



CITY COUNCIL MEETING

Thursday, May 21, 2020

7:30 p.m.

CITY COUNCIL CHAMBERS

680 Park Avenue

Idaho Falls, ID 83402

Thank you for your interest in City Government. In response to the COVID-19 crisis, on May 1, 2020, Governor Brad Little issued the Stay Healthy Order. In compliance with the Order Stage 2, which requires the avoidance of public gatherings, the City of Idaho Falls hereby provides reasonable means for citizens to participate in the above-noticed meeting. The City believes strongly in public participation and has therefore identified the following ways to participate in this meeting:

General Meeting Participation.

1. *Livestream on the Internet. The public may view the meeting at www.idahofallsidaho.gov. Meetings are also archived for later viewing on the City's website.*
2. *Email. Public comments may be shared with the Mayor and members of the City Council via email at any time. Electronic addresses for elected officials are located at <https://www.idahofallsidaho.gov/398/City-Council>.*

Official Public Hearing Participation. *Members of the public wishing to participate in a public hearing noticed on this agenda may do so. Public testimony on an agenda item will be taken only for public hearings indicated on this agenda. Please note that not all meeting agenda items include a public hearing or the opportunity for public comment.*

1. *Written Public Hearing Testimony. The public may provide written comments via postal mail sent to City Hall or via email sent to the City Clerk at KHampton@idahofallsidaho.gov. Comments will be distributed to the members of the Council and become a part of the official public hearing record. Written testimony must be received no later than 4:00 p.m. the date of the hearing.*
2. *Live Public Hearing Testimony. The public may provide live testimony remotely via the WebEx meeting platform with a phone or a computer. This platform will allow citizens to provide hearing testimony at the appropriate time. Those desiring public hearing access MUST send a valid and accurate email address to PAlexander@idahofallsidaho.gov no later than 4:00 p.m. the day of the hearing so log-in information can be sent to you prior to the meeting. Please indicate for which public hearing you wish to offer testimony.*

Please be aware that an amendment to this agenda may be made in the meeting upon passage of a motion that states the reason for the amendment and the good faith reason why the desired change was not included in the original agenda posting. All regularly scheduled City Council Meetings are live-streamed and then archived on the city website (barring electronic failure). If communication aids, services or other physical accommodations are needed to facilitate participation or access for this meeting, please contact City Clerk Kathy Hampton at 208-612-8414 or the ADA Coordinator Lisa Farris at 208-612-8323 as soon as possible so they can seek to accommodate your needs.

1. **Call to Order.**
2. **Pledge of Allegiance.**
3. **Public Comment.** *(Temporarily suspended—see above)*
4. **Coronavirus (COVID-19) Update.**
5. **Consent Agenda.** *Any item may be removed from the Consent Agenda at the request of any member of the Council for separate consideration.*
 - A. **Item from Public Works:**
 - 1) Bid Award – Water Line Replacements – 2020 Phase 2
 - B. **Items from Municipal Services:**
 - 1) Quote 20-028, Purchase of Fuse Inventory for Idaho Falls Power
 - 2) Quote 20-030, Purchase of Transmission Meters for Idaho Falls Power

- 3) Minutes from the May 11, 2020 Council Work Session and May 14, 2020 Council Meeting
- 4) License Applications, all carrying the required approvals

RECOMMENDED ACTION: Approve, accept, or receive all items on the Consent Agenda according to the recommendations presented (or take other action deemed appropriate).

6. **Regular Agenda.**

A. Municipal Services

1) City Utility Disconnect Policy Resolution: On March 25, 2020, similar to other Idaho utilities, the City Council approved the suspension of disconnects for non-payment as a result of the COVID-19 public health crisis. This resolution would authorize the current utility disconnect policy to be revised to permanently set the amount for disconnect from a balance of \$25.00 to \$50.00 and temporarily change the past due status on July 1 (195 days past due); August 1 (145 days past due); September 1 (95 days past due). Beginning September 1, 2020, the late fee for past due accounts will resume.

RECOMMENDED ACTION: Adopt the resolution providing for a revision to the current utility services (electric, water, wastewater and sanitation) disconnect policy due to the current COVID-19 public health crisis, and give authorization for the Mayor and City Clerk to execute the necessary documents (or take other action deemed appropriate).

7. **Announcements.**

8. **Adjournment.**



MEMORANDUM

FROM: Chris H Fredericksen, Public Works Director
DATE: Friday, May 15, 2020
RE: Bid Award – Water Line Replacements – 2020 Phase 2

Council Action Desired

- Ordinance
- Resolution
- Public Hearing
- Other Action (Approval, Authorization, Ratification, etc)

Public Works recommends that the Council approve the plans and specifications, award the bid to the lowest responsive, responsible bidder, 3H Construction, LLC., in an amount of \$958,269.00 and give authorization for the Mayor and City Clerk to sign contract documents.

Description, Background Information & Purpose

On Tuesday, May 12, 2020, bids were received and opened for the Water Line Replacements – 2020 Phase 2 project. A tabulation of bid results is attached. The purpose of the proposed bid award is to enter into contract with the lowest bidder to furnish all tools, labor, equipment, and materials necessary to replace aging water lines in the City.

Relevant PBB Results & Department Strategic Plan

							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

This project supports the community-oriented results of environmental sustainability and reliable public infrastructure by replacing aging water lines.

Interdepartmental Coordination

Project reviews have been conducted with all necessary city departments to ensure coordination of project activities.

Fiscal Impact

The cost allocations for this project will be provided primarily by the Water Fund. The Street Fund and Wastewater Fund will also share in appropriate work items associated with this project. Sufficient funding and budget authority exist to complete the proposed improvements.

Legal Review

Legal has reviewed the bid process and concurs the Council action desired is within State Statute.

City of Idaho Falls

Engineering Department Bid Tabulation

Project: WATER LINE REPLACEMENTS - 2020, PHASE 2
Submitted: Kent J. Fugal, P.E., PTOE

Number: 2-38-20-3-WTR-2019-3
Date: May 12, 2020

Item Number	Reference Number	Description	Estimated Quantity	Unit	Engineer's Estimate		3H Construction, LLC		HK Contractors, Inc.		Blue Sky Construction		JM Concrete, Inc.	
					Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
DIVISION 200 - EARTHWORK														
2.01	201.4.1.D.1	Removal of Concrete	215	SY	\$15.00	\$3,225.00	\$12.00	\$2,580.00	\$22.50	\$4,837.50	\$25.99	\$5,587.85	\$20.00	\$4,300.00
2.02	201.4.1.E.1	Removal of Curb and Gutter	1238	LF	\$10.00	\$12,380.00	\$7.00	\$8,666.00	\$6.75	\$8,356.50	\$9.02	\$11,166.76	\$2.00	\$2,476.00
2.03	201.4.1.F.1.a	Removal of Fire Hydrant	4	EA	\$600.00	\$2,400.00	\$650.00	\$2,600.00	\$600.00	\$2,400.00	\$1,308.38	\$5,233.52	\$500.00	\$2,000.00
2.04	201.4.1.F.1.d	Removal of 12" Water Line	18	LF	\$35.00	\$630.00	\$85.00	\$1,530.00	\$47.00	\$846.00	\$79.29	\$1,427.22	\$100.00	\$1,800.00
2.05	201.4.1.F.1.e	Removal of 18" Water Line	19	LF	\$35.00	\$665.00	\$115.00	\$2,185.00	\$44.50	\$845.50	\$82.70	\$1,571.30	\$100.00	\$1,900.00
2.06	202.4.1.A.1	Excavation	3044	CY	\$15.00	\$45,660.00	\$12.00	\$36,528.00	\$12.00	\$36,528.00	\$19.31	\$58,779.64	\$10.00	\$30,440.00
DIVISION 300 - TRENCHING														
3.01	307.4.1.A.3	Miscellaneous Surface Restoration (Sod)	20	LF	\$35.00	\$700.00	\$40.00	\$800.00	\$175.00	\$3,500.00	\$129.67	\$2,593.40	\$12.00	\$240.00
3.02	307.4.1.A.7	Miscellaneous Surface Restoration (Natural Ground)	12	LF	\$10.00	\$120.00	\$30.00	\$360.00	\$115.00	\$1,380.00	\$87.23	\$1,046.76	\$10.00	\$120.00
DIVISION 400 - WATER														
4.01	401.4.1.A.1.b	Water Main Pipe - Size 8"	571	LF	\$35.00	\$19,985.00	\$32.00	\$18,272.00	\$23.50	\$13,418.50	\$28.26	\$16,136.46	\$25.00	\$14,275.00
4.02	401.4.1.A.1.c	Water Main Pipe - Size 12"	608	LF	\$38.00	\$23,104.00	\$34.50	\$20,976.00	\$20.00	\$12,160.00	\$31.32	\$19,042.56	\$35.00	\$21,280.00
4.03	401.4.1.A.1.e	Water Main Pipe - Size 16"	1576	LF	\$40.00	\$63,040.00	\$36.00	\$56,736.00	\$20.00	\$31,520.00	\$33.19	\$52,307.44	\$45.00	\$70,920.00
4.04	401.4.1.C.1	Temporary Water Service	1	LS	\$40,000.00	\$40,000.00	\$15,000.00	\$15,000.00	\$30,000.00	\$30,000.00	\$21,200.50	\$21,200.50	\$15,000.00	\$15,000.00
4.05	402.4.1.A.1.c	Valve - Size 8"	4	EA	\$500.00	\$2,000.00	\$675.00	\$2,700.00	\$500.00	\$2,000.00	\$880.85	\$3,523.40	\$500.00	\$2,000.00
4.06	402.4.1.A.1.d	Valve - Size 12"	3	EA	\$1,000.00	\$3,000.00	\$875.00	\$2,625.00	\$575.00	\$1,725.00	\$890.02	\$2,670.06	\$500.00	\$1,500.00
4.07	402.4.1.A.1.f	Valve - Size 16"	4	EA	\$1,500.00	\$6,000.00	\$1,200.00	\$4,800.00	\$725.00	\$2,900.00	\$880.85	\$3,523.40	\$1,000.00	\$4,000.00
4.08	403.4.1.A.1	Hydrant	6	EA	\$3,000.00	\$18,000.00	\$1,425.00	\$8,550.00	\$2,300.00	\$13,800.00	\$2,390.02	\$14,340.12	\$2,000.00	\$12,000.00
4.09	404.4.1.A.1.a	Water Service Connection, Size 1" (Service Tap Only)	3	EA	\$800.00	\$2,400.00	\$650.00	\$1,950.00	\$685.00	\$2,055.00	\$1,046.70	\$3,140.10	\$200.00	\$600.00
4.1	404.4.1.A.1.b	Water Service Connection, Size 1"	1	EA	\$2,000.00	\$2,000.00	\$500.00	\$500.00	\$685.00	\$685.00	\$1,046.70	\$1,046.70	\$1,000.00	\$1,000.00
DIVISION 500 - SEWER														
5.01	501.4.1.B.1	Gravity Sewer Pipe - Size 8" - (includes excavation, bedding, backfill, etc.)	28	LF	\$100.00	\$2,800.00	\$75.00	\$2,100.00	\$125.00	\$3,500.00	\$212.33	\$5,945.24	\$40.00	\$1,120.00
5.02	509.4.1.D.1	Reconnect Service Line	1	EA	\$800.00	\$800.00	\$600.00	\$600.00	\$735.00	\$735.00	\$1,162.20	\$1,162.20	\$3,000.00	\$3,000.00
5.03	509.4.1.E.1	Bypass Sewage Pumping	1	LS	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,450.00	\$2,450.00	\$3,716.75	\$3,716.75	\$1,000.00	\$1,000.00
DIVISION 600 - CULVERTS & STORM DRAINS														
6.01	602.4.1.F.1.a	Catch Basin - Type IV (2' X 3')	1	EA	\$4,000.00	\$4,000.00	\$1,750.00	\$1,750.00	\$2,020.00	\$2,020.00	\$2,413.15	\$2,413.15	\$2,000.00	\$2,000.00
DIVISION 700 - CONCRETE														
7.01	706.4.1.A.1	Standard 3-inch Rolled Curb & Gutter	1056	LF	\$35.00	\$36,960.00	\$35.00	\$36,960.00	\$35.00	\$36,960.00	\$38.57	\$40,729.92	\$22.00	\$23,232.00
7.02	706.4.1.A.7.a	Curb and Gutter, Type Standard	100	LF	\$35.00	\$3,500.00	\$40.00	\$4,000.00	\$40.50	\$4,050.00	\$45.52	\$4,552.00	\$22.00	\$2,200.00
7.03	706.4.1.B.1	Concrete Valley Gutters	169	LF	\$80.00	\$13,520.00	\$64.00	\$10,816.00	\$74.00	\$12,506.00	\$70.37	\$11,892.53	\$15.00	\$2,535.00
7.04	706.4.1.E.1	Concrete Sidewalks, thickness 4"	215	SY	\$80.00	\$17,200.00	\$76.00	\$16,340.00	\$155.00	\$33,325.00	\$127.22	\$27,352.30	\$20.00	\$4,300.00
DIVISION 800 - AGGREGATES & ASPHALT														
8.01	802.4.1.A.1	Crushed Aggregate for Base Type 1	1992	CY	\$35.00	\$69,720.00	\$29.00	\$57,768.00	\$36.00	\$71,712.00	\$26.16	\$52,110.72	\$12.00	\$23,904.00
8.02	810.4.1.A.1	Plant Mix Pavement 3/4", PG 58-34	1660	CY	\$85.00	\$141,100.00	\$89.00	\$147,740.00	\$78.50	\$130,310.00	\$90.04	\$149,466.40	\$80.00	\$132,800.00
DIVISION 1000 - CONSTRUCTION STORMWATER BMP's														
10.01	1001.4.1.A.1	Sediment Control	1	LS	\$4,000.00	\$4,000.00	\$6,000.00	\$6,000.00	\$7,000.00	\$7,000.00	\$3,085.50	\$3,085.50	\$1,000.00	\$1,000.00
DIVISION 2000 - MISCELLANEOUS														
20.01	2010.4.1.A.1	Mobilization	1	LS	\$67,000.00	\$67,000.00	\$80,000.00	\$80,000.00	\$111,461.50	\$111,461.50	\$94,674.90	\$94,674.90	\$350,000.00	\$350,000.00
20.02	2030.4.1.A.1	Sanitary Manhole, Adjust to Grade	12	EA	\$700.00	\$8,400.00	\$650.00	\$7,800.00	\$900.00	\$10,800.00	\$1,266.70	\$15,200.40	\$1,000.00	\$12,000.00
20.03	2030.4.1.B.1	Storm Water Manhole, Adjust to Grade	1	EA	\$700.00	\$700.00	\$650.00	\$650.00	\$900.00	\$900.00	\$1,266.70	\$1,266.70	\$1,000.00	\$1,000.00
20.04	2030.4.1.C.1	Valve Box, Adjust to Grade	2	EA	\$500.00	\$1,000.00	\$400.00	\$800.00	\$275.00	\$550.00	\$1,266.70	\$2,533.40	\$1,000.00	\$2,000.00
20.05	2050.4.1.A.1	Subgrade Separation Geotextile, Type II	9956	SY	\$2.00	\$19,912.00	\$2.00	\$19,912.00	\$1.25	\$12,445.00	\$1.63	\$16,228.28	\$2.50	\$24,890.00
SPECIAL PROVISIONS														
SP-1	S0405A	Replace Water Service 1"	38	EA	\$2,000.00	\$76,000.00	\$1,725.00	\$65,550.00	\$1,450.00	\$55,100.00	\$1,368.56	\$52,005.28	\$1,000.00	\$38,000.00
SP-2	S0405B	Replace Water Service 1.5"	1	EA	\$2,500.00	\$2,500.00	\$1,725.00	\$1,725.00	\$1,550.00	\$1,550.00	\$1,372.18	\$1,372.18	\$2,000.00	\$2,000.00
SP-3	S0405C	Replace Water Service 2"	1	EA	\$3,000.00	\$3,000.00	\$2,000.00	\$2,000.00	\$1,620.00	\$1,620.00	\$1,390.88	\$1,390.88	\$2,000.00	\$2,000.00
SP-4	S0600A	Grout Storm Line 8"	148	LF	\$35.00	\$5,180.00	\$30.00	\$4,440.00	\$33.75	\$4,995.00	\$47.26	\$6,994.48	\$30.00	\$4,440.00
SP-5	S0605	Inlet Box (Frame & Grate Only)	1	EA	\$1,000.00	\$1,000.00	\$750.00	\$750.00	\$1,075.00	\$1,075.00	\$1,073.35	\$1,073.35	\$1,000.00	\$1,000.00
SP-6	S0630	Abandon Existing Injection Well	1	EA	\$10,000.00	\$10,000.00	\$2,200.00	\$2,200.00	\$725.00	\$725.00	\$5,508.50	\$5,508.50	\$8,000.00	\$8,000.00
SP-7	S0915	Repair Sprinkler System	1	LS	\$3,000.00	\$3,000.00	\$8,000.00	\$8,000.00	\$4,515.00	\$4,515.00	\$5,563.50	\$5,563.50	\$6,000.00	\$6,000.00
SP-8	S1150	Remove & Replace Sign	1	EA	\$500.00	\$500.00	\$2,200.00	\$2,200.00	\$500.00	\$500.00	\$853.35	\$853.35	\$1,000.00	\$1,000.00
TOTAL BASE BID						\$739,101.00		\$668,459.00		\$679,761.50		\$731,429.10		\$835,272.00
ADDITIVE ALTERNATE BID SCHEDULE NO.1														
DIVISION 200 - EARTHWORK														
2.07	201.4.1.D.1	Removal of Concrete	32	SY	\$15.00	\$480.00	\$12.00	\$384.00	\$26.00	\$832.00	\$46.43	\$1,485.76	\$20.00	\$640.00
2.08	201.4.1.E.1	Removal of Curb and Gutter	180	LF	\$10.00	\$1,800.00	\$7.00	\$1,260.00	\$7.25	\$1,305.00	\$9.14	\$1,644.60	\$2.00	\$360.00
2.09	201.4.1.F.1.a	Removal of Fire Hydrant	1	EA	\$600.00	\$600.00	\$650.00	\$650.00	\$600.00	\$600.00	\$1,900.05	\$1,900.05	\$500.00	\$500.00
2.1	202.4.1.A.1	Excavation	741	CY	\$15.00	\$11,115.00	\$12.00	\$8,892.00	\$12.00	\$8,892.00	\$20.44	\$15,146.04	\$10.00	\$7,410.00
DIVISION 300 - TRENCHING														
3.03	307.4.1.A.3	Miscellaneous Surface Restoration (Sod)	7	LF	\$35.00	\$245.00	\$40.00	\$280.00	\$200.00	\$1,400.00	\$218.68	\$1,530.76	\$12.00	\$84.00
DIVISION 400 - WATER														
4.11	401.4.1.A.1.b	Water Main Pipe - Size 8"	603	LF	\$35.00	\$21,105.00	\$32.00	\$19,296.00	\$22.25	\$13,416.75	\$28.88	\$17,414.64	\$25.00	\$15,075.00
4.12	401.4.1.C.1	Temporary Water Service	1	LS	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$3,500.00	\$3,500.00	\$9,083.50	\$9,083.50	\$10,000.00	\$10,000.00
4.13	402.4.1.A.1.c	Valve - Size 8"	3	EA	\$500.00	\$1,500.00	\$675.00	\$2,025.00	\$500.00	\$1,500.00	\$890.02	\$2,670.06	\$500.00	\$1,500.00
4.14	403.4.1.A.1	Hydrant	2	EA	\$3,000.00	\$6,000.00	\$1,425.00	\$2,850.00	\$2,300.00	\$4,600.00	\$3,232.20	\$6,464.40	\$2,000.00	\$4,000.00
DIVISION 600 - CULVERTS & STORM DRAINS														
6.02	602.4.1.F.1.a	Catch Basin - Type IV (2' X 3')	1	EA	\$4,000.00	\$4,000.00	\$1,750.00	\$1,750.00	\$2,020.00	\$2,020.00	\$2,413.15	\$2,413.15	\$1,000.00	\$1,000.00
DIVISION 700 - CONCRETE														
7.05	706.4.1.A.1	Standard 3-inch Rolled Curb & Gutter	180	LF	\$35.00	\$6,300.00	\$35.00	\$6,300.00	\$35.75	\$6,435.00	\$47.52	\$8,553.60	\$22.00	\$3,960.00
7.06	706.4.1.A.7.a	Curb and Gutter, Type Standard	20	LF	\$35.00	\$700.00	\$40.00	\$800.00	\$55.50	\$1,110.00	\$80.18	\$1,603.60	\$22.00	\$440.00
7.07	706.4.1.E.1	Concrete Sidewalks, thickness 4"	32	SY	\$80.00	\$2,560.00	\$76.00	\$2,432.00	\$240.00	\$7,680.00	\$224.22	\$7,175.04	\$20.00	\$640.00
DIVISION 800 - AGGREGATES & ASPHALT														
8.03	802.4.1.A.1	Crushed Aggregate for Base Type 1	538	CY	\$35.00	\$18,830.00	\$29.00	\$15,602.00	\$36.00	\$19,368.00	\$26.74	\$14,386.12	\$10.00	\$5,380.00
8.04	810.4.1.A.1	Plant Mix Pavement 3/4", PG 58-34	404	CY	\$85.00	\$34,340.00	\$89.00	\$35,956.00	\$78.50	\$31,714.00	\$89.64	\$36,214.56	\$80.00	\$32,320.00
DIVISION 1000 - CONSTRUCTION STORMWATER BMP's														
10.02	1001.4.1.A.1	S												

WATER LINE REPLACEMENTS – 2020, PHASE 2

PROJECT # 2-38-20-3-WTR-2019-23



REVIEWED BY: WATER DIVISION

[Signature]

DATE: 4-20-2020

MAYOR
REBECCA L. NOAH CASPER
CITY COUNCIL

MICHELLE ZIEL-DINGMAN
SHELLY SMEDE
THOMAS HALLY

JIM FRANCIS
JOHN B. RADFORD
JIM FREEMAN

ENGINEERING DIVISION

PUBLIC WORKS DIRECTOR
CHRIS H FREDERICKSEN, P.E.

CITY ENGINEER
KENT J. FUGAL, P.E., PTOE

2020

Digitally signed by Kent Fugal
DN:
E=kfugal@idahofallsidaho.gov,
CN=Kent Fugal, OU=Public
Works, O=City of Idaho Falls,
L=Idaho Falls, S=ID, C=US
Reason: I attest to the accuracy
and integrity of this document
Date: 2020.04.22
10:49:58-06'00'



AS BUILT:		
SCALE SHOWN IS FOR SHEET 11 x 17 ONLY		
ENGINEERING DIVISION	WATER LINE REPLACEMENTS – 2020, PHASE 2	
CHK BY: Y.G.	DSG BY: CW	DWN BY: CW
FILE NO. 2-38-20-3-WTR-2019-23	DATE PLOTTED: 4/20/2020	SHEET NO. 1 OF 21
DWG NO. Titlepage-WATER LINES PHASE 2		



MEMORANDUM

FROM: Pam Alexander, Municipal Services Director

DATE: Wednesday, May 13, 2020

RE: Quote 20-028, Purchase of Fuse Inventory for Idaho Falls Power

Council Action Desired

- Ordinance
- Resolution
- Public Hearing
- Other Action (Approval, Authorization, Ratification, etc)

Accept and approve the lowest quotes received for a total of \$64,465.60 or take other action deemed appropriate.

Description, Background Information & Purpose

This purchase will provide fuse inventory for Idaho Falls Power.

Relevant PBB Results & Department Strategic Plan

							
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This purchase supports the well-planned growth and development community-oriented result by replenishing required inventory for the Idaho Falls Power warehouse.

Interdepartmental Coordination

Idaho Falls Power concurs with Municipal Services Department recommendation for award.

Fiscal Impact

Funds for the inventory are budgeted within the 2019/20 Idaho Falls Power Fiber budget.

Legal Review

Legal concurs the Council action desired is within State Statute.

Vendor		1) Anixter Inc Salt Lake City, UT	Codale Salt Lake City, UT	Border States Billings, MT	Northern Power Centerville, UT	General Pacific Fairview, OR
	Quantity					
ITEM 1 -Cutout: 200 AMP POLYMER						
Price Per Each	80	\$ 143.52	\$ 97.25	No Quote	No Quote	No Quote
TOTAL		\$ 11,481.60	\$ 7,780.00			
Delivery Time		6-7 Weeks	6-7 weeks			
ITEM 2 -CUTOUT: 100 AMP POLYMER						
Price Per Each	378	\$ 78.40	\$ 76.75	\$ 94.27	No Quote	No Quote
TOTAL		\$ 29,635.20	\$ 29,011.50	\$ 35,634.06		
Delivery Time		4-6 Weeks	6-7 weeks	4 weeks		
ITEM 3 -FUSELINK: 65 AMP						
Price Per Each	600	\$ 5.35	\$ 6.35	\$ 5.63	\$ 7.80	No Quote
TOTAL		\$ 3,210.00	\$ 3,810.00	\$ 3,378.00	\$ 4,680.00	
Delivery Time		2-4 Weeks	2-4 weeks	5 weeks	stock - 4 weeks	
ITEM 4 -FUSELINK: 100 AMP						
Price Per Each	200	\$ 6.25	\$ 6.35	\$ 6.87	\$ 7.75	No Quote
TOTAL		\$ 1,250.00	\$ 1,270.00	\$ 1,374.00	\$ 1,550.00	
Delivery Time		2-4 Weeks	2-4 weeks	5 weeks	stock - 4 weeks	
ITEM 5 - FUSELINK 40 AMP						
Price Per Each	60	\$ 3.60	\$ 3.78	\$ 3.51	\$ 4.46	No Quote
TOTAL		\$ 216.00	\$ 226.80	\$ 210.60	\$ 267.60	
Delivery Time		2-4 weeks	2-4 weeks	5 weeks	stock - 4 weeks	
ITEM 6 -FUSELINK: 140 AMP						
Price Per Each	40	\$ 15.65	\$ 14.75	\$ 17.07	\$ 16.50	No Quote
TOTAL		\$ 626.00	\$ 590.00	\$ 682.80	\$ 660.00	
Delivery Time		4-6 weeks	4-5 weeks	5 weeks	stock - 4 weeks	
ITEM 7 -Guard: Cutout Switch						
Price Per Each	1050	\$ 14.80	\$ 14.50	\$ 17.23	\$ 14.80	\$ 14.74
TOTAL		\$ 15,540.00	\$ 15,225.00	\$ 18,091.50	\$ 15,540.00	\$ 15,477.00
Delivery Time		4-6 weeks	4-6 weeks	6-7 weeks	4-6 weeks	5-8 weeks
ITEM 8 - STINGER COVER: 3/8"						
Price Per Roll	50	\$ 148.70	\$ 145.75	\$ 154.16	No Quote	\$ 143.77
TOTAL		\$ 7,435.00	\$ 7,287.50	\$ 7,708.00		\$ 7,188.50
Delivery Time		2-4 weeks	1 week	4 weeks		2-3 weeks
TOTAL SUBMITTED		\$ 69,393.80	\$ 65,200.80	\$ 67,078.96	\$ 22,697.60	\$ 22,665.50
TOTAL AWARDED		\$ 4,460.00	\$ 52,606.50	\$ 210.60	\$ -	\$ 7,188.50
TOTAL GOING TO COUNCIL		\$ 64,465.60				



MEMORANDUM

FROM: Pam Alexander, Municipal Services Director

DATE: Thursday, May 14, 2020

RE: Quote 20-030, Purchase of Transmission Meters for Idaho Falls Power

Council Action Desired

- Ordinance
- Resolution
- Public Hearing
- Other Action (Approval, Authorization, Ratification, etc)

Accept and approve the lowest quotes received from Codale Electric Supply, Inc. for a total of \$66,255.00 (or take other action deemed appropriate).

Description, Background Information & Purpose

The purchase of transmission meters will be used for the Idaho Falls electrical power distribution system.

Relevant PBB Results & Department Strategic Plan

							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The transmission meters support the safety and livable results by replacing equipment.

Interdepartmental Coordination

Idaho Falls Power concurs with the recommendation.

Fiscal Impact

Funds to purchase the transmission meters are within the Idaho Falls Power 2019/20 budget.

Legal Review

This purchase complies with State Statute §67-2806(1).

City of Idaho Falls
Q20-030/161kV CT-PT

Vendor		Codale Electric Supply, INC Salt Lake, UT	Anixter, INC Phoenix, AZ	General Pacific	
	3				
JOB: 170KV CT/PT	EA	\$22,085.00	\$30,278.00	No Valid Bid Submitted	
TOTAL		\$66,255.00	\$90,834.00		

May 11, 2020 - Unapproved

The City Council of the City of Idaho Falls met in Council Work Session, Monday, May 11, 2020, in the Council Chambers in the City Annex Building located at 680 Park Avenue in Idaho Falls, Idaho at 3:00 p.m.

Call to Order and Roll Call:

There were present:

Mayor Rebecca L. Noah Casper
Councilmember Michelle Ziel-Dingman (by WebEx)
Councilmember John Radford (by WebEx)
Councilmember Thomas Hally
Councilmember Jim Freeman (by WebEx)
Councilmember Jim Francis (by WebEx)
Councilmember Shelly Smede

Also present:

Ryan Tew, Human Resources Director (by WebEx)
Eilene Horne, Human Resources Manager
Pamela Alexander, Municipal Services Director
Bryce Johnson, Police Chief
Duane Nelson, Fire Chief
PJ Holm, Parks and Recreation Director (by WebEx)
Ed Morgan, Civic Center for the Performing Arts Manager
Michael Kirkham, Assistant City Attorney
Randy Fife, City Attorney
Kathy Hampton, City Clerk

Mayor Casper called the meeting to order at 3:00 p.m. with the following items:

Acceptance and/or Receipt of Minutes:

It was moved by Councilmember Francis, seconded by Councilmember Freeman, to receive the April 22 and May 5 recommendations from the Planning and Zoning Commission pursuant to the Local Land Use Planning Act (LLUPA). Roll call as follows: Aye – Councilmembers Radford, Freeman, Smede, Francis, Dingman, Hally. Nay – none. Motion carried.

Calendars, Announcements and Reports

May 13, Association of Idaho Cities (AIC) conference call for City-elected officials with Governor Brad Little
May 14, Governor Brad Little Press Conference; Idaho Falls Power Board Meeting; and, City Council Meeting

Mayor Casper stated the Energy Communities Alliance (ECA) will be distributing a letter for Environmental Management (EM) regarding emergency dollars/stimulus money. She indicated her name will be included on the letter representing the City of Idaho Falls. She is hopeful a letter will be submitted for Nuclear Energy (NE) as well. Mayor Casper stated as of May 9, 2020, 2,230 Coronavirus (COVID-19) cases have been reported in Idaho, including 25 new cases. She believes new cases are consistently reported each day. She also noted during the month of May, Bonneville County has more community-spread cases versus direct-contact cases. She indicated the feedback reflects those residents who are not concerned with recommended requests, although approximately 70% of residents are using all precautions. She believes a great deal of residents do not believe the Governor's order represents the law.

Liaison Reports and Council Concerns:

Councilmember Dingman had no items to report.

Councilmember Freeman stated Andi Anderson will be retiring from dispatch following 41 years with the City. As a former employee with the Idaho Falls Fire Department (IFFD), Councilmember Freeman expressed his appreciation to Ms. Anderson.

May 11, 2020 - Unapproved

Councilmember Francis stated the Library has opened to the public; the City's golf courses are seeing a high demand; the Zoo will be opening May 16; Animal Control Supervisor Irene Brown will be retiring; Idaho Falls Police Department (IFPD) Officer Dustin Howell has been promoted to sergeant; a memorial for fallen officers will be occurring May 15 and 16; and, the IFPD will be presenting the annual report at Rotary on June 10.

Councilmember Radford had no items to report.

Councilmember Hally stated the driving ranges at Sand Creek and Sage Lakes Golf Courses are now open with social distancing. He noted meat processing plants across the nation are experiencing a high number of COVID-19 cases.

Councilmember Smede stated several purchases will be forthcoming at the May 14 Council Meeting within the Municipal Services Department.

Personnel Manual Discussion:

Shift Differential Policy –

Ms. Horne defined shift differential as extra pay given to an employee who works the less-desirable shifts such as the evening or night shift. The shift differential pay is added to the employee's hourly wage. Ms. Horne stated the proposed change to the policy will be to condense the shift differential pay to one (1) rate versus the different rates (according to the time of the shift). She indicated this change will help with the new TimeClock Plus software program. The shift differential, \$.50 per hour, will be added to those employees working any hours between 7:00 p.m. and 7:00 a.m. To the response of Councilmember Hally, Director Alexander believes the economic impact will be minimal. She stated this policy will allow consistency within the departments. Mayor Casper clarified this change will streamline an existing policy. Brief comments followed. Mayor Casper stated this item allows a 30-day period for employee input to be submitted to the Human Resources (HR) Department. Final approval of the policy will be required at a future Council Meeting.

Overtime, Comp-time, and Time Keeping for Exempt Employees –

Director Tew stated per the Fair Labor Standards Act (FLSA), employees are divided into exempt or non-exempt categories. Non-exempt employees are paid overtime beyond a 40-hour work week, exempt employees are not paid overtime. Director Tew stated the federal government would reimburse the City for overtime of exempt employees if they were working specifically for a crisis, in this particular case for COVID-19. Unfortunately, the City did not have this policy in place at the time of the COVID-19 crisis. This proposed change would be for future declared emergencies and would allow overtime of straight time to exempt employees. Mayor Casper believes it is not reasonable or fair to those salaried employees who work numerous hours during a time of crisis. To the response of Councilmember Hally, Director Tew clarified the overtime hours would only be per the declared emergency. Mr. Kirkham confirmed this policy would pay overtime to exempt employees from a legally-declared emergency regardless of reimbursement and, this policy is allowed per the Department of Labor. To the response of Councilmember Hally, Director Alexander stated these funds would likely come from the contingency fund. Director Tew noted straight time versus time-and-a-half was proposed for the potential financial impact. General comments and discussion followed. Councilmember Francis requested Bonneville County be included as an entity in the policy. Mayor Casper stated this item also allows a 30-day period for employee input and will also require approval at a future Council Meeting.

Employee Handbook/Personnel Items Discussion:

Chief Johnson stated, per requirements of the Police Personnel Manual, meetings were previously held. From those meetings, two (2) recommendations were proposed. 1) Court Pay – the proposed change would allow the distinction between in-person appearance or the use of a call-in method. The employee would be paid a minimum of two (2) hours for the call-in method versus the four (4) hours. This will have a small/minimal savings in the IFPD budget. 2) Holiday Substitute Compensation (HSC) – this is due to TimeClock Plus software. HSC would change to hour for hour versus the current day per day accrual. This would allow the employee to use HSC in one-hour increments with an accrual cap of 120 hours. Mayor Casper stated this item allows a 30-day comment period. This item would require approval at a future Council Meeting.

Coronavirus (COVID-19) Impact on Parks and Recreation (P&R) Summer Operations:

Director Holm reviewed the following P&R operations:

May 11, 2020 - Unapproved

- Golf – the courses have been open although adjustments have been made. Director Holm reiterated there is a high demand on the golf courses. He also reiterated the driving ranges are now open although golf lessons are minimal to allow social distancing.
- Parks – 14 parks restrooms (out of 29 restrooms) are now re-opened. The restrooms will continue to be monitored for cleaning and sanitizing.
- All parks – there has been a reduction in force with the elimination of an unfilled position, two (2) Full-time employees have been laid off, and, seasonal employment at Sandy Downs has been reduced by \$20,000 as most events have been cancelled for the year. The horse stall rentals will be closing in the near future.
- Parks Maintenance – seasonal employment has been reduced by \$50,000 which will have a large impact on the general maintenance of all parks. The level of service will be reduced due to smaller staff/work force.
- Weed control – budget has been reduced by \$50,000. Priorities will be on herbicide application and the canal banks for Phase 1 of the Canal Trails Grant Agreement. Undeveloped property will be maintained as resources are allowed.
- Noise Park – has been closed for the year for motor cross practices and races. This has resulted in \$98,000 savings. P&R is working with the Stock Car Association per the maintenance agreement. The OHV trail, maintained by State of Idaho P&R, remains open.
- Horticulture – budget has been reduced by \$25,000. No additional flowers will be purchased, flower beds and pots will be maintained mainly by volunteers, and, there is priority on tree care and future zeroscaping. Director Holm confirmed, per previous discussion, the annual cost for watering the downtown flower pots/baskets/planters is \$82,000. P&R is working with the Idaho Falls Downtown Development Corporation (IFDDC) to maintain the downtown hanging flower pots/baskets with a seasonal worker.
- Recreation – softball and baseball programs will begin June 1 and June 8. Mandatory sanitation stations will be provided and masks will be required for those who cannot social distance. There has also been a reduction in force with the layoff of one (1) FTE. Staff from the Aquatic Center has been relocated to Parks Maintenance and Cemetery Divisions. Director Holm stated P&R has been working with the multiple user groups per the Governor’s order. Programs will begin in Phase 3. There have been no field charges for the month of May. Director Holm reiterated the zoo will open on May 16. Modified hours, a reduction in force, and, social distancing protocols will be implemented. A Funland committee has been formed to help guide the development of Funland. Director Holm is hopeful for external fundraising for Funland. He noted 2022 will be the 75th anniversary of Funland.
- War Bonnet Roundup Rodeo – has been cancelled. Director Holm stated this was not an easy decision. He noted the 110th War Bonnet will occur in 2021.

Director Holm stated \$744,000 has been cut from the current P&R budget due to these changes. He also stated the green spaces and trails are open for the public.

To the response of Mayor Casper, Director Holm stated P&R is struggling with volunteer groups. P&R will rely heavily on user groups to help maintain fields and is hopeful to rely on volunteers, while following social distance requirements, to maintain the flower beds. To the response of Councilmember Hally, Director Holm stated the Aquatic Center will open at the end of Phase 4, on June 27. To the response of Councilmember Freeman, Director Holm stated season golf passes have decreased although green fees have increased. To the response of Councilmember Radford, Director Holm stated playground equipment will open in Phase 3, on May 30. General discussion followed.

Discussion of Draft Non-discrimination Ordinance:

At the request of Mayor Casper, Mr. Fife reviewed principles of the First Amendment. He stated the Idaho Constitution is allowed to govern under the State authority which includes health, safety, and, welfare of local jurisdiction. Idaho is considered a Dillon’s Rule State which allows limited delegated jurisdiction to cities. Mr. Fife stated in 2013, the City decided it was important for the health, safety, and, welfare of the community to extend protections of status for all parties from any discrimination that might occur because of their sexual orientation. Protections were passed for employment and housing although the Council declined to pass protections to those in commerce/public accommodations. The idea was to allow a balance of individuals’ freedom from and of religion. Mr. Fife stated the draft language for the current non-discrimination ordinance is taken from a variety of sources,

May 11, 2020 - Unapproved

including language from Utah Senate Bill 296. He believes, from observing discussions across the country, religion has been a focus of the discussions and society requires people are treated the same. He stated there is a balance between what the State can and should do relative to religions and what they should not do. This also applies to the other first amendment rights. Mr. Fife stated the engine of the ordinance revolves around the definitions of sexual orientation and gender identity and expression. The idea should be fair for everyone without giving special rights to anyone. The draft ordinance also addresses places of public resort/public places. The exemptions do not apply to other governments, school districts, cities, counties, or, State. This ordinance only applies to the City of Idaho Falls. It does not inhibit or control religious or secular institutions. The system of complaints has not changed although non-binding mediation has been added. It also addresses permitted acts inside and outside of the workplace. To the request of Mayor Casper, Mr. Fife explained the standard of scrutiny. He stated the court would normally look to see if there is a rational basis (makes sense to the governing body). This is the lowest level of scrutiny. There is also an intermediate scrutiny and a strict scrutiny, which imposes restrictions on the highest level. Mr. Fife believes this draft ordinance meets the conditions of court standards. Councilmember Hally stated, as being involved in the first two (2) legs of the ordinance, the ordinance was acceptable at that time. He also stated during the two-week period between the Council Work Session and the Council Meeting there were a number of threatening and disturbing comments, therefore, the Council chose not to approve the public accommodations. He indicated the personal emails he has currently received are more favorable to include personal accommodations. To the response of Councilmember Smede, Mr. Fife stated false accusations are against the law. He believes the current law would address this as the process of any complaint/violation would be similar to other complaints/violations of City Code. Also to the response of Councilmember Smede, Mr. Fife stated this is not a commitment to establish religion and it would be difficult to educate individuals about their religion. Councilmember Smede believes everyone should be treated with respect and humility. To the response of Councilmember Francis, Mr. Fife stated American government is not hostile to religion or religionists. The Constitution has tried to be neutral to religion. However, the first amendment allows individuals to be free as individuals, not just because of religion. To the response of Councilmember Radford, Mr. Fife reviewed the process of complaints for the victim and the offender and, penalties for violations. Brief discussion followed regarding 'all persons' and religions. Councilmember Radford stated he is very positive to the ordinance. Also to the response of Councilmember Radford, it was noted there was public input and a public hearing in 2013. Mayor Casper stated, due to the limitations of COVID-19, a public hearing would not be advised although she believes there has been a greater effort for public input. She also believes more public input has been received at this time. To the response of Councilmember Smede, Mr. Fife stated this ordinance would allow more protections to vulnerable individuals and any violations would be processed accordingly. He noted this is not the same as Americans with Disabilities Act (ADA) public accommodations. Mayor Casper stated this ordinance provides a recourse for poor behavior, it does not prevent poor behavior as is the case with all law. Councilmember Smede stated she supports the ordinance, she just wants to ensure the process is followed. She also believes community feedback has been overwhelmingly supportive. Councilmember Francis believes there has been more exchange and interaction with the public due to COVID-19. Councilmember Dingman concurred. She believes the majority of conversations would not have occurred during a public hearing. She also indicated a FAQ is located on the City website. Councilmembers Radford and Freeman also concurred regarding the exchange with the public input. Councilmember Freeman also believes there has been overwhelming support to this ordinance. Mayor Casper expressed her appreciation to the Councilmembers for their level of commitment. She also expressed her appreciation to the City Attorney's staff. Mayor Casper stated this item will be included on the May 14 Council Meeting agenda.

There being no further business, the meeting adjourned at 5:43 p.m.

CITY CLERK

MAYOR

May 14, 2020 - Unapproved

The City Council of the City of Idaho Falls met in Regular Council Meeting, Thursday, May 14, 2020, in the Council Chambers in the City Annex Building located at 680 Park Avenue in Idaho Falls, Idaho at 7:30 p.m.

Call to Order:

There were present:

Mayor Rebecca L. Noah Casper
Councilmember Michelle Ziel-Dingman (by WebEx)
Councilmember John Radford (by WebEx)
Councilmember Thomas Hally (joined at 7:33 p.m. by WebEx)
Councilmember Jim Freeman (by WebEx)
Councilmember Jim Francis (by WebEx)
Councilmember Shelly Smede (by WebEx)

Also present:

All available Department Directors
Randy Fife, City Attorney
Kathy Hampton, City Clerk

Pledge of Allegiance:

Mayor Casper requested Bud Cranor, Public Information Officer, to lead those present in the Pledge of Allegiance.

Public Comment:

Public Comment has been temporarily suspended due to coronavirus (COVID-19) concerns.

Coronavirus (COVID-19) Update:

Mayor Casper stated Governor Brad Little announced the State of Idaho is ready to move into Phase 2 at noon on May 16. Salons, gyms, fitness centers, and, restaurants can open for service if they have a plan. It was noted that bars will be allowed to open in Phase 3 instead of Phase 4. Mayor Casper stated the City is phasing into full service with social distancing requirements in City buildings. She encouraged the public to observe social distancing and comply with the Centers for Disease Control and Prevention (CDC) guidelines including wearing of masks. She noted the medical grade masks have been reserved for medical professionals and first responders.

Consent Agenda:

Public Works requested approval of Bid Award – Water Line Replacements – 2020 Phase I.

Idaho Falls Power requested approval of Westside Substation Design Task Order and minutes from the April 23, 2020 Idaho Falls Power Board Meeting.

Municipal Services requested approval of Bid IF-20-18, Purchase of Patch Truck for Public Works; Quote 20-023, Purchase of Inventory for Idaho Falls Power; Quote 20-026, Purchase of Gravel for Public Works; Additional Purchase from RFP IF-20-069, Cobra Head Streetlights for Idaho Falls Power; Purchase Meter Inventory for Idaho Falls Power; Treasurer’s Report for March 2020; minutes from the April 20, 2020 Council Work Session and April 23, 2020 Council Meeting; and, license applications, all carrying the required approvals

It was moved by Councilmember Smede, seconded by Councilmember Dingman, to approve, accept, or receive all items on the Consent Agenda according to the recommendations presented. Roll call as follows: Aye – Councilmembers Francis, Dingman, Freeman, Hally, Radford, Smede. Nay – none. Motion carried.

Regular Agenda:

Community Development Services

Subject: Resolution Approving the Community Development Block Grant (CDBG) Program Year (PY) 2019 Consolidated Annual Performance and Evaluation Report (CAPER)

For consideration is a resolution approving the CDBG Program Year 2019 Consolidated Annual Performance and Evaluation Report (CAPER). The report was presented at a public hearing on April 23, 2020 followed by a 15-day public comment period. No comments were received and resolution is now ready for approval. Following approval the report will be submitted to HUD for approval.

It was moved by Councilmember Radford, seconded by Councilmember Francis, to approve the Resolution approving the CDBG Program Year 2019 Consolidated Annual Performance and Evaluation Report and give authorization for the Mayor and City Clerk to execute the necessary documents. Roll call as follows: Aye – Councilmembers Smede, Hally, Dingman, Radford, Freeman, Francis. Nay – none. Motion carried.

RESOLUTION NO. 2020-10

A RESOLUTION OF THE CITY OF IDAHO FALLS, IDAHO, ADOPTING THE FY2019 CDBG CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT.

Subject: Final Plat, Development Agreement, and Reasoned Statement of Relevant Criteria and Standards, Ivywood Division No. 3

For consideration is the Final Plat, Development Agreement, and Reasoned Statement Relevant Criteria and Standards for Ivywood Division No. 3. The Planning and Zoning Commission considered this item at its April 21, 2020, meeting and recommended approval by unanimous vote. Staff concurs with this recommendation.

It was moved by Councilmember Radford, seconded by Councilmember Francis, to approve the Development Agreement for Ivywood Subdivision, Division No. 3, and give authorization for the Mayor and City Clerk to execute the necessary documents. Roll call as follows: Aye – Councilmembers Hally, Francis, Radford, Dingman, Smede, Freeman. Nay – none. Motion carried.

It was moved by Councilmember Radford, seconded by Councilmember Francis, to accept the Final Plat for Ivywood Subdivision, Division No. 3, and give authorization for the Mayor, City Engineer, and City Clerk to sign said Final Plat. Roll call as follows: Aye – Councilmembers Freeman, Radford, Smede, Francis, Dingman, Hally. Nay – none. Motion carried.

It was moved by Councilmember Radford, seconded by Councilmember Francis, to approve the Reasoned Statement of Relevant Criteria and Standards for the Final Plat for Ivywood Subdivision, Division No. 3, and give authorization for the Mayor to execute the necessary documents. Roll call as follows: Aye – Councilmembers Hally, Radford, Francis, Dingman, Smede, Freeman. Nay – none. Motion carried.

Subject: Final Plat, Development Agreement, and Reasoned Statement of Relevant Criteria and Standards, Manchester Estates Subdivision

For consideration is the Final Plat, Development Agreement, and Reasoned Statement of Relevant Criteria and Standards for Manchester Estates Subdivision. The Planning and Zoning Commission considered this item at its April 21, 2020, meeting and recommended approval by unanimous vote. Staff concurs with this recommendation.

May 14, 2020 - Unapproved

It was moved by Councilmember Radford, seconded by Councilmember Francis, to approve the Development Agreement for Manchester Estates Subdivision, and give authorization for the Mayor and City Clerk to execute the necessary documents. Roll call as follows: Aye – Councilmembers Francis, Dingman, Freeman, Hally, Radford, Smede. Nay – none. Motion carried.

It was moved by Councilmember Radford, seconded by Councilmember Francis, to accept the Final Plat for Manchester Estates Subdivision, and give authorization for the Mayor, City Engineer, and City Clerk to sign said Final Plat. Roll call as follows: Aye – Councilmembers Freeman, Francis, Hally, Radford, Smede, Dingman. Nay – none. Motion carried.

It was moved by Councilmember Radford, seconded by Councilmember Francis, to approve the Reasoned Statement of Relevant Criteria and Standards for the Final Plat for Manchester Estates Subdivision, and give authorization for the Mayor to execute the necessary documents. Roll call as follows: Aye – Councilmembers Dingman, Radford, Francis, Smede, Hally, Freeman. Nay – none. Motion carried.

Municipal Services

Subject: IF-20-22, Underground Fiber Project Phase I - Boring and Conduit Installation

This contract will provide underground fiber boring and conduit installation services for residential fiber.

Councilmember Smede stated this project will also replace aging and end-of-life electrical lines; will greatly improve the electrical reliability; and, will bring in fiber service at the same time. Councilmember Radford stated fiber and electric are intertwined and those investments for conduit and future technology need protected.

It was moved by Councilmember Smede, seconded by Councilmember Radford, to accept and approve the bid from the lowest responsive and responsible bidder, Quanta Telecom Services of Houston, Texas, for a total contract amount of \$2,671,322.55. Roll call as follows: Aye – Councilmembers Radford, Freeman, Smede, Francis, Dingman, Hally. Nay – none. Motion carried.

Subject: Hydro Generation Insurance Policy Renewal

This policy insures the City's hydropower generation facilities. The policy, #EUTN14341316, was the best commercially available policy presented to the City's insurance broker, Marsh Wortham.

Councilmember Smede noted this item does not include authorization for signature, this is a ratification only. Idaho Falls Power (IFP) Director Bear Prairie stated there is an insurance policy for liability for the generation facilities which is specifically focused on catastrophic damages. With the recent fires in California, various hurricanes, and, the recent COVID-19 crisis there is limited interest to expand the risk which has resulted in tough market conditions and steep premium increases. Director Prairie stated the standard plan carried a \$30M cap with an additional riders to \$100M. IFP was not able to solicit quotes from 25 different carriers for the additional rider insurance therefore, IFP was forced to look at other insurance with reduced coverage amounts. The current year coverage amounts to \$391,000, which is under the budgeted amount. Director Prairie stated a massive event would trigger the Federal Emergency Management Agency (FEMA) although FEMA requires a commercially-available insurance. He also stated IFP is not taking on more liability due to FEMA. He indicated this is/may be likely for the next future years. To the response of Councilmember Francis, Director Prairie confirmed this policy will include three (3) companies as the liability is too much risk for a single company.

It was moved by Councilmember Smede, seconded by Councilmember Dingman, to ratify the 2020/21 Hydropower Generation Insurance Policy for Idaho Falls Power for a total of \$391,915.00. Roll call as follows: Aye – Councilmembers Hally, Smede, Dingman, Freeman, Francis, Radford. Nay – none. Motion carried.

Public Works

May 14, 2020 - Unapproved

Subject: Memorandum of Understanding with Falls Water Company

Public Works presented at the November 25th, 2019 Work Session regarding a proposed water line purchase agreement and Memorandum of Understanding with the Falls Water Company. These items were discussed as potentials to address immediate water service needs for the Costco development and to address future water service northeast of City. The Falls Water Company has sought and gained approval of the proposed water service areas from the Idaho Public Utility Commission. Therefore, for consideration is a Memorandum of Understanding which delineates future water service boundaries for Falls Water Company and the City of Idaho Falls. The proposed boundaries will allow both entities to implement better planning to serve future water users in the area northeast of the City.

It was moved by Councilmember Freeman, seconded by Councilmember Radford, to approve the Memorandum of Understanding with Falls Water Company and give authorization for the Mayor and City Clerk to execute the necessary documents. Roll call as follows: Aye – Councilmembers Smede, Hally, Radford, Dingman, Freeman, Francis. Nay – none. Motion carried.

Subject: Ordinance Revision Amending Section 5-9-8 Regulating Structures Over the Snake River

It is proposed that City Code Section 5-9-8, prohibiting people from jumping off or dropping objects from the listed City facilities over the Snake River, be made more comprehensive, more clear, and to include canals. The Ordinance, if adopted, will automatically apply to any City facility added by annexation or construction.

Councilmember Freeman stated canal structures were not originally included in the previous ordinance. This ordinance is being revised per Mr. Fife's recommendation.

It was moved by Councilmember Freeman, seconded by Councilmember Radford, to approve the Ordinance amending City Code regulations regarding City structures over the Snake River and canals within City limits under a suspension of the rules requiring three complete and separate readings and request that it be read by title and published by summary. Roll call as follows: Aye – Councilmembers Dingman, Smede, Francis, Freeman, Hally, Radford. Nay – none. Motion carried.

At the request of Mayor Casper, the City Clerk read the ordinance by title only:

ORDINANCE NO. 3306

AN ORDINANCE OF THE CITY OF IDAHO FALLS, IDAHO, AMENDING SECTION 5-9-8 OF THE CITY CODE TO PROHIBIT JUMPING, DIVING, OR DROPPING THINGS INTO THE SNAKE RIVER OR A CANAL WITHOUT APPROVAL; PROVIDING SEVERABILITY, CODIFICATION, PUBLICATION BY SUMMARY, AND ESTABLISHING EFFECTIVE DATE.

Subject: Approval of the State/Local Agreement with Idaho Transportation Department for the Lindsay Boulevard Curves Superelevation project

For consideration is a State/Local Construction Agreement and Resolution with the Idaho Transportation Department (ITD) for the Lindsay Boulevard Curves Superelevation project.

Councilmember Freeman stated total cost of the project is estimated at \$446,185.00 with City match of 7.34%, which amounts to \$34,218.00. The City contribution will be in the form of in-kind project development, construction management, and, inspection services.

It was moved by Councilmember Freeman, seconded by Councilmember Radford, to approve the State/Local Agreement, and the accompanying Resolution, and give authorization for the Mayor and City Clerk to execute the

May 14, 2020 - Unapproved

necessary documents. Roll call as follows: Aye – Councilmembers Francis, Dingman, Freeman, Hally, Radford, Smede. Nay – none. Motion carried.

RESOLUTION NO. 2020-11

WHEREAS, THE IDAHO TRANSPORTATION DEPARTMENT, HEREAFTER CALLED THE STATE, HAS SUBMITTED AN AGREEMENT STATING OBLIGATIONS OF THE STATE AND THE CITY OF IDAHO FALLS, HEREAFTER CALLED THE CITY, FOR CONSTRUCTION OF LINDSAY BOULEVARD CURVES SUPERELEVATION.

Office of the City Attorney

Subject: Nondiscrimination Ordinance

In 2013, the Council passed an Ordinance that prohibited discrimination in the City based upon a person's sexual orientation or gender identity/expression in the subject areas of housing and employment. The proposed Ordinance amendments will extend the nondiscrimination regulations to include places of public accommodation and use, as those are defined. Additionally, the proposed Ordinance amends some definitions and exemptions; provides clarification of the rights of employers and employees in areas of First Amendment expression and provision of employee-only facilities; adds specifically permitted activities; and includes non-binding mediation as a tool to resolve reported discrimination.

Mayor Casper stated on May 13 she distributed a message to the City Council containing language suggested by a community member to augment the religious freedoms aspect of the proposed amendment. As Mayor Casper does not play a direct role in passage of the vast majority of City Council actions, she believed it was not her place to propose new language, although the language could be introduced if desired by the Council. Mayor Casper presented a copy of said message to the City Clerk. Mayor Casper stated the volume of communication on this item has been very manageable until the last two (2) days. At that point, there was no way to keep up with all responses while continuing with other commitments. Mayor Casper estimated she has received approximately 200 messages, which is far more than any single item while in her 6½ years of service. She stated many of these messages did not express an opinion, rather they were directed at the process. She also stated the processes that are followed when conducting public discourse matter a lot and fairness, access, consistency, transparency, and, fidelity to the law are very important aspects of healthy policy-making. She indicated some individuals have suggested this issue is being addressed inappropriately due to the COVID-19 pandemic. Mayor Casper stated, in reference to public meetings, the Council is not permitted to take any action in secret. The rules governing public meetings are set in State statute and require advanced notice. The City of Idaho Falls follows these laws very carefully. The City Council indicated at the April 20 Council Work Session (24 days ago) that it was their desire to hear this item at this meeting. Mayor Casper stated, in reference to agenda setting, the Mayor calls Council Meetings and sets the agenda. The code does not say the Mayor must consult with the Council for agenda setting. Mayor Casper believes the current agenda setting suits the needs for the most part as she consults with directors, the Council president, and, members of the Council. She indicated she is particular with agenda items as she wants to ensure items have been well developed and ripe for consideration. She also stated the State statute states the majority of the Council, in this case four (4) Councilmembers, may overrule any decision made by the Mayor. Therefore, if she does not consider the will of the Council, she risks an override. She believes the goal is to proceed with consensus as she values consensus over contention. She indicated there is too much work to do and there are too few resources for a fight or a standoff with Council. This is not a good use of time, energy, or, resources. Because the Council wished to proceed with this matter at this time, Mayor Casper proceeded with their wishes. Mayor Casper stated, in reference to a hearing, many individuals suggested that not have a hearing was a terrible oversight. Hearings are required by law for certain items. Amendments being proposed for this ordinance do not require a hearing by law. Hearings can be helpful to gather public information, although as the Council discussed at the May 10 Council Work Session, they determined the dialogue and discussions through the public was more effective than a hearing which is one-way communication. Mayor Casper stated she respected the Council's wishes therefore, there is no hearing. She also stated the City has shared the draft minutes from the April 20 Council Work Session, the proposed ordinance was

May 14, 2020 - Unapproved

located on the City's website, a press release was released, two (2) Councilmembers co-authored an Op Ed in The Post Register, and, there have been social media posts and a lot of dialogue. There has not been a shortage of information from the City to the public and no constitutional rights have been violated by the absence of a public hearing. If a hearing had occurred, just by the number of messages received, there would have been no way to facilitate the very lengthy meeting. Mayor Casper stated, in reference to no vote of the people, the founders gave us a democratic republic. There is a system where representatives are democratically elected who must serve in the public interest. Elected officials are to serve as trustees, they have a responsibility to study and vote, they serve at the pleasure of the people, and, they are to be held accountable. This issue is not being subjected to the vote of the people due to the structure of State law and City Code. Mayor Casper stated as a candidate for office in 2013, she attended the very divisive hearing, she watched sad stories being shared, she listened to unkind things, and, she cringed as incorrect information was presented as fact. She decided at that time that education had to be the key. She stated over the course of the previous seven (7) years she has been approached by numerous people who have requested this item be placed on an agenda. She also stated overseeing City operations requires a lot of work and there has not been time to educate the public. She was determined not to have this City be more divided than the nation. In 2018, while working with friends, the Connecting Us – Sustaining Progress (CUSP) committees were developed. The CUSP committees have been directed to address challenges within the community, that a Mayor cannot address, and seek ways to improve the community with emphasis on gathering data. Unfortunately, COVID-19 has delayed any reports from the CUSP committees that could provide opportunities for action. Those reports could have included information on a range of issues including the non-discrimination ordinance. Mayor Casper stated the Councilmembers, as duly elected officials, have responsibilities, rights, and, instincts for this community that need to be respected. She decided this was the time that she needed to listen to the Council. Although the fact-based information may not be available, Mayor Casper believes the Councilmembers absolutely have done their homework. Councilmember Hally stated a lot of input has been received and he expressed his appreciation to those who have expressed their opinions. He also stated this Council appreciates data. Councilmember Hally stated in 2013 discrimination was starting to surface including issues in Wyoming and California. Not many cities in Idaho had an ordinance and had not experienced many problems. Councilmember Hally stated he visited with the American Civil Liberties Union (ACLU) and attended two (2) public meetings with testimony. There was then a full discussion of all three (3) legs with the City Council and input was given at that time with a well-attended meeting. Councilmember Hally stated he reviewed employment and housing with the Salt Lake City (SLC) ordinance for research. He then gave a report to the Council on these meetings and research and the Council agreed that all three (3) legs should be discussed. The public meeting was not well-controlled and danger and fear seemed to be the common denominators. At that time, the proposal was amended to include housing and employment only, much to Councilmember Hally's disappointment. It was determined that more data needed to be received. Since that time, numerous cities have accommodated all three (3) legs of the ordinance and a lot of data has been brought forward. Councilmember Hally stated, per several comments received, he does not understand how the ordinance could be used as a weapon. The proposed amendment deals with treatment. It does not deal with special privileges to anyone, it deals with privileges available to everyone. Councilmember Hally commended the Legal staff for their work on this proposed amendment. He stated the City has some major employers that recognize the importance of diversity in this ordinance. He also noted the surrounding area receives numerous tourists and it is in the City's best interest to treat everyone fairly. Councilmember Hally clarified this ordinance only applies to the City of Idaho Falls and does not address the school districts or the County. He stated he is a strong believer in fair treatment, which the ordinance stresses. He also stated he has also been approached for the previous seven (7) years regarding this amendment. He believes input has been received from several citizens. He is in support of this amendment. Councilmember Dingman expressed her appreciation to Councilmember Hally for his work on this ordinance and in 2013. She stated this amendment, initially proposed on April 20, was a constituent-led modification as it was not on her personal agenda – she was contacted by City residents following the passage of House Bill (HB) 509 in the State legislature. She stated in the previous seven (7) years 16 Idaho cities have passed similar ordinances. She could not find one (1) prosecuted case under these ordinances. She believes this indicates harmony in cities does exist and individuals know that accommodations provide the same services. She also believes this ordinance was crafted very carefully to prohibit frivolous lawsuits and allow for good-faith mediation as the heart of this is education. Councilmember Dingman believes a lot of conversation regarding this ordinance has been about the balance between prohibiting discrimination while protecting religious freedom. This is important as the same religious beliefs are held throughout the State. Councilmember Dingman stated this ordinance is somewhat

May 14, 2020 - Unapproved

modeled after Utah with crafting from several religious institutions. She noted many faith-based organizations in the community were notified of the modifications in mid-April and all were in favor of this ordinance. She is hopeful that resonates with the community. Councilmember Dingman concurred with Mayor Casper's comments regarding a public hearing as public hearings are a one-way conversation without dialogue and does not provide Councilmembers to research. She also concurred with the comments regarding the 2013 public hearing. She believes the previous 24 days have been far more effective than a one-way conversation. She expressed her appreciation to those who expressed their comments. She indicated approximately one-third of the comments received are from outside the City and may be from special interest groups. She reiterated the dialogue allowed research. It was then moved by Councilmember Dingman, seconded by Councilmember Francis, to amend the proposed non-discrimination ordinance to modify the language in 5.11.6, Section B. This proposed amendment would eliminate possible jail time under the subsequent offenses clause and would allow for mediation as previously mentioned. Councilmember Hally concurred. Councilmember Radford believes this is a reasonable change. He also believes the process is fair although he expressed his concern for a repeat offender. Mr. Fife clarified this amendment would prohibit an arrest related to a violation. Councilmember Smede believes this is about treating everyone with respect, courtesy, and, professionalism and making the City the best possible place it could be. She supports this amendment. Councilmember Francis does not believe jail time will solve the problem. He also believes the mediation element will help individuals overcome their differences. Roll call for the amended language as follows: Aye – Councilmembers Smede, Hally, Dingman, Freeman, Francis. Nay – Councilmember Radford. Motion carried. Councilmember Francis noted he attempted to answer all emails, which did not happen. He stated he is supportive of this ordinance. He referenced the recital that Council recognizes all persons have a sexual orientation and gender identity/expression. He believes the operative word is 'all'. He indicated many emails and comments received were related to the Constitution. He stated words in the 14th amendment reference the obligation of government to provide equal protection for all. He also referenced Section 5-11-1 which does not change constitutional rights established by the Federal or State government. The City does not have that power and is not trying to do that. Councilmember Francis concurs with the public meeting element. He reiterated there have been 24 days for dialogue and he believes dialogue is crucial in a democratic republic. Councilmember Freeman expressed his appreciation to Councilmember Hally's historical perspective. He strongly believes equal rights should be assured to everyone and discrimination is a denial of human rights. He reiterated this is granting the same rights to everyone. Councilmember Freeman also concurs the exchange of information with the public was very robust and may have been an opportunity during the COVID crisis. He believes the messages are evenly split and he realizes he will disappoint half of the people with his vote. He stated he too was disappointed in 2013 when the third leg did not pass. Councilmember Francis stated most of the wording in the proposed ordinance is from 2013. He concurs that harmony can and has existed under this ordinance. Councilmember Smede stated she too has attempted to answer all correspondence. She also believes this is evenly split. She expressed her frustration about the misinformation of the process. She stated she has been in this area for 50 years and is incredibly proud to be part of Idaho Falls. Councilmember Radford stated he is supportive of this ordinance although he expressed his concern regarding the lack of a public hearing as he will always advocate to hear from citizens. He concurs with the robust conversation, however, he questioned the danger of listening to people by the Council as a whole. He believes those individuals who care deeply about this will not be given opportunity to have their voices heard. He also believes the Council should take any chance to hear from individuals. Councilmember Radford realizes, and concurs, it would be out of the Council's normal role to have a hearing on every ordinance. He is also sympathetic for a long meeting. He is hopeful to move forward and to hear from more individuals. Councilmember Radford does not believe the lack of a public hearing was due to the COVID crisis. He believes this amendment expands protection and he agrees that everyone should be served in restaurants and should not lose their housing or their jobs because of their identity. He is proud of the progress. However, he did hear from many individuals regarding difficult situations, particularly referencing the restrooms. Councilmember Radford believes the previous two (2) legs did not cause anyone to lose their religious freedom. He quoted Jesus Christ who said 'Love one another as I have loved you'. He stated he will support this ordinance. It was then moved by Councilmember Hally, seconded by Councilmember Dingman, to approve the Ordinance adding public accommodations and making other changes to the City's nondiscrimination Chapter under a suspension of the rules requiring three complete and separate readings and request that it be read by title and published by summary. Roll call as follows: Aye – Councilmembers Francis, Freeman, Radford, Dingman, Hally, Smede. Nay – none. Motion carried.

May 14, 2020 - Unapproved

At the request of Mayor Casper, the City Clerk read the ordinance by title only:

ORDINANCE NO. 3307

AN ORDINANCE OF THE CITY OF IDAHO FALLS, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PROVIDING FOR THE AMENDMENT OF IDAHO FALLS CITY CODE TITLE 5, CHAPTER 11; TO PROHIBIT DISCRIMINATORY ACTS IN PLACES OF PUBLIC RESORT, ACCOMMODATION, ASSEMBLAGE, OR AMUSEMENT BASED UPON SEXUAL ORIENTATION AND/OR GENDER EXPRESSION/IDENTITY, AS DEFINED; AND PROVIDING SEVERABILITY, CODIFICATION, PUBLICATION BY SUMMARY, AND ESTABLISHING EFFECTIVE DATE.

Mayor Casper expressed her appreciation to the Councilmembers and staff.

Announcements:

Mayor Casper reiterated salons, restaurants, and, gyms/fitness centers will open on May 16.

Adjournment:

There being no further business, the meeting adjourned at 9:06 p.m.

CITY CLERK

MAYOR



MEMORANDUM

FROM: Pam Alexander, Municipal Services Director

DATE: Thursday, May 14, 2020

RE: City Utility Disconnect Policy Resolution

Council Action Desired

- Ordinance
- Resolution
- Public Hearing
- Other Action (Approval, Authorization, Ratification, etc)

Adopt the resolution providing for a revision to the current utility services (electric, water, wastewater and sanitation) disconnect policy due to the current COVID-19 public health crisis.

Description, Background Information & Purpose

On March 25, 2020, similar to other Idaho utilities, the City Council approved the suspension of disconnects for non-payment as a result of the COVID-19 public health crisis. This resolution would authorize the current utility disconnect policy to be revised to permanently set the amount for disconnect from a balance of \$25.00 to \$50.00 and temporarily change the past due status on July 1 (195 days past due); August 1 (145 days past due); September 1 (95 days past due). Beginning September 1, 2020, the late fee for past due accounts will resume.

Relevant PBB Results & Department Strategic Plan

							
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The resolution supports the good governance community oriented results by providing a plan for grace periods for utility customers impacted by the COVID-19 public health crisis to have the ability to plan for the payment of their utility account.

Interdepartmental Coordination

Municipal Services, Idaho Falls Power, Public Works and Legal coordinated the development of the resolution.

Fiscal Impact

The estimated fiscal impact on utility service funds is estimated to be over \$400,000 by the end of the fiscal year. The City currently has approximately 1,500 utility customers owing on past due accounts.

Legal Review

Legal has developed the resolution and concurs the Council action desired is within State Statute.

RESOLUTION NO. 2020 -

A RESOLUTION OF THE CITY OF IDAHO FALLS, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, ADOPTING THE RESIDENTIAL SERVICE DISCONNECT (2020) AND NON- RESIDENTIAL SERVICE DISCONNECT (2020) POLICIES AS MODIFIED, AND PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the City owns and operates several utility services, including a municipal electric utility, water utility, wastewater utility, and solid waste utility that provides services to many customers; and

WHEREAS, the City has authorized the City’s utility services to promulgate written rules and regulations and/or customer service policies regarding its delivery of utility services pursuant to Idaho Falls City Code; and

WHEREAS, the City suspended utility disconnects for non-payment due to the COVID-19 Pandemic; and

WHEREAS, the State of Idaho is currently in Stage 2 of Governor Little’s Idaho Rebound Plan; and

WHEREAS, the Council desires to begin normalizing the operation and delivery of utility services, including normalizing its disconnection for non-payment policy; and

WHEREAS, the Council also desires to minimize bill shock to ratepayers who may be behind in payments due to the COVID-19 Pandemic; and

WHEREAS, the modified disconnect policies phases in past due times that would trigger a disconnection for lack of payment.

NOW, THEREFORE, BE IT RESOLVED that on behalf of the City’s utility services, the Idaho Falls City Council hereby adopts and endorses the Idaho Falls the Residential Service Disconnect (2020) and Non-Residential Service Disconnect (2020) Policies as the governing set of rules, regulations, and/or customer service policies regarding disconnection of electrical, water, wastewater, and solid waste services by the City to its utility customers.

ADOPTED and effective this _____ day of May, 2020.

ATTEST:

CITY OF IDAHO FALLS, IDAHO

KATHY HAMPTON, CITY CLERK

REBECCA L. NOAH CASPER

(SEAL)

STATE OF IDAHO)
) ss:
County of Bonneville)

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 Resolution entitled, "A RESOLUTION OF THE CITY OF IDAHO FALLS, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, ADOPTING THE RESIDENTIAL SERVICE DISCONNECT (2020) AND NON- RESIDENTIAL SERVICE DISCONNECT (2020) POLICIES AS MODIFIED, AND PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW."

KATHY HAMPTON, CITY CLERK



2021 Disconnect Rebound
14 May IFP Board Meeting

Current Disconnect Status

- Idaho Falls Utilities Suspended Disconnects for Non-Payment (DNP) Due to Covid-19
 - By Council Action on 25 March
 - Similar to other Idaho Utilities
 - Included customers who have been delinquent and not disconnected since last fall due to IFP cold weather policy

Idaho Rebounds Plan

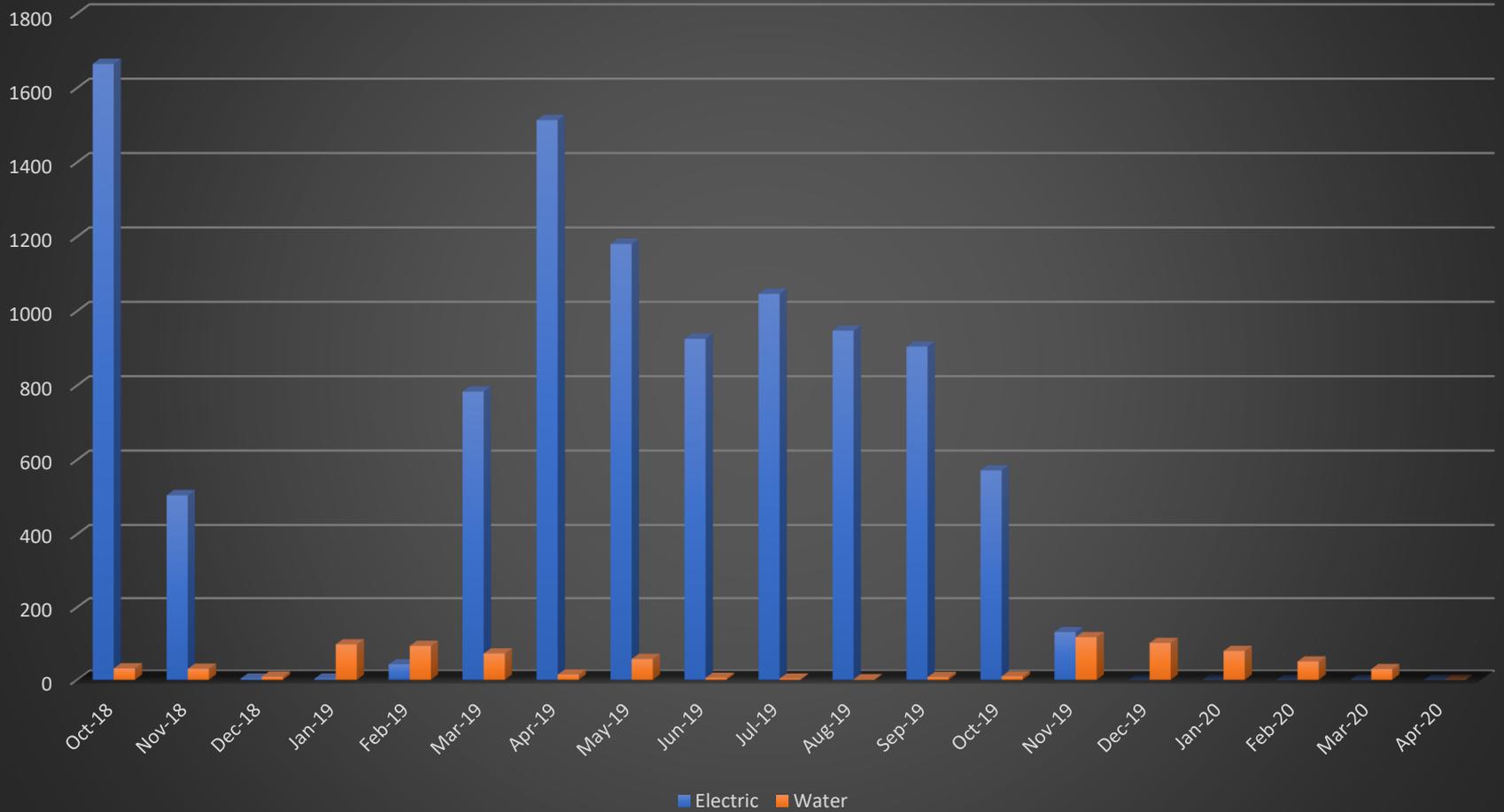
- Currently in Stage 1
- Stage 2 - 3 May 16th- June 12th
 - Limited gatherings
 - Some businesses closed
- Stage 4 June 13th-26th
 - Everything open with some physical distancing requirements

Current Status of Past Due Bills

- We currently have 1,494 customers owing \$378,676.03 on past due utility bills
 - Due to the cold weather disconnect policy and then the Covid-19 policy we have done limited water shut-offs and no electric DNP's since October 28th

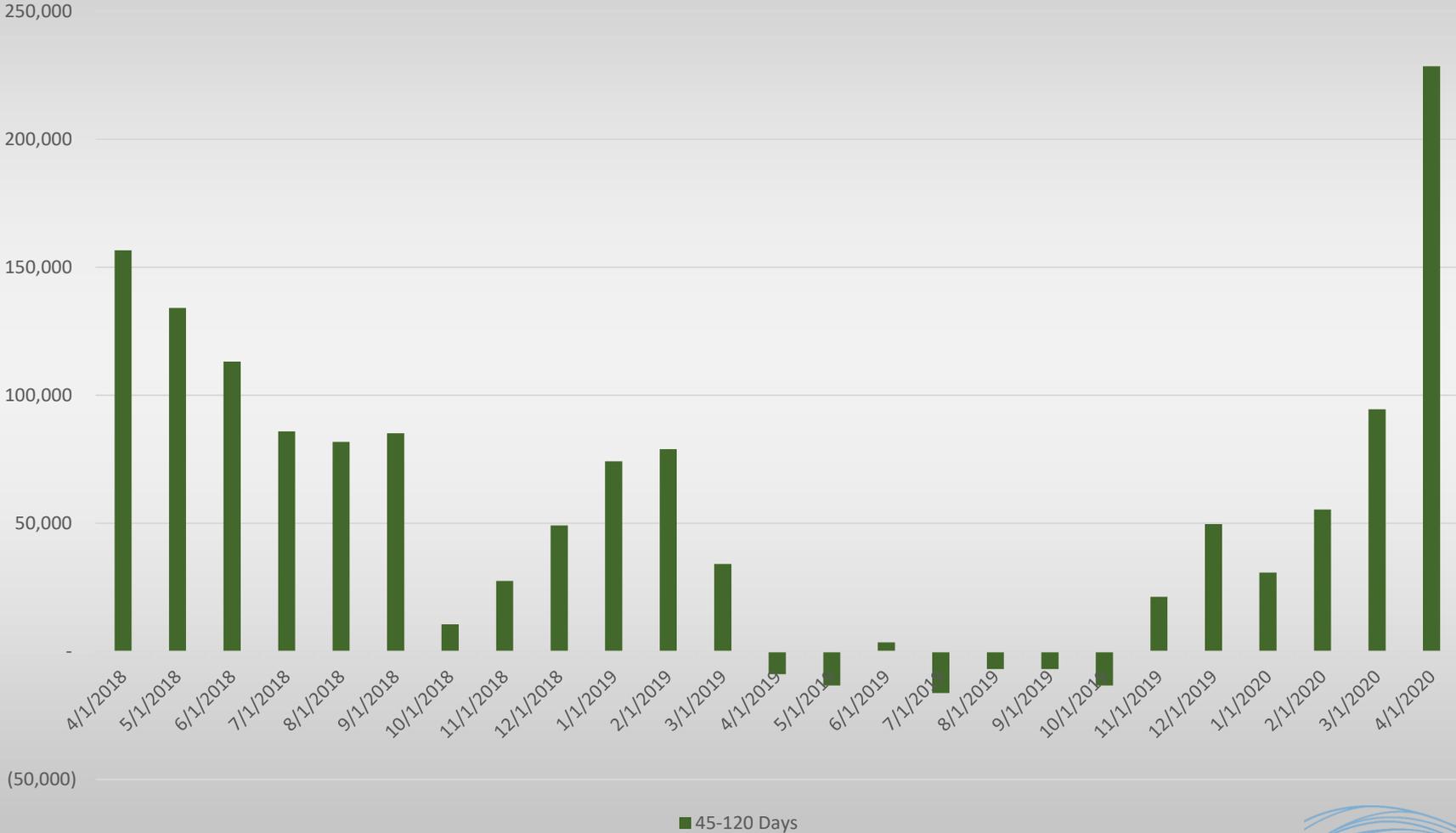
Disconnects

Number of Disconnects for Non-Pay



Accounts Receivable

45-120 Days Residential Only



Current Disconnect Policy

- Residential
 - Disconnect when 45 days past due
 - And balance is over \$25
- Commercial
 - Disconnect when 90 days past due
 - And balance is over \$25
 - 4% charge on past due amount

Rebound to normal goals

- Return to our normal policy before winter
- Minimize bill shock to our customers
- A policy that can be explained
- Simple as possible to implement in Cayenta
- Minimize manual data input into Cayenta

Proposed Disconnect Plan

- Permanently set the amount for disconnect from \$25 to \$50.
- Temporarily change the past due times to trigger DNP as follows:
 - July 1 - 195 days
 - August 1 - 145 days
 - September 1 - 95 days
 - October 1 - Normal Policy

Informing our Citizens

- Help is available
 - Additional LIHEAP funds
 - SBA Loan Assistance
- We have a good story to tell
 - Part of the message in the media.
 - Part of the message directly from the Mayor and Council
 - Part of the message in bill stuffers



IDAHO FALLS POWER STAFF - POLICY

POLICY NUMBER & SUBJECT: 17 Residential Disconnect

SECTION APPLICABILITY: OPT, ESV, ADM, ENG

LATEST AMENDMENT DATE: 2/10/20

I. Purpose of the Policy

To establish a procedure to disconnect meters on non-pay disconnect status accounts and define the disconnect procedures.

II. Policy Statement

To outline the payment/collections process for all residential class customers that trigger actions by Utility Billing staff and Idaho Falls Power (IFP) staff.

III. Policy

A. Disconnect timeline description

1. Customer receives bill #1 for services consumed in previous month(which is due upon issuance)and has 15 days to pay bill #1, if customer cannot make payment within 15 days they may request a payment extension with Utility Billing.
2. If bill #2 is issued and bill #1 is not yet paid, a “past due” statement in bold will appear on bill #2.
3. If not paid within 15 days after issuance of bill #2, bill #1 is now 45 days past due and bill #2 is 15 days past due. At this point if no payment is received or a *payment extension** is not requested and granted, services will be disconnected depending on temperature (see E).

a. **Payment Extension:* Customers may request up to 3 payment extensions per a rolling 12 month period, however extensions may not be requested back to back, only a doctors approved medical extension can be used back to back. There is no approval process, form, etc. and the customer can request over the phone, e-mail, in person, etc. The only requirement to getting a payment extension is the customer requests it and they have not had more than 3 in the past 12 months. Utility Billing will note the extensions on the customers’ accounts in order to track number of extensions given on account. Extensions can be requested at any point in the

billing cycle. The extension gives the customer 15 additional days before service will be terminated for non-payment.

b. As a temporary measure due to Covid-19 the 45 days above will be modified as follows:

i.	July 1, 2020	195 days
ii.	August 1, 2020	145 days
iii.	September 1, 2020	95 days
a.iv.	October 1, 2020	Return to the 45 days

4. If payment extension has been granted and bill #1 and #2 have not been paid **in full** at issuance of bill #3, services will be disconnected depending on Temperature (see E).

5. See attached Flow Chart.

B. Each business morning prior to 10:00 AM, IFP Energy Services Representatives (ESR) will:

1. Remotely disconnect service to RD meters for selected accounts on generated disconnect list from Cayenta between 8:00 AM and 10:00 AM that same day. This will take into account any customers who have paid their bill online overnight, etc. ESRs will create a service order for the disconnect fee to all customers being turned off for non-payment. **Disconnects will not occur on non-business days.**

In the event the Remote Disconnect fails after 3 attempts, ESRs will note the problem in the comments of the service order and assign the service order to "ELMTRSHP" for trouble shooting and disconnection.

2. If a customer calls after hours, IFP dispatchers will check for payment in the account history tab. If an alert indicates a payment extension is on the account, dispatchers will check the status of the payment extension to verify if disconnect was made in error, if so the dispatcher will restore service and put note on customer's account in Cayenta to explain the issue to Utility Billing or other staff if questioned along with an email to the Utility Billing office staff to alert them of the error and to remove the disconnect fee.

If the customer's account is found to be in good standing **with a zero balance due**, dispatcher will remotely reconnect electric service. If the disconnect was an error by IFP or Utility Billing staff, the dispatcher will dispatch a troubleman to reconnect any service that was manually disconnected or the dispatcher will remotely reconnect service for any meter disconnected remotely, regardless

of day or time. If any remote meter fails to connect, dispatcher will dispatch a Meter Technician.

If the customer still has a balance or payment cannot be confirmed, the customer will be directed to speak with utility collections the next business day.

C. Cold Weather Disconnect (regardless of time of year) – due to potential for health or safety impacts of cold temperatures, some additional clarification on the above procedure has been developed in an effort to strike a balance between nonpayment and customer safety. The responsibilities of both Utility Billing and IFP remain the same regardless of season.

1. Meters with remote disconnect modules will be deployed throughout the year. Remote disconnect and reconnect procedures will be altered due to temperature forecasting. For example, a customer can be disconnected during the day if they trigger non-pay disconnect status as the temperature increases above 30 degrees Fahrenheit then reconnected as temperatures drop below 30 degrees Fahrenheit. All will be accomplished remotely to avoid incurring added cost on the account.
2. As a general rule, accounts that were disconnected when temperatures were above 30 degrees Fahrenheit, will be reconnected as the temperatures drop below 30 degrees Fahrenheit, regardless of meter type (remote disconnect or manual). Temperature dictates disconnects/ reconnects, regardless of time of year. If temperatures are above 30 degrees for a short period of the day, disconnects can be moved to the following day, or a period of steadily warmer temperatures to minimize very short duration disconnects. If temperatures are forecast to be colder than 30 after hours, it is permitted to reconnect before 3:30 PM if needed for staffing requirements. The preference is to leave disconnected until temperature drops below the threshold.
3. Disconnects can occur periodically on and off throughout the business day, temperature dependent, to encourage customer payment and minimize additional account charges for power consumption.
4. Disconnect temperatures will be determined by using the NOAA weather station located at the Idaho Falls Regional Airport. The NOAA website can be found at this [address, https://forecast.weather.gov/MapClick.php?lon=-112.0433807373047&lat=43.48580852135183#.W3H6RUxFyUI](https://forecast.weather.gov/MapClick.php?lon=-112.0433807373047&lat=43.48580852135183#.W3H6RUxFyUI).

D. Reconnect

1. Upon receipt of **full payment** that brings the customers balance to **zero**, Utility Billing will remotely reconnect the customer in a timely

manner the same business day. If after 3 attempts the Remote Connect fails, Utility Billing will note the problem in the comments of the service order and assign the service order to “ELMTRSH” for trouble shooting and connection.

E. Medical Extension

1. Termination of utility service may be delayed for thirty (30) days if, prior to termination, the customer presents to the City Utility Billing Office in City Hall a letter from a doctor or from a public health official with medical training stating that a medical emergency would exist or a medical condition would be aggravated if service is terminated. The letter must be signed by the person diagnosing the medical condition and must name the person(s) in the residence that will be affected. A second thirty (30) day Medical Extension may be granted only where another Medical Extension letter is presented before the expiration of the first thirty (30) days and it states that the serious illness or medical emergency still exists. No Medical Extension will be extended for more than a total of sixty (60) consecutive days. After 60 days of back to back extensions, customer must wait 30 days to re-apply for the next medical extension.

2. Upon customer compliance with this Medical Extension policy, City staff will note the granting of the Medical Extension for either thirty (30) days or an additional thirty (30) days on the customer’s account in Cayenta. A copy of letters in support of the Medical Extension will be kept separate from the electronic customer account information in the City Utility Billing Office.

3. Medical Extensions will be tracked in Cayenta in order to automatically trigger disconnect by showing up on the disconnect list printed by IFP staff in the event the account is not in current status upon the expiration of the extension.

IV. Reason for the most recent policy change.

Revision	Date	Action	Name of Editor
0	2/10/20	1. Put policy in new format	M Reed



IDAHO FALLS POWER STAFF - POLICY

POLICY NUMBER & SUBJECT: 18 Non-Residential Disconnect

SECTION APPLICABILITY: ADM, OPT, ESV, ENG

LATEST AMENDMENT DATE: 2/10/20

I. Purpose of the Policy

To establish a procedure for collections, delinquent disconnects and reconnects for all non-residential customer accounts.

II. Policy Statement

To outline the payment/collections process for all non-residential class customers that triggers actions by Utility Billing staff and Idaho Falls Power (IFP) staff.

III. Policy

A. General Billing Timelines:

See attached Flow Chart.

- Immediately following first cycle of consumption, bill #1 is issued for services rendered. Bill #1 is due upon issuance, however customer has 15 days to pay bill.
- If bill #1 has not been satisfied as of the issuance of bill #2 a past due notice statement will appear on bill #2. Bill #1 is now 30 days past due and the late fee for non-residential delinquent accounts will be applied to the past due account. .
- 15 days after issuance of bill #2, bill #2 is now due and the first bill is now 45 days past due (fee included).
If bill #1 and bill #2 have not been fully satisfied at this point, fee for non-residential delinquent accounts will appear on bill #3.
- At issuance date of bill #3, if bill #1 has not been paid it is now 60 days past due and the account is flagged for disconnect.
- IFP prints a report that is generated from Cayenta of those to be disconnected.
- In an effort to avoid disconnecting service IFP will make an attempt at 60 days past due to call the customer and notify customer of account status.

- At 75 days past due IFP will generate a status report from Cayenta. If delinquent accounts have not been satisfied (I.E. at least bill #1 paid in full), IFP will execute the disconnect work orders for remote disconnect meters and the service will be disconnected. This will place the disconnect fee on the account also, which will need to be paid prior to reconnection.
- Manual meters will be dispatched to the Meter Shop to be physically disconnected during regular business hours 7:00 to 3:30 Monday - Friday. The Meter Shop will dispatch a troubleman to disconnect power if needed.
- If customer pays prior to physically disconnecting power they are still subject to the disconnect fee, however if they pay before the service has been physically, or remotely disconnected they can avoid the cost of the reconnect fee.
- When customer pays bill in full, Utility Billing will reconnect any remotely disconnected meter or create a reconnect service order, for manually disconnected meters. Service order is sent to IFP to reconnect the account in a timely manner. The service order for reconnection applies the reconnection fee to the account. This fee shows up on the customers next month's billing cycle.
- If after hours and customers account shows it was paid in full the IFP dispatcher will remotely reconnect service or dispatch troubleman to restore a manual disconnect.

○ As a temporary measure due to Covid-19 the 75 days above will be modified as follows:

▪	July 1, 2020	195 days
▪	August 1, 2020	145 days
▪	September 1, 2020	95 days
▪	October 1, 2020	Return to the 75 days

B . Cold Weather Disconnect (regardless of time of year) – due to potential for health or safety impacts of cold temperatures, some additional clarification on the above procedure has been developed in an effort to strike a balance between nonpayment and customer safety. The responsibilities of both Utility Billing and IFP remain the same regardless of season.

1. Meters with remote disconnect modules will be deployed throughout the year, following the same procedures above. However, remote disconnect and reconnect procedures will be altered due to temperature forecasting. For example, a customer can be disconnected during the day if they trigger non-pay disconnect status as the temperature increases above 30 degrees then reconnected as temperatures drop below 30 degrees. All will be accomplished remotely to avoid incurring added cost on the account.
2. As a general rule, accounts that were disconnected when temperatures were above 30 degrees, will be reconnected as the temperatures drop below 30 degrees Fahrenheit, regardless of

meter type (remote disconnect or manual). Temperature dictates disconnects / reconnects, regardless of time of year. If temperatures are above 30 degrees for a short period of the day, disconnects can be moved to the following day or periods when temperatures are steadily above 30 degrees for a longer period of time to prevent very short term disconnects due to labor time to accomplish. If temperatures are forecast to be colder than 30 after hours, it is permitted to reconnect by 3:30 p.m. in the event that staff is limited to reconnect after hours. The preference is to leave customer disconnected until payment or temps drop below threshold.

3. Disconnects can occur periodically on and off throughout the business day, temperature dependent, to encourage customer payment and minimize additional account charges for power consumption.
4. Disconnect temperatures will be determined by using the NOAA weather station located at the Idaho Falls Regional Airport. The NOAA website can be found at this [address](https://forecast.weather.gov/MapClick.php?lon=-112.0433807373047&lat=43.48580852135183#.W3H7hUxFyUI), <https://forecast.weather.gov/MapClick.php?lon=-112.0433807373047&lat=43.48580852135183#.W3H7hUxFyUI>

C. Reconnect

1. Upon receipt of **full payment** that brings the account balance to **zero** (note this does not include the reconnect charge since that is applied after they are reconnected), Utility Billing will inform the customer that the power will be restored. This will be done the same day as payment as long as the payment was made before 5 PM on business days. In the event the Remote Connect fails Utility Billing will note the problem in the comments of the service order and assign the service order to “ELMTRSHP” for trouble shooting and connection.

IV. Reason for the most recent policy change.

Revision	Date	Action	Name of Editor
0	2/05/20	1. Put policy in new format	