutions and policy statements that support it, cannot be superseded by any other official's pledge, without the express action of the City Council. That is particularly true for terms or conditions that would establish a current or future financial obligation for the City. You may, however, work for an office/department with an operational policy that provides additional direction to employees on expectations and procedures unique to that office/department.

B. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

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

C. VETERAN'S PREFERENCE AND RIGHTS

1. The City will accord a preference to U.S. Armed Services veterans, or certain of his/her family members, in accordance with provisions of Idaho Code, Title 65, Chapter 5. In the event of equal qualifications for an available position, a veteran or family member who qualifies for the preference will be employed.
2. Any qualified veteran who has been restored to his/her position in accordance with Idaho Code § 65-508 will not be discharged from such position without cause for a

period of one (1) year after such restoration. During this one-year period, a returning veteran will be entitled to an opportunity to be heard prior to termination. Such returning veteran will also be considered as having been on an unpaid leave of absence during his/her period of military duty. He/she will be restored to his/her position without loss of seniority, status or pay.

D. NEPOTISM/HIRING OF RELATIVES

No person will be employed by the City when the employment would result in a violation of provisions found in Idaho Code, including but not limited to I.C. § 59-701 et seq., I.C. §18-1359 and their successors. Any such employment made in violation of these sections may be void. The appointment or employment of the following persons is prohibited:

- a. No person related to the Mayor or a City Council member by blood or marriage within the second degree will be appointed to any compensated office, position, employment or duty; and
 - b. No public servant, including Elected Officials and employees, will appoint or vote for the appointment of any person related to him/her by blood or marriage within the second degree to any compensated office, position, employment or duty. This means no one related within the second degree to anyone involved in any way in the hiring process can be hired and/or that no one related to an applicant within the second degree can take part in the hiring process.
- An employee whose relative is subsequently elected may be eligible to retain his/her position and pay increases as allowed by relevant provisions of Idaho law, including Idaho Code § 18-1359(5).

E. PREFERENCE FOR HIRING FROM WITHIN

Qualified City employees may be given preference over outside applicants to fill vacancies in the work force without following the notice and selection procedures normally required for hiring new employees. If the internal preference process is used, it should be completed prior to seeking outside applicants for the position.

II. EMPLOYMENT START-UP

A. EMPLOYMENT FORMS TO BE COMPLETED

The following forms must be completed before the employee begins work for the City:

1. Employment application form.
2. Insurance forms (if coverage is available to and selected by the employee).
3. Immigration form (I-9).
4. Any other benefit forms necessary for employee information.

B. EMPLOYEE PERSONNEL FILES

1. Personnel Records

The official employee records for the City will be kept in the Human Resource Office/department or by the City Clerk. The personnel files will contain records related to employee performance, employee status, and other relevant materials related to the employee's service with the City. The employee's supervisor, elected officials or the employee himself/herself may contribute materials to the personnel files deemed relevant to the employee's performance.

2. Access to Personnel Files

Only the employee's supervisors, the Mayor, the City Council when acting as a body in the course of its official business, attorneys for the City and the employee are authorized to view materials in a personnel file. Access of others to such files will be allowed only with authorization of the supervising official after consultation with legal counsel for the City. Information regarding personnel matters will only be provided to outside parties with a release from the employee, when deemed necessary by legal counsel for the City, or pursuant to a Court order or a proper subpoena. The City reserves the right to disclose the contents of personnel files to outside state or federal agencies, its insurance carrier or its carrier's agents for risk management purposes, or when necessary to defend itself against allegations of unlawful conduct. Copies of materials in an employee's personnel file are available to that employee without charge, subject to exceptions provided by statutes.

3. Management of Information in Personnel Files

Each employee will be provided an opportunity to contest the contents of his/her personnel file at any time, by filing a written objection and explanation that will be included in the file along with the objectionable material. In the sole judgment of the supervising official, after consultation with legal counsel for the City, any offending

material may be removed upon a finding by the City that it is false or unfairly misleading. In general, there is a presumption that materials are to remain in personnel files accompanied by the employee's written objection and explanation to provide a complete employment history. Any such approved removal of information will be documented in writing and maintained in the employee's personnel file.

III. RULES OF EMPLOYEE CONDUCT

Violation of any of the rules set forth below will be grounds for disciplinary action including possible dismissal from employment. However, this list is illustrative and not all inclusive and other behaviors and acts of misconduct not specifically set out below may be grounds for disciplinary action as well. Nothing contained herein is intended to change the at-will nature of the employee's employment with the City or limit the reasons for which the employee may be disciplined, including termination of the employment. The most important of these rules are those addressing attitude and cooperative behavior.

A. PERSONAL CONDUCT

Each employee is expected to conduct himself/herself in a manner that is helpful and productive and that does not reflect adversely upon the City. Public employees are subject to additional public scrutiny in their public and personal lives because the public's business requires the utmost integrity and care. Each employee is expected to scrupulously avoid personal behaviors that would bring unfavorable public impressions upon the City and its officials. In order to accomplish this, each employee must:

1. Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity. **THIS IS THE FIRST PRIORITY FOR ALL EMPLOYEES.**
2. Be prompt and regular in attendance at work for defined work schedules or other required employer functions, and follow procedures for exceptions to the normal schedules, including the scheduling and taking of vacation and sick leave.
3. Comply with dress standards.
4. Not engage in criminal conduct of any kind while on or off duty. City employees are expected to behave in a lawful manner and failure to do so is a violation of the trust placed in such employees by the public and the appointing official.
5. Not engage in conduct away from work that, although not criminal, may reflect adversely upon the City or its officials or otherwise impair the employee's ability to perform.
6. Avoid conflicts of interests in appointments and working relationships with other employees, contractors and potential contractors in the City and related agencies.

7. Not engage in conduct that violates the laws of the state of Idaho, including but not limited to I.C. §18-1356 (accepting gifts that exceed a value of \$50), I.C. §59-701 et seq. (Ethics in Government Act), I.C. §59-201 (Prohibitions Against Contracts) and I.C. §18-1359 (Using Public Position for Personal Gain).
8. Not accept gifts or gratuities in any personal or professional capacity that could create the impression that the giver was seeking favor from the employee or official in violation of I.C. § 18-1356 and I.C. § 18-1357.
9. Not engage in workplace or public conduct otherwise detrimental to the accomplishment of the goals established by the Mayor, City Council or the office/department for whom he/she works.
10. Give his/her best efforts to accomplish the work of the City for public benefit in accordance with policies and procedures adopted by the Mayor and City Council and elected officials and displaying an attitude of cooperation and constructive participation.
11. Be subject to the administrative authority of the officials who supervise the office/department where the employee works.
12. Abide by all office/departmental rules whether written or oral. No employee will be required to follow the directive of a supervisor that violates laws of any local jurisdiction, the state, or nation.
13. Perform such obligations as are necessary to carry out the work of the City in an efficient and effective manner at minimal costs and with limited risk to the public and fellow workers.
14. Not sleep or be absent from the employee's work station when on duty. Employees must be attentive to their work at all times.
15. Not engage in malicious gossip, spread rumors, engage in behavior designed to create discord and lack of harmony, willfully interfere with another employee's work output or encourage others to do the same.
16. Not unlawfully harass a fellow worker employee or member of the public, as outlined in the City's Workplace Discrimination, Harassment and Retaliation Policy.
17. Not discriminate in the treatment of fellow employees or members of the public on the basis of race, religion, gender, age, disability or national origin.
18. Not engage in abusive conduct to fellow employees or the public, or use abusive language in the presence of fellow employees or the public. Abusive language will include profanity and loud, threatening or harassing speech.
19. Follow all rules for care and use of public property to assure that the public investment in such property is protected and that the safety of the public and other workers is maintained.

20. Not use any substances, lawful or unlawful, that will impair the employee's ability to competently perform his/her work or threaten the safety and well-being of other workers or the public. Should the employee be prescribed a lawful substance that may impair the employee's ability to safely do his/her job, the employee is required to provide a physician's note explaining the possible effects of the medication on the employee's ability to do his/her job and the length of the time that the employee will be required to take the medication. The employee may be required to take leave while taking the medication.
21. Follow the rules regarding the reporting of work hours and comply with the City's procedures for approval of time-keeping records.
22. Follow rules and schedules for breaks and lunch periods.
23. Report all accidents that occur or are observed on the job, or are on or involve City property, and cooperate as requested in the reconstruction of any such accident.
24. Follow all workplace safety rules whether established formally by the office/department or by outside agencies. Employees are encouraged to suggest ways to make the workplace or work procedures safer.
25. Maintain a current appropriate driver's license when work for the City requires the employee to drive a vehicle as part of his/her responsibilities. Each such employee must report any state-imposed driving restrictions to his/her immediate supervisor and notify his/her supervisor if his/her driving abilities are impaired.
26. Not serve on any board or commission that regulates or otherwise affects the official duties or personal interests of the employee in a way that could create disadvantage for other members of the public or advantage for the employee.
27. Not have non-City employment that conflicts with duties performed for the City in any meaningful way. Individual offices/departments may determine permissible examples of outside employment.
28. Not release any public record, including personnel records, without the express authority of the public official responsible for custody of the record, after consulting with legal counsel for the City or without an order from a court or public agency of competent jurisdiction.
29. Maintain the confidential nature of records that are not open to public scrutiny in accordance with the direction of the responsible official.
30. Not use work time for personal business, including the selling of goods or services to the general public.
31. Adhere to any code of ethics in his/her profession.
32. Not engage in political activities while on duty. This rule will not apply to elected officials.
33. Not provide false or misleading information on employment applications, job performance reports, or any other related personnel documents or papers.

34. Not destroy, alter, falsify or steal the whole or any part of a police report or any record kept as part of the official governmental records of the City (I.C. § 18-3201 and 18-3202).
35. Not use phones or computers in the workplace in a manner that violates policy or that disrupts workplace activities.
36. Not abuse employee benefit offerings by taking unjustified sick leave, unearned vacation, participating in a scheme designed to create incorrect personnel records or to claim benefits that are not deserved in accordance with City policy.
37. Not violate rules concerning absence from the workplace without proper authorization.
38. Not engage in prolonged visits with co-workers, children, friends or family members that interfere with work in the office/department in which the employee serves.
39. Not use work time or public premises to promote religious beliefs to members of the public or fellow employees.

B. RELATIONSHIP POLICY

Personal relationships are a vital part of most people's lives. When personal relationships intersect with employment, an employer may become entangled with the consequences of the choices that employees make. The City has no desire to become involved in such matters. Accordingly, these rules serve as a basic guide to family and romantic relationships in the City's workplace:

- a. No person related to the Mayor or a City Council member by blood or marriage within the second degree may be hired as a paid employee of the City.
- b. No employee of the City will hire, supervise or otherwise exercise discretion concerning a paid employee who is related to the supervisor by blood or marriage within the second degree.
- c. Any supervisor involved in a romantic relationship with a subordinate must immediately notify his/her superior of the existence of any such relationship. Efforts should be made to eliminate supervisory responsibility for one who is romantically involved with a subordinate. Employees involved in such relationship bear a responsibility to the City to cooperate in any effort to avoid the potential conflicts that can arise from such personal relationships in the workplace. Such relationship may result in a change of employment duties.

C. CANDIDACY FOR ELECTIVE OFFICE

1. While the City recognizes that the First Amendment provides Constitutional protections for the political activity of its employees, it also recognizes that this right is not absolute when balancing the right of the individual to become a candidate for office and the City's interest in promoting the efficiency of the public services it performs through its employees.
2. If an employee initiates candidacy against an Elected Official for whom he/she is a subordinate and there is a reasonable prediction of disruption in that official's office, the employee must immediately resign or face possible termination.
3. A reasonable prediction of disruption is based upon any of the following factors:
 - a. The size of the office in which the employee works—the smaller the office, the greater the likelihood of disruption;
 - b. Whether the employee candidate holds a position of trust and confidence to the incumbent—the closer the ties, the greater the likelihood of disruption;
 - c. Whether the employee candidate is running for a position in which he/she would replace or become superior to his/her current supervisor—in such circumstances the likelihood of disruption would be greater; or
 - d. The nature of the relationship between the employee candidate and the incumbent and the degree of contact they have with one another—the greater the amount of contact and interaction, the greater the likelihood of disruption.
 - e. Not all of the above factors must be met in order to seek resignation or termination of the employee.
4. If the official determines that there exists a reasonable prediction of disruption should the employee remain employed with the City and the employee refuses to resign, he/she may be terminated. The official should set out in writing the factual basis for finding that there exists a reasonable prediction of disruption using the above factors. The written findings should be provided to the employee, placed in the employee's personnel file and be made a part of the official record. All other applicable procedures that allow an opportunity to be heard, as set out in this policy, will apply.

IV. EMPLOYEE CLASSIFICATION, COMPENSATION, AND BENEFITS

For varied reasons, employee status must be organized by classes in order to administer employee policies, benefits or otherwise address employment issues. It is generally the responsibility of the employee to assure that he/she is properly categorized for purposes of each issue or benefit type. The City will endeavor to assist with such matters, but the employee is ultimately responsible to assure that his/her service is properly addressed.

A. CLASSIFYING EMPLOYEES FOR POLICY PURPOSES

1. Employment Status

- a. All employees of the City, including part-time and temporary employees, are AT-WILL EMPLOYEES, except as otherwise provided by this policy, as required by law or pursuant to a written contract approved by the City Council.
- b. Employed Attorneys. Because the Idaho Rules of Professional Conduct govern the relationship between an attorney and his/her client, attorneys employed by the City are considered to be at-will employees, and they serve at the pleasure of the Mayor and City Council, and can be appointed or removed at their pleasure.
- c. Appointed Officials. The city clerk, treasurer, and any other officials appointed pursuant to Idaho Code § 50-204, may only be removed pursuant to Idaho Code § 50-206.

2. Employee Classification for Benefit Purposes

The classification of the position an employee holds with the City may affect the status of obligations or benefits associated with his/her employment. The primary classes of employees are:

a. Elected Officials

Elected officials are not considered regular employees. Elected Officials receive employment benefits as identified in a resolution adopted by the City Council.

b. Full-Time Regular Employees

Employees whose employment is sustained and continuing and whose typical work week consists of at least 39 hours are considered full-time regular employees. Full-time regular employees are eligible for employee benefits provided by the City.

c. Part-Time Regular Employees

Employees whose employment is sustained and continuing and whose typical work week consists of less than 39 hours on a regular basis are considered part-time regular employees. Part-time regular employees may receive reduced employee benefits as authorized by the City Council and as required by federal and state law. The scope of benefits received may vary proportionately with the number of hours typically worked for a part-time

regular employee. The number of hours worked may also affect the employee's obligation to participate in certain mandatory state benefit programs. Certain benefits may not be available because qualifying thresholds have not been reached.

d. Temporary Employees

Employees who work on an irregular, seasonal or temporary basis are temporary employees. Temporary employees receive no benefits provided to regular employees, except those required by law or those approved by official action of the City Council.

B. COMPENSATION POLICIES

1. Establishment of Employee Compensation

Employees are compensated in accordance with, and subject to, decisions of the City Council as annual budgets are set and are subject to increase, reduction, or *status quo* maintenance for any time period. The Mayor or department head may make suggestions about salary compensation and other pay system concerns, but the final decision regarding compensation policy rests with the City Council.

2. Compliance with State and Federal Pay Acts

The City will comply with all state and federal pay acts governing compensation of its employees.

3. Right to Change Compensation and Benefits

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

4. Overtime/Compensatory Time Policy

- a. In addition to the employee classifications set forth elsewhere in this policy, all employees are classified as exempt (salaried) or nonexempt (hourly) for purposes of complying with the federal Fair Labor Standards Act (FLSA). Exempt employees perform work that qualifies for the professional, executive or administrative exemption and do not qualify for overtime compensation.

Employees should contact your office/department supervisor or the Human Resources Office for further clarification of the employee's FLSA status.

- b. Overtime for non-exempt, hourly employees will be allowed only when authorized by the appropriate supervisor or when absolutely necessary in an emergency. Non-exempt employees entitled to overtime compensation will either accrue compensatory time or overtime pay as established by policy adopted by the City Council. Compensatory time or overtime pay for work in excess of 40 hours per week, or in excess of the work period interval established for law enforcement officers or firefighters will be computed at 1½ hours for each additional hour worked. The City Council has set a maximum accumulation of 40 hours of compensatory time or fewer as deemed fitting by the Department Head. Upon approval of Department Head, compensation time due to emergencies or extenuating circumstances may be accumulated up to eighty (80) hours. Any compensatory time over that amount will be paid in the next pay period unless otherwise approved by the Mayor.
- c. Compensatory time may be used whenever required by a supervisor or when requested by an employee with the concurrence of a supervisor. Use of requested compensatory time will depend upon the ability of the office/department to tolerate a requested absence. If repeated requests to use compensatory time are denied by a supervisor, or reasonable opportunities to use such time are unavailing, an employee must be paid for such accrued time.

5. Reporting and Verifying Time Records

- a. Each City employee is responsible to timely and accurately record time that he/she has worked in accordance with the established procedures. Each report of City employees must be signed manually or electronically by both the supervisor and the employee, and must contain a certification that it is a true and correct record of the employee's actual time worked and benefits used for the time period covered.
- b. Any employee concerned about his/her compensation, rate of pay, payroll status, deductions, etc., must communicate such concerns to the payroll office or his supervisor as soon as any such concern becomes evident. Documentation of any such issue should be maintained in the employee's personnel file.

6. Work Periods

- a. The workweek for all non-law enforcement, non-exempt employees who are subject to the FLSA begins at 12:00 a.m. on Sunday of each week and concludes at 11:59 p.m. of the succeeding Saturday.
- b. The work period for sworn law enforcement officers and firefighters may be up to the twenty-eight (28) day work period allowed by the FLSA, 29 U.S.C. § 207(k).

7. Payroll Procedures and Paydays

- a. Employees are paid every two (2) weeks throughout the year. Paychecks or direct deposit receipts are issued Thursday immediately after the end of the two (2) week pay period. Paychecks compensate employees for work performed in the pay period preceding the week in which the check is issued.
- b. Each employee must monitor the accuracy of compensation received. Information shown on the employee's paycheck stub is provided for information only. Actual practices regarding the issuance of paychecks and allocation of employee benefits must be consistent with official policy of the City. In the event of disagreement between the computer-generated paycheck stub and official policy, as interpreted by the City Council, the policy will prevail. Employees are obligated to call to the City's attention any such errors, whether to the advantage or disadvantage of the employee.

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

Leave will be granted and full pay provided to employees called to serve as a court witness in matters specifically related to City operations or called to serve on jury duty.

9. Military Leave

An unpaid leave of absence will be granted to an employee to participate in ordered and authorized field training in accordance with Idaho Code §§ 46-407 and 409, and the Uniformed Services Employment and Reemployment Rights Act (USERRA).

10. Payroll Deductions

No payroll deductions will be made from an employee's paycheck unless authorized in writing by the employee or as required by law (Idaho Code § 45-609).

11. Travel Expense Reimbursement

While traveling on City business, each employee is expected to conduct himself in a manner that will not discredit the City. While on City business, employees may be reimbursed for actual expenses incurred which may include travel reimbursement, conference registration, meals, and lodging. Meals may be reimbursed at a rate equivalent to the State of Idaho Travel Policies and Procedures #11 and #12 including Appendices A, B, & C

(<https://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.htm>). Any questions concerning reimbursable expenses should be directed to the Department head or City Clerk/Human Resource Director.

12. On-the-Job Injuries

- a. Employees are covered by worker's compensation insurance for on-the-job injuries. All on-the-job injuries must be reported to the employee's supervisor as soon as practicable so that a worker's compensation claim can be filed. Return to employment will be authorized on a case-by-case basis in consultation with the supervising official and the State Insurance Fund and may require a fitness for duty medical review. Concerns associated with injured worker status may be brought before the appropriate Elected Official for review.
- b. The City will handle worker's compensation claims for sworn law enforcement officers pursuant to Idaho Code, Title 72, Chapter 11.

C. EMPLOYEE BENEFITS

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

1. Vacation Leave

- a. The purpose of vacation is for the physical and mental well-being of the employee and as an incentive for continued service to the community. At least one period of five (5) consecutive days (or the equivalent of a forty (40) hour work week) of earned vacation plus a "weekend" will be taken each year by each employee who works thirty to forty hours per week. Any other earned

vacation or paid leave time may be taken together or as individual days off with the approval of the Department Head.

- b. Vacation time is credited for the current year on October 1st of each year. New employees will be credited prorated vacation (up to one week) to the next October 1st. An employee who terminates employment prior to six full months of service will not be entitled to any vacation leave. Two (2) weeks will be credited October 1st of the year following hire. Returning former employees will be considered as new employees if they have been gone from the City payroll for more than one year unless special circumstances as determined by the City Council warrant adjustment of this policy.
- c. Vacation leave is available to full-time employees. Employees will be credited at the rates below based on normal weekly hours. No vacation leave is paid for employees working less than thirty-nine (39) hours per week. Vacation is credited from the start of employment in the following manner:

Length of Service

Vacation Accrual

October 1st of second year of employment through fifth year September Eighty
hours/year

October 1st of sixth year of employment through fourteenth year September One Hundred
Twenty hours/year

October 1st of fifteenth year of employment through nineteenth year September One Hundred
Sixty hours/year

October 1st of twentieth year of employment One Hundred Eighty
hours/year

- d. Any excess vacation leave not used during the fiscal year in which it is credited will be forfeited, without right of compensation. This rule may be subject to an exception for one year's additional credit upon written permission of the responsible supervisor, with the concurrence of the Mayor. Vacation leave is to be scheduled with consent of the responsible department supervisor. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of affected departments. Upon separation from employment, any unused vacation leave up to the maximum allowable credit will be compensated by lump-sum payment at the then-current hourly or daily rate.

2. Sick Leave

- a. Sick leave benefits are provided to regular full-time employees at the rate of one "work day" (track able in hours) per month. Sick leave benefits are not available to part-time or temporary employees. Sick leave is a benefit to provide relief to the employee when an illness or injury prevents the employee from working productively or safely, or when an immediate family member's (spouse, child, parent) illness presents no practical alternative for necessary care. Sick leave must be requested at least within two hours of the time the scheduled work period is to begin, unless circumstances outside the control of the employee prevent such notice. Elected officials or office/department supervisors may require the employee to provide a doctor's note, or require, at the City's expense, an independent review of reported illness by a competent medical authority.
- b. Sick leave can accrue to a maximum of 12 "work weeks" (track able in hours) Once an employee reaches the maximum accrual; no additional sick leave will accrue until the employee's accrued hours are reduced below the maximum.
- c. Sick leave benefit recipients will receive their normal compensation when using sick leave. All unused sick leave will be forfeited without compensation upon separation from employment.
- d. An employee's Department Head may send the employee home on sick leave, if the Department Head deems it necessary.
- e. SICK LEAVE DONATION
 - i. General Information. A City employee (including officers) may donate accrued sick leave, up to a maximum of eighty (80) hours per fiscal year, to other eligible City employees (including officers) for use as paid sick leave. Employees may not donate to an immediate supervisor. An employee shall not be allowed to receive sick leave hours that would exceed the 12 "work week" maximum in accordance with the City's Personnel Policy. An employee shall not be eligible to transfer sick leave unless his or her balance exceeds eighty (80) hours, and in no event may an employee transfer an amount of accrued leave which would result in an accrued balance of less than eighty (80) hours. An employee should apply in writing to the City Clerk to become a leave recipient. If the employee is not capable of making written application, a representative may make the application on behalf of the employee. An employee should apply in writing to the City Clerk to become a leave donor.
 - ii. Receiving Donated Leave. To receive donated leave, an employee must:

1. Be eligible to accrue sick and vacation leave; and
 2. Have exhausted all of their accrued compensatory time and sick leave; and
 3. Be suffering from a serious illness or disability, or have a family member with a serious illness, disability or death and funeral in the family necessitating the employee's absence from work (the definition of family member covers a wide range of relationships, including spouse; parents; parents-in-law; children; brothers; sisters; grandparents; grandchildren; step parents; step children; foster parents; foster children; guardianship relationships; same sex and opposite sex domestic partners; and spouses or domestic partners of the aforementioned, as applicable.); and
 4. Not exceed the 12 "work week" sick leave maximum in accordance with the City's Personnel Policy.
- iii. Donating Leave. To donate leave, an employee must:
1. Donate a minimum of four (4) hours; and
 2. Have at least a one normal pay period number of hours of accrued sick leave after the donated leave is deducted (examples: for 80 hours as a normal pay period, an employee would need to have 80 hours of accrued sick leave; for 105 hours as a normal pay period, an employee would need to have 105 hours of accrued sick leave); and
 3. Not exceed the maximum accrued sick leave per fiscal year.
- iv. Conversion Details. Donated sick leave will be converted to sick leave on a one-hour to one-hour basis, and will be paid out at the receiving employee's current salary. Any unused leave that has been donated to an employee will remain in their sick leave accrual balance until used. Any unused leave cannot be returned to the employee who made the donation.
- v. Fiscal Obligation The organizational unit of the receiving employee will assume the financial responsibility for all donated leave used by the receiving employee.
- vi. Confidentiality. The names of employees' donating time will be kept private and in most cases, will not be provided to the employee who receives the donated leave. This confidentiality is intended to preclude any repercussions for employees who do not donate leave as well as for those who do donate. The nature of the "serious illness or injury," causing the employee to request and receive donated leave, will also be kept private; this information

will not be shared with other employees who are being asked to donate leave without the express written permission of the employee requesting donating leave.

3. Holidays

Twelve official holidays are provided for full-time regular employees. Full-time regular employees receive compensation for that day even though they do not work. Holidays which fall on Saturday will be observed on the precedent Friday. Those which fall on Sunday will be observed on the succeeding Monday. The holiday schedule may be changed at any time by the City Council.

Full-time and eligible part-time regular employee's birthdays will also be considered a holiday. Employees will not be required to take their actual birthday off, but have the option to take a day off within their birthday month.

Full-time regular employees who work on holidays will be scheduled to receive a substitute holiday with pay within sixty (60) days of the date of the holiday they worked. Unscheduled emergency work on holidays will be compensated at a rate of one and one-half (1½) times the employee's regular rate of pay.

The police department takes the holiday schedule as Paid Time Off at straight time as the schedule permits, and with the agreement of the Chief of Police. General employees and all non-sworn police employees take these holidays on the designated dates. Holidays are not earned until they occur. Holiday pay is not paid to employees working less than thirty-nine (39) hours per week.

Upon separation, any unused earned holidays will be paid to the employee. Any used unearned holidays will be paid back to the City of Emmett through the employee's last paycheck.

Recognized Holidays:

New Year's Day

Columbus Day

Martin Luther King, Jr. /Human Rights Day

Veteran's Day

Presidents' Day

Thanksgiving Day

Memorial Day

Day after Thanksgiving

Independence Day

Christmas Day

Labor Day

Employee's Birthday

4. Bereavement Leave

Up to three (3) days of paid leave of absence will be provided for a death in the immediate family (spouse, parents, grandparents, children, grandchildren, brothers and sisters, including in-laws). Employees have the right to use accrued vacation leave beyond the leave of absence allowed by this section.

5. Leaves of Absence

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

6. Family Medical Leave Act (FMLA)

a. Eligibility Requirements

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

- (i) must have worked for the City for at least 12 months;
- (ii) must have worked at least 1,250 hours for the City during the previous 12 months; and
- (iii) the City must employ at least 50 employees.

b. FMLA Rights

- (i) An eligible employee is entitled to job-protected, unpaid leave for the following reasons: 1) birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee, 2) care of an immediate family member (spouse, child, parent) who has

a serious health condition, or 3) care of the employee's own serious health condition.

- (ii) The employee may request up to 12 weeks of leave during which the City will continue the employee's benefits (employer portion only). The 12-month period is determined using a "rolling" 12-month period measured backward to the date an employee first uses any FMLA leave. If the employee does not return to work at the end of the FMLA leave for reasons other than the continued serious health condition of the employee or eligible family member, the City may recover from the employee the premiums that were paid for the employee's medical coverage during the FMLA leave period.
- (iii) Total FMLA leave for employee spouses/parents who both work for the City is 12 weeks combined if the leave is for reasons other than the employee's own personal serious illness.

c. Concurrent Use of Accrued Leave and Worker's Compensation Required

- (i) Employees are required to use any accrued sick leave concurrently with any FMLA leave. If the employee does not have sufficient accrued sick leave to cover the time out on FMLA leave, the employee may take the remainder of FMLA leave as unpaid leave. Employees will continue to accrue vacation and sick leave while utilizing such leave, but will not accrue such leave during the unpaid portion of their leave.
- (ii) If the employee is on Worker's Compensation leave, such leave will also run concurrently with any FMLA leave.

d. Employee Obligations

- (i) Employees are required to give thirty (30) days advance notice or as much time as practical when the need for FMLA leave is foreseeable. The employee may be required to provide medical certification by his/her physician or medical practitioner indicating the diagnosis and probable duration of the employee's or family member's FMLA qualifying medical condition. The City may also require second or third opinions at the City's expense.
- (ii) Employees who are on FMLA leave for their own serious illness are required to provide a medical practitioner's fitness for duty report prior to returning to work. The employee must provide his/her medical practitioner with a job description so that the practitioner can evaluate whether the employee will be able to perform all of his/her duties on his/her return to work. FMLA leave may be denied if these

requirements are not met. The decision to allow an employee to return to work will be solely the City's in compliance with the provisions of FMLA. If a doctor finds that the employee is not fit to return to duty, the employee will not be allowed to return to work.

- (iii) An employee on FMLA leave will not be allowed to work for any other employer without prior approval from his/her supervisor. An employee who violates this rule will be subject to disciplinary proceedings up to and including termination from employment.
- (iv) Employees should contact the Human Resources Office to discuss their rights and obligations for continuation of any current benefits they are receiving. Employees must make arrangements for payment of their portion of their benefit costs or discontinuation of those benefits will occur.
- (v) To request FMLA leave, the employee must contact the Human Resource Office indicating the reason for requesting FMLA leave and the expected duration of leave

e. Intermittent Leave Requests

FMLA leave may be taken intermittently or on a reduced leave schedule with prior written approval from the employee's supervisor or when "medically necessary." In the circumstance of birth or placement of a child for adoption or foster care, intermittent leave is only available by written approval of the supervisor or Mayor.

f. Employer's Rights and Obligations

- (i) The City has the right to determine whether the employee is or is not an "eligible employee" under the Act and to place an employee on FMLA leave without the employee's consent if the employee meets the eligibility requirements under the Act.
- (ii) The City may require periodic notices of the employee's FMLA status and his/her intent to return to work.
- (iii) The City will return the employee to the same or an equivalent position after returning from FMLA leave, subject to the terms of the FMLA. The only exception may be for individuals who, under the provisions of the FMLA, are considered to be a "key employee" whose extended absence would cause "substantial and grievous economic injury".

g. The National Defense Authorization Act

- (i) The FMLA also provides an entitlement of up to 26 weeks of unpaid leave during a single 12-month period to an eligible employee who must care for a covered service member—a person who is a spouse, son, daughter, parent or next of kin of the employee and has a serious injury or illness incurred in the line of duty that renders that person unfit to perform his or her duties in the Armed Forces. If this type of leave is requested, the City may require medical certification that the service member being cared for has a serious health condition and that it was incurred in the line of duty.
- (ii) FMLA also now provides 12 weeks of FMLA leave to an employee if his or her spouse, son, daughter or parent has been called to active duty with the Armed Forces. No serious medical condition is required for this type of leave. If this type of leave is requested, the City may require certification that the service member has actually been called to active duty.
- (iii) Employees will provide prior notice when the need for this type of FMLA military leave is foreseeable.

7. Benefits for Temporary Employees

All temporary employees will receive benefits as required by law, including Worker's Compensation insurance. All other benefits are to be determined in the discretion of the City Council.

8. Insurance Coverage Available to Employees

Various insurance benefits are available to employees and family members in accordance with the terms and conditions of the City's contract for such services. The Human Resource Office should be contacted to learn of sign-up and claims procedures. Other insurance offerings may be available at employee or shared expense.

9. Retirement Program Offering

The City participates in the retirement program of the Public Employees Retirement System of Idaho (PERSI) and with Social Security (FICA). PERSI requires the City to withhold a percentage of an employee's gross salary for pension purposes, and to

contribute an additional larger amount on behalf of the employee. Contact the Human Resource Office for further information.

10. Transfer of Benefits with Employee Transfer

Accrued benefits for each employee continue when the employee transfers from one office/department to another within the City. Any such transfer will not result in a reduction of benefit offerings separate and apart from those realized by similarly-situated employees.

11. Miscellaneous Benefits

In addition to the benefits listed on the previous pages, the following are examples of miscellaneous benefits, subject to change in the sole discretion of the City Council, may be available to employees for participation in accordance with the terms of their respective policy or agreement:

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

12. Cemetery Open & Close

Employees who retire from the City of Emmett and have worked ten (10) consecutive years will be eligible to have the open & close cemetery fees waived if buried at the Emmett Cemetery. Firemen and Police Reserves will be eligible if ten (10) _years of service has been completed.

13. Library Cards

All employees who live outside of the city limits may receive a library card, with the annual fee waived. Waiver of annual fee will be discontinued once employment is terminated.

V. EMPLOYEE PERFORMANCE AND DISCIPLINE

A. PURPOSE OF DISCIPLINE/PERFORMANCE POLICY

This discipline/performance policy of the City establishes a consistent procedure for maintaining suitable behavior and a productive working environment. These procedures are directory in nature and minor variations in the processes set forth herein will not affect the validity of any actions taken pursuant to this policy.

Each department head will conduct annual reviews each September. These reviews shall include any wage increases to be effective October 1st. However, the annual reviews shall not prohibit a department head or supervisor from conducting coaching reviews throughout the year.

B. DISCIPLINARY/PERFORMANCE SYSTEM FRAMEWORK

The following framework guides the processes to be taken when an employee violates employment policies or fails to adequately perform his/her duties. Nothing contained herein is intended to limit the reasons for which the employee may be disciplined, including termination of the employment. In addition, nothing contained herein is intended to change the at-will nature of the employment for those employees identified as at-will in this policy. Progressive steps may be implemented in order to encourage improved performance or attitude, but are not required. The City may take any of the prescribed steps in any order when a supervisor deems an action of the employee to be serious enough to warrant a certain step.

C. DISCIPLINARY ACTIONS AVAILABLE

1. The following actions are among the disciplinary actions that may be taken in response to personnel policy violations:
 - a. Oral warning
 - b. Written warning or reprimand
 - c. Suspension without pay
 - d. Demotion
 - e. Dismissal
2. Conditions of maintaining employment that relate to particular performance/behavior issues may be established in conjunction with any of these actions.

D. OPPORTUNITY TO BE HEARD—ASSERTIONS OF UNLAWFUL DISCRIMINATION AND RETALIATION AND “NAME-CLEARING HEARING”

1. All employees are at-will employees. However, at-will employees may from time to time experience adverse consequences of unlawful discrimination or retaliation. In addition, a public employee who is being demoted with a reduction in pay or terminated from employment based upon allegations of dishonesty, immorality or criminal misconduct is constitutionally entitled to a name-clearing hearing when one is requested.
2. Unlawful discrimination and retaliation address actions that are alleged to involve decisions based upon age, sex, race, religion, national origin or disability that is not a bona fide occupational qualification. The City does not condone discrimination on the basis of the foregoing unlawful categories. Unlawful retaliation addresses actions that are taken against an employee for initiating a charge of discrimination or harassment, or for assisting in any way in an investigation of such charges.
3. Failure to pursue this opportunity to be heard or name-clearing hearing procedure constitutes a waiver of this opportunity.
4. Issues involving job performance or employee attitude, without allegations of discrimination, retaliation, dishonesty, immorality or criminal misconduct, are not the proper subject of this procedure and will not be heard.
5. The procedure for the opportunity to be heard or name-clearing hearing is as follows:
 - a. Within fourteen (14) days of his/her termination or demotion, the employee may submit a written allegation of unlawful discrimination or retaliation, or the basis for entitlement to a name-clearing hearing, stating with particularity the basis for the requested hearing. Written allegations that are untimely submitted or that fail to state a particular, legally recognized basis will not be granted an opportunity to be heard. An employee will be promptly notified if a requested hearing is denied.
 - b. An employee alleging unlawful discrimination or retaliation, or who is legally entitled to a name-clearing hearing, will meet with the City Council. The hearing will not exceed one (1) hour in duration.
 - c. An audio recording of the hearing will be made and maintained as part of the personnel record.
 - d. The employee's supervisor may provide a brief written statement at least twenty-four (24) hours prior to the hearing in response to the charges. The City Council may require the employee's supervisor to participate in the hearing.
 - e. The employee will be provided an opportunity to present evidence upon which the claims are based.
 - f. The City Council may ask questions during this process.
 - g. The employee may question participants during this process.

3. RESPONSIBILITIES

1. The City

- a. It is the responsibility of the City to develop this policy, provide training on it, keep it up to date, and ensure that any violation of this policy brought to its attention is dealt with as required by law and according to this policy.
- b. The City designates the City Clerk and the Fire Chief, or his/her designee ("Designated Official"), as the official who will be responsible for directing the procedures of this policy.

2. Supervisors

- a. Supervisors enforce the policy, train new employees on it, regularly review it with all employees so that the employees know its provisions, and monitor the workplace for compliance.
- b. If a supervisor observes that unlawful discrimination, harassment or retaliation is occurring, he/she should take immediate action to address the problem. Such action should include, but is not limited to, speaking directly with the affected person, developing a specific account of the actions, omissions or occurrences that are deemed discriminatory, harassing or retaliatory, consulting with an office/department head, and taking corrective or disciplinary action as appropriate. If the alleged discrimination, harassment or retaliation is not within the supervisor's area of responsibility or oversight, he/she should notify the office/department head or other appropriate management employee, who should then take prompt steps to address the allegation.
- c. If unlawful discrimination, harassment or retaliation is reported or alleged, it must be followed up by a supervisor. A complaining party is not allowed to retract an allegation of such unlawful actions without proving that it was made erroneously.

3. Employees

It is the responsibility of every employee to know this policy and to share the responsibility of understanding and preventing unlawful discrimination, harassment and retaliation. But, satisfactory investigation or resolution of complaints cannot occur without the initiative and continued cooperation of the affected person. Individuals who believe they have been discriminated, harassed or retaliated against have the primary obligation of informing their supervisor, office/department head, Human Resource Officer or legal counsel for the City of such actions, recounting specific actions or occurrences whenever possible.

4. DEFINITIONS

Unlawful harassment includes, but is not limited to, the following behaviors:

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

There are basically two types of sexual harassment:

1. "Quid pro quo" harassment, where employment decisions such as raises, promotions, better working hours, job retention, etc., are directly linked to compliance with sexual advances/unlawful sexual harassment. Therefore, only someone in a supervisory capacity with the authority to grant any of such benefits can engage in *quid pro quo* harassment. Examples: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.
2. "Hostile work environment," where the unlawful harassment creates an offensive and unpleasant working environment.

A hostile work environment can be created by anyone in the work environment, whether they are supervisors, other employees or the public. Hostile work environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature,

vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category. A prohibited hostile work environment does not exist simply because a supervisor is rude, belittles the employee or requires work that the employee does not want to do. A prohibited hostile work environment is only present when it is based on the above factors.

5. COMPLAINT PROCEDURE

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

1. A person who believes he/she has been unlawfully discriminated, harassed or retaliated against should report it to his/her supervisor, office/department head, Human Resource Officer, or legal counsel for the City. If a supervisor becomes aware of a complaint in any way that unlawful discrimination, harassment or retaliation is occurring in any City office/department, the supervisor should immediately report it to a designated official and legal counsel for the City, unless the designated official is the focus of the complaint, in which case the legal counsel for the City should be informed, and will have the responsibility to direct the investigation.
2. Once such a complaint has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.
3. Promptly upon receiving the complaint, the designated official should initiate the investigation to determine whether there is a reasonable basis for believing that an alleged violation of this policy or law has occurred.
4. Upon receiving the complaint, or being advised by a supervisor that violation of this policy may be occurring, the designated official should review the complaint and consult with legal counsel for the City and the Human Resource Officer.
5. The designated official, in consultation with legal counsel for the City, should engage an appropriate person to investigate the complaint. The investigator should be a neutral party, but the designated official may serve as the investigator in appropriate circumstances.
6. The investigator should interview the complainant, the person alleged to have committed the offenses, and any relevant witnesses to determine whether or how the alleged conduct occurred.
7. As soon as practicable, the investigator will conclude the investigation and submit a report of the findings to the designated official, who will then route it as appropriate.
8. If it is determined that unlawful discrimination, harassment or retaliation has occurred, the appropriate official will recommend the course of action to be taken by the City. The action will depend on the following factors:
 - a. The severity, frequency and pervasiveness of the conduct;

- b. The conduct of the respective employees;
 - c. Prior complaints made against the person alleged to have committed the offenses; and
 - d. The quality of the evidence (first-hand knowledge, credible corroboration etc.).
9. If the investigation is inconclusive or it is determined that there has been no unlawful discrimination, harassment or retaliation, but some potentially problematic conduct is revealed, corrective action may be taken.
 10. Promptly after the investigation is concluded, the designated official and/or the appropriate supervisors and legal counsel for the City will separately meet with the complainant and the person alleged to have committed the offenses to notify them in person of the findings of the investigation.
 11. The complainant and the person alleged to have committed the offenses may submit statements to the designated officials and/or supervisors challenging the factual basis of the findings. Any such statement must be submitted no later than five (5) working days after the meeting in which the findings of the investigation are discussed.
 12. Promptly after the designated official and/or supervisors have met with both parties and reviewed the documentation, and after consultation with legal counsel, a decision will be made as to what action, if any, should be taken by the Mayor or department head.

6. DISCIPLINARY ACTION

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

G. RETALIATION

Retaliation in any manner against a person for filing or initiating in good faith a charge or complaint of discrimination or harassment, testifying in an investigation, providing information or assisting in an investigation is expressly prohibited and subject to disciplinary action up to and including termination. The supervisor, office/department head and Elected Officials should take reasonable steps to protect the victim and other potential victims from further harassment or related consequences.

H. CONFIDENTIALITY

Confidentiality should be maintained to the fullest extent possible in accordance with applicable federal, state and local law. However, a complete and thorough investigation of the allegations will require the investigator to inform witnesses of certain aspects of the complaint in order to obtain an accurate account of the actions of the parties involved. The City's insurer may also be engaged to assist in all phases of any proceeding or investigation.

I. FALSE COMPLAINTS

Discipline will result, up to and including termination, when it is conclusively determined that an employee made a complaint of discrimination, harassment or retaliation knowing it to be false and/or knowingly participated in the falsehood. This section is not intended to discourage employees from making complaints regarding unlawful employment-based behavior. An employee will not be disciplined for reporting actual behavior that in good faith the employee believed was unlawful employment-based behavior. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

VII. MISCELLANEOUS POLICIES

A. USE OF CITY VEHICLES

Upon adoption of this policy handbook, all City employees will have use restrictions on the use of City vehicles. City owned vehicles may not be taken out of the City limits except on approved City business. Employees within one mile of the City limits who are subject to call-out may take City vehicles home with the approval of their Department Head. Employees beyond the one mile limit must receive approval from their Department Head and Mayor.

Employees attending a training or event outside the Emmett area will carpool.

B. CELL PHONE POLICY

The City recognizes the necessity and need for certain employees to have and use city owned and maintained cell phones. These phones will be used in direct correlation with legitimate City business.

Any content that resides on City cell phones is subject to inspection and compliance with state and federal public record laws. City phones also fall under the guidelines as outlined in the City's systems and technology use policy.

C. SURRENDER OF CITY PROPERTY

Whenever any employee of the City is separated from City service, he or she shall surrender to the supervisor or department head all City property in his/her possession.

D. USE OF CITY EQUIPMENT

Any and all City equipment is to be used primarily for City business purposes any incidental use shall not interfere with City business.

E. SYSTEMS INFORMATION POLICY

Any and all employees shall not use City computers, voicemails, cell phones, software, email and internet access for purposes other than city business as outlined in Appendix "A".

F. DRUG/ALCOHOL TESTING POLICY

The City conducts drug and alcohol testing of employees. Please refer to the current policy(ies), which are separate from this handbook, but which are incorporated by this reference as if set forth in full.

G. TOBACCO FREE WORKPLACE

Because we recognize the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco, it shall be the policy of the City, to provide a tobacco-free environment for all employees and visitors. For the purposes of this policy, "tobacco" is defined to include: cigarettes, cigars, pipes and any other smoking product; dip, chew, snuff, snus and any other smokeless tobacco product; and nicotine delivery devise, such as e-cigarettes. FDA-approved nicotine replacement therapy products used for tobacco cessation are excluded from this policy. This policy applies to both employees and non-employee visitors of the City.

1. No use of tobacco products will be allowed within the facilities of the City at any time.

The decision to not provide designated smoking areas outside the building will be at the discretion of department heads or other decision-making body.

The designated smoking area will be located at least 25 feet from the main entrance.

All materials used for smoking in this area, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Supervisors will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of department head or other decision-making body.

2. No tobacco use in any company vehicle.

There will be no use of any form of tobacco in City vehicles at any time.

There will be no tobacco use in personal vehicles when transporting people on City authorized business.

3. Breaks

Supervisors will discuss the issue of taking breaks with their staff, both smokers and non-smokers. Together they will develop effective solutions that do not interfere with the productivity of the staff.

H. LACTATION ACCOMMODATIONS

All women who breastfeed their child, and who need to express milk during the working day, will work with their supervisor and Human Resources to determine how best to accommodate the needs of the mother while still accomplishing the performance of her job.

1. Time for Lactation Accommodation: Supervisors may consider flexible working arrangements. Women may use their break and lunch time to express milk. Vacation hours can also be used to express milk if needed. Breaks to express milk should not last longer than 30 minutes. If an employee needs to take more than two breaks during the work day to express milk, the employee will need to use personal time (lunch, vacation, and so on.)

Environment for Lactation Accommodation: Human Resources will work with each nursing mother to determine a private area in which they may express milk. Milk should be placed in cooler-type containers and may be stored in company refrigerators.

I. UNEXPECTED CLOSINGS

It is the policy of the City to recognize that, on occasion, inclement weather or other conditions may prevent city offices from opening, delay opening or close ahead of

schedule. The primary factor of any decision made will be the safety of staff and citizens. However, maximum effort will be made to maintain regular operating hours.

Citizens already in any facility will be notified immediately when schedule changes are made. Once a decision has been made to close any city office, the City Clerk shall notify the necessary media outlets (i.e. newspaper, website, and/or phone message) to broadcast the closing to the general public.

J. OFFICE PARTIES

The ability for office parties will depend on the Department Head. However, no office party shall interfere with regularly conducted business.

K. WHISTLEBLOWING

A whistleblower as defined by this policy is an employee of the City who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the Human Resources Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Company will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Human Resources Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to Human Resources who is responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact Human Resources.

L. GAMBLING

The City prohibits most forms of gambling in the workplace, including professional or organized gambling activities. The company may allow exceptions to this prohibition for office or department-sanctioned pools, raffles, friendly wagers or City -sponsored events supporting a charitable or fundraising cause.

Employees must seek the approval of the human resource (HR) department prior to engaging in any gambling activities. Failure to comply with this policy may result in disciplinary action, including possible termination of employment.

The HR department ensures that the City is in compliance with all applicable federal, state and local gambling law

M. INTERNSHIP

The City has adopted a separate internship and procedures policy.

N. DRESS CODE

City employees contribute to the corporate culture and reputation in the way they present themselves. A professional appearance is essential to a favorable impression with customers. Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of such persons.

City department heads may exercise reasonable discretion to determine appropriateness in employee dress and appearance. Employees who do not meet a professional standard may be sent home to change, and nonexempt employees will not be paid for that time off.

Basic elements for appropriate and professional business attire include socks or stockings and clothing that is in neat and clean condition. Basic guidelines for appropriate workplace dress do not include tight or short pants, halter tops, low-cut blouses or sweaters, or any extreme style or fashion in dress, footwear, accessories, fragrances or hair.

Although it is impossible and undesirable to establish an absolute dress and appearance code, City will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. Management may make exceptions for special occasions or in the case of inclement weather, at which time employees will be notified in advance. An employee unsure of what is appropriate should check with his or her manager or supervisor.

If a supervisor or manager decides that an employee's dress or appearance is not appropriate as outlined in this policy, he or she may take corrective action and require the employee to leave the work area and make the necessary changes to comply with the policy.

O. WORK HEALTH AND SAFETY

The City commits to provide a healthy and safe environment for its employees. The City aims to remove or reduce the risks to the health, safety and welfare of all workers, contractors and visitors, and anyone else who may be affected by the business operations and to ensure all work activities are done safely.

Responsibilities of each department head and supervisor are as follows:

- a safe working environment
- safe systems of work
- plant and substances in safe condition
- facilities for the welfare of workers
- information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health
- a commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace
- a commitment to continually improve our performance through effective safety management.

Responsibilities of each employee are as follows:

- observe and practice the safety procedures established for the job.
- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- take reasonable care of the health and safety of themselves and others
- wear personal protective equipment and clothing where necessary
- comply with any direction given by management for health and safety
- not misuse or interfere with anything provided for health and safety
- in case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee treat his own or someone else's injuries. In case of any accident resulting in a severe injury, the employee is not to be moved until medical attention has been given by authorized personnel.
- report all known or observed hazards to their supervisor or manager.
- never distract the attention of another employee, as you might cause him or her to be injured. If necessary to get the attention of another employee, wait until it can be done safely.
- do not wear loose clothing or jewelry around machinery.
- where required, you must wear protective equipment, such as goggles, safety glasses, masks, gloves, hair nets, etc.
- do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
- shut down your machine before cleaning, repairing, or leaving.
- keep your work area clean.
- do not block access to fire extinguishers.
- do not engage in practices that may be inconsistent with ordinary and reasonable common sense safety rules.

VIII. SEPARATION FROM EMPLOYMENT

A. REDUCTIONS IN FORCE (RIF)

When financial circumstances or changes of workload require, the City may reduce forces in such manner as it deems necessary to maintain the effective functioning of the City services. Employee assignments may be affected by reductions in force made due to economic conditions or to changes in staffing and work needs. The Mayor, in conjunction with the City Council may make any changes in the work force or assignment of resources deemed to be in the City's best interests.

B. COBRA BENEFITS

Employees who currently receive medical benefits and who resign or are terminated from their employment may be eligible to continue those medical benefits for a limited time in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Employees with questions regarding the right to continue health coverage after termination of their employment should contact the Human Resources Officer.

C. EXIT INTERVIEW

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

D. RESIGNATION POLICY

1. Written and oral resignations are effective upon receipt by a supervisor or Elected Official. Oral resignations should be documented by the supervisor after consultation with the Mayor or department head. Evidence of the accepted written or oral resignation should be provided to the employee and placed in the employee's personnel file.
2. Employees who have an unexcused or unauthorized absence of three (3) working days or more may be considered to have resigned through abandonment of his/her position. If an employee's words or actions indicate intent to resign, including having an unexcused or unauthorized absence of three (3) or more working days, the City will consider the employee as having resigned and immediately notify him/her of such.



APPENDIX "A"
INFORMATION SYSTEMS POLICY

- (1) e-mail, computer, internet and voice mail systems are City of Emmett property. Anything you create or load on the systems becomes City property.
- (2) These systems are in place to facilitate your ability to efficiently and productively do your job. To that end, these systems are solely for business purposes. Only "incidental personal use*," (see below) that does not interfere with work or consume City of Emmett resources will be allowed.
- (3) The City reserves the right to intercept, monitor, copy, review and download any communications or files you create or maintain on these systems, at any time, without prior notice to you.
- (4) Software. City of Emmett purchases and licenses the use of various computer software programs for business purposes. City of Emmett does not own the copyright to this software or its related documentation. Unless authorized by the software developer, City of Emmett does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. Illegal duplication of software and its related documentation for personal use is also prohibited.
- (5) E-mail and Internet Access. E-mail and Internet access is provided by the City of Emmett to enhance communications and provide access to work related information and technology. Consequently, employees should always ensure that the business information contained in Internet E-mail messages and other transmissions is legal, accurate, appropriate and ethical. The following are examples of prohibited uses of E-mail and Internet systems.
 - Sending or posting discriminatory, harassing, or threatening messages or images.
 - Using City of Emmett time and resources for personal gain.
 - Stealing, using or disclosing someone else's code or password without authorization.
 - Unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material.
 - Engaging in unauthorized transactions that may incur as cost to the organization or initiate unwanted Internet or e-mail services and transmissions.
 - Sending or posting messages or material that could damage City of Emmetts' image or reputation.
 - Participating in the viewing or exchange of pornography or obscene materials.
 - Sending or posting messages that defame or slander other individuals.
 - Attempting to break into the computer system of another organization or person.
 - Refusing to cooperate with a security investigation.

- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
 - Using the Internet for political causes or activities, religious activities, or any sort of gambling.
 - Jeopardizing the security of the organization's electronic communications systems.
 - Passing off personal views as representing those of City of Emmett.
 - Sending anonymous e-mail messages.
 - Unauthorized participation in or use of chat rooms.
 - Logging on or using another employee's computer without authorization.
 - Engaging in any other illegal activities.
 - *Regular monitoring of Internet activity will occur.*
- (6) Personal Use. As indicated in this policy, computers, Internet access and e-mail are provided primarily for work related activities. However, occasional personal use may be permitted on a limited basis within the guidelines established by this policy provided that such use does not result in a cost to City of Emmett or significantly interfere with City of Emmett business operations, availability of resources for business use or the employee's job performance.
- (7) Your consent to and compliance with these information system policies is a term and condition of your employment. Failure to abide by these rules or to consent to any interception, monitoring, copying, reviewing, and downloading of any communications or files is grounds for discipline, up to and including termination.

I have received and understand this policy.

Employee Signature

Date

APPENDIX "B"

ACKNOWLEDGMENT OF RECEIPT OF PERSONNEL POLICY

I, _____ acknowledge receipt of the _____
Personnel Policy, adopted on _____.

- I understand that it is my responsibility to read and review this Policy.
- I understand that I am an at-will employee of the City, that this Policy is not an employment contract, that none of the provisions of this Policy can create a contract and that the Policy is not a guarantee of any particular length or term of employment.
- I understand that I am obligated to perform my duties of employment in conformance with the provisions of this Personnel Policy Manual and any additional rules, regulations, policies or procedures imposed by the office/department in which I work whether or not I choose to read the new Policy.
- I understand that this Policy may be modified without prior notice to me.
- I understand that should this Policy be modified that I will be provided with a copy of the modifications.
- I understand that this Policy may be provided to me in either paper format or by electronic access.

DATED this _____ day of _____, 20____.

(Employee)

I, _____, provided a copy (either electronically or by paper) of
the Emmett City Personnel Policy, as adopted by the City Council on December 8, 2015 to
_____, on this _____ day of

_____, 20____.

(Name - Title - Office/department)



CITY OF EMMETT PUBLIC WORKS DEPARTMENT

601 East 3rd Street
Emmett, Idaho 83617

Gordon Petrie, Mayor
Lyleen Jerome City Clerk
Jake Sweeten, Attorney
Michelle Welch – City Council President

Councilman: Mike Stout
Eltona Henderson
Shawn Alder
Steve Nebeker
Gary Resinkin

City of Emmett
Mayor Gordon Petrie
Emmett City Council

Wednesday, February 20, 2019

RE: "Approval of Hi-Fold Door Corporation purchase agreement in the amount of \$15,259.43 with down payment of \$3,340.86 and Mayor to sign."

Mayor, City Council:

Concur with approving Hi-Fold Door Corporation purchase agreement in the amount of \$15,259.43 with down payment of \$3,340.86 and Mayor to sign."

Attached is the Hi-Fold Door Corporation purchase agreement as Exhibit A and summary of BIDS as Exhibit B.

I recommend the following motion: "Motion to approve Hi-Fold Door Corporation purchase agreement in the amount of \$15,259.43 with down payment of \$3,340.86 and Mayor to sign."

Sincerely,

City of Emmett

Bruce Evans

Superintendent
Public Works Department

*Our vision:
Protecting and providing quality public
improvements and services for City of Emmett*

Cc:
Clint Seamons, C.O.E. Assistant Superintendent of Public Works
Brian Sullivan, C.O.E. Building and Planning Administrator
Doricela Millan-Sotelo, C.O.E Building and Public Works Office Manager

Bruce Evans
Telephone # 208-365-9569, Fax # 208-365-4651
E-mail: bevans@cityofemmett.org

Quotation and Purchase Agreement

2/19/2019

Quotation Number: MIL0421903.1.2

Millan-Sotelo, Doricela

 601 E. 3rd Street
 Emmett, ID 83617
 Attention: Doricela Millan-Sotelo
 Phone: 208-365-9569
 Fax:
 Email: dmillan-sotelo@cityofemmett.org

Ship To:

Emmett, ID 83617

This Quotation shall be in effect for 30 days. If this is acceptable, please sign the attached transmittal print and the information sheet and return one copy of each to us. Each must be returned for the manufacturing of your door to start. This Agreement includes the terms shown on the reverse hereof.

Hi-Fold Doors: Size is Measured Clear Opening after installed and in open position - FOB River Falls, Wi 54022

Product Number	Door Number	Product Description and Size	Quantity	Unit Price	Amount
H5212-4	1	51' 5.5" Wide X 10' 3" High	1	11,426.00	11,426.00
Option	Free standing door frame	Door frame supplied to support door	1	2,688.89	2,688.89
Option	SALE	SAVE 10% ON ALL ORDERS RECEIVED BEFORE 3/31/2019	1	-1,484.83	-1,484.83
Option	Walk Door - Standard	Aluminum, Insulated - Framed opening and Lockset	1	733.37	733.37
Package Total					13,363.43
Freight Total					1,896.00
Quote Total					15,259.43
Down Payment					3,340.86
Balance Due					11,918.57

Anticipated Shipping Date: 6-10 Weeks from receipt of signed agreement.

Shipping Method: Contract FT

All doors are custom made for your specific application; therefore, our terms are 25% down payment with order. Remaining balance C.O.D. Advance payment by check or bank letter of credit including freight will save C.O.D. charges. Open account terms require management authorization and credit department approval. Any applicable taxes will be added unless exemption certificate is supplied or on file.

Customer Signature: _____ Date: _____

Hi-Fold Acceptance: _____ Date: _____

 Sincerely,
 Hi-Fold Door Corporation


 Bill Bakalich
 Marketing Manager

1. All doors shipped fully assembled. Doors over 48' wide may be vertically split. Doors over 18' high may be horizontally split. Vertically and/or horizontally split doors to require field welding to maintain a 115 MPH wind load rating per Ultimate Wind Load per ASCE 7-10 exposure C. Engineer stamped drawings available for additional cost.
2. Doors over 46' wide supplied with 1.5 or 2 horsepower motor wired for 220 volt single phase and require separate circuit with circuit interrupt (provided by others) to protect the required 13 amps. Most doors 46' and under supplied with a 1 horsepower motor wired 110 volts and provided with individual circuit protection to protect the required 20 amps. "Up-Stop-Down" control wired 24 volts with cable long enough to place control five feet above floor on the side of door to be specified by customer. Flexible power cable 4' longer than height of door and requires service at that point. Hi-Fold electrical system meets the requirements of the National Electrical Code for typical applications hence it is the customers responsibility to provide instructions to meet special applications and local codes.
3. The electrical system requires a grounded circuit and substantial wiring. Extension cords and generators may not be adequate for door operation, and are not recommended.
4. Optional jamb reinforcement rails are available for wood or concrete jamb building applications.
5. Hi-Fold Door exerts considerable horizontal loads on the building structure in the open position. Loads specific to this application are provided to the purchaser. Purchaser is responsible to insure that the buildings structural design is capable of handling the imposed loads.
6. Operating times vary with door size. Contact Hi-Fold Door for operating speed for a particular size.
7. Purchaser required to inform Hi-Fold Door if exterior covering (provided by others) exceeds weight of 1.25 pounds per square foot to be applied to, and lifted by door operating system. Excessive weight will void warranty.
8. Hi-Fold Door is welded steel primed with a water base oxide primer and painted with black epoxy ester enamel and is not intended to be left exposed to the elements. In a highly corrosive atmosphere it may be necessary to field apply finish paint. Operating components must be checked frequently and properly lubricated as necessary.
9. Defective components will be replaced upon receipt of the defective component. Immediate replacement of defective components will be made by UPS or freight shipment on a COD basis with reimbursement upon return of the defective part following analysis and evaluation if deemed necessary by Hi-Fold Door.
10. Field alteration or repair of a door must be authorized in advance in writing. Unauthorized alteration will void warranty.
11. Hi-Fold is not responsible for the installation of the Hi-Fold Door, nor for installation errors or normal installation adjustments as might be required. Compliance with all applicable state and local codes is the sole responsibility of purchaser. Optional walk doors may not meet state or local life safety code requirements for exit doors. Optional walk doors do not have a hurricane wind load rating.
12. Hi-Fold will attempt to answer any installation problem by phone. Factory service will be supplied when all field effort can not rectify the problem. Hi-Fold must be allowed reasonable time within which to travel to the job site. Abnormal cost incurred to answer demand for immediate service must be paid by purchaser. Purchaser must pay for total service cost if Hi-Fold is not found responsible for defect or defective operation.
13. Customer must thoroughly check shipments for damage. Significant damage is reason to refuse shipment of the product. Minor damage must be noted on the bill of lading and claim filed with the carrier. Hi-Fold is not responsible for freight damage. Neither Hi-Fold nor the trucking company can be held responsible for damage caused during unloading. Unloading is the responsibility of the purchaser. Shipment must be checked for road salt during winter months, if shipment comes in contact with salt it must be washed thoroughly prior to unloading truck and noted on the bill of lading.
14. Delivery to be accepted on confirmed delivery date. Any changes to the anticipated shipment date must be made at least 4 weeks prior to anticipated shipment date. Failure to notify Hi-Fold Door of a change in anticipated shipment date within 4 weeks of the anticipated shipment date will result in a redelivery charge. Storage fees may also be imposed.
15. Hi-Fold is not responsible for exposure deterioration caused by delivery delays in excess of 30 days
16. Anticipated shipment date to be confirmed when all components of the contract and deposit are received. Any change order must be received at least three weeks prior to anticipated shipment date.
17. Issuance of a purchase order alone is not adequate for door to be manufactured.
18. Cancellation policy: Once manufacturing has begun there will be no cancellations made. If cancellation is prior to manufacturing deposit will be returned in full, less any engineering that has been done.

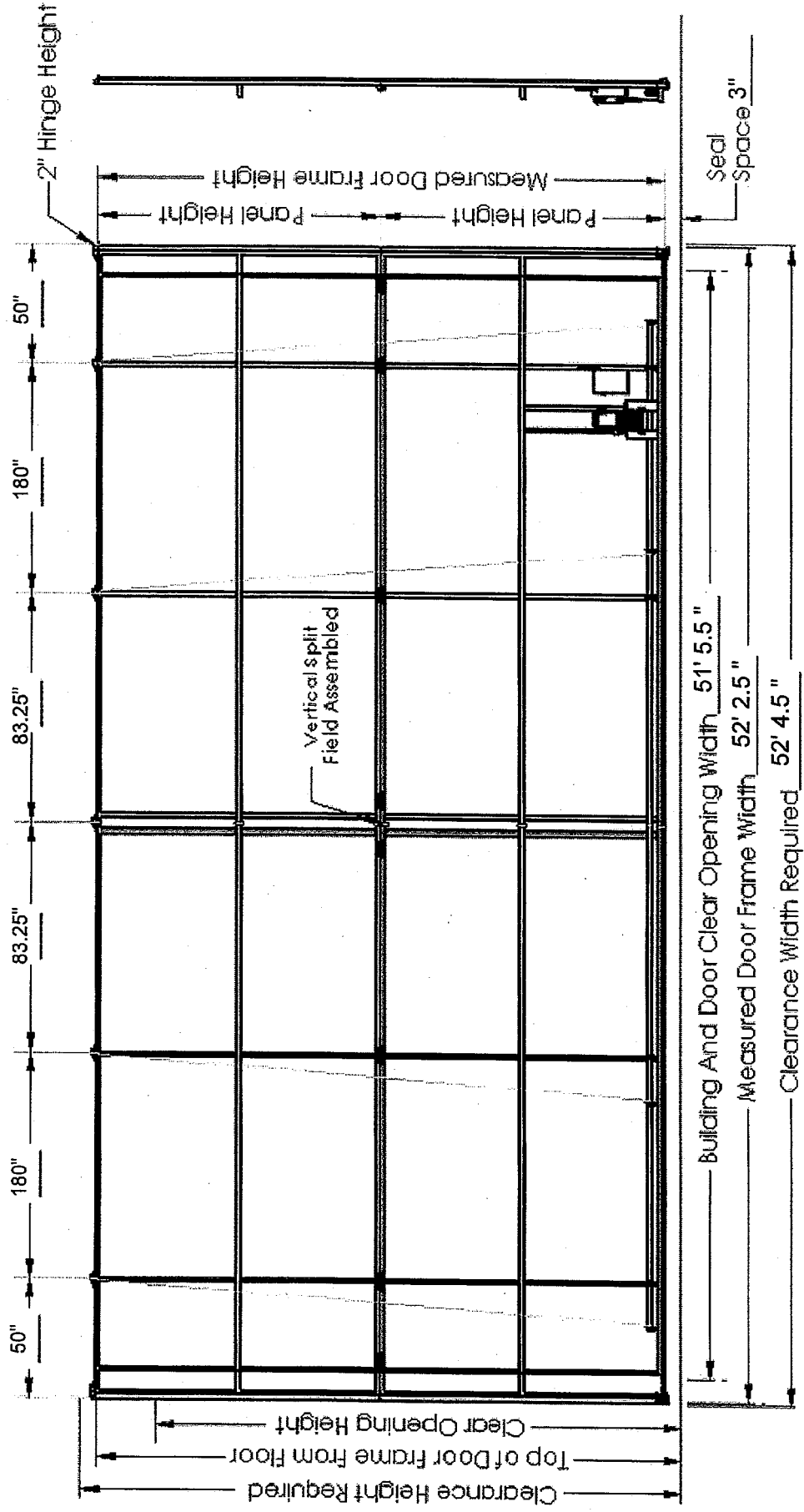
CUSTOMER S SIGNATURE: _____

6-2018

Prepared For Millan-Sotelo, Doricela
 Quote Number MIL0421903.1.2
 Hinge Quantity 7
 Top of Door Frame From Floor 11' 7"

Door Clear Opening Height 10' 3"
 Measured Door Frame Height 11' 4"
 Door Panel Height For Skin: 6' 0"
 Top 6' 0" Bottom 5' 8"

Building Measurements:
 Bottom Of Stub Column 11' 5"
 * Clearance Height Required 12' 1"
 # Clearance height & bottom of sheathing to trim above clear



For Approval Please Return One Set Of Drawings For Prompt Scheduling
 Approved for Construction- As Shown _____ As Noted _____

Dated _____ Signed _____

HI-FOLD DOOR CORPORATION
 River Falls, WI 800-443-6536
 1-2016 Scale: NTS | B-4PCVS-7

INFORMATION SHEET

Please provide the following information for us to properly process your order:

1. Location of installation: (Actual address where door is to be installed)

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ ZIP: _____

2. Ship to: (If different than Location of Installation)

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ ZIP: _____

3. Owners name: _____ Phone: _____

4. Building type: (Check one)

Post Frame Pre-engineered Steel

Block wall w/wood truss's Other (Describe) _____

5. Building Manufacturer:

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Contact person: _____ Phone: _____

6. Method of attachment to building: (Check one)

Weld Bolt Bolt length required _____

7. Walk door location (optional) Left side Right side (viewed outside looking in).

8. Up-Down-Stop push button control & Single location crank latch Left side Right side (viewed outside looking in).

9. Weight added to door frame (outside covering, insulation, inside covering if any) _____ psf.
26 ga. sheeting = .99 psf., 29 ga. sheeting = .82 psf. **If left blank Hi-Fold will default to - 1.25 psf**

10. Requested shipment date: _____ Must be confirmed by Hi-Fold Door

Signed: _____ Date: _____



N6170 1070th Street | River Falls, WI 54022
P: 715-262-3018 | 800-443-6536 | F: 715-262-3998
www.hi-fold.com

MIL0421903.1.2

2/19/2019

Millan-Sotelo, Doricela
601 E. 3rd Street
Emmett, ID 83617
Att: Doricela Millan-Sotelo

Door Number: 1 Product Number: H5212-4

Active weights for the Hi-Fold Door are as follows:

Door Closed

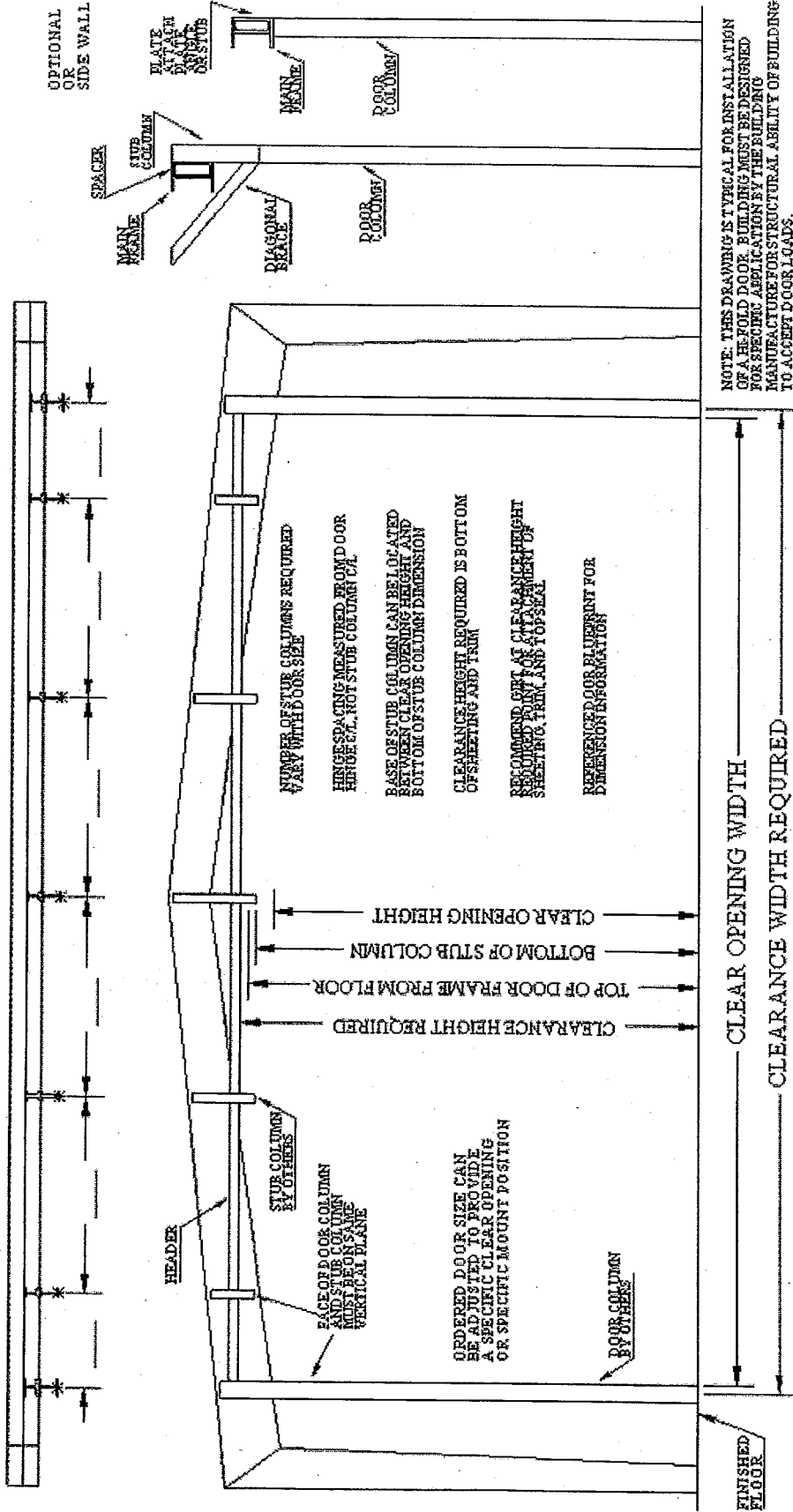
Dead Weight	3140 Lbs.
Estimated Weight for Exterior covering	780 Lbs.*
Total Dead Weight less any options	3920 Lbs.
Wind Load Transferred to Vertical Column	75%
Wind Load Transferred to Header/hinge mount point	25%

Door Open - Tends to pull away from building at hinge line.

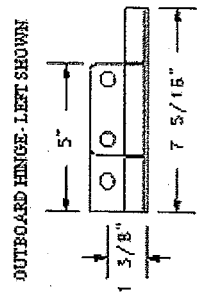
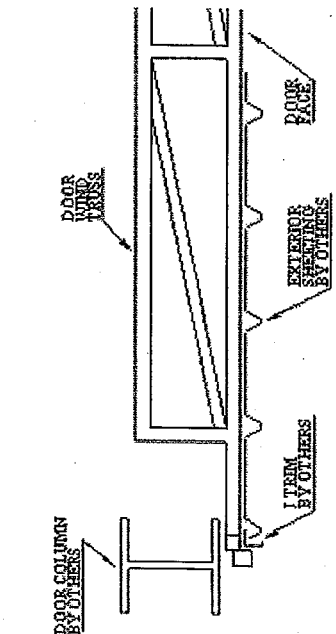
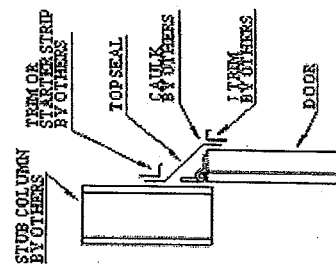
Horizontal Component - 1.35 times Dead Weight	5292 Lbs.
Number of hinges	7 Hinges
Horizontal Tension in Pounds per Hinge	756 Lbs.
Horizontal compression at Wheel on each vertical column	2646 Lbs.

* Hi-Fold Door manufactures the door based on the estimated weight for exterior sheeting stated above. Hi-Fold Door must be **informed of any modification to this weight** before any manufacturing begins.

Experience the Hi-Fold Advantage™
Higher Clearance x Higher Quality + More Options = Higher Value



NOTE: THESE DRAWINGS ARE TYPICAL FOR INSTALLATION OF A HOLLOW DOOR. BUILDING MUST BE DESIGNED FOR SPECIFIC APPLICATION BY THE BUILDING MANUFACTURER FOR STRUCTURAL ABILITY OF BUILDING TO ACCEPT DOOR LOADS.



HI-FOLD DOOR CORPORATION
 RIVER FALLS, WI 800-443-6536
 1-2016 | NO SCALE | A1000

City Owned Hanger Door Lowest BID Results

1	\$	15,259.43	Hi-Fold Door Corporation
2	\$	16,520.00	Diamond Doors
3	NO QUOTE WAS RECEIVED		RM Steel
4	NO QUOTE WAS RECEIVED		GMA Steel Inc



February 18, 2019

City of Emmett
501 E. Main St
Emmett, ID 83617

Re: Emmett Community Arts Commission Cherry Festival Events

Dear Mayor Gordon Petrie and Members of the Emmett City Council:

For the 2019 Emmett Cherry Festival, the Emmett Community Arts Commission request permission to display art submitted for the Emmett Cherry Festival Art Show, in the Emmett City Hall foyer/lobby between City staff offices and the police offices. The duration will be from Tuesday - Saturday, June 11-16, 2019.

The Gem County Chamber of Commerce (GCCC) and Emmett Community Arts Commission (ECAC) desire to have a one-day event during the Emmett Cherry Festival to be known as "Cherry Festival Artisan Marketplace" and appear today to respectfully request the following:

- 1) For the 2019 Emmett Cherry Festival, permission to use the external grounds on the north side of City Hall at 501 E. Main St, on Saturday, June 15, 2019 from 7:00 am – 7:00 pm.
- 2) Permission to use the City of Emmett parking lot on the south side of the building on Saturday, June 15, 2019 from 7:00 am – 7:00 pm for vendor parking.
- 3) The ECAC and GCCC is submitting a duplicate request to the Gem County Commissioners as the location we are requesting covers properties under both jurisdictions.

History and Reason for Request:

The Emmett Cherry Festival has a rich history of providing festival-goers with a hometown, unique experience. In polling potential vendors and those who failed to return in following years, several concerns have been voiced:

- 1) Artisans (one-man shows) could not man a booth for the 4-day event
- 2) The cost was prohibitive for what they (artisans) were selling (original arts, crafts)
- 3) Artists of a fine art quality found challenges selling in a "carnival-based" event

In response to these concerns and to promote the arts, crafters and artisans of our area, the GCCC and ECAC have partnered and wish to offer a one-day, limited time, artisan event called the "Emmett Cherry Festival Artisan Marketplace, presented by the Emmett Community Arts Commission," with the following stipulations:

- 1) The GCCC agrees to market and manage the 2019 Emmett Cherry Festival Artisan Marketplace (Artisan Marketplace), partnering with the ECAC.
- 2) Insurance: The Chamber will carry Special Event Liability Insurance through The Insurance Group, Ben Holmes, agent.
- 3) The Artisan Marketplace will be a one-day event on Saturday, June 16, 2019, 8am – 8pm.
- 4) The Artisan Marketplace will be held in the grassy area in front of Emmett City Hall and the Gem County Courthouse.
- 5) The Emmett Lions Club hosts the Lions Cherry Festival Car Show on Saturday from 8am – 3pm. They have been contacted and are in support of adding this event.
- 6) The Artisan Marketplace will complement the ECAC Cherry Festival Art Show which showcases artisan competition entries on display during the Emmett Cherry Festival in the lobby of Emmett City Hall.
- 7) All rules, regulations and requirements as to no-staking, insurance, etc will be in effect for the Artisan Marketplace.
- 8) Proceeds from the booth rentals will go to the ECAC for the purpose of fulfilling its Mission and Duties as stated in the ECAC By-laws (i.e. art promotion, art installations, art education, etc).

This new event is one of many fresh and exciting endeavors the new ECAC Board of Commissioners hopes to bring to the Emmett Community. Further, we find it in keeping with the Mission and Duties of the By-Laws of the Emmett Community Arts Commission. Thank you for your consideration and assistance in these very special community events.

Sincerely,

Krista Cole, Executive Director
Gem County Chamber of Commerce

Britini Coles, President
Emmett Community Arts Commission

City's Strategic Pillars
2/19/19

- 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

- ~~Create sidewalk inventory and repair/replace tracking system~~ 4% complete
- **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. A few touch-up items then will get ready for Public Hearing with Joint Planning Commission/Council/Commissioners at a joint meeting. ON HOLD UNTIL AFTER THE CHAIRMANS REZONE APPLICATION IS COMPLETE.
12. January 2019: Total permits = 10, 5 new houses, Fees Collected \$9,128.75 Manufactured Homes, Fees Collected:
13. Zoning Applications:
 - 1- Administrative lot split

Plan for next 30 days

- Convert our building permit software over to Black Mountain
- Continue with Building, ADA, and Floodplain webinars
- Review tenant improvement plans for new restaurant
- Review legal descriptions, quit claim deeds for Sunny Acres and Moffat Estates.

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

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

- Deputy Clerk trained on utility payments and new accounts
- Audit Review Completed
- 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
- Monthly Financial Report – January Revenues/Expenses
- Reconcile January Bank Statements to Accounting
- Send W-2's to all Employees, 1099's to Qualifying Vendors
- Submit Tax Forms to the IRS and State of Idaho on 2018 Wages

Plan for next 30 days

- ~~Prepare and publish Quarterly Financial Reports ending Dec 2018~~
- Prepare and publish Quarterly Financial Reports ending Sept 2018 (Pending Audit completion)
- Present Audited Financials to Council in March
- Enter audited adjustments into accounting
- Set up Bankcard payment processing on fee income

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



City of Emmett, Idaho

Monthly Financial Report

January 31, 2019

OUR CASH...

Account Balances

GENERAL FUND –

Cash & Investments \$ 2.617M

STREET FUND –

Cash & Investments \$ 336,295

Investments \$ 117,493

Cash \$ 218,802

LIBRARY FUND –

Cash & Investments \$ 252,443

Investments \$ 166,532

Cash \$ 85,911

CEMETERY FUND –

Cash & Investments \$ 99,627

INVESTMENTS \$ 53,680

CASH \$ 45,946

PERPETUAL CARE FUND –

CASH & INVESTMENTS \$ 80,528

INVESTMENTS \$ 71,758

CASH \$ 8,770

WATER FUND –

Cash & Investments \$ 3.141M

Investments \$ 2.452M

Bond Payment Reserve \$ 291,933

Cash \$ 292,290

SEWER FUND –

Cash & Investments \$ 4.264M

Investments \$ 2.906M

Bond Payment Reserve \$ 957,632

Cash \$ 399,931

SANITATION FUND –

Cash & Investments \$ 148,323

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

GENERAL FUND REVENUES AND EXPENDITURES

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

Revenues to Date \$ 1,327,065 53%

Expenditures to Date \$ 763,019 30%

Road & STREET FUND REVENUES AND EXPENDITURES

Fiscal Year 2018-19 Budget \$ 514,476

Revenues to Date \$ 260,957 51%

Expenditures to Date \$ 140,633 27%

LIBRARY FUND REVENUES AND EXPENDITURES

Fiscal Year 2018-19 Budget \$ 238,530

Revenues to Date \$ 123,119 52%

Expenditures to Date \$ 67,642 28%

CEMETERY FUND REVENUES AND EXPENDITURES

Fiscal Year 2018-19 Budget \$ 117,696

Revenues to Date \$ 38,356 33%

Expenditures to Date \$ 31,529 27%

WATER FUND REVENUES AND EXPENDITURES

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

Revenues to Date \$ 520,693 30%

Expenditures to Date \$ 447,168 26%

SEWER FUND REVENUES AND EXPENDITURES

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

Revenues to Date \$ 742,602 35%

Expenditures to Date \$ 291,086 14%

SANITATION FUND REVENUES AND EXPENDITURES

Fiscal Year 2018-19 Budget \$ 529,230

Revenues to Date \$ 186,901 35%

Expenditures to Date \$ 187,261 35%

SPECIFIC REVENUES COLLECTIONS AT A GLANCE...

PROPERTY TAX COLLECTIONS

Budget \$1,725,821

Revenues to Date \$1,005,293 59%

STATE SHARED REVENUES COLLECTIONS

Budget \$ 263,935

Revenues to Date \$ 143,497 54%

BUILDING PERMIT REVENUES COLLECTIONS

Budget \$ 35,000

Revenues to Date \$ 25,017 71%

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. (% of completion)
- Provide all equipment necessary to allow for daily mission execution while meeting operational goals. (% of completion)
- Provide constant, realistic and rigorous training to meet National Professional Development Model. (% of completion)
- Provide a business inspection program that educates so that in each iteration high standards will be enforced, thus making our community safer. (% of completion)
- Provide a positive work environment thus keeping well-trained and motivated firefighters for at least five year tours. (% of completion)

No less than Top Ten Accomplishments since last report

- Christmas lights taken down from station and cleaned exterior
- New door code to station
- Put in for a scholarship for the Idaho Fire Chiefs Conference for Deputy Chief Giery
- Investigated car fire
- One Emmett Firefighter had an interview with Meridian Fire
- Taught 2 Fire Safety classes: Methodist Church and Harvest Valley HOA
- Began calling back all Calls for Service - ensuring every interaction is to a high standard of excellence
- Began the Driver Operator Class, expected completion in 4 months
- Conducted a Fire Officer Meeting
- Attended the Situational Awareness Class: Mike Giery and Curt Christensen
- Made and executed a Situational Awareness Class for LEPC and taught a portion to the EFD
- Ice Machine installed
- Responded to and met with applicants for FF x 3
- Investigated a fire on Johns and 12th.
- Talked with dispatch regarding the dispatching to the call on Johns and 12th. Meeting Scheduled
- 6hr HazMatt Safety Officer and HazMat Group Supervisor training was attended by Lysie Vickery
- Met with Rick Welch, discussed AFG, and other topics
- Met with a home/business owner to discuss safety standards
- Station tour conducted
- Will be attempting to locate a new-to-us Command Vehicle
- Heater fixed at station
- Attempting to get into a Fire Officer 3 & 4 class
- 1 registered for the Southern Idaho Fire Academy
- 2 Registered for the Grangeville Spring Fling
- 2 residence were assisted with smoke detectors
- 1 Day Care was reinspected/measured for occupancy
- 1 Business was inspected and worked with to clarify occupancy - done in conjunction with the Building Department
- 14 Burn permits were approved
- 16 calls for service in January: Average Code Response Time 5 mins 10 firefighters

Plan for next 30 days

- Search out supplementary funding sources to offset budget: deployments, scholarships, grants, surplussed equipment, turnouts

- Upcoming classes: 34 Annual Spring Fling, This House Rocks and the Art of the Go/No Go, Challenges of a Firefighter Marriage, Southern Idaho Fire Academy
- Order: Drinking fountain and install
- 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 interaction met perceived standard of excellence
- Developing a cancer prevention program
- Clean back apron, throw away old hose
- Begin review of SOG's, revise as needed
- Take down holiday banners
- Renew Paramedic Certification

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

City's Strategic Pillars 2-19-2019

- 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=\$12,437.64 + Grants=\$4705.00**

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
- ~~Planning a staff in-service for 1-21-19 for staff and incorporating major collection shift so staff can work during a closure.~~
- Monthly Outreach to Head Start (First Friday) give out books and hands on STEM activity 49 books
- ~~Working with Public Works and Jeff Bayes for Tree Removal at library~~
- ~~Updating Children's area by adding growth room for families and reworking shelf arrangement~~
- ~~Address children's area shelving to meet ADA standards~~
- Completed "Smart Spaces" grant to OCLC, submitted, was not selected.
- ~~2018 Idaho Commission report submitted~~
- SUMMER STEM Grant to Idaho Commission for Libraries, submitted & awarded \$600.00
- ~~VHS weed and DVD replacement project finishing up~~
- Books, Brownies & Bears Fundraiser & matching grant Feb 12-14

Plan for next 30 days

- Program planning for March & April
- Feb 19-22, (3) student field trip at the library
- Feb 21st Literature night at Shadow Butte
- Feb 22nd "Make-It & Mingle" Upcycle CD's & Vinyl records
- Begin planning process for Summer Reading Program & grants
- Planning for Emmett READS! March 19, handouts & FB Event

2019 Library Stats	OCT	NOV	DEC	JAN	FEB	MARR	JUL3	SEP	2019	2018
PATRONS										Totals
Resident	3923	3967	3990	4019					15899	3900
NonResident	1912	1925	1937	1950					7724	1898
Adult-Circulation	2069	1936	2029	2509					8543	25328
Teen-Circulation	266	231	259	252					1008	3265
Juvenile-Circulation	1898	1733	1369	1699					6699	21685
TOTAL BOOKS	4233	3900	3657	4460	0	0	0	0	16250	50278
Audios-Circulation	180	198	150	180					708	2227
In-houseTech-Circ	27	83	163	142					415	462
In-house Books-Circ	89	76	100	223					488	2519
Trade/Exchange-Circ	249	23	195	265					732	3995
Hobbies/Games/Kits-Circ	11	20	17	32					80	286
Video/DVD-Circ	1283	1584	1937	1980					6784	18302
TOTAL CIRCULATION	6072	5884	6219	7282	0	0	0	0	5956	75550
Children Activities/Outreach	213/229	244/208	308/102	245/39					1010/578	2896
Family Activities	62	118	103	63					346	488
Computer Usage	471	468	418	495					1852	5737
WiFi Usage	507	497	481	509					1994	5981
Reference/Phone	1269	1193	1079	1109					4650	18023
Meeting Room	139	157	167	183					646	1147
<i>Processed :</i>										
Audios/CD's	8	3	6	3					20	131
DVDs/Videos/BRay	60	49	39	53					201	620
Books	245	206	228	174					853	2620
HobbyCollection/Tech	5	4	0	33					42	19
ILL snt/recvd	20	38	26	28					112	239
Audios Withdrawn/Hobby	2	0/30	0/00	37/11					2	8
Videos/DVD Withdrawn	34/28	07/000	02/002	41/803					42/30	361
Books Withdrawn	277	11	11	274					573	1845
Patron Visits	4372	3902	4045	5040					17359	49076
Total Hours Open	170	153	153	156					632	1911
Volunteers/Foster	108	96.0	88	97.5					389.5	1473

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. (% 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%. (% of completion)
- Ensure 100% of police department staff attends C.I.T. Training to improve mental hold process by end of 2019 fiscal year. **(62% completed)**
- 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***
- Met with Gem County Commissioners and Grand Fondo Representative to discuss the use of county roads for Bike Ride. Also have attended a multijurisdictional meeting for this event in Boise. Gem County and City of Emmett submitted a Resources Required Form to Gran Fondo.
- Officer Leatherman has obtained his Basic and intermediate Certificates from POST.
- Sgt. Bertalotto Attended a Public Safety Leadership class (see attachment).
- Sgt. Bertalotto attended the annual Shot Show in Vegas (see attachment).
- Have purchased Active 911.
- Preparing for Federal court case (Burning of Patrol cars).
- Officer Parker has completed Phase 1 of FTO.
- Officer Correa has begun Phase 1 of FTO.
- Officer Hunt is at the POST academy.
- 100% of PD completed online ICRMP Training. City reached 80% mark and received discount.
- 100% of Police staff obtained the biennial CPR training.
- Attended a records management (EIS) demo with Gem County.
- Received Evidence Lockers.
- Have ordered Axon Body Cameras. Received Axon Body Cams.
- Have decided that we will be purchasing Dodge Durangos.
- Gem County Dispatch is now entering all court actions into CAD when they enter them into their system.
- Rich pled guilty to both arson counts in Federal court (subject who burned police units).
- Emmett Police Department volunteered to assist with improving back pack program.
- Patrol placed two subjects on mental holds and both times Valor Health assisted by providing a sitter and both were not transported by our agency.
- Installed pass through lockers. This week will be installing temp lockers and put new lockers into action.
- Began to convert storage trailer into firearms trailer.

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) takes up to 60 day approval by FAA.
- Arrange spring Crisis Intervention Team Training (CIT Training) in Emmett.
- Install professional pass-through evidence lockers.
- Purchase and Issue out Axon Body Cams to all sworn officers and ordinance officer. (1 to 2 weeks)
- Will be ordering two new Dodge Durangos.
- Change time cards from a 28 day cycle to a 14 day cycle. Need to present to Lyleen.
- Organizing Gran Fondo Bike Ride with Multiple Agencies. 28th meeting GC Commissioners.
- Make contact with Sentinel K9's in Sweet.
- Revamp Tow Policy.
- Come up with a way of tracking training and reporting it on a regular base to council.
- 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

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



EMMETT POLICE DEPARTMENT

January Patrol Statistics

	TOTAL
Felony Arrests - Male	3
Felony Arrests - Female	0
Misd. Arrests - Male	9
Misd. Arrests - Female	1
Infraction Cite	40
Dispatched Calls	454
Reports	60
Dogs Taken to Pound	6
Ordinance Calls	7

Traffic Stops

Total Stops	105
Oral Warning	64

Community Involvement

Teach at Carberry 1st grade class.

Multidepartment meeting in Boise for Gran Fondo Ride.

Attended Monthly Board meeting for the recovery center.

Meeting with Gem County officials and representative of Gran Fondo Ride.

Attended trip to the State Capitol with the middle school 7th grade class. Assisted by being a chaperone.

Gave a presentation of Department Goals and achievements to the Kiwanis during their monthly meeting.

CASE SUMMARY REPORT

From 01/01/2019 To 01/31/2019

EMMETT POLICE DEPARTMENT

<u>Date</u>	<u>Time</u>	<u>Initial Remarks</u>
01/01/2019	1:46 am	ARRESTED A 19 YOM FOR MIP DUI/ OPEN CONTAINER OF ALCOHOL
01/01/2019	2:27 am	ARRESTED 29 YOF FOR DUI AND DWP
01/01/2019	7:45 am	ARRESTED 30YO MALE FOR BATTERY- VICT IS 60 YO MALE
01/01/2019	9:30 am	INVESTIGATED A VEHICLES WHEELS AND TIRES BEING SPRAY PAINTED
01/01/2019	9:36 pm	INFORMATION REPORT ON DEPLOYMENT OF AED
01/02/2019	12:06 pm	INVESTIGATED A BURGLARY OF AN APARTMENT
01/02/2019	1:18 pm	INVESTIGATED AN ACCIDENT
01/03/2019	12:32 am	RESPONDED TO A NON INJURY ACCIDENT IN THE 700 BLK OF S JOHNS
01/03/2019	1:15 am	CITED A 21 YOM FOR POSSESSION OF MARIJUANA/PARAPHERNALIA
01/03/2019	2:40 am	CITED 29 YOM FOR DRIVING WITHOUT PRIVILEGES
01/03/2019	3:46 pm	INVESTIGATED A THEFT OF A GUITAR
01/06/2019	11:18 am	TOOK REPORT OF A MISSING WALLET
01/06/2019	3:01 pm	INVESTIGATED A HIT AND RUN OF A STATIONARY VEHICLE
01/07/2019	4:05 pm	INVESTIGATED A VANDALISM
01/08/2019	10:34 am	INVESTIGATE SEXUAL BATTER, VICT 6YO FEMALE, SUSPECT 15 YO MALE
01/08/2019	2:32 pm	ARRESTED A 18 YOA MALE ON FELONY WARRANT FROM SECRET SERVICE
01/08/2019	4:39 pm	RESPONDED TO A MINOR INJURY CRASH AT HWY 16 AND S WASHINGTON
01/08/2019	5:37 pm	INVESTIGATED A CPOR BETWEEN A 26 YOM & 27 YOF
01/10/2019	12:21 pm	INVESTIGATED UNATTENDED DEATH- VICT 66 YO FEMALE
01/10/2019	6:29 pm	RESPONDED TO A NON INJURY ACCIDENT IN THE 900 BLK OF S WASHINGTON
01/10/2019	8:46 pm	TOOK REPORT OF 16 YOJ MALE MAKING THREATS A FEW DAYS PRIOR
01/10/2019	9:45 pm	CITED 31 YOA MALE FOR RECKLESS DRIVING IN PARKING LOT
01/11/2019	4:00 pm	INVESTIGATING SEX OFFENSE, NO SUSPECT
01/11/2019	8:00 pm	CITED A 19 YOA MALE FOR FURNISHING TOBACCO TO MINOR
01/11/2019	10:00 pm	INVESTIGATED A SEXUAL BATTERY BETWEEN A 16 YOA FEMALE AND 16 YOA MALE.
01/11/2019	11:23 pm	INVESTIGATED A THEFT
01/12/2019	12:32 am	INVESTIGATED A TWO VEHICLE CRASH.
01/12/2019	12:45 am	RESPONDED TO A NONINJURY ACCIDENT AT S JOHNS AND E 6TH
01/12/2019	4:40 pm	RESPONDED TO A NONINJURY ACCIDENT IN THE ALBERTSONS PARKING LOT
01/13/2019	7:30 pm	INVESTIGATED A THEFT WITH UNKNOWN SUSPECTS
01/13/2019	10:22 pm	ARRESTED A 27 YOA MALE FOR 2ND OFFENSE DUI
01/14/2019	4:08 pm	TRESPASSING
01/15/2019	8:00 am	DECLARED A 16 YOA FEMALE IN IMMENANT DANGER REFERRED TO HEALTH AND WELFARE FOR PLACEMENT.
01/15/2019	3:34 pm	INVESTIGATED BATTERY, FEMALE VICT 55 YO AND SUSPECT FEMALE 60 YO
01/16/2019	8:04 am	ARRESTED A 15 YOA MALE FOR DELIVERY OF A CONTROLLED SUBSTANCE
01/16/2019	11:49 am	
01/17/2019	8:42 am	WELFARE CHECK. SUBJECT HAD AN ADA COUNTY WARRANT
01/17/2019	1:00 pm	INVESTIGATED THE DISTRIBUTION AND RECEIVING OF CHILD PORNAGRAPHY INVOLVING 14 YOA FEMALE AND 14YOA MALE.
01/18/2019	12:16 am	INVESTIGATED STRUCTURE FIRE THAT WAS POSSIBLE AARSON
01/18/2019	5:29 pm	INVESTIGATED A HIT AND RUN
01/19/2019	8:38 pm	INVESTIGATED A THEFT
01/20/2019	11:20 am	INVESTIGATED A TWO VEHICLE CRASH
01/21/2019	8:34 am	CITY ORDINANCE - LIVING IN CAMPER / TRAILERS & BOAT TOO CLOSE TO ROAD / JUNK VEH
01/22/2019	11:00 am	INVESTIAGTING HOME BURG - NO SUSPECT
01/24/2019	10:00 pm	CITED 19 YOM FOR DWP
01/25/2019	2:15 pm	INVESTIGATED A THEFT
01/25/2019	6:00 pm	INVESTIGATED A FRAUD INVOLVING A 36 YEAR OLD FEMALE
01/25/2019	11:45 pm	ARRESTED A 29 YOA MALE FOR DWP
01/28/2019	11:12 am	RESPONDED TO A NON-INJURY ACCIDENT AT HWY 16 & S. JOHNS
01/28/2019	3:05 pm	INVESTIGATED A THEFT OF MONEY FOR A ROOM

CASE SUMMARY REPORT

From 01/01/2019 To 01/31/2019

EMMETT POLICE DEPARTMENT

Date	Time	Initial Remarks
01/28/2019	4:26 pm	INVESTIGATED A DOG BITE INVOLVING 7 YOM
01/29/2019	9:57 am	ARRESTED A 33 YOA FEMALE FOR CONTEMPT OF COURT
01/29/2019	12:57 pm	ARRESTED A 14 YOA MALE FOR BATTERY. VICTIM IS 14 YOA MALE.
01/29/2019	2:37 pm	INVESTIGATED A MALE SUBJECT IN POSSESSION OF A COUNTERFIT \$100 BILL
01/30/2019	3:24 pm	INVESTIGATED POSSESSION OF PARAPHERNALIA AND POSSESSION OF CONTROLLED SUBSTANCE
01/30/2019	5:00 pm	INVESTIGATED A SCHOOL BUS TRAFFIC VIOLATION
01/31/2019	8:35 am	INVESTIGATED A BATTERY OCCURRING BETWEEN TWO JUVENILES
01/31/2019	11:17 am	ARRESTED A 54 YOA MALE ON A BENCH WARRANT
01/31/2019	2:34 pm	INVESTIGATED WRECK THAT OCCURED BETWEEN SEMI AND BUILDING
01/31/2019	4:14 pm	RESPONDED TO A NON INJURY ACCIDENT IN THE 100 BLK OF E MAIN
01/31/2019	6:32 pm	RESPONDED TO A CRASH AT S WASHINGTON AND 12TH ST
01/31/2019	7:07 pm	RECOVERED STOLEN VEHICLE

Count: 62

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



CITY ORDINANCE January Report

	NEW	RESOLVED	OUTSTANDING
Junk / Abandoned Vehicles	2	1	16
Parking Violations	1	1	3
Prohibited Accumulations	0	0	5
Sidewalk Obstruction	0	0	5
Weeds/Trees	1	1	3
Animals Present / No permit	10	10	25
*Misc. Other	5	5	3
Citizen Complaint	10		
Officer Initiated	10		

*Description of Misc Other -

Blue Print, automatic logic, is a smartly designed control system that automates emergency lighting and siren performance functions. This is something we are looking into installing into our new vehicles.

Below are a few links that speak about Blue Print and it's capabilities:

https://www.soundoffsignal.com/IMAGES/products/bp_central_controller/resources/1_Product%20Resources/bluePRINT-Brochure.pdf

https://www.soundoffsignal.com/IMAGES/products/bp_central_controller/resources/1_Product%20Resources/bluePRINT%20Load%20Shedding%20Feature.pdf

and for the technical side to see what it looks like and how it replaces the existing Power Distribution Unit/Timer:

https://www.soundoffsignal.com/IMAGES/products/bp_central_controller/resources/2_Product%20Updates/bluePRINT%20Central%20Controller%20Versions%202%20and%203.pdf

After coming back from the SHOT show Sgt. Bertalotto met with Lamont Nelson with Hinckleuse to discuss the Durangos and where we want to go. Spoke of concerns with Durangos, which were vetted and unfounded. I also met with Clint Trickett and his staff at Premier Vehicle Installation. We reviewed the quote for the emergency equipment, went over the setup of the equipment, reviewed the Durangos he had in the shop, and looked at the various weapon mounting systems. Premier now does graphics in house and Premier would like to provide a quote for our graphics. If graphics are done in Utah, the cost could be included in the bid price.

Sgt. Bertalotto went to the SHOT show in Vegas. Below are some of the highlights.

Met with multiple vendors and companies. Below are some of the highlighted meetings.

Project Child Safe – Secured 200 more gun locks for free as we renewed our registration to participate. Shipping and locks are free. Asked us to promote products to community.

Gunbusters LLC – option to send firearms to be destroyed for free at no cost to the city other than shipping, which they may reimburse. Option for sawed off shotguns in evidence.

Setina – confirm Durango set up with cage will be available in the next few weeks. Final testing just wrapped up and production should be soon.

Setina – their Black Rack rifle system & concerns with ability to use Magpul mag link. Setina confirms not made for the maglink. Setina also said extra trigger guard provided for when first one breaks.

Point Blank – confirmed rifle plates are 3+ meaning will withstand a rifle round and are more solid than soft armor. Talked about ship times and ensured still on track with next couple of vest orders

Aero Precision – handrail research for Sgt. Huff re: rifle parts moving forward.

Multiple - Looked at a variety of short barrel rifles

Hold Up Displays - gun/rifle storage in supply room – possible solution under \$500 including shipping

Ti re: training simulators (modern day FATS). Same as used by CWI and Gillette College. Talked pricing and grants

Virtra – competitor to Ti as another training simulator option (modern day FATS)

UTM re: training sim rounds and training options.

PoliceOne – Grant opportunities for training and equipment. PoliceOne Academy discussion re: online training options. Problem is while approved by other states Idaho is not one yet.

Sig Sauer - re: suppressors – delay in part with the government shutdown and ATF response

American Reserve Munitions – Ammo company in Horseshoe Bend. Talked about orders, confirmed still free delivery, pricing, and their less lethal options moving forward

Attended Range Day with Sig Sauer to shoot short barrel rifles. Also met with Las Vegas Metro Police officers who allowed me to shoot their LWRC short barrel rifles. The advantage of a short barrel rifle can be summed up in less room to take up, easier to manivuer in close quarters, overall lighter in weight, and easier to carry. There has been the argument that the short barrel rifle is more accurate by some people who state the is less flex and harmonic vibration, less muzzle whip, etc.

Leadership

1/10-1/11/2019

Class Title: Public Safety Leadership: Creating & Maintaining a "Well-Disciplined" Organization

Target Audience: Police, corrections, 9-1-1 telecommunications, parole and probation, fire, EMS (line staff and command staff) and private security personnel.

Sponsoring Agency: DPSST and the Oregon Association Chiefs of Police

When: 1/10-1/11/2019

Registration Deadline: 12/26/18

Contact: Jim de Sully, DPSST; 503.934.0866; #mailto:jdesully@dpsst.state.or.us#

Hours: 0800-1700

Where: Oregon Public Safety Academy , 4190 Aumsville Highway SE, Salem, OR 97317

Cost: Free. Lunch provided.

Instructors: Randy Means of the Thomas & Means Law Firm

Overview: Public Safety Leadership in the Era of Accountability: Creating and Maintaining a "Well-Disciplined" Organization

Being labeled a "Well-Disciplined Organization" is a high compliment and does not mean "well-punished." In fact, the need to use a lot of punitive discipline is indicative of a poorly disciplined organization. A well-disciplined organization is a place where people follow the rules, do what they are supposed to do, and refrain from doing otherwise. This program, then, is about motivating employees to do just that, utilizing a broad array of very focused organizational leadership initiatives. This is not "Leadership 101." It is an applied macro-leadership seminar about the shaping of organizational culture through the proper use of policy, training, supervision and systems. It deals with leadership responsibilities that are non-negotiable. Styles can and will vary from leader to leader but adherence to certain key principles cannot. Leaders must put employees on clear notice of organizational standards. Those standards must be consistently enforced. Sanctions must be consistent and proportionate. The supervision function must be led and managed. In certain key respects, it cannot vary from supervisor to supervisor; overarching consistency must be maintained from workgroup to workgroup. This requires a systemic approach to handling what historically was left to individual supervisory and managerial discretions. The program demonstrates the need for organizational solutions to organizational problems and emphasizes roles and responsibilities of the various members of the leadership team - from first line supervisor to CEO. It includes discussion of the more global aspects of leadership - leading an organization rather than just a smaller component of one. It helps first-line supervisors and mid-managers see a bigger picture. And it reminds senior management personnel of the vital need to keep close watch on smaller things. If you take care of problems while they're small, you don't get a lot of big problems. Theme: accountability at all organizational levels.

Topics Include

Strengthening Organizational Culture

The "Well-Disciplined" Organization

Professional Standards and Morale

Recruitment and Selection Systems

Leadership

1/10-1/11/2019

Class Title: Public Safety Leadership: Creating & Maintaining a "Well-Disciplined" Organization

Keys to Fairness and Just Culture

Assuring Needed Consistency

Proportionality in Disciplinary Actions

Making Progressive Discipline Work

Defining Supervisory Expectations

Unity of Command

Proactive Effects of Close Supervision

Defining Roles and Responsibilities

Complaint Handling and Documentation

Quality Control Methodologies

Routing and Analysis of Negative Data

Improving Early Warning Systems

Appropriate Use of Written Directives

Fitness for Duty Issues

Brady and Giglio Problems

Use of Force and High-Speed Driving

Managing Supervisory Discretion

Strengthening Community Relations

Reducing Fraternalization and Nepotism

Activity to Negativity Ratios

Performance Evaluation and Discipline

The Power of Recognition Systems

In-Service Training/Testing/Assessment

Liability Prevention/Risk Management

Leadership

1/10-1/11/2019

Class Title: Public Safety Leadership: Creating & Maintaining a "Well-Disciplined" Organization

About the instructor: Randy Means, a partner in the Charlotte-based Thomas & Means Law Firm, specializes entirely in police operations and administration and assists a broad national clientele. For nearly twenty years, he was the primary legal and risk management instructor for the International Association of Chiefs of Police (IACP), and he has received its "Distinguished Faculty Award." He now serves as Director of Curriculum Development and Quality Assurance for The Response Network, the endorsed distance learning partner of the Commission on Accreditation of Law Enforcement Agencies (CALEA). He has instructed for virtually every major institutional provider of law enforcement training and has trained nearly a half-million police officials. His book, *The Law of Policing*, is published by the Labor Relations Information System, a prominent police union think tank. His work has been mentioned in the "Wall Street Journal" and discussed on "60 Minutes". He has appeared on both the Law Enforcement Television Network and the FBI Training Network. He has authored more than one hundred published articles on law enforcement matters and writes the legal column for *Law & Order* magazine. He has trained police officials in every state and in Canada and is unquestionably one of America's best known and most respected law enforcement advisor/trainers. A graduate of the University of North Carolina School of Law, he served as head of legal training for North Carolina's state law enforcement training center and coordinator of legal training for the North Carolina State Bureau of Investigation, then for nearly ten years as Police Attorney for the City of Charlotte. From 2007 to 2009, he was head of the national association of police legal advisors (IACP-LOS). Prior to his work with law enforcement, he served in the United States Navy. His last position in the active duty Navy was Executive Officer on a small combatant naval vessel. He left the Naval Reserve as a Lieutenant Commander.

Prerequisites: None

Registration: Registration Deadline: December 26, 2018. Register: <https://goo.gl/forms/OChAR5rHKtXqNfRP2>
Registration Questions: Jennifer Otterlee, DPSST, jotterlee@dpsst.state.or.us

Attire: Business casual

ClassNeeds: Note taking material

Lodging: Lunch provided to all. Shared dorm room lodging is available for law enforcement personnel at the academy at no charge if you are traveling over 75 miles one-way. Breakfast, lunch and dinner will also be provided to those who stay overnight at the academy. If you would like to request dorm room housing (AFTER you receive an e-mail confirming you have been registered for the class), please contact Rebecca Nolte at rebecca.nolte@state.or.us or 503.378.4399 no later than December 26, 2018.

City's Strategic Pillars
Tuesday, February 15th, 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. – 50% 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

- **Consolidated Supply for S. John's Avenue Waterline project - \$14,865.99**

No less than Top Ten Accomplishments since last report

- ~~1. Completion of conduit placement from N. McKinley Avenue, Dewey Street, N Johns Avenue, S. Johns Avenue, E. 12th Street to Water Plant for I.T. Department. – 100% complete~~
- ~~2. 5 – New Airport Private Hangar Lease Agreement – 1 unit 80% built to date – 100% complete~~
- ~~3. Installation of 12" + 8" water mainline with new 1" water service lines from N. McKinley Avenue, Dewey Street, N Johns Avenue, to 1st Street & S. Johns Avenue. – 100% complete~~
- ~~4. Assisted with cleanup for removal of 2 trees for Emmett Public Library.~~
5. Trim trees in all Parks & Cemetery grounds by Certified tree trimmer, City staff to provide cleanup – 100% complete
6. G.I.S. mapping all cemetery graves for creation of kiosk for on-line location of graves – 5% complete
7. Present airport operations & Maintenance, 20 – year CIP costs to City Council on February 12th, 2019
8. Removal of three hazard trees in main city park per certified arborist recommendation on February 13th, 2019 – in process **Postponed due to weather**
9. 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
10. Repairs to sewer collection mainline on Phillips Street from N. Moffatt Avenue to N. Pine Avenue.
11. Repairs to bad water valves and water valve boxes
12. Water valve exercising for all water distribution valves.
13. Preparations to start construction repairs on S. Substation Road from Main Street to 4th Street on February 14th, 2019. Construction is estimated for 30 days.

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.
- Finalizing LHTAC - 14393 S. Johns Ave. 4th to 12th Street final plan design & budget for construction.
- 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.

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

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. **5% 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%**
- Install fiber to additional nodes and cameras on east side complex of the City Park.

Expenditures requiring authorization from higher and purpose of expenditure

No less than Top Ten Accomplishments since last report

1. Network switch port mapping complete on all water plant switches
2. Finished putting together written exam for new hire interviews
3. Meeting with Jim Baker on rural broadband
4. Update network monitoring router firmware and backup database
5. Fire hydrant data for county and city fire departments
6. Assisted Owyhee County 911 with questions on fiber deployment
7. Initial kiosk setup at Cemetery
8. Complete form changes on various inspection forms for Public Works
9. Firmware upgrades on primary core router
10. Reprogram door codes for Fire Station doors
11. Warranty phone replacement on one PD desk phone
12. Replaced hard drive on Sgt. desktop computer for space issue
13. Add cemetery to the public works server for file sharing
14. Updated Envisionware licenses for Library
15. Troubleshoot modem for postage machine in Clerks office
16. Replaced corrupted hard drive on DC computer at Fire Station
17. WiFi Door locks installed at RV park bathrooms
18. Parker ILETS access issue on mobile CAD resolved
19. Video display issue on training computer resolved at Fire Department
20. Moved 1 of the backup replications servers to water treatment plant
21. Converted city mechanic inspection form to a digital fillable form
22. Rolled out software patch update for eimpact to all PD desktop computers
23. Setup SCADA on additional WWTP laptop for employee on call use
24. Installed additional camera at public works office
25. Replacement toner cartridges for Public Works copier
26. Windows updates completed on all desktop computers
27. Fixed issue with camera link at well 9.

Plan for next 30 days

28. Finish putting together interview questions for new position
29. Program backup LTE router
30. Continue programming of new-to-us Dell R530 server
31. Document all switch ports across network
32. Band shell patch panel install for switch box
33. Begin migration of remainder of email accounts to exchange
34. Cemetery GIS project
35. Research getting ArcGIS information into the web platform
36. Begin migration with PD to Axon body cameras
37. Move Syslog server from city hall to water plant
38. New north, south, and training computers PD