

City of Emmett Council Meeting

April 14, 2020

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

Council Present: Councilor Thomas Butler

Council Present via telephone: Council President Steve Nebeker, Councilor Tona Henderson, Councilor Welch, Councilor Denise Sorenson.

Staff Present: Lyleen Jerome

Staff present via telephone: Brian Sullivan, Curt Christensen, Alyce Kelley, Steve Kunka, Mike Knittel

Public Present via telephone: Tina Hefley - Chamber of Commerce, Kristin Seitz - GCRD, Jordan Zwygart - Auditor

Amendments to the Agenda: None.

Council President Nebeker made a MOTION TO APPROVE THE AGENDA. Seconded by Councilor Resinkin. COUNCIL PRESIDENT NEBEKER - AYE, COUNCILOR HENDERSON - AYE, COUNCILOR RESINKIN - AYE, COUNCILOR SORENSON - AYE, COUNCILOR - BUTLER - AYE. AYES - 6, NOES - 0. Motion Carried.

Declaration of Conflicts of Interest: - Councilor Butler will abstain from any vote re: any vote with the Chamber of Commerce as he is on GCCC board as well.

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

ELECTED OFFICIALS:

- A. Mayor -
- B. City Council
- C. Announcements and Good of the Order

CONSENT AGENDA:

- A. Approval of Minutes – March 24, 2020 Regular Meeting
- B. Approval of Accounts Payable.

Councilor Henderson made a MOTION TO ACCEPT THE CONSENT AGENDA. Seconded by Councilor Butler. COUNCIL PRESIDENT NEBEKER - AYE, COUNCILOR HENDERSON - AYE, COUNCILOR RESINKIN - AYE, COUNCILOR SORENSON - AYE, COUNCILOR - BUTLER - AYE. AYES -5, NOES - 0. Motion Carried.

NON-CONSENT AGENDA

BUSINESS:

A. Tina Hefley, Gem County Chamber of Commerce Administrative Assistant requests approval for Road Closures and Use of City Park for Cherry Festival June 14-21, 2020. **Council President Nebeker made a MOTION TO APPROVE THE ROAD CLOSURES AND USE OF CITY PARK FOR CHERRY FESTIVAL 14TH-21ST 2020 BASED ON STAFF RECOMMENDATION. Seconded by Councilor Henderson. COUNCIL PRESIDENT NEBEKER - AYE, COUNCILOR HENDERSON - AYE, COUNCILOR RESINKIN - AYE, COUNCILOR WELCH - AYE, COUNCILOR SORENSON - AYE, COUNCILOR - BUTLER - ABSTAINED. AYES - 5, NOES - 0, ABSTENTION -1. Motion Carried.**

B. Kristen Seitz, Gem County Recreation District, Office Coordinator requests approval of Road Closures for Cherry Festival 2020 Children's Parade. **Councilor Henderson made a MOTION TO APPROVE THE ROAD CLOSURES FOR CHERRY FESTIVAL JUNE 20TH,2020 CHILDREN'S PARADE BASED ON STAFF RECOMMENDATIONS. Seconded by Councilor Resinkin. COUNCIL PRESIDENT NEBEKER - AYE, COUNCILOR HENDERSON - AYE, COUNCILOR RESINKIN - AYE, COUNCILOR SORENSON - AYE, COUNCILOR - BUTLER - AYE. AYES - 6, NOES - 0. Motion Carried.**

C. Kristen Seitz, Gem County Recreation District, Office Coordinator requested approval of Road Closures for Holiday Magic Parade. **Councilor Henderson made a MOTION TO APPROVE THE ROAD CLOSURES FOR HOLIDAY MAGIC PARADE ON NOVEMBER 28TH, 2020 ALONG WITH STAFF RECOMMENDATION. Seconded by Council President Nebeker. COUNCIL PRESIDENT NEBEKER - AYE, COUNCILOR HENDERSON - AYE, COUNCILOR RESINKIN - AYE, COUNCILOR WELCH - AYE, COUNCILOR SORENSON - AYE, COUNCILOR - BUTLER - AYE. AYES - 6, NOES - 0. Motion Carried.**

D. Jordan Zwygart of Zwygart John Certified Public Accountants presented the Audit and asked for approval of the Audit for Fiscal Year End September 30, 2019. **Council President Nebeker made a MOTION TO APPROVE THE AUDIT FOR FISCAL YEAR END SEPTEMBER 30, 2019. Seconded by Councilor Henderson. ROLL CALL VOTE. COUNCIL PRESIDENT NEBEKER - AYE, COUNCILOR HENDERSON - AYE, COUNCILOR RESINKIN - AYE, COUNCILOR WELCH - AYE, COUNCILOR SORENSON - AYE, COUNCILOR - BUTLER - AYE. Motion Carried.**

E. Steve Kunka, Chief of Police requested approval to Lease Two Police Vehicles from Hincklease. **Councilor Butler made a MOTION TO APPROVE TO LEASE TWO POLICE VEHICLES FROM HINCKLEASE IN THE AMOUNT OF \$20,718. Seconded by Councilor Henderson. ROLL CALL VOTE. COUNCIL PRESIDENT NEBEKER - AYE, COUNCILOR HENDERSON - AYE, COUNCILOR RESINKIN - AYE,**

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COUNCILOR WELCH - AYE, COUNCILOR SORENSON - AYE, COUNCILOR - BUTLER - AYE. Motion Carried.

F. Steve Kunka, Chief of Police requests approval of Copier Lease Agreement with Great America. Councilor Henderson made a MOTION TO APPROVE THE COPIER/SCANNER LEASE AGREEMENT WITH GREAT AMERICA FOR \$193.93/MONTH FOR THE NEXT 5 YEARS. Seconded by Council President Nebeker. ROLL CALL VOTE. COUNCIL PRESIDENT NEBEKER - AYE, COUNCILOR HENDERSON - AYE, COUNCILOR RESINKIN - AYE, COUNCILOR WELCH - AYE, COUNCILOR SORENSON - AYE, COUNCILOR - BUTLER - AYE. Motion Carried.

G. Lyleen Jerome, City Clerk requests approval of Resolution R2020-05. Council President Nebeker made a MOTION TO APPROVE RESOLUTION R2020-05 LOCAL DISASTER EMERGENCY-TEMPORARY SUSPENSION OF WATER AND SEWER UTILITY DISCONNECTION, DELINQUENT SERVICE FEES AND LATE FEES AND WITH CITY CLERK JEROME TO REPORT RESPONSE AT NEXT CITY COUNCIL MEETING. Seconded by Councilor Resinkin. ROLL CALL VOTE. COUNCIL PRESIDENT NEBEKER - AYE, COUNCILOR HENDERSON - AYE, COUNCILOR RESINKIN - AYE, COUNCILOR WELCH - AYE, COUNCILOR SORENSON - AYE, COUNCILOR - BUTLER - AYE. Motion Carried.

H. Clint Seamons, Public Works Director requests approval of Emmett Supplemental Construction Specifications to ISPWC and Design Standards. Councilor Henderson made a MOTION TO APPROVE THE EMMETT SUPPLEMENTAL CONSTRUCTION SPECIFICATIONS TO ISPWC AND DESIGN STANDARDS. Seconded by Councilor Welch. ROLL CALL VOTE. COUNCIL PRESIDENT NEBEKER - AYE, COUNCILOR HENDERSON - AYE, COUNCILOR - RESINKIN - AYE, COUNCILOR WELCH - AYE, COUNCILOR SORENSON - AYE, COUNCILOR BUTLER - AYE. Motion Carried.

I. Clint Seamons, Public Works Director requests approval of Hangar Lease for David Alan and Cynthia Jean Miller. Councilor Henderson made a MOTION TO APPROVE THE HANGAR LEASE FOR DAVID ALAN AND CYNTHIA JEAN MILLER WITH THE CITY OF EMMETT AND FOR THE MAYOR TO SIGN. Seconded by Councilor Welch. ROLL CALL VOTE. COUNCIL PRESIDENT NEBEKER - AYE, COUNCILOR HENDERSON - AYE, COUNCILOR - RESINKIN - AYE, COUNCILOR SORENSON - AYE, COUNCILOR WELCH - AYE, COUNCILOR BUTLER - AYE. Motion Carried.

J. Clint Seamons, Public Works Director requests approval of Termination of Hangar Lease McKinnies and Ekberg. Council President made a MOTION TO APPROVE THE TERMINATION OF HANGAR LEASE FOR MCKINNIES AND EKBERG AND THE CITY OF EMMETT WITH THE MAYOR TO SIGN. Seconded by Councilor Henderson. ROLL CALL VOTE. COUNCIL PRESIDENT NEBEKER - AYE, COUNCILOR HENDERSON - AYE, COUNCILOR - RESINKIN - AYE, COUNCILOR WELCH - AYE, COUNCILOR SORENSON - AYE, COUNCILOR BUTLER - AYE. Motion Carried.

K. Clint Seamons, Public Works Director requests approval of City Hangar Lease Agreement JSE Enterprises, LLC. Council President Nebeker made a MOTION TO APPROVE THE CITY HANGAR LEASE AGREEMENT WITH JSE ENTERPRISES, LLC AND THE CITY OF EMMETT AND FOR THE MAYOR TO SIGN AND FOR THE LEASE TO START APRIL 2020 AND TO TERMINATE APRIL 15, 2023. Seconded by Councilor Resinkin. ROLL CALL VOTE. COUNCIL PRESIDENT NEBEKER - AYE, COUNCILOR HENDERSON - AYE, COUNCILOR - RESINKIN - AYE, COUNCILOR WELCH - AYE, COUNCILOR SORENSON - AYE, COUNCILOR BUTLER - AYE. Motion Carried.

DEPARTMENT/ACTIVITY REPORTS

- A. Building Official/City Planner – Brian Sullivan – no report
- B. City Clerk – Lyleen Jerome – no report
- C. Fire – Chief Curt Christensen – no report
- D. Library – Alyce Kelley – no report
- E. Police – Chief Steve Kunka – no report
- F. Public Works – Director Clint Seamons – no report
- G. Systems Administrator – Mike Knittel – no report.
- H. Engineer

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

Meeting Adjourned at 8:19p.m.

Mayor Gordon Petrie

Lyleen Jerome, City Clerk

LEGAL NOTICE

CITY OF EMMETT, IDAHO

Treasurer Financial Report for Quarter Ending March 2020

| FUND | BUDGET | YTD Receipts | YTD Expenditures | % Rec | % Exp |
|-----------------------|------------------------|-------------------------|-----------------------------|------------------|------------------|
| General Fund | \$ 2,639,716.00 | \$ 1,523,596.79 | \$ 1,307,024.48 | 58% | 50% |
| Personnel | | | \$ 784,186.44 | | |
| Insurance | | | \$ 198,019.83 | | |
| Capital Outlay | | | \$ 324,818.21 | | |
| Street Fund | \$ 527,080.00 | \$ 274,517.33 | \$ 186,774.18 | 52% | 35% |
| Personnel | | | \$ 72,945.41 | | |
| Insurance | | | \$ 27,071.45 | | |
| Capital Outlay | | | \$ 86,757.32 | | |
| Library Fund | \$ 249,349.00 | \$ 143,048.01 | \$ 111,702.24 | 57% | 45% |
| Personnel | | | \$ 66,837.85 | | |
| Insurance | | | \$ 12,175.85 | | |
| Capital Outlay | | | \$ 32,688.54 | | |
| Cemetery | \$ 114,879.00 | \$ 66,164.36 | \$ 50,790.22 | 58% | 44% |
| Personnel | | | \$ 32,363.86 | | |
| Insurance | | | \$ 8,978.26 | | |
| Capital Outlay | | | \$ 9,448.10 | | |
| Perpetual Care | \$ 3,100.00 | \$ 2,595.28 | \$ - | 84% | 0% |
| TOTAL | \$ 3,534,124.00 | \$ 2,009,921.77 | \$ 1,656,291.12 | 57% | 47% |

| Enterprise Funds: Water/Sewer/Sanitation/Technology | | | | | |
|--|------------------------|------------------------|------------------------|------------|------------|
| Water | \$ 1,857,300.00 | \$ 791,096.17 | \$ 712,813.31 | 43% | 38% |
| Personnel | | | \$ 216,750.11 | | |
| Insurance | | | \$ 78,878.54 | | |
| Capital Outlay | | | \$ 266,821.99 | | |
| Bond Repayment | | | \$ 150,362.67 | | |
| Sewer | \$ 2,451,800.00 | \$ 1,136,395.10 | \$ 750,524.63 | 46% | 31% |
| Personnel | | | \$ 213,581.12 | | |
| Insurance | | | \$ 74,170.82 | | |
| Capital Outlay | | | \$ 273,592.29 | | |
| Bond Repayment | | | \$ 189,180.40 | | |
| Sanitation | \$ 565,250.00 | \$ 288,713.24 | \$ 286,844.14 | 51% | 51% |
| Personnel | | | \$ 27,543.89 | | |
| Insurance | | | \$ 5,027.18 | | |
| Capital Outlay | | | \$ 254,273.07 | | |
| Technology | | \$ 2,090.00 | \$ - | | |
| TOTAL ENTERPRISE FUNDS | \$ 4,874,350.00 | \$ 2,218,294.51 | \$ 1,750,182.08 | 46% | 36% |
| Other | \$ 3,650.00 | \$ 6,466.00 | \$ 459.17 | | |
| TOTAL ALL FUNDS | \$ 8,412,124.00 | \$ 4,234,682.28 | \$ 3,406,932.37 | 50% | 41% |

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

City of Emmett is an Equal Opportunity Employer

Lyleen Jerome, City Clerk/Treasurer

City's Strategic Pillars
4/21/2020

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

Building/Zoning Department Goal

- Educate staff to obtain intimate knowledge of building and zoning codes. 40%
- Update outdated city ordinances, implement new ordinance-----70% zoning and building only.
- Obtain accessibility inspector certification----40%
- Comprehensive Plan overhaul and revision-----
- Digitalize and Organize all building and zoning files----10%

Expenditures requiring authorization from higher and purpose of expenditure
No less than top ten accomplishments since last report!

1. Start reviewing lot sizes for R-2, duplex zone. Would like to reduce the minimum lot size from 8000 down to? Had first and second meeting on this, zoning commission is on board to reduce lot size down to 6000 sq. ft. for a R-2 zone. Will bring back a formal amendment.
2. Start on proposal to adjust/reduce boundaries of the Historic Central Business District for design review.
3. Re-writing Area of Impact Agreement between City of Emmett and Gem County. **Making revision #2**
4. Permits, February 2020: New house =2. Commercial =, Duplex =, Apartment = - Hangars = 0, Manufactured Home =, Fees Collected: \$ 4279.71
5. Working on Ordinance for Sewer and Water Connections, work performed by City, work performed by person wishing to connect. Draft ord. revisions submitted to Public Works for review, need input from Sewer department on technical terms.
6. Sent statistics to Galena Consulting to keep moving forward on CIP plans for roads and general fund departments. Statistics included were residential and non-residential building permits for last 2 years, percentage of residential units vs multi-family, non-residential square footage in City.
7. Worked on reviewing Final Plat of Harvest Valley subdivision phase 5.
8. Worked with TO engineers on getting the new design standards for Harvest Valley 6.
9. Zoning Applications:
 - Vacation Application- April 6, 2020 Zoning Commission ON HOLD UNTIL FURTHER NOTICE

Plan for next 30 days

10. Daily operations, plan reviews, contractor talks, developer talks, etc.
11. Continue working on draft Oil and Gas Ordinance. Working on revisions
12. Create a Notice and Grievance Procedure for the City in reference to the ADA
13. Work on direction to go with updating the comprehensive plan.
14. Anna will be scanning SUP files into the digital world
15. Updates to Title 7, water and sewer, city code.
16. Moving forward on updated master pathway plan. Anna is working on final revisions.
17. Review Harvest Valley Sub. Phase 5 CC & R's
18. Review Harvest Valley Landscape plan
19. Work with Code Enforcement to update the "Living or Not Living" in and RV ordinance

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
4-24-20

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
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- With adequate infrastructure for growth

Clerk's Goals this Budget Year

- Set up Digital files for Permanent Records-Resolutions/Ordinances
- Increase ACH (Direct Pay) 10%
- Accept Credit/Debit Card Payments on ALL Fees – Goal met
- Deputy Clerk Certifications in PRIMA, AIC, & HR
- Cross train DC on budget and financial processes

Expenditures requiring authorization / purpose of expenditure

- **None**

Training – None – All training suspended due to COVID-19

Accomplishments since last report

- ACH (Direct Pay) -current clients 426 compared to last year in April 346 – increased by 80 clients
- Annual Audit presented to Council and approved
- Completed submittal of all bond requirements to Idaho Bond Bank
- Sent in application to Idaho Bond Bank for refinancing bonds
- Established new e-mail address for utility customers to contact
- Utility Clerk off FLMA leave and back to work on April 6, 2020
- Prepare an Emergency Plan for COVID-19 - Tier 1, Tier 2, Tier 3
- Set up employees with “work at home” computer systems and phones
- Prepared an employee back to work plan for COVID-19
- Revised new account opening forms on the website so clients can submit electronically

Plan for next 30 days

- Promote ACH (Direct Pay) and increase client participation by 10%
- Records Retention/Destruction Plan
- Cross Train Deputy Clerk on Budget and Financial processes
- Meet with Department Heads on Budget Plan
- Submit Budget Schedule to Gem County Clerk (deadline April 30th)
- Update Minutes books and scan to archives file
- Update Ordinance and Resolution Logs
- Answer customer questions on the garbage cart roll out and billings.
- Set up utility billing to include \$2.31 for new garbage receptacle
- New sewer averages to be included in May 1st billings
- Get all employees that are working from home, back to the office
- Postage machine upgrade, current lease expiring in May

City of Emmett, Idaho

Monthly Financial Report

March 2020

OUR CASH...

Account Balances

GENERAL FUND –

Cash & Investments \$ 2,515M

STREET FUND –

Cash & Investments \$ 357,081

LIBRARY FUND –

Cash & Investments \$ 223,255

CEMETERY FUND –

Cash & Investments \$ 105,730

PERPETUAL CARE FUND –

CASH & INVESTMENTS \$ 86,631

WATER FUND –

Cash & Investments \$ 3,280M

Bond Payment Reserve \$ 307,767

SEWER FUND –

Cash & Investments \$ 3,922M

Bond Payment Reserve \$ 974,165

SANITATION FUND –

Cash & Investments \$146,954

TECHNOLOGY FUND

Cash & Investments \$ 2,090

BUDGET VS. ACTUAL YEAR TO DATE

GENERAL FUND REVENUES AND EXPENDITURES

Fiscal Year 2019-20 Budget \$2,639,716

Revenues to Date \$ 1,523,596 58%

Expenditures to Date \$ 1,307,024 50%

Road & STREET FUND REVENUES AND EXPENDITURES

Fiscal Year 2019-20 Budget \$ 527,080

Revenues to Date \$ 274,517 52%

Expenditures to Date \$ 186,774 35%

LIBRARY FUND REVENUES AND EXPENDITURES

Fiscal Year 2019-20 Budget \$ 249,349

Revenues to Date \$ 143,048 57%

Expenditures to Date \$ 111,702 45%

CEMETERY FUND REVENUES AND EXPENDITURES

Fiscal Year 2019-20 Budget \$ 114,879

Revenues to Date \$ 66,164 58%

Expenditures to Date \$ 50,790 44%

WATER FUND REVENUES AND EXPENDITURES

Fiscal Year 2019-20 Budget \$1,857,300

Revenues to Date \$ 791,096 43%

Expenditures to Date \$ 712,813 38%

SEWER FUND REVENUES AND EXPENDITURES

Fiscal Year 2019-20 Budget \$2,451,800

Revenues to Date \$ 1,136,395 46%

Expenditures to Date \$ 750,524 31%

SANITATION FUND REVENUES AND EXPENDITURES

Fiscal Year 2019-20 Budget \$ 565,250

Revenues to Date \$ 288,713 51%

Expenditures to Date \$ 286,844 51%

TECHNOLOGY UTILITY FUND REVENUES AND EXPENDITURES

Fiscal Year 2019-20 Budget \$ 0

Revenues to Date \$ 2,090 N/A

Expenditures to Date \$ 0 N/A

SPECIFIC REVENUES COLLECTIONS AT A GLANCE...

PROPERTY TAX COLLECTIONS

Budget \$1,796,097

Revenues to Date \$1,086,24 60%

STATE SHARED REVENUES COLLECTIONS

Budget \$ 287,058

Revenues to Date \$ 151,189 53%

BUILDING PERMIT REVENUES COLLECTIONS

Budget \$ 45,000

Revenues to Date \$ 43,554 97%

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 (0% of completion)
- Provide all equipment necessary to allow for daily mission execution while meeting operational goals. (50% of completion)
- Provide constant, realistic, and rigorous training to meet National Professional Development Model. (20% of completion)
- Implement a community based risk program that educates so in each iteration high standards will be enforced, thus making our community safer. (10% of completion)
- Provide a positive work environment thus keeping well-trained and motivated firefighters for at least five year tours. (50% of completion)

Expenditures requiring authorization from higher and purpose of expenditure

No less than Top Ten Accomplishments since last

- Helping an apartment owner with a resident problem
- Provided training to the Gem County Jail
- Wrote letter of recommendation for a firefighter
- Read The Lorax for kids at the library
- Wrote and presented a leadership class for Community Resource Group: 45 min presentation
- Made changes and provided additional information to IOEM regarding the CA deployment
- Assisted the Senior Center with questions regarding monitoring and placement of fire extinguishers
- Inspected a large burn pile and recommended additional resources be present also requested that they contact the residents and EFD before burning
- Discussed procedures with GCEMS and Laurie Boston regarding COVID-19
- Installed 3 smoke detectors
- Developed a COVID-19 protocol for EFD
- Participated in multiple meetings regarding COVID-19
- Worked with and helped Valor Health with their triage system and let them that we would help however we could
- Assisted with bonfire at Black Canyon HS
- Helped develop plans and contingencies for the COVID-19 emergency

Plan for next 30 days

- Working with Mike K. regarding edispatch
- Complete the ISRB survey
- School Safety Group
- Revise all SOG's and create, mutual aid response, maintenance, personnel response
- Organizing training with PD & GCEMS regarding Medical Responses
- Organize training with all parties for traffic safety program
- Working with other departments to develop a Wildland Strike Team/Task Force

City's Strategic Pillars 4-14-2020

- Economically Vibrant and...
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- 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)

- Embrace a new awareness campaign, by collaborating with other community entities that support the library's mission of 2019-2020, partnerships developed and library usage will increase.
- Library will implement new software for improved patron financial recovery; expand delivery of learning opportunities through in-house & outreach programs. Pending 2019-2020 Budget Funding. 10%
- Library will develop Adult/Senior services supporting the goal of, "A Place For Seniors To Age & Stay" 25%
- Develop grant/gift programs as well as in-kind contributions, providing no less than \$50,000 a year towards budget. **To date: Donations=\$19,483.08 + Grants=\$5390.00, In-Kind Donations=\$1,250.00**

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

-Training last 30 days- last 30 days – Nothing

No less than Top Ten Accomplishments since last report

- **First Wednesday, Pending Re-Open**
- **2020 Rotary Grant for Robotics Club completed pending**
- **(Summer STEM) & (Welcome To Your Library) for State Library Grant Funds both AWARDED! (\$1,000)**
- **Complete Summer Intern Grant Application from ICfL due- Awarded \$1,000 (Developing Position)**
- **Schedule outreach to develop Adult/Senior Services (Senior Power Hour) Pending on site, re-opens.**
- **Library Directors Summit March 12-13th, Boise CANCELLED**
- **Lil Libraries are restock 1x per month 115 books distributed to date**
- **Outreach to school lunch program to include books, approval for NEW Books per Sup Woods. Ordered 3 different book title, sponsored by Kiwanis and Friends of the library.**
- **Have attended remotely 5-library meeting, re-Covid-19, LYNX library issues, Story-Time solutions and First Books Grant actions to complete the year.**

NEXT 30 DAYS

- **Covid Outreach books arriving Friday 17th, Books will be delivered to the Lunch Ladies and given out on Wednesdays every 2 weeks. One for each child (485+ at this point).**
- **Lil Libraries continues to restocked, but will go to 1x per week, staff sanitizes each book prior placing**
- **LYNX Library Directors Meeting 4/17 (remotely)**
- **Planning staff return and prep for re-opening: Personnel Safety Needs, Patron Management, Library Usage management.**

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

City's Strategic Pillars

- Economically Vibrant and...
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Police Department Goals this Budget Year (with percentage of completion to date)

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

Expenditures requiring authorization from higher and purpose of expenditure

Training Last 30 days

- See attached
 - ***No less than Top Ten Accomplishments since last report.***
- Purchase of Drone with drug forfeiture money was made and has been received. This drone was involved in our first deployment April 20th.
- Officer Roehr has completed all 4 phases of FTO and paper work was submitted in March to complete certification through POST but we have not heard back yet.
- D.C. Babcock is updating the Lexipol policy pertaining to department award program. Completed but not approved.
- Sgt. Bertalotto has contacted a number of departments about their dog impound fees and licensing fees. This has been completed and being reviewed to determine what changes can be made if any to our policy and procedure.
- Will be contacting local builder for a second estimate. William J. Slabaugh was emailed February 4th. Have met with Mr. Slabaugh and he is working on a quote for remodel as of 2-14-20.
- Conversion of some rifles to short barrel and suppressor has been completed and 4 have been approved by ATF. Still need to schedule conversion of 4 more rifles.
- Grant was accepted for E-Citation. Waiting for equipment so then we can start patrol hours. Equipment has been received but will not start patrol hours for match until we resume to normal patrol.
- Received a demo from Curtis Blue Line on Load Barring vest carriers. Working on policy. Rough draft of policy has been produced. Have received policies from other agencies and are comparing.
- Public works ordered a flashing beacon that will be installed end of March / 1st of April at the intersection of Johns Ave. and 4th Street. Should be arriving anytime.
- Restriping Ford Fusion so it can be used for both city clerk and COP program.
- Scheduled a short law update in April being put on by Gem County Prosecutor. Moved to May.
- Received an enclosed trailer from the Gem County Emergency Management and Gem County Sheriff's Poise will be used as firearms training trailer.
- Gave trailer to the Emmett Fire Department so they can have a trailer dedicated just for hazmat scenes.
- Still in contact with special Olympics/Torch Run meeting on the 14th of April.
- Will be having weekly meetings with D.C. to approve 4 policies he has questions about.
- PW and us have agreed to have them purchase the two police cars in 2021 that are falling off of the lease program.
- Have changed procedure on found bicycles.

Plan for next 30 days

- Looking into moving found bicycles to a different location.
- Provide Domestic Violence Community Training in Emmett from R.O.S.E. advocates.
- Review PAL Pound contract / revisit the possibility of increasing pound fees. Renew contract.
- Implementation of new lockdown procedure. SRO will be looking into this.
- Remodeling of PD and evidence room/ look at a simpler plan than we received from architect.
- Clint and I will be discussing how to get better use of the tin building. Used to store bicycles/found property.
- Getting quotes to compare the Dodge Durango VS Ford Interceptor. Ford interceptors are not available.



EMMETT POLICE DEPARTMENT

March Patrol Statistics

| | TOTAL |
|-------------------------|-------|
| Felony Arrests - Male | 9 |
| Felony Arrests - Female | 0 |
| Misd. Arrests - Male | 30 |
| Misd. Arrests - Female | 5 |
| Traffic Stops | 206 |
| Infraction Cite | 93 |
| Dispatched Calls | 439 |
| Officer Initiated | 84 |
| Reports | 82 |
| Dogs Taken to Pound | 5 |
| Ordinance Calls | 9 |

Traffic Stops

| | |
|--------------|-----|
| Total Stops | 198 |
| Oral Warning | 118 |

Community Involvement

The Emmett Police Department and Crime Prevention had representatives at the Business Expo.

Taught science to 1st grade class at Carberry.

Attended a Recovery Center Board Meeting on Zoom.

Met with ITD and other department heads to discuss upcoming construction on Washington Ave.

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

From 03/01/2020 To 03/31/2020

EMMETT POLICE DEPARTMENT

| Date | Time | Initial Remarks |
|------------|----------|---|
| 03/01/2020 | 5:48 pm | INVESTIGATED A 41 YOA FEMALE FOR A MENTAL HOLD |
| 03/01/2020 | 8:21 pm | ARRESTED A 17 YOA MALE FOR JUVENILE WARRANT |
| 03/02/2020 | 4:26 pm | INVESTIGATED A DOMESTIC BATTERY BETWEEN A 48 YOA MALE & A 37 YOA FEMALE |
| 03/03/2020 | 11:30 am | INVESTIGATED A VIOLATION OF PROHIBITED ACCUMULATIONS IN THE 300 BLOCK OF E 3RD ST |
| 03/03/2020 | 12:48 pm | CITED AND RELEASED 18 YOA MALE FOR POSSESSION OF MARIJUANA LESS THAN THREE OUNCES |
| 03/03/2020 | 2:05 pm | RESPONDED TO HIT AND RUN ACCIDENT |
| 03/03/2020 | 7:15 pm | CITED A 22 YOA MALE FOR POSSESSION OF CONTROLLED SUBSTANCE AND POSSESSION OF DRUG PARAPHERNILLIA . CITED A 17 YOA MINOR FOR POSSESSION OF DRUG PARAPERNILLIA, AND DELIVERY OF A CONTROLLED SUBSTANCE. |
| 03/04/2020 | 12:16 am | NO ALCOHOL LIST VIOLATION |
| 03/05/2020 | 5:05 pm | ARRESTED A 57 YOM FOR A FELONY WARRANT |
| 03/06/2020 | 5:33 am | VEHICLE VS WOOD POLE ON PRIVATE |
| 03/06/2020 | 9:18 am | INVESTIGATED DAMAGE TO TRAIN CARS |
| 03/06/2020 | 10:00 am | INVESTIGATED OWNERSHIP OF UNLICENSED FOWL IN THE 700 BLOCK OF LIBERTY LN |
| 03/07/2020 | 12:27 am | INVESTIGATED A 16 YOA FEMALE ON A HIT AND RUN |
| 03/07/2020 | 9:02 pm | CITED A 52 YOA FEMALE FOR NO INSURANCE 2ND |
| 03/09/2020 | 8:09 am | INVESTIGATED A 45 YOA FEMALE FOR HIT AND RUN |
| 03/09/2020 | 3:00 pm | RESPONDED TO A DOG BITE |
| 03/09/2020 | 5:40 pm | LOCATED A BICYCLE ON THE CANAL BANK |
| 03/10/2020 | 1:00 pm | INVESTIGATED A DOG AT LARGE IN THE 600 BLOCK OF E 4TH ST |
| 03/10/2020 | 2:19 pm | ARRESTED A 37 YOA MALE FOR POSSESSION OF CONTROLLED SUBSTANCE, POSSESSION OF DRUG PARAPHERNILLIA, AND OPEN CONTAINER BY DRIVER. |
| 03/11/2020 | 12:04 am | ARRESTED A 32 YOM FOR AGGRAVATED BATTERY |
| 03/11/2020 | 12:50 pm | RESPONDED TO AN UNATTENDED DEATH OF A 56 YOA MALE. |
| 03/11/2020 | 4:55 pm | CITED A 64 YOA FEMALE FOR HIT AND RUN. |
| 03/11/2020 | 5:00 pm | FOUND BICYCLE |
| 03/12/2020 | 12:36 am | FOUND WHITE CRYSTAL SUBSTANCE NO SUSPECT . |
| 03/12/2020 | 1:59 pm | INVESTIGATED A STOLEN VEHICLE. |
| 03/12/2020 | 8:10 pm | ARRESTED A 36 YOA MALE ON AN ADA COUNTY WARRANT. |
| 03/13/2020 | 12:26 am | RESPONDED TO A HIT & RUN IN THE 300 BLK OF S BUTTE AVE. |
| 03/13/2020 | 2:48 pm | INVESTIGATED A RESIDENTIAL BURGLARY |
| 03/13/2020 | 2:51 pm | RESPONDED TO A NON-INJURY ACCIDENT IN THE HIGH SCHOOL PARKING LOT |
| 03/14/2020 | 2:46 am | TOOK REPORT OF A BATTERY OF A 23 YOF AND A 25 YOF BEHIND THE ROUND UP |
| 03/14/2020 | 10:18 am | INVESTIGATED A DOMESTIC BATTERY BETWEEN A 42 YOA FEMALE AND A 36 YOA MALE |
| 03/14/2020 | 11:18 am | RESPONDED TO A NON-INJURY CRASH IN THE FAMILY DOLLAR PARKING LOT |
| 03/14/2020 | 3:07 pm | RESPONDED TO A THEFT FROM A VEHICLE |
| 03/15/2020 | 11:22 am | DOGS AT LARGE- DANGEROUS AND AT RISK DOGS |
| 03/16/2020 | 1:00 pm | INVESTIGATED AN UNLAWFUL ENTRY AT THE MIDDLE SCHOOL |
| 03/16/2020 | 6:36 pm | RESPONDED TO A NON INJURY ACCIDENT AT N WASHINGTON AVE AND PARK ST |
| 03/17/2020 | 3:23 pm | RESPONDED TO TWO VEHICLE ACCIDENT |
| 03/17/2020 | 11:28 pm | ARREST A 35 YOA MALE FELONY WARRANT |
| 03/17/2020 | 11:28 pm | CITED A 50 YOA MALE, 61 YOA MALE, AND 51 YOA FEMALE FOR POSSESSION OF CONTROLLED SUBSTANCE AND POSSESSION OF DRUG PARAPHERNILLIA. |
| 03/18/2020 | 10:55 am | INVESTIGATED AN UNATTENDED DEATH OF A 93 YOA FEMALE |
| 03/18/2020 | 6:00 pm | INVESTIGATED A CRIMINAL CONSPIRACY. |
| 03/19/2020 | 12:30 am | INVESTIGATE DOMESTIC BATTERY |
| 03/19/2020 | 7:48 pm | CITED A 56 YOA MALE FOR DUI. |
| 03/20/2020 | 11:31 am | ARRESTED A 46 YOA MALE FOR VIOLATION OF A NCO |

CASE SUMMARY REPORT

From 03/01/2020 To 03/31/2020

EMMETT POLICE DEPARTMENT

| Date | Time | Initial Remarks |
|-------------|-------------|---|
| 03/20/2020 | 1:00 pm | INVESTIGATED 57 YO MALE FOR POSSIBLE HIT & RUN CRASH AND ASSISTED ADA COUNTY WITH PROBATION VIOLATOIN |
| 03/20/2020 | 1:05 pm | INVESTIGATED A 49 YO FEMALE UNWANTED SUBJECT FOR INDECENT EXPOSURE IN THE 600 BLK OF S WASHINGTON AVE |
| 03/20/2020 | 4:59 pm | RESPONDED TO A FOUND PROPERTY CALL |
| 03/21/2020 | 5:35 pm | INVESTIGATED A HIT AND RUN |
| 03/21/2020 | 5:48 pm | INVESTIGATED A DOG BITE OF ANOTHER ANIMAL AND A 22 YOM IN THE 600 BLK OF E 4TH ST |
| 03/22/2020 | 10:58 pm | CITED 19 YOA 20 YOA MALES FOR POSSESSION OF CONTROLLED SUBSTANCE/ PARAPHERNALIA |
| 03/23/2020 | 12:43 am | RESPONDED TO AN OPEN 911 PHONE CALL |
| 03/23/2020 | 1:00 pm | INVESTIGATED SEXUAL BATTERY BY 55 YO MALE, VICT 17 YO FEMALE |
| 03/24/2020 | 12:45 pm | INVESTIGATED RESIDENTAL BURGLARY, ESTIMATED LOSS IS \$1,000 |
| 03/24/2020 | 7:22 pm | INVESTIGATED A NCO VIOLATION. |
| 03/25/2020 | 12:00 pm | INVESTIGATED A WIRE FRAUD |
| 03/25/2020 | 6:48 pm | RESPONDED TO A NON INJURY ACCIDENT AT HWY 16 AND S WASHINGTON AVE. |
| 03/26/2020 | 10:42 pm | FELONY WARRANT ARREST |
| 03/26/2020 | 10:42 pm | POSSESSION OF FIREARM BY FELON, POSSESSION CONTROL SUBSTANCE, PARAPHERNALIA, 26 YOM |
| 03/26/2020 | 10:42 pm | PARAPHERNALIA BY 20 YOA MALE |
| 03/27/2020 | 6:07 pm | RESPONDED TO A CUSTODIAL INTERFERENCE CALL |
| 03/28/2020 | 3:23 pm | INVESTIGATED VANDALISM ON A PARKED VEHICLE IN BACK OF RESIDENCE |
| 03/28/2020 | 3:30 pm | RESPONDED TO A VIOLATION OF RECREATIONAL VEHICLE STORAGE IN THE 400 BLK E 7TH ST |
| 03/28/2020 | 8:39 pm | ASSISTED GCSO WITH A DUI EXCESSIVE |
| 03/30/2020 | 2:38 pm | INVESTIGATED AN UNATTENDED DEATH OF A 60 YOA MALE |
| 03/31/2020 | 11:41 am | CITED A 45 YOA MALE FOR DUI. |
| 03/31/2020 | 12:00 pm | INVESTIGATED A FTC FRAUD WITH A 41 YOA FEMALE VICTIM |
| 03/31/2020 | 10:00 pm | INVESTIGATE POSSIBLE BATTERY |

Count: 67

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

City's Strategic Pillars

04/14/2020

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

Public Works Goals

- Implement Airport Pavement, and Master Capital Improvement Plan. **25%**
- Create Cemetery Master Plan. **5% on hold**
- Create Road Improvement Plan to provide for Safe Route planning for pedestrians, bicycles and motor vehicles. **60%**
- Replace all water distribution lines less than 6" in diameter to meet mandatory minimum main line size requirement. **50%**
- Reduce I&I inside sewer collection lines to less than 50% of current rate per Sewer Capital Improvement Plan. **50%**
- Upgrade Wastewater Treatment Plant Influent Screen. **60%**
- Hawthorne lift station upgrade. **50%**

Expenditures requiring authorization / purpose of expenditure

- 03/06/20 Western States, PW - \$5,856.40

Training last 30 days

- None

Accomplishments since last report

1. Opened Tennis Courts to Singles Play
2. Harvest Valley Phase 5 has been paved, curb and gutter installed, and all utilities been tested and accepted by city.
3. ITD Washington Ave Rehab project is underway. Flyer is available on City Website under Road Construction tab
4. Completed review of building safety equipment for Wastewater Treatment Plant with safety coordinator

Plan for next 30 days

1. Philips concrete collars for sewer and water placement underway
2. Get cemetery ready for season
3. Get parks ready for opening of season
4. Rectangular Rapid Flashing Beacon crosswalk system for 4th Street and Johns Ave – Estimated arrival 4/6/20
5. Upgrade of Bray Valves at Wastewater treatment plant underway
6. Assessing Golf Course property asset
7. Installing fiber to Wastewater Treatment Plant
8. Radio reader for our 75 meters -Radios were purchased now pending installation
9. Finalizing LHTAC - 14393 S. Johns Ave. 4th to 12th St final plan design & budget for construction.
10. Continue with 12" water transmission mainlines along with new 8" water mainline replacement with new 1" water service down S Johns Avenue from 1st Street going south.
11. Sewer manhole - grout and/or replacement for those leaking water
12. Repair bad water valves and water valve boxes
13. Water valve exercising for all water distribution valves.

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

City's Strategic Pillars

- Economically Vibrant and...
- Health-conscious city
- 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. WWTP is on deck. **15% Some conduit complete**
- Migrate all servers to cloud over the next 5 years. **35% SysAdmin, Library, Public Works converted to SharePoint cloud storage. Clerks are on deck. Neptune 360 water software also in process of switching.**
- Complete Geographic Information System mapping of all city infrastructure assets (ongoing). **25% New waste water tracking map and waste water connections on deck. Have to manually make separations for maps in the field.**
- Install fiber to additional nodes and cameras on east side complex of the City Park. **Next spring/summer**

Expenditures requiring authorization from higher and purpose of expenditure

- None

Training last 30 days

- None

No less than Top Ten Accomplishments since last report

1. Community map for Wifi spots for students
2. Setup EOC at Annex building
3. Setup laptops for county employees remote work x7
4. Setup new laptops for EOC x5
5. Well 9 cable trays installed
6. COVID community video production
7. Laptop and cell phone setups for clerks remote work x2
8. New network switch installed in council chambers
9. Cell phone swaps x2
10. Antenna and cable for airport runway lights
11. PW scanner setup for remote work on laptops
12. Clerks fax line splitter replacement
13. Finish RADIUS accounts rollout for WiFi
14. PD desktop replacements x2
15. City shop rack, cabling, and network switch installation
16. Phone system changes and distribution lists for Public Works
17. Verizon cost audit, save \$3,100/year
18. Assist PD with Quickbooks on case
19. Testing of Unifi Cloud key CCTV video platform

Plan for next 30 days

| | |
|--|---|
| 20. Quotes to Syringa for dark fiber | 21. Final installation/setup of GIS antenna with TURN |
| 22. Verizon Master License Agreement | 23. Finish transport network setup |
| 24. Clerks Sharepoint preparation | 25. Document all switch ports network (ongoing) |
| 26. Preparation for Neptune 360 conversion | 27. City hall keypad locks install |
| 28. Start on Park fiber | 29. Library Cameras install |
| 30. Syringa Duct agreement | 31. Fiber GIS plan update, adopt naming convention |