

Application for Special Event Permit

Submit completed applications to the City Clerk's Office,
501 E Main St; Emmett, ID 83617

Phone: (208) 365-6050

Fax: (208) 365-3064

Hours: Mon - Fri: 8am - 5pm

You must submit this application when holding a special event on City property unless an exemption applies.

SPECIAL EVENT: A preplanned single gathering, event, or series of related consecutive daily gatherings or events of an entertainment, cultural, recreational, educational, political, religious or sporting nature, or of any other nature, such as concerts, dances, assemblages, processions, parades, circuses, fairs, festivals, block parties, community events, mass participation sports (such as marathons and running events, fun run/walks, bicycle races or tours, sports tournaments), or other organized activity conducted for a common or collective use.

A. Exemptions: The following shall be exempt from having to obtain a special event permit:

- i. Funeral processions;
- ii. Spontaneous events for the purpose of expressive activity that occur in response to breaking or emerging news;
- iii. Lawful picketing on sidewalks;
- iv. City sponsored special events;
- v. Special events that draw or expect to draw nine hundred ninety-nine (999) or fewer participants or spectators at any one session. This exemption does not apply to any special event that will necessitate full or partial street or alley or partial lane closures, regardless of the number of participants or spectators;
- vi. Special events wholly held on private property;
- vii. In determining whether an event is exempt, no consideration shall be given to the content of any constitutionally protected expression connected with the planned activity. No permit shall be required under this section, nor any condition imposed on any permit, if requiring a permit or imposing the condition would violate rights protected by the Constitution of the United States or by the Constitution of the State of Idaho.

Permit applications should be submitted no earlier than 1 (one) year prior to the event and no later than 45 days prior to the event. Issuance of a Special Event Permit is subject to review and approval of City staff.

Date received in the Office of Emmett City Clerk _____

- \$ 200.00 Special Event Permit Application Fee submitted with application
- \$ 200.00 Refundable Cleaning/Damage Deposit (all public plazas/buildings/parks)
(Please submit this as a separate check to be held until after the event)

Application fee and refundable deposit must be submitted with the Special Event Permit Application.

CANCELLATION POLICY: Events canceled less than 14 days before the date of the event will be subject to a cancellation fee of half of the application fee (\$100). The balance of the application fee will be refunded, and the refundable cleaning/damage deposit will be returned to the applicant.

A. GENERAL INFORMATION

Event Name: _____

Date(s) of event: _____

Beginning and ending time(s) of event: _____

Location of Event: _____

Set-up date and time: _____ Dismantle date and time: _____

Estimated attendance: _____

B. BRIEF DESCRIPTION AND PURPOSE OF EVENT (attach additional page if necessary)

Basis on which estimate is made (Ticket Sales, Historical Data): _____

C. APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Sponsoring organization name: _____

Event coordinator name: _____ **Title:** _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Alternate contact: _____ **Title:** _____

Phone: _____ Cell #: _____ Email: _____

D. **EVENT DETAILS:** Please check the box next to the item if it **WILL** be a part of your event. Use the line following the event item to give details for all boxes checked.

- Does the event involve the sale or use of alcoholic beverages? _____
 - If yes, will the event sponsor be the only one serving the alcoholic beverages, or will the event be catered by several vendors? Only event sponsor will serve alcohol Several vendors
 - All vendors on City Property serving alcohol at the event will need to contact the City Clerk's office regarding an alcohol catering permit.
 - If more than one vendor will be providing and serving the alcoholic beverages, you will need to attach to this application a diagram of the event site with the specific locations to be assigned to each vendor for the sale or distribution of alcoholic beverages shown and the site number assigned to each of those locations.

Does the event involve the sale of food? _____

Will there be food trucks? Yes No

You will need to coordinate with Southwest District Health regarding food requirements/permits

Will there be entertainment at your event? Yes No **If yes, fill out below:**

Dance component/open floor? _____ Live or recorded music? _____

Number of Band(s): _____ Amplification? _____

Amplification Start Time: _____ Amplification End Time: _____

Name of Band(s): _____

How many temporary structures in the proposed event site? Please provide the following below:

Number of Stages: _____ Size of Stages: _____

Number of Tents/Canopies: _____ Size of Tents/Canopies: _____

Must be weighted down, not staked down.

Will an existing occupied or vacant building be used? (This includes use of the bandshell.) Please list building name and/or address: _____ Does the event involve the use of

fireworks, rockets, or other pyrotechnics? **If yes, explain below:**

A Public Fireworks Display Permit will be required through City of Emmett Fire Department – 208398-8042.

How many additional portable toilets will you provide for the public attending your event?

How many standard toilets: _____ **How many ADA Accessible:** _____

Please note that the public restrooms in City parks open between 7:00 to 9:00 a.m. daily and close at dusk daily. Public restrooms are open to the public and available for use by special events with no charge. **If park/facility restrooms are not adequate for the expected attendance, you will be required to provide additional portable toilets for your event; the Special Event Coordinator Team will specify the minimum needed.**

Additionally, the Special Event Coordinator Team (not the Parks/Recreation Department) will be responsible for stocking all public restrooms with bath tissue and paper towels for the duration of the event.

Will you be using generators for electrical power needs? ____Yes ____No If no, how will you access electricity? _____

Will you require access to water for the event? Explain: _____

Will this event be marketed or advertised in any manner? Indicate type of advertising _____

Will there be live media coverage during the event? _____

Will you provide private security/escort services for your event? Please provide contact info:

Name and address of security service/escort: _____

Phone number of security/escort contact (so we can verify if needed) _____

E. STREET CLOSURE REQUEST OR CHANGE IN TRAFFIC PATTERN

Will any streets, lanes of streets or alleys be closed for the event? Yes No

A Traffic control plan must be obtained by a traffic control company. Please list the name of the traffic control company and contact information. You will need to submit the traffic control plan with this application.

Traffic Control Company Name: _____

Traffic Control Company Contact Info: _____

F. **SITE PLAN:** A Site Plan **must** be attached that identifies the following: (you can print out maps from google.com or mapquest.com for free)

- An outline of the entire event venue including the names of streets or areas that are part of the venue. If the event involves a moving route of any kind, indicate the direction of travel and all streets, alleys or lane closures, including starting and stopping point of closures.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, hand washing stations, booths, cooking areas, trash/recycling containers, dumpster/roll-offs, drinking water fountains or water stations in park, waste grease containers, gray water containers and other temporary structures.
- The location of first aid facilities and ambulances.
- Identification of all event components that meet accessibility standards.
- Generator locations and/or sources of electricity.
- Exit locations for OUTDOOR events that are fenced and/or locations within tents and tent structures.
- Firework launch location, including location of extinguishing device(s)
- Parking for all patrons, vendors, service providers, and event staff. Use of all parking lots, driveways, and street parking must be identified on your Site Plan.** Parking may be examined for ADA compliance.
 1. Use of private property (including driveways) is prohibited unless written permission from the property owner is attached to this application.
 2. **All fire lanes and fire hydrants must be kept clear of any parked vehicles and any other obstructions for the entire course of the event, including set-up and take-down time.**

G. **TRASH COLLECTION:**

How will trash be contained and removed during and after the event? (please explain)

H. **ADDITIONAL COST:** Extraordinary Resources: Special event applicants, promoters and sponsors whose special events require the use of extraordinary City resources because of their anticipated attendance or heightened security concerns shall be required to pay for those extraordinary resources as determined by the SET Team. Full cost recovery for extraordinary resources shall be required no later than sixty (60) days following the conclusion of the special event. Any extraordinary resources for which there are additional costs shall be solely dedicated to the special event. If after the special event permit application is submitted, a determination by City staff is made that extraordinary City resources may be required for the event, then an extraordinary resources deposit may also be required as part of the approval process for the special event permit application. The amount of the deposit will be determined by City staff, subject to evaluation of anticipated extra resources that may be required. Any clean up after an event that must be performed by the City to return the site to its normal state shall be charged at a rate of thirty dollars (\$30.00) per hour with a one-hour minimum charge.

I. **PLEASE NOTE:** ANY CLEAN-UP AFTER AN EVENT THAT HAS TO BE PERFORMED BY CITY OF EMMETT EMPLOYEES TO RETURN THE SITE OF THE SPECIAL EVENT TO ITS NORMAL STATE WILL BE CHARGED TO THE SPONSOR OF THE SPECIAL EVENT AT THE RATE OF THIRTY DOLLARS (\$30.00) PER HOUR WITH A ONE HOUR MINIMUM CHARGE. SAID CHARGES WILL BE PAID OUT OF THE \$200 SPECIAL EVENT DEPOSIT. ANY REMAINING BALANCE ABOVE THE AMOUNT OF THE DEPOSIT WILL BE CHARGED TO THE EVENT COORDINATOR AND PAYABLE WITHIN THIRTY (30) DAYS OF INVOICE DATE. IF THE CHARGES ARE LESS THAN THE DEPOSIT AMOUNT, THE REMAINING DEPOSIT BALANCE WILL BE REFUNDED TO THE EVENT COORDINATOR.

J. **INDEMNIFICATION:** Application shall be accompanied by a certificate of public liability and property-casualty insurance for up to one million dollars (\$1,000,000.00) for personal injury and property damage. Applicant shall provide a certificate of insurance at the time of application submittal indicating the City of Emmett as the certificate holder and the additional insured with respect to the special event. Insurance document can be emailed to [\[cityclerk@cityofemmett.org\]](mailto:cityclerk@cityofemmett.org).

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

K. **SPECIAL INFORMATION FOR APPLICANTS:**

- Policing street closures:
 - No permanent alterations to the street will be permitted.
 - The Emmett Police Department will take the lead in coordinating/policing street closures associated with any **City-sponsored event**.
 - **For any non-City-sponsored event**, the applicant shall be responsible for coordinating with Emmett Police for approval of safety/security plans.
- Requirements for internal security shall be identified by the Emmett Police Department. Firms or agencies shall be approved by the Emmett Police Department prior to issuance of a Special Event Permit.

L. AFFIDAVIT OF APPLICANT:

I **certify** that the information contained in the foregoing application, as well as all submitted attachments and/or maps and site plans, are true and correct to the best of my knowledge and belief and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Emmett Ordinance, and I understand that this application is made subject to the rules and regulations established by the City Council. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government and any other applicable entity, which may pertain to the use of the Special Event venue and the conduct of the Special Event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree to abide by these rules, and further certify that I, on behalf of the promoter and/or sponsor, am also authorized to commit that organization, and thereby agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Special Event to the City of Emmett.

Further, I hereby agree to replace the premises satisfactorily to the original condition prior to the event at my expense. I shall not hold the City of Emmett or the State of Idaho responsible for any damages or expenses caused by, or in connection with the use of said property. Cost of returning premises to original condition will be mine and not the City of Emmett or the State of Idaho.

I have read and do fully understand the requirements and responsibilities set forth by this permit. I agree to comply with all requirements listed upon issuance of my Special Events Permit.

Applicant Name: _____ Title: _____
(Please Print)

Promoter/Sponsor: _____

Signature: _____ Date: _____

Staff Use Only		
\$200.00 Application Fee	Site Plan/Route	Proof of Insurance
\$200.00 Refundable Deposit (HOLD)	Right-of-Way Permit	Staff Initials: _____
Staff Initials For Department Approval		
Police: _____	Fire: _____	Public Works: _____
Building: _____	Clerks: _____	IT: _____
Permit Approved By City Clerk _____		

City of Emmett Council Meeting

March 26, 2024

Regular Meeting

The Emmett City Council held a meeting at 501 E. Main Street, Emmett, Idaho.
Mayor Petrie called the meeting to order at 5:30 p.m.
Mayor Petrie led the Pledge of Allegiance
Al Cinnamon offered the Community Invocation

Council Present: Council President Henderson, Councilor Gary Resinkin, Councilor Denise Sorenson, Councilor Jody Harris, Councilor Steve Nebeker

Council Present by Phone – None

Council Absent: - Councilor Tom Butler

City Attorney: Jake Sweeten

Staff Present: Lyleen Jerome, Brian Sullivan, Mike Knittel, Clint Seamons, Steve Kunka

Staff Present by Zoom: None

Public Present: Al Cinnamon, 610 S. Hawthorne, Emmett ID; Norma Johnson; Debra Shelton, 1672 Sunset, Emmett, ID; Sharon Boatman, 743 E. Southslope Rd, Emmett, ID; Gary Johnson, 770 S. Prospect Peak Way, Emmett, ID; Annette Severy, 5484 Sand Hollow Road, Emmett, ID

Amendments to the Agenda: None

Declaration of Conflict of Interest: None

Declaration of Council Members' Discussion Outside an Open Meeting: None

ELECTED OFFICIALS:

Mayor: Proclamations: Idaho Military Caregivers, Week of the Young Child, and 2024 Arbor Day

City Council: None

Announcements and Good of the Order: None

CONSENT AGENDA:

Approval of Minutes – March 12, 2024 – Regular Council Meeting

Approval of Accounts Payables

Approval of Permits – None

Councilor Resinkin **MOVED TO APPROVE THE CONSENT AGENDA.** Seconded by Councilor Harris

Motion carried by voice vote.

BUSINESS:

Steve Kunka, Police Chief, requests approval for road closures for 2024 Cruise Night. Council President Henderson **MOVED TO APPROVE ROAD CLOSURES FOR 2024 CRUISE NIGHT AND TO FOLLOW STAFF RECOMMENDATIONS.** Seconded by Councilor Resinkin. **Motion carried by voice vote.**

Brian Sullivan, Building Official/City Planner requests approval of **Ordinance #O2024-02.**

AN ORDINANCE AMENDING THE ZONING CLASSIFICATION FOR CERTAIN REAL PROPERTY IN THE CITY OF EMMETT, IDAHO, LOCATED AT 404 E. 12TH STREET, FROM R-3 MULTI-FAMILY TO R-4, MANUFACTURED HOMES; MAKING THE TERMS OF A DEVELOPMENT AGREEMENT CONDITIONS FOR THE ZONING CLASSIFICATION; AND PROVIDING AN EFFECTIVE DATE.

Councilor Nebeker **MOVED TO APPROVE ORDINANCE #O2024-02; DISPENSE WITH THE RULE REQUIRING ORDINANCES TO BE READ ON THREE SEPARATE DAYS AND ONCE IN FULL, AND PROVIDE AN EFFECTIVE DATE AND THAT THE ORDINANCE BE READ ONCE BY TITLE** Seconded by Council President Henderson. Mayor called for roll call vote – Council President Henderson – AYE, Councilor Harris – AYE, Councilor Nebeker – AYE, Councilor Resinkin – AYE, Councilor Sorenson – AYE. **Motion Carried 5-AYES, 1-ABSENT**

Brian Sullivan, Building Official/ City Planner read ordinance by title only.

Councilor Sorenson **MOVED TO ACCEPT THE FIRST AND ONLY READING OF ORDINANCE #O2024-02, DIRECT THE MAYOR TO SIGN, AND DIRECT THAT IT BE PUBLISHED BY SUMMARY** Seconded by Council President Henderson. Mayor called for roll call vote. – Council President Henderson – AYE, Councilor Harris – AYE, Councilor Nebeker – AYE, Councilor Resinkin – AYE, Councilor Sorenson – AYE. **Motion Carried 5-AYES, 1-ABSENT**

ACTIVITY REPORTS:

Building Official/City Planner – Brian Sullivan – Reported

City Clerk, Lyleen Jerome – Reported

Fire – Curt Christensen - Absent

Library Director, Alyce Kelley – Absent

Police Chief, Steve Kunka – Reported

Public Works, Clint Seamons – Reported

IT Systems Director, Mike Knittel – Reported

ADJOURN

Councilor Sorenson **MOVED TO ADJOURN.** Seconded by Councilor Resinkin. **Motion carried by voice vote.**

Meeting adjourned at 5:53 p.m.

Mayor Gordon Petrie

Lyleen Jerome, City Clerk

RESOLUTION # R2024-01

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF EMMETT, IDAHO
EMMETT SPECIAL EVENT FEES**

WHEREAS the City Council held a Public Hearing on April 9, 2024, 2024 at 5:30 p.m. at City Hall, 501 E. Main Street, Emmett, Idaho; and

WHEREAS the purpose of the Public Hearing was to discuss establishing certain fees related to Emmett City Code Section 3-8: Special Events.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Emmett, Idaho, that effective on and after April 9, 2024, the following fees shall be in effect for Special Events:

Special Event Permit Application Fee:	\$200.00
Damages & Cleaning Deposit:	\$200.00
Extraordinary City Resources Additional Cost:	As determined by SET Team based on Sponsor's / Promoter's proposed event and/or actual recovery for City resources actually expended
Additional Clean Up Performed by the City:	\$30.00 per hour; 1 hour minimum

RESOLUTION introduced and passed _____, 2024, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____

APPROVED:

MAYOR

ATTEST:

CITY CLERK

<u>Police Department/Sheriff's Department</u>	<u>Hourly Wage</u>	<u>Population</u>	<u>Number of Officers</u>
Blaine County	\$33.77	24,248	
Hailey	\$30.00	9,238	13
Sandpoint	\$27.24	8,899	19
Middleton	\$25.00	9,614	8 (2020)
Weiser	\$24.40	5,678	17
Emmett	\$23.00	7,694	14
Idaho County	\$23.00	16,787	
Payette	\$22.80	8,182	14
Emmett	\$21.96	7,694	14
Minidoka County	\$21.73	21,626	
Rathdrum	\$21.50	9,556	15
Cassia County	\$21.36	24,859	
Fruitland	\$21.00	6,169	15
Rupert	\$20.00	6,066	13
Preston	\$20.00	5,668	9 (2021)
Gem County	\$19.71	19,250	14
Jerome County	\$19.00	24,474	

view

2023-24 STEP PROGRAM FOR WAGES – SWORN ONLY

The Emmett Police Department will allow lateral placement. Lateral officers have successfully completed basic academy training, which is a cost savings to the City as well as allows resources to be better utilized and maximized.

Upon the successful conclusion of the first anniversary of employment, the salary will be increased based upon years of service, up to 10 years, at a 2 for 1 years of service ratio. (e.g. Transfers with 10 years of experience with another agency plug in at STEP III pay rate, rather than starting pay rate).

Years of service are granted for completed years; no credit is given for partial years of service. Service from part time officers and reserve time doesn't count towards lateral placement. To be eligible for the lateral program you must be a sworn law enforcement officer whose primary duty is to perform patrol and/or detective functions with a public agency. No credit will be given for corrections, military policing, or private contract work.

Officer Rank Wage Scale

	Recruit	Step I (+3%)	Step II (+6%)	Step III (+6%)	Step IV (+10%)
	Hire date to 1 st year anniversary	Completion of 1 st year	Completion of 3 years	Completion of 5 years	Completion of 7 years *
No Experience	23.00	23.70	25.12	26.63	29.29
Lateral/Certified (+3%)	23.70	24.41	25.87	27.43	30.17
Advanced Cert. (+3%)	NA	NA	NA	27.43	30.17

To achieve STEP II, STEP III, and STEP IV, officers must have satisfactory job performance evaluations.

Additionally, to achieve STEP IV, officers must show their commitment to the police department, their profession, and to the community. Officers who achieve STEP IV have demonstrated their efficiencies in our profession and show proficiency with the department's policies and procedures. Officers must have a letter of recommendation from their immediate supervisor recommending advancement to STEP IV. Officers must also write their letter of intent requesting STEP IV and showing their achievements. Officers can demonstrate their achievements by more than one of the following:

- Holds all proper certifications to be self-sufficient and reliant in position (current Breath Test Operator, qualifies with firearms, Crisis Intervention trained, First Aid/CRP certified, etc).
- Becoming a POST certified instructor showing their commitment to training
- Becoming a Field Training Officer showing their commitment to mentoring new officers
- Possessing Intermediate certificate from Idaho POST showing their commitment to training
- Engages with holding collateral assignments (K9 Handler, Crime Prevention Liaison, Firearms Armorer, Breath Testing Specialist, Public Information Officer, etc.).
- Participates in appropriate community activities (business expos, cub scout tours of PD, etc)

2023-24 STEP PROGRAM FOR WAGES – SWORN ONLY

The Emmett Police Department will allow lateral placement. Lateral officers have successfully completed basic academy training, which is a cost savings to the City as well as allows resources to be better utilized and maximized.

Upon the successful conclusion of the first anniversary of employment, the salary will be increased based upon years of service, up to 10 years, at a 2 for 1 years of service ratio. (e.g. Transfers with 10 years of experience with another agency plug in at STEP III pay rate, rather than starting pay rate).

Years of service are granted for completed years; no credit is given for partial years of service. Service from part time officers and reserve time doesn't count towards lateral placement. To be eligible for the lateral program you must be a sworn law enforcement officer whose primary duty is to perform patrol and/or detective functions with a public agency. No credit will be given for corrections, military policing, or private contract work.

Officer Rank Wage Scale

	Recruit	Step I (+3%)	Step II (+6%)	Step III (+6%)	Step IV (+10%)
	Hire date to 1 st year anniversary	Completion of 1 st year	Completion of 3 years	Completion of 5 years	Completion of 7 years *
No Experience	21.96	22.62	23.98	25.42	27.96
Lateral/Certified (+3%)	22.62	23.30	24.70	(See Above)	(See Above)
Advanced Cert. (+3%)	NA	NA	NA	26.18	28.80

To achieve STEP II, STEP III, and STEP IV, officers must have satisfactory job performance evaluations.

Additionally, to achieve STEP IV, officers must show their commitment to the police department, their profession, and to the community. Officers who achieve STEP IV have demonstrated their efficiencies in our profession and show proficiency with the department's policies and procedures. Officers must have a letter of recommendation from their immediate supervisor recommending advancement to STEP IV. Officers must also write their letter of intent requesting STEP IV and showing their achievements. Officers can demonstrate their achievements by more than one of the following:

- Holds all proper certifications to be self-sufficient and reliant in position (current Breath Test Operator, qualifies with firearms, Crisis Intervention trained, First Aid/CRP certified, etc).
- Becoming a POST certified instructor showing their commitment to training
- Becoming a Field Training Officer showing their commitment to mentoring new officers
- Possessing Intermediate certificate from Idaho POST showing their commitment to training
- Engages with holding collateral assignments (K9 Handler, Crime Prevention Liaison, Firearms Armorer, Breath Testing Specialist, Public Information Officer, etc.).
- Participates in appropriate community activities (business expos, cub scout tours of PD, etc)