

## City of Emmett Council Meeting

June 14, 2022

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

**Council Present:** Council President Steve Nebeker, Councilor Tona Henderson, Councilor Jody Harris, Councilor Gary Resinkin, Councilor Denise Sorenson, Councilor Thomas Butler

**Council Present via telephone:**

**Council absent:**

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

**Staff Present via telephone:**

**Public Present:**

**Public Present via telephone:** None

**Amendments to the Agenda:** Remove item 9A

**Declaration of Conflicts of Interest:** None

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

### **ELECTED OFFICIALS:**

Mayor – No Comments

City Council – No Comments

Announcements and Good of the Order – None.

### **CONSENT AGENDA:**

Approval of Minutes May 24, 2022

Approval of Accounts Payable

Approve Permits – -Bartender Permit

Alexius Munster, Vanessa Esa Ramos, Daedra Rhode, Delaney Ryann Serrano, Krissy N. Williams, Nathan Wilson

Councilor Henderson moved to approve **THE CONSENT AGENDA**. Seconded by Councilor Resinkin. The motion passed by voice vote.

**DISCUSSION/INFORMATION UPDATES:** - None

### **NON-CONSENT AGENDA**

### **BUSINESS:**

9A. Approve Bid Award to Ferguson Waterworks – Removed from Agenda.- No Action

Approve Payment to Inline Asphalt Inc. Clint Seamons requested approval for payment to Inline Asphalt Inc in the amount of \$41,652.00. Council President Nebeker **MOVED TO APPROVE PAYMENT TO INLINE ASPHALT INC. IN THE AMOUNT OF \$41,652.00 FIRST APPROVAL OBTAINED ON 4/26/22 WITH WARDWELL RAILROAD CROSSING ORIGINALLY QUOTED TO BE \$22,968.00 BUT PROJECT AREA WAS EXTENDED, CURRENT INVOICE REFLECTS THE PROJECT AREA CHANGE.** Seconded by Councilor Henderson. Motion passed by voice vote.

**Approve the purchase of Musser Lift Station Pump** – Clint Seamons requested approval to purchase Musser Lift Station Pumps from AQUAPRO in the amount of \$32,152.52. Councilor Henderson **MOVED TO APPROVE THE PURCHASE OF MUSSER LIFT STATION PUMPS FROM AQUAPRO IN THE AMOUNT OF \$32,152.52.** Seconded by Councilor Resinkin. Motion passed by voice vote.

**Approve Write offs on Utility Accounts.** Lyleen Jerome, City Clerk requested approval to write off uncollected utility accounts. Councilor Sorenson **MOTIONED TO APPROVE WRITING OFF \$4,402.73 IN UNCOLLECTABLE UTILITY ACCOUNTS.** Seconded by Councilor Henderson. Motion passed by voice vote.

### **DEPARTMENT/ ACTIVITY REPORTS**

- A. Building Official/City Planner – Reported
- B. Clerk – Lyleen Jerome, City Clerk – Reported
- C. Fire – Curt Christensen, Fire Chief– Reported
- D. Library – Alyce Kelley, Director– Absent
- E. Police - Steve Kunka, Police Chief– Reported
- F. Public Works – Clint Seamons, Public Works Director– Reported
- G. Systems Administrator – Mike Knittel, IT Systems Director– Reported
- H. Engineer - None

Councilor Henderson **MOVED TO ADJOURN**. Seconded by Councilor Resinkin The motion was passed by voice vote.

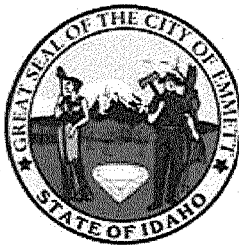
Meeting Adjourned 7:16 p.m.

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Mayor Gordon Petrie

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Lyleen Jerome, City Clerk



# **CITY OF EMMETT**

## **Zoning Commission**

### **Recommendation to City Council**

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**Application/Ordinance #:** O2022-06

**Subject:** Code Amendment to Emmett City Code 9-7-2 Subsection B, Fence and Wall Restrictions

**Applicant:** City of Emmett

**Date of Zoning Commission Public Hearing(s):** June 6, 2022

**Date of City Council Public Hearing:** June 28, 2022

**Summary of Public Testimony:** No public testified to this application

- In Favor: None
- Opposed: None
- Neutral: None

**Recommendation:** Zoning Commission Recommends approval of ordinance O2022-06. Unanimous vote.

**Reason(s) and Findings for Recommendation:**

Staff is in support of this code amendment to clarify code section 9-7-2B, setting forth specifications for fences on interior lots and corner lots, defining site triangles on road/alley intersections, clarifying owner's responsibility to comply with city code and private covenants, permitting fences in public rights of way in certain circumstances and when an owner is obligated to remove a fence.

**Possible Motion:**

I make a motion to approve ordinance O2022-06, an ordinance of the City of Emmett, Idaho, amending title 9, chapter 7, section 2B, fences and wall restrictions in front yards, defining interior lots, corner lots, covenants, codes, and restrictions, (CC& R's), and fences in right of ways and easements.

OR

I make a motion to deny ordinance O2022-06, for the following reason:

ORDINANCE NO. O2022-06

AN ORDINANCE OF THE CITY OF EMMETT, IDAHO; AMENDING TITLE 9, CHAPTER 7, SECTION 2, SUBSECTION B: FENCES AND WALL RESTRICTIONS; SETTING FORTH SPECIFICATIONS FOR FENCES ON INTERIOR LOTS AND CORNER LOTS; DEFINING THE VISION TRIANGLE ON ROAD / ALLEY INTERSECTIONS; CLARIFYING OWNERS' RESPONSIBILITY TO COMPLY WITH CITY CODE AND PRIVATE COVENANTS; PERMITTING FENCES IN PUBLIC AND UTILITY RIGHTS OF WAY IN CERTAIN CIRCUMSTANCES AND WHEN AN OWNER IS OBLIGATED TO REMOVE A FENCE; AND PROVIDING AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF EMMETT, IDAHO, as follows:

**Section I.** That Title 9, Chapter 7, Section 2, Subsection B, Emmett City Code, is amended by interlineations and additions to read as follows:

*"B. Fences and wall restrictions.* In any required front yard, no fence or wall shall be permitted which materially impedes vision across such yard between the height of three feet and ten feet. All fences on any street side of a commercial or industrial zoned property shall not be over three feet high; all fences on the side property line of a commercial or industrial zoned property shall not be over three feet in height for a distance of 15 feet measured from back of sidewalk.

1. *Site inspection.* Before any fence can be erected on private property, the building inspector must be contacted for site inspection. A building permit is required.

2. *Permit.* A building permit must be obtained at the building department office, and a fee will be charged according to the building permit rate.

3. *Specifications.* ~~All fences from the house setback to any street side cannot be over three feet high, and in no instance can be constructed so as to create a traffic or visual hazard. However, a chainlink fence may be four feet high, provided that nothing is added to the fence that limits visibility. No permit will be given for a backyard fence over six feet in height until council permission has been received.~~

a. *Interior lots.* Perimeter fences up to a height of six feet may be built outside the setback to enclose the area not in the front yard. A three-foot closed-vision fence (e.g., solid wood or vinyl) or a four-foot open-vision fence (e.g., chain-link or rod iron) may be constructed in the front yard and may be built within the required setback area from the setback line/mark to the inside of an existing sidewalk or to the inside of a proposed, future sidewalk.

b. *Corner lots.* A three-foot closed-vision fence (e.g., solid wood or vinyl) or a four-foot open-vision fence (e.g., chain-link or rod iron) may be constructed in the front yard and may be built within the required setback area from the setback line/mark to the inside of an existing sidewalk or to the inside of a proposed, future sidewalk. Perimeter fences may be built to a height of six feet along the side street of corner lots outside of the clear vision triangle and along the rear or side property line provided the following conditions are complied with: (see Code Section 9-17-6 for site triangle design guidelines)

c. Backyard fences. No permit will be given for a backyard fence over six feet in height until council permission has been received.

d. Road/Alley intersections. A 10' driveway/alley side by 20' roadside vision triangle is maintained when the rear property line abuts an alley or drive approach on a corner lot.

4. *Boundaries.* Owners must establish property boundaries (usually provided by a professional land surveyor).

5. *Access.* There must be direct access by a three-foot (3') gate or other method to all water meters. In addition, no fence shall be constructed within thirty-six inches (36") in any direction of a fire hydrant.

6. *Private covenants, codes, and restrictions.* Recognizing that many subdivisions/properties have private covenants, codes, and restrictions (CC&R's) that in part govern the type, placement, height and appearance of fences, a fence permit as issued by/from the City of Emmett shall not be construed to be an abrogation of a property owner's responsibility to comply with pertinent, private covenants. The City of Emmett, accordingly, shall undertake no efforts to enforce any fence provisions stated in private covenants, but shall only enforce the fence provisions as contained within this Code.

7. *Fences on public rights-of-way or public easements.* Residential fences may be permitted to be constructed on/within public rights-of-way and public easements subject to the sidewalk and vision clearance restrictions set forth herein. On commercial and industrial properties, fences shall not be placed within or blocking from view, areas established as required yards (setbacks) but instead shall be on the side of those setbacks closest to the center of the property (i.e., behind the setbacks when viewed from off the property); provided, however, when fences are required for the protection of public wells and infrastructure, they may be erected within a designated setback.

8. *Regarding fences in utility rights-of-way or easements.* Upon receiving notification from the city or utility provider, it is the property owner's responsibility to remove fences from utility rights-of-way or easements, at owner's expense, should the city or utility provider need to utilize any right-of-way or easement for maintenance or construction of any utility or public facility or improvement or it is determined to be in the interest of the city or in the opinion of the city creates a safety hazard. The design and height of any fences proposed for emplacement abutting Idaho state highway right-of-way shall be subject to the approval of the Idaho Transportation Department."

**Section II.** Effective Date. This Ordinance, or summary thereof in compliance with Section 50-901A, Idaho Code, shall be published once in the official newspaper of the city, and shall take effect immediately upon its passage, approval, and publication.

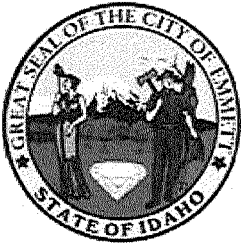
Approved by the Council on \_\_\_\_\_, 2022.

City of Emmett, Idaho

ATTEST:

\_\_\_\_\_  
Gordon W. Petrie, Mayor

\_\_\_\_\_  
Lyleen Jerome, City Clerk



## CITY OF EMMETT

Building Department  
601 E. 3rd Street  
Emmett, Idaho 83617

### Building Department

Brian Sullivan:  
[bsullivan@cityofemmett.org](mailto:bsullivan@cityofemmett.org)  
Ph: (208) 365-9569  
Fax: (208) 365-4651

RE: Idaho Pizza Surety Letter

Attention Mayor and Council,

Idaho Pizza will be requesting an occupancy around the end of June. The landscaping will not be complete due to weather this past month, delaying the landscaping company. The historic street light that is required by city code to be installed along Hwy 52 is ordered, but is also delayed.

I am requesting the Council accept this guarantee, letter of credit, at 150% of the invoiced amount, as a means to ensure completion of the project, and allow me to give occupancy when requested. I have reviewed the invoices, and find them to be acceptable.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Sullivan".

Brian Sullivan

City of Emmett  
Building Official  
Zoning Administrator

## Brian Sullivan

---

**From:** Mike Sautebin <Mike.Sautebin@fib.com>  
**Sent:** Wednesday, June 22, 2022 2:17 PM  
**To:** Brian Sullivan  
**Cc:** candy coltrin  
**Subject:** RE: Idaho Pizza letter of credit  
**Attachments:** CCF\_000017.pdf

Caution! This message was sent from outside your organization.

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Brian-

I am writing to confirm that we have fully approved issuance of a Letter of Credit in the amount of \$87,972 for the benefit of The City of Emmett related to the completion of outstanding items listed below. I have requested our surety letter from our documentation team, but that may take a couple days to draft. Are you able to use this email as confirmation that the Letter of Credit is fully approved and your office will be receiving our formal surety letter within a couple days?

Forevergreen Landscaping	\$52,648
Soesbe Electric (light pole)	\$6,000
Total	\$58,648
Total x 150%	<b>\$87,972</b>

### Mike Sautebin

VP, Commercial Relationship Manager

First Interstate Bank

1290 W. Myrtle St., Ste. 220

Boise, Idaho, 83702

w: 208-338-8021 | c: 208-859-9611 | [mike.sautebin@fib.com](mailto:mike.sautebin@fib.com)

[www.firstinterstate.com](http://www.firstinterstate.com)



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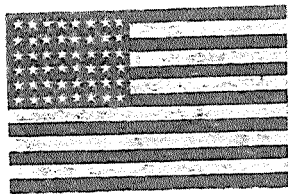
**From:** Brian Sullivan <bsullivan@cityofemmett.org>  
**Sent:** Wednesday, June 22, 2022 7:52 AM  
**To:** Mike Sautebin <Mike.Sautebin@fib.com>  
**Subject:** [EXTERNAL] RE: Idaho Pizza letter of credit

CAUTION: This message originated from outside FIB.

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Good Morning Mike,



**Soesbe Electric, Inc.**  
7455 Old Bruneau Hwy.  
Marsing, ID 83639  
(208) 608-0923  
soesbeelectric@gmail.com

# INVOICE

**BILL TO**  
Candy Coltrin

**INVOICE #** 2250  
**DATE** 06/08/2022  
**DUE DATE** 06/08/2022  
**TERMS** Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
Bid Light pole	1	6,000.00	6,000.00

Historical light pole for Idaho pizza

**BALANCE DUE**

**\$6,000.00**

Deposits are non-refundable. Material is guaranteed to be as specified. Work to be completed in a workmanlike manner according to the specifications and standard practices. Any alteration from above specifications involving extra costs will become an extra charge over and above the original estimate. In the event of litigation, the prevailing party shall be entitled to reasonable attorney's fees.





## Idaho Pizza - Emmett

SE Corner of Hwy 52 and S. Boise Ave

### New Landscape Install:

1. Sod	\$1,845.00
2. River Rock for drain	\$1,000.00
3. Creeping Red Fescue	\$4,200.00
4. (15) Honey Locust 2"	\$8,925.00
5. (3) Columner Sergeant Cherry 2"	\$1,950.00
6. (12) Truncatum Maple 2"	\$7,140.00
7. (26) Golden Privet 5gal	\$1,989.00
8. (51) Blue rug Juniper 2gal	\$1,938.00
9. (16) burning Bush 2gal	\$656.00
10. (65) Crimson Pigmy Barberry 2gal	\$2,665.00
11. Tree stakes	\$1,050.00
12. Regular Grind Soil Aid (105yards)	\$8,400.00
13. Top soil & amendments	\$7,500.00
14. Fine Grade	\$1,800.00
15. Disposal	\$840.00
16. Equipment charge	\$750.00

**Total: \$52,648.00**



*Office of the City Clerk  
501 E. Main Street  
Emmett, ID 83617  
208-365-6050*

June 28, 2022

TO: Mayor  
City Council

Juneteenth is now a Federal and State recognized holiday. I am requesting a revision to the Emmett City Personnel Policy to include June 19<sup>th</sup> as a holiday. All City offices will be closed on this day and the change will be in effect on our 2023 holiday closure schedule.

MOTION: I move to revise the Emmett City Personnel Policy by adding June 19<sup>th</sup> as a City recognized holiday.

Thank you,

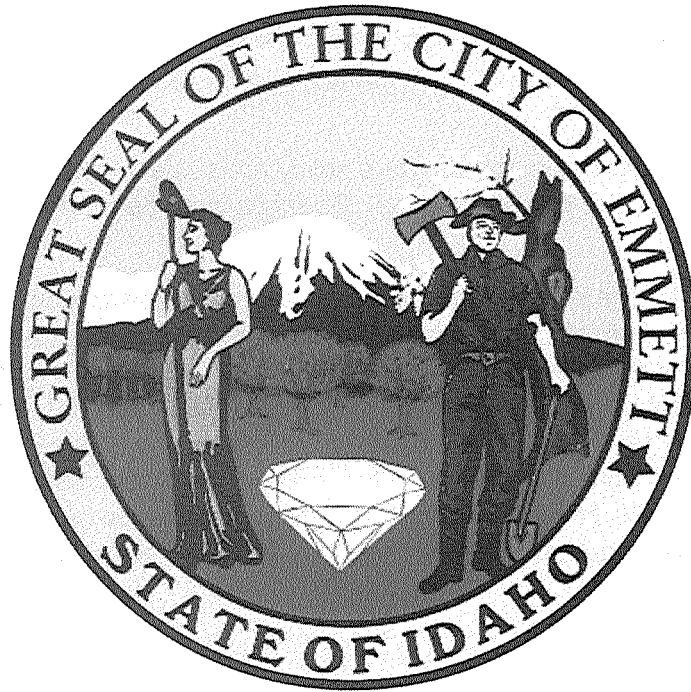
*Lyleen Jerome*

*City Clerk/Treasurer/HR*

*City of Emmett*

*e-mail: [ljerome@cityofemmett.org](mailto:ljerome@cityofemmett.org)*





# Emmett City

## Personnel Policy

Approved by the City Council

Date: September 22, 2015

Revised: February 26, 2019

Revised: June 28, 2022

## **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.

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## **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 employee 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

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.

- a. 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:

October 1st of second year of employment through fifth year September

Eighty (80) hours/year

October 1st of sixth year of employment through fourteenth year September

One Hundred Twenty (120) hours/year

October 1st of fifteenth year of employment through nineteenth year September

One Hundred Sixty (160) hours/year

October 1<sup>st</sup> of twentieth year of employment

One Hundred Eighty (180) 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. 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 members covers a wide range of relationship, 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 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

**Thirteen** 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
<b>Juneteenth</b>	Christmas Day
Independence Day	Employee's Birthday
Labor Day	

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 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 1<sup>st</sup>. 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.
  - h. The Idaho Rules of Evidence do not apply to this opportunity to be heard or name-clearing hearing.
6. After the hearing, the City Council will consider the information submitted, and such other information as might be in the City's records, to arrive at a decision concerning

the employee's allegations. The decision will set forth in writing the reasons for the City Council's determination.

## **VI. WORKPLACE DISCRIMINATION, HARASSMENT AND RETALIATION POLICY AND COMPLAINT PROCEDURE**

### **1. PURPOSE**

1. This section establishes the City's commitment to provide a work environment free from unlawful discrimination, harassment and retaliation, and to set forth the procedures for investigating and resolving internal complaints of such behavior. This policy should be reviewed by each employee on a periodic basis.
2. It is important that all employees treat all other employees and members of the public with respect and in a lawful and civil manner. It is the responsibility of every employee, supervisor, office/department head and Elected Official to deter inappropriate behavior in the workplace. Discriminatory harassing behavior that impacts, or has the potential to impact, the workplace will not be tolerated.
3. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, job retention, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation and training.

### **2. POLICY**

1. Unlawful discrimination or harassment of an applicant for employment, a member of the public or an employee by any employee of the City on the basis of race, color, religion, national origin, sex, age (40 and over) or disability is in violation of state and/or federal law and will not be tolerated by the City.
2. Employees found to be participating in any form of employment-related unlawful discrimination or harassment, or retaliating against another employee for filing a complaint alleging discrimination or harassment or cooperating with an investigation, will be subject to disciplinary action up to and including termination of employment.

### 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 device, 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.

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Employee Signature

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Date

## APPENDIX "B"

### ACKNOWLEDGMENT OF RECEIPT OF PERSONNEL POLICY

I, \_\_\_\_\_ acknowledge receipt of the Emmett City Personnel Policy, adopted on September 22, 2015, Revised February 26, 2019.

- ☐ 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.
- ☐ I understand that upon termination, any used ineligible holidays will be paid back to the City of Emmett through my last paycheck.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ (Employee)

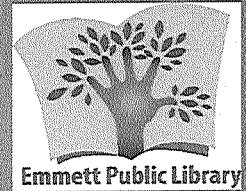
I, \_\_\_\_\_, provided a copy (either electronically or by paper) of the Emmett City Personnel Policy, as adopted by the City Council on December 22, 2015 and revised February 26, 2019 to \_\_\_\_\_, on this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Name - Title - Office/department)

**Emmett Public Library**

275 S Hayes Avenue  
Emmett, ID 83617



June 24, 2022

To Mayor and City Council,

I am requesting a MOTION to approve the low bid/quote award to Highmark Mechanical, Inc in the amount of \$10,560.00 for repair of plumbing line at the library. Requesting these funds would come from LGIP savings.

Attached is the summary of bids/quotes for your review.

Thank you  
Alyce Kelley - Library Director  
275 S Hayes Avenue  
Emmett, ID 83617

3605 Van Deusen Rd  
Emmett, ID 83617

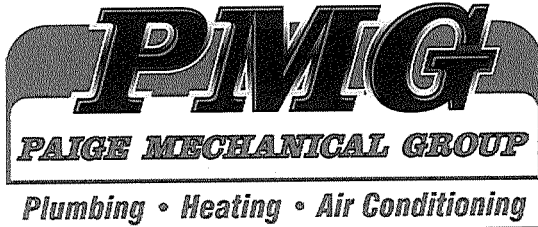
## Estimate

Date	Estimate #
6/22/2022	Drain Line

Name / Address
Emmett City Library

Project

Description	Total
Re: Dig up Sanitary sewer line in Main Library floor area.  Cut and Remove the Carpet to accommodate the saw cutting and removal of the concrete. Lay Plastic down to protect the dig area and ingress and egress out of the library Saw Cut and Remove Concrete. There is Electrical conduit that is in the affected area as well. Dig down to sanitary sewer line and locate it and make repairs to affected line Backfill--Prep for concrete-- Re-pour concrete.  No Carpet Repair If any Electrical is affected during the saw cutting it will have to be Repaired by a Electrician Saw cutting will have to be coordinated to accommodate the sound levels that occur with it 2 week lead time on acceptance of Estimate to start project.	10,560.00
	<b>Total</b>
	\$10,560.00

**Boise Office:**

P.O. Box 170360  
Boise, ID 83717-0360  
Office: (208) 331-9000  
Fax: (208) 331-9095

**Mountain Home Office:**

P.O. Box 1179  
Mountain Home, ID 83647  
Office: (208) 587-8888  
Fax: (208) 587-8887

**Quote # 22-444**June 21<sup>st</sup>, 2022**RE: Emmett Public Library Sewer Piping**

City of Emmett  
Attn: Alyce Kelley  
[AKelley@cityofemmett.org](mailto:AKelley@cityofemmett.org)

Scope: Plumbing within building.

**Work Includes:**

- Excavation & backfill with native soils
- Demo existing below grade bellied waste piping, ~15'-20'
- Furnish & install replacement below grade PVC DWV piping
- Clear and camera in ground waste lines
- Saw/cut, removal, & patch for our work
- X-ray/radar scan & marking for our work
- Existing surface protection
- Permit & inspection for our work

**Work Excludes:**

- Domestic water piping
- DWV Above Grade
- Condensate/gas
- Flooring/carpet repair
- Soil import/export
- Fine grading/slab prep
- De-watering/rock excavation
- Paint/finish
- Warranty/cleaning of existing fixtures
- Temporary utilities

**Special Notes:**

- Work to be done during normal business hours.
- Bid proposal good for 30 days.
- Please add 4% to total price if paid with credit card or P-card.
- Any piping/systems not listed in inclusions above, is excluded and is not included as part of this bid proposal.
- All existing plumbing fixtures are assumed to be in good working order; all cleaning, protection & warranty of existing plumbing equipment, fixtures, water heaters and pumps are excluded.

**Total.....\$16,285.00**

Respectfully submitted,

Isaac Nemnich  
Paige Mechanical Group  
(208) 331-9000 office  
(208) 871-8835 cell  
[Isaac.Nemnich@PaigeMechanical.com](mailto:Isaac.Nemnich@PaigeMechanical.com)

**Approved By:**

Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Customer Reference/PO No.: \_\_\_\_\_

State of Idaho Plumbing License: #028373

State of Idaho Public Works License: #PWC-C-16671-AAA-4

*Some contractors talk customer satisfaction.....we guarantee it!*





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

Wednesday, June 22, 2022

Mayor, City Council:

I am requesting a **MOTION to approve the low bid award to Hazel Asphalt LLC in the amount of \$19,200.00 for 7<sup>th</sup> and Wardwell Ave Asphalt Project.**

Attached is the summary of bids and quotes for your review.

Thank you,

Clint Seamons, Public Works Director

### Summary of BIDS - 7th and Wardwell Asphalt Project

Date received	Company	BID Amount	
6/17/2022	Hazel Asphalt LLC	\$ 19,200.00	LOW BID
6/20/2022	Capital Paving Boise	\$ 19,325.00	
6/20/2022	Granite	\$ 19,697.20	
6/15/2022	Sunroc	\$ 23,680.00	
6/16/2022	Inline Asphalt	\$ 24,360.00	
	Asphalt Systems Inc	No Bid Received	
	Idaho Materials	No Bid Received	



LLC

Idaho Public Works 001111-CC-2  
RCE-30053  
OR Construction License #203058

PO Box 1518 - Nampa, ID 83653  
Office: 208.467.7789 - Fax: 208.467.7946

*Paving, Patching & Maintenance.*

Name / Address	Date	Estimate #
City of Emmett 601 E 3rd St Emmett, ID 83617	6/17/2022	22-048

Customer Phone	Customer Fax	Terms	Project
208-365-9569		in full upon completion	7th & Hawthorne

Description	Total
Furnish, haul, place and compact SP3 58-28 3" compound A.C. mat over approximately 160 tons @ \$120.00/per ton	19,200.00

**Total** \$19,200.00

Permits, testing, engineering, surveying, and/or any other work not specifically defined in this estimate is not included in total price. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Our workers are fully covered by Workman's Compensation Insurance.  
Drainage is not guaranteed on overlays or projects not fine-graded by Hazel Asphalt, LLC

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined

**Signature (Sign and Print Name)**

\_\_\_\_\_  
This proposal may be withdrawn by us if not accepted within 15 days.

**P.O. Box 190810  
Boise, ID 83719  
P-208-362-9845  
F-208-362-5502**

Company City of Emmett  
Job 7th and Hawthorne - Paving Only  
Attention: PW Dept

[illegible]

Page 1 of 1

### Proposal Valid for 15 Days

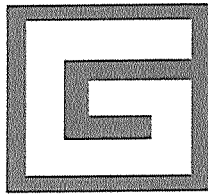
Proposal Prepared By: *John R Mitchell*

All material is guaranteed to be specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above estimate. All agreements are contingent upon strikes, accidents or delays beyond our control.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made in full upon completion of job. Terms will be net 10 days. If payment is not made according to these terms interest will be charged.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# GRANITE

## Excavation Inc.

*We're diggin this business*

23 Warm Lake Hwy  
Cascade, ID 83611  
225 Wooddale Ave, Ste 115  
Eagle, ID 83616  
graniteexcavation.com  
208-382-4188

<b>To:</b> City Of Emmett	<b>Contact:</b> Clint Seamons
<b>Address:</b> Emmett, ID	<b>Phone:</b>
	<b>Fax:</b>
<b>Project Name:</b> City Of Emmett 7th And Hawthorne Paving	<b>Bid Number:</b> 1
<b>Project Location:</b> 7th And Hawthorne, Emmett, ID	<b>Bid Date:</b> 6/20/2022

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization	1.00	LS	\$1,738.80	\$1,738.80
2	HMA Paving	160.00	TON	\$112.24	\$17,958.40

**Total Bid Price:** **\$19,697.20**

#### Notes:

- Above shown pricing doesn't include Performance & Payment Bonds, please add 1.5% to total price if needed.
- Catch Basins are excluded in above shown pricing.
- Concrete collars are excluded in above shown pricing.
- Dewatering is excluded in above shown pricing.
- Haul off of all excess pipe spoils are excluded in above shown pricing.
- Above shown prices do not include permits.
- Pipe material pricing is based on current prices. Due to significant market fluctuations, pipe material costs can only be determined at the time of shipment. Any increase from the current prices will be passed on to the owner.
- Quality Control Testing is excluded in above shown pricing.
- Rock Excavation is excluded in above shown pricing.
- Price does not include any scope of work not specifically called out on the above shown bid schedule.
- Survey is excluded in above shown pricing.
- SWPPP is excluded in above shown pricing.
- Above pricing is contingent on agreed upon schedule between Granite Excavation & the GC/Owner.
- Above pricing for pipe is good only until the end of business the day this proposal is received. Pipe order will not be placed until directed by the Owner/GC. Materials on Hand will be billed out same day and is due within 30 days.
- Due to significant market fluctuations and volatility not all pipe types or dimensions may be available at time of order. Pricing for pipe not available at time of order will not be held. Costs can only be determined at the time of shipment. Any increase from the current prices will be passed on to the owner.
- Traffic Control is excluded

#### Payment Terms:

Progress billing will be submitted by the 25th of each month. Payment is due by the 10th of the following month.

<b>ACCEPTED:</b> The above prices, specifications and conditions are satisfactory and are hereby accepted.  <b>Buyer:</b> _____ <b>Signature:</b> _____ <b>Date of Acceptance:</b> _____	<b>CONFIRMED:</b> <b>Granite Excavation Inc</b>  <b>Authorized Signature:</b> _____  <b>Estimator:</b> Josh Vandenburg (208) 634-6572 joshvandenburg@graniteexcavation.com
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# SUNROC CORPORATION

## CONSTRUCTION DIVISION

2965 E. TARPON DRIVE SUITE 130, MERIDIAN, IDAHO 83642 (208) 362-4244

## CONTRACT PROPOSAL

Customer: City of Emmett Address: 601 E. 3rd St. Emmett, ID 83617	Contact: Phone: (208) 365-9569 Fax:
Project: Emmett 7th and Hawthorne Pave Project Location:	Addendum: Date: 06/15/2022

SUNROC CORPORATION MAY WITHDRAW THIS PROPOSAL IF WRITTEN ACCEPTANCE IS NOT RECEIVED FROM THE BUYER WITHIN 15 DAYS OF THE PROPOSAL DATE

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
10	Mobilization	1.000	EA	\$1,600.00	\$1,600.00
20	3" Asphalt SP3 1/2"PG (58-28)	160.000	TN	\$138.00	\$22,080.00
Grand Total:					\$23,680.00

### EXCLUSIONS:

Survey is not included  
Traffic Control is not included  
Survey Monument Removal/Reset is not included  
Third Party Material testing is not included  
Sawcutting is not included  
Sweeping is not included  
Concrete Collars are not included  
Pavement Markings are not included  
No Permits are included  
No Davis Bacon/BOLI Wages are included  
No SWPPP or BMP's are included  
Unanticipated soil conditions and/or soft spot repair not included  
Landscaping, Landscape Repair, and import and/or placement of topsoil is not included  
One mobilization is included, additional mobilizations will be billed at the quoted unit price  
This is a unit price proposal, Final payment to be based on actual units provided/installed as measured by Sunroc.  
Finish grade performed by others need to be +/- .02' of base finish elevations  
Any paving between the dates of October 1 and March 1 may be impacted by weather and or temperature. Such impacts may result in additional costs.

### MISC. NOTES:

### NOTES :

ALL MATERIAL AND WORK IS GUARANTEED TO BE AS SPECIFIED. PLANS AND SPECIFICATIONS ARE A PART OF THIS PROPOSAL. ALL AGREEMENTS AND WARRANTIES EXPRESSED OR IMPLIED ARE ONLY AS ATTACHED IN WRITTEN FORM. ANY ALTERATIONS OR DEVIATIONS FROM PROJECT SPECIFICATIONS INVOLVING EXTRA COSTS, OR ANY ADDITIONAL QUANTITIES, WILL BECOME AN ADDITIONAL CHARGE OVER AND ABOVE ATTACHED SPECIFICATIONS.

THIS CONTRACT COVERS ONLY THE WORK NOTED ABOVE. IT DOES NOT INCLUDE UNFORESEEN PROBLEMS OR OTHER WORK ITEMS. SUNROC CORP. IS NOT RESPONSIBLE FOR DAMAGE, COSTS, OR IMPACT CAUSED BY OR TO ANY HIDDEN OR UNKNOWN ITEMS. ALTERATIONS, CHANGES, ADDITIONAL WORK, UNFORESEEN IMPACTS, OR DEVIATIONS FROM THESE CONTRACT SPECIFICATIONS WILL BECOME AN ADDITIONAL CHARGE, DUE AND PAYABLE.

ANY REQUIRED SUB-GRADE REPAIRS, WHICH ARE DISCOVERED WILL BE CHARGED AT TIME AND MATERIALS. SUNROC CORP. IS NOT RESPONSIBLE FOR EXISTING BASE OR DESIGN PROBLEMS.

SUNROC CORP. CANNOT BE RESPONSIBLE FOR DRAINAGE OR WATER PONDING ON SLOPES OF LESS THAN 1.0% OR WHERE GRADE IS DICTATED BY SURROUNDING AREA. PATCHING CAN PLUG WATER DRAINAGE AND CAN THUS CREATE PONDING.

APPROVAL OF CREDIT, NOTWITHSTANDING PURCHASER'S ACCEPTANCE OF THIS PROPOSAL, SUNROC'S OBLIGATION TO PERFORM IS CONDITIONAL UPON APPROVAL OF THE FINANCIAL RESPONSIBILITY OF THE PURCHASER. PURCHASER WILL FURNISH PROMPTLY, AT SUNROC'S

REQUEST, INFORMATION NECESSARY TO DETERMINE PURCHASERS FINANCIAL RESPONSIBILITY AND CREDIT. IF DISAPPROVED PURCHASER WILL BE NOTIFIED, AND UNLESS A SATISFACTORY ARRANGEMENT FOR PAYMENT IS MADE, THIS AGREEMENT WILL BECOME NULL AND VOID, WITHOUT LIABILITY TO EITHER PARTY.

ALL AGREEMENTS AND/OR WARRANTIES, EITHER EXPRESSED OR IMPLIED, ARE ONLY IN WRITTEN FORM. THIS IS A FULLY INTEGRATED CONTRACT.

THIS AGREEMENT IS BINDING UPON HEIRS, ASSIGNORS, AND SUCCESSORS IN INTEREST.

AS A PROPOSAL, THE PRICES QUOTED ARE GOOD FOR FIFTEEN (15) DAYS FROM THE DATE NOTED AT THE TOP OF THE PROPOSAL.

FULL PAYMENT IS DUE AND PAYABLE ON COMPLETION OF WORK. PROGRESS PAYMENTS WILL BE MADE IF COMPLETED IN STAGES. INTEREST WILL BE CHARGED AT 1.5% PER MONTH OR 18% A.P.R. FOR DELAYED PAYMENTS. ALL EXPENSES SUNROC CORP. INCURS IN THE COLLECTION OF MONEY DUE WILL BE REIMBURSED TO SUNROC CORP. INCLUDING ATTORNEY AND CONSULTANT FEES.

RETENTION NOT TO EXCEED THAT WITHHELD BY OWNER. FULL PAYMENT UPON COMPLETION OF ABOVE WORK.

PRICE IS BASED ON NOTHING PREVENTING SUNROC CORP. FROM FULL PRODUCTION. NO STANDBY IS INCLUDED IN PRICE.

ACCESS FOR PAYER AND DUMP TRUCKS MUST BE PROVIDED - SUNROC CORP. CAN NOT BE RESPONSIBLE FOR DAMAGE TO EXISTING ASPHALT OR CONCRETE SURFACES DUE TO NEW ASPHALT PAVEMENT CONSTRUCTION.

DUE TO THE INSTABILITY OF THE PETROLEUM INDUSTRY WITH THE ASSOCIATED PRICE INCREASES, SUNROC CORP. RESERVES THE RIGHT TO ADJUST THE PRICING FOR THE ASPHALT PRODUCTS QUOTED ABOVE AS WE RECEIVE THESE INCREASES. IN THE EVENT THAT ASPHALT BECOMES UNAVAILABLE, SUNROC CORP. WILL BE HELD HARMLESS.

### ADDITIONAL TERMS AND CONDITIONS OF AGREEMENT

1. Purchaser represents to be the record owner or authorized agent of the record owner of the real property that shall be improved pursuant to this Agreement (the "Property") with authority to enter into contractual agreements and to grant SUNROC authority to perform the work identified herein. The Purchaser agrees that all materials in this Agreement will be used in the construction, alteration, or improvement of the Property. Purchaser shall not use this document to acquire financing.
2. This Contract Proposal/Agreement shall only be modified by written change order signed by SUNROC and Purchaser. Oral requests for change shall not be binding on SUNROC unless reduced to writing by change order.
3. Purchaser shall assume full responsibility for the accuracy of all lines, levels, quantities, locations and measurements and their relation to the work to be performed by SUNROC. No representation or warranty, express or implied, is made as to the quantities, sizes, grades, specifications, or other matters relating to the needs of the project. In all cases where dimensions are governed by conditions, already established or otherwise, the responsibility for coordination of such conditions as it relates to SUNROC's work shall rest entirely on the Purchaser. It is the Purchaser's sole responsibility to compare the items on this Contract Proposal/Agreement with plans and specifications for accuracy and completeness. Any variations or modifications from specified lines, grades or dimensions required shall be the responsibility of the Purchaser and subject to a change order should additional work be required of SUNROC.
4. In the event the record owner of the Property sells, mortgages, or otherwise transfers or encumbers the Property, the total amount herein provided shall become immediately due and payable as to any and all amounts then unpaid.
5. Purchaser agrees that all alleged defects in work, material or labor shall be made in writing to SUNROC within ten (10) calendar days of the date of the billing invoice for the work performed. If said writing has not been made within the time period specified herein, Purchaser waives any right to claim defects and/or offsets for these alleged defects. In the event of defective work, SUNROC's sole and exclusive liability shall be to repair or replace defective work at its discretion. In no event shall SUNROC be liable for special, incidental, or consequential damages, including, but not limited to, loss of good will, loss of profits, or loss of use.
6. In the event that material costs on which this Contract Proposal/Agreement is based rise in excess of fifteen percent (15%) during the course of work, Purchaser agrees that these increased costs, in their entirety, shall be billed to Purchaser as an automatic adjustment to the Contract Proposal/Agreement.
7. To the extent that the contracted price is based on a specified unit or square foot price, Purchaser agrees that the number of units or square feet indicated is an approximation, and that SUNROC shall be paid in full for the actual units or square feet completed as determined by field measurement by SUNROC.
8. SUNROC shall not be liable for failure of performance or failure of delay in delivery by reason of any event beyond the control of SUNROC, including, but not limited to, strikes; labor disputes; fire; flood; weather; embargo; war or other hostilities; government authority or regulation; acts of God; shortage of material or fuel; as a result of actions of Purchaser, record owner, or any other person; or as a result of the extension of time granted by Purchaser. Upon the occurrence of such delay, SUNROC shall receive an equitable extension of time for completion of the Agreement. SUNROC shall not be entitled to any damages or compensation as a result of said delay except to the extent that said delay was caused by the Purchaser, record owner, or persons employed by the Purchaser or record owner.
9. SUNROC assumes no risk of non-disclosed or unforeseen conditions of the Property, including, but not limited to, hazardous substances (as defined by applicable law). In the event that hazardous substances are present on the Property (other than hazardous substances introduced by SUNROC), Purchaser agrees to indemnify SUNROC and its officers, directors, employees, agents, representatives, and subcontractors from and against any and all losses, claims, damages, fines, penalties, liabilities, injuries, costs and expenses (including all attorney fees and costs incurred in any civil, criminal, or administrative proceeding) arising from such hazardous substances, including, but not limited to, the presence or use, generation, storage, treatment, containment, release, threatened release, disposal of, exposure, or threatened exposure.
10. Unless otherwise noted, all federal, state, and other taxes of any nature related to this Agreement shall be borne by Purchaser.
11. SUNROC warrants that all materials covered by this Agreement shall conform to industry standards. No implied warranties of fitness or merchantability are given and are expressly disclaimed by SUNROC.
12. The parties agree that the prevailing party in any lawsuit arising from or as a result of this Agreement, whether the action is based on the Agreement's terms and provisions or on any other theory of liability, shall be entitled to an award of attorney fees and costs

- incurred in said action.
13. This Contract Proposal/Agreement is the total agreement and supersedes all negotiations, representations, prior discussions, and preliminary agreements between the Parties hereto, whether oral or written. This Agreement shall be construed and interpreted as if drafted equally by all Parties hereto.
  14. This Agreement shall be governed by the laws of the Local State where the project resides, without regard to its choice of law provisions.
  15. Sunroc Public Work License Is PWC-C-17452-U-1-4
  16. PAYMENTS IS TO BE MADE AS FOLLOWS: All accounts due 15th of month following date of billing. In the event payment is not made by the due date, I or we agree to pay if collection is made by suit or otherwise a reasonable attorney's fee, plus a FINANCE CHARGE OF 1½% per month (ANNUAL PERCENTAGE RATE 18%), and hereby waive all rights to claim exemption under state laws. Signature by owner or agent constitutes acceptance of the above.
  17. This proposal is based on plans dated by

<b>ACCEPTED:</b> The above prices and specifications are satisfactory and hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	<b>CONFIRMED:</b> <b>SUNROC CORPORATION</b> Authorized Signature: _____ Estimator: _____ Estimate #: 22ID264
--	--



# INLINE ASPHALT, INC

Po Box 94  
SWEET, ID 83670  
208-369-0583

## Estimate

Date	Estimate #
6/16/2022	1187

Name / Address
City of Emmett 316 E. Park St. Emmett, ID 83617 JOB: 7th & Hawthorne Paving

			Project
Description	Qty	Rate	Total
Pave and install a 3" compacted matte of hot asphalt on 7th St.. Pavement will be an ACHD mix design, and bid is for paving only no prep.	8,400	2.90	24,360.00
Thank you for considering us for this job and please call with any questions.			<b>Total</b> \$24,360.00

Phone #	Fax #
2083659147	

## City's Strategic Pillars

6/28/2022

- 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. 45%
- Update outdated city ordinances, implement new ordinance-----70% zoning and building only.
- Obtain accessibility inspector certification-----40%
- Comprehensive Plan overhaul and revision----- 40%
- Digitalize and organize all building and zoning files and plans-----16%

### ***Accomplishments since last report***

1. Permits, April: New house = 20, Foundation Only =, Commercial =, Duplex =, Tri-plex =, Apartment = - Hangars = 1  
Manufactured Home =, Fees Collected: \$ 45, 027.02
2. Reviewing house plans and zoning applications
3. Started preliminary work on updating our zoning map
4. Continued work with Logan Simpson for the comprehensive plan
5. Drafted Area of City Impact map for proposed new boundaries, met with County Zoning Staff and County Commissioners to discuss proposed boundary change
6. Send out job description for new employee to replace Alishia.
7. Construction Drawings for Payette River Estates Sub. Review
8. Complete one-time lot split, 1450 Judo Lane

### ***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. Ordinance Amendment to fences
12. Work on Building Department fee increase for permits
13. Addressing of subdivisions
14. Start Preliminary Budget
15. Issue addresses to John Wood Property to clarify the different buildings and event attractions
16. Construction drawing review Gem Valley Townhomes
17. Construction drawing review Skyhawk East
18. Zoning Applications:
  - Rezone 835 W. 4<sup>th</sup> street Commercial to R-3 multi-family, Recommend Approval, Council 7-12-22
  - Rezone 1102 E. 12<sup>th</sup> street R-1 single family to R-3 multi-family, Recommend Approval, Council 7-12-22
  - SUP, 1018 S. Washington, single-family residential behind a commercial business- Approved
  - Final Plat for Skyhawk
  - Annexation and Preliminary plat Dagger Falls on E. 12<sup>th</sup>, Zoning Commission 7-11-22

### ***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**  
**6/28/22**

- 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***

- Increase ACH (Direct Pay) 10% from prior year
- Digitalize Resolutions and Legal Documents
- Streamline on line forms
- ADA Compliance Updates to City Hall – modify walk up payment window-customer friendly

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

**Training:** AIC District Meeting 4/25/22

Black Mountain Training – Accounting/UB

**Accomplishments since last report**

- **May Transactions**
  - Billings sent – **3083**
  - E-mail Bills - **627**
  - ACH (Direct Pay) customers **582**
  - Over the counter Water/Sewer payments (checks/cash) –**1843**
  - On-Line Credit Card Payments – **640**
  - Over the counter credit card payments – **83**
  - Disconnection late letters mailed - **333**
  - Water disconnections due to non-payment - **30**
  - New Water/Sewer Accounts opened - **33**
  - Cemetery Lots Sold/Deeds Issued – **5**
  - Open/Close Cemetery Lots - **13**
  - Bartender/ Alcohol/Catering Permits - **5**
  - Dog License -**7**
  - Business Registration Certificate – **1**
  - Vendor Permits/Other License – **3**
  - Accounts Payable Claims processed – **136**
  - Onboard new employees – **0**
  - Employee terminations – **0**
  - Payroll processed- **153**
- Updated financials – May
- May Bank Reconciliation on 6 bank accounts
- Scanned minutes to electronic filing
- Record Retention-Destruction – 75 boxes completed 5/18/22
- Budget meeting with Directors Individually – Finalize numbers in June, present to Council in July
- Rock Landscaping complete

**Plan for next 30 days**

- Budget meetings with Directors
- Update Ordinance and Resolution Logs
- Records retention and destruction
- Get bids to update/modify walk up customer window for easier customer access

# City of Emmett, Idaho

## Monthly Financial Report

May 2022

### OUR CASH...

#### Account Balances

##### GENERAL FUND

Cash	\$ 268,867
Investments	\$ 3.273M

##### STREET FUND

Cash	\$ 252,125
Investments	\$ 371,334

##### LIBRARY FUND

Cash	\$ 30,027
Investments	\$ 126,266
Designated Funds	\$ 67,887

##### CEMETERY FUND

Cash	\$ 13,862
Investments	\$ 125,812

##### PERPETUAL CARE FUND

CASH	\$ 22,970
INVESTMENTS	\$ 74,464

##### WATER FUND

Cash	\$ 395,786
Investments	\$ 3.814M
Bond Reserve	\$ 174,518

##### SEWER FUND

Cash	\$ 493,600
Investments	\$ 5.132M
Bond Reserve	\$ 319,338

##### SANITATION FUND

Cash	\$ 54,025
Investments	\$ 119,872

##### TECHNOLOGY FUND

Cash	\$ 53,333
Investments	\$ 100,000

##### GOV'T FUND PROJECTS

ARPA Investments	\$ 583,877
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### BUDGET VS. ACTUAL YEAR TO DATE

#### GENERAL FUND REVENUES AND EXPENDITURES

Fiscal Year 2021-22 Budget \$2,884,683

Revenues to Date	\$ 2,248,520	78%
Expenditures to Date	\$ 1,900,388	66%

#### Road & STREET FUND REVENUES AND EXPENDITURES

Fiscal Year 2021-22 Budget \$ 634,361

Revenues to Date	\$ 491,384	77%
Expenditures to Date	\$ 281,194	44%

#### LIBRARY FUND REVENUES AND EXPENDITURES

Fiscal Year 2021-22 Budget \$ 260,612

Revenues to Date	\$ 182,394	70%
Expenditures to Date	\$ 168,417	65%

#### CEMETERY FUND REVENUES AND EXPENDITURES

Fiscal Year 2021-22 Budget \$ 124,241

Revenues to Date	\$ 91,281	73%
Expenditures to Date	\$ 84,570	68%

#### WATER FUND REVENUES AND EXPENDITURES

Fiscal Year 2021-22 Budget \$1,825,300

Revenues to Date	\$ 1,332,698	73%
Expenditures to Date	\$ 856,111	47%

#### SEWER FUND REVENUES AND EXPENDITURES

Fiscal Year 2021-22 Budget \$2,161,800

Revenues to Date	\$ 1,765,660	82%
Expenditures to Date	\$ 929,795	43%

#### SANITATION FUND REVENUES AND EXPENDITURES

Fiscal Year 2021-22 Budget \$ 659,200

Revenues to Date	\$ 480,495	73%
Expenditures to Date	\$ 424,946	64%

#### TECHNOLOGY UTILITY FUND REVENUES AND EXPENDITURES

Fiscal Year 2021-22 Budget \$ 26,000

Revenues to Date	\$ 108,947	419%
Expenditures to Date	\$ 201,544	83%

### SPECIFIC REVENUES COLLECTIONS AT A GLANCE...

#### PROPERTY TAX COLLECTIONS

Budget \$1,972,625

Revenues to Date	\$ 1,283,428	65%
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#### STATE SHARED REVENUE COLLECTIONS

Budget \$ 683,570

Revenues to Date	\$ 596,148	75%
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#### BUILDING PERMIT REVENUES COLLECTIONS

Budget \$ 125,000

Revenues to Date	\$ 153,558	123%
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### ***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 and provide a constant, realistic and rigorous training program (50% of completion)
- Provide all equipment necessary to allow for daily mission execution while meeting operational goals. **(70% 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. (60% of completion)

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

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

- Spring cleaning Engines and outside of the station
- Inspections EOA, Jail, Black Canyon Brewing
- Assisted home owner with a controlled burn
- Conducted and officer meeting
- Installed 3 smoke detectors
- Meetings: CISM, GCHC, LEPC
- Presented at the Lion Club
- Investigated an Medical Exposure
- Participated in a public out reach
- Assisting PD with deploying the radar trailer
- Received a donation of AA batteries
- Closed out a grant for trench Rescue equipment
- Many life coaching opportunities
- Assisted a local business with a project
- Working on a collaborative effort for the training facility
- Met with the Idaho State Fire Marshal
- Talked with a resident regarding weeds
- Contacted a building owner regarding needed repairs (Fire Code) EOA
- Contacted property owner regarding expectations on downtown properties
- Inspected sprinklers at Idaho Pizza Building
- Repaired garage doors and ordered more replacement parts
- Preplanning Urban Interface

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

- Insulate Hazmat trailer
- Work on Regional Approach to Hazmat Response
- Start Planning for two grants
- ~~Look in to final feasibility of compensation for long call outs~~
- Develop a curriculum for PD officers
- Finish Class on Coordinated ventilation
- ~~Hydro the hydrants in the Judo Lane area~~
- Communicate to residents regarding trimming weeds

### **City's Strategic Pillars 6/28/2022 @ LIBRARY**

- 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)***

- “Balancing of Efficiencies” with patron services and library usage (Growth); by collaborating with other community entities that support the library’s mission of 2021-2022, partnerships that help the library as it stretches to serve a growing community.
- Library will implement a software to recover patron’s fines, pending LYNX start-up; expand delivery of learning opportunities through in-house & outreach programs.
- Library will develop Adult/Senior support resources to enhance “A Place For Seniors To Age & Stay”
- Develop grant/gift programs as well as in-kind contributions, providing no less than \$50,000 a year towards budget. **To date: Donations=\$21,786.98 + Grants=\$20,081, In-Kind Donations=\$1,760.00**

***Expenditures requiring authorization from higher and purpose of expenditure-*** None at this time

***Yearly Training list-*** None at this time

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

- First Books Grant FY21-22, final report submitted
- Grant for Smart Locker Project- Awarded \$13,500
- STEM Grant for Summer Reading and Rotary Grant submitted, RECEIVED \$500
- First Wednesday, A Day at the Beach w/STEM activities July 6th
- “So All Can Read” grant through ICfL RECEIVED \$1,000
- Laundry Library Pilot program w/new owners of Lili Pad pending remodel

#### **NEXT 30 DAYS**

- Summer Reading Event:(June 7-July 22) 403 kids & 192 adults registered!!
- The “Great Cherry Bake Sale” sweet success making \$3,065 for library book budget!
- Plumbing concerns, cause & pending repairs, bid/quotes submitted for approval
- New Circ-Tech is Cammi Burton
- End of Summer Reading Party being planned for July 20th

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

2021-22 LI	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<b>PATRONS</b>												
Resider	4731	4751	4764	4786	4803	4822	4836					
NonRes	3123	3146	3151	3159	3168	3185	3192					
Adult-Circi	2986	3070	2953	3352	2297	3166	3205					
Teen-Circi	708	707	460	518	395	515	521					
Juvenile-C	3965	4347	2859	3412	2223	4268	4279					
<b>TOTAL BC</b>	<b>7659</b>	<b>8124</b>	<b>6272</b>	<b>7282</b>	<b>4915</b>	<b>7949</b>	<b>8005</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Audios-Cir	198	176	140	153	119	171	187					
In-house T	57	68	23	16	17	41	46					
In-house E	84	441	179	198	21	97	101					
Trade/Excl	106	128	103	114	67	108	119					
Hobbies/G	26	31	36	42	29	32	43					
Video/DVD	2193	2418	2047	2028	1069	2141	2207					
<b>TOTAL Clf</b>	<b>10323</b>	<b>11386</b>	<b>8800</b>	<b>9833</b>	<b>6237</b>	<b>10539</b>	<b>10708</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Outreach (	37/28	293/00	50	49	50	359	50					
Children's	130	147	109	88	39	254	288					
Family Act	43	55	41	49	37	385	195					
Computer	359	359	329	276	122	371	403					
WiFi Usag	149	169	133	122	159	144	152					
Reference	81	97	89	94	128	124	159					
Meeting R	7	11	9	16	13	38	41					
Proc: Audi	7	0	89	29	24	1	6					
Proc: DVD	112	38	48	60	45	16	24					
Proc: Bool	282	202	187	262	205	295	299					
HobbyColl	0	0	11	0	19	5	3					
ILL snf/rec	9	7	7	5	6	8	4	8				
Audios Wi	0	61	71	6	21	0	0					
Videos/DV	0	0	48	1	8	1	0					
Books Wit	348	48	192	26	73	55	61					
Patron Vis	3719	4138	4062	2669	2526	4390	4405					
Curbside	5	7	3	530	178	64	3					
Volunteers	109	124	185	217	191	229	241					

## **City of Emmett Police Department**

### 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 Staff for no less than 5 years. (Current 7-17)
- 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%)
- Update our reserve program with the newest policies and procedures directed by Idaho P.O.S.T. and double the number of officers. (as of 1-10-22 hiring focus is on filling full time openings)
- Updating (99% complete) and implementing (36% completed) 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.

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

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

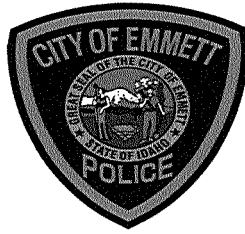
##### ***See attached***

- IT has completed installment of e-citation. Training has been completed. Systems are being used but just for officers to get used to it and work out any of the bugs. Will be scheduling a go live date soon.
- Officer Wright has completed FTO and is working a patrol shift.
- Have started process of getting Wright signed up to attend the next POST class.
- Officer Harris has started his last phase of FTO.
- Officer Parker and Officer Leatherman have been assigned the duties of recruitment. We have one applicant in backgrounds and two applicants being interviewed this month. This is to fill the two openings.
- Have been working with Clint and JSE enterprises on an estimate for Police Department Remodel.
- Looking into updating interview room with a recording system from AXON.
- Will be moving towards unlimited storage option from AXON because of changes to retention schedule.
- Scheduled Legal update training that will be taught by the Gem County Prosecutor's Office.
- Hosted a training on investigating sexual assaults. This training was given by a S.A.N.E. Sexual Assault Nurse Examiner and was POST certified training.
- EPD has received NARCAN at no charge for officers to use when a drug over dose emergency occurs. Training and Policy to come. Officers were trained on the use of NARCAN on 6-13-22.

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

- Make officers aware of lockdown procedure. Get active shooter training for 2 new officers.
- Fire, public works and building will be meeting with John Wood to discuss Stony's.
- Working on getting Speed limit changed on Lincoln and Boise.
- Ordinance Focus Boise and Lincoln Ave.
- Researching yearlong grant that could fund a traffic officer through ITD.
- Will be putting on collection of fingerprint training for all patrol and deputies.
- Police Department join social media platform.
- Get officers trained in ABLE (Active Bystandership for Law Enforcement project).
- Installment of e-citation.
- Working on improving Alert sense with dispatch and process for reporting of missing children. Remodel of Police Department.
- Working with public works and county roads on getting the speed limit to be 25 on 12<sup>th</sup> street to the east of Washington.





## EMMETT POLICE DEPARTMENT

### May Patrol Statistics

	TOTAL
Felony Arrests - Male	3
Felony Arrests - Female	3
Misd. Arrests - Male	14
Misd. Arrests - Female	12
Traffic Stops	119
Infraction Cite	20
Dispatched Calls	257
Officer Initiated	84
Reports	45
Dogs Taken to Pound	4
Ordinance Calls	18

### Community Involvement

Officers participated in ITD Seatbelt Mobilization between May 16 and June 3rd.  
1ST Responders received recognition at Calvary School by attending First responder day.

Officers taught classes at the middle school on the affects of tobacco and alcohol.

Officer(s) participated in lock down drills both at the high school and at the middle school.

Officer was a mentor for a student's senior project.

## Cherry Festival

	<u>Offense</u>	<u>2021</u>	<u>2022</u>	<u>Difference</u>	<u>Percent</u>
11A	Forcible Rape	0	1	1	0.00%
13A	Aggravated Assault	0	2	2	0.00%
13B	Simple Assault	0	2	2	0.00%
220	Burglary/Break&Enter	0	1	1	0.00%
23H	Larceny (all other)	0	2	2	0.00%
26A	Fraud (false pretense/swindle)	0	1	1	0.00%
26B	Fraud (credit/debit card/ATM)	1	0	-1	-100.00%
290	Destruction Property/Vandalism	1	0	-1	-100.00%
35A	Drug/Narcotic Violations	2	2	0	0.00%
35B	Drug Equipment Violations	1	0	-1	-100.00%
90B	Curfew/Loitering/Vagrancy	2	0	-2	-100.00%
90C	Disorderly Conduct	0	3	3	0.00%
90D	Driving under Influence	1	0	-1	-100.00%
90F	Family NonViolent Offenses	1	0	-1	-100.00%
90J	Trespass	0	1	1	0.00%
90Z	Warrant & all other	4	3	-3	-25.00%
<b>Totals:</b>		<b>13</b>	<b>16</b>	<b>3</b>	<b>23.08</b>

Nature	Reported
Suspicious	22:07:00 05/31/22
Threats	21:45:30 05/31/22
Threats	19:31:04 05/31/22
Trespassing	18:19:36 05/31/22
Property Damage	17:47:00 05/31/22
Ord Viol EPD	17:45:50 05/31/22
Medical	16:42:17 05/31/22
Hazard	15:26:07 05/31/22
Child Abuse	14:25:16 05/31/22
Accident PD	14:06:24 05/31/22
ABANDONED VEH	14:03:05 05/31/22
Property Damage	13:58:31 05/31/22
Medical	13:52:27 05/31/22
Disorderly	11:53:11 05/31/22
Animal Cmplnt	10:19:57 05/31/22
Information	10:09:52 05/31/22
Information	09:41:13 05/31/22
Alarm Bus	03:49:06 05/31/22
Traffic Stop	00:48:44 05/31/22
Information	00:24:22 05/31/22
Medical	22:21:08 05/30/22
Ord Viol EPD	20:33:43 05/30/22
Suspicious	20:23:45 05/30/22
Custodial Int	18:20:24 05/30/22
Traffic Stop	17:38:43 05/30/22
911 AHM	16:19:01 05/30/22
Traffic Stop	15:19:31 05/30/22
Suicidal Subj	14:16:14 05/30/22
Accident HR	13:40:03 05/30/22
Domestic	12:46:49 05/30/22
Burglary	11:48:05 05/30/22
Animal Cmplnt	10:21:38 05/30/22
Juvenile Prob	08:17:16 05/30/22
Domestic	03:26:36 05/30/22
Medical	01:21:21 05/30/22
Suspicious	23:58:50 05/29/22
Medical	22:00:44 05/29/22
Custodial Int	20:42:08 05/29/22
Public Assist	20:30:08 05/29/22
Property Damage	20:17:50 05/29/22
Information	20:00:14 05/29/22
Disorderly	16:15:32 05/29/22
Welfare Check	15:50:29 05/29/22
Public Assist	14:48:28 05/29/22

Traffic Stop	13:35:38 05/29/22
Traffic Stop	11:05:32 05/29/22
Traffic Compl	10:51:11 05/29/22
Accident PD	04:39:21 05/29/22
Suspicious	23:58:44 05/28/22
Traffic Stop	23:48:08 05/28/22
Disturb Peace	23:26:28 05/28/22
Runaway	23:20:03 05/28/22
Suspicious	22:56:28 05/28/22
Public Assist	21:45:39 05/28/22
Accident PD	21:25:24 05/28/22
Information	19:49:30 05/28/22
Theft	16:55:42 05/28/22
Accident HR	13:24:30 05/28/22
Medical	11:51:50 05/28/22
Mental Issue	11:29:14 05/28/22
Stray Dog	11:26:48 05/28/22
Missing Person	11:25:24 05/28/22
Trespassing	11:21:39 05/28/22
Traffic Stop	10:03:19 05/28/22
Medical	07:48:28 05/28/22
Welfare Check	07:25:05 05/28/22
Public Assist	03:54:26 05/28/22
Alarm Bus	03:28:22 05/28/22
Stray Dog	22:41:51 05/27/22
Traffic Stop	21:42:29 05/27/22
Traffic Stop	21:01:07 05/27/22
Harassment	19:19:19 05/27/22
Accident PD	17:56:08 05/27/22
Animal Lost	17:50:04 05/27/22
Stray Dog	15:46:33 05/27/22
Civil Compl	15:24:17 05/27/22
Burglary Veh	14:34:09 05/27/22
Animal Cmplnt	14:07:12 05/27/22
Extra Patrol	12:16:34 05/27/22
Traffic Stop	05:40:16 05/27/22
Juvenile Prob	03:45:48 05/27/22
Shooting Compl	01:09:07 05/27/22
Traffic Stop	00:00:26 05/27/22
Traffic Stop	23:37:47 05/26/22
Traffic Stop	22:59:40 05/26/22
Traffic Stop	22:35:21 05/26/22
Traffic Stop	21:52:46 05/26/22
DUI	20:57:44 05/26/22
Welfare Check	18:32:25 05/26/22

Traffic Stop	18:18:07 05/26/22
Traffic Stop	18:09:44 05/26/22
Traffic Stop	17:50:53 05/26/22
Traffic Stop	16:12:07 05/26/22
Trespassing	15:41:22 05/26/22
Animal Cruelty	15:33:40 05/26/22
Traffic Stop	15:00:33 05/26/22
Traffic Stop	14:45:03 05/26/22
Traffic Stop	14:29:48 05/26/22
Traffic Stop	12:55:13 05/26/22
Funeral Escort	10:54:34 05/26/22
911 AHM	09:57:09 05/26/22
Missing Person	08:34:35 05/26/22
Welfare Check	08:07:12 05/26/22
Juvenile Prob	08:00:00 05/26/22
Ord Viol EPD	07:37:41 05/26/22
Medical	07:36:57 05/26/22
Traffic Stop	23:40:34 05/25/22
Traffic Stop	22:44:02 05/25/22
Traffic Hazard	21:17:43 05/25/22
Threats	20:38:08 05/25/22
Medical	20:08:25 05/25/22
Drugs PCS	19:07:38 05/25/22
Warrant Arrest	17:11:36 05/25/22
Juvenile Prob	16:23:59 05/25/22
Information	16:17:58 05/25/22
Missing Person	15:19:55 05/25/22
Welfare Check	12:38:39 05/25/22
Disturb Peace	11:57:04 05/25/22
Welfare Check	10:26:18 05/25/22
Burglary Res	10:05:54 05/25/22
Found Property	07:58:16 05/25/22
ABANDONED VEH	06:41:58 05/25/22
Medical	23:06:32 05/24/22
Suspicious	23:03:42 05/24/22
Fire Structure	22:09:18 05/24/22
Traffic Stop	21:51:18 05/24/22
Traffic Stop	21:34:34 05/24/22
Accident PD	18:28:21 05/24/22
Property Damage	18:04:02 05/24/22
Accident PD	17:56:50 05/24/22
Property Damage	17:14:33 05/24/22
Traffic Compl	16:48:38 05/24/22
Trespassing	15:34:30 05/24/22
Runaway	15:29:34 05/24/22

Missing Person	15:03:43 05/24/22
911 AHM	14:22:27 05/24/22
Traffic Stop	14:05:59 05/24/22
Civil Compl	12:18:25 05/24/22
Suspicious	00:46:15 05/24/22
Traffic Stop	00:03:58 05/24/22
Traffic Stop	23:36:31 05/23/22
Alarm Bus	23:34:33 05/23/22
Harassment	23:19:02 05/23/22
Motorist Assist	22:45:16 05/23/22
Fire Smoke Rpt	22:33:38 05/23/22
Traffic Stop	22:23:37 05/23/22
Traffic Stop	22:08:07 05/23/22
Traffic Stop	21:45:32 05/23/22
Traffic Stop	21:31:37 05/23/22
Traffic Stop	21:28:35 05/23/22
Medical	20:04:48 05/23/22
Traffic Stop	19:00:26 05/23/22
Disturb Peace	16:57:02 05/23/22
Civil Compl	16:31:51 05/23/22
Traffic Stop	16:02:20 05/23/22
Property Damage	13:32:47 05/23/22
Stray Dog	13:10:50 05/23/22
Medical	11:18:39 05/23/22
Accident PD	10:03:47 05/23/22
Threats	09:46:16 05/23/22
Burglary Veh	03:42:55 05/23/22
Alarm Bus	01:04:46 05/23/22
Traffic Stop	00:59:02 05/23/22
Custodial Int	20:09:53 05/22/22
DUI	19:23:43 05/22/22
Warrant Arrest	18:21:36 05/22/22
Parking Problem	17:09:28 05/22/22
Stray Dog	17:02:58 05/22/22
Traffic Stop	16:18:58 05/22/22
Suspicious	15:12:25 05/22/22
Drugs PCS	14:53:35 05/22/22
Battery	14:23:11 05/22/22
Fraud	12:37:09 05/22/22
Alarm Bus	05:42:26 05/22/22
Medical	01:37:35 05/22/22
Traffic Stop	01:37:21 05/22/22
Prowler	00:24:36 05/22/22
Traffic Stop	23:56:33 05/21/22
Suspicious	22:46:30 05/21/22

Traffic Compl	19:51:15 05/21/22
Drugs POP	19:39:09 05/21/22
Medical	19:11:31 05/21/22
Traffic Stop	18:39:51 05/21/22
Traffic Stop	18:05:42 05/21/22
Domestic	15:16:45 05/21/22
Traffic Stop	14:56:03 05/21/22
Fire Gas Leak	11:11:09 05/21/22
Disturb Peace	02:13:25 05/21/22
Suspicious	23:59:00 05/20/22
Disturb Peace	23:22:19 05/20/22
Stray Dog	22:54:17 05/20/22
Traffic Stop	22:18:15 05/20/22
Traffic Stop	22:12:04 05/20/22
Traffic Stop	21:06:24 05/20/22
Animal Cmplnt	20:29:40 05/20/22
Animal Cmplnt	19:51:33 05/20/22
Open Door	16:57:14 05/20/22
Traffic Stop	15:37:34 05/20/22
Traffic Stop	15:10:25 05/20/22
Accident PI	14:59:31 05/20/22
Traffic Stop	14:28:35 05/20/22
Traffic Compl	14:14:44 05/20/22
Traffic Stop	14:02:19 05/20/22
Stray Dog	12:05:11 05/20/22
Disorderly	11:32:27 05/20/22
Juvenile Prob	11:30:38 05/20/22
Parking Problem	11:04:33 05/20/22
Traffic Stop	05:49:13 05/20/22
Fire Structure	02:04:06 05/20/22
Traffic Stop	22:42:41 05/19/22
Traffic Stop	22:41:53 05/19/22
Traffic Stop	22:28:14 05/19/22
Traffic Stop	22:12:25 05/19/22
Traffic Stop	22:04:58 05/19/22
Traffic Stop	21:59:52 05/19/22
Property Damage	18:30:41 05/19/22
Public Assist	17:42:06 05/19/22
Animal Cmplnt	15:42:26 05/19/22
Sex Offense	14:09:25 05/19/22
Traffic Stop	13:13:54 05/19/22
Accident PD	12:22:26 05/19/22
Welfare Check	11:27:06 05/19/22
Traffic Stop	11:15:45 05/19/22
Threats	11:11:21 05/19/22

Medical	10:43:11 05/19/22
Traffic Stop	10:23:31 05/19/22
Ord Viol EPD	10:06:21 05/19/22
Extra Patrol	09:00:00 05/19/22
911 AHM	07:36:07 05/19/22
Medical	06:46:18 05/19/22
Traffic Stop	02:27:08 05/19/22
Alarm Bus	00:44:02 05/19/22
Traffic Stop	22:27:00 05/18/22
Traffic Stop	21:17:13 05/18/22
Traffic Stop	20:42:09 05/18/22
Traffic Stop	18:38:16 05/18/22
Drugs POP	18:32:44 05/18/22
Traffic Stop	18:07:16 05/18/22
Medical	17:40:17 05/18/22
Traffic Stop	17:27:51 05/18/22
Sex Offense	17:16:29 05/18/22
Traffic Stop	15:45:59 05/18/22
Medical	14:59:34 05/18/22
Missing Person	14:34:31 05/18/22
Traffic Stop	13:54:01 05/18/22
Public Assist	12:58:06 05/18/22
Fire Structure	12:35:42 05/18/22
Traffic Stop	12:16:36 05/18/22
Traffic Stop	12:02:50 05/18/22
Traffic Stop	11:24:06 05/18/22
Juvenile Prob	10:07:31 05/18/22
Traffic Stop	09:23:35 05/18/22
Theft	08:37:02 05/18/22
Traffic Stop	08:02:02 05/18/22
Livestock Horse	05:53:09 05/18/22
Medical	01:23:47 05/18/22
Public Assist	00:16:43 05/18/22
Public Assist	23:02:48 05/17/22
Mental Hold	20:42:11 05/17/22
Medical	20:34:10 05/17/22
Disturb Peace	20:00:35 05/17/22
Trespassing	17:45:02 05/17/22
Stray Dog	15:54:41 05/17/22
Suspicious	15:14:10 05/17/22
Agency Assist	15:07:42 05/17/22
Escape	13:41:36 05/17/22
Agency Assist	12:26:58 05/17/22
Suspicious	12:17:44 05/17/22
CPO NCO Viol	11:59:41 05/17/22



Welfare Check	10:26:46 05/17/22
Animal Cmplnt	10:03:22 05/17/22
Traffic Stop	08:47:15 05/17/22
Juvenile Prob	08:45:10 05/17/22
Medical	07:33:28 05/17/22
Warrant Arrest	04:55:52 05/17/22
Accident PD	03:36:04 05/17/22
Welfare Check	00:39:48 05/17/22
Suicidal Subj	00:14:15 05/17/22
Traffic Stop	22:20:40 05/16/22
Animal Cmplnt	21:13:25 05/16/22
Unwanted Subj	21:03:42 05/16/22
Animal Cmplnt	19:53:55 05/16/22
Traffic Hazard	17:24:34 05/16/22
Battery	16:28:56 05/16/22
Suspicious	16:20:49 05/16/22
Accident PD	15:07:40 05/16/22
Accident HR	13:33:48 05/16/22
Accident PD	12:16:01 05/16/22
Traffic Stop	12:10:03 05/16/22
Accident HR	11:38:11 05/16/22
Threats	10:42:50 05/16/22
Welfare Check	08:25:55 05/16/22
911 AHM	06:47:00 05/16/22
Traffic Stop	05:55:40 05/16/22
Welfare Check	02:25:28 05/16/22
Traffic Compl	23:24:48 05/15/22
Medical	22:41:29 05/15/22
Stray Dog	20:58:46 05/15/22
Medical	20:25:19 05/15/22
Disorderly	19:24:20 05/15/22
Parking Problem	15:24:18 05/15/22
Traffic Stop	15:17:24 05/15/22
Disorderly	13:25:42 05/15/22
Threats	13:18:32 05/15/22
Parking Problem	11:39:11 05/15/22
Fraud	10:59:42 05/15/22
Accident PD	10:34:23 05/15/22
Theft	02:53:21 05/15/22
Burglary Att	02:43:42 05/15/22
Public Assist	01:12:57 05/15/22
Medical	23:43:08 05/14/22
Theft	23:32:45 05/14/22
Unlawful Entry	23:14:07 05/14/22
Property Damage	23:05:36 05/14/22

Disturb Peace	22:20:29 05/14/22
Traffic Compl	22:08:22 05/14/22
Traffic Stop	22:06:43 05/14/22
Traffic Stop	20:15:12 05/14/22
Parking Problem	19:55:07 05/14/22
Stray Dog	19:17:01 05/14/22
Civil Compl	19:03:02 05/14/22
Alarm Bus	16:11:51 05/14/22
Public Assist	15:28:27 05/14/22
Funeral Escort	12:02:10 05/14/22
Parking Problem	11:59:03 05/14/22
Parking Problem	10:47:03 05/14/22
Traffic Stop	05:25:15 05/14/22
Fireworks	23:37:29 05/13/22
Medical	22:54:38 05/13/22
Suspicious	21:55:38 05/13/22
Traffic Stop	21:20:56 05/13/22
Alarm Bus	20:30:19 05/13/22
Property Damage	17:34:17 05/13/22
Stalking	14:47:17 05/13/22
Theft	14:13:28 05/13/22
Civil Compl	12:42:25 05/13/22
Welfare Check	08:57:23 05/13/22
Traffic Stop	05:51:38 05/13/22
Traffic Stop	05:34:01 05/13/22
Fire Gas Leak	02:33:24 05/13/22
Medical	01:48:15 05/13/22
Medical	21:44:50 05/12/22
Suspicious	20:59:39 05/12/22
Suspicious	19:15:28 05/12/22
Traffic Stop	18:11:00 05/12/22
Traffic Stop	17:55:43 05/12/22
Public Assist	17:20:02 05/12/22
Traffic Stop	09:25:51 05/12/22
Unattended Dth	04:57:21 05/12/22
ABANDONED VEH	22:57:51 05/11/22
Traffic Stop	21:43:01 05/11/22
Traffic Compl	21:09:26 05/11/22
Traffic Stop	20:57:56 05/11/22
Agency Assist	20:31:11 05/11/22
Traffic Stop	18:53:31 05/11/22
Traffic Stop	18:06:58 05/11/22
Alarm Fire	17:49:06 05/11/22
Harassment	14:29:28 05/11/22
Fire Structure	12:32:39 05/11/22

Animal Cruelty	11:46:01 05/11/22
Harassment	10:10:01 05/11/22
Traffic Stop	09:40:33 05/11/22
Harassment	08:05:37 05/11/22
Medical	07:34:57 05/11/22
ABANDONED VEH	04:12:15 05/11/22
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Traffic Stop	00:14:08 05/11/22
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Traffic Stop	23:43:23 05/10/22
Traffic Stop	22:10:36 05/10/22
Public Assist	21:35:25 05/10/22
Traffic Stop	21:26:23 05/10/22
Property Lost	20:56:24 05/10/22
Parking Problem	17:31:10 05/10/22
Disturb Peace	16:38:46 05/10/22
911 AHM	14:47:22 05/10/22
Fraud	14:02:46 05/10/22
Property Damage	13:17:54 05/10/22
Stray Dog	13:16:06 05/10/22
Wanted Person	13:06:08 05/10/22
Animal Cmplnt	12:47:10 05/10/22
Ord Viol EPD	12:24:54 05/10/22
Stray Dog	10:56:08 05/10/22
Welfare Check	09:28:51 05/10/22
Medical	04:22:35 05/10/22
Traffic Stop	03:57:21 05/10/22
Shooting Compl	02:31:41 05/10/22
Alarm Bus	00:26:20 05/10/22
Traffic Compl	21:38:54 05/09/22
Sex Offense	15:34:12 05/09/22
Tobacco Viol	11:59:58 05/09/22
Accident PD	11:44:56 05/09/22
Traffic Stop	08:11:06 05/09/22
Traffic Hazard	07:40:43 05/09/22
Stray Dog	21:02:57 05/08/22
Traffic Stop	19:52:58 05/08/22
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Traffic Stop	15:02:21 05/08/22
Parking Problem	10:29:37 05/08/22
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Theft	04:22:00 05/08/22
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Traffic Stop	01:39:24 05/08/22
Traffic Stop	01:19:57 05/08/22
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Welfare Check	23:13:08 05/07/22
Traffic Stop	23:02:38 05/07/22
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Medical	19:03:41 05/07/22
Traffic Stop	17:48:05 05/07/22
Mental Issue	15:05:35 05/07/22
Traffic Stop	14:15:50 05/07/22
Funeral Escort	12:07:29 05/07/22
Traffic Stop	11:30:14 05/07/22
Found Property	09:24:00 05/07/22
Suspicious	05:52:26 05/07/22
Traffic Hazard	01:10:56 05/07/22
Battery	22:40:00 05/06/22
Disturb Peace	21:28:54 05/06/22
Public Assist	18:39:41 05/06/22
Traffic Stop	18:29:53 05/06/22
Traffic Stop	18:18:53 05/06/22
Animal Cmplnt	15:44:33 05/06/22
Theft	15:12:27 05/06/22
Traffic Stop	13:19:40 05/06/22
Traffic Stop	12:38:53 05/06/22
Stray Dog	11:27:03 05/06/22
Disturb Peace	11:11:58 05/06/22
Disturb Peace	09:03:40 05/06/22
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Stalking	15:18:34 05/04/22
Battery	12:33:50 05/04/22
Civil Compl	11:54:23 05/04/22
Traffic Compl	11:45:16 05/04/22
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Agency Assist	10:43:24 05/03/22
Harassment	09:47:22 05/03/22
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Alarm Bus	01:37:41 05/03/22
Disturb Peace	23:45:48 05/02/22
Traffic Stop	23:02:51 05/02/22
Battery	15:56:34 05/02/22
Battery	15:38:47 05/02/22
Found Property	15:02:24 05/02/22
Property Damage	10:10:04 05/02/22
Traffic Stop	10:04:38 05/02/22
Property Damage	07:24:48 05/02/22
Disturb Peace	02:23:36 05/02/22
Harassment	00:00:00 05/02/22
Traffic Stop	21:41:37 05/01/22
Disorderly	18:30:19 05/01/22

Welfare Check	18:27:15 05/01/22
Suspicious Veh	18:18:29 05/01/22
Stray Dog	15:33:25 05/01/22
Suspicious	08:51:49 05/01/22
Traffic Stop	00:51:46 05/01/22

## City's Strategic Pillars

6/28/22

- 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

- Replace all water distribution lines less than 6" in diameter to meet mandatory minimum main line size requirement. **75%**
- Design for well #6 at City Park. **60%**
- Reduce I&I inside sewer collection lines to less than 50% of current rate per Sewer Capital Improvement Plan. **60%**
- Implement Airport Pavement, and Master Capital Improvement Plan. **50%**
- Design Hawthorne Lift Station. **65%**
- Replace Utilities at Wardwell Loop. **20%**
- Create Cemetery Master Plan. **5% on hold**

### EXPENDITURE REQUIRING AUTHORIZATION / PURPOSE OF EXPENDITURE

- 5/4/22 Rodda Paint Co, Public Works - \$5,166.00
- 4/15/22 Traffic Safety Supply Co Inc, RRFB Crosswalk System - \$19,417.11
- 5/6/22 Consolidated Supply Co, Public Works - \$11,713.95
- 5/16/22 Consolidated Supply Co, Public Works - \$10,093.29
- 5/20/22 Ferguson Water Works #1701, Public Works - \$14,180.94
- 5/27/22 Goble Sampson Associates inc, Public Works - \$7,992.39
- 5/6/22 Keller Associates, WWTP Prelim Design - \$10,430.00
- 5/6/22 Keller Associates, Upper Pressure Zone 1 - \$14,910.00
- 5/25/22 Mountain West Bank, Lease Payment Vac Truck - \$91,083.72
- 6/1/22 Morrow Electric, Sewer Treatment - \$16,500.00
- 5/16/22 Les Schwab Tire, PW14 - \$7,438.00

### TRAINING

None

### ACCOMPLISHMENTS SINCE LAST REPORT

1. Submitted accepted letter for S Johns Avenue with LHTAC
2. The final payment for the sidewalk repair project completed in 2017 was obtained from the final homeowner!
3. Repaired potholes in roadways
4. Survey monuments have reset on Johns Ave from 4<sup>th</sup> and 12<sup>th</sup>
5. Upgraded sewer and Water on 7<sup>th</sup> and Hawthorne
6. Cemetery was prepared for Memorial Day.
7. Legacy Heights is ready for curb, gutter and sidewalk.

### PLAN FOR NEXT 30 DAYS

1. Update: Locust St and Johns Ave intersection is temporarily open until paving can occur in spring
2. Sawtooth Land Survey has been contracted by the city to complete survey work on the Wardwell/McKinley Loop between 12/14/21 to 12/24/21 for the upcoming water/sewer replacement and road reconstruction.
3. South Johns Avenue Rehabilitation Project: Mailboxes are being set back in place. Landscaping and any retaining walls are next to be completed
4. Sewer manhole - grout and/or replacement for those leaking water
5. Repair bad water valves and water valve boxes
6. Water valve exercising for all water distribution valves.
7. Flushing for the next thirty days.
8. Upgrade fire hydrants older than 18 years.
9. Placing new digital speed signs on Johns Ave between 4<sup>th</sup> and 12<sup>th</sup> both north and south bound.
10. Placing new Rectangular Rapid Flashing Beacon Pedestrian Crosswalk System at the 4<sup>th</sup> St and Johns Ave roundabout.
11. Preparing WWTP for IDEQ inspection mid-April
12. Roads will be clearing storm drains of winter road debris with vac truck
13. WWTP flows will increase in early April. WWTP is flowing at all efficiencies.

## *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. Airport in planning stage. **88% Airport & Locust Booster will be last major sites to complete. Airport in works with Fatbeam partner. Cemetery to be completed in Spring.**
- Migrate all servers to cloud over the next 5 years. **35% SysAdmin, Library, Public Works converted to SharePoint cloud storage. Will get clerks converted after FTTH pilot project.**
- Complete Geographic Information System mapping of all city infrastructure assets (ongoing). **80% Working on zoning items, especially for comp plan.**
- Convert city network from a bridged configuration to routed. **40% Initial plan and IP address scheme. Converted City Park, Highlands Booster, Fire Department, Industrial Park, and Tin building thus far.**
- ARPA Projects and Reporting completion. **18% Product procurement and initial plan for Locust Corridor. Also, first annual report.**

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

- None

### *Training last 30 days*

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

1. GIS all water/sewer for Highlands Sub
2. Update Unifi camera system firmwares
3. Radar speed sign webinar and programming
4. Fiber service cable install for 12<sup>th</sup> st sub
5. Court order video recordings
6. Laptop setup for shop Digline needs
7. Setup new network video recorder for public works
8. Battery backup installation at well 9 fiber hut
9. Clerks network drive issue
10. Records request for tower leases
11. New Help Desk ticket system roll out
12. Sharepoint access issue for Assessor's Office
13. ARPA annual reporting
14. Review fiber to the home splice cases
15. Library new copier setup and config
16. PD assist on CCTV warrant
17. Locust ARPA job walkthrough
18. Datatel meeting on future phone upgrade
19. School district meeting for comp plan

### *Plan for next 30 days*

20. Finalize fiber ordinance	21. Axon View software on all PD laptops
22. Firstnet testing coverage & capacity	23. GIS legacy heights fiber and pilot sub fiber
24. Internet providers kickoff for fiber to the home	25. Cemetery lighting and camera expansion
26. GIS fiber mapping platform build (Docufiber)	27. Cemetery fiber pull
28. Move Library server. Decom old hardware	29. Develop recreation page for website
30. GIS conduit lines for Legacy Heights Sub	31. Door lock buttons for city hall