

# City of Emmett Council Meeting

October 8, 2019

The Emmett City Council held a regular meeting at 501 E. Main Street, Emmett, Idaho.

Mayor Gordon Petrie called the meeting to order at 7:00 p.m.

Mayor Gordon Petrie led the **Pledge of Allegiance**

Hugh Orr offered the **Community Invocation**

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

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

**Public Present:** Nora Nebeker – 798 S. Hawthorne Ave., Diana Baird – Messenger Index, Gerald Turner – 527 E. 2<sup>nd</sup> St., Judy Jordan – 456 Old Maple, Jan VanHoute – Meridian, ID.

**Amendments to the Agenda:** None

Councilman Nebeker made a **MOTION TO APPROVE THE AGENDA.SECONDED, 6 -AYES, 0- NOES. Motion Carried.**

**Declaration of Conflicts of Interest:** - None

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

Public Hearing: Mayor Petrie called to order a Public Hearing to discuss the Vacation of Alley between Carson Street and Oxley Road. Brian Sullivan, Building Department read the application summary and overview. Mayor Petrie asked three times if anyone would like to speak in regards to the Public Hearing. The Public Hearing was adjourned at 7:09pm. Councilman Nebeker made a **MOTION TO APPROVE THE VACATION OF ALLEY BETWEEN CARSON STREET AND OXLEY ST. AND REFER TO SECTION 6 ADOPTING THE SITE-SPECIFIC CONDITIONS. Seconded. AYES - 6, NOES - 0 Motion Carried.**

## **CONSENT AGENDA:**

**A. Approval of Minutes** – September 24, 2019 - Road Plan Workshop  
September 24, 2019 - Regular Meeting

**B. Approval of Accounts Payable**

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

## **ELECTED OFFICIALS:**

### **A. Mayor**

1. Chief Kunka gave a presentation about Steely our Drug Canine and his recent training along with his handler Officer Aamodt. City received donations from the Emmett Lions Club and Emmett Area Crime Prevention group to go towards the cost of the training.
2. Mayor presented Gem County Gem Lifesavers to First Responders Officers Hunt, Mason, and Leatherman for their rescuing efforts at a recent emergency.

### **B. Announcements**

### **C. City Council**

## **NON-CONSENT AGENDA**

### **A. Western Alliance for Economic Development and GCCC Economic Development Foundation**

Tina Gustaveson Wilson requests that the Mayor and Council join the GCCC Economic Development Foundation on October 17, 2019 at 6pm at the Courthouse. Councilman Nebeker made a **MOTION TO MAKE A SPECIAL COUNCIL MEETING TO ATTEND THE WORKSHOP. Seconded. 6 - AYES, 0 - NOES. Motion Carried.**

### **B. Approval of Idaho Gem Grant Application. Councilman Stout made a MOTION TO APPROVE THE IDAHO GEM GRANT APPLICATION AND LYLEEN JEROME, CITY CLERK TO OVERSEE THE GRANT. Seconded. 6 - AYES, 0 - NOES. Motion Carried.**

**C. Approval to install decorative rock at Emmett sign at Hwy 16 and Washington. Councilman Henderson made a MOTION TO APPROVE THE INSTALLATION OF THE DECORATIVE ROCK AT THE EMMETT SIGN AT HWY 16 AND WASHINGTON. Seconded. 6 - AYES, 0 - NOES. Motion Carried.**

**D. Approval to sign Certificate of Substantial Completion for the 12<sup>th</sup> street pathway project. Councilman Nebeker made a MOTION TO APPROVE THE CERTIFICATE OF SUBSTANTIAL COMPLETION FOR THE 12<sup>TH</sup> STREET PATHWAY PROJECT AND FOR THE MAYOR TO SIGN. Roll Call Vote. Council President Welch - Aye, Councilman Stout - Aye, Councilman Henderson - Aye, Councilman Nebeker - Aye, Councilman Alder - Aye, Councilman Resinkin - Aye. Motion Carried.**

**E. Maintaining downtown trees. Councilman Henderson made a MOTION TO APPROVE THE MAINTAINING OF THE HISTORIC DOWNTOWN BETWEEN BOISE AVE AND HAYES AVE AND THE NEW PORTION OF WASHINGTON AVE. Seconded. 6 - AYES, 0 - NOES. Motion Carried.**

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F. Utah Reference Network – Memorandum of Understanding. Councilman Nebeker made a **MOTION TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF EMMETT AND THE UTAH REFERENCE NETWORK AND FOR THE MAYOR TO SIGN.**

**Seconded. Roll Call Vote. Council President Welch - Aye, Councilman Stout - Aye, Councilman Henderson - Aye, Councilman Nebeker - Aye, Councilman Alder - Aye, Councilman Resinkin - Aye. Motion Carried.**

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**REPORTS:**

**Building Official/City Planner** – Brian Sullivan – No report.

**Deputy City Clerk** – Lyleen Jerome - No report. However informed all the councilman will no longer be able to use their personal emails for City Business due to liability..

**Fire** –Fire Chief – Curt Christensen – No report.

**Library** – Librarian Alyce Kelley – No report.

**Police** –Chief Kunka – No report.

**Public Works** – Clint Seamons – No report.

**System Administrator** – Mike Knittel – Gave Monthly report.

**Engineer** – None

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

Meeting Adjourned at 7:54 p.m.

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Mayor Gordon Petrie

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Lyleen Jerome, City Clerk

## **National Friends of the Library week, October 20-26, 2019**

**Whereas**, Friends of the Emmett Public Library raise money that enables our library to keep moving forward, with serves and providing great resources. Meeting funding needs for additional programming, much needed equipment, supporting many aspects of children's summer reading, and special events throughout the year;

**Whereas**, the work of the Friends highlights on an on-going basis the fact that our library is the cornerstone of the community providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present;

**Whereas**, the Friends understand the critical importance of well funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services;

**Whereas**, the Friends' gift of their time and commitment to the library and it's patrons, sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

**Now, therefore, be it resolved that** I, Mayor Gordon W. Petrie, proclaims October 20-26, 2019, as Friends of the Library week in Emmett, Idaho and urges everyone to join the Friends of the Library and thank them for all they do to make our library and community so much better.

**LEGAL NOTICE**  
**CITY OF EMMETT, IDAHO**  
**Treasurer Financial Report for Quarter Ending September 2019**

FUND	BUDGET	YEAR TO DATE		%of ANNUAL BUDGET	
		Receipts	Expenditures	Receipts	Expenditures
<b>General Fund</b>	<b>\$ 2,564,379.00</b>	<b>\$ 2,744,847.33</b>	<b>\$ 2,489,015.96</b>	<b>107%</b>	<b>97%</b>
Personnel			\$ 1,459,476.87		
Insurance			\$ 281,011.79		
Capital Outlay			\$ 748,527.30		
<b>Street Fund</b>	<b>\$ 754,476.00</b>	<b>\$ 840,878.80</b>	<b>\$ 747,776.83</b>	<b>111%</b>	<b>99%</b>
Personnel			\$ 175,998.24		
Insurance			\$ 267,749.68		
Capital Outlay			\$ 304,028.91		
<b>Library Fund</b>	<b>\$ 238,530.00</b>	<b>\$ 235,870.24</b>	<b>\$ 234,859.69</b>	<b>99%</b>	<b>98%</b>
Personnel			\$ 131,369.14		
Insurance			\$ 16,439.84		
Capital Outlay			\$ 87,050.71		
<b>Cemetery</b>	<b>\$ 117,696.00</b>	<b>\$ 99,231.86</b>	<b>\$ 101,646.98</b>	<b>84%</b>	<b>86%</b>
Personnel			\$ 62,151.06		
Insurance			\$ 9,321.06		
Capital Outlay			\$ 30,174.86		
<b>Perpetual Care</b>	<b>\$ 2,600.00</b>	<b>\$ 4,657.67</b>	<b>\$ 0</b>		
<b>TOTAL</b>	<b>\$ 3,677,681.00</b>	<b>\$ 3,925,485.90</b>	<b>\$ 3,573,299.46</b>	<b>107%</b>	<b>98%</b>
<b>Enterprise Funds: Water/Sewer/Sanitation</b>					
<b>Water</b>	<b>\$ 1,733,400.00</b>	<b>\$ 1,829,115.35</b>	<b>\$ 1,392,492.23</b>	<b>106%</b>	<b>80%</b>
Personnel			\$ 404,728.70		
Insurance			\$ 90,802.45		
Capital Outlay			\$ 708,503.08		
Bond Repayment			\$ 188,458.00		
<b>Sewer</b>	<b>\$ 2,114,800.00</b>	<b>\$ 2,291,462.21</b>	<b>\$ 1,584,142.35</b>	<b>108%</b>	<b>75%</b>
Personnel			\$ 370,213.41		
Insurance			\$ 79,576.21		
Capital Outlay			\$ 545,752.93		
Bond Repayment			\$ 588,599.80		
<b>Sanitation</b>	<b>\$ 529,230.00</b>	<b>\$ 567,555.44</b>	<b>\$ 569,598.23</b>	<b>108%</b>	<b>108%</b>
Personnel			\$ 49,761.00		
Insurance			\$ 7,365.12		
Capital Outlay			\$ 512,472.11		
<b>Other</b>	<b>\$ 2,650.00</b>	<b>\$ 26,254.50</b>	<b>\$ 5,770.00</b>		
<b>TOTAL</b>	<b>\$ 8,057,761.00</b>	<b>\$ 8,639,873.40</b>	<b>\$ 7,125,302.27</b>	<b>107%</b>	<b>88%</b>

*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*



## Lyleen Jerome

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**From:** Ryan Bertalotto  
**Sent:** Tuesday, October 15, 2019 5:34 PM  
**To:** Lyleen Jerome  
**Cc:** Steve Kunka  
**Subject:** Agenda 10-22

**Importance:** High

Request to Use City Hall Parking Lot – October 26 9 AM to 2 PM

The Emmett Police Department is requesting use of the city hall parking lot on Saturday, October 26 from 9 AM to 2 PM to participate in the DEA's Drug Take Back Day. In the past we have set it up where people can walk into the city hall. This year, we want to offer a drive through setup where people can pull through and drop off their prescription drugs, which will be more user friendly for those who are elderly or disabled.

Ryan Bertalotto, Administrative Sergeant  
City of Emmett Police Department  
501 E. Main Street  
Emmett ID 83617  
PH: 208-365-6055  
Fax: 208-365-6062

THIS AGREEMENT is made and entered into by and between **TEKFINITY, LLC**, an Idaho Limited Liability company ("Tekfinity") and City of Emmett, ("Customer").

### RECITALS

WHEREAS, Tekfinity is in the business of providing Internet Access ("Internet Service"); and

WHEREAS, Customer desires to enter into an agreement whereby Tekfinity will provide to Customer Internet Service.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants herein contained, the parties, for themselves, their successors and assigns, do hereby agree as follows:

1. Scope of the Work. Tekfinity shall provide Internet Service and managed firewall or router.
2. Contract Price. Customer agrees to pay to Tekfinity the sum of \$0 per month for a period of 12 months, for a total contract price of \$ ("Contract Price").
3. Term of Contract; Automatic Extension. The initial term of this contract shall be for a period of month to month
4. Charges Not Applicable to Customer. Tekfinity agrees not to charge Customer for setup fees, network traffic monitoring, and/or outage notification.
5. Responsibility of Tekfinity. In addition to the responsibilities of Tekfinity as identified herein, Tekfinity shall provide:
  - a. Public IP Addresses;
  - b. Network Address Translation from private to public;
  - c. Monitoring of Customer's network traffic;
  - d. Customer notification of outages;
6. Responsibility of Customer. In addition to Customer responsibilities identified herein, the Customer shall provide or be responsible for:
  - a. any equipment or hardware necessary to utilize the Internet Service, as well as any costs, charges or fees associated therewith;
  - b. any equipment and/or labor necessary for the configuration of the equipment and hardware necessary to utilize the Internet Service, as well as any costs, charges or fees associated therewith; and
7. Outages. Tekfinity shall not be responsible for any cost and/or expenses incurred by the

Customer as a result of an outage or failure of the Internet Service to be provided by Tekfinity.

8. Binding Effect. The provisions of this contract shall be binding upon and inure to the benefit of the heirs, successors, personal representatives, and assigns of the parties hereto.
9. Attorney's Fees. If a suit, action or proceeding is instituted to enforce any of the terms of this contract, the prevailing party shall be entitled to recover all costs and attorney's fees from the non-prevailing party.
10. Venue. The venue of any action arising out of the execution or breach of this contract shall be in the District Court of Gem County, Idaho.
11. Installation Charge. There will be a onetime installation charge of \$0 dollars.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first above written.

"TEKFINITY"  
TEKFINITY, INC.

"CUSTOMER"  
City of Emmett

By: \_\_\_\_\_

By: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

Preliminary Engineering Report

# CITY OF EMMETT WWTP INFLUENT SCREEN REPLACEMENT

**DRAFT**

OCTOBER 2019

PROJECT NO. 210022-051

PREPARED BY:



131 SW 5th Ave, Suite A  
Meridian, ID 83642  
(208) 288-1992

PREPARED FOR:



501 E Main St  
Emmett, ID 83617  
(208) 365-6050



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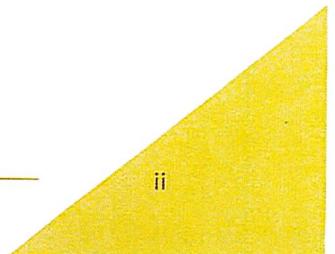


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## BACKGROUND

The City of Emmett Wastewater Treatment Plant (WWTP), located in Emmett, Idaho requires a redundant influent fine screen to protect the WWTP. This upgrade will replace the existing coarse screen with a fine screen.

The format of this Preliminary Engineering Report (PER) is based on the requirements of Idaho Administrative Code, *IDAPA 58.01.16 Wastewater Rules*. This PER provides a description of the proposed WWTP upgrade.

## COORDINATION WITH FACILITY PLAN

The Facilities Planning Study (FPS) for the Emmett Wastewater Treatment Plant was approved by the Idaho Department of Environmental Quality (DEQ) in May 2018. This influent screen upgrade was a recommended improvement identified in the FPS (ES.4.3).

### LOCATION OF PROJECT

Figure 1 in Appendix A shows the existing treatment facility. The influent screens, identified on the east edge of the WWTP, are contained in the Headworks building.

### POPULATION SERVED

The WWTP currently serves approximately 6,689 people and is expected to serve a population of 9,654 by 2040. The WWTP does not treat a significant amount of industrial wastewater; there are no major industrial users connected to the City's collection system.

### EXISTING AND ANTICIPATED WASTEWATER FLOWS

At the time the FPS was finalized, the WWTP managed an average annual day flow of approximately 1.89 million gallons per day (mgd) and a peak hour flow of 4.44 mgd. Flow projections for 2040 reflect an average annual flow of 2.73 mgd and peak hour flow of 6.41 mgd. Table 1 under "Design Criteria" summarizes the flowrate projections.

### EXISTING AND PROPOSED COLLECTION SYSTEM

This project will not alter or impact the existing collection system.

### EXISTING AND PROPOSED TREATMENT WORKS

Wastewater influent flow enters the plant from the east and is collected in the influent lift station. It is then pumped by the lift station to the influent screen. Following the influent screen, the wastewater flows by gravity to the west side of the WWTP site. Next, the wastewater is lifted in the WWTP pump station to a grit chamber, and then divided by a splitter box into one of three aeration basins, where it is treated by activated sludge. Solids generated in the aeration basins are settled out in secondary clarifiers. The clarified water is disinfected, sampled in accordance with NPDES permit, and discharged to the Payette River. Solids generated in the aeration basins are recycled from the secondary clarifiers back to the aeration basins through the return activated sludge/waste activated sludge (RAS/WAS) pump station. Periodically, they are removed from the activated sludge process and sent to the aerobic digesters and then to the lagoons for treatment/storage. The solids are ultimately transported to the landfill for disposal.

The Emmett WWTP accepts septage near its influent lift station. The septage is screened with an automatic coarse screen, and then discharged into the lagoons for treatment and evaporation. If a large amount of



septage is received, water from the lagoons can enter the WWTP's pump station and be treated in the aeration basins.

This upgrade is to replace the existing coarse screen with an automatic fine screen. This fine screen would still be able to screen the septage; however, with the removable gates already at the WWTP, the fine screen can also provide redundancy for the existing fine screen. Additionally, an air gap system will be added for the screen wash water as part of the upgrade.

### EXISTING AND PROPOSED DISPOSAL METHODS

This project will not affect existing disposal methods. Solids removed by the screens will continue to collect in a dumpster and be disposed, as needed, at the landfill.

### DRINKING WATER SYSTEM IMPACTS

Domestic wells supply screen wash water. This project will include the installation of an air gap system. This will protect the groundwater source from contamination and allow the WWTP to utilize the well for other, potable uses, if desired. The air gap will include a distribution tank, with a positive air gap at the top, to supply wash water to the screens.

### HYDRAULIC ANALYSIS

Figure 2 in Appendix A depicts the WWTP's hydraulic profile.

### FINANCING METHODS

In addition to traditional local and private funding sources, a variety of funding alternatives sources exist, including through the Idaho Department of Environmental Quality (DEQ), the Department of Commerce and Community Development Block Grants (CDBG), the United States Department of Agricultural-Rural Development (USDA-RD), and the Idaho Bond Bank. It is anticipated that the City will fund this project with wastewater capital reserves.





## DESIGN CRITERIA

### WASTEWATER FLOWRATES

The following wastewater flow projections were established in the FPS based on data generated from October 2014 to September 2017. The new influent screen will be sized for the 2040 flows, assuming the other influent fine screen is out of service.

TABLE 1: INFLUENT FLOW PLANNING CRITERIA

Parameter	Current Planning Criteria Flow (MGD)	Current Planning Criteria Unit Flow (gpcd)	Planning Criteria Projected Flow (MGD)				
			2020	2025	2030	2035	2040
Year	-	-					
Population	6,689	6,689	7,168	7,721	8,318	8,961	9,654
AADF	1.89	282	2.02	2.18	2.35	2.53	2.73
ALF	1.43	214	1.54	1.66	1.78	1.92	2.07
AHF	2.52	377	2.71	2.91	3.13	3.38	3.64
MMF	3.39	507	3.64	3.92	4.22	4.55	4.90
MWkF	3.66	547	3.92	4.22	4.55	4.90	5.28
PDF	4.15	620	4.45	4.79	5.16	5.56	5.99
PHF	4.44	664	4.76	5.13	5.52	5.95	6.41

Note:

1. MGD – million gallons per day, gpcd – gallons per capita per day, AADF – Average Annual Daily Flow, ALF – Average Low Flow, AHF – Average High Flow, MMF – Maximum Month Flow, MWkF – Maximum Week Flow, PDF – Peak Day Flow, PHF – Peak Hour Flow.

Data from select months in 2017-2019 indicate that the WWTP may experience lower peak flows than expected. In previous years, the WWTP treated over 4 mgd during the peak month. During 2018 and 2019, in comparison, the maximum month flows remained less than 2.6 mgd. This may be attributed to a reduction in infiltration and inflow. The attenuated peaks also drive down average flow values.

Table 2, below, summarizes recent data. As noted, the WWTP typically experiences its highest flows during the summer, as a result of high infiltration and inflow associated with irrigation.

TABLE 2: 2017-2019 PLANT FLOW DATA

	MGD		
	2017 (Jan.-June)	2018 (Jan.-Oct.)	2019 (Jan.-July)
AADF	1.71	1.75	1.60
MMF	2.46	2.49	2.52
PDF	2.51	2.64	3.02
PHF	2.69	2.82	3.24

Nevertheless, the screen upgrades will still be sized to accommodate the 2040 projected peak hour flow, 6.41 mgd. A larger capacity screen should not compromise the treatment accomplished and represents a conservative approach, prudent in the Headworks equipment, since it experiences peak flows from the collection system.





## EFFLUENT REQUIREMENTS

The WWTP discharges to the Payette River. The WWTP operates under National Pollution Discharge Elimination System (NPDES) Permit No. ID-002031-1. Table 3 summarizes permit requirements.

TABLE 3: NPDES PERMIT LIMITS

Parameter	Average Monthly	Average Weekly	Daily Maximum
Biochemical Oxygen Demand (BOD5) October 1 - April 30	30 mg/L 1426 lb/day 65% removal	45 mg/L 2139 lb/day --	--
Biochemical Oxygen Demand (BOD5) May 1 - September 30	30 mg/L 713 lb/day --	45 mg/L 1070 lb/day --	--
Total Suspended Solids	70 mg/L 385 lb/day	105 mg/L 580 lb/day	--
Ammonia (as N)	1.6 mg/L 74 lb/day	--	4.3 mg/L 205 lb/day
Total Residual Chlorine	58 µg/L 2.8 lb/day	--	146 µg/L 7.0 lb/day
Fecal Coliform Bacteria May 1 - September 30	50/100 ml	200/100 ml <sup>1</sup>	--
Fecal Coliform Bacteria October 1 - April 30	--	200/100 ml <sup>1</sup>	--
E. coli Bacteria	126/100 mL <sup>2</sup>	--	406/100 mL <sup>3</sup>
pH	Minimum and maximum between 6.5 and 9.5 <sup>4</sup>		

Note:

1. The average weekly fecal coliform count must not exceed a geometric mean of 200/100 ml based on a minimum of five (5) samples per week.
2. A geometric mean of 126 organisms per 100 ml must be based on a minimum of 5 samples taken every 3 to 5 days over a thirty-day period.
3. This is an instantaneous maximum.
4. pH is monitored via grab samples five (5) times per week on separate days.

The permit, effective December 31, 2001, expired on January 2, 2007 but has been administratively continued.

## SOLIDS PRODUCTION, DISPOSAL, AND RECYCLING REQUIREMENTS

Screenings from the existing units are conveyed to a dumpster. The disposal method for the solids will not change as part of this project; screenings collected on the new fine screen will also be transported to the dumpster. This project is not anticipated to impact solids production or disposal.

## PROCESS UNITS DESIGN CRITERIA AND SELECTION

The selected screen must pass the 2040 peak hour flow, 6.41 mgd. The Process Units section of this report provides a more complete discussion of requirements and alternatives. The air gap system will also be sized to deliver wash water at the frequency demanded by the influent fine screens.

## MASS BALANCE CALCULATIONS FOR PROCESS UNITS

This project will not impact the overall WWTP mass balance.



## MONITORING AND REPORTING REQUIREMENTS

Monitoring and reporting requirements are not expected to change as a result of this project.

## **SITE EVALUATION AND LAYOUT**

### CURRENTLY PROPOSED FACILITIES

The project upgrades will include a new automatic fine screen to replace the existing coarse screen, a new air gap system, and all supporting equipment.

### 20-YEAR DESIGN FACILITIES

The new fine screen will have the capacity for the 2040 flow projections, in addition to providing redundancy.

The appurtenant air gap system for the screen's wash water will provide adequate water for the screens. Instantaneous screen wash water pressure and flow requirements are independent of flowrate through the screen. However, as flows increase, the screens will remove more solid material and reach their limiting pressure differential more rapidly, thus requiring wash water more frequently. As such, the associated pumps will be sized and timed to meet 20-year flow rate, pressure, and frequency requirements.

### FACILITIES FOR BUILD-OUT CONDITIONS

As previously mentioned, this upgrade will replace the existing coarse screen with a fine screen capable of passing 20-year flows. Accommodating build-out flows will require additional modifications to WWTP equipment and facilities.

### SPACE FOR HIGHER LEVELS OF TREATMENT

The screen upgrade only replaces a current process and will neither increase nor reduce open facility space. However, the screen installation is predicted to improve treatment by removing additional solids, and thus, achieve a higher level of treatment, as well as provide redundancy.

The air gap system will reduce open facility space; however, this is a required process to protect the water source from potential contamination. Additionally, the WWTP is currently configured with only the screens located in the headworks buildings. Other processes required to achieve higher levels of treatment would likely be located elsewhere at the WWTP.

### LIQUID PROCESS FACILITIES AND CONVEYANCE

This project will not alter the WWTP's liquid process system or conveyance. Figure 3 in Appendix A depicts the overall process flow diagram.

### SOLID PROCESS FACILITIES AND CONVEYANCE

Solids removed from the screening processes are conveyed to a garbage dumpster and are transported by truck to a landfill.

### PLANT ACCESS AND ON-SITE ROADS AND WALKWAYS

Improvements are contained within the existing headworks building. As such, this project will not impact or necessitate modification to WWTP accesses, roads, or walkways.





## PROCESS PIPING AND UTILITIES

New water pipelines will connect the air gap system to the domestic water. The air gap will supply the new screen wash water via a single 1.5-inch diameter line.

The existing piping and channel system leading to and away from the screens will not be altered.

## BUFFER ZONES

Since the upgrade will occur within the existing headworks, the WWTP buffer will not be affected.

## LANDSCAPING

This project is confined to a single, existing structure and will not disturb existing landscaping, nor will it necessitate additional landscaping.

## ADMINISTRATION AND OPERATIONS BUILDINGS

The Administration Building, just east of the chlorine contact chamber, will not be modified or impacted as part of this project.

## LABORATORY

The Laboratory is located on the north side of the WWTP, to the east of the Administration Building. This project will not modify or affect the laboratory facilities.

## TREATMENT DURING CONSTRUCTION

The existing fine screen will remain operational during construction and will continue to screen influent wastewater flows from the influent lift station. Septage normally passes through the coarse screen before discharging to the lagoons for treatment and evaporation. During construction, the City will likely choose not to accept septage at the headworks. However, if septage is received, the City could either set up a temporary bar screening box, or direct septage directly into the lagoons.

## ODOR MANAGEMENT

The screens are located inside the headworks building to reduce odor.

## ELECTRICAL REQUIREMENTS

The existing coarse screen operates continuously, and its 3-horsepower motor draws 3 phase power and 230/460 volts. The new screen's 2-horsepower motor relies on a 480 volt, 3-phase supply. It will also include a variable frequency drive. As the replacement fine screen has a similar power requirement to the coarse screen, this project should not include electrical upgrades. The electrical system also has adequate capacity to accommodate the air gap system without service upgrades.

## INSTRUMENTATION AND CONTROL SYSTEM

### *System Configuration*

New equipment and instrumentation will be integrated into the existing Supervisory Control and Data Acquisition (SCADA) system for monitoring, reporting, and control. A Programmable Logic Controller (PLC) will be supplied with the new screen, which will provide for communication with the existing SCADA system.



### *Operator Interface*

The new fine screen control panel, with operator interface, will be located in the Electrical Building, just to the southeast of the headworks building. The control panel will include digital inputs, outputs, and an alarm system.

### *Process Control*

The controls are programmed to start-up the screen washing system. The variable frequency drive and local control panel will be installed in the Electrical Building. Equipment can be operated manually by the Operator, if desired. Appendix A contains a Process and Instrumentation Diagram (Figure 4).

## HYDRAULIC PROFILE

This project will not impact overall WWTP hydraulics. The hydraulic profile will need to be reevaluated in the future to accommodate provisions for higher levels of treatment and to meet flow requirements beyond 2040.

## PROCESS UNITS

### CURRENT PROJECT AND 20-YEAR DESIGN AND BUILD-OUT CONDITIONS

As previously established, both the screen replacement and the air gap system will be sized to accommodate both current and 20-year design flows. However, system capacity and requirements will need to be reassessed prior to build-out.

### SIZE AND REDUNDANCY

One of the main purposes of the new screen installation is to provide system redundancy. Each fine screen, both the new and existing, will be able to independently pass peak hour flows, if one screen goes off-line as a result of breakdown or for maintenance. The new screen will need to be capable of passing the 2040 peak hour flow of 6.41 mgd.

The air gap system will supply screen wash water only, as the screening system is the only process in the headworks building drawing potable water, which does not currently meet Idaho State Plumbing Code requirements.

### PERFORMANCE REQUIREMENTS

The influent fine screen was selected based on the following requirements:

- Pass 20-year peak hour flow, 6.41 mgd
- Have maximum ¼-inch (6-mm) bar spacing
- Fit within existing channel
- Require limited maintenance

The air gap system will be chosen to:

- Provide a positive air gap of greater than two times the diameter of the supply inlet
- Capable of delivering wash water to one or both screens at a time





### *Alternatives Considered*

Only rotary drum fine screens and step screens were considered. These screen types effectively remove debris of the desired characteristics, are energy-efficient, and well-proven.

Steps screens consist of parallel bars which move screenings upward to a removal chute. They travel in a circular path in and out of the channel. These screens accommodate high hydraulic capacities, due to the large surface area, and require little maintenance. They also capture screenings at a greater rate than rotary drum screens.

Rotary drum fine screens offer a low maintenance, rugged option. They cause minimal head loss, accept high screening loads, and fit well within the existing channel. However, they provide a lower screening capture rate than step screens.

The City selected the rotary drum fine screen for this installation, as it will provide adequate treatment, minimally impacts hydraulics, and fits well within the existing channel.

### STRUCTURE, EQUIPMENT, AND PIPING LAYOUT

Refer to Figure 5 of Appendix A, which depicts the proposed equipment layout in the Headworks building. The project is not anticipated to impact existing structures or channels.

### COLD TEMPERATURE OPERATIONS

Both the screen and air gap system will be contained within the existing headworks building and should thus receive adequate frost protection. There have been no issues with freezing for the existing screens.

### PROCEDURES FOR START-UP

Initial start-up will include coordination of new equipment and evaluation of the performance of the equipment. Start-up will require the combined effort of the equipment vendors, installation contractors, Keller Associates, and the City of Emmett.

## **CODE PROVISIONS**

The following codes and standards will be employed in the design of the WWTP influent screen upgrade:

- International Building Code (IBC)
- Uniform Plumbing Code
- Idaho State Plumbing Code
- ASTM Material Standards
- International Mechanical Code (IMC)
- Standard for Protection in Wastewater Treatment and Collection Facilities (NFPA 820)
- National Electric Code (NFPA 70)
- AISC Manual of Steel Construction
- IDAPA 58.01.16 Wastewater Rules
- Hydraulic Institute Standards



- American Water Works Association (AWWA)
- Institute of Electrical and Electronics Engineers (IEEE)
- National Electrical Manufacturer’s Association (NEMA)
- Underwriter’s Laboratories (UL)
- National Fire Protection Association (NFPA)
- American Society of Mechanical Engineers (ASME)

## COST ESTIMATE

The screen replacement and new air gap system are predicted to cost \$781,000. This includes 10% for “General Conditions”, which includes mobilization, bonding, and insurance, 20% for “Contingency and Allowances”, 15% for “Contractor Overhead and Profit”, and 20% for “Soft Costs”, which includes engineering and construction management.

TABLE 4: INFLUENT SCREEN PROJECT COST ESTIMATE

Description		Estimated Cost
Screen		\$ 180,000
Screen Installation		\$ 72,000
Air Gap		\$ 65,000
Air Gap Installation		\$ 26,000
Electrical		\$ 51,450
SCADA Integration		\$ 34,300
<b>Total Direct Cost</b>		<b>\$ 429,000</b>
General Conditions	10%	\$ 43,000
<b>Subtotal</b>		<b>\$ 472,000</b>
Contingency and Allowances	20%	\$ 94,000
<b>Subtotal</b>		<b>\$ 566,000</b>
Contractor Overhead and Profit	15%	\$ 85,000
<b>Total Estimated Construction Cost</b>		<b>\$ 651,000</b>
Soft Costs	20%	\$ 130,000
<b>TOTAL ESTIMATED PROJECT COST</b>		<b>\$ 781,000</b>





The cost estimate herein is based on our perception of current conditions at the project location. This estimate reflects our professional opinion of accurate costs at this time and is subject to change as the project design matures. Keller Associates has no control over variances in the cost of labor, materials, equipment, services provided by others, contractor's methods of determining prices, competitive bidding or market conditions, practices or bidding strategies. Keller Associates cannot and does not warrant or guarantee that proposals, bids or actual construction costs will not vary from the costs presented herein.

## PROJECT IMPLEMENTATION AND SCHEDULE

Project implementation and scheduling will be developed with the following considerations:

- Project funding;
- Coordination with other City of Emmett projects;
- Equipment procurement methods;
- Identifying construction constraints; and
- Preparing contract documents

Construction is expected to begin Spring 2020 and last until Summer 2020. During construction, the contractor will be required to:

- Provide and follow an approved construction sequencing plan;
- Isolate the new fine screen channel from wastewater flows through the operation of slide gates, allowing all flow to pass through existing fine screen;
- Salvage coarse screen and deliver to Owner;
- Minimize interruption to other WWTP processes or activities;
- Provide temporary power, when necessary, to prevent any outages.

## ENVIRONMENT REVIEW

Improvements will take place within the existing headwork building. Construction is not expected to have new environmental impacts.



# APPENDIX A

## FIGURES

## AGREEMENT FOR PROFESSIONAL SERVICES

This is an Agreement effective as of \_\_\_\_\_ ("Effective Date") between the **City of Emmett, Idaho** ("Owner") and **Keller Associates, Inc.** ("Consultant").

Owner's Project, of which Consultant's services under this Agreement are a part, is generally identified as follows: **12<sup>th</sup> Street Booster Station** ("Project").

The Owner and the Consultant agree to the following Project scope, schedule, and compensation:

**SCOPE:** Consultant's services under this Agreement are generally identified as follows:  
See Attachment A.

**SCHEDULE:** The Agreement shall commence on the above written date. Consultant anticipates completing its services as described in Attachment A.

**COMPENSATION:**

*Basic Services.* As compensation for services to be performed by Consultant, the Owner will pay Consultant a lump sum amount of \$74,300 (seventy-four thousand and three hundred dollars) as described in Attachment A.


*Additional Services.* Compensation for performing Additional Services will be pursuant to a mutually agreed upon amendment to this Agreement.

In Witness Whereof, the parties hereto have executed this Agreement as of the date first above written. Owner further acknowledges that it has reviewed and accepted the attached Standard Terms and Conditions.

**OWNER: City of Emmett, Idaho**

**CONSULTANT KELLER ASSOCIATES, INC.:**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature:  \_\_\_\_\_  
Name: James Bledsoe  
Title: Principal  
Address: 131 SW 5th Ave., Suite A  
Meridian, Idaho 83642  
Telephone: (208) 288-1992  
Date: 10-16-2019

## STANDARD TERMS AND CONDITIONS

1. **CONTRACT** – This document constitutes the full and complete Agreement between the parties and supersedes all prior negotiations, representations or agreements, whether written or oral. The Agreement may be amended only if both parties specifically agree in writing to such amendment of the Agreement.
2. **INVOICES AND PAYMENT** – Owner will make payment within 30 calendar days of the invoice date. Consultant shall keep accurate records of expenses. If Owner contests an invoice, Owner shall advise the Consultant within 15 days of receipt of invoice of the specific basis for doing so, may withhold only that portion so contested, and shall pay the undisputed portion.

**Interest.** If payment is not received by the Consultant within 30 calendar days of the invoice date, Owner shall pay interest at a rate of 1½% per month (or the maximum allowable by law, whichever is lower) of the past due amount. Payments will be credited first to interest and then to principal.

**Suspension.** If the Owner fails to make payments when due, the Consultant may suspend performance of services upon five (5) calendar days' notice to the Owner. Owner agrees to indemnify and hold Consultant harmless from any claim or liability resulting from such suspension.
3. **DOCUMENTS** – All documents prepared or furnished by Consultant are instruments of service, and Consultant retains ownership and property interest (including the copyright and the right of reuse) in such documents. Owner shall have a limited license to use the documents in and for the Project subject to full payment for all services relating to preparation of the documents. The Owner agrees to obtain prior written agreement for any reuse or modifications of the instruments of service, and understands that any unauthorized use of the instruments of service shall be at the Owner's sole risk and without liability to the Consultant.
4. **STANDARD OF CARE** – The standard of care for all professional engineering and related services performed or furnished by the Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. The Consultant makes no warranties, expressed or implied, under this Agreement or otherwise, in connection with the Consultant's services. Consultant shall exercise usual and customary professional care in its efforts to comply with applicable codes, regulations, laws, rules, ordinances, and such other requirements in effect as of the date of execution of this Agreement.
5. **CHANGES OR DELAYS** – The proposed scope of services, compensation, schedule, and allocation of risks reflect Consultant's understanding of the Project at the date of this Agreement. Costs and schedule commitments shall be subject to renegotiation for changed conditions, unreasonable delays caused by the Owner's failure, independent government agencies, acts of God, or causes beyond the reasonable control of Consultant. Where this occurs, changes in the Agreement shall be negotiated and an equitable adjustment shall be made.
6. **TERMINATION** – The Owner and Consultant may terminate this Agreement in whole or in part at any time by giving 30 days written notice thereof. The Owner shall promptly pay Consultant for all services rendered to the effective date of suspension of services, plus suspension charges, which shall include the cost of assembling documents, personnel and equipment, rescheduling or reassignment, and commitments made to others on the Owner's behalf.
7. **SUSPENSION OF SERVICES** – If the Owner suspends services of the Consultant for any reason for more than thirty days, the Consultant shall be reimbursed for expenses incurred due to suspension of services, including costs associated with rescheduling or reassigning personnel, and commitments made to others on Owner's behalf.
8. **INDEMNITY AND LIMITATION OF LIABILITY** – Owner and Consultant each agree to indemnify and hold the other (including their respective officers, directors, employees, agents, owners, shareholders, members, partners, sub-consultants, subcontractors, and representatives) harmless from and against liability for all claims, losses, damages and expenses, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Owner and Consultant, they shall be borne by each party in proportion to its negligence. Neither the Owner nor Consultant shall be liable for incidental, indirect or consequential damages. The Consultant's liability to the Owner and to all construction contractors and subcontractors on the Project, due to the Consultant's negligent acts, errors omissions, or breach of contractual obligations relating to or arising out of the Project shall not exceed twice the Consultant's total fee.

9. **OPINIONS OF COST** – Consultant’s opinions of probable cost represent Consultant’s judgment as an experienced and qualified design professional. Since Consultant has no control over the cost of labor, materials, equipment, or services furnished by others, or over the Owner’s and other contractor’s methods of determining prices, or over competitive bidding or market conditions, the Consultant cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable cost prepared by the Consultant.
10. **CONSTRUCTION PHASE SERVICES** – If Consultant performs any services during the construction phase of the Project, Consultant shall not supervise, direct, or have control over Contractor’s work. Consultant shall not have authority over or responsibility for the construction means, methods, techniques, sequences or procedures or for safety precautions and programs in connection with the work of the Contractor. Consultant does not guarantee the performance of the construction contract by the Contractor and does not assume responsibility for the Contractor’s failure to furnish and perform its work in accordance with the Contract Documents.

11. **MISCELLANEOUS**

**Right of Entry:** Unless otherwise noted in the scope of work, the Owner shall provide for Consultant’s right to enter the property owned by the Owner and others in order to fulfill the services to be performed hereunder.

**Dispute Resolution:** Owner or its Contractor agree to notify Consultant of any claims against the Consultant within 10 days of discovery of any allegations, errors or omissions. Should a dispute arise, Owner and Consultant agree to negotiate disputes between them in good faith for a period of 30 calendar days from the date the dispute is raised in writing by either the Owner or Consultant. If the parties fail to resolve the dispute through negotiation, then the dispute shall be decided through non-binding mediation or other mutually agreed alternative dispute resolution technique. Fees and expenses for mediation shall be split equally between the parties. The Owner and Consultant agree non-binding mediation or other mutually acceptable dispute resolution technique shall precede litigation. This Agreement shall be governed by the laws of the State where the Project is located.

**Hazardous Environmental Conditions:** The scope of Consultant’s services does not include any responsibility for detection, remediation, accidental release, or services relating to waste, oil, asbestos, lead or other hazardous materials, as defined by Federal, State, and local laws or regulations. Consultant is not required to become an arranger, operator, generator, or transporter of hazardous substances, and shall have no responsibility for the discovery, handling, removal, disposal or exposure of persons to hazardous substances of any form.

**Consultant Reliance:** Consultant shall be entitled to rely, without liability or the need for independent verification, on the accuracy and completeness of any and all information provided by Owner, Owner’s consultants and contractors, information from public records, and information ordinarily or customarily furnished by others, including, but not limited to specialty contractors, manufacturers, suppliers, and publishers of technical standards.

**Certifications:** Consultant shall not be required to sign any documents that result in Consultant having to certify, warrant, or guarantee the existence of conditions whose existence Consultant cannot ascertain within its services for the Project.

**Third Parties:** Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Consultant. Consultant’s services hereunder are being performed solely for the benefit of the Owner, and no other entity shall have any claim against Consultant because of this Agreement or Consultant’s performance of services hereunder.

**Severability & Waiver:** In the event any of these Contract Provisions are found to be illegal or otherwise unenforceable, the unenforceable Contract Provisions will be stricken, and those remaining Contract Provisions shall continue in full force and effect. The failure of either party of this Agreement to insist, in any one or more instances, upon the performance of any of the terms, covenants or conditions of this Agreement, shall not be construed as a waiver of such term, covenant or right.

**Joint Drafting:** The Parties expressly agree that this Agreement was jointly drafted, and that they both had opportunity to negotiate its terms and to obtain the assistance of counsel in reviewing its terms prior to execution. Therefore, this Agreement shall be construed neither against nor in favor of either Party, but shall be construed in a neutral manner.

**ATTACHMENT A**  
**for**  
**Final Design and Construction Engineering Services**  
**for 12<sup>th</sup> Street Booster Station**

**between**  
**KELLER ASSOCIATES, INC.**  
**and**  
**CITY OF EMMETT, IDAHO**

**KA #210022**  
**Scope and Budget**

**ARTICLE I—Project Description**

The City of Emmett desires to construct a new booster station located off 12<sup>th</sup> Street to provide water supply that meets state public drinking water standards to a new pressure zone. The basis of design, service area, size, and components of the booster station are detailed in the Department of Environmental Quality (DEQ) approved July 2019 Payette River Orchards Water Booster Pump Station (also referred to as the 12<sup>th</sup> Street Booster Station) Preliminary Engineering Report (PER). A basic summary of the facilities includes a package style 4-pump booster station (two 170 gpm duty pumps and two 1500 gpm fire pumps), pressure tank(s), generator, and electrical gear housed inside a pre-engineered CMU building. It is understood by all parties that the Consultant can rely upon and use the information and data presented in the approved PER, including geotechnical information, for completing final design services. If revisions to PER are desired or needed to complete final design services, they can be provided by Consultant as an additional service.

Topographic survey data for the project area in CAD format will be made available to the Consultant by the Owner which data can be relied upon. It is further understood that the booster station will be located at the southeast corner of the intersection of Royalty Avenue and E 12<sup>th</sup> Street within 100 feet of an existing 12-inch water main on a site that will be either donated or a permanent easement provided to the City by a local developer. The Consultant will not provide any support for site acquisition or easement support. Site improvements are only anticipated to include access off 12<sup>th</sup> Street, infiltration swales for stormwater disposal, combination of asphalt/concrete/gravel driveways, and security lighting and fencing.

**ARTICLE II—Scope of Work**

The following engineering services shall be provided by Keller Associates (Consultant) as part of this Agreement for Engineering Services.

**A. Project Management**

Project management includes general project administration services including contract administration, monthly invoicing, regular progress reports, maintaining project schedule, and internal project administration. Deliverables include regular progress reports and invoices.

**Kickoff meeting:** Schedule a project kick-off meeting to discuss key design concepts, project goals and objectives, and project constraints.

**Deliverables:** Regular progress reports, invoices, and progress meeting agendas and minutes

## B. Permitting

No environmental or local, state, or federal regulatory permitting support will be provided by the Consultant. The City will provide the Contractor a building permit using the final design plans provided by the Consultant. The Contractor will be responsible for all building permit fees unless waived by the City.

## C. Final Design

Final design of the project components as outlined in Article I—Project Description will be completed by the Consultant. Consultant will prepare site civil, grading and drainage, mechanical, structural, architectural, plumbing and HVAC, electrical and control (P&ID) drawings and technical specifications for the project improvements with the understanding that construction will be performed by a single general contractor. Construction (ISWPC) and Keller Associates standard specifications. The following provisions will govern the final design services:

1. **Design Drafting:** Consultant will perform design drafting in AutoCAD for the drawings. Drafting will be completed on 11"x17" sheets.
2. **Bidding and Technical Specifications:** Technical specifications will be developed with the understanding that front-end construction bidding documents (bid advertising, instructions to bidders, bid forms, bid bonds, insurance requirements, agreements, general provisions, and supplemental conditions) shall be based on 2013 edition of the EJCDC. It is assumed that no equipment pre-purchase or pre-selection will be accomplished.
3. **60% Drawings:** Consultant to prepare 60% drawing set for Owner review and comment and meet with Owner to receive comments and discuss drawings for comment resolution.
4. **95% Drawings and Specifications:** Consultant will take the 60% design review comments and incorporate into the 95% set of design drawings. Consultant will provide the Owner a set of 95% drawings and specifications for Owner and DEQ review and comment. Consultant will prepare an updated opinion of probable cost for the project. Project erosion and sediment control plans will be required from the Contractor. It is understood that the City's SCADA integrator will provide SCADA programming and integration as a subcontractor for the prime contractor. As such, the City's SCADA integrator will provide a courtesy review of the 95% design drawings and specifications and complete the SCADA panel design. The Consultant will meet with the Owner to receive comments and discuss 95% drawings and specifications.

5. **100% Drawings and Specifications:** Consultant will incorporate appropriate revisions made by the Owner and other permitting agencies into a final set of stamped drawings and specifications.
6. **Deliverables:** Consultant will provide the following deliverables as part of completion of this task:
  - 60% Drawing package (3 hard copies – 11x17; electronic copy in PDF format).
  - 95% Drawings and specifications (3 hard copies – 11x17; electronic copy in PDF format).
  - 100% Drawings and specifications (2 hard copies – 11x17; electronic copy in PDF format).
  - Updated opinion of probable cost estimates at 95%.

**D. Bidding Support**

Consultant will provide bidding support for a single, public advertisement bid process with an award to a single general contractor. Bidding support will include attendance to a prebid meeting, responding to contractor questions during the bidding process, issuing addenda, attending the bid opening, reviewing bids, and recommending an action in response to the submitted bids.

**E. Construction Engineering (Future Task) – To be determined at a future time.**

**ARTICLE III—Compensation**

**Summary of Professional Services Fees**

<b>Task</b>	<b>Description</b>	<b>Billing</b>	<b>Budget/Fee</b>
A	Project Management	LS	\$6,100
B	Permitting	T&M	-
C	Final Design	LS	61,400
D	Bidding Support	LS	6,800
E	Construction Engineering	LS/T&M	TBD
<b>Subtotal</b>			<b>\$74,300</b>

**ARTICLE IV—Time Schedules:** Once Consultant has received authorization to proceed through a signed contract, Consultant shall promptly proceed with the work outlined in Article II. It is contemplated that Consultant will submit 95% plans to DEQ and Owner within 4 months of receiving a signed contract to proceed.

## **ARTICLE V—Services Not Included in Scope of Work or Provided by Others**

The following services/items are not included in this scope of work and budget and will either be provided by others or can be provided by Consultant upon a mutually agreed upon contract addendum.

1. Utility locates.
2. Access to records and mapping.
3. Publication and advertisement costs.
4. Topographic and boundary surveying.
5. Geotechnical exploration, testing, and analysis. Additional potholing, if desired.
6. Funding support since it is understood City reserves will fund the project improvements.
7. Legal fees, legal review of contract and bid documents.
8. Environmental surveys, reports, and/or field investigations.
9. Recording fees.
10. Land and easement negotiation and purchase costs.
11. Landscape design.
12. Support or attendance to public meetings and open houses
13. Design of offsite dry and wet utility extensions (accepting less than 100 feet of 12-inch suction water main)



## City's Strategic Pillars

10/22/19

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

### **Building/Zoning Department Goal**

- **Educate staff to obtain intimate knowledge of building and zoning codes. 20%**
- Update outdated city ordinances, **implement new ordinance**-----80% zoning and building only.
- Obtain accessibility inspector certification for ADA compliance----40%
- Create ADA transition plan to evaluate all City owned buildings and property. 95%
- Certified Floodplain Manager 75%

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

- None

### ***Current Projects***

1. Start reviewing lot sizes for R-2, duplex zone. Would like to reduce the minimum lot size from 8000 down to? Had first and second meeting on this, zoning commission is on board to reduce lot size down to 6000 sq. ft. for a R-2 zone. Will bring back a formal amendment.
2. Start on proposal to adjust/reduce boundaries of the Historic Central Business District for design review.
3. Drafting ordinance to allow placement of tiny homes. This amendment has been approved by the State of Idaho Building Code Board and will go into the Legislature in January 2018.
4. Re-writing Area of Impact Agreement between City of Emmett and Gem County.
5. Started a draft Oil and Gas Ordinance. Draft is done. Working on revisions
6. Ordinance revision to allow Manufactured Homes in an R-1 zone without a variance. Draft is done.
7. Revisions to rubbish ordinance.
8. Working with County to finalize Area of Impact Map boundary.
9. Permits, September 2019: New house = 3. Commercial = , Duplex = , Apartment = - Hangars = 0, Manufactured Home = Fees Collected: \$ 7018.40
10. Airport Planning for the future.
11. Reviewing Draft Sewer and Water Late-comers Policy
12. Zoning Applications:
  - Preliminary plat, Payette River Orchard 243 Lots--Continued to Nov. 4, 2019
  - Special Use Permit, 210 Main Street LLC, Church in residential zone--Continued to Nov. 4, 2019
  - Development Agreement, 210 Main Street LLC--Continued to Nov. 4, 2019
  - Variance 210 Main St. LLC, Lot Size--Continued to Nov. 4, 2019

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

13. Convert our building permit software over to Black Mountain: Partially complete
14. Continue with Building, ADA, and Floodplain webinars
15. Review Economic Development chapter of comp. plan Complete
16. Review Community Design chapter of comp. plan
17. Review Education Chapter of comp. plan -Complete
18. Design Review for a two-story office building- Sawtooth Land Surveying
19. Administrative Lot Split review- S. Boise Ave. Stephen Frey

### ***Training***

- *(see attached)*

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

## Building and Zoning

September 2019

<b>Emp, Title</b>	<b>Training/Hours</b>	<b>Date</b>	<b>Location</b>	<b>Cost/Certificate</b>
<b>Dep. Head</b>	2018 Updated to the IBC	9-11-19	Nampa	Yes/Yes
<b>Dep. Head</b>	2015/2018 IRC Updates	9-12-19	Nampa	Yes/Yes
<b>Dep. Head</b>	Manufactured Home Installation and Setup	9-13-19	Nampa	Yes/Yes
<b>Dep. Head</b>	FEMA Floodplain Open House	9-17-19	Emmett	No
	<b>Total Training Hours</b>			<b>Total Cost</b>
	<b>26</b>			<b>\$ 250.00</b>

## ***City's Strategic Pillars***

10/16/19

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

### ***Clerk's Goals this Budget Year***

- Employee Health Insurance Renewal- Costs/Coverage
- Establish an Asset Management Plan for each Department
- Set up electronic files for permanent documents (resolutions, ordinances, ect.)
- Increase ACH (Direct Pay) 10%
- Comply with Code on Retention of Records Management
- Fully Cross Train Utility Clerk/Deputy Clerk on operational processes

### **Expenditures requiring authorization / purpose of expenditure**

- None

### **Training**

- Deputy Clerk to attend PRIMA October 16, 2019

### **Accomplishments since last report**

- IIIA – Enrollment completed for October 1, 2019
- 2019-2020 Budget Published and ready for activation October 1, 2019
- Increased ACH (Direct Pay) by 92 customers from September 2018 to September 2019
- Completed September Financials and Bank Reconciliation
- Signed Contract with Access Idaho – Now accepting Credit/Debit card payments on all fees ie. Business license, dog license, permit fees, cemetery fees ect.
- Updated renewal rates to employee records for IIIA Insurance
- Updated employee files and payroll system to reflect 3% COLA and Merit Increases

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

- Training with Black Mountain and Building Department on Permitting Module
- Promote ACH (Direct Pay) and increase client participation by 10 clients each month
- Cross Train Deputy Clerk on Payroll Process- currently  $\frac{3}{4}$  complete on process
- Cross Train Deputy Clerk on City Financial Statements – 0 completion on process
- Train Deputy Clerk on License Renewal Process, Alcohol, Bartenders, Business ect.
- Request Financials from Candidates to comply with the Sunshine Law requirements, next report due October 29, 2019
- Process end of fiscal year entries and reports
- Schedule Annual Audit with Zwygart and Associates
- Integra Paperless Business Solutions to scan all our Minute Books into digital record and to return the original records by October 30, 2019
- Research Temp Employment Agency Cost for leave of absence of an employee March-May



# City of Emmett, Idaho

Monthly Financial Report

September 2019

## OUR CASH...

Account Balances

<b>GENERAL FUND –</b>	
Cash & Investments	\$ 2.340M
<b>STREET FUND –</b>	
Cash & Investments	\$ 319,066
Investments	\$ 389,723
Cash	\$- 70,657
<b>LIBRARY FUND –</b>	
Cash & Investments	\$ 193,615
Investments	\$ 164,047
Cash	\$ 29,567
<b>CEMETERY FUND –</b>	
Cash & Investments	\$ 90,906
INVESTMENTS	\$ 54,582
CASH	\$ 36,323
<b>PERPETUAL CARE FUND –</b>	
CASH & INVESTMENTS	\$ 83,689
INVESTMENTS	\$ 72,819
CASH	\$ 10,870
<b>WATER FUND –</b>	
Cash & Investments	\$ 3.350M
Investments	\$ 2.952M
Bond Payment Reserve	\$ 302,277
Cash	\$ 223,964
<b>SEWER FUND –</b>	
Cash & Investments	\$ 4.536M
Investments	\$ 3.358M
Bond Payment Reserve	\$ 968,433
Cash	\$ 212,396
<b>SANITATION FUND –</b>	
Cash & Investments	\$ 144,733

## CASH FLOW... BUDGET VS. ACTUAL YEAR TO DATE

### GENERAL FUND REVENUES AND EXPENDITURES

<b>Fiscal Year 2018-19 Budget</b>	<b>\$2,564,379</b>	
Revenues to Date	\$ 2,744,847	107%
Expenditures to Date	\$ 2,489,015	97%

### ROAD & STREET FUND REVENUES AND EXPENDITURES

<b>Fiscal Year 2018-19 Budget</b>	<b>\$ 754,476</b>	
Revenues to Date	\$ 840,878	111%
Expenditures to Date	\$ 747,776	99%

### LIBRARY FUND REVENUES AND EXPENDITURES

<b>Fiscal Year 2018-19 Budget</b>	<b>\$ 238,530</b>	
Revenues to Date	\$ 235,870	99%
Expenditures to Date	\$ 234,859	98%

### CEMETERY FUND REVENUES AND EXPENDITURES

<b>Fiscal Year 2018-19 Budget</b>	<b>\$ 117,696</b>	
Revenues to Date	\$ 99,231	84%
Expenditures to Date	\$ 101,647	86%

### WATER FUND REVENUES AND EXPENDITURES

<b>Fiscal Year 2018-19 Budget</b>	<b>\$1,733,400</b>	
Revenues to Date	\$ 1,641,954	95%
Expenditures to Date	\$ 1,829,115	106%

### SEWER FUND REVENUES AND EXPENDITURES

<b>Fiscal Year 2018-19 Budget</b>	<b>\$2,114,800</b>	
Revenues to Date	\$ 2,291,462	108%
Expenditures to Date	\$ 1,584,142	75%

### SANITATION FUND REVENUES AND EXPENDITURES

<b>Fiscal Year 2018-19 Budget</b>	<b>\$ 529,230</b>	
Revenues to Date	\$ 567,555	108%
Expenditures to Date	\$ 569,598	108%

## SPECIFIC REVENUES COLLECTIONS AT A GLANCE...

### PROPERTY TAX COLLECTIONS

<b>Budget</b>	<b>\$1,725,821</b>	
Revenues to Date	\$1,738,371	101%

### STATE SHARED REVENUES COLLECTIONS

<b>Budget</b>	<b>\$ 263,935</b>	
Revenues to Date	\$ 277,625	106%

### BUILDING PERMIT REVENUES COLLECTIONS

<b>Budget</b>	<b>\$ 35,000</b>	
Revenues to Date	\$ 103,964	297%

### ***City's Strategic Pillars***

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

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

- Coordinate the fit of all service support functions: maintenance/repair, quality control and technical support. (80% 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)
- Provide a business inspection program that educates so that 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. (38% of completion)

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

•

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

- Color Guard prepared for a flag presentation at crab feed- canceled
- Color Guard prepared for a flag presentation at the 911 ceremony- called out on a MVC
- Submitted state and county reimbursement for TECC class
- Closed out TECC class with NAEMT
- Met with Middle School and planned Rally
- Executed Pull Together Rally with assistance from public works- team work focus
- Met with Emmett High School and started planning bon fire
- Ice Cream social with Meadow View Assisted Living
- Replaced 3 car seat for people involved in MVC
- Answered questions regarding egress for a local business
- Responded to a local business inspection about a trouble in their alarm panel, ongoing and will need to replace panel and be reinspected
- Replaced smoke alarm batteries and trouble shot involved problem at a home
- Fielded numerous questions regarding the Gem County Fire District's Burn Ban
- Received questions regarding road access for a possible residence in Gem County and steered them in the right direction
- Turned in application for Idaho Paramedic - Approved
- Snake River Valley Chiefs meeting attended
- Replaced 2 smoke detectors and 1 battery in a home
- Replaced 4 smoke detectors and installed a CO detector in a home
- Extra drill on hose loads and deployment
- Providing EMS coverage for all Emmett High School varsity football games
- Met with Chief Cook and discussed Wildland Deployments and possible task force
- Assisted a local business with Knox box placement
- Assisted Gem county residents with burning in Gem County
- Assisted an engineer to get ahold of the correct district for their project
- Assisted a local business with getting ahold of the correct district for a proposed awning

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

- Developing a cancer prevention program (will complete in winter)
- Clean back apron
- Training Facility

- Peer to Peer program and Fire Chaplin program
- Plan for Oct 30 101 Drill
- School Safety Group
- Working with other departments to develop a Wildland Strike team/Task Force

***Training (See Attached)***

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

<b>Emp, Title</b>	<b>Training/Hours</b>	<b>Date</b>	<b>Location</b>	<b>Cost/Certificate</b>
<b>1 Chief</b>	<b>Leadership,Command &amp; Control, Tactics-12</b>	<b>9/14/19-9/15/19</b>	<b>Hailey FD</b>	<b>\$375/Yes</b>
<b>1 Firefighter</b>	<b>NFA Inspections</b>	<b>9/14/921</b>	<b>NFA Marryland</b>	<b>\$487/Yes</b>
<b>1 Chief</b>	<b>Fire Conference Tactics 14hrs</b>	<b>9/13-9/15</b>	<b>Coeur d'Alene</b>	<b>1060/No</b>

**# Emp. Trained    Total Training Hours**

**Total Cost**

### ***City's Strategic Pillars 10-8-2019***

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

**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 by 90%.
- 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
- Library will support and enhance its early literacy program, through staff development and new learning STEM & STEAM opportunities. 95%
- Develop grant/gift programs as well as in-kind contributions, providing no less than \$50,000 a year towards budget. 90% **To date: Donations=\$25,326.91 + Grants=\$10,217.00, In-Kind Donations=\$10,295.00**

***-Expenditures requiring authorization from higher and purpose of expenditure***-None at this time  
***-Training last 30 days***- last 30 days – see attachment

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

- First Books Grant-partnership with Head Start FY 2019-2020- 50 book given out on first Friday
- First Wednesday, October 2<sup>nd</sup>, Fluid Art Pumpkin Paint **(127 attended)**
- Partnership with Rotary for National Library Card Month (September) \$500 donation
- September 5<sup>th</sup> meeting with Rec District & New School Superintendent Woods
- Idaho Works Conference room usage, beginning September 13<sup>th</sup>
- National Library Card Sign-up Month (September) **67 new library cards**
- Make-It-N-Mingle "Choose Your Own Adventure" October 18th
- Library Reading Corner at Harvest Festival by Gem Co. Rodeo Queens & gave out **58 kids books**
- Friends of the library "Book Sale" September 28-29, giving away books to teachers, too. **\$1200 raised!**
- \$1,000 donation for staff to attend Idaho Library Association Conference-sent 4 staff, Oct. 3&4.

#### ***Next 30 Days***

- "Hooked on Chocolate" formerly Cupcake Wars November 9 @library 5-9pm
- National Friends of the Library Week, October 20<sup>th</sup> – 26<sup>th</sup>
- Idaho Family Reading Week, Proclamation & Story Time w/First Lady Theresa Little Nov 12<sup>th</sup> 11am
- Planting of 2 trees on South Side, replacing large overgrown ones

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

## LIBRARY

<b>Emp, Title</b>	<b>Training/Hours</b>	<b>Date</b>	<b>Location</b>	<b>Cost/Certificate</b>
<b>Librarian (8)</b>	Smart Women Conf.	2/15/2019	Boise, ID	No
<b>Director (16)</b>	Makers Make Guide	3/26-27/2019	Boise, ID	No
<b>Librarian (8)</b>	Read to me training	4/12/2019	Boise, ID	No
<b>Librarian</b>	Intro teaching children's Literature	2018-19 Fall Semester	CSI	No/3 credits
<b>Librarian</b>	Ref. Resources	2018-19 Fall Semester	CSI	No/3 credits
<b>Librarian</b>	Info Literacy	2018-19 Fall Semester	CSI	No/3 credits
<b>Librarian</b>	Customer Service	8-16-2019	Emmett	No
<b>Librarian</b>	First Book-Children's Program/Grant Training	8-23-2019	Boise, ID	No
<b>Librarian</b>	Adult Library Services	10-2-2019	Nampa, ID	No
	<b>Total Training Hours</b>			<b>Total Cost</b>
	<b>46.5</b>			<b>\$0.00</b>



2019 Library Stats	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	2019 TOTALS	2018 Totals
<b>PATRONS</b>														
Resident	3923	3967	3990	4019	4045	4070	4089	4117	4156	4179	4217	4250	4250	3900
NonResident	1912	1925	1937	1950	1957	1975	1989	1998	2020	2031	2037	2066	2066	1898
Adult-Circulation	2069	1936	2029	2509	2474	2428	2191	2018	2220	2716	2506	2346	27442	25328
Teen-Circulation	266	231	259	252	246	227	259	370	444	535	449	378	3916	3265
Juvenile-Circulation	1898	1733	1369	1699	2106	2285	1740	2200	3090	3325	2504	2336	26285	21685
<b>TOTAL BOOKS</b>	<b>4233</b>	<b>3900</b>	<b>3657</b>	<b>4460</b>	<b>4826</b>	<b>4840</b>	<b>4190</b>	<b>4588</b>	<b>5754</b>	<b>6576</b>	<b>5459</b>	<b>5060</b>	<b>57643</b>	<b>50278</b>
Audios-Circulation	180	198	150	180	171	202	295	242	230	232	225	176	2481	2227
In-house Tech-Circ	27	83	163	142	132	174	205	207	298	289	366	307	2393	462
In-house Book-Circ	89	76	100	223	246	163	209	174	118	348	497	302	2545	new
Trade/Exchange-Circ	249	23	195	265	205	329	291	397	243	419	551	322	3489	3995
Hobbies/Games/Kits-Circ	11	20	17	32	21	44	17/00/04	31/00/05	36/00/07	42/00/05	41/00/02	27/00/06	368	286
Video/DVD	1283	1584	1937	1980	2023	1922	1675	1692	1780	2057	1643	1755	21331	18302
<b>TOTAL CIRCULATION</b>	<b>6072</b>	<b>5884</b>	<b>6219</b>	<b>7282</b>	<b>7624</b>	<b>7774</b>	<b>6865</b>	<b>7300</b>	<b>8423</b>	<b>9921</b>	<b>8741</b>	<b>7922</b>	<b>90250</b>	<b>75550</b>
Children's Outreach	229	208	102	39	188	192	167	95	469	426	157	86	2358	2896
Children's Activities	213	244	308	245	296	328	249	172	681	685	272	189	3421	2345
Family Activities	62	118	103	63	49	319	256	326	112	149	287	47	1891	488
Computer Usage	471	468	418	495	466	531	516	503	677	625	703	585	6458	5737
WiFi Usage	507	497	481	509	531	466	491	521	544	541	491	512	6091	5981
Reference/Phone	1269	1193	1079	1109	1008	1107	1236	1302	1289	1272	1359	1207	14430	18023
Meeting Room	139	157	167	183	172	193	152	29	124	108	52	65	1541	1147
Proc: Audios CD's	8	3	6	3	21	6	14	1	13	4	0	2	81	131
Proc: DVDs/BRay	60	49	39	53	103	59	39/00	51/00	16/000	40/000	01/000	48/000	558	620
Proc: Books	245	206	228	174	248	281	269	235	155	221	95	172	2529	2620
Hobby/Collection/Tech	5	4	0	33	10	0	26/00	10/000	00/006	00/00	00/00	01/000	95	19
ILL snt/recvd	20	38	26	28	13	31	25	24	35	31	24	26	321	239
Audios Withdrawn/Hobby	2	0/30	0/00	37/11	006/000	001/000	000/000	20/000	64/000	16	3/002	001/00	156/43	8
Videos/DVD Withdrawn	34/28	07/000	02/002	83/41	115/006	001/001	011/015	000/28	000/002	001/000	042/000	000/007	426	361
Books Withdrawn	277	11	11	274	210	214	243	369	9	8	119	112	1857	1845
Patron Visits	4372	3902	4045	5040	5103	5221	4980	4955	5340	6015	6204	5566	60743	49076
Total Hours Open	170	153	153	156	148	167	170	177	160	174	174	226	2028	1911
Volunteers/Foster	108	96.0	88	97.5	81	93.5	97	117.5	178	146	93.5	149.5	1345.5	1473
Friends of the Library-Yearly												2002	2002	1580

## City's Strategic Pillars

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

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

- Retain 100% of Patrol Officers and Patrol Sgts. for no less than 3 years. **(37% of Completion)**
- Proactively make residences and businesses along 1/5 of the main arterials in the city at least 80% ordinance compliant each year, in addition to reacting to citizen complaints; new arterials will be targeted each year. (% of completion)
- Reduce domestic violence repeat offenses by 50%. **(Current 8 / 2018 at this time 12 / 33% decrease)**
- Ensure 100% of police department staff attends C.I.T. Training to improve mental hold process by end of 2019 fiscal year. **(92% of completion)**
- Form, train and deploy a Narcotic Detection Team that includes a drug detection canine. **(100% of completion)**

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

- ***Purchase of parts for short barrel rifle conversion Approx. \$1,300.00.***
- ***Purchased approx. \$2000.00 worth of uniforms for 7 officers.***

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

- See attached
  - ***No less than Top Ten Accomplishments since last report.***
- Drone pilot will start training during the month of October.
- Officer Roehr has begun F.T.O. with the department and is going to become P.O.S.T. Certified.
- Sgt. Bertalotto will be handling Code Enforcement while Roehr is training.
- One Officer attending P.O.S.T.
- D.C. Babcock is updating the Lexipol policy pertaining to department rewards like a Life Saver Award.
- Sgt. Bertalotto will be comparing dispatch agreements with others and present to council in October.
- 8 officers from our department attended domestic violence training put on by ROSE Advocates.
- Have finally made second contact with Lara, from CARES, who advised she is still teaching No, Go, Tell classes. Have contacted Mrs. Smith at Carberry and Shadow Butte who is arranging these presentations.
- Kiwanis is interested in creating a fund raiser involving flat chief. Moving Flat Chief to second business.
- Created a rough draft of a protocol of how to call out K9 team which will be followed by EPD and GCSO.
- Met with Principals of all the schools and Superintendent to discuss protocol of when to call dispatch. Also revisited the S.R.O. responsibilities.
- Was contacted by Buck Nash who wants to provide a reflective product for students to wear while walking to school or while waiting at a bus stop.
- Waiting on architect to break up remodel plans into phases and also give an estimate of cost.
- Have purchased enough parts to convert 3 rifles over to short barrel with suppressors. Must be registered with ATF.

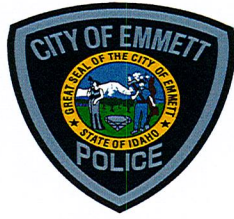
### ***Plan for next 30 days***

- Will be purchasing signs from Squaw Butte Signs that authorize GCAT to tow vehicles that are not authorized to park in the city hall parking lot during Cherry Festival. (next year)
- Have reviewed updated tow policy in Lexipol and need to review State Police Policy.
- Continue teaching at schools.
- Provide Domestic Violence Community Training in Emmett. Will be contacting Rose Advocates to assist with providing both ~~training to first responders~~ and the community.
- Review PAL Pound contract / revisit the possibility of increasing pound fees. Renew contract.

- Implementation of new lockdown procedure.
- ~~Training of K9 and SRO to complete drug detection team.~~
- Remodeling of PD
- Put on Stranger Danger Presentations at preschools and Elementary schools.
- Making students who are at bus stops safer.
- Clint and I will be discussing how to get better use of the tin building.

Emmett Police Department

<b>Emp, Title</b>	<b>Training/Hours</b>	<b>Date</b>	<b>Location</b>	<b>Cost/Certificate</b>
2 Det. 6 patrol	Domestic Violence Training ( 64 hrs)	9-30-19	Emmett	\$0/No
2 Det.	MDT training (16 hrs)	10-8-19	Boise	\$0/No
	9-3-19 – 10-22-19			
<b># Emp. Trained</b>	<b>Total Training Hours</b>			<b>Total Cost</b>
<b>10</b>	<b>80</b>			<b>\$0</b>



## EMMETT POLICE DEPARTMENT

### September Patrol Statistics

	TOTAL
Felony Arrests - Male	1
Felony Arrests - Female	0
Misd. Arrests - Male	21
Misd. Arrests - Female	9
Infraction Cite	131
Dispatched Calls	376
Reports	93
Dogs Taken to Pound	4
Ordinance Calls	4

### Traffic Stops

Total Stops	277
Oral Warning	145

### Community Involvement

IROAR escort and opened event with the Governor.

Met with principals of Emmett Schools and Super intendent to discuss procedure of contacting law enforcement.

Presented a stranger danger presentation at the library.

Attended 911 ceremony at the monument on Hwy. 16.

Attended community breakfast at the high school and attended students senior projects.

A number of officers participated in School Zone Safety OT grant.

Provided security for FEMA open house.

Started regularly assisting school district with traffic control at 12th and Substation after school.

# CASE SUMMARY REPORT

From 09/01/2019 To 09/30/2019

## EMMETT POLICE DEPARTMENT

Date	Time	Initial Remarks
09/01/2019	2:20 pm	INVESTIGATED A VEHICLE BURGLARY
09/01/2019	6:17 pm	ARRESTED A 34 YOA MALE FOR DUI/ OPEN CONTAINER
09/01/2019	9:41 pm	INVESTIGATED A BATTERY BETWEEN 2 FEMALE ADULTS
09/02/2019	4:36 pm	ARRESTED A 25 YOM FOR A NCO VIOLATION
09/02/2019	6:12 pm	ARRESTED A 29 YOM FOR DUI/OPEN CONTAINER/MARIJUANA/INJURY TO CHILD
09/03/2019	12:47 am	RESPONDED TO A HOUSE FIRE
09/03/2019	7:34 am	CITY ORDINANCE - WEED VIOLATION & POSSIBLE JUNK VEHICLE VIOLATION
09/03/2019	8:30 am	INVESTIGATED INJURY TO CHILD X2
09/03/2019	9:44 pm	CITED A 28 YOA FOR DUI AND MALICIOUS INJURY TO PROPERTY
09/04/2019	1:19 pm	INVESTIGATED VEHICLE COLLISION, CITED MALE PARTY FAIL FAILING TO STOP AT STOP SIGN
09/04/2019	2:14 pm	CITY ORDINANCE - WEED VIOLATION, SIDEWALK OBSTRUCTION & TREES NEED TRIMMED
09/04/2019	3:12 pm	DROP OFF LOST ITEM AT PD, BB GUN
09/04/2019	3:58 pm	INVESTIGATED AN ANIMAL COMPLAINT CALL IN THE 900 BLOCK OF E LOCUST ST
09/04/2019	5:51 pm	UNATTENDED DEATH OF A 74 YOM
09/04/2019	8:55 pm	INVESTIGATED A DOMESTIC VERBAL BETWEEN A 28 YOA FEMALE AND A 30 YOA MALE
09/05/2019	7:55 pm	INVESTIGATE AND LOCATED 15 YOF RUNAWAY
09/06/2019	10:09 am	INVESTIGATED NCO VIOLATION, SUSPECT 31 YO MALE
09/06/2019	2:35 pm	ARRESTED 55 YO MALE ON ALASKA STATE WARRANT
09/06/2019	10:12 pm	RESPONDED TO REPORT OF AN ABANDONED VEHICLE IN THE ROADWAY
09/07/2019	3:19 am	ARRESTED 29 YOM FOR MISDEMEANOR WARRANT
09/07/2019	3:30 am	
09/07/2019	3:45 pm	INVESTIGATED INJURY TO CHILD- VICT 16 YO DAUGHTER, SUSPECT 56 YO FEMALE
09/07/2019	4:05 pm	ARRESTED A 40 YOF ON A WARRANT
09/08/2019	6:28 pm	INVESTIGATED A TWO VEHICLE HIT AND RUN CRASH
09/09/2019	8:48 am	INVESTIGATION OF 15 YOF OUT OF CONTROL
09/09/2019	8:52 pm	INVESTIGATED A TRAFFIC CRASH INVOLVING A MOTORCYCLE AND CAR
09/10/2019	8:00 am	CITY ORDINANCE - POSSIBLE VIOLATION - LETTER ONLY HAS UNMAINTAINED PROPERTY MARKED
09/10/2019	1:00 pm	CITY ORDINANCE - WEED VIOLATION
09/11/2019	8:48 am	RESPONDED TO VEHICLE COLLISION, SMALL CAR VS. PARKED TRAILER
09/11/2019	5:51 pm	ARRESTED A 20 YOA MALE ON A WARRANT AND POSS OF CONT SUBS. CITED A 19 YOA MALE FOR POSS OF CONT SUBS AND DRUG PARAPHERNIA.
09/11/2019	8:59 pm	INVESTIGATED INJURY TO CHILD
09/12/2019	9:25 am	INVESTIGATED CRIMINAL TRESPASS ALONG WITH DOG AT LARGE
09/12/2019	10:12 am	INVESTIGATED A VANDALISM OF A VEHICLE
09/12/2019	5:16 pm	YO MALE ARRESTED FOR AGGRAVATED ASSAULT
09/12/2019	5:46 pm	15 YO FEMALE RUNAWAY - ENTERED NCIC
09/12/2019	6:22 pm	RESPONDED TO THE CALL OF A DOG THEFT
09/12/2019	10:00 pm	INVESTIGATED A BATTERY BETWEEN TWO 14 YOA FEMALES.
09/13/2019	3:07 am	RESPONDED TO A POSSIBLE POISON CALL
09/13/2019	10:20 am	REPORT OF 10-50PD
09/13/2019	2:00 pm	INVESTIGATED A WITNESS INTIMIDATION INVOLVING A 71 YOF SUSPECT. CITED 71 YOF FOR FAILING TO LICENSE A DOG.
09/13/2019	6:10 pm	INVESTIGATED CIVIL COMPLAINT - CHILD CUSTODY
09/13/2019	8:00 pm	TOOK REPORT OF POSSIBLE SEXUAL MISCONDUCT BETWEEN A 7 YOF AND A 5 YOF
09/13/2019	8:07 pm	INVESTIGATED TELEPHONE THREATS-HARASSMENT
09/14/2019	12:25 am	ARREST A 33 YOF FOR A BENCH WARRANT OUT OF ADA COUNTY
09/14/2019	12:56 pm	INVESTIGATED A CHILD CUSTODY INTERFERENCE INVOLVING A 10 YOM
09/14/2019	9:48 pm	CITED A 24 YOM FOR FAIL TO PURCHASE 3RD OFFENSE
09/16/2019	11:11 pm	UNATTENDED DEATH INVESTIGATION
09/17/2019	11:20 am	CITY ORDINANCE - DOG AT LARGE (CAUGHT BY RP) & LICENSING

**CASE SUMMARY REPORT**

From 09/01/2019 To 09/30/2019

**EMMETT POLICE DEPARTMENT**

<b>Date</b>	<b>Time</b>	<b>Initial Remarks</b>
09/17/2019	2:12 pm	RESPONDED TO A SCHOOL BULLYING CALL AT BLACK CANYON HIGH SCHOOL.
09/17/2019	7:22 pm	ARRESTED A 22 YOM FOR DUJ
09/18/2019	4:46 pm	INVESTIGATED A CPO VIOLATION BETWEEN A 47 YOA MALE AND A 46 YOA FEMALE AND A 14 YOA FEMALE DAUGHTER.
09/18/2019	8:59 pm	ARRESTED A 23 YOA MALE FOR POSS OF CONTR SUBS AND POSS OF DRUG PARA.
09/18/2019	9:34 pm	INVESTIGATED A DOMESTIC BATTERY THAT TOOK PLACE
09/20/2019	12:20 am	INVESTIGATED A THEFT OF A CELL PHONE
09/20/2019	11:51 am	CITY ORDINANCE - JUNK VEHICLE VIOLATION X2
09/20/2019	6:09 pm	CIVIL COMPLAINT INFORMATION REPORT
09/21/2019	3:35 pm	INVESTIGATED A BATTERY ON A 35 YOA FEMALE AND A 42 YOA FEMALE
09/22/2019	3:11 pm	INVESTIGATED A MALICIOUS INJURY TO PROPERTY
09/23/2019	2:48 pm	ARRESTED A 47 YOA MALE ON A MISD WARRANT
09/23/2019	6:48 pm	ARRESTED A 20 YOA MALE FOR ON A BENCH WARRANT
09/23/2019	7:03 pm	FOUND 4.3 GRAMS OF A GREEN LEAFY SUBSTANCE
09/24/2019	9:30 am	INVESTIGATED STOLEN TRUCK
09/24/2019	7:16 pm	SEIZED DRUG PARAPHERNILLIA FOR A 28 YOA MALE.
09/24/2019	10:16 pm	CITY ORDINANCE - OBSTRUCT PUBLIC WAY (PUNCTURE VINE) & WEED VIOLATIONS
09/25/2019	2:00 pm	CITY ORDINANCE - WEED VIOLATION
09/25/2019	8:40 pm	CITED A 18 YOA FEMALE FOR POSSESSION OF CONTROLLED SUBSTANCE AND POSSESSION OF DRUG PARAPHERNILIA.
09/26/2019	10:20 am	CITY ORDINANCE - POSSIBLY LIVING IN CAMPER, PROHIBITED ACCUMULATIONS
09/26/2019	3:15 pm	INVESTIGATED NOISE COMPLAINT
09/26/2019	4:54 pm	RESPONDED TO A HIT AND RUN CALL.
09/26/2019	8:03 pm	ARRESTED A 19 YOA MALE FOR A BENCH WARRANT
09/27/2019	8:00 am	CITY ORDINANCE - RODENT HARBORAGE (SKUNKS) - PROH ACCUMULATIONS OF WEEDS & RUBBISH
09/27/2019	8:45 am	RESPONDED TO A NON INJURY ACCIDENT AT 2ND AND WASHINGTON
09/27/2019	3:00 pm	INVESTIGATED FEMALE JUVENILE TRESPASSING
09/29/2019	12:03 pm	INVESTIGATED A DOG BITE

Count: 74

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



## CITY ORDINANCE September Report

	NEW	RESOLVED	OUTSTANDING
Junk / Abandoned Vehicles	1	14	12
Parking Violations	2	3	2
Prohibited Accumulations	1	3	5
Sidewalk Obstruction	2	0	3
Weeds/Trees	3	16	4
Animals Present / No permit	8	9	7
*Misc. Other	6	7	2
Citizen Complaint	13		
Officer Initiated	8		

\*Description of Misc Other -



**City's Strategic Pillars**  
Tuesday, September 17, 2019

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

***Public Works Department Goals this Budget Year 2018/19 (with percentage of completion to date)***

- Implement Airport Pavement, & Master C.I.P. Plan. – 25% completion
- Create Cemetery Master Plan. – 5% Completion
- Create and implement Road Improvement Plan to provide for Safe Route planning for pedestrians, bicycles and motor vehicles. – 40% completion
- Replace all water distribution system lines less than 6 inches in diameter to meet mandatory minimum main line size requirement. – 40% completion
- Reduce I&I inside sewer collections pipes to less than 50% of current rate of 4 million gallons per day as of 2016 per Sewer C.I.P. – 40% completion

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

- None

**Training last 30 days**

- None

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

1. Installed 20MPH sign at the Queen Anne entrance of Harvest Valley Subdivision.
2. Continuing the install of fiber on 12<sup>th</sup> St in preparation to 12 St Pathway construction.
3. Installing under-ground bore for fiber-optic conduit from Water Tower to Library – **25% complete, tabled**
4. Finalizing LHTAC - 14393 S. Johns Ave. 4<sup>th</sup> to 12<sup>th</sup> Street R.O.W. Purchases, final payment & purchase title document to City Council 4/9/2019 – **100% complete**
5. Finalizing LHTAC - 14393 S. Johns Ave. 4<sup>th</sup> to 12<sup>th</sup> Street final plan design & budget for construction. – **45% complete**
6. 2019 Local Children Pedestrian Safety (CPS) Program Safe Routes to School 12<sup>th</sup> Street Pathway agreement between City of Emmett & LHTAC -**100% complete**
7. Repairs to bad water valves and water valve boxes -**25% complete**
8. Water valve exercising for all water distribution valves. – **72% complete**
9. Preparing underground irrigation systems for summer season. – **35% complete**
10. Reviewing and building safety equipment for W.W.T.P. – **50% complete**

**Plan for next 30 to 45 days**

- Preparing to continue with 12" water transmission mainlines along with new 8" water mainline replacement with new 1" water service down S Johns Avenue from 1<sup>st</sup> Street going south. **Waterlines & new water services installed to 4<sup>th</sup> Street to date. Pavement repairs started. Looks like full asphalt repairs from 1<sup>st</sup> Street to 4<sup>th</sup> Street.**
- Train Planning Clerk – **75 % Complete**
- Present last 4 proposed hangar lease agreements to City Council. This will complete all the Hangar Master plan spaces available. **Public Hearing has been held and rate increase was approved.**
- Review Cemetery fees and create Master C.I.P. Plan
- Sewer manhole grout for leak repairs, sewer manhole replacement that are leaking water

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