AGENDA
PAYETTE CITY COUNCIL
July 6, 2015
WORK SESSION & REGULAR MEETING

HONORABLE MAYOR JEFFREY T. WILLIAMS PRESIDING

LEE NELSON	MARK HELEKER
CRAIG JENSEN	JEFF SANDS
NANCY DALE	RAY WICKERSHAM

6:00 PM – Work Session

A. Parks Tour
B. Bounce Houses in City Parks & Facilities

7:00 PM – Regular Meeting

I. ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. CITIZENS COMMENTS

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D. Public Works Committee – July 6

XI. MAYOR'S COMMENTS

XII. CITIZEN'S COMMENTS
(Limited to 5 minutes per person, at the discretion of the Mayor)

XIII. ADJOURNMENT

Any person needing special accommodations to participate in the above noticed meeting should contact the City at least 5 days before the meeting at 700 Center Avenue or at 642-6024.

MINUTES
PAYETTE CITY COUNCIL
Public Hearing & Regular Meeting
June 15, 2015

6:30 PM – Public Hearing Library Fee Increase; Rural Patron Dues

ROLL CALL

Members Present:	Mayor Jeff Williams, Mark Heleker, Ray Wickersham, Craig Jensen, Jeff Sands, Lee Nelson and Nancy Dale
Members Absent:	None
Staff Present:	Mary Cordova, City Coordinator; Steve Castenada, Fire Chief; Bert Osborn, City Attorney; Doug Argo, City Engineer and Bobbie Black, Deputy City Clerk

NOTICE IS HEREBY GIVEN, in accordance with Idaho Code 63-1311A, by the City of Payette, Idaho, that the Payette City Council will meet at 6:30 p.m. on June 15, 2015, at the Payette City Council Chambers, 700 Center Avenue, Payette, Idaho, to consider public comment regarding the institution of new or increased municipal fees for the Library rural patron dues.

Bert Osborn conducted Public Hearing.

Mayor Williams asked library liaison Dale to explain the reason behind the fee increase. Councilor Dale stated the reason was so rural patrons could get summer reading cards and not be charged for the entire year. Councilor Nelson asked if that was in addition to the $60 annual fee and it was stated no. Councilor Heleker stated we use to show as a benefit when annexed and now we won't be able to do. Councilor Jensen stated this is a great idea, if grandkids are here for the summer they could take advantage. This could be more revenue in the long run.

Closed Public Hearing at 6:36 pm

7:00 PM – Regular Meeting

A regular meeting of the Payette City Council was called to order at 7:00 PM by Mayor Jeff Williams in the City Council Chambers of Payette City Hall, 700 Center Avenue.

ROLL CALL

Members Present:	Mayor Jeff Williams, Mark Heleker, Ray Wickersham, Craig Jensen, Jeff Sands, Lee Nelson and Nancy Dale
Members Absent:	None
Staff Present:	Mary Cordova, City Coordinator; Mark Clark; Police Chief; Steve Castenada, Fire Chief; Mark Clark, Police Chief; Doug Argo, City Engineer and Bobbie Black, Deputy City Clerk

A motion was made by Sands to amend the agenda to include Leak Repair Refund by Tim Shelton, the motion was seconded by Jensen.

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After a voice vote by the Council the motion CARRIED.

Dale made motion to amend the agenda to add under Executive Session, pursuant to Idaho Code 67-2345 (1)(a) – to consider hiring a public officer, employee, staff member, or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. The motion was seconded Nelson.

After a voice vote by the Council, the motion CARRIED.

PLEDGE
The Pledge of Allegiance was led by Councilor Heleker

CITIZENS COMMENTS
None Heard.

APPROVAL OF MINUTES

A motion was made by Heleker and seconded by Dale to approve the minutes of work session & regular meeting of 06-01-2015 as written

After a voice vote by the Council, the motion CARRIED.

APPROVAL OF BILLS & PAYROLL

A motion was made by Heleker and seconded by Nelson to approve the City Bills & Payroll in the amount of $191,568.56.

At the roll call:
Ayes: Wickersham, Heleker, Nelson, Jensen, Nelson and Dale.

The motion CARRIED.

SPECIAL ORDERS
None Heard.

COMMUNICATIONS
None Heard.

PLANNING & ZONING
None Heard.

AGENDA ITEMS

A. Special Event Permit – Hot August Nights
Don Belvoir, 1207 7th Avenue North, addressed the Council on behalf of Patrick's Pub. Last year they did a benefit for the museum. There was not as much word out last year and have done better this year. The event will be on 2nd Avenue South in front of Patrick's Pub. The event will be a fundraiser for the museum again this year. It is a family type atmosphere and last year was really nice to see kids dancing and visiting the museum. He would like permission and consent to do this again this year. He is asking to use city barricades again.

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The event will be the same as last year, except he has had a request from Eagles Lodge to set up their booth to sell scones. There were no problems last year. Councilor Heleker noted that the department heads have signed off, and asked why Admin hasn't signed off yet. It was stated we are waiting for proof of insurance.

A motion was made by Heleker and seconded by Nelson to approve the special event permit for Hot August Nights, August 1st and allow the use city barricades, the City receiving proof of insurance and fee to be donated to museum. Include the Eagles as a vendor after obtaining proper permits. Fundraiser is for the benefit of the museum.

After a voice vote by the Council, the motion CARRIED.

Don Belvoir stated event is contingent on one thing, they received an eviction notice and they are trying to negotiate with landlord. The owners decided they wanted to do something else with building. He appreciates the support from the City on this event. He should know by the 1st of July.

B. Donation Request – A & W Cruise Night

Jim Boyer, 9927 Elm Drive, Payette, addressed the Council. He is asking for help with cruise night and is asking for $500. He uses the money for everything. He appreciates the support from the City. Councilor Nelson we have done this in the past because it has brought so many people to town. Councilor Dale asked if could be split with the mayor's donation line item, and Mayor Williams stated he doesn't have a problem with that.

A motion was made by Nelson and seconded by Jensen to approve the donation request for A & W Cruise Night in the amount of $500.00, half from legislative and half from executive line item.

At the roll call:
Ayes: Wickersham, Heleker, Nelson, Jensen, Nelson and Dale.

The motion CARRIED.

C. Resolution #2015-07- Library Rural Patron Fee Increase/Industrial Fees

A motion was made by Heleker and seconded by Nelson to approve resolution #2015-07 regarding library rural patron fees increase and industrial fees.

After a voice vote by the Council, the motion CARRIED.

D. CPI Increase – Water & Sewer

A staff report is included in the packet and this has gone before the Public Works Committee. Councilor Jensen asked if the water and sewer department actually need a 3.9% increase. Mayor Williams stated we are trying to stay with inflation. Councilor Sands stated last year we settled at 2%. Councilor Wickersham thought 2% was adequate. Councilor Nelson stated you have to remember these are enterprise funds and not tax based, and they have to have

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funds when something happens. Mayor Williams stated we have some of the lowest water and sewer rates around, and doesn't know if we need or not. Ms. Cordova stated funds are healthy, it is prudent to take increase yearly and not raise fees all at once. Councilor Jensen doesn't see anything in budget that would have us raise rates. Ms. Cordova state one year we skipped taking the increase and then had to raise a lot in one year. The USDA stated we weren't charging enough. Councilor Nelson stated we don't qualify to get loans if we have low rates. Doug Argo stated we had to go for bond on clarifier, and we should not fall behind on CPI increases. If next year costs go up, you fall behind and lose ground ever year. CPI increase was his idea to keep pace with the cost of doing business. There are no major projects on the horizon, but we have a lot of ongoing maintenance. Councilor Dale asked if sewer fund is healthier than the water fund. Ms. Cordova stated she would have to look into that. Councilor Heleker stated if accounts are healthy, we could look at 1% to 2% area. He would hate to see it go over 2%. Councilor Sands stated he is curious on gallons charged out for last year, what did they receive in revenue. That would help him decide.

A motion was made by Heleker and seconded by Jensen to table the CPI increase for water & sewer until next meeting.

After a voice vote by the Council, the motion CARRIED.

E. Resolution #2015-08 - Ice Machine surplus

A motion was made by Heleker and seconded by Dale to approve resolution #2015-08 declaring the ice machine as surplus.

After a voice vote by the Council, the motion CARRIED.

F. Idaho Gem Grant Application Resolution

A motion was made by Dale and seconded by Heleker to approve Resolution #2015-09 for the Idaho Gem Grant Application Resolution.

After a voice vote by the Council, the motion CARRIED.

G. Rudkin Request for Extension (Old Courthouse)

Mayor Williams declared a conflict of interest with this agenda item. Councilor Heleker stated that according to the request from Mindy Rudkin, their bids on gravel was more and she didn't know they needed to do a french drain at the time of the original request. Councilor Sands commented that the weeds need to be kept down, and come into compliance. Councilor Dale agreed with the weeds and phase II should not be extended more if this extension is granted. Ms. Cordova stated October 1st is deadline for completion.

A motion was made by Nelson and seconded by Jensen to approve the extension request for Mindy Rudkin on the Old Courthouse to October 1, 2015, weeds are to be kept down and in compliance, and this extension for Phase I does not extend the completion date of Phase II out farther.

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After a voice vote by the Council, the motion CARRIED.

H. Donation Request - Holiday Downtown Committee

Loni Debban, 2187 6th Ave South, addressed the Council. She belongs to the Holiday Downtown Committee (HDC) and their purpose is to promote local business and activities that are going on downtown. We have representation from the City, museum, Darts and Masingills. We have a core group, and last year they raised money and had punch cards distributed during the Christmas holiday season. She also participated in the event at her shop and did it for the good of the community. They need to apply for a 501C3 status. The funds they had raised was unknowingly given to the Payette Chamber, and were told that the funds were set aside for them, but it wasn't. Their mission is provide a sense of community and their goal is to educate people about our town history and pride. She is asking for fee to apply for 501C3 and for a domestic non-profit license, which totals $430.00. The committee provides events that help youth and promotes community pride. Ms. Debban was asked if have an accountant lined out to help with the paperwork and she stated not yet. She does have people that will provide her some guidance. Councilor Dale asked if she is familiar with HTC and she stated yes. Councilor Wickersham asked if she knew about the Chamber and she stated yes, but their group really wants to stand alone. Mayor Williams asked what it cost for the Miracle League to get their 501C3 and Councilor Jensen stated $400.00. He suggested that maybe get with those people and partnering with them. This might be a way to be successful with this and benefit all. Speaking for her group, they had discussed participating with HTC, and have chosen not to at this time, and acknowledged that HTC does a great thing for the community. She stated the Chamber had about $700-800 of the HDC funds, and the money has since disappeared. Liz Amason spoke from the audience and stated she is a vista food security person, she is a sub site supervisor and would like to talk to Ms. Debban about this. Mayor thinks there are other organizations to help with it. Councilor Nelson asked if there was a way to piggy back on the Chamber. She stated if you were in a playground and someone else got all the money you would not play with them anymore. Councilor Nelson stated that is an unfortunate thing that happened. Ms. Debban stated it happened last Christmas and the new chamber was involved. Ms. Cordova pointed out to the Council that this organization, the HDC, is your original downtown revitalization movement. The façade program, flower pots, window decoration contest, and the holiday downtown event all came from them; they are the ones that started it all and they have been around a long time. Ms. Debban asked when the new City budget takes effect, and she was told October, to which she replied she will be back. Councilor Jensen asked if their group have talked to local merchants about donating. He stated if the Council can't fund the whole amount, maybe business donations can fund some seed money. Councilor Sands stated he would be more inclined if they already have merchants funding some. Councilor Jensen thinks they can still raise funds and get this accomplished. She stated they have expanded and are not just downtown.

No action taken.

I. Bounce House Permits/Policy

Councilor Jensen stated we originally looked at some proposals from other cities and they were very restrictive. Knew we needed to look at bounce house and if allowed to be on city property, wanted to allow our citizens to have them if they wanted to. We wanted to have the right to direct where to put bounce houses and need to address generators with noise. If there is use of electricity at the park, there is a fee. Councilor Sands asked about equipment during apple blossom, was stated all covered under Apple Blossom. Asked if there was any clause if

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they break a sprinkler line will they have to pay to repair. Electricity fee is already established for the parks. Councilor Dale stated it sounded like a nightmare on how it will be policed. Ms. Cordova stated sometimes they do say they will have a bounce house and sometimes they don't when getting a park permit at City Hall. Councilor Jensen's concern is about privately owned bounce houses on city property and what the liability would be. He doesn't want to not allow citizens to do what they would like, but signed hold harmless agreements are good to have, but also need liability to protect the City. Councilor Sands asked if you reserve the park do you have to get a permit for a certain amount of people. Ms. Cordova stated we don't have a check list, but if 50 or more we are charging a fee. Maybe we shouldn't charge a fee and then they can do what they want in the park. Councilor Nelson stated who is to say you don't own a private commercial one? Councilor Dale stated then our police department would have to go down and see if they meet the criteria. A lot of cities are not allowing at all. Councilor Heleker appreciates the concerns that have been brought to Council. Councilor Sands would like to see what other cities are doing and what AIC might be doing for a policy that is enforceable. Councilor Jensen asked where we got our policy and Ms. Cordova stated we got input from other cities. Bert Osborn stated we need liability insurance, if people get hurt and have no money they will try and sue the City. Councilor Heleker asked what if someone sneaks down there could we be liable and Mr. Osborn said yes. If we don't allow do we need to post that they are not allowed. Mr. Osborn stated either we don't allow or we require them to have insurance. Councilor Sands stated the problem with having a policy if we can't follow it. Council discussed having a work session on this policy.

A motion was made by Heleker and seconded by Nelson to table the bounce house permit and policy and more research and direction provided at work session.

After a voice vote by the Council, the motion CARRIED.

J. Water Leak – Tim Shelton, 2038 Center Avenue, Payette, addressed the Council. He is here to dispute a sewer bill. He received a $247.00 bill and asked the office what he needed to do. He filled his hot tub and used a lot of water, then took the water from the hot tub and ran it out into the yard. It was all water usage and sewer rates are tied together. He feels that he shouldn't be charged the sewer when the water didn't go through the sewer system. He did made payment for the majority of the bill and left $100 in dispute and took off and when got back he found out that water had been shut off. He is asking for determination of $100 for not using sewer and $60 in water fine. Mayor stated that it is our error that it was turned off. The $60.00 goes away and how do we give him credit. Councilor Sands said we have addressed this before with filling pools and watering yards. If water runs through your tap you are charged for sewer also. His water is back on now. Councilor Dale has accepted that she has a 32,000 gallon pool and hot tub and has to pay, and she came to the conclusion that it is not possible so have staff monitor usage at her meter when she fills. It is her choice to have a pool and your choice to fill a hot tub. He stated that he didn't think it would cost that much to fill his hot tub, 350-500 each time and he filled it about five or six times trying to clean it. Councilor Sands suggested we put a reminder on water bills.

DEPARTMENTAL REPORTS

A. Police Department – May 2015
B. Fire Department – May 2015
C. Treasurers Report – May 2015
D. Parks & Rec Committee – June 3rd

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E. Airport Commission – June 8th

MAYORS COMMENTS

Mayor Williams stated he attended the AIC conference and the breakfast session was about water rights. He asked what date of the Cities water rights were and also our sewer recharge into river.He also attended the Mayors round table, and we are doing a lot of things really well. He asked Ms. Cordova to give update on budget. Budget time-line flyers were handed out and meeting will be scheduled soon with department heads.

CITIZEN'S COMMENTS

Marcus Ward, 2217 Airport Road, stated there is a taxiway he would like to use, but there is a lock on gate. He asked a couple years ago and wants to get things moving. There were several issues and he doesn't know answers to issues. He doesn't know if he has to go to the Airport Commission first and asked how the Council would like him to proceed. It was stated he should revisit with the Airport Commission and have a work session. Decision followed that no through the fence operations are allowed.

Councilor Wickersham stated there is a Boys and Girls meeting June 23rd at the Portia Club.

Councilor Heleker talked about AIC conference. They were asked to check on water rights and understand them. He attended several breakout sessions on urban renewal and received good information in the breakout sessions. One was on gas and oil and are we able to defend ourselves.

EXECUTIVE SESSION - Pursuant to I.C. 67-2345(1)(f), the City Council will recess into Executive Session to discuss with legal counsel for the public agency pending litigation or where there is general public awareness of probable litigation and Code 67-2345 (1)(a) – to consider hiring a public officer, employee, staff member, or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need.

A motion was made by Heleker and seconded by Jensen to adjourn into executive session pursuant to I.C. 67-2345(1)(f) and I.C 67-2345(1)(a) at 8:43 PM

After a voice vote by the Council, the motion CARRIED.

The Council reconvened into regular meeting with no action taken.

ADJOURNMENT

A motion was made by Heleker and seconded by Jensen to adjourn the regular meeting at 9:05 pm.

After a voice vote by the Council, the motion CARRIED.

Signed this_____day of_____, 2015.

_____

Jeffrey T. Williams, Mayor

ATTEST:

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Bobbie Black – Deputy City Clerk

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CITY OF PAYETTE
JULY 6, 2015

CITY PAYROLL	6/26/2015	$ 138,991.93
A & W CRUISE NIGHT	6/16/2015	500.00
CPA LODGE	6/18/2015	175.00
FRIENDS OF PORTIA CLUB	6/24/2015	975.00
HARDIN SANITATION	6/21/2015	26,627.34
A COMPANY	7/6/2015	300.50
A-PLUS AWARDS	7/6/2015	174.00
ACTION COURIERS	7/6/2015	72.00
ADVANCED CONTROL SYSTEMS	7/6/2015	1,400.25
AMERICAN STAFFING	7/6/2015	6,899.88
ANALYTICAL LABORATORIES	7/6/2015	1,683.38
B.C. SALES	7/6/2015	148.80
BOUND TREE MEDICAL	7/6/2015	106.28
BRADY INDUSTRIES	7/6/2015	498.02
BUCKLER, KEITH	7/6/2015	700.00
BURKE ELECTRIC	7/6/2015	682.50
CAMPO & POOL	7/6/2015	1,574.85
D&B SUPPLY	7/6/2015	558.61
DART'S	7/6/2015	2,093.35
DCS TECHNOLOGIES	7/6/2015	323.75
DISCOVERY CENTER	7/6/2015	350.00
EDGE PERFORMANCE SPORTS	7/6/2015	4,688.00
FRANKLIN BUILDING	7/6/2015	165.00
FRUITLAND ELECTRIC	7/6/2015	677.11
GALL'S	7/6/2015	537.30
GARDEN VALLEY DISTRICT LIBRARY	7/6/2015	150.00
GROVE HOTEL	7/6/2015	740.00
GUARDIAN MANAGEMENT	7/6/2015	125.00
HANIGAN CHEVROLET	7/6/2015	606.67
HANIGAN DODGE	7/6/2015	95.00
HD SUPPLY	7/6/2015	1,617.00
HOLLADAY ENGINEERING	7/6/2015	1,177.99
HOLLINGSWORTH	7/6/2015	235.59
HOLLIS R.V.	7/6/2015	34.44
IDAHO POWER	7/6/2015	7,432.87
IDAHO PRECAST	7/6/2015	7,168.50
IDAHO RURAL WATER ASSOCIATION	7/6/2015	400.00
IDAHO TRANSPORTATION DEPT.	7/6/2015	23.00
INDEPENDENT ENTERPRISE	7/6/2015	475.38
KAMAN I	7/6/2015	10.52
KENWORTH	7/6/2015	48.50
KUSTOM SIGNALS	7/6/2015	8,864.00
LIQUID ENGINEERING	7/6/2015	7,080.00
MARC	7/6/2015	384.05
MICROMARKETING	7/6/2015	299.13
MPH INDUSTRIES	7/6/2015	1,095.00
NORCO	7/6/2015	652.18
ONTARIO BEARING	7/6/2015	59.33
ONTARIO TOOL	7/6/2015	472.00
OREGON CORRECTIONS	7/6/2015	22.05
OUTDOORSMAN	7/6/2015	649.54
OVERDRIVE	7/6/2015	16.99
PAPERLCIPS A MORE	7/6/2015	1,131.37
PAYETTE COLLISION	7/6/2015	120.00
PAYETTE COUNTY PARAMEDICS	7/6/2015	100.00
PAYETTE PRINTING	7/6/2015	174.75
PAYETTE ROCK	7/6/2015	843.96
PAYETTE TIRE CENTER	7/6/2015	65.60
PITNEY BOWES	7/6/2015	132.00
PROTEX LLC	7/6/2015	572.50
QT TECHNOLOGIES	7/6/2015	570.30
RESPOND FIRST AID	7/6/2015	53.56
ROBERTSON SUPPLY	7/6/2015	136.13
RUSH TRUCK	7/6/2015	392.81
S&H	7/6/2015	473.16
SNAKE RIVER VETERINARY CENTER	7/6/2015	212.50
SNAP ON TOOLS	7/6/2015	3,100.01
TCS UNIFORM	7/6/2015	35.98
TOOMBS JANITORIAL	7/6/2015	196.37
UNITED PARCEL SERVICE	7/6/2015	26.50
USA BLUE BOOK	7/6/2015	818.22
VAL'S FLORAL	7/6/2015	30.50
VERIZON WIRELESS	7/6/2015	733.01
WILBUR-ELLIS	7/6/2015	1,595.75
WILLIAMS, JEFF	7/6/2015	64.96
WILSON PRUETT TIRE	7/6/2015	238.00
YOUNGBERG HEATING	7/6/2015	400.00
		$ 243,055.52

MINTUES
PAYETTE PLANNING & ZONING
Public Hearing & Regular Meeting
June 25, 2015

6:00 PM – Regular Meeting

I. ROLL CALL: Randy Choate, Jody Henderson, Nial Bradshaw, Peggy Childers and Kevin Hanigan
Members Absent: Jim Franklin and Gary Youngberg
Staff Present: Bobbie Black

II. APPROVAL OF MINUTES
A. 05-28-2015 Public Hearing & Regular Meeting Minutes

A motion was made by Hanigan and seconded by Henderson to approve the public hearing & regular meeting minutes 05-28--2015 as written.

After a unanimous voice vote by the Commission, the motion CARRIED.

III. COMMUNICATIONS
None heard.

IV. PUBLIC HEARINGS
A. An application by Allison McCarthy for a conditional use permit to allow residential use in a commercial zone at 33 ½ South Main Street; Lot 9, Block 9, Masters Original. The property is zoned C-1 Commercial Downtown: Allison McCarthy, 257 West Elm Street, Vale, Oregon addressed the Commission. Wants to open an antique store and live upstairs. The building has been remodeled. Someone has previous lived upstairs. Will be renting the entire building. It is a one bedroom upstairs. There is parking in the back for people living in the building.
No one else addressed the Commission.

B. Amending Chapter 17.56 Nonconforming uses to allow residential use in a commercial zone
No one addressed the Commission

V. OLD BUSINESS

A. Gary Youngberg - CUP

A motion was made by Hanigan and seconded by Henderson to defer this item to the August 2015 Planning & Zoning meeting.

After a unanimous affirmative voice vote, the motion CARRIED.

VI. NEW BUSINESS

A. Allison McCarthy – CUP – 33 ½ South Main Street:

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Hanigan moved and Henderson seconded a motion to approve the conditional use permit for Allison McCarthy to allow for residential use in a commercial zone at 33 ½ South Main Street. All rules are meant and revisited upon complaint.

After a unanimous affirmative voice vote, the motion CARRIED.

B. Chapter 17.56 – Nonconforming Uses to allow residential use in a Commercial Zone:

A motion was made by Hanigan and seconded by Henderson to recommend to City Council to approve the code change for nonconforming uses to allow residential use in a commercial zone as presented.

After a unanimous affirmative voice vote, the motion CARRIED.

C. Application for Transfer of Development Right – Adjacent to City Limits:
Ms. Black informed the Commission that this property is adjacent to city limits and they must comply with the city ordinances per the impact area agreement with Payette County. This property also states on the application that it is agriculture and after further review it is zoned B-1 which is an airport safety zone and nothing can be constructed or planted in that zone. The Commission discussed why subdivision standards and airport safety zoning are not being followed.

A motion was made by Hanigan and seconded by Childers to recommend to City Council to send to Payette County to deny the application for transfer of development right for Aaron & Aubrey Manney due to being adjacent to city property and must comply with city ordinances per impact area agreement with Payette County, and property is not zoned agriculture in county, zoning is B-1 (airport safety zone).

After a unanimous affirmative voice vote, the motion CARRIED.

D. Application for Transfer of Development Right – Adjacent to City Limits:

A motion was made by Hanigan and seconded by Childers to recommend to City Council to send to Payette County to deny the application for transfer of development right for Tyler & Sadee Schuster due to being adjacent to city property and must comply with city ordinances per impact area agreement with Payette County, and property is not zoned agriculture in county, zoning is B-1 (airport safety zone).

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After a unanimous affirmative voice vote, the motion CARRIED.

E. PUBLIC COMMENT

F. ADJOURNMENT

Meeting adjourned at 6:24 p.m.

After a unanimous affirmative voice vote, the motion CARRIED.

Bobbie Black
Recording Secretary

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CITY OF PAYETTE, IDAHO

AGENDA STATEMENT

To: Honorable Mayor & Members of the Payette City Council

From: Mary Cordova, City Coordinator

Date: 7/2/2015

Re: Annual CPI Adjustment to Water & Sewer Rates

BACKGROUND & JUSTIFICATION:

Payette's water and sewer revenues are expected to cover the cost of providing service through user charges and other revenues generated by the City's provision of water and sewer service. The financial revenue plans presented in the last Rate Study conducted in 2008, are based on the premise that the Water & Sewer Funds will be self-supporting, with revenues sufficient to address ongoing operations and maintenance expenses as well as capital program expenses and programmatic expenses in support of the Water and Sewer Master Plans. Infrastructure rehabilitation, replacement, and upgrade requirements are necessary to maintain an aging water distribution and sewer collection systems, certain parts of which are approaching 100 years in age. Ongoing funding of water/sewer main replacements at a level necessary to ensure reliability and long term performance are essential to system sustainability.

There has been some discussion regarding the best way to account for inflation. There are two common types of inflators that are used. One is a set annual percent increase (not to exceed) typically 3 to 5 percent. The other option, which we have been using, is to adjust the rates using the consumer price index (CPI) as published by the Bureau of Labor statistics. In May of 2015, the CPI was approximately 5.6% up from the same time in 2014.

RECOMMENDATION:

Our recommendation would be to determine a fixed percentage between 2% and 5% and increase the rates by that flat percentage each year. We advocate increasing water and sewer rates each year by a small percentage as opposed to not increasing rates over a period of time and then having to institute a larger rate increase. It is important to understand that increasing based on a flat percentage or adjusting according to the CPI should be a <u>short term approach</u> to adjusting rates between comprehensive rate studies. We have budgeted Master Plan updates in both water and sewer funds in the proposed FY16 Budget. A new rate study can be completed at that time.

Table 3. Consumer Price Index for all Urban Consumers (CPI-U): U.S. city average, detailed expenditure categories -Continued

(1982-84=100, unless otherwise noted)

Item and Group	Relative importance, December 2014	Unadjusted indexes		Unadjusted percent change to May 2015 from—		Seasonally adjusted percent change from—		
		Apr. 2015	May 2015	May 2014	Apr. 2015	Feb. to Mar.	Mar. to Apr.	Apr. to May
Expenditure category								
Other food away from home [1 3]	.319	178.057	179.463	3.1	0.8	0.5	0.3	0.8
Alcoholic beverages	1.015	239.237	239.800	1.2	.2	.2	.0	.2
Alcoholic beverages at home	.597	197.146	197.357	.3	.1	.1	-.1	.1
Beer, ale, and other malt beverages at home	.274	214.225	214.457	.4	.1	.1	.3	.4
Distilled spirits at home	.073	192.873	193.671	.4	.4	.0	-.1	.3
Whiskey at home [1 2]	-	208.756	208.854	1.5	.0	.2	.2	.0
Distilled spirits, excluding whiskey, at home [2]	-	185.800	187.098	.8	.7	-.1	-.5	.3
Wine at home	.250	168.809	168.837	.2	.0	.3	-.5	-.2
Alcoholic beverages away from home [1]	.418	329.865	331.239	2.5	.4	.1	.3	.4
Beer, ale, and other malt beverages away from home [1 2 3]	-	163.929	164.011	2.4	.1	.6	.3	.1
Wine away from home [1 2 3]	-	177.706	178.559	2.4	.5	.0	.2	.5
Distilled spirits away from home [1 2 3]	-	175.732	177.085	3.7	.8	-.3	1.5	.8
Housing	42.173	236.777	237.175	1.9	.2	.1	.2	.0
Shelter	32.711	276.978	277.563	2.9	.2	.3	.3	.2
Rent of primary residence [6]	7.159	283.598	284.245	3.5	.2	.3	.3	.3
Lodging away from home [3]	.839	155.926	156.841	1.0	.6	.4	.3	-2.0
Housing at school, excluding board [6 7]	.172	502.776	502.806	2.6	.0	.1	.2	.2
Other lodging away from home including hotels and motels	.666	325.703	328.040	.6	.7	.5	.3	-2.6
Owners' equivalent rent of residences [6 7]	24.339	283.920	284.473	2.8	.2	.3	.3	.3
Owners' equivalent rent of primary residence [6 7]	22.918	283.891	284.442	2.8	.2	.3	.3	.3
Tenants' and household insurance [1 3]	.375	146.341	146.364	3.2	.0	-.1	.4	.0
Fuels and utilities	5.273	228.304	228.748	-2.4	.2	-.9	-.6	-.7
Household energy	4.051	193.157	193.538	-4.5	.2	-1.2	-.9	-1.0
Fuel oil and other fuels [1]	.236	270.254	266.112	-21.5	-1.5	3.2	-6.1	-1.5
Fuel oil [1]	.139	270.850	272.874	-27.6	.7	5.9	-8.4	.7
Propane, kerosene, and firewood [8]	.097	318.537	303.641	-10.6	-4.7	1.1	.8	-1.0
Energy services [6]	3.815	196.502	197.083	-3.3	.3	-1.5	-.5	-1.0
Electricity [6]	2.940	206.179	207.683	.5	.7	-1.1	.0	-1.2
Utility (piped) gas service [6]	.875	164.839	162.639	-15.4	-1.3	-2.7	-2.6	.0
Water and sewer and trash collection services [3]	1.222	212.153	212.542	4.6	.2	.2	.3	.3
Water and sewerage maintenance [6]	.945	488.293	488.981	5.6	.1	.3	.4	.3
Garbage and trash collection [1 9]	.277	429.807	431.234	1.4	.3	.0	.1	.3
Household furnishings and operations	4.189	123.451	123.207	-.1	-.2	.2	.5	-.3
Window and floor coverings and other linens [1 3]	.266	61.532	61.091	-4.1	-.7	-1.1	.7	-.7
Floor coverings [1 3]	.047	108.980	108.686	.8	-.3	-.1	.5	-.3
Window coverings [1 3]	.053	70.522	68.954	-6.6	-2.2	-2.8	2.5	-2.2
Other linens [1 3]	.166	48.500	48.318	-4.7	-.4	-.8	.2	-.4
Furniture and bedding [1]	.769	116.506	115.645	-.8	-.7	.9	1.3	-.7
Bedroom furniture [1]	.268	132.416	132.257	-1.7	-.1	1.8	1.7	-.1
Living room, kitchen, and dining room furniture [1 3]	.363	88.161	87.570	-.2	-.7	-.2	1.6	-.7
Other furniture [3]	.128	76.749	75.046	-.8	-2.2	.6	.4	-2.2
Infants' furniture [1 2 5]	-	NA	NA	-	-	-	-	-
Appliances [3]	.271	80.577	79.955	-2.7	-.8	-.4	.4	-.2
Major appliances [3]	.147	89.962	88.868	-4.8	-1.2	-.6	.5	-.3
Laundry equipment [2]	-	102.459	101.027	-5.0	-1.4	.5	-.2	-.5
Other appliances [1 3]	.120	68.296	68.151	-.1	-.2	-.7	.4	-.2
Other household equipment and furnishings [3]	.479	59.627	59.573	-2.2	-.1	.3	.2	-.7
Clocks, lamps, and decorator items [1]	.257	47.890	47.599	-4.3	-.6	-.6	.3	-.6
Indoor plants and flowers [10]	.107	128.007	129.270	1.0	1.0	-1.1	.2	.6
Dishes and flatware [1 3]	.041	56.025	55.910	3.8	-.2	.4	1.1	-.2
Nonelectric cookware and tableware [3]	.074	91.329	91.519	-2.5	.2	1.1	-.7	.0
Tools, hardware, outdoor equipment and supplies [3]	.710	91.704	91.874	.6	.2	.1	.0	.2
Tools, hardware and supplies [1 3]	.189	100.809	100.756	1.2	-.1	-.2	-.1	-.1
Outdoor equipment and supplies [3]	.367	87.370	87.647	.2	.3	.2	.2	.2
Housekeeping supplies [1]	.847	187.783	187.551	-.3	-.1	.5	.0	-.1
Household cleaning products [3]	.337	119.438	119.751	.5	.3	.7	.5	.2
Household paper products [1 3]	.247	170.170	169.339	-1.2	-.5	.1	.4	-.5
Miscellaneous household products [1 3]	.263	119.807	119.482	-.5	-.3	.8	-.4	-.3
Household operations [1 3]	.848	166.190	166.495	3.7	.2	.1	.8	.2
Domestic services [1 3]	.279	155.376	155.496	1.3	.1	.0	.0	.1
Gardening and lawncare services [1 3]	.279	172.652	172.410	5.4	-.1	.4	1.8	-.1

See footnotes at end of table.

Service	Total Amount	Usage
WATER	717754.68	187459430
SEWER	1166670.11	185761510
GARBAGE	309102.85	
GARBAGE CART	66741.50	
FIRE PROTECTION	6799.13	
LOCAL IMP DIST	794.88	
PENALTY	26470.00	
Grand Totals:	**2294333.15**	**373220940**

Water Base Rates & Usage Fees

CPI Increase

5.60%

18-May-15

	BASE RATE								USAGE FEE					
	Current	1.00%	2.00%	2.50%	3.50%	3.90%	4.00%	4.50%	**Current**	1.00%	2.00%	2.50%	3.50%	3.90%
WATER														
3/4"	**6.60**	6.67	6.73	6.77	6.83	6.86	6.86	6.90	**0.236**	0.238	0.241	0.242	0.244	0.245
1"	**11.86**	11.98	12.10	12.16	12.28	12.32	12.33	12.39	**0.236**	0.238	0.241	0.242	0.244	0.245
2"	**46.17**	46.63	47.09	47.32	47.79	47.97	48.02	48.25	**0.236**	0.238	0.241	0.242	0.244	0.245
3"	**105.52**	106.58	107.63	108.16	109.21	109.64	109.74	110.27	**0.236**	0.238	0.241	0.293	0.244	0.245
4"	**184.66**	186.51	188.35	189.28	191.12	191.86	192.05	192.97	**0.236**	0.238	0.241	0.293	0.244	0.294
6"	**422.07**	426.29	430.51	432.62	436.84	438.53	438.95	441.06	**0.236**	0.238	0.241	0.305	0.244	0.245
														0.000
SEWER	**16.70**	16.87	17.03	17.12	17.28	17.35	17.37	17.45	**0.265**	0.268	0.270	0.272	0.274	0.275
														0.000
Rural Water	**13.19**	13.32	13.45	13.52	13.65	13.70	13.72	13.78	**0.467**	0.472	0.476	0.479	0.483	0.485
Rural Sewer	**33.44**	33.77	34.11	34.28	34.61	34.74	34.78	34.94	**0.530**	0.535	0.541	0.543	0.549	0.551
Sewer Only	**28.84**	29.13	29.42	29.56	29.85	29.96	29.99	30.14	**0.000**	0.000	0.000	0.000	0.000	0.000

		August 2007	July 2008	June 2009	August 2010	October 2011	April 2013	June 2014
% Increased		4%	4%	4%	4.90%	5.10%	4.9%	2.0%
Water								
3/4"	$ 4.97	$ 5.17	$ 5.38	$ 5.60	$ 5.87	$ 6.17	$ 6.47	$ 6.60
1"	$ 8.95	$ 9.30	$ 9.67	$ 10.06	$ 10.55	$ 11.09	$ 11.63	$ 11.86
2"	$ 34.79	$ 36.18	$ 37.63	$ 39.14	$ 41.06	$ 43.15	$ 45.26	$ 46.17
3"	$ 79.52	$ 82.70	$ 83.01	$ 89.45	$ 93.83	$ 98.62	$ 103.45	$ 105.52
4"	$ 139.16	$ 144.73	$ 150.52	$ 156.54	$ 164.21	$ 172.58	$ 181.04	$ 184.66
6"	$ 318.80	$ 330.80	$ 344.03	$ 357.79	$ 375.32	$ 394.46	$ 413.79	$ 422.07
Usage Fee	0.177	0.184	0.191	0.199	0.209	0.220	0.231	0.236
Sewer								

CITY OF PAYETTE

ADMINISTRATIVE POLICY

SUBJECT: Bounce Houses in City Parks & Facilities	**EFFECTIVE DATE:**	
APPROVED by CITY COUNCIL:	**REVISION DATE:**	Not Applicable

POLICY:

The purpose is to establish a policy for the use of "bounce houses" and other similar Apparatus in Payette City parks and facilities. The City of Payette (City) desires to provide safe parks and recreational opportunities for all City residents and visitors. To achieve this goal and purpose, the City is charged with ensuring that park patrons and user groups comply with the reasonable standards that promote safety and reasonable enjoyment of the City's parks and public facilities. The following policy will apply to all individuals and groups that make use of a "bounce house" or similar apparatus in any City park or facility.

PROCEDURE, TERMS & CONDITIONS:

Use of a bounce house or other similar apparatus ("Bounce House") in the City's parks and facilities will require the User to agree to the following terms and conditions:

1. User shall first reserve and submit applicable fees for the use of a City Park or facility.

2. User shall inform the City at the time he/she submits a Park Reservation that he/she intends to use a Bounce House as part of the event.

3. Use of the City's parks and facilities constitutes the User's agreement to follow all ordinances, rules and policies of the City and subject to all terms and conditions set forth in a separately executed Bounce House User's Agreement.

4. Users shall follow all state and federal, and local laws and ordinances, including all applicable ordinances of the City of Payette.

5. Bounce houses shall be rented from a company that has a business license and liability insurance on file with the City. The Bounce House Company shall provide a certificate of insurance naming the City of Payette as additional insured and listed as certificate holder with the following minimum limits:

   Commercial General Liability per Occurrence/Aggregate
   $1,000,000

Commercial Auto Liability
$1,000,000

Auto Liability shall include all owned, hired and non-owned autos. Hired and non-owned auto coverage is required regardless of whether autos are owned by the Bounce House Company.

Policies shall be written as primary, not contributing with or in excess of any coverage which the City may carry. The insurance company shall have no less than an A- VII A.M. Best rating. The Bounce House Company shall provide an appropriate additional insured endorsement from the insurance policy or policies containing the following language. "The City of Payette, and its officers, employees, agents, and volunteers are additional insureds under policy number __"

6. Bounce Houses shall not remain in City parks or facilities overnight. Bounce Houses shall be set up and removed only by trained and qualified representatives of the Bounce House Company in compliance with the manufacturer's specifications.

7. Staking of Bounce Houses may be allowed only after meeting with a representative of the Parks Department, who will designate the areas in the Parks where stakes may be placed. The user shall select the location no fewer than 72 hours before the event so that the authorized location can be confirmed by the Parks Department. Cost of repair for damage to any infrastructure as a result of staking shall be the sole responsibility of the Bounce House company responsible for placement of the stakes. Bounce Houses shall not be tied or tethered to trees, tables or other park amenities or structures.

8. Bounce House Users shall provide adequate and appropriate adult supervision at all times to assure that the use is in compliance with the manufacturer's recommendations and reflects a safe level of operation. Bounce House Users at all times shall comply with the manufacturer's operating procedures. In order to ensure that Users have access to the appropriate manufacturer's operating procedures, a copy of the manufacturer's operating procedures shall be on file with the City as a condition of obtaining a Facility Reservation.

9. Bounce House Users may use City provided electricity for inflation of the Bounce House upon payment of the electric fee upon completed park reservation. All electrical cords shall be properly insulated, grounded, and covered to prevent trip hazards. Electrical cords running a public street from a nearby private residence are prohibited.

10. Payette City Code shall apply to all vehicles delivering or picking up Bounce Houses and motor vehicles delivering or picking up Bounces Houses at all times shall remain within authorized drive lanes only.

11. Privately owned, non-commercial Bounce Houses and other similar inflatable/apparatus, including but not limited to those that use water or have water

features as part of the Bounce House/inflatable/apparatus, are prohibited in City parks and facilities.

12. Users of Bounce Houses and the Bounce House Company shall be jointly and severally liable for all damages caused by their use of the Bounce House in the City's parks and or facilities. Damage to City property or turf may result in additional charges to the User and the Bounce House Company.

13. Users and Bounce House Company shall agree to jointly and severally indemnify, protect, defend, save and hold harmless the City, its officers, employees, agents, and volunteers from and against any and all liability, claims, suits, and causes of action for death or injury to persons, or damage to property, resulting from intentional or negligent acts, errors, or omissions of user and/or the Bounce House Company arising out of the setup, use or operation of the Bounce House, or resulting from any violation of any federal, state, or municipal law or ordinance, the extent caused, in whole or in part, by the willful misconduct, negligent acts, or omissions of User and/or the Bounce House Company, which occurs related to the setup, use or operation of the Bounce House.

14. Users who fail to execute the Bounce House Users Agreement shall not use Bounce Houses at their event. A User who is found using a Bounce House without having signed the Bounce House User's Agreement is subject to immediate termination of his/her event whether or not the event has commenced or is in progress and the User shall forfeit any fees or other charges paid to the Department.

At their regular meeting of June 1, 2015, the Parks and Recreation Committee recommended approval of the above policy to the City Council.

CITY OF PAYETTE
POLICE DEPARTMENT
ADMINISTRATIVE POLICY

SUBJECT: Canine Handler (K-9) Pay Policy	**EFFECTIVE DATE:**	
APPROVED by CITY COUNCIL:	**REVISION DATE:**	Not Applicable

PURPOSE:
Canine care and maintenance pay is offered to employees for the time spent providing for the care and maintenance of police dogs that work in the service of the Department. Care and maintenance includes the feeding, grooming and exercising of the dog, as well as hours spent cleaning kennels and performing other duties related to the care of the police dog.

POLICY:

Canine Handler Incentive
All current and future Payette Police Officers serving in the special assignment of Canine Handler, and who routinely and consistently handle, train and board a police canine shall receive 3% pay incentive based on their current rate of base pay. The incentive will commence when the officer is selected to the assignment and is assigned a police canine. The incentive will continue during the length of time the officer is assigned to the Canine Unit and will terminate when the officer leaves the unit and is no longer responsible for the maintenance of a city owned police canine. The 3% incentive pay will not apply to police canines that have been retired from service and sold to handlers as city surplus.

Canine Pay shall not include veterinarian fees, feed or other reimbursable expenses for upkeep of the animal.

The City reserves the right to revoke and/or suspend at any time.

City of Payette

Special Event Permit Application

Non Refundable Fees:

Application..... $100.00
Security Deposit..... $100 refundable

OFFICE USE ONLY

Date Received 6.11.15

Council Action _____

Approved Y / N **Date** _____

_____
City Clerk Approval

Complete application must be received by the City Clerk no less than 30 days prior to the scheduled event to ensure application review by staff and still afford the opportunity for appeal (if necessary) prior to the planned event date.

1. **EVENT NAME** SRCI EFWC Summer Picnic

2. **LOCATION OF EVENT** (Be specific, i.e. west side of Kiwanis Park, all of Center Ave. between 9th & Main, 2 N. Main)

☑ Public Property ☐ Private Property

Westside of Kiwanis Park

3. **EVENT SCHEDULE**

Special Events are limited to four days, including set-up and tear-down days. No more than eight events per calendar year can be conducted by a single party or organization, unless a modification is granted by the City Council.

Date(s) of Event	Hours		Estimated # of Attendees
July 11th 2015	Start Time: 8:00am	End Time: 5:00pm	All Day:
	Start Time:	End Time:	All Day:
Date of Set-Up	Start Time:	End Time:	
July 11th 2015	Start Time: 8:00Am	End Time: 5:00pm	
Date of Tear Down	Start Time:	End Time:	
	Start Time:	End Time:	

4. **FEES**

Special Event Permit Application Fee	$100.00	* Separate Checks
Staff Per Diem Fee (as set by Council)	$_____	
Security Deposit	$100.00	*Separate Checks
Additional Deposit Required	$_____	
TOTAL DUE	$200.00	

5. **ORGANIZATION INFORMATION**

Applicant Name SRCI "EFWC" Title _____

Mailing Address 777 STANTON Blvd Ontario, OR 97914

Street Address " "

Day Telephone (541) 881-5000 Evening Telephone (541) 881-5000 Cell _____

FAX Number _____ Email Address _____

Special Event Permit, continued.

Sponsoring Organization SRCI "SFWC"

Non-profit? Yes No Tax Exempt # _____

Federal Tax # _____ State Tax # _____

6. EVENT INFORMATION

New Event: Yes No Annual Event: Yes No Years Operating 22yrs

Event Category: Commercial Non-commercial

Estimated Gross Ticket Sales & Revenues (commercial event only) _____

Description of Event Family BBQ Play Houses, Jump Houses Picnic Style party Non-Alcohol

Additional Details _____

7. **INSURANCE REQUIREMENTS**

It is the responsibility of your Special Event organizers to maintain a COMPREHENSIVE GENERAL LIABILITY insurance policy with coverage of not less than $1,000,000.00 combined single limit per occurrence. ***Each policy shall be written as a primary policy, not contributing with or in excess of any coverage with the City may carry. A certificate naming the State of Idaho, Payette County, the City of Payette, as additional insured shall be delivered to the City of Payette with this application.*** The adequacy of all insurance required by these provisions shall be subject to approval by the City Clerk. Failure to maintain any insurance coverage required by this agreement shall be cause for immediate termination of the application.

Insurance Company See Attach Agent Name _____

Address _____ Phone _____

HOLD HARMLESS CLAUSE

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

(Attach any additional pages as needed)

SPECIAL EVENT ACTIVITIES & CITY SERVICES REQUESTED

Your event organizer is responsible for providing a complete list of event activities including a list of suppliers providing services. An event logistics map is required, detailing the location for all road closures, event set up, canopies, stages, vendors, booths, and any other major services or events planned.

		Check all Planned Activities			Check all Planned Activities
		Street Closures & Access/Parade Detailed map listing areas of closure, parade Route is required. An ITD permit is required for Hwy 95 Organizer must notify all affected businesses, Churches, schools and neighborhoods			**Alcohol Served** (name of provider) Requires alcohol catering permit (PMC 5.15)
					Beverages will be served List Caterers
		Security (detail who, number of officers, times. Attach plan.)			**Medical Services** (Circle) First Aid and/or EMS Services Who is providing service?_____
		Electricity/Generators (Size_____) detailed electrical plan			**Lighting Plan:** attach plan
		Water Drinking / Washing (circle)			**Gray Water Barrel/Grease Barrel** (circle/detail # and locations)
2	1	**Porta Toilets / Wash Stations** Quantity ADA Regular)			**Sanitation** – Trash bins, Dumpsters (circle / detail # and locations)
		Canopies/Tents/Temporary Structures (number and sizes) City of Payette Fire Department, Fire Code Enforcement			**Stages** (number and sizes)
		Vendors Items sold/solicitation			**Booths** Profit / Non-profit
		Control/Shuttle Buses (number of buses / locations / hours of operation, Attach plan)			**Barricades** How many / identify locations and attach
5		Number of Staff working event			Number of volunteers working
250		**EVENT estimated attendance**			

I hereby certify that I have read and will abide by the laws, rules and regulations set forth by the City of Payette, Payette County, and the State of Idaho, and in signing this application, I hereby agree that I and the organization I represent, shall hold the City of Payette and all of its agents or employees free and blameless from any claim, liability or damage which may arise from use of City facilities or equipment, whether or not the City of Payette, its agents or employees are jointly negligent. I further agree to promptly reimburse the City of Payette and all of its agents for any clean up, loss or damage to City property resulting from this use, as well as permitting, staffing, equipment use/rental, property use/rental, clean up, inspections involving the use of public property, public employees or public equipment for the Special Event. In the event the deposit exceeds the actual charges, the City Clerk shall refund the balance to the applicant.

Permittee agrees to maintain access for emergency vehicles.

Event Organizer's Signature: _____ Date: 5/8/15

THIS PAGE FOR OFFICE USE ONLY

Date Application Received 6.11.15 Date Fees Paid Yes $100 V#2010

DEPARTMENT COMMENT/APPROVAL

FIRE: [signature]
Check if special requirements attached:
APPROVED: DENIED:
COMMENTS:

Est. Hours _____ x Hourly Rate $_____ =$_____

POLICE: [signature]
Check if special requirements attached:
APPROVED: DENIED:
COMMENTS:

Est. Hours _____ x Hourly Rate $_____ =$_____

PARKS: Randy Fales
Check if special requirements attached:
APPROVED: DENIED:
COMMENTS:

Est. Hours _____ x Hourly Rate $_____ =$_____

STREETS: [signature]
Check if special requirements attached:
APPROVED: DENIED:
COMMENTS:

Est. Hours _____ x Hourly Rate $_____ =$_____

CITY CLERK:
Check if special requirements attached:
APPROVED: DENIED:
COMMENTS:

$1,000,000 Insurance Certificate___

RISK MANAGEMENT:
Check if special requirements attached:
APPROVED: DENIED:
COMMENTS:

Street Closure Information:

Street Closure Necessary? Yes No ITD Permit required? Yes No

Time of Street Closure: From _____ To _____

ITD Approval Received? Yes No N/A

Comments:

CITY OF PAYETTE, IDAHO
Resolution # 2015-10

A RESOLUTION DECLARING
SURPLUS PROPERTY

WHEREAS, the City of Payette has acquired property that has been replaced through an award of grant funding does not serve the needs of the City of Payette, and,

WHEREAS, it is the desire of the Mayor and City Council to declare the property as surplus.

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Payette that the following equipment is no longer needed for municipal purposes and is hereby considered surplus:

14 Survivair Air Packs with 45 min, 4,500psi bottles
14 Survivair SCBA Masks with bags
14 voice amplifiers
14 Spare 45 min
1 Rit-pack

The City Administration is hereby authorized to dispose of the surplus property by the sale of two (2) of each of the above items, (excluding Rit-pack), to the WWTP, and donation of the remaining twelve (12) items to a Fire Department, who is a member of the Snake River Valley Association, and determined by the Fire Chief to be in need of such equipment.

PASSED, APPROVED and ADOPTED this 6th day of July, 2015.

_____
Jeffrey T. Williams, Mayor

Attest:

_____
City Clerk

Audits
Taxes
Special Services

Quest CPAs, P.C.
Quality Expertise Service Timeliness

11501 Highway 95
Payette, Idaho 83661
www.qcpas.com
info@qcpas.com
P: 208-642-1417
F: 208-642-1582

June 19, 2015

City of Payette
700 Center Avenue
Payette, ID 83661

RE: FY2015, FY2016, & FY2017 Independent Audits

We are pleased to confirm our understanding of the services we are to provide the City of Payette and Payette Urban Renewal Agency (collectively referred to as the City) for the years ended September 30, 2015, 2016, and 2017. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City as of and for the years ended September 30, 2015, 2016, and 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI) to supplement the City's basic financial statements. Such information, although not required to be a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, and historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. As in prior years, management's discussion & analysis (MD&A) will be excluded. If supplementary information other than RSI accompanies the basic financial statements, we will subject it to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements. Provisions described in this engagement letter relating to a Single Audit, OMB Circular A-133, or the schedule of expenditures of federal awards only apply when the City is subject to a Single Audit.

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Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to above when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The OMB Circular A-133 report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of the accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the governing board of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be

performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major awards. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Other Services

We will also assist with preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City in conformity with U.S. generally accepted accounting principles and OMB Circular A-133 based on the information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Management Responsibilities

Management is responsible for (a) establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (b) following laws and regulations; (c) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (d) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the City involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud, affecting the City received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with OMB

Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us, previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill,

knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form (when applicable) that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Quest CPAs, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Legislative Services Office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Quest CPAs, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by Legislative Services Office. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately September 1st and to issue our reports no later than December 31st. Kurt R. Folke will be the engagement partner and will be responsible for

supervising the engagement and signing the reports or authorizing another individual to sign them.

We agree that our fees for these services plus any out-of-pocket costs (such as travel) will not exceed:

	FY2015	FY2016	FY2017
City of Payette – Financial Audit	$10,800	$11,000	$11,200
City of Payette – Single Audit (only if needed)	$1,500	$1,500	$1,500
Payette Urban Renewal Agency – Financial Audit	$1,700	$1,750	$1,800

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign one copy and return it to us.

Very truly yours,

Quest CPAs, P.C.

RESPONSE:
This letter correctly sets forth the understanding of the City.

Management signature: _____

Title: _____

Date: _____

Governance signature*: _____

Title: _____

Date: _____

**If the governing body has delegated this responsibility to management, the governance signature is not required.*

Payette Fire Department – Monthly Report

June 2015

Incident Summary: Total: 74

- Medical Assists: 58
- Fires: 2
- Public/Agency Assist: 3
- False Alarm or Cancelled En-route: 2
- Investigations: 2
- Service Calls: 7
- Mutual Aid: 0

Runs	
Jan	65
Feb	64
Mar	77
Apr	55
May	64
June	74
July	
Aug	
Sept	
Oct	
Nov	
Dec	
Total	399

Public Education Programs:

- Station Tour : 11 Children and 5 Adults Attended
- Senior Smoke Detector Program Assisted 1 Household
- Fire Extinguisher Class : 40 Adults Attended
- School District Summer Lunch Program: 51 Children Attended
- Summer Reading Program at the Library: 78 Children Attended

Significant Incidents: None

Training Topic

- EMR Transition Course
- New SCBA Inspection and care
- New SCBA Donning Methods
- EMR Training
- Staff Training
- Training Hours in June :163

Significant Events:

Fire Chief

Steve Castenada

AFTER HOUR DUTY PAY JUNE 2015

MEDICAL	PD ASSIST	LIFT ASSIST	FIRE

Day	JAKE ROBBINS – MEDICAL	JAKE ROBBINS – PD ASSIST	JAKE ROBBINS – LIFT ASSIST	JAKE ROBBINS – FIRE	DAVE HENDERSON – MEDICAL	DAVE HENDERSON – PD ASSIST	DAVE HENDERSON – LIFT ASSIST	DAVE HENDERSON – FIRE	WILLIE HOLLIS – MEDICAL	WILLIE HOLLIS – PD ASSIST	WILLIE HOLLIS – LIFT ASSIST	WILLIE HOLLIS – FIRE	DOUG KESSLER – MEDICAL	DOUG KESSLER – PD ASSIST	DOUG KESSLER – LIFT ASSIST	DOUG KESSLER – FIRE
1																
2	1															
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6													1			
7																
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9	1								1							
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25																
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28									2							
29																
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	9	0	0	0	2.5	0	0	0	7	0	0	0	10	0	0	0

Day	(blank) – MEDICAL	(blank) – PD ASSIST	(blank) – LIFT ASSIST	(blank) – FIRE	(blank) – MEDICAL	(blank) – PD ASSIST	(blank) – LIFT ASSIST	(blank) – FIRE	TONY LONG – MEDICAL	TONY LONG – PD ASSIST	TONY LONG – LIFT ASSIST	TONY LONG – FIRE
1												1
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23												
24									1			
25												
26												
27												
28									1			
29												
30												
31												
	0	0	0	0	0	0	0	0	10.5	0	0	1

Day	ROD HEMENWAY – MEDICAL	ROD HEMENWAY – PD ASSIST	ROD HEMENWAY – LIFT ASSIST	ROD HEMENWAY – FIRE	GREG SPEULDA – MEDICAL	GREG SPEULDA – PD ASSIST	GREG SPEULDA – LIFT ASSIST	GREG SPEULDA – FIRE	STEVE CASTENADA – MEDICAL	STEVE CASTENADA – PD ASSIST	STEVE CASTENADA – LIFT ASSIST	STEVE CASTENADA – FIRE
1								1				1
2					1							
3									1			
4												
5												
6	1											
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26												
27												
28	1				1							
29												
30									1			
31												
	6	0	0	0	5	0	0	1	8	0	0	1

TOTAL HOURS

	JAKE ROBBINS	DAVE HENDERSON	WILLIE HOLLIS	DOUG KESSLER			TONY LONG	ROD HEMENWAY	GREG SPEULDA	STEVE CASTENADA
Hours	9	2.5	7	10	0	0	11.5	6	6	9
Pay	$90.00	$25.00	$70.00	$100.00	$0.00	$0.00				

	HOURS	COST
MEDICAL	28.5	$285.00
PD ASSIST	0	$0.00
LIFT ASSIST	0	$0.00
FIRE	0	$0.00
TOTAL	28.5	$285.00

Minutes

Public Safety Committee

A committee meeting of the Public Safety Committee was called to order at 3 P.M. on June 17, 2015.

Members Present: Councilor Nelson, Councilor Jensen, Alan Massey, Larry Dove and Barbara Choate.

Staff Present: Police Chief Clark, Fire Chief Steve Castenada and Records Clerk Toni Hollopeter.

Approval of Minutes: Barbara Choate made the motion to approve the minutes from the March 2015 meeting. This was seconded by Councilor Nelson and met with full Board approval.

Old Business: **Fire** **- Cadet Program**

1. Chief Castenada stated they are still working on the cadet program. It is still in the draft stage. He plans on meeting with City personnel in a couple of weeks to discuss the program.

New Business: **FIRE**

1. **Fire updates:**

   A. **Education:** The Fire Department has had 260 kids go through fire safety classes.

   B. **Fire Extinguisher Class:** Chief Castenada stated they had a fire extinguisher class at the Payette High School. There were cafeteria employees from several area schools that participated in the presentation. Their presentation was geared toward kitchen fires and extinguishing them.

   C. **Home Town Hero-** This is a presentation sponsored by the Library. The Fire Department will attend and take their fire trucks and possibly Pepper to meet with the children.

   D **Lunch in the Park:** The Fire Department will be going to the lunch in the park program next Thursday at the Primary school and the following Thursday at Kiwanis Park.

   E. **Fire Season:** Fire season is upon us. There was a big fire last week that threatened 5 homes. The fire department is averaging a fire a day.

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F. **Burn Ban:** Chief Castenada will attend a Chief's meeting on Thursday to discuss the burn ban. It may be more of an issue this year as the New Plymouth Commissioners do not want to do a burn ban to increase their stats (perhaps to lend some weight to the Bond they are trying to pass?) Should a burn ban go in to effect it will not start before July 1st.

G. **Light Rescue Vehicle-** The Fire Department now has a light rescue vehicle. All of the extrication equipment has been removed from the fire trucks and placed in to this vehicle, which is now in service.

H. **SCBA Grant-** All air packs are now in service. Per requirements of the grant, any packs that have a life left will be donated to an agency that needs it. Chief Castenada stated the City has 14 packs that have about 6 years of life left in them that they will be donating. He will talk to area Chief's at his up coming Chief's meeting.

2. **Budget:**

A. Chief Castenada is budgeting $50,000.00 in Capital Outlay to go to savings for a new fire engine.

B. Chief Castenada went over his medical line item this year, so that line item has been increased for the next budget year.

C. Repair/Maintenance Vehicle line item stays the same. If funds are not used, it is turned back in to the City at the end of the budget year. Chief Castenada stated he has to keep the money in this line item in case of a serious break down.

D. Wages aren't figured in to the budget yet. Chief Castenada has some concern of how the Obama care requirements will effect his wage line item. It isn't clear yet what kind of impact this could have.

<u>POLICE</u>

1. **Special Weapons and Tactics (SWAT) Pay Policy:**

Chief Clark stated that our Department has participated with area Law Enforcement for several years by allowing our employee's to be a part of the SWAT team. Each Law Enforcement agency absorbs the cost associated with their employee's who are part of this team. We currently have 4 employee's who are part of the Swat team. They typically train for 4 hours a month, and then also get called out to handle critical events where their special tactics are required. Chief Clark

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would like to do something to acknowledge the dedication it takes to be a part of this team, as well as possibly try and retain as many employee's on this team as he can. There is a lot of money that goes in to training an officer to be a part of this team. Chief Clark would like to reward team members with some incentive pay. This pay would only pertain to SWAT calls and training time for SWAT (not regular duty). **Chief Clark informed the Board that this policy draft may be revised and massaged,** but essentially the officers would receive an incentive pay of an additional $50 per pay period beginning the first pay period in July 2015, and shall be paid only for the time the employee is assigned to the SWAT team. In the event of a call-out, the employee assigned to SWAT, and acting in the capacity of a SWAT team member, shall receive an amount equal to 3% of the employee's base pay during the time spent active on the SWAT team. Barbara Choate stated that she supports the concept if the budget allows. Alan Massey agreed. Barbara Choate made a motion to support an incentive pay for SWAT team members and to forward the policy to the City Council for their approval. Alan Massey seconded this motion and met with full Board approval.

2. **K-9 Program:** Chief Clark presented a policy regarding the K9 program. Chief Clark stated that federal law mandates K9 handlers be compensated for the training and care of K9's. This is something that the Payette Police Department is already in compliance with, but we never really had a written policy pertaining to this. So in essence, this is just a house cleaning issue at this point. Chief Clark stated that Cpl. Coen has been our K9 handler for several years. His dog is now experiencing medical issues and will need to be retired. Cpl. Coen would also like to step down at that time as the K9 handler and let another officer have the chance. Chief Clark stated that he is looking at purchasing a K9 from Gary Scheining, who is a retired Emmett Police Chief and now trains K9's for police programs. Gary will charge us $3,000.00 for a trained K9, which also includes 160 hours of training for the officer to certify officer and dog for K9 duty. We did a price check and found this is a very reasonable price. Gary will also come over and conduct the training while the K9 officer is on duty, so we will not have to pay overtime for the training. Barbara Choate made a motion to forward the K9 Policy to the City Council for approval. This was seconded by Councilor Nelson and met with full board approval.

3. **Budget:**

   A. **Code Enforcement Budget:** The Code Enforcement budget has not changed.

   B. **Changes in this years proposed budget from last years budget:**

      1. **Vehicle Repair:** We have experience many major issues with the Dodge Chargers. They don't seem to be holding up. Based on this any future purchases of new cars will not be a Dodge Charger, we will probably try out the Ford's. Chief Clark stated he is already at 133% of his vehicle repair line item for this budget year. That line item has been increased.

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2. **Capital Outlay:** Chief Clark is requesting 2 new vehicles. Chief Clark provided the Board with an itemized list of vehicles that are now in the fleet to include the vehicle milage of each car. He can purchase a vehicle fully equipped for $34,000.00.

3. **Computers:** Need to replace a computer in the officers room. It is a Windows XP that is no longer supported and also no longer works. Since the operating system is no longer supported it is not worth while to try and fix it. Also we need to replace the Sgt. Computer.

4. **Police Updates:**

A. **Hiring:** We have 6 interviews scheduled for our 2 patrol positions on Friday June 19th.

B. **Stats:** 2014 Crime in Idaho statistics have been compiled by the State. We have a 57% clearance rate.

Adjournment: Barbara Choate made the motion to adjourn the meeting. This was seconded by Larry Dove and met with full Board approval. The meeting adjourned at 4:20 P.M.

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Payette Public Library
24 South 10th Street
Payette, ID 83661

Library Director's Report

June 18, 2015

Highlights

- May 12-18: Apple Blossom Festival: Movie Night, FOPPL Bake Sale and FOPPL Quilt Show
- May 28th: Small Business Administration workshop Business Basics
- June 4th: Summer Reading Kick-off, Discovery Center
- June 11th: Summer Reading Stomp Rockets and Bubbles
- June 10th: Greater Payette Chamber Luncheon

Programs

Event	Attendance
Story time	301
After School	30
Kindergarten Story time	124
Maker Space	28
Field Trips/Tours	432
Events	85
	Total: 1000

Library Statistics

	April FY14/15	April FY13/14
Patron Count	3810	3483
New Accounts/Renewals	34	14
Computer Sessions	1106	1049
Items Checked Out	5936	6143
New Items Added	248	164
Monetary Intake	$1179.36	$1005.69