

July 26, 2021 Budget Session/Work Session

The City Council of the City of Idaho Falls met in Council Budget Session and Council Work Session, Monday, July 26, 2021, at the City Council Chambers in the City Annex Building located at 680 Park Avenue in Idaho Falls, Idaho at 1:00 p.m.

There were present:

Mayor Rebecca L. Noah Casper
Council President Michelle Ziel-Dingman
Councilor John Radford
Councilor Thomas Hally
Councilor Jim Freeman
Councilor Jim Francis
Councilor Lisa Burtenshaw

Also present:

PJ Holm, Parks and Recreation Director
Pamela Alexander, Municipal Services Director
Mark Hagedorn, Controller
Josh Roos, Treasurer
Duane Nelson, Fire Chief
Ronnie Campbell, Parks Superintendent
David Pennock, Zoo Superintendent
Chris Fredericksen, Public Works Director
Joel Tisdale, Police Captain
Brad Cramer, Community Development Services Director
Lisa Farris, Grants Administrator

Acceptance and/or Receipt of Minutes:

It was moved by Councilor Francis, seconded by Councilor Radford, that Council receive the recommendations from the Planning and Zoning Commission meetings of July 6, 2021 and July 20, 2021 pursuant to the Local Land Use Planning Act (LLUPA). Roll call as follows: Aye – Councilors Burtenshaw, Hally, Radford, Dingman, Freeman, Francis. Nay – none. Motion carried.

Calendars, Announcements, Reports, Coronavirus (COVID-19) Update, and Legislative Update as needed:

July 27, Imagine IF Open House (Mayor Casper requested the elected officials distribute the survey information)

July 29, City Council Meeting

August 11, City employee picnic

Additional events for August include the Duck Race, Utah Associated Municipal Power Systems (UAMPS) conference, and the city employee benefits fair.

Mayor Casper stated she distributed information to the Councilmembers regarding the Arts Council. She also stated School District #91 Superintendent James Shank met with city directors in the previous week; the African American Alliance recently hosted a BBQ for community first responders; and she understands the protest filed against Jacobs/The Idaho Environmental Group for the Idaho Clean-up contract to was pulled and/or resolved, therefore, this transition will occur through the end of the year.

COVID Update – Mayor Casper stated Eastern Idaho Public Health (EIPH) is reporting 5.9 cases per 1,000 individuals in Bonneville County, Madison County is the highest county in the district with 7.8 cases per 1,000 individuals, Fremont County (5.3 cases per 1,000 individuals) and Jefferson County (5.0 cases per 1,000 individuals) are closely

July 26, 2021 Budget Session/Work Session

following. She indicated cases are on an upswing, noting there were 171 cases in Idaho on July 24. She also noted the variants found in this area are listed on the EIPH website. She briefly reviewed the numbers of each variant stating there is a 65% rise country-wide for the Delta variant. She indicated the longer an individual waits to get vaccinated, the more time for the mutation to occur. She stated the state-wide vaccination rate for individuals 12+ is 45.6%, and the Bonneville County vaccination rate for individuals 12+ is 51%. Councilor Radford indicated positive rates are in the 50% range.

War Bonnet Round Up Rodeo Information:

Director Holm stated this will be the 110th anniversary of the War Bonnet Round Up Rodeo at Sandy Downs. He distributed packet information, stating the elected officials will be recognized on August 6. He briefly reviewed this schedule. He noted August 4 is media day and the kick-off party, August 5 is family night, August 6 is Tough Enough to Wear Pink night, and August 7 is Veteran's night. It was noted the Bonneville County pre-fair event will also be held on August 4.

Liaison Reports and Councilmember Concerns:

Council President Dingman had no items to report.

Councilor Hally had no items to report.

Councilor Burtenshaw announced vandalism recently occurred at Esquire Acres Park.

Councilor Francis had no items to report.

Councilor Freeman gave a brief report following the recent Idaho Consumer Owned Utilities Association (ICUA) conference. Council President Dingman believes the Idaho Falls Power (IFP) Board has been highly educated regarding power issues. Councilor Hally also noted there was a presentation at the conference regarding the Small Module Reactors and discussion regarding dam breaching.

Councilor Radford had no items to report.

Introductory Remarks and Budget Request List Review and Discussion:

Mr. Hagedorn briefly reviewed the tentatively approved items for Mayor and Council, Municipal Services, Human Resources, Police, and Public Works totaling \$415,814 although he noted only \$151,998 of this amount goes against the levy. The remaining amount is from other funding sources.

Chief Nelson stated his requested items were placed in capital. He indicated he is seeking the American Rescue Plan Act (ARPA) funds as he believes this is a good opportunity to potentially use the ARPA funds for dispatch software and generators for Station 4 and Station 5. Chief Nelson reviewed the following requests – dispatch software (this is a desperate need, this will allow dispatch calls to be prioritized in order to send the appropriate unit(s)), property – sale and purchase of property (will need to purchase for future needs, will continue to have discussion with Municipal Services, and will require capacity in the budget), Station 3 and Station 5 bay doors (would recommend Station 5, looking at other sources for Station 3); exhaust system at Station 4 and Station 5 (the diesel exhaust system has the potential for cancer-causing illnesses, Station 4 is used more often and is preferred), Station 4 and Station 5 generator. Councilor Freeman indicated the exhaust system and the bay doors are connected. Mayor Casper indicated the decision for the ARPA Funds have not been made at this point. Mr. Hagedorn noted ARPA funds have been budgeted in contingency.

Director Holm reviewed the following requests – Land and Water Conservation Fund (LWCF) mitigation funding of \$150,000 (also includes \$90,000 from School District #91 and the potential of up to \$100,000 from the Water Division). He indicated this amount would allow the spending authority per the councilmembers' concerns for compliance although he expressed his concern for the price of real estate, which may amount to a higher cost than

July 26, 2021 Budget Session/Work Session

available resources. He also indicated this money would only be used for the LWCF. Councilor Burtenshaw believes the \$150,000 is land acquisition and this should be included in the Water Division as the land is for the water tower project. Councilors Francis and Hally agreed. Director Holm believes the Water Division is willing to fund a portion. Councilor Freeman believes the Water Division has the capacity to handle this in their reserves. He also believes Parks and Recreation (P&R) could use the \$150,000 elsewhere. Councilor Radford does not believe General Fund dollars should be segmented, he believes any money could come through a water loan. Mr. Hagedorn stated the Water Division typically overbudgets on capital projects, therefore, this should not be an issue for that division. Per Councilor Francis, Director Holm stated the \$90,000 was the appraised value of the land that was taken out of compliance. He does not believe \$90,000 would develop a park. Mayor Casper noted the \$90,000 does not have the current purchasing power as previous purchases. Director Holm believes it will be more efficient for tax dollars to address the LWCF in one (1) large project that will mitigate the current two (2) issues and the future issue at S. Capital Park. He explained the LWCF conversion/mitigation. Director Holm stated the multi-departmental committee has been meeting regarding the mitigation. Director Fredericksen stated the water tower is multi-year project being budgeted in single year to allow the spending authority in the next year, and the Water Division is committed to whatever amount is required. Director Holm stated the city has been out of compliance of the LWCF for 25 years, he prefers to get into compliance as a priority, and he noted this will be a 50-50 match grant. He believes the committee may need to work on a slower process, and he would be interested in looking at a loan through the Water Division. Discussion followed regarding the inter-departmental loan process previously approved by the Council. Mr. Hagedorn stated \$150,000 will not be enough money to purchase the land, develop the land, and convert the other properties. He does not believe this will all occur in one (1) year. Following additional discussion, it was decided to re-prioritize the \$150,000 request in the next fiscal year per clarity of the actual project. Councilor Freeman noted the mitigation will continue. Director Holm noted three (3) years is allowed for development with purchased property.

Director Holm reviewed additional P&R requests and cuts – eminent repairs, unforeseen repairs, and lighting upgrades at Sandy Downs; irrigation repairs throughout the city (Mel Erickson Park moved to Priority 1); roadway repairs (parking lots and roadway repairs throughout park system); and data capabilities upgrade to record Japanese Gardens and throughout Tautphaus Park. Discussion followed regarding scarecrow cameras and the ability to have an actual camera for prosecution purposes. Captain Tisdale believes cameras would have greatly assisted with previous prosecution cases, arrests, and vandalism. Mr. Fife noted, per law, body cameras require retention and storage which is expensive. He believes a change in the code would make it easier to utilize cameras that are not activated by a person in law enforcement. Council President Dingman believes this item needs to be a higher priority with increased allocation. Captain Tisdale indicated, per this increased amount, the Idaho Falls Police Department (IFPD) would still only be able to access the camera for live view. Additional discussion followed regarding the current cameras at the Japanese Garden, the skate park, Funland, and the all-access playground at Tautphaus Park (Director Holm noted none of the cameras are currently turned on) as well as game cameras, storage, and retention. Capital requests include – bentonite for Ryder Park Pond #2 (the city would lose the water rights in five (5) years if not lined with the bentonite; Councilmembers Dingman and Burtenshaw prefer items that are considered city committed), aerator (Mr. Campbell stated the athletic fields/grounds becomes very compact if not aerated, and the irrigation system doesn't work unless an area has been aerated. This item would need to be included in the Municipal Equipment Replacement Fund (MERF)), and Heritage Park irrigation system (Director Holm believes the entire system could be set up with internal staff). These items were all moved to Priority 1. Additional requests include Zoo and Funland seasonal staffing (the use of Funland is unknown at this point), professional service funding for Funland and for a portion of the Zoo (moved to Priority 1), Funland advertising budget (moved to Priority 1), and the increase to technology at the Zoo and Funland (moved to Priority 1). Additional capital requests include Funland city contribution, front entrance to the zoo (payback to the Tautphaus Park

July 26, 2021 Budget Session/Work Session

Zoological Society (TPZS)), and a Niche Wall for cemeteries (revenues will pay for this item). All items were moved to Priority 1.

Discussion followed regarding IFPD requests including the replacement sergeant at the IFPD due to the fully funded sergeant at the airport (Captain Tisdale believes this is a partial year funding request, he is unsure if the airport pays for the equipment/vehicle used by the sergeant), the requested officer, and the additional three (3) officers from the Community Oriented Policing Services (COPS) Grant. Councilors Freeman, Francis, and Hally believe more officers are needed. Councilor Freeman indicated the conversation of operational changes, similar to the Idaho Falls Fire Department (IFFD), has occurred with the IFPD. Per Council President Dingman, Captain Tisdale stated all officers are put and pulled from the Patrol Division. He also stated almost all specialized positions have been cannibalized into the Patrol Division. Council President Dingman indicated the IFPD promotions are driving the increase of the budget. Councilor Radford believes if the IFPD wants more officers than (Police) Chief (Bryce) Johnson needs to change the way moving forward, and a study needs to be performed. Mayor Casper questioned the timing of the COPS Grant. Captain Tisdale stated he is unsure of the timing although he indicated the approval of the COPS Grant and the city budget overlap. He also requested a study be performed to clarify the reality the IFPD is facing. Captain Tisdale noted, per the promotions, prior chiefs eliminated the vast majority of the supervisory positions. Council President Dingman stated numbers don't lie and the increases are significant and beyond most departments. She questioned how to fund this long term. Councilor Francis stated there needs to be a clear understanding of reducing overtime costs as well as the impact of these four (4) officers. He noted these officers by year four (4) would take a 1% increase each year. Brief comments followed regarding overtime costs. Mr. Hagedorn stated the COPS Grant would stay in contingency until the grant is approved. He also stated the COPS Grant for 2021 closed on July 1. Per Mayor Casper, Captain Tisdale believes the COPS Grant would be reimbursable if the city pulled out from the grant prior to year four (4). Mr. Hagedorn stated most grant awards would require Council approval. Following brief discussion regarding training, the request for Arbinger training was moved to Priority 1. Councilor Freeman believes the reduction of services for public safety is going to get worse. He also believes the additional officers are a priority. Councilor Francis does not disagree, although he believes a long-term plan needs to be presented by the IFPD before the grant is accepted. Councilor Freeman believes forgone may need to be used to fund the officers long term. Mayor Casper noted the statutory 3% adds to the base which will increase each year that could assist with any officer salary. Councilor Hally believes growth and the need is increasing, he believes the number one need is security. Councilor Radford stated growth can't pay for growth because of the state legislators' decision. Mayor Casper indicated Capital, which amount to approximately \$567,000, would be available to be allocated in the following year if financed by the 3% statutory. Councilor Hally believes the anticipated revenue should be increased by \$200,000. Mayor Casper indicated final decisions could be made following the approval of the not-to-exceed budget at the July 29 City Council Meeting. Councilor Burtenshaw agreed stating there is an 8% cap. Council President Dingman requested to consider the 1% forgone, in the amount of \$383,000, for a public safety package. Mr. Hagedorn stated the statutory 3% must be taken if the Council is going to take 1% forgone. Per Mayor Casper, Chief Nelson stated fire requests are all one-time costs with the exception of a small software maintenance cost that could be covered internally. The COPS Grant could be included into the forgone public safety package, although a study would still be needed. Mr. Hagedorn noted a portion of the COPS Grant has an offsetting revenue. Councilor Radford believes there needs to be capacity for growth as options are decreasing each year. He prefers the General Fund capacity to be at 18%. Discussion followed including the roadway repairs for P&R, the Information Technology (IT) Business Analyst position (which could be mid-year), and the general buildings professional services (which has been reduced by \$50,000). Mayor Casper questioned the 10% value of new construction (that was reduced from 100% to 90%). Mr. Hagedorn stated he is unsure although he indicated this amount is not the same each year as it compounds. He also indicated he would present this years' amount once numbers are received from the county. Due to the approximate \$650,000 in capacity, additional discussion followed

July 26, 2021 Budget Session/Work Session

including range improvements for the IFPD (moved to Priority 1 pending other law enforcement agencies participation), requested lighting for P&R (this is for general safety and maintenance, it was noted Freeman Park has no lighting), a fund to allow land/property acquisition, a building replacement fund, and the reserve account.

Mr. Hagedorn reviewed the four (4) city funds:

	2021/22 (Proposed Budget) Expenditure	2021/22 (Proposed Budget) Revenue	2021/22 Budget Requests
General Fund	\$52,618,810	\$51,166,101	\$1,927,419
Governmental Funds	\$60,985,495	\$31,747,096	\$201,896
Capital Improvement Funds (CIF)	\$35,420,000	\$34,712,396	-
Enterprise Funds	\$144,768,633	\$114,095,237	-

He stated the Governmental Funds decrease is due to a reduction in contingency (\$10M ARPA, \$3M encumbrances, \$12M unanticipated revenue), CIF increase is due to the Law Enforcement Complex (LEC), and Enterprise Funds increased approximately \$2M. He also stated the overall budget is increasing from \$280,730,474 in 2020/21 to a not-to exceed amount of \$293,792,938, which will decrease based on future discussions. This is not based on the General Fund, this is based on the city as a whole. Brief comments followed regarding the contingency. Per Councilor Francis, Mr. Hagedorn confirmed the city could take 8% on taxes and still take additional 1% forgone. He is unsure if the growth or the statutory level comes first. Mayor Casper stated additional discussion(s) will occur following the tentative approval of the budget.

Discussion: Fire Station Acquisition:

Chief Nelson stated the IFFD continues to see expedient growth in the community. He reviewed current locations of Fire Stations stating Stations 1, 3, 4, and 5 are city-owned, Station 2 is owned by the Bonneville County Fire Protection District which is leased by the IFFD for providing fire protection into the county. He also reviewed the current operating model including travel time of four (4) minutes and eight (8) minutes. He noted this information is provided by Emergency Services Consulting International (ESCI). Chief Nelson stated emergency responses are broken out by alarm time, turnout time, and travel time (based on equipment). He also stated the new standard set in 2019 indicates 5-5½ minutes for Emergency Medical Services (EMS) calls and 6½ minutes for fire response calls. Chief Nelson stated the IFFD wants to work toward the national standard although there are geographical issues within the city including the interstate, multiple railroad crossings, the Snake River, and the canal system with multiple bridges. He indicated the IFFD uses a 5-minute travel time, however, there are two (2) areas that are lacking the 5-minute response time, specifically south of town and north of town. Chief Nelson stated Station 4 (which is the busiest station in town) covers a very large span of area which has a 16½% increase over the previous year. He also stated there have been 3,108 calls from Station 4 year to date. The area includes the commercial corridor, assisted living, and the medical facilities. Chief Nelson reviewed Station 7 at 370 E. 65th S. which was constructed in 2013 with living quarters added in 2017. The facility is currently being used for apparatus and equipment storage and is currently unstaffed. The facility also has a total of 8,585 sq. ft. (4,000 sq. ft. living quarters/4,584 sq. ft. apparatus bays), is positioned on 1.12 acres, has a fenced perimeter, and is currently on an independent well and septic system. Chief Nelson stated 65th S. is scheduled for infrastructure re-build in the upcoming years which would include a cost to switch these services, and the station would also need dispatching software. He noted the facility currently has an exhaust system for the bays and the two (2) bathrooms would be unisex. Chief Nelson reviewed the areas that would be serviced within the 5-minute response time. He stated the station would operate with current staff, there would be no new hires at this time. Chief Nelson indicated the Fire District is proposing a purchase price of \$1,150,000 for this facility. He noted there has not been an official appraisal on the property. However, per discussions with other consultants, Chief Nelson believes this amount is not over excessive. He is requesting to purchase this property from the Fire District. He stated money is available in reserve for an immediate

July 26, 2021 Budget Session/Work Session

purchase although he indicated the Fire District would agree to a potential 2-year purchase. Director Alexander stated the reserve is currently at \$1.7M. Councilor Radford questioned the reserves. Mr. Hagedorn stated revenues exceeded expenditures in the previous year, there were salary savings, and savings due to COVID. Per Councilor Burtenshaw, Mr. Hagedorn confirmed this would not affect this year's contingency. Brief general comments followed. This item will be included on a future City Council Meeting agenda.

Community Development Block Grant (CDBG) Requests Review:

Director Cramer stated the public hearing and the 30-day comment period has occurred for CDBG. Approval by resolution will include the 5-year plan, the Annual Action Plan (AAP), and the Analysis of Impediments to Fair Housing. Ms. Farris noted these plans are included on the city's website, including the 127 comments that were received. Director Cramer believes Ms. Farris has ensured the proper requests are funded per the United States Department of Housing and Urban Development (HUD). Ms. Farris stated the recommended activities/projects were based on the seven (7) priorities needs that were identified (Low to Moderate Income (LMI) Housing/Affordable and Accessible Housing Options, Fair Housing Activities, Services for Special Needs Populations, Public Facility Improvements, Infrastructure Improvements, Job Creation, and Downtown Revitalization), selection criteria (meets 1 of 3 HUD national objectives: benefit LMI clients, prevent/eliminate conditions of slum/blight, meet an urgent need; meets HUD eligible activity criteria; addresses 1 of 4 HUD priorities: Housing Development, Community Development, Economic Development, Public Service; meets the goals of city's 2021-2025 CDBG Five Year Consolidated Plan; must be Council approved/Resolution for the PY2021 CDBG Annual Action Plan; and HUD has the final approval of the PY2021 CDBG Annual Action Plan), cost burden, and projects/activities that support HUD goals. She also stated she made a slight comparison to 2016 and 2020 consolidated plan priorities, noting housing and transportation always seem to appear. She then reviewed the following requests with general discussion throughout:

Program Year (PY) 2021 CDBG Applicant	Activity/Project Description	Amount Requested	Recommended
<i>Public Service</i>	<i>15% Max Allowed or \$65,799.3</i>		
Idaho Legal Aid/Idaho Falls	Legal Aid to victims of domestic violence.	\$15,000	\$12,000 (3)
CLUB, Inc. Crisis Intervention	Supportive Case Management for homeless at scattered site locations.	\$5,000	\$5000 (1,3)
Behavioral Health Crisis Center of East Idaho	Support in providing medical/treatment for those suffering from substance abuse. Medical professional wages: \$27,000. Treatment costs: \$2,000.00.	\$29,000	\$22,000 (3,6)
Eastern Idaho Community Action Partners (EICAP)	Legal aid - Grandparents Raising Grandchildren or other blood relatives.	\$6,000	\$0 not a high priority
Idaho Falls Power	Utility bill assistance for LMI clients (census tracts 9707, 9711, 9712).	\$6000	\$0 2020 funds not used
College of East Idaho (CEI)	Childcare vouchers to assist up to (8) LMI students with childcare 21-22 academic year.	\$5000	\$5000 (3) anti-poverty need
USDA Summer Food Service Program/New Day Lutheran	Assist with increased food costs for summer food program K-18 LMI in (3) census tracts.	\$5000	\$5000 (3)

July 26, 2021 Budget Session/Work Session

Trinity United Methodist Church Homeless Day Shelter	Case management intake/assessment, supplies/facility cleaning, and door tender.	\$17,603	\$9900 (3,6) Supplies, door greeter/cleaner
Domestic Violence & Sexual Assault Center (DVSAC)	Meal/water for children arriving at center and participating in a Forensic Interview/Medical Exam through DVSAC Child Protective Services.	\$5140.00	\$5000 (3)
Promise Ridge Emergency Family Shelter/Idaho Falls	One full time on-site individual to ensure security of clients/shelter for (1) year.	\$13,500	\$9,000 (3,6)
Community Food Basket Idaho Falls (CFBIF)	Permanent signage for warehouse. (2) snow blowers (warehouse/patron distribution center).	\$13,117.94	\$0 Not a high priority
<i>Slum/Blight by Area</i>	<i>30% Max allowed or \$131,598.6</i>		
Idaho Falls Downtown Development Corp. (IFDDC)	Façade Improvement Program and \$1000 for graffiti/vandalism repairs.	\$65,000	\$35,000 (6,7)
<i>LMI or Low Moderate Income</i>	<i>70% Minimum or \$247,549.4</i>		
City Public Works Dept. Curb/Gutter/Sidewalk	For properties in LMI neighborhoods within Highland Park Subdivision (Phase 3 of 5).	\$125,000	\$125,000 (4,1)
Idaho Falls Sr. Citizen Community Center	Clean and sealcoat asphalt parking lot.	\$14,796	\$0 Not a high priority
Habitat for Humanity Idaho Falls (H4HIF) Location	New construction of a triplex. Provide (3) LMI homeownership opportunities at Elmore Ave.	\$100,000	\$40,000 (1)
Development Workshop, Inc. Idaho Falls	Exterior rehab to north side of building to correct sidewalk slope and front parking area and redirect water away from the building (est. \$78,387). Rehab to interior/exterior for damage caused by water and leaks (est. \$135,040).	\$213,427	\$78,030 (4,3)
Conéctate Grassroots Liaison Idaho Falls	Provide single place for Public Service Announcements in Idaho Falls for Spanish and English-speaking communities. Assist underserved LMI in accessing reliable resources and referrals. Breakdown of request: \$12,000/Office Space; \$1000/video streaming software; \$3000/fuel/travel; \$4800/hotel/travel; \$1000/Liability ins; \$5000/marketing; \$8000/graphic design/video production/social media content; \$10,000 professional equip; \$12,000/annual event; \$3000/other events/networking groups; \$5000/website completion.	\$64,000	\$0 Several capital funds items listed are not HUD/CDBG eligible. Request is not a high priority.
Administration/CDBG Community Development Services/Planning Dept	20% of 2021 allocation (\$438,662) for salary, benefits, supplies, training, travel.	\$87,732.4	\$87,732.4
	<i>Total Amount Requested + Admin</i>	<i>\$790,316.34</i>	

Per Mayor Casper, Ms. Farris noted unspent money can be spent, and it could be re-directed. She also noted there are at least 13 projects to manage. Mayor Casper stated HFHIF was approved for a \$3M federal grant (contingent

July 26, 2021 Budget Session/Work Session

upon a budget passed by Congress), Ms. Farris indicated this grant was taken into consideration for HFHIF. Also per Mayor Casper, Ms. Farris confirmed Conéctate Grassroots Liaison did not meet the HUD criteria. She indicated their services are provided within the community through other service provider agencies, such as EICAP. Brief comments followed regarding Highland Park curb and gutter project and the Sr. Citizen Community Center parking lot. Ms. Farris noted slight changes have been made to the Analysis of Impediments to Fair Housing since their presentation (at the June 10 City Council Meeting). She reviewed the approval process, stating this exercise must occur every five (5) years as the plan drives the funds for the next five (5) years. She noted the city is currently in year one (1) of the plan based on the identified priorities. She also noted HUD could amend the plan if the city is not meeting the criteria. This item will be included on the July 29 City Council Meeting agenda.

There being no further business, the meeting adjourned at 5:35 p.m.

s/ Kathy Hampton
Kathy Hampton, City Clerk

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