

**May 21, 2018**

The City Council of the City of Idaho Falls met in Special Meeting (Council Work Session), Monday, May 21, 2018, 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 Thomas Hally (by telephone)  
Councilmember Shelly Smede  
Councilmember Jim Francis  
Councilmember Jim Freeman  
Councilmember Michelle Ziel-Dingman  
Councilmember John Radford (arrived at 3:15 p.m.)

Also present:

Jackie Flowers, Idaho Falls Power Director (by telephone)  
Mindy Moore, Human Resources Analyst  
Dana Briggs, Economic Development Coordinator  
Brad Cramer, Community Development Services Director  
Catherine Smith, Idaho Falls Downtown Development Corporation Executive Director  
Greg Crockett, past chair of the Business Improvement District  
Ryan Tew, Human Resources Director  
AJ Argyle, American Insurance  
Randy Fife, City Attorney  
Kathy Hampton, City Clerk

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

**Acceptance and/or Receipt of Minutes:**

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

**Calendar, Announcements and Reports:**

May 8, the City celebrated Arbor Day, this included Ucon Elementary students helping to plant approximately 300 trees on a tree farm on undeveloped City land  
May 18 and 19, Aviation Expo at the Idaho Falls Airport  
May 20-23, Northwest Public Power Association (NWPPA) annual conference in Boise  
The Exchange Club will be celebrating Field of Honor during the upcoming Memorial Weekend events with a presentation at the Vietnam Memorial.  
May 28, City offices closed in recognition of Memorial Day  
June 20-22, Association of Idaho Cities (AIC) Conference  
Mayor Casper expressed her appreciation to those who participated in the Maeck Education Center (MEC) groundbreaking events. Mayor Casper stated the Nuclear Industry Council western conference was recently held in Idaho Falls; Idaho Falls Power will be sponsoring the Steampunk exhibit at the Museum of Idaho; departments are currently working on budgets; a collision recently occurred at the D street underpass with very minor damage to the underpass; and, the Bonneville Metropolitan Planning Organization (BMPO) public meeting regarding I-15/US-20 interchanges was well attended. Mayor Casper also stated she wants to ensure the City is strategically placed for the 2020 census.

**Liaison Reports and Concerns:**

## May 21, 2018

Councilmember Smede believes the Library has reached a contract with Bonneville County, the said contract will be forthcoming. She stated several Community Development Services Department (CDS) items will also be forthcoming, she noted CDS fees received are currently higher than projected.

Councilmember Freeman stated several Public Works construction projects are occurring.

Councilmember Francis stated the PulsePoint app has been rolled out. He also stated the Fire Department received a new engine at Station 4.

Councilmember Dingman stated the Ride of Silence event will be held May 21, as part of National Bike Month; Alive After Five begins on May 23; the Tautphaus Park Zoological Society (TPZS) members will be taking a private tour at the Zoo's primate center on May 24; and, the Farmers Market is continuing each Saturday. Councilmember Dingman expressed her congratulations to Parks and Recreation Director Greg Weitzel who was recently appointed to the Board of Directors for the National Recreation and Parks Association.

Councilmember Hally stated the City's oldest Redevelopment District will be ending in September 2019, project areas are being considered for funding.

### International Brotherhood of Electrical Workers (IBEW) Contract Discussion and Approval:

Director Flowers stated the current IBEW contract expired May 12, 2018, the request for approval would ensure contract approval relative to payroll. She reviewed the summary page items as follows:

- 1 – modifies accrual of time to quarter hour increment versus half hour increment
- 2 – clarifies call-out time
- 3 – clarifies rest period to quarter hour increment
- 4 – clarifies standby pay for holiday, excludes floating holiday
- 5 and 6 – redacts previous language for sick and vacation pay
- 7 – redacts language to the Family and Medical Leave Act (FMLA)
- 8 – clarifies reference to sickness in family and defines family members
- 9 – inserts City policy regarding occupational injury/accident on duty policy
- 10 – refers to language regarding Uniformed Service Employment and Reemployment Rights Act of 1994 (USERRA)
- 11 – increases longevity compensation
- 12 – reflects employees monthly premiums increase
- 13 – cleans up apprentice and journeyman language
- 14 – clarifies that an apprentice shall pass a competency exam before being classified as a journeyman
- 15 – deletes language related to relief operators
- 16 – identifies shift differential
- 17 – adds exhibit related to mutual aid response defining compensation and any Federal Emergency Management Agency (FEMA) reimbursements
- 18 – amends exhibit for compensation pay for several positions as well as the shift differential rate

Director Flowers stated the contract has remained within budgetary constraints as requested by the Council and the IBEW has approved the contract. Mayor Casper expressed her appreciation for the clean-up of language and moving the contract toward compliance of City policy.

It was then moved by Councilmember Radford, seconded by Councilmember Freeman, to accept the International Brotherhood of Electrical Workers contract as negotiated and presented. Roll call as follows: Aye – Councilmembers Radford, Freeman, Smede, Francis, Dingman, Hally. Nay – none. Motion carried.

### Community Support Grants Presentation:

Mayor Casper stated for several years the City has utilized this program to support good works and worthwhile community programs with the use of tax dollars. The program has been evolved over the course of time between tax dollars and taxpayer needs and those entities that are able to meet said needs. She then turned the presentation to Ms. Briggs. Ms. Briggs reviewed the following with general discussion throughout:

Timeline –

- Application process publicly announced: May
- Grant application open: June 1-June 30

May 21, 2018

- Administrative review and processing: July
- Citizen committee meetings: August-September
- Idaho Falls City Council discussion: October
- Funds announced and distributed: November

Funding Parameters (determined by City Council) –

- \$150,000 total City FY18/19 budget allocated for Community Support Grants
- \$35,000 maximum funding possibility per applicant

Ms. Briggs stated the Community Support Grant Citizen Committee is responsible to review in detail the applications and make funding recommendations to the Council. She indicated the committee members were selected by previous Councilmembers and believes the previous committee members were excellent. Mayor Casper stated there is currently no formal process established for committee members.

FY2017/2018 application summary –

- Number of applications received: 19
- Total amount requested: \$275,618.26

Ms. Briggs stated due to additional applications received on an annual basis, she recommended the increase of funding from \$130,000 in the previous year to \$150,000. She believes the process worked well in the previous year and all requests received some funding, she is comfortable to continue a similar process. Councilmembers Dingman and Radford concurred. Mayor Casper reviewed previous years of funding, stating the previous years' funding was reduced due to funding the Airshow. Councilmember Radford suggested one-tenth of one percent of the total annual budget be allocated to this program. This amount would be predictable and would align with overall growth of the City. Councilmember Smede questioned the follow-up report. Ms. Briggs indicated the reports are available for review, they are considered an accountability report. Brief comments followed regarding funding and criteria. Mayor Casper believes there will always be more demand, the funding could be brought forward as a not-to-exceed amount. Councilmember Francis believes the partnership of a committee is a benefit to the community. Councilmember Dingman believes the process has been radically modified in the previous years and believes these organizations are providing services at a cost savings to the City that benefits the City. Councilmember Hally believes the applicant's requests fall into the area of assisting people who may be without financial means and these services may be essential to primary needs, he does not believe there should be drastic cuts. Mayor Casper recommended changing the title to Community Partnership Grants.

Annual Report on Budget and Upcoming Priorities:

Director Cramer stated Idaho allows the creation of Business Improvement Districts (BID) to assess an additional special tax levy on properties within the district. Monies from the tax levy can be allocated for a variety of things. He noted the tax levy is now collected through Bonneville County. He indicated the BID is renewed on ten-year increments and was recently renewed for the third time. Director Cramer stated the City has a management agreement with Idaho Falls Downtown Development Corporation (IFDDC) to manage the BID. The management agreement requires an annual meeting with the members and owners within the BID boundaries to discuss various issues, and, to present an annual report to the Council how the money was spent in the previous fiscal year and how the money is intended to be spent in the upcoming fiscal year. He indicated the management agreement will be renewed in October. Director Cramer commended Ms. Smith in getting things done in the downtown area which has not been as evident in the previous years.

Ms. Smith reiterated the BID was renewed in July 2017. She expressed her appreciation to the board and City staff. She indicated changes to the BID management agreement have included the open meetings law requirements, and, moving the billing to Bonneville County, which includes enforcement of payment as well. Ms. Smith stated one of the goals of the IFDDC/BID regarded communication and marketing. She indicated she has worked on partnerships with the media for posting of events, downtown directory, and a downtown video. She also indicated a BID section is now included on the IFDDC website, including a map of the BID. Ms. Smith stated social media has been a large focus for marketing, creating online community, downtown business activities and projects, City departments, 'Be A Downtowner' branding, and, events. Ms. Smith briefly reviewed goals for downtown, including: meeting financial goals for all events; strong attendance at family friendly events; secure parking contract for downtown off street parking; working with organizers to become more actively engaged in art walk; working with Farmers Markets organizers more closely; developing a marketing plan; and, a comprehensive plan to address curb, gutter, and the

## May 21, 2018

planter boxes in the downtown area. Mr. Crockett stated a parking proposal will be forthcoming, including parking enforcement. Mayor Casper stated a future in-depth discussion will need to occur regarding parking.

### Wages and Benefits Discussion, Part III:

Mayor Casper stated any benefits decision made by the Council will be included in the employee package during the budget discussion. Director Tew stated there is a cost savings due to no increase in the medical benefits and a small increase in the dental benefits. He noted there was a miscalculation on the dental expense, there is a \$30,000 increase instead of the \$300,000 increase as previously stated during the April 23, 2018 Work Session discussion. The net decrease in insurance costs is approximately \$420,000. Director Tew recommended no change to the plan designs and to keep employee premiums the same. He indicated the overall cost to Blue Cross will decrease, this cost savings could be applied into the self-insured fund. Mayor Casper stated the City has been saving for a self-insured plan for several years. A tentative discussion for self-insurance will be scheduled later in the year. Director Tew believes a self-insured plan would not occur until 2020.

Director Tew reviewed the results from an employee benefits survey conducted April 26-May 21, 2018, stating approximately 55% of employees responded to the survey. The benefits survey included questions regarding health benefits (Preferred Provider Organization (PPO) and Health Savings Account (HSA)); spouse coverage plans; the City's dental plan; City's total annual cost for benefits package; satisfaction of health plan, dental plan, vision plan, life insurance, salary, opportunities for promotion and raises, financial benefits, vacation leave, and, sick leave; benefits information; benefits questions; benefits package comparison; and, satisfaction of employee benefits and retirement plan. The benefits survey also included ranking of retirement benefit; medical benefit; pay raise; dental insurance; paid time off (vacation/sick/holiday); longevity compensation; vision insurance; life insurance; orthodontia coverage; long term disability (currently not offered); short term disability (currently not offered); Employee Assistance Program (EAP); supplemental insurance (AFLAC); and, Teladoc.

Mr. Argyle stated 2018 benefit enhancements will include:

- Benefit videos for employees and dependents – this will allow employees, spouses, and dependents to review their benefits at any time. Mr. Argyle briefly reviewed the concept review.
- Voluntary Coverage – voluntary benefits are currently out to bid. This will offer better coverages to employees and their families at a better price. Options being considered include accident, cancer/critical illness, and, short-term disability. Options will be offered to part-time employees as well.
- Online Enrollment – this will be tested in the near future. This will allow verification of employee's enrollment each year and will integrate with the current software. Open enrollment will also verify employee's dependent's information, verify employee's beneficiary information, and the employee will be able to review all coverages and costs.
- Advanced Clinical Data Model – allows for comprehensive, efficient analysis of program trends, risks and opportunities leading to improved outcomes and decreased healthcare costs.
- Pharmacy Consulting
  - Benefit Strategy
  - Services and Support
  - Analytics
- Clinical Advisor
  - Medical Consultant
  - Clinical Expertise

Mr. Argyle reviewed the Delta Dental renewal breakout, stating employees do not currently pay any amount toward dental insurance for the three (3) tiers. He stated an additional benefit option through Willamette Dental will be offered to employees. He briefly reviewed pros and cons of this service. All services will be a copay. Mr. Argyle reviewed the current Dental Benefit Plan for PPO Network and Premier Network/Out-of-Network, the rollover benefit, and, the rollover level report. He stated approximately 50% of employees and/or dependents have a dental rollover balance of \$2000.

Councilmember Francis believes the videos may be helpful as a communication tool. Councilmember Radford believes a letter stating benefits costs paid by the City may be beneficial. Mr. Argyle stated letters had been previously

**May 21, 2018**

distributed several years ago, he does not believe this was helpful to employees. Councilmember Dingman believes the understanding of employees benefits is important. She expressed her appreciation to the Human Resources staff. Mayor Casper stated she is in favor of offering more services without more costs.

It was then moved by Councilmember Francis, seconded by Councilmember Radford, to adjourn the meeting at 5:17 p.m. and move into Executive Sessions. The Executive Sessions are being called pursuant to the provisions of Idaho Code Section 74-206(1)(a) to consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general; and, Idaho Code Section 74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement. The Executive Sessions will be held in the City Annex Conference Room. The Council will not reconvene into Regular Work Session at the conclusion of the Executive Sessions. Roll call as follows: Aye – Councilmembers Freeman, Radford, Smede, Francis, Dingman, Hally. Nay – none. Motion carried.

The City Council of the City of Idaho Falls met in Special Meeting (Executive Session), Monday, May 21, 2018, in the City Annex Conference Room in the City Annex Building located at 680 Park Avenue in Idaho Falls, Idaho at 5:22 p.m.

There were present:

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

Also present:

Ryan Tew, Human Resources Director  
Randy Fife, City Attorney  
Alex Zollinger, City Attorney Intern

This Executive Session was called pursuant to the provisions of Idaho Code Section 74-206(1)(a) to consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.

There being no further business, this Executive Session adjourned at 5:32 p.m.

The City Council of the City of Idaho Falls met in Special Meeting (Executive Session), Monday, May 21, 2018, in the City Annex Conference Room in the City Annex Building located at 680 Park Avenue in Idaho Falls, Idaho at 5:32 p.m.

There were present:

Mayor Rebecca L. Noah Casper  
Councilmember Michelle Ziel-Dingman  
Councilmember John B. Radford  
Councilmember Jim Francis  
Councilmember Jim Freeman  
Councilmember Shelly Smede

**May 21, 2018**

Councilmember Thomas Hally (by telephone)

Also present:

Chris Fredericksen, Public Works Director

Randy Fife, City Attorney

Michael Kirkham, Assistant City Attorney

Alex Zollinger, City Attorney Intern

This Executive Session was called pursuant to the provisions of Idaho Code Section 74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement.

There being no further business, this Executive Session adjourned at 6:06 p.m.

s/ Kathy Hampton  
CITY CLERK

s/ Rebecca L. Noah Casper  
MAYOR