



NOTICE OF PUBLIC MEETING
Monday, March 21, 2016
CITY COUNCIL CHAMBERS
680 Park Avenue
Idaho Falls, ID 83402
3:00 p.m.

The public is invited to attend. This meeting may be cancelled or recessed to a later time in accordance with law. If you need communication aids or services or other physical accommodations to participate or access this meeting or program of the City of Idaho Falls, you may contact City Clerk Kathy Hampton at 612-8414 or the ADA Coordinator Lisa Farris at 612-8323 as soon as possible and they will make an effort to accommodate your needs.

SPECIAL MEETING (Council Work Session)

Call to Order and Roll Call:

Mayor and Council:

- City Council Reports (10)
- Mayor's Report (15)

Presentation:

- Electric Light Fund Report from Moss-Adams LLP (40)
- Comprehensive Annual Financial Report (CAFR) from Rudd and Company (20)

Municipal Services:

- Civic Auditorium Partnership Pilot Project Proposal (45)

Council:

- Discussion of Idaho Falls City Code 1-8-3 and Its Relationship to Usual City Hiring Practices and Processes

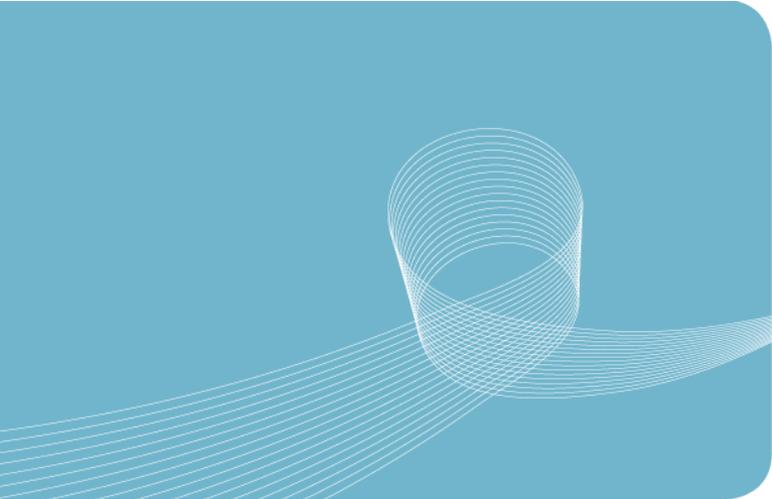
EXECUTIVE SESSION

The Executive Session will be held immediately following the conclusion of the agenda items listed above. The Executive Session has been called pursuant to the provisions of Idaho Code Section 74-206(1)(c) to acquire an interest in real property which is not owned by a public agency.

DATED this 18th day of March, 2016



Kathy Hampton
City Clerk



City of Idaho Falls Electric Light Fund Report to the City Council

Presented by:
Julie Desimone, Partner

March 21, 2016

MOSS ADAMS LLP

Certified Public Accountants | Business Consultants

Acumen. Agility. Answers.

AGENDA

- Results of audit process
- Council communications
- Observations
- Financial highlights

RESULTS OF AUDIT PROCESS

- Auditor's Report – Unmodified (What you want!)
- GAGAS audit and report on internal controls
- Adjustments –
 - None
- Passed Adjustments –
 - None

RESULTS OF AUDIT PROCESS

- No Significant Control Deficiencies or Material Weaknesses to report
- What is an audit? Financial Statements not Internal Controls
- Fund Staff - Accounting Department was prepared, helpful and knowledgeable

COUNCIL COMMUNICATIONS

- Responsibilities – Ours and Yours
- Significant accounting policies – Note 2 – Nothing unusual or aggressive
- Accounting estimates – Typical for the industry
 - Unbilled revenue, allowance for doubtful accounts and recovery period for the cost of plant, post retirement benefit obligations
- No disagreements with management, consultation with other independent accountants, inappropriate issues discussed with management prior to our appointment or difficulties

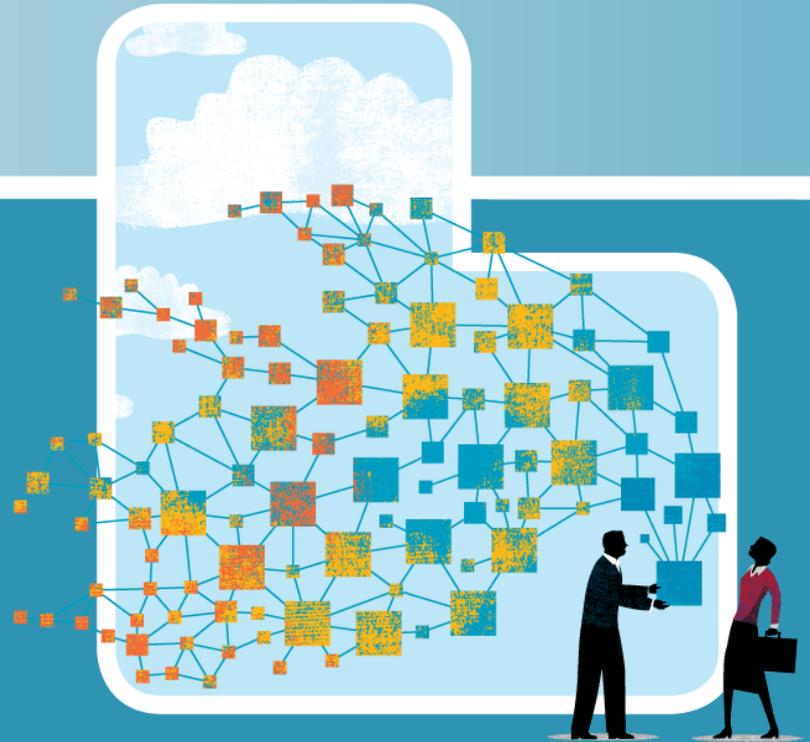
COUNCIL COMMUNICATIONS

- Our Independence – Our personnel and firm remained independent to the City of Idaho Falls in both fact and appearance with the highest level of independence standards - GAO
 - No financial or relationship conflicts
 - No dependencies – Your impact on our firm
 - No service conflicts

FINANCIAL HIGHLIGHTS

- Impact of GASB 68 implementation
- Overall cash & investment position is very positive at 9/30/15 totaling \$49.7 million
- The Fund does not have any long term bond obligations as of 9/30/15.
- Very strong margins (\$6.0 million operating income for the year ended 9/30/15) show that rates are adequately set to recover operating costs.

THANK YOU!



MOSS-ADAMS LLP
Certified Public Accountants | Business Consultants

Acumen. Agility. Answers.

CITY OF IDAHO FALLS

Civic Auditorium Partnership Pilot Project Proposal

March 21, 2016



- ▶ March 8, 1953 Dedication of the Civic Auditorium
- ▶ 2014 Citizens Review Committee Observations:
 - ▶ Promote the use of the auditorium
 - ▶ Lack of facility long-term upgrade and maintenance schedules
 - ▶ Facility sustainability funding
 - ▶ Agreement of Use with School District

CIVIC AUDITORIUM

- ▶ Priority Based Budgeting Community Oriented Results:

- ▶ Access to Culture, Recreation, Leisure, Education and Life-long Learning Opportunities

- ▶ Fosters partnerships to provide diverse public art, cultural enrichment, and museums for residents and visitors

CIVIC AUDITORIUM

- ▶ Current resources to operate Civic Auditorium:
 - ▶ Facility 2015/16 Annual Budget - \$239,148
 - ▶ Salary and benefits - \$157,823
 - ▶ Operating supplies - \$17,125
 - ▶ Minor Equipment - \$21,000
 - ▶ Utilities - \$1,500
 - ▶ Repair and Maintenance - \$41,700
 - ▶ 2014/15 Civic Auditorium Event Total - \$76,367

CIVIC AUDITORIUM

- ▶ Infusion of trusted professional arts consultation, specifically to:
 - ▶ To provide a forum to facilitate and foster community culture and education programs and opportunities
 - ▶ Develop a business model for the Civic Auditorium to evolve into a sustainable community facility
- ▶ Attended Arts Community Scheduling Meeting in January
- ▶ Entered into partnership discussions with the Arts Council in January
- ▶ Sent Civic Auditorium Patron Letter in February

CIVIC AUDITORIUM

▶ Recommendations:

- ▶ Enter into Partnership with Arts Council for a 12-month period to provide:
 - ▶ Event Management
 - ▶ Marketing
 - ▶ Execution of Services
 - ▶ \$ 65,000 annually
 - ▶ Revisit partnership in six months
- ▶ Amend Title 2, Chapter 9 - City Ordinance of Civic Auditorium Committee
- ▶ Appoint Civic Auditorium Committee to focus on:
 - ▶ Review and development of a long-term facility sustainability plan as recommended in the 2014 Citizen's Review Committee

CIVIC AUDITORIUM

THANK YOU



**CHAPTER 8
EMPLOYEE POLICIES AND PROCEDURES**

SECTION:

1-8-3: Salaries and Classification

1-8-3: COMPENSATION: All employees, including appointive officers, shall receive such salaries, benefits, and other compensation as determined by the Council by ordinance (including the City's annual amended appropriation ordinance), resolution, written collective bargaining agreement, or other agreement. (Ord. 3041, 12-10-15)

ORDINANCE NO. 3041

AN ORDINANCE OF THE CITY OF IDAHO FALLS, IDAHO, AMENDING TITLE 1, CHAPTERS 7 AND 8, AND TITLE 3, CHAPTER 1, TO CLARIFY ACTIONS BY COUNCIL AND MAYOR RELATIVE TO SALARIES, BENEFITS, AND OTHER COMPENSATION FOR CITY EMPLOYEES; PROVIDING SEVERABILITY, CODIFICATION, PUBLICATION BY SUMMARY, AND ESTABLISHING EFFECTIVE DATE.

WHEREAS, the Council has the authority to determine salary, compensation, and other benefits to be paid to certain City employees; and

WHEREAS, Idaho Falls City Code 1-7-2; 1-8-3; and 3-1-9 evince a desire on the part of the Council to make determinations regarding such salary, compensation, and other benefits; and

WHEREAS, the Council feels that longstanding practices relative to salary, compensation, and other benefits should be clarified in order to insure that relevant provisions of the Code are followed; and

WHEREAS, recognizing that the City's annual budget ordinance includes determinations regarding City employee salary, compensation, and other benefits following public debate, decision making, studies, recommendations, and input from many sources; and

WHEREAS, it is good governance to allow flexibility to establish salaries, benefits, and other compensation by ordinance (including the City's annual budget ordinance), specific resolution of the Council, written collective bargaining agreement (for those employees who are members of collecting bargaining units) or other agreement, as necessary; and

WHEREAS, it is the desire of the Council to exercise its responsibility and authority over City employee salary, compensation, and benefits in a manner that is practical and flexible, as shown by these City Code amendments; and

WHEREAS, the Council wishes to retain its power and duties delegated under the general laws of the State of Idaho (including Idaho Code § 50-701) while delegating authority to the Mayor that recognizes the mayor's powers, prerogatives, and authority granted to that office under Idaho Code § 50-607; and

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF IDAHO FALLS, IDAHO, THAT:

SECTION 1. Title 1, Chapter 7 of the City Code of the City of Idaho Falls, Idaho, is hereby amended as follows:

1-7-1: APPOINTMENT: The Mayor shall, subject to confirmation by the Council, appoint a city clerk, treasurer, city attorney, physician and such other appointive officers deemed necessary for

the efficient operation of the City. The Mayor may suspend or remove any person from an appointive office, subject to the confirming vote of a majority of the Council, and the Council may, by unanimous vote without the Mayor's concurrence, suspend or remove such officers.

~~1-7-2: COMPENSATION: The Council shall determine the compensation and benefits to be paid or given to all appointive officers.~~

1-7-32: DUTIES: All appointed officers shall have such duties as may be prescribed by ordinance or by a written agreement approved by the Council.

1-7-43: BONDS: No bond shall be required of any appointive officer except as expressly required by this Code.

1-7-54: PERSONNEL POLICY AND CODE OF CONDUCT: All full-time appointive officers shall be subject to the City Personnel Policy and Code of Conduct.

1-7-65: REPORTS AND ACCOUNTS: The Mayor and City Council may require any appointive officer to exhibit his or her accounts, papers or other documents and to make written reports pertaining to his or her office.

SECTION 2. Title 1, Chapter 8, Section 3, of the City Code of the City of Idaho Falls, Idaho, is hereby amended as follows:

1-8-3: COMPENSATION: SALARIES AND CLASSIFICATION: All employees, including appointive officers, shall receive such salaries, benefits, and other compensation as may be as determined by the Council, or as set forth in the classification and pay grade schedule policy and procedure adopted by ordinance (including the City's annual amended appropriation ordinance), or resolution, of the Council. ~~Unclassified officers or employees shall be paid such salaries and benefits as may be determined by a written collective bargaining agreement, or other agreement, approved by the Council.~~

SECTION 3. Title 3, Chapter 1, of the City Code of the City of Idaho Falls, Idaho, shall hereby be amended as follows:

...

~~3-1-9: COMPENSATION: The compensation of the Chief of Police and all officers of the Police Department shall be determined by the Council.~~

3-1-109: REMOVAL OF POLICE OFFICERS: Any officer who neglects or refuses to report any violation of law by any other officer of the police force, or who fails to observe the rules or regulations of the Police Division or the Civil Service Commission, may be removed from office. Such removal shall be in accordance with the Civil Service laws, ordinances, and rules and regulations.

3-1-140: ARRESTS: A police officer may make an arrest in obedience to a warrant of arrest delivered to him, or may, without a warrant, arrest a person as permitted by Idaho Code Section 19-603 or in any other manner allowed by the laws and Constitution of the State of Idaho.

3-1-121: DUTIES OF CHIEF REGARDING UNLICENSED BUSINESSES: The Chief of Police shall enforce all laws and ordinances pertaining to the licensing of any business, occupation or enterprise in the City.

3-1-132: OATH OF OFFICERS: The Chief of Police and every police officer before entering upon his or her duties shall subscribe to the official oath set forth in Chapter 9, Title 1 of this Code.

3-1-143: OUTSIDE EMPLOYMENT: No member of the Police Department shall engage in any other employment or undertaking which will interfere with the performance of his or her duties or which will bring disrespect upon the City or the Department. Before engaging in any outside employment or undertaking, all members of the Department shall obtain the written approval of the Chief of Police.

3-1-154: APPOINTMENT OF SPECIAL POLICE OFFICERS: The Mayor may appoint special police officers to serve during a limited period and they shall conform to all of the rules and regulations as regular police officers, except that they need not be in uniform. Upon such appointment and their subscription to the official oath, such special officers shall have all authority to act as peace officers, under the provisions of this Chapter, provided, however, in no event shall such appointment be for a period greater than one (1) year.

3-1-165: UNCLAIMED PERSONAL PROPERTY: The Chief of Police and officers of the Department may take possession of any automobile, bicycle, wagon or other conveyance, machine, implement or other item of personal property found deserted and unclaimed for a period of twenty four (24) hours upon the streets or public property of the City. The Chief of Police and any officer of the Police Department may take possession of any real personal property left or found upon private property when the ownership is unknown, when requested to do so by the owner of such real property.

3-1-176: RECORD OF UNCLAIMED PROPERTY: All unclaimed property taken into possession shall be listed in a book with the following information:

- (A) Place where found or taken possession of;
- (B) Description of the article;
- (C) Name of officer taking possession of the article;
- (D) Date of taking possession;
- (E) The identity, address and telephone number of the person reporting the property as abandoned.

3-1-187: ADVERTISEMENT AND SALE OF UNCLAIMED PROPERTY:

(A) Duty to Advertise and Sell: The Chief of Police may advertise and sell at public auction any unclaimed article of personal property but only if any unclaimed bicycle has been held for a period of at least ninety (90) days, any unclaimed personal property with a fair market value of less than twenty five dollars (\$25.00) has been held for a period of at least thirty (30) days, and any other unclaimed personal property has been held for a period of at least six (6) months. Such sales shall be in accordance with the provisions of this Chapter.

(B) Notice of Sale: A Notice of Sale shall be published at least once a week for not less than two (2) consecutive weeks in the official newspaper, with the second publication being not less than five (5) nor more than ten (10) days before the date of the sale. Whenever the Police Department knows the name and address of the owner or other person entitled to possession of any article to be sold at such sale, a copy of the notice of sale shall also be mailed to such owner or other person entitled to possession at his or her last known address, postage prepaid, at least five (5) days prior to such sale.

(C) Conduct of Sale: The sale shall be by public auction for cash, lawful money of the United States of America. The Chief of Police may determine the number of items to be sold at the sale and may determine whether these items are sold singly or in lots. The Chief of Police, upon request, shall give or cause to be given a bill of sale to the highest bidder upon payment of the amount bid. All goods shall be sold as is and without warranty of title, merchantability, fitness, or other express or implied warranty of any kind or nature.

(D) Proceeds: The proceeds of sale shall be applied first to all costs assessed or incurred against the personal property so sold including any storage charges and expenses of sale incurred by the City Clerk and the Police Department, and the balance of such proceeds, if any, shall be deposited in a separate fund with the City Treasurer for a period of one (1) year from the date of sale. Any person claiming title to, or ownership of, such proceeds by reason of ownership of such personal property at the time of sale shall make written application therefor to the Police Department. If satisfactory proof of such title or ownership is furnished within one (1) year of the receipt of such proceeds, then the proceeds shall be delivered to the claimant. If no claim and proof is made before the expiration of one (1) year from the date of the receipt of the proceeds, the same shall be credited to the general fund of the City, and no claim therefor shall be thereafter considered.

3-1-198: REIMBURSEMENT TO OWNER: If the owner of any article held under the provisions of this Chapter, appears prior to the time of such sale and makes proper proof of ownership, the Chief of Police shall deliver possession thereof to the owner upon payment of any storage costs therefor. The Chief of Police shall from time to time prepare a uniform schedule of reasonable storage charges for such articles, which schedule shall be filed with the City Clerk and at the office of the Police Department.

3-1-2019: EXTRATERRITORIAL POWERS: All police officers may exercise, to the fullest extent permitted by law, all extraterritorial authority conferred upon them pursuant to Idaho

Code Section 67-2337, may make arrests and issue citations while in fresh pursuit of any person who has violated any state law or City ordinance, and shall aid and assist the Mayor in enforcing any extraterritorial powers or authority as set forth in this Code.

SECTION 4. Savings and Severability Clause. The provisions and parts of this Ordinance are intended to be severable. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

SECTION 5. Codification Clause. The City Clerk is instructed to immediately forward this Ordinance to the codifier of the official municipal code for proper revision of the Code.

SECTION 6. Publication. This Ordinance, or a summary thereof in compliance with Idaho Code, shall be published once in the official newspaper of the City, and shall take effect immediately upon its passage, approval, and publication.

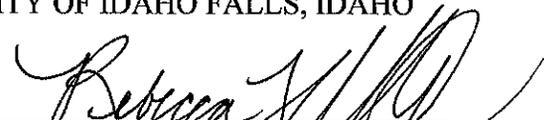
SECTION 7. Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication.

PASSED by the City Council and APPROVED by the Mayor of the City of Idaho Falls, Idaho, this 10 day of DECEMBER, 2015.




KATHY HAMPTON, CITY CLERK

CITY OF IDAHO FALLS, IDAHO


REBECCA L. NOAH CASPER, MAYOR

(SEAL)STATE OF IDAHO)
County of Bonneville) ss:
)

I, KATHY HAMPTON, CITY CLERK OF THE CITY OF IDAHO FALLS, IDAHO,
DO HEREBY CERTIFY:

That the above and foregoing is a full, true and correct copy of the Ordinance entitled, "AN ORDINANCE OF THE CITY OF IDAHO FALLS, IDAHO, AMENDING TITLE 1, CHAPTERS 7 AND 8, AND TITLE 3, CHAPTER 1, TO CLARIFY ACTIONS BY COUNCIL AND MAYOR RELATIVE TO SALARIES, BENEFITS, AND OTHER COMPENSATION FOR CITY EMPLOYEES; PROVIDING SEVERABILITY, CODIFICATION, PUBLICATION BY SUMMARY, AND ESTABLISHING EFFECTIVE DATE."



Kathy Hampton
KATHY HAMPTON, CITY CLERK

