

City of Emmett Council Meeting

November 10, 2020

The Emmett City Council held a regular meeting at 501 E. Main Street, Emmett, Idaho.  
Mayor Gordon Petrie called the meeting to order at 7:00p.m.  
Mayor Gordon Petrie led the **Pledge of Allegiance**  
Al Cinnamon offered the **Community Invocation**

**Council Present:** Councilor Michelle Welch

**Council Present via telephone:** Council President Nebeker, Councilor Thomas Butler, Councilor Denise Sorenson, Councilor Tona Henderson, Councilor Gary Resinkin

**Counselor Present:** Jake Sweeten

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

**Staff Present via telephone:** Anne Wescott – Galena Consulting, Chief Bongiorno – Idaho Fire Chief’s Association

**Public Present:**

**Public Present via telephone:** None

**Amendments to the Agenda:** Remove Business item B and place under reports for the Public Works Director

**Council President Nebeker made a MOTION TO APPROVE THE AGENDA AS AMENDED. Seconded by Councilor Welch. 6 – AYES, 0 – NOES. Motion Carried.**

**Declaration of Conflicts of Interest:** None

**Declaration of Council Members’ Discussion Outside an Open Meeting:** None

**ELECTED OFFICIALS:**

A. **Mayor** - Idaho Family Reading Week Proclamation – Mayor Petrie Proclaimed November 8<sup>th</sup> thru 14<sup>th</sup> as Idaho Family Reading Week and presented the proclamation to Alyce Kelley the Library Director for the Emmett Public Library

B. **City Council** - Councilor Resinkin would like to see a proposed resolution to increase the Fire Department volunteers pay to double time on holidays. Mayor Petrie recommended that he have that placed on the agenda for a future meeting

C. **Announcements and Good of the Order**

**CONSENT AGENDA:**

A. **Approval of Minutes** – October 27, 2020

B. **Approval of Accounts Payable.**

C. **Approve Permits: Bartender Permits**

Donna Jean Hauser  
Maria DeLa Luz Maren  
Alishia Rea  
Rochelle L. Russell

**Councilor Henderson made a MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED. Seconded by Councilor Welch. AYES -6, NOES - 0. Motion Carried.**

**DISCUSSION / INFORMATION / UPDATES**

A. Anne Wescott, Galena Consulting gave a briefing of the Capital Planning Improvement plan

B. Chief Bongiorno, Idaho Fire Chief’s Association gave a presentation on the IFC Inspection Requirements for Food Trucks.

**NON-CONSENT AGENDA**

**BUSINESS**

A. Clint Seamons, Public Works Director requests approval of Professional Services Agreement to Keller Associates. **Councilor Henderson made a MOTION TO APPROVE AGREEMENT FOR PROFESSIONAL SERVICES TO KELLER ASSOCIATES FOR WELL 6 UPGRADES IN THE AMOUNT OF \$35,700.00. Seconded by Councilor Welch. Roll Call Vote – COUNCIL PRESIDENT NEBEKER – AYE, COUNCILOR HENDERSON – AYE, COUNCILOR RESINKIN – AYE, COUNCILOR WELCH – AYE, COUNCILOR BUTLER – AYE, COUNCILOR SORENSON – AYE. Motion Carried.**

**DEPARTMENT/ ACTIVITY REPORTS**

- A. **Building Official/City Planner** – Brian Sullivan, Building/Zoning Administrator – No report
- B. **Clerk** – Lyleen Jerome, City Clerk– No report
- C. **Fire** – Curt Christensen, Fire Chief– No report
- D. **Library** – Alyce Kelley, Director– Reported on fundraiser event
- E. **Police** - Steve Kunka, Police Chief– No report
- F. **Public Works** – Clint Seamons, Public Works Director–Update on Intergovernmental Agreement to ITD.
- G. **Systems Administrator** – Mike Knittel, IT Systems Director– No report
- H. **Engineer**

**Councilor Henderson made a MOTION TO ADJOURN. Seconded by Councilor Butler. 6– AYES, 0 – NOES. Motion Carried.**

Meeting Adjourned at 8:15pm

Mayor Gordon Petrie

Lyleen Jerome, City Clerk



# CITY OF EMMETT

## Bartender Permit Checklist

Applicant Name Jenny Kaylor

Date Application Received 11/3/2020 By Alishia

- New Application  Renewal Application
- Application Notarized
- Fingerprint Receipt Attached (New only)
- Copy of Driver's License Attached
- Permit Fee Paid
- Temporary Permit Language added to Receipt (New only)

### Police Department

- Background Check 11/4/2020
- Emmett Police Name/Records Check
- Gem County Sheriff's Name/Records Check
- Other NA
- W. Hampton 11/4/20 [Signature] 11-6-20  
Completed (signature) Date Chief of Police (signature) Date
- Fingerprint Results Attached (New only) NA

### City Council

- Added to Council Agenda for approval
- City Council Approved Yes  No  \_\_\_\_\_  
Council Date

### Official Permit

- Created \_\_\_\_\_
- Mailed \_\_\_\_\_

Tracking # \_\_\_\_\_



**CITY OF EMMETT**  
**Bartender Permit Checklist**

New  Renewal

**Applicant Name:**

**Date:**

DELPHIA MONTES

11-4-2020

Application Received:

- Application Complete
- Application Notarized
- Fingerprint Receipt Attached (New only)
- Copy of Driver's License Attached
- Permit Fee Paid
- Temporary Permit Language added to Receipt (New only)

Background Check Results Complete (New Only)

Police Department Background Check (Attached to DL Copies)

Requested 11/5/20 Complete \_\_\_\_\_

✓A

Emmett Police Name/Records Check

✓A

Gem County Sheriff's Name/Records Check

NA

Idaho Courts Name/Records Check

[Signature]

Completed by

[Signature]

Chief of Police

*Council Approved* Yes  No  \_\_\_\_\_

Official Alcohol License

Created \_\_\_\_\_

Mailed \_\_\_\_\_

Tracking # \_\_\_\_\_

**Payette River Electric & Controls**

2850 N Plaza Rd  
Emmett, ID 83617  
208-590-4479  
sam@payetteriverelectric.com



**INVOICE**

BILL TO  
City of Emmett  
Accounts Payables  
501 E Main St  
Emmett, ID 83617

INVOICE 78  
DATE 11/09/2020  
TERMS Net 30  
DUE DATE 12/09/2020

| DATE       | DESCRIPTION   |
|------------|---|
| 11/09/2020 | Commercial Grade Generator Package: Cummins natural gas unit with automatic transfer switch |
| 11/09/2020 | Gas piping from existing meter  |
| 11/09/2020 | New service and hookup of existing panel to automatic transfer switch                       |

BALANCE DUE **\$38,575.00**



**EMMETT PUBLIC WORKS DEPARTMENT**  
601 East 3<sup>rd</sup> Street - Emmett, Idaho 83617  
**Clint Seamons, Public Works Director**

Thursday, November 12, 2020

Mayor, City Council:

I am requesting from City Council a **MOTION to approve Power System West Service Agreement for stand by power with Mayor to Sign.**

Attached is the agreement for your review.

Thank you,

Clint Seamons  
Public Works Director

Agreement No:

Date: 11-12-20

Bill To: City Of Emmett  
501 E Main St. Emmett, ID  
Andrew Abercrombie  
Sewer & Water Operations Manager  
1-208-573-7627  
aabercrombie@cityofemmett.org

Ship To: Same

### SERVICE AGREEMENT

This Service Agreement is Entered into by Power Systems West and the generator set Owner for the purpose of setting forth the terms and conditions governing Power Systems West obligations to service Owner's emergency standby generator set(s) and associated equipment.

Upon acceptance of the Agreement, by Owner, Power Systems West will render the following services only. It will be inspected during normal business hours at least **two (2) times** each year this agreement remains in effect. This Agreement will be reviewed and/or updated annually. These inspections will include:

1. Ignition system and components will be inspected and replaced as needed.
2. The entire equipment will be lubricated, and the oil changed when 1 year have lapsed.
3. Fuel system will be inspected for deterioration or rust collection. All fuel filters will be replaced annually
4. Cooling system will be checked. When replacement of belts and hoses is recommended a quote will be provided.
5. All batteries will be checked, cleaned, or replaced bi-annually or as needed.
6. All air cleaners will be inspected and will be replaced or quoted as needed.
7. Safety shutdown system will be inspected and tested if applicable
8. Exhaust system components will be checked for deterioration, and quote will be provided as necessary.
9. All instruments will be checked for proper operation.
10. The generator will be checked for proper setting and operation. Voltage and frequency will be adjusted, brushes will be inspected if applicable.
11. Automatic transfer switch will be inspected, cleaned and adjusted as required.
12. Reset and test exercise clock. Check hour meter for proper operation.
13. Genset and transfer switch will be checked and wiped down as needed.
14. Personnel will be instructed on operation and upkeep procedures to be followed by OWNER between regular calls by POWER SYSTEMS WEST service personnel.
15. After all the above has been completed, service personnel will run generator set(s) and conduct tests under Owner's load providing Owner makes such load available and it is practical to run the tests concerned.
16. Power Systems West will submit a report to the Owner of the entire inspection and will advise customer of any repairs needed.

The charges for the service to be rendered, as set forth on "Exhibit A" attached hereto, are based upon average inspection times.

It is understood that by this Agreement, Power Systems West is not obligated to supply any parts, labor or traveling expenses, other than those specifically mentioned above. It does not include expenses to repair damages caused by abuse, accident, theft, acts of third person, and forces of nature or altering the equipment. Power Systems West shall not be responsible for failure to render the service for causes beyond its control, including strikes and labor disputes.

This Agreement is not assignable without the consent of both parties and will remain in force until cancelled by either party through 30 days written notice to the other.

Should either party breach the written Agreement, and should legal action be instituted to enforce the right or duties herein set forth, then the Court concerned may award attorney's fees to the successful party litigant.

Incorporated in the Agreement and an integral part thereof, are the attached Exhibits described as:

"Exhibit A"     Equipment to be Serviced and Rates  
"Exhibit B"     Additional Charges

**"Exhibit A" Of Service Agreement**  
Equipment to be Serviced and Rates

Location: Various in Emmett- Will get addresses of each when on site with Andrew for first services

Unit Model #: See Attachment Below- 10 Generators  
Unit Serial #:

Unit Model #:  
Unit Serial #:

Service Agreement Rate **per Visit per Unit (does not include parts) - \$ 495.00**  
(Load bank once a year performed w/inspection or major service) **-\$ Quote If Needed**  
Fuel can be provided during the inspection or major service; fuel will be a separate charge.  
Fuel to be provided on as needed basis will be billed in addition to the cost of the PM.

Exhibit B” Of Service Agreement

Additional Charges

Emergency service between regular inspections will be provided at regular rates for labor and parts, plus the established travel charges to location of the generator set(s). Standard labor rates are set forth on

“Exhibit B”

Charges for additional labor time and mileage will be billed at the posted labor rates.

Oil, fuel and coolant samples are available at an additional charge.

Notes for specific contracts

**NOTE: per state of Washington a licensed electrician is required to make connections and disconnections of the cables for load banking. Pricing does not include the cost of the electrician and the permit.**





Payment/Default: Upon Credit Approval, Applicant(s) agree: To pay invoices in full within 30 days from invoice date; To pay service charges of 1.5% per month (18% per year) or maximum permitted by law, whichever is less, on all past due amounts. If any amount owed to Power Systems West is not paid when due, Power Systems West may at its option: place the account on C.O.D., terminate any unfilled orders, or discontinue any service until the account is current. If applicant(s) are in default, applicant(s) to pay all collection costs and expenses, including collection agency fees, attorney's fees and all costs, whether or not an action is commenced, and included those at any appellate level.

Miscellaneous: Any change in applicant(s) business structure shall not affect applicant(s) obligations under this agreement unless Power Systems West agrees otherwise in writing. By signing here you AGREE TO ALL TERMS OF THIS AGREEMENT AND ALL TERMS OF ANY SALES OR SERVICE AGREEMENTS PREPARED BY Power Systems West on behalf of applicant(s), which may be you. If other than applicant(s), signer represents that he/she is an agent of, and authorized to sign on behalf of applicant(s).

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_

PLEASE CIRCLE ALL THAT APPLY:

- RESIDENCE CORPORATION BRANCH DIVISION SOLE PROPRIETORSHIP PARTNERSHIP LLC

Name of Parent Company \_\_\_\_\_

Power Systems West of Idaho
4499 Market Street
Boise, ID 83705
800-354-6767

Service Agreement

It is mutually understood that this four-page proposal set forth constitutes the entire AGREEMENT

James Joyce
By \_\_\_\_\_

By \_\_\_\_\_

Lead Service Technician
Title \_\_\_\_\_

Title \_\_\_\_\_

11-12-20 \_\_\_\_\_

Continued on next page.....

Gen Model and Serial Numbers-

Emmett Generator List

1 W 12th High School  
Onan L634 Cummins  
Model No - L634D-I/103860  
Serial No - L873299674  
Onan  
Gen. Mod. No. - 30.0DL6-15R/13886D  
Serial No - L870947736

*20 kW*

2 WWTP Sand Filter Building  
Marathan Electric Synchronous AC Generator  
Model No - 572RSL4027  
Part No - 572RSL4027  
Serial No - WA-562429-1207  
Katolight  
Model No - D500FRX4T2 37714  
Serial No - 151124-0108

*750 kW*

3 WWTP Lab  
Cummins  
Serial No - 46706285  
Family - 7CEXL0239AAG  
Cust. Spec. - 100-3877  
CPL - 8534  
CID/L - 239/3.9

*50 kW*

*Rick with Power Systems*

*208-488-7054*

4 E. Locust Lift Station  
Stamford (Cummins)  
Serial No - G17L519462  
Frame/Core - CA115-L14  
Gen.  
GD03C-1808665  
Serial No - C180329001

*30 kW*

5 E 12th Well #9  
Stamford  
Serial No - M11F251586  
Frame/Core - HC1434E1  
Gen.  
Model No - DQDAA-7457859  
Serial No - G110228639 Spec E

*250 kW*

Emmett Generator List

6 WTP W 12th  
 Cummins QSX 15  
 Model No - QSX15 - 69  
 Engine No - 79490871  
 Gen  
 Mod - DFEJ - 7457863  
 Serial No - G110228822  
 450KW

1ø Generac

MD 60072330

SG 3001518443

VOLTS 120/240

PHASES 01-703-B

CONTROLLER P/N: 038371C

7 Well #8 W 12th CAT  
 Generac Engine Part No 92461 7.5 L  
 Gen Model No 97A 01812 S  
 Type - CD125 - K367.5018CBYNC  
 Engine Block No - TE 655859 6L05  
 T 87800867  
 100KW P

1-Phase

H=60 30KW

8 Twin Buttes - Kaetzel  
 Olympian  
 Serial No 187912/03  
 Gen - OLY0000KNGF01182  
 21KW

9 Public Works Shop  
 Stamford Cummins  
 Serial No - M11F251108  
 Frame/Core - HC1534C1  
 Gen  
 Model No - DFEG-7457855  
 Serial No - G110228823 Spec. J  
 350KW

**CITY OF EMMETT  
STATE OF IDAHO**

**RESOLUTION R2020-14**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EMMETT:**

- **Revoking Resolution # R2020-09; and**
- **Making Findings; and**
- **Providing for the Development Impact Fee Advisory Committee as a Standing Committee; and**
- **Establishing an Effective Date.**

**NOW, THEREFORE, BE IT RESOLVED** by the Emmett City Council, in Gem County, State of Idaho:

Resolution # R2020-09 Joint Development Impact Fee Advisory Committee as a Standing Committee is revoked.

**Section 1: Findings**

It is hereby found by the Emmett City Council that:

- 1.1** The City of Emmett's (the "City") duty and responsibility is to provide for a safe roadway system; and
  - 1.2** The City provides for a roadway system within its boundaries; and
  - 1.3** The City is experiencing and is affected by considerable growth and development; and
  - 1.4** The *Idaho Development Impact Fee Act* (the "Act") codified at Chapter 82 of Title 67 Idaho Code provides for:
    - The imposition, collection and expenditure of development impact fees in accordance with the provisions of the Act; and
    - The promotion of orderly growth and development by establishing uniform standards by which local governments may require that those who benefit from new growth and development pay a proportionate share of the costs of new public facilities needed to serve new growth and development; and
    - Minimum standards for the adoption of development impact fees ordinances by
-

governmental entities which are authorized to adopt ordinances; and

- The contents of a capital improvements plan and the process to be followed for the adoption of a capital improvements plan.

**1.5** The City is a governmental entity as defined in the Act at Idaho Code Section 67-8203(14) and, as provided at Idaho Code Section 67-8202(5), has ordinance authority to adopt a development impact fee ordinance; and

**1.6** The City has retained Anne Wescott of Galena Consulting, a qualified professional in the field of public administration, to prepare an impact fee study and capital improvements plan in consultation with the Advisory Committee; and

**1.7** It is the intent of the City Council to establish the Emmett Development Impact Fee Advisory Committee in accordance with the provisions of this Resolution.

## **Section 2: Establishing the Development Impact Fee Advisory Standing Committee.**

**2.1** **Committee Created:** A standing committee of the City of Emmett is established.

**2.2** **Committee Name:** The Standing Committee is known and shall continue to be known and designated as the “Emmett Development Impact Fee Advisory Standing Committee” [hereinafter in this chapter referred also as “Advisory Committee” or “Committee”].

**2.3** **Membership:** The members on the Committee shall be appointed by the Emmett City Council for a term until someone is appointed in his/her place, and there shall not be fewer than five (5) members of which two (2) or more members shall be active in the business of development, building or real estate, insurance or real estate financing.

**2.3.1** The members will be appointed during the January regular meeting of the City Council and the Boards of Commissioners for a term of one (1) year.

**2.3.2** Any vacancy on the Committee shall be filled and confirmed by the Emmett City Council.

**2.4** **Charge:** The Advisory Committee shall serve as an advisory committee to the Emmett City Council and is charged with the following responsibilities:

**2.4.1** Assist the City of Emmett in adopting land use assumptions; and

**2.4.2** Review the Capital Improvements Plan; and

**2.4.3** Monitor and evaluate implementation of the Capital Improvements Plan;



- 2.4.4 File with the City of Emmett at least annually, with respect to the Capital Improvements Plan a report of any perceived inequities in implementing the Capital Improvements Plan or imposing the Impact Fees;
- 2.4.5 Advise the Emmett City Council of the of the need to update or revise land use assumptions, Capital Improvements Plan and Development Impact Fees; and
- 2.4.6 The City of Emmett shall make available to the Advisory Committee, upon request, all financial and accounting information, professional reports in relation to other development and implementation of land use assumptions, the Capital Improvements Plan and periodic updates of the Capital Improvements Plan.

**2.5 Advisory Committee Organization:**

- 2.5.1 The Joint Advisory Committee shall select its officers, which include a Chairman and Vice Chairman.
- 2.5.2 The Chairman shall conduct the meetings of the Committee. The duties of the Chairman shall be performed by the Vice Chairman in the absence of the Chairman or as delegated by the Chairman. The Chairman and the Vice Chairman shall be members of the Committee.
- 2.5.3 A staff member agreed upon by the Emmett City Council shall serve as the Secretary of the Committee and shall take minutes and post agenda notices required by the Open Meeting Law. The Secretary is not a member of the Committee.
- 2.5.4 The Committee shall establish a regular meeting schedule.
- 2.5.5 The agenda of each meeting shall include the approval of the minutes of the last meeting and the Secretary shall provide a copy of the approved minutes to the Emmett City Council.
- 2.5.6 Fifty percent (50%) of the membership of the Committee shall constitute a quorum. Once a quorum is established for a meeting, the subsequent absence of a member present for creating the quorum shall not dismiss the quorum.
- 2.5.7 A majority vote of those present at any meeting is sufficient to carry motions.

**2.6 Reporting:** The Advisory Committee reports directly to the Emmett City Council.

**2.7 Emmett City Council Review of Committee's Reports and Recommendations:** The Emmett City Council shall consider the Advisory Committee's recommended

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revision(s) at least once every twelve (12) months. The Advisory Committee's recommendations and the City Council's actions are intended to ensure that the benefits to a Development paying Impact Fees are equitable, so that the Impact Fee charged to the Development shall not exceed a Proportionate Share of System Improvements Costs, and that the procedures for administering the Impact Fees remain efficient.

**Section 3: Effective Date**

3.1 This resolution shall be in full force and effect after its passage and approval.

**PASSED BY THE CITY COUNCIL** of the City of Emmett, Gem County, state of Idaho, this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATTEST:**

\_\_\_\_\_



**CITY OF EMMETT  
GEM COUNTY, STATE OF IDAHO**

**Certification of Resolution R2020-14**

STATE OF IDAHO     )  
                               : ss.  
County of Gem        )

I certify that this is a true and correct copy of Resolution R2020-14, an original record of the City of Emmett, in the possession of the City Clerk.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

My commission expires: \_\_\_\_\_

[seal]





**City's Strategic Pillars**  
**11/17/2020**

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

**Building/Zoning Department Goal**

- Educate staff to obtain intimate knowledge of building and zoning codes. 40%
- Update outdated city ordinances, implement new ordinance-----70% zoning and building only.
- Obtain accessibility inspector certification----40%
- Comprehensive Plan overhaul and revision-----
- Digitalize and Organize all building and zoning files----15%

***Accomplishments since last report***

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. Re-writing Area of Impact Agreement between City of Emmett and Gem County. **Making revision #2**
4. Permits, September 2020: New house = 13, Foundation Only = 1, Commercial =, Duplex = 1, Apartment = - Hangars = 1, Manufactured Home =, Fees Collected: \$ 26,907.77
5. Working on Ordinance for Sewer and Water Connections, work performed by City, work performed by person wishing to connect. Draft ord. revisions submitted to Public Works for review, need input from Sewer department on technical terms.
6. Submitted names to street naming committee for Payette River Orchards and Re-Plat of Sunny Acres. Several changes have been submitted and new names proposed.
7. Interviewed 2 applicants for front office part time position
8. One water customer had water shut off for non-compliance of backflow testing. Turned water back on the next day after being tested.

***Plan for next 30 days***

9. Daily operations, plan reviews, contractor talks, developer talks, etc.
10. Updates to Title 7, water and sewer, city code.
11. Phase #6 of Harvest Valley construction has started.
12. Work to update the "Living or Not Living" in and RV ordinance
13. Review revisions to Oil and Gas Ordinance
14. Work on completing draft Area of City Impact boundary.
15. Reviewing 2 new house plans.
16. Address Payette River Orchards Subdivision
17. Address Harvest Valley phase 6
18. Final plat review of Payette River Orchards Subdivision phase 1 is underway
19. Develop a floodplain ordinance. Will have the draft reviewed by State of Idaho Floodplain Coordinator
20. Zoning Applications
  - Re-Zone for 1420 Judo Lane comes before the Council on December 8, 2020.

***Training (see attached)***

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



**City's Strategic Pillars**  
**11/13/20**

- 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***

- Permitting Module Implementation – Loading past files into system
- Increase ACH (Direct Pay) 10% from prior year
- Update All Application Forms/ On-line Access /Submission On-line
- Digitalize Resolutions and Legal Documents
- ADA Compliance Updates to City Hall

**Expenditures requiring authorization / purpose of expenditure - none**

**Training** ICCTFOA Annual Conference

**Accomplishments since last report**

- ACH (Direct Pay) customers 466 In October, increase of 7 from previous month
- Refinance Bonds with Idaho Bond Bank complete
- USDA Loan refinanced to Idaho Bond Bank
- Set up Utility Billing to include \$2.31 for trash receptacle for billings in October
- 4<sup>th</sup> Quarter Financial Reports
- ICCTFOA Conference – 2 employees received certifications
- Pay Latecomers Fees to entities
- Meeting with State Insurance Fund for a review on workplace safety and outstanding claims
- Submit Idaho Department of Labor Quarterly UI Tax Report

**Plan for next 30 days**

- Office restrictions: Clerk office doors will remain locked, serving citizens at the slide window located off the main lobby
- Arrange council chambers to comply with social distancing requirements. Continue with web conference for Council meetings and Live Stream for the public
- Promote ACH (Direct Pay) and increase client participation by 10%
- Cross Train Deputy Clerk on Accounting and Financial Statements
- Update Minutes books and scan to archives file, working with IT
- Update Ordinance and Resolution Logs
- Prepare ICRMP On-Line University Access Log for all Employees
- Schedule training for Motorola Record Management System
- Permitting Module Implementation 45% completed
- Submit Road and Street Report due in December
- Review financial information and prepare for audit scheduled for February 3-5
- Schedule safety trainings for all departments with State Insurance Fund
- Prepare 2021 Holiday Schedule and Council Meeting Schedule
- Prepare Department of Commerce Annual Report

# City of Emmett, Idaho

Monthly Financial Report

October 2020

## OUR CASH...

Account Balances

### GENERAL FUND –

Cash & Investments \$ 2.263M

### STREET FUND –

Cash & Investments \$ 212,666

### LIBRARY FUND –

Cash & Investments \$ 175,029

### CEMETERY FUND –

Cash & Investments \$ 100,996

### PERPETUAL CARE FUND –

CASH & INVESTMENTS \$ 89,158

### WATER FUND –

Cash & Investments \$ 3.690M

### SEWER FUND –

Cash & Investments \$ 4.406M

### SANITATION FUND –

Cash & Investments \$ 125,900

### TECHNOLOGY FUND

Cash & Investments \$ 6,045

## BUDGET VS. ACTUAL YEAR TO DATE

### GENERAL FUND REVENUES AND EXPENDITURES

Fiscal Year 2020-21 Budget \$2,607,983

|                      |            |     |
|----------------------|------------|-----|
| Revenues to Date     | \$ 209,694 | 8%  |
| Expenditures to Date | \$ 296,649 | 11% |

### Road & STREET FUND REVENUES AND EXPENDITURES

Fiscal Year 2020-21 Budget \$ 526,143

|                      |            |     |
|----------------------|------------|-----|
| Revenues to Date     | \$ 109,406 | 21% |
| Expenditures to Date | \$ 23,579  | 4%  |

### LIBRARY FUND REVENUES AND EXPENDITURES

Fiscal Year 2020-21 Budget \$ 249,068

|                      |           |    |
|----------------------|-----------|----|
| Revenues to Date     | \$ 2,143  | 1% |
| Expenditures to Date | \$ 19,362 | 8% |

### CEMETERY FUND REVENUES AND EXPENDITURES

Fiscal Year 2020-21 Budget \$ 113,181

|                      |          |    |
|----------------------|----------|----|
| Revenues to Date     | \$ 3,681 | 3% |
| Expenditures to Date | \$ 7,115 | 6% |

### WATER FUND REVENUES AND EXPENDITURES

Fiscal Year 2020-21 Budget \$1,781,121

|                      |            |     |
|----------------------|------------|-----|
| Revenues to Date     | \$ 183,545 | 10% |
| Expenditures to Date | \$ 270,326 | 15% |

### SEWER FUND REVENUES AND EXPENDITURES

Fiscal Year 2020-21 Budget \$2,324,494

|                      |            |     |
|----------------------|------------|-----|
| Revenues to Date     | \$ 218,877 | 9%  |
| Expenditures to Date | \$ 702,681 | 30% |

### SANITATION FUND REVENUES AND EXPENDITURES

Fiscal Year 2020-21 Budget \$ 660,350

|                      |           |    |
|----------------------|-----------|----|
| Revenues to Date     | \$ 56,047 | 8% |
| Expenditures to Date | \$ 53,799 | 8% |

### TECHNOLOGY UTILITY FUND REVENUES AND EXPENDITURES

Fiscal Year 2020-21 Budget \$ 6,000

|                      |        |    |
|----------------------|--------|----|
| Revenues to Date     | \$ 205 | 3% |
| Expenditures to Date | \$ 0   | 0% |

## SPECIFIC REVENUES COLLECTIONS AT A GLANCE...

### PROPERTY TAX COLLECTIONS

|                  |             |  |    |
|------------------|-------------|--|----|
| <b>Budget</b>    | \$1,881,341 |  |    |
| Revenues to Date | \$ 3,428    |  | 0% |

### STATE SHARED REVENUES COLLECTIONS

|                  |            |  |     |
|------------------|------------|--|-----|
| <b>Budget</b>    | \$ 531,925 |  |     |
| Revenues to Date | \$ 138,865 |  | 26% |

### BUILDING PERMIT REVENUES COLLECTIONS

|                  |           |  |     |
|------------------|-----------|--|-----|
| <b>Budget</b>    | \$ 50,000 |  |     |
| Revenues to Date | \$ 15,436 |  | 31% |

**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)**

- Work to provide a training area to include a burn building where class A materials can be burnt (25% of completion)
- Provide all equipment necessary to allow for daily mission execution while meeting operational goals. (70% of completion)
- Provide constant, realistic and rigorous training to meet National Professional Development Model. (20% of completion)
- Implement a community based risk program that educates so that in each iteration high standards will be enforced, thus making our community safer. (50% of completion)
- Provide a positive work environment thus keeping well-trained and motivated firefighters for at least five year tours. (64% of completion)

**Expenditures requiring authorization from higher and purpose of expenditure**

•

**No less than Top Ten Accomplishments since last**

- Helped deliver over 50 meals on wheels
- Assisted local Church with questions regarding TIs to there alarm system
- Held a preschool fire safety class provided additional learning materials for the school
- Met with PD to discuss joint facility
- Discussed stripping of command vehicle with 2 companies
- Assisted property owner with questions regarding leaf burning and chicken keeping
- Discussed Thanksgiving and the Senior Center (Best Practice)
- Picked up equipment for Senior Center
- Virtual meeting with Emmett School (COVID19)
- Inspected majority of Downtown. Letters being sent out.

•

**Plan for next 30 days**

- Working on reimbursement of COVID and projects for allocated funds
- Get ISO to 3
- School Safety Group
- Organizing training with PD & GCEMS regarding Medical Responses
- Organize training with all parties for traffic safety program
- Employee evaluations
- Inspections down town
- Training facility

**Training (See Attached)**

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

| Emp, Title | Training/Hours | Date | Location | Cost/Certificate |
|------------|----------------|------|----------|------------------|
|------------|----------------|------|----------|------------------|

## ***City's Strategic Pillars 11-13-2020***

- 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

**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.**

### ***Library Goals this Budget Year (with percentage of completion to date, (FY 20-21)***

- Embrace a new awareness campaign, by collaborating with other community entities that support the library's mission of 2020-2021, partnerships developed and library usage will increase.
- Library will implement new software for improved patron financial recovery; expand delivery of learning opportunities through in-house & outreach programs. Planning to begin November 2020.
- Library will develop Adult/Senior services supporting the goal of, "A Place For Seniors To Age & Stay" 50%
- Develop grant/gift programs as well as in-kind contributions, providing no less than \$50,000 a year towards budget. **To date: Donations=\$263.00 + Grants=\$0.00, In-Kind Donations=\$350.00**

***-Expenditures requiring authorization from higher and purpose of expenditure***-None at this time  
***-Training last 30 days***- last 30 days – Nothing

### ***No less than Top Ten Accomplishments since last report***

- 2020 Rotary Grant for Robotics Club completed & pending (Fall).....
- First Books Grant (20-21) First Friday of each month-Outreach for COVID Safety
- Idaho Learning Partnership Grant: Planning & Implementing, first outreach Veterans day =
- Plan Outreach Sites: Meadow View (2<sup>nd</sup> Wednesday) Gem County Senior Center 3<sup>rd</sup> Thursdays in Nov
- First Wednesday Kid's Corner @ the library November 4<sup>th</sup> 48 kids, 4-6pm
- Make-It-N-Mingle October 9<sup>th</sup> 19 attended 4-6pm
- Fall Fundraising Festival October 13-Nov 6<sup>th</sup> We finished well, meeting our goal of \$10,000!
- 2020 Patron Service Survey Report finalized, handed out to board.

### ***NEXT 30 DAYS***

- Presentations for Adult Learning Grant scheduled-Zoom Resume Workshop Wednesday Nov. 25<sup>th</sup>
- Idaho Family Reading Week Nov 9-15<sup>th</sup> Proclamation & Family Game Night Challenge w/prizes
- First Wednesday & Make & Mingle events for November 13<sup>th</sup> Freestyle painting plaques
- Developing "The Purpose-Based Library" and what that looks like moving into 2021
- Modified version of Friends Christmas Bazaar Dec 3<sup>rd</sup>-Dec. 18<sup>th</sup>
- Idaho Commission for Libraries Best Practices Grant, due Dec. 1<sup>st</sup>

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

## City's Strategic Pillars

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

### ***Police Department Goals this Budget Year (with percentage of completion to date)***

- Retain 100% of Patrol Officers and Patrol Sgts. for no less than 3 years. **(37% of Completion)**
- Proactively make residences and businesses along 1/5 of the main arterials in the city at least 80% ordinance compliant each year, in addition to reacting to citizen complaints; new arterials will be targeted each year (2020 4<sup>th</sup> Street). (20% of completion)
- Update our reserve program with the newest policies and procedures directed by Idaho P.O.S.T. and double the number of officers.
- Updating and implementing a complete standardized protocols and policies manual utilizing current industry practices. This is a partnership with Lexipol that has been recognized in risk management for law enforcement. (33% approval of the updates)

### ***Expenditures requiring authorization from higher and purpose of expenditure***

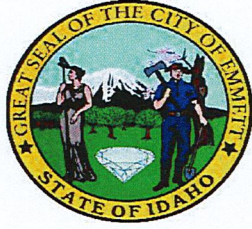
- ***Motorola Records Management System Approx. \$47,000.***

### ***Training Last 30 days***

- See attached
- Assisted with Emmett Crash Course Curb Extension and pedestrian Island Demonstration Project. Will be presenting end results to council and give results to Messenger.
- Exploring new way of measuring ordinance goal.
- Will be replacing kids Christmas party with another way of recognizing families in need around Christmas.
- Have gotten approval to start up training again outside of our department as long as health recommendations for COVID 19 are being followed.
- D.C. Babcock and Chief are working with Jake on getting approval from council of police policies. DC has completed his review. Will be presented to council before the end of the year. Chief has approval policy updates.
- Grant update for E-Citation. *Hours have been completed for match. Printers have been installed in the majority of the vehicles now waiting on state to program. This may have to wait until Motorola flex is installed in April.*
- 1 reserve app. Is almost completed backgrounds and testing. Will be swearing in a new reserve next council meeting.
- In process of purchasing weight bearing vest carriers. Rough draft of policy has been produced. Have received policies from other agencies and are comparing. Measurements for vests and carriers will be made this month.
- Mr. Slabaugh has phased out remodel and is currently pricing the cost to him coming up with an estimate that can be used in the bidding process.
- Working with Clint on improving signage at the high school and in front of Twin Buttes Subdivision.

### ***Plan for next 30 days***

- Provide Domestic Violence Community Training in Emmett from R.O.S.E. advocates.
- Review PAL Pound contract / revisit the possibility of increasing pound fees. Renew contract.
- Implementation of new lockdown procedure. SRO will be looking into this.
- Need to install conversion of 4 more rifles.
- Have met with Mr. Slabaugh and he is working on a quote for remodel.
- Clint and I will be discussing how to get better use of the tin building.
- Will be meeting with Clint to discuss installing signs in the area of North Boise. Have received complaints of people driving dangerously with kids at play.
- Working with special Olympics and Caldwell PD on organizing a fund raiser in our community.
- Master lease program has been completed. Will be switching lease companies.
- Exploring new procedure when qualifying retired L.E.O. so they can carry legally.
- Have contacted Lara Foster, who works for St. Luke's Health System Children at Risk Evaluation Services, asking her to organize the Puppets for Prevention Show at our public schools.

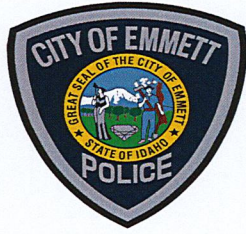


## CITY ORDINANCE October Report

|                             | NEW | RESOLVED | OUTSTANDING |
|-----------------------------|-----|----------|-------------|
| Junk / Abandoned Vehicles   | 11  | 8        | 24          |
| Parking Violations          | 7   | 3        | 3           |
| Prohibited Accumulations    | 4   | 2        | 8           |
| Sidewalk Obstruction        | 2   | 0        | 2           |
| Weeds/Trees                 | 11  | 2        | 16          |
| Animals Present / No permit | 3   | 5        | 3           |
| *Misc. Other                | 10  | 9        | 1           |
| <br>                        |     |          |             |
| Citizen Complaint           | 10  |          |             |
| Officer Initiated           | 36  |          |             |

\*Description of Misc Other -





## EMMETT POLICE DEPARTMENT

### October Patrol Statistics

|                         | TOTAL |
|-------------------------|-------|
| Felony Arrests - Male   | 7     |
| Felony Arrests - Female | 3     |
|                         |       |
| Misd. Arrests - Male    | 19    |
| Misd. Arrests - Female  | 9     |
|                         |       |
| Traffic Stops           | 214   |
| Infraction Cite         | 54    |
|                         |       |
| Dispatched Calls        | 412   |
| Officer Initiated       | 110   |
| Reports                 | 58    |
|                         |       |
| Dogs Taken to Pound     | 7     |
|                         |       |
| Ordinance Calls         | 9     |

#### Community Involvement

Stranger danger presentation at Smart Start Academy.

Stranger danger presentations at Shadow Butte Elementary.

Stranger danger presentation at Butte View Elementary.

Two officers participated in first responder trunk or treat event.

# C A S E S U M M A R Y R E P O R T

From 10/01/2020 To 10/31/2020

## EMMETT POLICE DEPARTMENT

| Date       | Time     | Initial Remarks  |
|------------|----------|--|
| 10/01/2020 | 1:19 pm  | INVESTIGATED A BATTERY BETWEEN TWO 12 YOA MALES  |
| 10/01/2020 | 2:14 pm  | SERVED PAPERS FOR GCSO   |
| 10/01/2020 | 7:15 pm  | ARRESTED A 53 YOM FOR TRESPASSING, INJURY TO PROPERTY, DISTURBING THE PEACE, NCO VIOLATION                             |
| 10/02/2020 | 1:50 pm  | RESPONDED TO A NON INJURY ACCIDENT IN THE 200 BLK OF S WASHINGTON  |
| 10/02/2020 | 6:00 pm  | INVESTIGATED 2ND OFFENSE DUI   |
| 10/03/2020 | 2:50 am  | INVESTIGATED A BURGLARY VEHICLE  |
| 10/03/2020 | 11:14 pm | SEIZED PARAPHERNALIA AND CONTROLLED SUBSTANCE FROM 19 YOM  |
| 10/03/2020 | 11:20 pm | INVESTIGATED AN AGG ASSUALT  |
| 10/04/2020 | 5:30 pm  | TOOK REPORT OF A FIREARM FOUND IN THE ROADWAY  |
| 10/04/2020 | 7:04 pm  | TOOK REPORT OF A RAPE OF A 15 YOF AND 15 YOM   |
| 10/05/2020 | 1:07 pm  | CITED 48 YOM FOR NCO VIOLATION & ARRESTED FOR MISD WARRANT X2  |
| 10/06/2020 | 8:45 am  | INVESTIGATED AN INJURY TO CHILD INVOLVING A 62 YOA MALE AND A 11 YOA MALE  |
| 10/07/2020 | 9:36 am  | INVESTAGED A 16 YOA JUVENILE MALE AS A RUNAWAY   |
| 10/07/2020 | 1:46 pm  | RESPONDED TO A NON INJURY ACCIDENT   |
| 10/07/2020 | 5:31 pm  | INVESTIGATED FELON FOR ATTEMPTING TO PURCHASE FIREARM  |
| 10/08/2020 | 11:18 am | CITY ORDINANCE - PROHIBITED PARKING  |
| 10/08/2020 | 11:50 am | INVESTIGATED 2 14 YOA JUVENILES LEAVING SCHOOL GROUNDS   |
| 10/08/2020 | 1:32 pm  | CITY ORDINANCE - WEED VIOLATION  |
| 10/08/2020 | 3:59 pm  | TOOK CUSTODY OF FOUND PROPERTY IN THE 500 BLK OF E MAIN ST   |
| 10/09/2020 | 3:15 pm  | INVESTIGATED A 2ND DEGREE STALKING CALL.   |
| 10/09/2020 | 5:17 pm  | CITY ORDINANCE - OBSTRUCTING PUBLIC WAY (SDWLK) & WEED VIOLATION   |
| 10/11/2020 | 4:40 pm  | RESPONDED TO REPORT OF RECKLESS DRIVER   |
| 10/12/2020 | 9:54 pm  | ASSISTED WASHINGTON COUNTY WITH A DUI CRASH W/ INJURY  |
| 10/14/2020 | 12:13 am | ARRESTED A 14 YOA MALE FOR AGGRAVATED ASSUALTON A POLICE OFFICER   |
| 10/14/2020 | 11:40 am | CITY ORDINANCE - POSSIBLE PARKING VIOLATION & EXCEEDED 72HRS ON TRAILER  |
| 10/14/2020 | 6:32 pm  | CITY ORDINANCE - PROH ACCUMULATIONS VIOLAITON (MATRESS NXT TO RDWY)  |
| 10/15/2020 | 1:27 pm  | INVESTIGATED ABANDONED VEHICLE NEXT TO ROADWAY   |
| 10/15/2020 | 8:24 pm  | INVESTIGATED STOLEN VPROPERTY FROM VEHICLE   |
| 10/16/2020 | 12:25 am | CITED A 20 YOM FOR DWP 1ST OFFENSE   |
| 10/16/2020 | 3:17 pm  | CITED A 25 YOA FEMALE FOR POSSESSION OF DRUG PARAPHERNALIA   |
| 10/17/2020 | 10:42 am | RESPONDED TO A BURGLARY CALL.  |
| 10/17/2020 | 4:57 pm  | CITY ORDINANCE - PROHIBITED ACCUMULATIONS, JUNK VEHICLE, WEED & DOG LICENSING VIOLATIONS                               |
| 10/19/2020 | 9:10 am  | FOUND RUGER HANDGUN NEAR RAILROAD TRACK ON W MAIN STREET   |
| 10/19/2020 | 7:03 pm  | TOOK REPORT OF A BATTERY THAT OCCURRED   |
| 10/20/2020 | 10:57 am | FRAUD IN THE AMOUNT OF \$2500.   |
| 10/20/2020 | 2:26 pm  | ARRESTED A 12 YOA MALE FOR JUV WARRANT BOOK AND RELEASE  |
| 10/21/2020 | 4:26 pm  | CITED A 50 YOF FOR CPOR VIOLATION  |
| 10/21/2020 | 5:16 pm  | ARRESTED A 48 YOM FOR 3 PROBATION VIOLATION WARRANTS, NEW CHARGE CRIMINAL CONTEMPT AND PEDESTRIAN UNDER THE INFLUENCE. |
| 10/22/2020 | 11:35 am | CITY ORDINANCE - WEED VIOLATION  |
| 10/22/2020 | 11:45 am | CITY ORDINANCE - SIDEWALK OBSTRUCTION & WEED VIOLATION   |
| 10/22/2020 | 2:15 pm  | INVESTIGATED GRAND THEFT THROUGH ILLEGAL/UNATHORIZED BANK ACTIVITY   |
| 10/22/2020 | 3:12 pm  | 1 MALE ARRESTED FOR FELONY WARRANT   |
| 10/22/2020 | 3:25 pm  | INVESTIGATED A NCO VIOLATION INVOLVING A 48 YOM  |
| 10/22/2020 | 7:12 pm  | CITY ORDINANCE - POSSIBLE WEED & ODOR NUISANCE VIOLATIONS  |
| 10/23/2020 | 9:14 am  | ARRESTED A 33 YOA FEMALE FOR A FELONY WARRANT.   |
| 10/23/2020 | 12:09 pm | ASSISTED H&W WITH REMOVING A 16 YO FEM & HER 2 WK OLD FEMALE DAUGHTER  |
| 10/23/2020 | 7:27 pm  | CITED A 33 YOA MALE FOR DUI  |
| 10/24/2020 | 7:33 pm  | INVESTIGATED A NON-REPORTABLE CRASH IN THE 500 BLK OF E MAIN ST  |

**CASE SUMMARY REPORT**

From 10/01/2020 To 10/31/2020

**EMMETT POLICE DEPARTMENT**

| <b>Date</b> | <b>Time</b> | <b>Initial Remarks</b>  |
|-------------|-------------|---|
| 10/24/2020  | 9:22 pm     | INVESTIGATED A BURGLARY AND THEFT OF A MOTORYCLE AND BICYCLE                                  |
| 10/25/2020  | 2:41 pm     | INVESTIGATED FRAUD/IMPERSONATION  |
| 10/25/2020  | 8:02 pm     | RESPONDED TO A NONINJURY ACCIDENT IN THE 500 BLK OF N MOFFATT                                 |
| 10/26/2020  | 11:52 am    | CITED 1 FEMALE MISD DWP   |
| 10/26/2020  | 2:50 pm     | INVESTIGATED NUDE PHOTO BEING SENT VIA SCHOOL EMAIL TO ADULT EMAIL                            |
| 10/27/2020  | 10:25 am    | INVESTIGATED A SERIES OF MAL INJ TO PROPERTY INVOLVING A 12 YOA FEMALE.                       |
| 10/27/2020  | 10:35 am    | ARRESTED MALE FOR MISD WARRANT X2   |
| 10/27/2020  | 2:15 pm     | \$40 TURNED IN UNKOWN OWNER   |
| 10/28/2020  | 8:55 am     | INVESTIGATED UNATTENDED DEATH- 66 YEAR OLD MALE   |
| 10/28/2020  | 3:59 pm     | INVESTIGATED A LEWD CONDUCT BETWEEN A YOM AND A YOF   |
| 10/28/2020  | 5:30 pm     | ARRESTED MALE FOR FELONY ELUDING  |
| 10/28/2020  | 6:55 pm     | INVESTIGATED A 13 YOF AND A 37 YOF WHO BATTERED A 34 YOM                                      |
| 10/29/2020  | 1:54 pm     | FOUND DRUGS, NO OWNER, PLEASE DESTROY   |
| 10/31/2020  | 1:32 am     | ARRESTED A 21 YOA MALE FOR ATTEMPTED STRANGULATION  |
| 10/31/2020  | 10:40 am    | TOOK REPORT OF AN ATTEMPTED STRANGULATION THAT TOOK PLACE LAST AUGUST                         |
| 10/31/2020  | 7:37 pm     | CONDUCTED EXCHANGE OF INFORMATION FOR NON REPORTABLE CRASH IN PARKING LOT                     |
| 10/31/2020  | 11:44 pm    | ASSISTED GCSO WITH INVESTIGATION OF UNKNOWN INJURY CRASH - LEAVE SCENE OF A CRASH / TOWED CAR |

Count: 65

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

## City's Strategic Pillars

11/17/2020

- 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 Goals

- Implement Airport Pavement, and Master Capital Improvement Plan. **35%**
- Create Cemetery Master Plan. **5% on hold**
- Create Road Improvement Plan to provide for Safe Route planning for pedestrians, bicycles and motor vehicles. **80%**
- Replace all water distribution lines less than 6" in diameter to meet mandatory minimum main line size requirement. **60%**
- Reduce I&I inside sewer collection lines to less than 50% of current rate per Sewer Capital Improvement Plan. **50%**
- Upgrade Wastewater Treatment Plant Influent Screen, will be installed by April 2021. **80%**
- Hawthorne lift station upgrade, IDEQ is reviewing for approval. **70%**

### Expenditures requiring authorization / purpose of expenditure

- 10/09/20 Idaho Power, Waste Water Cascade - \$16,468.33
- 10/13/20 Keller Associates, 12<sup>th</sup> St Booster Station - \$6,017.50
- 10/06/20 Keller Associates, Hawthorne Lift Station - \$5,100.00
- 10/14/20 Ferguson Water Works, Johns Ave Water Ext - \$5,847.87
- 10/27/20 Coastline Equipment Co, 4<sup>th</sup> and Johns - \$9,949.50
- 10/01/20 City of Greenleaf, Western Alliance ED - \$9,000.00

### Training last 30 days

- None

### Accomplishments since last report

1. Temporary trench patch on Johns Ave from 7<sup>th</sup> to Peach
2. Installed new water services on Johns Ave from 7<sup>th</sup> to Peach
3. Installing 12" transmission line and 8" domestic from 7<sup>th</sup> to 12<sup>th</sup> on Johns
4. Installing new meters and radios in water system.
5. Backwash Water Treatment Filters
6. Winterizing utilities for winter
7. Grade alleys throughout the city

### Plan for next 30 days

1. Item to note: Barrus Commercial Center is starting sewer line extension project at Hwy 16 and Johns Ave on 11/23/20, project completion is estimated at 30 days.
2. Working with Splash Zone and Rain Deck on Splash Pad Design
3. Replacing transfer switch on well #9 generator
4. Preparing roads at Payette River Orchards Sub for paving.
5. Working with Keller Associates on well #6 upgrades
6. Layout on PR2TA Hangar for footings
7. Assessing Golf Course property asset
8. LHTAC - 14393 S. Johns Ave. 4<sup>th</sup> to 12<sup>th</sup> St going to BID for construction.
9. Continue with 12" water transmission mainlines along with new 8" water mainline replacement with new 1" water service down S Johns Avenue from 1<sup>st</sup> Street going south.
10. Sewer manhole - grout and/or replacement for those leaking water
11. Repair bad water valves and water valve boxes
12. Water valve exercising for all water distribution valves.

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

**City's Strategic Pillars**

- Economically Vibrant and...
- Health-conscious city
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- With adequate infrastructure for growth

**Systems Admin Goals (with percentage of completion to date)**

- Complete fiber optic network to inner city facilities. WWTP and industrial park almost done. **85% After WWTP Locust Booster will be last major site to complete inner city facilities.**
- Migrate all servers to cloud over the next 5 years. **35% SysAdmin, Library, Public Works converted to SharePoint cloud storage. Clerks are on deck. Neptune 360 water software also in process of switching, Covid19 is hold up in getting Neptune staff out to do the changeover.**
- Complete Geographic Information System mapping of all city infrastructure assets (ongoing). **35% Section of city water meters need to be completed.**
- Convert city network from a bridged configuration to routed. **5% Initial plan and IP address scheme underway.**

**Expenditures requiring authorization from higher and purpose of expenditure**

- 

**Training last 30 days**

- None

**No less than Top Ten Accomplishments since last report**

1. Mapping naming convention and rollout for transport network
2. Meeting with EOC manager and county attorney for MOU
3. Install storm doors at Well 9 and Water Tower fiber huts
4. Setup email accounts in Sophos filtering
5. Meeting with Project Aces owner for fiber plan
6. Laptop quotes and grant submission for CARES Act
7. Various digline requests
8. Bluetooth setup for clerks' computers
9. Fiber cable acceptance testing WWTP/Industrial Park
10. Disconnect Cable One internet and return modem
11. Setup 3 new laptops for Library from grant
12. MDC connection issue PD
13. Error on computer for large format scanner PW
14. Label printer problem PD
15. Evidence computer setup for new employee
16. Phones programing for library reverted pre-covid
17. Zoning commissioner email problem
18. PAC station not working on library kids' side
19. Low disk space error on desktop

Plan for next 30 days

|   |   |
|---|---|
| 20. E-Ticket equipment project                        | 21. County MOU for EOC                          |
| 22. Commerce Broadband Grant project                  | 23. Council chambers upgrade project            |
| 24. Finalize Sophos Antivirus and email filter change | 25. Document all switch ports network (ongoing) |
| 26. Preparation for Neptune 360 conversion            | 27. Public works annex EOC project              |
| 28. Laptops, projector, hotspots for library grant    | 29. Library Grant install TV/Video              |
| 30. Spillman scope of work with county                | 31. Assemble library tv cart and monitor        |