

May 9, 2022 Council Work Session

The City Council of the City of Idaho Falls met in Council Work Session, Monday, May 9, 2022, in the Council Chambers in the City Annex Building located at 680 Park Avenue in Idaho Falls at 3:00 p.m.

Call to Order and Roll Call

There were present:

Mayor Rebecca L. Noah Casper
Councilor John Radford
Councilor Thomas Hally
Councilor Jim Freeman
Councilor Jim Francis
Councilor Lisa Burtenshaw

Absent:

Council President Michelle Ziel-Dingman

Also present:

Pamela Alexander, Municipal Services Director
Mark Hagedorn, Controller
Josh Roos, Treasurer
Chris Fredericksen, Public Works Director
Bryce Johnson, Police Chief
Duane Nelson, Fire Chief
Christa Trinchera, Law Enforcement Chaplaincy of Idaho Executive Director
Kent Fugal, City Engineer
Chris Canfield, Assistant Public Works Director
David Richards, Water Superintendent
Colter Hollingshead, Keller Associates
Jared Richens, Keller Associates
Brad Cramer, Community Development Services Director
Michael Kirkham, Assistant City Attorney
Kathy Hampton, City Clerk

Mayor Casper called the meeting to order at 3:03 p.m. with the following items:

Calendars, Announcements, Reports, and Updates:

May 10, Arbor Day Celebration
May 18, BMPO (Bonneville Metropolitan Planning Organization) Bike/Ped Ride of Silence; Water Tower Community Meeting; ITD (Idaho Transportation Department) Board Tour/Open House
May 31, Splash Pad Ribbon Cutting
June 3, GIFT (Greater Idaho Falls Transit) Ribbon Cutting (tentative)

Mayor Casper stated water calls have been made on junior groundwater rights, the Public Works Department will provide a brief if/when this becomes an issue for the city. She also stated a gentleman is working with Afghan resettlement, she will provide more information when it becomes available.

Liaison Reports and Councilmember Concerns:

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Councilor Hally provided an update of the generation capabilities of Lake Powell, noting 5M individuals could be without electricity if the water levels continue to drop. Councilor Freeman indicated Lake Powell will be holding water instead of releasing to Lake Mead to prevent power generation curtailment.

Councilor Radford stated the Jr. Zoo Crew session will be held June 8 – July 15, 2022, and the dehumidification system at the Aquatic Center has been installed with the opening of the Aquatic Center anticipated for the first week in June. He reminded the council to read the Idaho Falls Power (IFP) Board Meeting packet in preparation for the May 11, 2022, IFP Board Meeting.

Councilor Burtenshaw had no items to report.

Councilor Francis had no items to report.

Councilor Freeman stated Fill the Boot fundraising event for the Muscular Dystrophy Association (MDA) recently occurred, the final amount is unknown at this time.

Acceptance and/or Receipt of Minutes:

It was moved by Councilor Francis, seconded by Councilor Burtenshaw, that council receive the recommendations from the Planning and Zoning (P&Z) Commission meetings of April 19, 2022, and May 3, 2022, pursuant to the Local Land Use Planning Act (LLUPA). The motion carried with the following vote: Aye – Councilors Hally, Francis, Radford, Burtenshaw, Freeman. Nay – none.

Municipal Services/Quarterly Financial Presentation:

Mr. Roos reviewed the Market Review, noting this affects the financial aspects of the city. He indicated, per the presentation at the April 8, 2022, Budget Workshop, inflation was at 7.9, however, since that time inflation has increased to 8.5%, which is the largest increase since 1981. He indicated the updated report will be out on May 11, 2022, which is believed to stabilize and begin to decrease, although prices (fuel, used vehicles, etc.) will remain high. Mr. Roos reviewed the unemployment rate, which has remained at 3.6%, which is similar to the pre-COVID (Coronavirus) rate, noting the unemployment rate in Idaho is 2.7%. He stated the annual wage growth is on pace for an increase of 5.5% for this year, which is higher than the typical 3%. He also stated there are 6M unemployed individuals versus 11.5M job openings.

Mr. Roos reviewed the Federal Open Market Committee, stating the feds raised the interest rate by 0.50% on May 4, 2022, which is the largest move since 2000. He also stated the feds will meet again in June with another anticipated increase.

Mr. Roos reviewed the Treasury Rate, stating the 10-year Treasury Rate hit 3.2% to date, which is the highest since 2011. He indicated this is not good for borrowing money but this is good for making money/investments.

Mr. Roos reviewed the Treasurer's Report, stating the General Fund is currently \$26M, noting \$5M is designated for ARPA (American Rescue Plan Act), \$2M for MERF (Municipal Equipment Replacement Fund), and \$1.7M for designated cash. He also stated the Golf revenue will start to increase due to the timing of the season, EMS (Emergency Medical Services) is slowly decreasing, the Police \$.5M deficit is due to the bond payment for the IFPC (Idaho Falls Police Complex), and the airport is waiting on grants. He noted the total of all funds (\$146M) is the same as the previous year.

Mr. Roos reviewed March 2022 Investments including the maturity timeframe. He stated, per the policy, no more than 25% of investments should be past the 2-year mark. He also reviewed types of investments stating the majority of investments are in the bond market (39%), noting as rates increase the price of bonds will decrease.

Mr. Roos reviewed the Cash Flow Report stating the city is consistent city-wide from the previous year, and the General Fund cash flow is slightly higher due to the ARPA funds. Brief discussion followed regarding the appropriate General Fund amount. Mr. Hagedorn believes 25% is ideal, although, the minimum amount should be 17%. Councilor Radford noted AIC (the Association of Idaho Cities) recommends 18%. Additional discussion followed regarding allocation of savings, expenditures, payments for the IFPC, and self-insurance.

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Mr. Hagedorn reviewed the following:

Second Quarter Ending March 31, 2022 - City-wide Revenue –

2021/2022 Budget = \$234,444,041

Actual (March 31) = \$100,297,109

Percentage Received = 43%

Mr. Hagedorn stated Taxes and Fees will be better in July due to property taxes; Intergovernmental Revenue coincides with the construction season; Permits and Fees increase is mainly due to building permits; Interest Revenue is interest collected this year (investments must show a market value); Miscellaneous Revenue includes anticipated grants (this number is typically higher than received); and Other Financing Sources includes transfers and MERF calculations.

Second Quarter Ending March 31, 2022 - City-wide Expenditures –

2021/2022 Budget = \$294,891,737

Actual (March 31) = \$77,569,718

Percentage Expended = 26%

Mr. Hagedorn stated Salaries and Wages is expected due to payroll; and overall expenditures are expected to escalate in the next quarter.

Fiscal Year Ending March 31, 2022 - General Fund Revenue –

2021/2022 Budget = \$53,588,052

Actual (March 31) = \$30,176,366

Percentage Received = 56%

Mr. Hagedorn stated Taxes and Fees also includes the Governor's property tax relief program; and Charges for Services are always low the first half of the year.

Fiscal Year Ending March 31, 2022 - General Fund Expenditures –

2021/2022 Budget = \$55,545,828

Actual (March 31) = \$22,709,168

Percentage Expended = 41%

Mr. Hagedorn stated this is where we should be at; and Salaries and Wages are higher due to overtime, which is normal. Brief discussion followed regarding overtime. Mr. Hagedorn indicated overtime is due to multiple reasons.

Municipal Services/Discussion: City-owned Property:

Director Alexander reviewed the property at 600 S. Boulevard stating the city purchased the land and building in 1963 for \$22,000; the city purchased the parking lot in 1974 for \$7,000; appraisal in September 2021 valued the property 'as is' for \$84,000; a structural analysis occurred in February 2022, noting structural corrections were needed and poor architectural condition for any commercial business use; and since acquired, the city has spent approximately \$92,000 in repairs and upgrades including ADA (the Americans with Disabilities Act of 1990) compliance upgrades in the amount of \$53,000 in 2013.

Director Alexander displayed several pictures of the property. She explained the structural corrections which include roof reinforcement, ceiling removal/reinforcement, attic insulation, window repair, concrete basement foundation walls repair, and other cosmetic repair inside the building. She believes there could also be water damage and due to the multiple levels, it would be difficult to become fully ADA compliant. She also believes these repair items would be cost prohibited or unfeasible due to the age of the property, noting there could also be asbestos in the building. Director Alexander indicated the repairs could amount to hundreds of thousands of dollars.

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She also indicated, pending council's decision, the ADA ramp could be used at another city facility. Director Fredericksen stated discussions have previously occurred regarding this intersection, noting the potential demolition of the building and expanded right-of-way would improve the intersection, including a potential roundabout. He is unsure if the remaining .18 acres, outside of the building and the parking lot, could be a buildable lot. Councilor Radford believes this could be a pocket park. Director Alexander noted there was a traffic concern along Boulevard. Brief discussion followed regarding the current bicycle routes, other similar city properties, and roundabouts. Director Fredericksen stated, pending demolition of the building, any improvements to the intersection would be included in the next years' budget.

Director Alexander recapped the summary of issues, stating the council could approve to demolish the structure to provide right-of-way to improve the intersection, or auction the city-owned property for a minimum bid of \$84,000 and deposit the proceeds to the city's building maintenance budget. Discussion followed regarding selling as-is, leasing as-is, and selling the parking lot. Per Mayor Casper, Director Fredericksen believes any accidents at this location are fairly minor. Councilor Hally stated he is in favor of demolition and improving the intersection. Councilor Freeman noted this intersection is a common path of travel for the Fire Department. Councilor Francis believes there will be more traffic on Boulevard; he is not in favor of keeping the building. Councilor Radford believes the property may need to be reappraised. Councilor Burtenshaw stated she is in favor of demolition, using this location for street improvements, and selling the parking lot. Per a text message received by Mayor Casper, Council President Dingman is in favor of demolishing the building and putting in a roundabout. Following additional discussion, there was consensus from the council to demolish the building and reappraise the land and parking lot.

Police Department/Briefing: First Responder Chaplaincy of Idaho Activities in Support of City of Idaho Falls' First Responders:

Chief Johnson commended the Law Enforcement Chaplaincy of Idaho, stating they have also expanded into the Fire Chaplaincy of Idaho. He stated the Idaho Falls Police Department (IFPD) identified a need for a Chaplaincy program approximately 3 years ago, noting there had been previous Chaplaincy programs with various degrees of success. He also stated through the Department of Justice (DOJ) and their training, the DOJ believes officers need to recognize there is a higher power (sense of duty, core values, service, integrity, deity, etc.). Chief Johnson stated first responders respond to multiple calls, which can be difficult. He believes the Law Enforcement Chaplaincy of Idaho exceeds every expectation. Ms. Trinchera stated the Chaplains are grateful to be serving more than just law enforcement now. She explained there are currently 28 active community Chaplains, 8 of these Chaplains have received advanced training and are exclusively serving first responders; there are currently 2 military Chaplains, 1 active and 1 retired; there is 1 K9 Chaplain who is specially training in grief and comfort care (this K9 Chaplain played a very active role in the Rigby School shooting response team and continues to serve on that campus); and the Chaplains attended 4 SWAT (Special Weapons And Tactics) trainings in 2021. Ms. Trinchera stated in 2021 there were 67 calls with the IFPD, the majority of these calls were unattended death, followed by follow-up care. She explained that Non-call Outs include domestic violence victim placement (which is becoming difficult). She stated in 2022 there have been 11 calls with the IFPD, the majority of these calls were also unattended death, although, there is an increase in suicide calls. She also stated there have been 11 structure fire calls with the Idaho Falls Fire Department (IFFD) with services provided for housing, trauma, and practical assistance. Ms. Trinchera shared a specific call regarding a hospice experience. She expressed her appreciation for being able to serve the community. Per Councilor Freeman, Ms. Trinchera stated the Law Enforcement Chaplaincy of Idaho has been funded by grants and private donations. Chief Johnson noted the IFPD provides no funding. Per Councilor Francis, Ms. Trinchera provided a recap of the training, noting the individuals pay for the 5-week training and the fee covers the uniform. Per Councilor Radford, Ms. Trinchera stated they are constitutional Chaplains, noting a background check must be passed. She also stated the majority of individuals are retired first responders, who are familiar with the scene. Per

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Mayor Casper, Ms. Trinchera stated awareness, funding, and volunteers are all needed. Chief Johnson expressed his appreciation to the Chaplaincy program. Chief Nelson believes the IFFD is lucky to follow in the footsteps of the IFPD noting the IFFD is excited to see the Chaplains in the fire stations. He also believes this is a big step forward. He expressed his appreciation for the support.

Public Works/Presentation: Holmes Avenue Road Safety Audit:

Director Fredericksen stated the Road Safety Audit (RSA) will give an outside view of safety improvements and will help in the advancement of local highway safety improvement projects. Mr. Fugal explained there is a consultant-led, multi-discipline team that evaluates safety in the corridor and recommends improvements with the purpose to improve safety. He noted some portions of Holmes Avenue within this study includes Bonneville County and ITD jurisdiction. Mr. Fugal reviewed the following improvements with general comments/discussion throughout:

65th South intersection (county) – add vehicle-actuated flashing stop signs; and consider future traffic signal or roundabout.

65th South to 49th South (part city, part county) – relocate entrance monument sign at Belmont Estates entrance; and extend full width improvements to 49th South intersection.

49th South intersection (county) – evaluate for future signal or roundabout, including needed turn lanes and illumination; the county was recently awarded a federal aid safety project for this intersection; city stall will work with the county to see that project meets long-term city and county needs. Mr. Fugal believes a signal light will be placed at this intersection in the next few years. He also recognized the challenges at this location.

49th South to Sunnyside Road (part city, part county) – pipe canal on west side of Holmes Avenue; improve pedestrian facilities and illumination at Castlerock Lane.

Sunnyside Road Intersection (city) – add right-turn lanes on all approaches.

17th Street Intersection (city) – staff is currently scoping a consultant contract to assist with long-term improvement layout; immediate need is eastbound right-turn lane, involves canal bridge extension.

17th Street to Northgate Mile (city) – improvements to 6th Street pedestrian crossing includes bulb-out on east side, Rectangular Rapid Flash Beacon (RRFB), and construction this summer; improve capacity of Holmes Avenue to reduce congestion-related safety challenges. Mr. Fugal stated capacity improvement options include a one-way couplet, Holmes Avenue northbound and Higbee southbound, this would be a dramatic change to Higbee; convert Holmes Avenue back to a 4-lane roadway without center turn lane, this would require left-turn restrictions throughout the corridor; widen the roadway to accommodate full 5-lane section with wide sidewalks and turn lanes, this would require new right-of-way (this is an expensive proposition). Per Councilor Francis, Mr. Fugal stated a couplet would only need 2 lanes and would not need separate turn lanes. He believes the current width of Higbee would be sufficient, realizing there would be neighborhood impacts, including on-street parking.

Director Fredericksen emphasized these are only alternatives for future improvements. He believes Holmes Avenue is a need and any improvements would be a multi-year project, noting Public Works will seek grant funding where possible to address the safety improvements. He also believes impact fees may be another source of funding that would help in some situations. He indicated proposals will be forthcoming in a Capital Improvement Plan. General discussion followed regarding speed limits on arterial roads and in neighborhoods, and the increased traffic coming in from US20. Mr. Fugal stated the overall traffic inflow affects all areas of the city.

Public Works/Presentation/Discussion: Water Meter and Advanced Metering Infrastructure (AMI) Vendor Selection:

Director Fredericksen stated the number of commercial meters continue to grow, which must be read by hand. He recognizes the need for outside help for state-of-the-practice water meters, hoping these meters could coincide with IFP meters. He noted the consulting group was commissioned to assist with the water meter study. Mr. Richards stated most municipalities over time have changed the ways that meters are read, noting the city does not

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currently have a lot of meters installed, although, this number is growing. He indicated it takes an employee approximately 7 working days each month to drive around and read meters. He then turned the presentation to Mr. Hollingshead and Mr. Richens.

Mr. Richens stated Keller Associates was selected in February 2021 for professional services; the city has been implementing a metered billing system for commercial and industrial users over the previous few years; approximately 640 meters are installed with nearly 2,000 non-commercial accounts to still convert; and the city prefers to stay with one meter manufacturer moving forward to minimize communication issues and maximize benefits. He explained an AMI network consists of 'smart' meters that provide consistent communication between the meter and the city; communication can be via cellular network or a dedicated radio network; the cellular connection uses existing cellular infrastructure while the radio option would require installation and maintenance of radio towers and collectors; the major benefits of an AMI network included robust analytics, reduced city labor, leak detection, tamper monitoring, and customer portals. Mr. Richens stated before transitioning to AMI, the Water Division independently worked with Keller Associates to evaluate common offerings from 6 of the most widely recognized meter/AMI manufacturers in the industry. He explained the project means and methods stating the same information was requested from each vendor, the city was not identified in the information request, and the Water Division assigned an Importance Factor to each evaluation category. He stated Keller Associates compiled all data in a final package and submitted this to the Water Division for scoring. Mr. Hollingshead stated the individual scores were composited and used in a final scoring matrix. He briefly reviewed the preliminary results and composite scores, stating the Water Division, along with other city staff, then received presentations from the top 3 scoring vendors, with Badger Meter, Inc. identified as the preferred vendor. Mr. Hollingshead provided an overview of Badger Meter, Inc., stating they consistently ranked high during the initial scoring, the Water Division is familiar with these meters, these meters are used worldwide, and multiple nearby installations are available for support, if needed. He stated next steps include the recommendation to move forward with Badger Meter, Inc. to develop the city's metering and AMI system, noting the city can also develop a public procurement bid set and solicit bids from metering suppliers, although, this may be difficult due to the AMI communication differences of radio versus cellular. Mr. Richards noted cellular was an overall lower cost than radio. Director Fredericksen believes Badger Meter, Inc. has the best customer interface, and their cellular could be used for other existing meters. He expressed his concern for radio towers and transmission. Mr. Richards explained the cellular system versus the radio system stating the cellular is plug and play/easier to implement. Per Councilor Radford, Mr. Richens stated Badger Meter, Inc. has been using cellular meters for quite some time. Also per Councilor Radford, Mr. Hollingshead explained the cellular backbone/compatibility. Per Councilor Burtenshaw, Mr. Richards stated the customer portal and the cell phone interface is phenomenal. Director Fredericksen stated next steps would include approval for a sole source purchase. Mayor Casper questioned using the same meter company as IFP. Director Fredericksen stated Elster meters are designed for electric metering, noting that Badger Meter, Inc. was catered to water metering. Per Councilor Radford, Mr. Richards stated these meters would initially be for the commercial meters. Following brief comments, there was consensus from the council to proceed with the sole source purchase.

Multi-departmental/American Rescue Plan Act (ARPA) Committee Recommendations:

Mayor Casper provided a summary of the ARPA stating \$10,570,717 in funding was available to the city; funds were dispersed in 2 separate allocations; requirements for funds obligated by December 31, 2024, with funds expended by December 21, 2026; and the required reporting was managed by Mr. Roos. She explained the city process which included 3 committees in June 2021 to research ARPA funding possibilities (Public Health Expenditures, Lost Public Sector Revenues, Water/Sewer/Broadband Infrastructure); a combined/hybrid committee was formed in February 2022 to consider the recommendations and findings from the 3 committees; the committee developed a process for evaluating proposals in accordance with ARPA criteria; the committee members individually reviewed and scored proposals; scores were ranked and discussed; and a final list of recommendations was compiled. She noted

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Councilors Burtenshaw, Francis, and Council President Dingman were part of the committee. Mayor Casper reviewed the scoring criteria including the project information, the grant eligibility, and finances. She stated there were 34 requests totaling \$27,608,351.00, noting 2 projects were absorbed into other requests; 18 projects were funded with 1 absorbed for a total of 19 funded projects; and 14 projects were unfunded with 1 absorbed for a total of 15 unfunded projects. The projects were identified with general discussion throughout. Director Alexander identified the projects recommended for Lost Public Sector Revenue including property acquisition for new Fire Station, ADA restroom for all access playground at Tautphaus Park, replace 2 ambulances, purchase new transport ambulance, dispatch software for Fire and EMS (and could be used by IFFD), public outreach and engagement tool, purchase and install back-up generators for Fire Station 4 and Fire Station 5, Idaho Falls Civic Center for the Performing Arts ADA restrooms and lobby expansion, security upgrades for parks restrooms, City Hall elevator, safety and facility updates to Funland at the Zoo, security access points, and IFPD patrol cars (11-12 vehicles). Director Fredericksen identified the projects recommended for Water/Sewer/Broadband Infrastructure including city parks surface water irrigation conversion, 17th Street and Holmes Avenue intersection improvement (eastbound right-turn lane), and Pancheri Bridge. Director Cramer identified the permit software system purchase and implementation (this project falls within Lost Public Sector Revenue and Public Health Expenditure projects), and the ARPA administration/The Ferguson Group. Projects recommended for ARPA funding amount to \$10,552,851. Director Alexander identified the projects not recommended for Lost Public Sector Revenue including restock of EMS supplies, power stair chairs, ALS/BLS kits for IFFD vehicles, Rec Center ADA accessibility and security upgrades, Ice Arena ADA accessibility and security upgrades, security software and hardware for all fire stations, Aquatic Center exterior improvements, and city-wide cybersecurity upgrades. Director Fredericksen identified the projects not recommended for Water/Sewer/Broadband Infrastructure including water meter purchase and installation, and fiber to the premise. Mayor Casper identified additional projects not recommended including community emergency support fund, city housing project development, and hiring bonuses, recruitment bonuses, premium pay, essential worker pay. Director Cramer identified the project not recommended for a Bear Cat. Projects not recommended for ARPA funding amount to \$8,525,500. Mayor Casper is hopeful some of the smaller projects not recommended can be paid by savings or incorporated into future budgets. She stated the projects recommended could begin now. She also stated future discussion may include managing project cost overruns, reallocation of any unspent funds, and the expectation to seeking other funding. Councilor Burtenshaw stated she supports the allocation. Councilor Francis agreed. Councilor Radford believes the ongoing cost of the IFPD vehicles, purchased or leased, is outside of the parameters. Councilor Francis indicated this will also make an immediate impact to the MERF. Councilor Burtenshaw stated these are replacement vehicles, recognizing the MERF contribution on a 10-year rotation would need to be \$300,000-\$350,00 higher than the current contribution. Mayor Casper stated MERF has been underfunded, this would allow a purchase to happen without drawing the MERF down. She realizes vehicles are a large part of the IFPD operations and must be properly factored in. Councilor Radford questioned the number of vehicles versus the number of staff. Following additional brief comments, there was consensus to place the projects recommended on the May 12, 2022, City Council Meeting agenda.

It was then moved by Councilor Freeman, seconded by Councilor Francis, that council move into Executive Session (at 6:42 p.m.). The Executive Session is being called pursuant to the provisions of Idaho Code Section 74-206(1)(j) to consider labor contract matters authorized under section 74-206A (1)(a) and (b), Idaho Code. The Executive Session will be held in the City Annex Conference Room. At the conclusion of the Executive Session, the Council will not reconvene. The motion carried by the following vote: Aye – Councilors Burtenshaw, Hally, Radford, Freeman, Francis. Nay – none.

The City Council of the City of Idaho Falls met in Executive Session, Monday, May 9, 2022 in the City Annex Conference Room in the City Annex Building located at 680 Park Avenue in Idaho Falls, Idaho at 6:45 p.m.

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There were present:

Mayor Rebecca L. Noah Casper
Councilor John Radford
Councilor Lisa Burtenshaw
Councilor Jim Freeman
Councilor Jim Francis
Councilor Thomas Hally

Also present:

Ryan Tew, Human Resources Director
Pamela Alexander, Municipal Services Director
Duane Nelson, Fire Chief
Michael Kirkham, Assistant City Attorney

The Executive Session was called pursuant to the provisions of Idaho Code Section 74-206(1)(j) to consider labor contract matters authorized under section 74-206A (1)(a) and (b), Idaho Code.

There being no further business, the meeting adjourned at 7:20 p.m.

s/ Kathy Hampton
Kathy Hampton, City Clerk

s/ Rebecca L. Noah Casper
Rebecca L. Noah Casper, Mayor