

**NOTICE OF PUBLIC MEETING**

**Monday, May 10, 2021**  
**City Council Chambers**  
**680 Park Avenue**  
**Idaho Falls, ID 83402**  
**3:00 p.m.**

*The public is invited to observe City Council Work Sessions. However, to observe appropriate social distancing guidelines, as recommended by the Centers for Disease Control and Prevention (CDC), the public may view this meeting via livestream on the City's website at <https://www.idahofallsidaho.gov/429/Live-Stream>. The agenda does not include an opportunity for public interaction.*

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

**CITY COUNCIL WORK SESSION**

*Times listed in parentheses are only estimates.*

**Call to Order and Roll Call**

**Mayor:**

-Acceptance and/or Receipt of Minutes

*Action Desired:* To receive recommendations from the Planning and Zoning Commission

-Calendars, Coronavirus (COVID-19) Update, Announcements, Reports, and Legislative Update (10)

**Council:**

-Liaison Reports and Councilmember Concerns (10)

**Human Resources; Municipal Services:**

-Employee Compensation Structure Presentation (70)

*Action Desired:* Approval of proposed changes to City Compensation Structure as discussed

**Municipal Services:**

-Quarterly Finance Presentation (40)

**Police Department:**

-Consideration of proposed Police Personnel Manual (20)

*Action Desired:* Approval of Police Personnel Manual Potential and Various language changes as discussed

**Parks and Recreation:**

-Discussion of Recreation Fund Stabilization Proposal (20)

**Legal:**

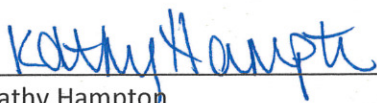
-Discussion: Changes to City Code Title 2 regarding the Sister Cities Organization (20)

**Executive Session:**

-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.

**Announcements and Adjournment**

**DATED this 7<sup>th</sup> day of May, 2021**

  
Kathy Hampton  
City Clerk



## MEMORANDUM

**TO:** Honorable Mayor and Council

**FROM:** Brad Cramer, Community Development Services Director

**DATE:** April 21, 2021

**RE:** April 20, 2021, Planning Commission Action

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Planning Commission took the following action during the April 20, 2021 meeting.

1. **ANNX20-016: ANNEXATION/INITIAL ZONING. Annexation & Initial Zoning of LM, Light Manufacturing and Heavy Commercial for approximately 26.286 acres, SE1/4 Section 15, Township 2 North, Range 37 East.** Access off Broadway and along Bellin also south east of airport. On April 20, 2021, the Planning and Zoning Commission recommended approval of the annexation and initial zoning of LM to City Council and Mayor as presented. Voting by Planning and Zoning Commission was unanimous.
2. **ANNX21-003: ANNEXATION/INITIAL ZONING. Annexation and Initial Zoning of LC, Limited Commercial for 28.233 acres north of W 33rd N and east of Recycle Road.** Generally located north of E 33<sup>rd</sup> N, east of N 5th W, south of Recycle Rd, west of E 33rd N. On April 20, 2021, the Planning and Zoning Commission unanimously voted to recommend approval of the annexation and initial zoning of LC to the Mayor and City Council as presented.
3. **RZON21-007: REZONE. Rezone from I&M, Industrial and Manufacturing to LC, Limited Commercial for approximately 5.3 acres located north of W 33rd N and east of Recycle Road.** Generally located north of E 33rd N, east of N 5th W, south of Recycle Rd, and west of E 33rd N. On April 20, 2021, the Planning and Zoning Commission unanimously voted to recommend approval of the rezone from I&M to LC to the Mayor and City Council as presented.
4. **PLAT21-008: FINAL PLAT. Final Plat for Riverfront Luxury Townhomes, Division No. 1.** North of Higham St, east of the Snake River, south of Presto St, west of Latah Ave. On April 20, 2021 the Planning and Zoning Commission recommended to the Mayor and City Council approval of the Final Plat for Riverfront Luxury Townhomes, Division No. 1 as presented.
5. **PLAT21-010: FINAL PLAT. Final Plat for Bowen Addition Division No. 3 First Amended.** North of Kearney St, east of Alameda Ave, south of Hollipark Dr, west of N Woodruff Ave. On April 20, 2021, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council.

6. **PLAT21-011: FINAL PLAT. Final Plat for Snake River Landing Division No. 15 First Amended.** North of W Sunnyside Rd, east of Snake River Pkwy, south of Event Center Dr, and west of the Snake River. On April 20, 2021, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council.
7. **APP21-001: APPEAL. Reasoned Statement of Relevant Criteria and Standards for the Request of Reconsideration of the approval of the preliminary plat for Ivywood West Subdivision.** On April 20, 2021 the Planning and Zoning Commission accepted the Reasoned Statement of Relevant Criteria and Standards denying the request for reconsideration.

RECOMMENDED COUNCIL ACTION: To receive recommendation(s) from the Planning and Zoning Commission pursuant to the Local Land Use Planning Act (LLUPA).



## MEMORANDUM

**TO:** Honorable Mayor and Council

**FROM:** Brad Cramer, Community Development Services Director

**DATE:** May 5, 2021

**RE:** May 4, 2021, Planning Commission Action

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Planning Commission took the following action during the May 4, 2021 meeting.

1. **ANNX21-005: ANNEXATION/INITIAL ZONING. Annexation & Initial Zoning of LC, Limited Commercial, HC, Highway Commercial, I&M, Industrial & Manufacturing for approximately 46 acres in Section 7, Township 2 North, Range 38 East.** Generally located north of E Anderson St, west of N Holmes, south of E 29th N, east of N Boulevard. On May 4, 2021, the Planning and Zoning Commission unanimously voted to recommend approval of the annexation and initial zoning of LC, HC, and I&M to the Mayor and City Council as presented.
2. **ANNX21-006: ANNEXATION/INITIAL ZONING. Annex and Initial Zoning of R3A, Residential and Mixed Use for approximately 39.543 acres in the SE1/4 of Section 1, Township 2 North, Range 37 East.** Generally located north of W 33rd N, east of the Snake River, south of Independence Dr, west of N 5th W. On May 4, 2021, the Planning and Zoning Commission unanimously voted to recommend approval of the annexation and initial zoning of R3A to the Mayor and City Council as presented.
3. **RZON21-008: REZONE. Rezone from R&D, Research and Development to R3A, Residential and Mixed Use for approximately 18.5 acres in the SE1/4 of Section 1, Township 2 North, Range 37 East.** Generally located north of W 33rd N, east of Snake River, south of Independence Dr, west of N 5th W. On May 4, 2021, the Planning and Zoning Commission unanimously voted to recommend approval of the rezone from R&D to R3A to the Mayor and City Council as presented.

RECOMMENDED COUNCIL ACTION: To receive recommendation(s) from the Planning and Zoning Commission pursuant to the Local Land Use Planning Act (LLUPA).

Idaho Falls Downtown Development Corp. April 6, 2021 board meeting was held at the Jacob Grant conference room – 490 Park Ave at 8:30am

Attendance: Jake Durtschi, Greg Crockett, Steve Fischbach, Jill Hansen, Tasha Taylor, Lisa Farris, Kevin Cutler, Chip Schawrze, Shanon Taylor, Brandi Newton, Jim Francis, Dana Briggs and Anas Almassrahy.

Staff: Catherine Smith, Juan Hernandez, Mala Lyon

Minutes for March 2, 2021 were reviewed - Tasha motioned to accept the minutes. Kevin C. seconded and board approved

Financial report – Brandi – We have received a payment of \$20,000 to pay for the costs of watering the trees, flowerpots and flower baskets downtown. This money will be spent thru out this coming summer. Snow removal we are over budget, but that is something you can only make your best guess on what the costs will be. Liability Insurance is something we have to have when we have events. Catherine asked for a refund from last year since we had not events but they do not do that. Motioned by Brandi that the financial report be approved; Jake seconded and board approved.

Elections: The election was unanimous in favor for the following:

Jacob Durtschi ~ President  
Kevin Cutler ~ Vice President  
Jill Hansen ~ Secretary  
Brandi Newton ~ Treasurer  
Antonio Meza ~ Past President  
Tasha Taylor ~ 2nd term Board Member  
Cindy Napier ~ 2nd term Board Member

Director's Report – Catherine – We are working at becoming part of Main Street America again. We were involved in this years ago when Shirley Chastain was the director. They have provided some great resources through webinars and social media. We must have permission from Jerry Miller of the Idaho Commerce Department – Dana helped us get in contact with him. We needed a letter from the Chamber of Commerce that Chip provided, a letter from the Mayor, and REDI, and a letter of intent from the IFDDC. We have submitted everything and are just waiting on Jerry to give us the final signature. Driggs, Nampa and Caldwell are all involved – Driggs won an award a few years ago. The yearly membership is \$295 – Catherine is signed up for a webinar on April 12 – 14 which cost \$90. They offer lots of great tools, grants, and training. The board has already approved for the IFDDC to be part of Main Street America.

Projects this summer – ‘Labs of Downtown’ will be in the works with Misty Benjamin from the INL. We do have \$5,000 for the crosswalk murals but we are holding back on that project until we see how SpringBrew goes and how the finances sit after that event in May. The city did some re-striping downtown and then re-tarred Broadway bringing traffic into downtown that had tar on the tires which made a mess of the new striping. The crosswalks need to be re-painted.

Beautification – Pansies have been planted in the flower pots in the A Street/Yellowstone lot. We will no plant more until the end of May. Sheri will plant Broadway first as the pots are auto watered. We have 80 flower baskets sponsored so far and plan to do 95.

Parking – we have all the pieces to do the collection letters on past due parking citations. It has been a lot of steps but noticed should be mailed out soon. We have had a change in staff and Ed O'Rayeh is no longer working with us. We are discussing the specifics of what we want a new person we hire to accomplish. Brandi asked where we are at on a new enforcement vehicle? We have done some research and test driving and will be going out again Thursday. The side-by-side has worked but it is very expensive to maintain at \$150 for an oil change and having to haul gas into the downtown as we are not allowed to take it out of the downtown area. We have almost 8,000 miles on it. The plan is to purchase a new (used) car then sell the “vroom vroom” and it will be a wash cost wise.

Lisa – we still have \$10,000 from 2017 – 2020 to use. Page insurance in the Old Variety Mart building on Park is going to use a phase approach doing some of the work this year and some next year. They will have their offices on the 2<sup>nd</sup> floor and lease out the main floor for a retail shop. Idaho Mountain Trading is fixing their marquee sign that faces Shoup so it lights up again. Pie Hole Pizza will finish painting as soon as the weather is warm enough. Spruce is also coming along.

New business in the old Inkley building called Poppy & Pout coming soon. They will manufacture the lip gloss on one side and have a store on the other.

The Celt is coming along with their new distillery and roof seating area.

The Caramel Tree had their Grand Opening last week and it went very well. Had lots of people come in that had never been in a Caramel Tree shop before. There is a cute, fun boutique upstairs.

Hoping that Spruce Home and Gifts will be opening soon too. Lots happening Downtown.

Dana – The city swore in a new city council member Lisa Burtenshaw yesterday to replace Shelly Smede. The city is working on an Innovation District and a work force training building.

Anas – The city has been having city wide neighborhood meetings and the city wide survey has been well received.

Chip – Had 82 people come to the first “Out of the Box” event which was more than the 50 that were expected. Tourism last year was better than had been hoped for. We did not see the bus loads of visitors, more regionalism. We have a new airline route direct from Seattle, so we are expecting to see smaller groups of travelers that used to fly into San Francisco then board buses and drive up to Yellowstone Park will now fly into Seattle, switch planes and land in Idaho Falls begin their trip to Yellowstone. The Chamber also has grant money available for the downtown brochures.

Jim Francis – The IFDDC will need to keep in touch with Brad to keep the parking funding in the budget. Jim agreed to bring it up also and ask about the re-painting of the crosswalks.

Jake asked about on-street parking meters? Catherine said we are still exploring that option. The feedback has been that people are willing to pay to be able to park longer than two hours. The cost is \$400,000 to install the meters on street and the city would need to own the meters as they would be on public sidewalks. The businesses like hair salons, the movie theater and others who seem to think they can come downtown for two hours then have to leave, rather than just move their vehicle to a new location, feel on-street meters is a good solution. Jake said we have talked to Mike Kirkham, the city attorney to see what steps would be needed. There are multiple ways that could be used to fund them. The Mayor has said there is no money from the city available. Catherine said it is a risk as we do not know how much money would be generated to pay back any kind of a loan. Greg asked if the first half hour can be free? No, the software will not support that with one meter per block that people go to and pay. Could more 5 minute spaces like what is by Wells Fargo be added for people that just need to quickly drop off something? That is an option to look at.

Meeting was adjourned at 9:30am.

Our next board meeting is scheduled for May 4, 2021.

Respectfully submitted by Jill Hansen, Secretary and Mala Lyon

## **Idaho Falls Sister City Youth Approved Meeting Minutes**

This meeting was conducted using the platform Zoom

**April 7, 2021**

Charlotte Combs	Laura Combs	Jackie Sugai	Jackson Corbridge
Kylie Eaton	David Eaton	Katie Eaton	Abby Gallegos
Sam Hawker	Lori Kidwell	McKenzie Mclsaac	Gabe Padron
Jorge Padron	Nathan Peck	Kendra Peck	Anna St. Michel
Whitney St. Michel	Stephanie Van Ausdeln	Carter Thompson	Jennifer Thompson

### **Approval of Meeting Minutes**

A motion by Stephanie Van Ausdeln was made to approve the March 15, 2021 meeting minutes. Motion was seconded by McKenzie Mclsaac. The minutes were passed.

### **Reminder**

The next Zoom meeting is scheduled for **April 19, at 7:00**. Please put this on your calendar. A reminder email notice will be sent out before the meeting.

Upcoming meetings to put on your calendar are April 19, May 5th and 17th, June 2nd and 14th, July 7th and July 19th if needed, August 4th and 16th, September 1st and 13th, October 6th and 18th, November 3rd and 15th, and December 1st and 13th.

### **Treasurer's Report**

As of April 7, 2021 the balance in checking \$16,620.84, money market \$3294.56, and savings \$25.05. The treasurer's report link is at the end of the meeting minutes.

### **Student Exchange**

After a joint meeting with members of Tokai-mura Sister Cities and officers of Idaho Falls Adult and Youth Sister Cities, the officers have agreed that the in person exchanges for this summer will be postponed until next summer due to Covid 19. This decision was made based on the health and safety of all organizations in both countries.

### **IFSCY 40th Anniversary Celebration**

Idaho Falls Sister City Youth and Tokai-Mura Sister City Youth have agreed to have a 40th Anniversary Celebration digitally! It is tentatively scheduled for July 3 (PM Idaho time) and July 4 (AM Japan time) for the exchange. This is a big milestone and both groups want to make this a big celebration. These dates forty years ago was the time of the actual signing of the agreement between our cities!



Some ideas for the celebration event were to ask the mayor to give a speech, have the Idaho Falls Symphony play for the groups (digitally), record graduation ceremonies celebrations, Sam Hawker stated he would like to do an anime video, short clips of student's experiences from the student exchange in the Tokai-Mura visit in the summer 2019. Please keep thinking of ideas for the 40th Anniversary.

David Eaton stated that the city of Idaho Falls will have the 4th of July parade. He suggested that our group creates a float. A video of the process could be made for the 40th anniversary.

Please attend the April 19th meeting so we can discuss our plans for this event.

### **Discussion of online activities with Tokai-Mura Youth**

The group agreed that it is important to continue with zoom meetings to interact with students from Tokai-Mura Youth. This might include recording summer vacations that Idaho Falls students take or school experiences like high school graduation.

Please be thinking of ideas on topics for online activities for the rest of the year.

### **Donation to IFSCY**

David Eaton stated that a donation of encyclopedias was offered to the IFSCY. It was suggested that these books could be part of the display at the Idaho Falls Public Library.

A volunteer is needed to call the library and ask if they would like to have the encyclopedias with the Sister City display.

### **Recruiting Students for IFSCY**

Kendra asked for ideas on ways to recruit students for IFSCY program. If you know of any student who is interested in the Idaho Falls Sister City Youth program please invite them to the Zoom meetings. You may forward the link to the meetings to any student who is interested.

This will be discussed at the April 19th meeting.

## **Student Activities**

### **Current Events in Japan**

Carter Thompson shared his presentation on "What's been Happening in Japan This Week". A presentation on current events in Japan. Topics included Covid 19 vaccinations, Olympic Torch Relay, Early Cherry Blossom blooming, and the opening of Nintendo Land. To view this video please click on the link below.

[What is Happening in Japan This Week](#)

### **Student Presentation**

Sam Hawker gave a presentation on Japanese Mythology. The title of his slide show presentation was "Japan's Many Gods". To view this video please click on the link below.

[Japan's Many Gods](#)



## **Fundraisers**

The group agreed to schedule the Skyline Bowling fundraiser during the summer because it would give us more time to advertise by displaying the flyers and advertise online. Nathan Peck created a flyer for this event.

Skyline Bowling alley does the fundraisers for groups on Wednesdays. Skyline will give us flyers to hand out to people and they must bring in the flyer in order for our group to get credit.

Our group will need to discuss scheduling of this fundraiser at the April 19th meeting.

Car Wash fundraiser will be discussed at some meeting in the future.

## **Phrase of the Week**

Carter Thompson gave a quick presentation for the words: Sakura - Cherry Blossom, Jishin - earthquake, Oyasumi - goodnight, Ohayogazaimasi - good morning, and Baibai - bye bye.

## **Update on Website**

Stephanie Van Ausdeln asked for some help with specifics for the website. Email Stephanie for information on what is needed for the website.

## **Volunteers Needed**

Volunteers are needed at the Happy Farm. Whitney and Anna St. Michel will get more information and present it at the next meeting.

## **Future Student Presentation**

Anna St. Michel volunteered to present on April 19th.

## **Next meeting**

At the next meeting, April 19, 2021 the group will discuss the date for the bowling fundraiser and the flyer will need to be discussed and possibly fundraisers of a car wash and carnival.

Whitney and Anna will present information on volunteering at the Happy Farm.

Students are planning a Q/A about Japan. So, if you've gone before, please prepare to answer questions about your experience.

Discussion on recruiting students and ideas for online activities, encyclopedias at the library, and ideas for the 40th anniversary celebration.

Creating a float for the 4th of July parade.

The naming of the website and payment for the website will also need to be discussed. discussion on naming the website and payment

Ideas to recruit students..

## **Motion to Adjourn**

Stephanie VanAusdeln motion to adjourn the meeting. It was seconded by Whitney St. Michel.

**Below is the link for the Treasurer's Report and Free Japanese Resources.**

[Treasurer's Report 04/07/21](#)

[Free Japanese Resources](#)

A list of tongue twisters (given to Kendra from Tokai-Mura Sister City Youth Group)

*Nama-mugi nama-gome nama-tamago*

Raw wheat, raw rice, raw eggs

*Basu gasu bakuhatsu*

Bus gas explosion.

*Kono kugi wa hiki nuki nikui kugi da.*

This nail is a difficult-to-pull-out nail.

*Aka-maki-gami, ki-maki-gami, ao-maki-gami*

Red scroll, yellow scroll, blue scroll.

*tonari no kyaku wa yoku kaki kuu kyaku da*

The guest next door is a guest who eats a lot of persimmons.

*uraniwa ni wa niwa, niwa ni wa niwa niwatori ga iru.*

In the back garden there are two chickens, in the front garden  
there are two chickens.

*buta ga buta o butta node butareta buta ga butta buta o butta.*

The pig beat the pig, therefore the beaten pig beat the beater pig.

*sumomo mo momo, momo mo momo, sumomo mo momo mo momo  
no uchi.*

A Japanese plum is a peach, a peach is also a peach, both Japanese plums and peaches are a kind of peach.

By the way, this last one is also a great demonstration of how kanji makes Japanese sentences easier to read. Here's how the sentence would look in hiragana alone:

すももももも ももももも すももももももものうち。

Here is the Kanji

李も桃、桃も桃、李も桃も桃のうち。

*toukyou tokkyo kyokakyoku kyokuchou*

**“The Tokyo Patent authorization bureau manager”**. Note:  
this is not a real position, it’s just difficult and fun to say.

*banana no nazo wa mada nazo na no da zo*

“the mystery of the banana is still a mystery”.

*kono takegaki ni take tatekaketa no wa take  
tatekaketakatta kara, take tatekaketa*

“I laid this bamboo against the bamboo fence because I  
wanted to lay bamboo against it”.

*komagome no wagamama mono, nakano no nokamake  
mono*

Komagome’s jealousy, Nakano’s laziness

■ ありがとうございます。ありがとうございます  
いました。ありがとう。

## **Idaho Falls Sister City Youth Approved Meeting Minutes**

This meeting was conducted using the platform Zoom

**April 19, 2021**

Charlotte Combs	Laura Combs	Jackson Corbridge	Jackie Sugai
Kylie Eaton	David Eaton	Katie Eaton	Sam Hawker
Lori Kidwell	McKenzie McIsaac	Eden McIsaac	Gabe Padron
Jorge Padron	Nathan Peck	Kendra Peck	Anna St. Michel
Whitney St. Michel	Rebecca Smith	Stephanie VanAusdeln	Jennifer Thompson

### **Approval of Meeting Minutes**

A motion by Stephanie Van Ausdeln was made to approve the April 7, 2021 meeting minutes. Motion was seconded by Whitney St. Michel. The minutes were passed.

### **Reminder**

The next Zoom meeting is scheduled for **May 5, at 7:00**. Please put this on your calendar. A reminder email notice will be sent out before the meeting.

Upcoming meetings to put on your calendar are May 5th and 17th, June 2nd and 14th, July 7th and July 19th if needed, August 4th and 16th, September 1st and 13th, October 6th and 18th, November 3rd and 15th, and December 1st and 13th.

### **Treasurer's Report**

As of April 19, 2021 the balance in checking \$16,620.84, money market \$3294.86, and savings \$25.05. The treasurer's report link is at the end of the meeting minutes.

Lori Kidwell stated that she will go to the bank tomorrow to complete the paperwork to have an automatic withdrawal to pay for the website domain. This was agreed to by the group at the April 7th meeting.

### **Student Exchange**

The IFSCY Board will have a Special Board Meeting on Wednesday, April 21, 2021 to discuss the requirements or criteria for students going to Japan in 2022. The information will be given to the group at the meeting on May 5, 2021.

### **IFSCY 40th Anniversary Celebration**

As was discussed at the April 7th meeting the Idaho Falls Sister City Youth and Tokai-Mura Sister City Youth have agreed to have a 40th Anniversary Celebration digitally! The adult group suggested scheduling the event for sometime in August or September. Kendra Peck asked our group for opinions on scheduling the anniversary celebration. The group discussed options and suggested the second week in August.

Some ideas for the celebration event were to ask the mayor to give a speech, Idaho Falls Symphony play for the groups (digitally), record graduation ceremonies celebrations, Sam Hawker stated he would like to do an anime video, short clips of student's experiences from the student exchange in the Tokai-Mura visit in the summer 2019. Please keep thinking of ideas for the 40th Anniversary.

### **Participation in the 4th of July Parade**

Registration for groups or organizations to participate in the 4th of July parade needs to be turned in beginning April 1 through May. The Chamber of Commerce charges a fee of \$175.00. A suggestion was to ask the adult Sister City group if they would participate with the Youth group. It was also suggested that since the IFSCY is under the city that maybe this fee could be waived. David Eaton will call the Chamber of Commerce to find out.

This topic will be discussed at the meeting on May 5, 2021.

### **Discussion of online activities with Tokai-Mura Youth**

As previously discussed and agreed by the group, it is important to continue with zoom meetings to interact with students from Tokai-Mura Youth. Ideas generated at a previous meeting were to record summer vacations Idaho Falls students take or school experiences like high school graduation. Other ideas were virtual visits, speech by the mayor, students experiences, skit, videos of everyday activities, pictures of our group doing volunteer work.

In addition to this students who traveled to Japan in 2018 were asked to make a short video of their experience to Tokai-Mura. Please include pictures of what you liked and did not like about it, your experiences of the outings and your host family.

Please be thinking of ideas on topics for online activities for the rest of the year.

### **Recruiting Students for IFSCY**

This will be discussed at the May 5th meeting.

### **Discussion of City Ordinance**

Kendra Peck emailed all members the "Sister City Draft Ordinance". Kendra asked for members to read before the meeting so that we may discuss it. The group discussed at length their thoughts and concerns. Send David Eaton your ideas or comments to the proposed ordinance by Saturday, April 23rd. He will compile the information and send it to Kendra.

It was proposed that Kendra Peck and David Eaton meet with Cindy Ozaki, President of the Adult Sister City group to discuss the draft ordinance.

The "Sister City Draft Ordinance" will be discussed at the May 5th meeting.

### **Discussion of Future Plans**

Input of ideas is needed from students on where they would like the direction of future meetings to go. Kendra Peck asked members to create a list of interests each student has or each student would like to learn about Japan. She also asked students to write how being a part of this group has benefited them.



## **Field Trip**

David Eaton asked members if they would like to go to the Japan Internment in Minidoka. He will get more information on tours. We will discuss this at the next meeting.

## **Student Activities**

### **Current Events in Japan**

Stephanie VanAusdeln shared her presentation on "This Week in Japan". A presentation on current events in Japan. Topics included Covid 19 vaccinations and Olympic Torch Relay. To view this video please click on the link below.

<https://drive.google.com/file/d/1FkJqcMkFEUNwsDD7iS3kS2nINB-Y1DkV/view?usp=sharing>

### **Student Presentation**

Anna St. Michel will present at the next meeting.

### **Fundraisers**

Skyline Bowling alley does the fundraisers for groups on Wednesdays. Skyline will give us flyers to hand out to people and they must bring in the flyer in order for our group to get credit. The bowling fundraiser is being considered for sometime before school ends or during the summer.

Our group will need to discuss scheduling of this fundraiser at the May 5th meeting.

### **Phrase of the Week**

Stephanie VanAusdeln presented the phrase of the week.

### **Update on Website**

Stephanie Van Ausdeln gave three suggestions for the domain name for the website: IFSCY.org or IFSCYouth.org or IFSisterCityYouth.org. This is to allow people to find us more easily.

The group voted to go with IFSisterCityYouth.org.

### **Volunteering**

Whitney and Anna St. Michel spoke with the Happy Farm master gardener. The farm will be needing volunteers when seeds can get planted. Whitney will have more information on dates and times for our group to help out at the Happy Farm by the next meeting.

The Friendship Garden needs volunteers to help stain the deck. The group agreed to help out on May 1, 2021 at 2:00 pm. Wear appropriate clothing for staining.

### **Next meeting**

Discuss criteria for student exchange 2022, July 4th parade, online activities with Tokai mura students, recruiting, sister city ordinance, future plans, field trip, bowling, Happy Farm, friendship garden. Each student who has gone to Japan is asked to prep a quick presentation of their experience with pictures and to present to those who haven't gone.

**Motion to Adjourn**

Rebecca Smith motioned to adjourn the meeting. It was seconded by Sam Hawker.

[Treasurer's Report 4/19/21](#)



# MEMORANDUM

**FROM:** Ryan Tew, Human Resources Director

**DATE:** Wednesday, May 5, 2021

**RE:** Approval of new City compensation structure

## Council Action Desired

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

Action: Vote on approval of new City compensation structure

## Description, Background Information & Purpose

In 2019 a compensation committee comprised of six City Department Directors, was tasked with creating a new City compensation structure. At the March 22, 2021 City Council Work Session the compensation committee's recommended new structure was presented to the City Council. After further discussion at the May 10<sup>th</sup> City Council Work Session, it is proposed that the Council vote to adopt the new structure at that same May 10<sup>th</sup> meeting.

## Relevant PBB Results & Department Strategic Plan



New structure will affect most City employees

## Interdepartmental Coordination

Six Department Directors worked together in the creation of the new structure

## Fiscal Impact

Approximately \$630,00 the first year. The impact will decrease annually for several subsequent years.

## Legal Review

Legal has reviewed.



## MEMORANDUM

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**TO:** City Council  
**FROM:** Rebecca Casper, Mayor  
**DATE:** 7 May 2021  
**RE:** Police Personnel Manual, Proposed Changes

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The [Police Personnel Manual](#), adopted by the City Council in a few years ago, requires the Chief of Police to conduct a series of three meetings annually with employees during the months of February and March and then convey the results of those meetings to me no later than April 10th. The purpose of these meetings is to discuss the Police Personnel Manual and provide an opportunity for open dialogue in which employees are able to offer suggestions for policy changes.

The Chief submitted a memo on April 8th 2021. In it, he identified six potential changes. I have determined that four of those recommendations represent desirable and relatively simple changes. I present a summary of these four changes below. The actual proposed language changes in the manual are included in redline in an attachment.

The fifth requested change requests that new language be added to the manual. It was taken directly from the existing [Personnel Policy Manual](#), Section XXXV found on page 48, and modified to reference only the IFPD. To some this represents an assurance that the protection is there. But to me it is duplicative in the sense that we often refer to wearing both a "belt and suspenders."

According to the Police Personnel Manual, once the Council approves the language, "Department employees shall be given thirty (30) days advanced notification about proposed changes and given the opportunity, either orally or in writing, to offer comment regarding proposed changes to the Council." Therefore, we are seeking your approval of the suggested language to start the 30 day comment period. Once that expires, these changes will be placed on a regular Council Meeting agenda for your consideration and final approval.

Two additional points: 1) the sixth recommendation from the Chief concerns compensatory pay. The suggested language is still under consideration from both policy and financial perspectives. I require more time for consideration before making a recommendation. 2) I am aware that Councilman Francis desires to modify the recommended language. I anticipate that he will present those modifications to all in the Work Session.

1.	Change section VI A regarding employee expectations to eliminate the mandatory three meetings between the Chief and Employees. This would also eliminate the required annual memo from the Chief to the Mayor and all of Employees as well as any rebuttal memos from the Employees. This eliminated language would be replaced with language that employees may meet with the Management of the Department, City, or Human Resources at any time.
2.	Change section VII regarding Holiday time to allow New Years, July 4, and Christmas to occur on the actual day of the Holiday for Police Officers, Dispatchers, and Animal Control Officers.
3.	Change section XI regarding boot and cleaning allowance to delete parking enforcement and add code enforcement.
4.	Change section XII regarding career path to add dispatchers, dispatch supervisors, and the dispatch manager to the career path program.
5.	Add a new section XIII to the manual regarding police employee association business.

Thank you for your consideration



# **PERSONNEL MANUAL**

**August 2020**

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I. Purpose

In recognition of the unique role played by the Idaho Falls Police Department (IFPD) in service to the community, this Policy is intended to increase general efficiency, to promote harmonious and collaborative relations within the Department, and to protect the rights, well-being, safety, and security of Department employees.

This Police Personnel Policy is the result of collaboration among City employees and is intended to promote the highest ideals and values of the Department. This Policy is not and shall not be considered or interpreted as a collective bargaining agreement between the City and any employee or group of employees, whether formally or informally organized. The Council has reviewed and approved this Policy.

II. Application and Interpretation of this Policy

A. The provisions of this Police Personnel Policy shall apply to all Idaho Falls Police Department employees except where it is specifically indicated that the provision applies only to certain Department employees. Additionally, the City Personnel Policy manual shall continue to apply to all Police Department employees, except where a provision of this Police Personnel Policy is more specific, in which case a Police Department employee shall be subject to this Police Personnel Policy. The City Director of Human Resources is authorized by the Council to interpret which Personnel Policy shall be applied to a Police Department employee if an uncertainty or dispute arises about the application of this Police Personnel Policy.

B. Calculating Time.

“Day” as used in this Policy, shall mean one (1) twenty-four (24) hour calendar day beginning at midnight and ending twenty-four (24) hours later, whether or not the City is open for business. When time is calculated for a deadline, counting begins on the day following the date a document is required to be submitted or an event is due to occur. Where a due date falls on a day that the City is officially closed for business (e.g., a weekend or official or declared Holiday), the due date is on the first date that the City is open for business following the due date.

### III. Changes

Changes may be made to this Police Personnel Policy by the Council at the recommendation of the Police Department, Police Department employees, Human Resources, or Elected Officials. Department employees shall be given thirty (30) days advanced notification about proposed changes and given the opportunity, either orally or in writing, to offer comment regarding proposed changes to the Council.

### IV. Management Decisions and Expectations

“Management”, as used in this Policy includes the Chief of Police, Captains, the Communications Manager, the Animal Control Director, and Lieutenants. The Police Department management staff possesses and retains the sole authority to operate and lead the Department. This authority includes, but is not limited to, the following examples:

1. Determining the mission of IFPD
2. Setting standards of Department service to be offered the public
3. Exercising control and discretion over its organization and operation
4. Disciplining or discharging non-probationary Police Officers for cause
5. Directing the work force
6. Hiring, assigning, or transferring employees
7. Determining the methods, means, and number of employees needed to carry out Department objectives
8. Introducing new or improved methods, police policies, or equipment
9. Changing existing police policies, methods, or equipment
10. Relieving employees because of lack of work
11. Taking whatever actions necessary to carry out the objective of the Department in situations of emergency
12. Establishing positions of employment and classifications for positions
13. Establishing performance standards and/or revising performance standards to determine acceptable performance levels of employees

V. Employee Expectations

1. Expectations.

~~A.— Employees may present their views to the Management of the Department, to the City, or to the Human Resources Director or the Department's Human Resources Representative at any time. and to the City at any time. Additionally, the Chief of Police will meet with employees (including employees from all Department Bureaus and all levels of employment in the Department) in at least three (3) separate meetings to listen to employee views and suggestions during the months of February and March of each year.~~

~~— At the request of the Chief of Police or Department employees, a Human Resource Department representative will attend these meetings.~~

~~A. The Chief of Police will present the results of these meetings in writing to the Mayor and Department employees by April 10th annually. Any Department employee may present their ideas or concerns to the Mayor and Council if they disagree with the written recommendations as contained in the Chief's report~~

2. Investigations.

A. Employees may be accompanied and assisted by a representative of their choice at all times when subject to investigation of alleged acts of misconduct. No representative shall be a person who is the subject of the same investigation. Employees shall be granted a reasonable amount of time to obtain such representation prior to any internal investigation or pre-disciplinary hearing.

Employees' access to representation does not apply to performance based, informal, routine, or unplanned discussions between employees and their supervisors.

B. Procedures set out in this Policy will be followed by the Department during investigative interviews. Such procedures do not apply to routine, initial inquiries, coaching, counseling, instruction, or direction given to employees by their supervisors.

Prior to an internal investigative interview, employees will be advised of the following:

a. The nature of the matter being investigated

- b. The specific allegation(s) of misconduct, if any, against the employee being interviewed
- c. The date, time, and location of the matter that gave rise to the allegation(s),
- d. All rights and obligations pertaining to the *Garrity* rule
- e. The employee's access to representation, as provided in Section 2. A. above

The interview will specifically and narrowly focus on the job related conduct of the employee.

- C. The Investigator. Persons conducting the interview will not use offensive language or threaten disciplinary action. An employee who refuses to respond to questions or submit to interviews will be informed that failure to answer questions narrowly and directly related to job-related conduct may result in disciplinary action.

Persons conducting the interview shall not be a person with significant personal, first-hand knowledge of the facts giving rise to the investigation.

Except for the Chief of Police, persons making the final disposition in an investigation may not be the person who made the initial allegations(s), either directly or indirectly.

- D. Dispositions and Time limits. Employees shall be notified in writing of the final disposition of an investigation, including a disposition of each allegation, and the disciplinary action to be administered, if applicable, within ninety (90) days following the date the Department received the allegations that form the basis of the investigation. An extension may be granted by the Chief. The employee shall be notified in writing of any such extension, the reason for the extension, and the anticipated investigation conclusion date.

In the event an employee is notified that a final disposition of an investigation includes a finding of misconduct which may result in time off without pay, demotion, or termination, a pre-disposition hearing will be held no sooner than fourteen (14) days and no later than thirty (30) days following hand delivery to the employee of notice of the pre-disposition hearing date, time, and location unless

another date for the pre-disposition hearing is otherwise mutually agreed by the employee and the Department.

- E. Access and entries into Employee Personnel Files. Employees shall, upon reasonable notice, be provided access to their own individual Internal Affairs files (only after such investigation is completed) or Personnel files.

A document adverse to an employee's employment may not be entered in their Personnel file (which is a file different from and does not include any Internal Affairs files) without the employee having first read and signed the document.

The adverse entry may be made, after the employee reads the document, even if the employee refuses to sign it. The employee's refusal to sign shall be noted on the adverse document. The employee will have fourteen (14) days from the date the employee reads and is asked to sign the adverse document within which to file a written response or comment to any adverse document entered in their personnel file. The employee's written response, if any, shall be attached to and accompany the adverse document but the adverse document shall remain in the Personnel file.

#### VI. Hours of Service and Overtime

The Fair Labor Standards Act (FLSA) and its regulations outline the Department's legal obligations to pay minimum wages and overtime. Nothing in this Section VI alters the calculation of employee step and grade classification, wage rate, or overtime rate.

Compensation for the employee in this Section VI, where applicable, is in addition to the regular step and grade hourly rate of pay that includes any additional hourly compensation due to longevity, language facility, and the like (referred to in this Section VI. as the employee's "hourly base rate").

1. FLSA Work Periods. Sworn police officers shall fall under the FLSA fourteen (14) day, eighty (80) hour work period for overtime consideration.

All other police department employees shall fall under the FLSA seven (7) day, forty (40) hour work week for overtime compensation.

2. Changes in regular work days off. If the Department fails to give an employee at least fourteen (14) calendar days' prior notice of a change to the employee's regular days off, the Department will pay the employee for all time worked at a rate of one and one-half times the employee's hourly base rate.
3. Changes in Scheduled Hours. If IFPD fails to give employees at least fourteen (14) calendar days' prior notice of a change to the employee's scheduled hours, the Department will pay the employee for all time worked outside the regularly scheduled hours at the rate of one and one-half times the employee's hourly base rate. This Subsection VI.3. applies to **Sworn Police Officers, Dispatch employees, and Animal Control Enforcement Officers** only.
4. Unscheduled House (Shift Extensions). All approved unscheduled hours worked by employees, such as shift extensions, shall be paid at the rate of one and one-half times the employee's hourly base rate. This Subsection VI.4. applies to **Sworn Police Officers** and **Dispatch employees** only.
5. Grant and Billable Details. An employee who works an extra shift, outside of their regularly scheduled hours pursuant to a grant or billable work detail (such as airport operations, DUI saturation grants, seatbelt enforcement grants, school resource functions, etc.), shall be paid actual hours worked at a rate of one and one-half times the employee's hourly base rate. This Subsection VI.5. applies to **Sworn Police Officers** and **Dispatch employees** only.
6. Compensation for Court/Administrative Proceedings. Employees shall receive compensation for a court or administrative proceeding appearance as a witness subpoenaed by the City, the State of Idaho, the United States or a party to a legal proceeding when the appearance is related to the employee's official duties as follows.  
  
Court or administrative proceeding appearances made while on-duty shall constitute normal hours of work and will be compensated accordingly.

Employees who are required to attend court or other administrative proceedings in person while off-duty will be paid a minimum of four (4) hours at the rate of one and one-half times the employee's hourly base rate. If the off-duty required personal attendance is for more than four (4) hours, then the employee shall be paid with actual time worked at the rate of one and one-half times the employee's hourly base rate. If the off-duty attendance may be accomplished by telephone or teleconference, the employee will be paid a minimum of two (2) hour at the rate of one and one-half times the employee's hourly base rate.

If the court or other administrative proceeding starts immediately at the end of the employee's regular scheduled work shift or starts before the employee's shift ends and extends past when the employee's shift is scheduled to end, the employee will be paid for the actual time worked past the end of their shift at the rate of one and one-half the employee's hourly base rate.

If the prosecutor or subpoenaing authority does not cancel the employee's appearance request forty-eight (48) hours before the court or administrative hearing is scheduled, the employee will be paid as described in this Section VI. 6, as long as they were physically able to attend the court or administrative hearing on time. It is the employee's responsibility to call the prosecutor or subpoenaing authority not less than forty-eight (48) hours prior to the scheduled court or administrative proceeding to see whether their appearance is still required.

7. Standby. Standby is when an employee's off duty activities are restricted in such a way that they are available for an immediate return to work. Employees who are placed on standby shall be compensated with two (2) hours at the employee's hourly base rate for each twenty-four (24) hour "day" they are on standby status. This Subsection VI.7. applies to **Detectives** only.
8. Callout. Employees who have been released from their scheduled work shift and have been directed to perform work by an appropriate Bureau head or designated representative without at least twenty-four (24) hours advance notice or scheduling shall receive a minimum of two (2) hours compensation at one and one half times the employee's hourly base rate.



Off-duty employees who are directed to perform work at the employee's current physical location shall receive a minimum of one (1) hour compensation at one and one half times their wage rate.

9. Compensatory Time. Employees may request compensatory time off in lieu of pay for overtime, and such compensatory time may be allowed, subject to approval of the Bureau Commander.

Employees shall not accrue more than one hundred twenty (120) hours of compensatory time. Employees who have accrued one hundred twenty (120) hours of compensatory time off, shall, for additional overtime hours worked, be compensated with pay at one and one half time their regular rate of pay.

Utilization of compensatory time. Employees may use their compensatory time when staffing is sufficient to take time off. When there is not sufficient staffing to take time off, compensatory time can only be used if there is someone willing to cover the time for the employee. The Department will attempt to find someone willing to cover the time and will not order someone else to work so that an employee can take compensatory time off.

Employees may cash in up to eighty (80) hours of their accrued compensatory time at the end of each year by notifying the Office of the Chief between April 1 and April 30 and shall be converted in October of the same year.

10. Out of Classification work. When an employee is assigned to work temporarily for forty (40) hours or more at a position in a higher pay classification, the employee shall be compensated as if they had been moved to that higher pay classification but only during the duration of the temporary assignment. The employee will have no expectation that the temporary out of classification assignment is a promotion or is permanent.

## VII. Vacation and Holidays

1. Definitions applicable to this Section VII:

Holiday: Any of the eleven (11) official City-observed holidays scheduled each year where the City is closed for normal business operations. The Holidays of the Fourth of July, Christmas, and New Year will occur on the actual day of the holiday for Police Officers, Dispatchers, and Animal Control Officers regardless of the date of official City observance of those Holidays.

Holiday Substitute Compensation (HSC): Compensation for work performed on all or part of a Holiday, pursuant to this Policy, which is taken by the employee in time off rather than in pay. HSC may be earned and taken by an employee on an hour-by-hour basis up to the full value of that employee's Holiday pay, regardless of whether the employee is scheduled to work a shift of 8, 10, or 12 hours that falls partly or wholly on a Holiday. HSC can be used only when shift staffing levels are above minimum, as solely determined by Management. No employee may carry a balance of more than one-hundred twenty (120) hours of HSC at any time.

Investigations and Special Operations Bureau: A Department Bureau comprised of Major Crimes detectives, Special Investigations Unit detectives, Crime Scene and Lab technician, School Resource officers, DARE officers, Airport officers, SWAT Team selections, Bomb Squad selections, and Crowd Control Team selections.

Seniority: Cumulative time of service in the Police Department, based upon date of hire.

Time on Team Seniority: The cumulative, consecutive time of service in a given Department, Bureau, or subdivision based on the date of assignment to such Department, Bureau, or subdivision.

Sworn Personnel: A sworn police officer

Non-Sworn personnel: An employee of the Police Department who is not a sworn police officer

2. Vacation Time. Vacation time is an important benefit for Police Department employees. Vacation time can help reduce stress and improve employee performance. Employees will accrue vacation at different rates based on years of service and as calculated using the method set out in the City Personnel Manual.

3. Shift Bidding.

- a. Patrol Bureau sworn personnel assigned to Patrol Bureau will have the opportunity to bid for use of accrued vacation time annually when the Patrol Bureau shift bid is being

conducted. The shift bid is done by Department Seniority. Each officer will have the opportunity during the shift bidding process to use up to, but no more than their yearly accrual of vacation time. At the conclusion of the shift bidding process and throughout that same calendar year, any vacation time that has carried over from previous years may be used on a first come, first served basis, and only when mandatory minimum staffing requirements are met for those effected shifts.

Lieutenants and Sergeants assigned to the Patrol Bureau will bid for vacation time by Department seniority according to the date of promotion with respect to their rank. This Subsection VII.3.a. applies to the **Patrol Bureau Sworn Police Officers** employees only.

b. Investigations and Special Operations Bureau sworn police officer personnel assigned to the Investigations Bureau will have the opportunity to bid for vacation time annually based on their Time on Team Seniority. Officers assigned to the Investigations Bureau may bid up to, but no more than their yearly accrual of vacation time during this process. At the conclusion of the vacation bid process any vacation time that has carried over from previous years may be used on a first come first served basis according to minimum staffing requirements within the Investigations Bureau.

Lieutenants and Sergeants assigned to the Investigation and Special Operations Bureau will bid for vacation time by Department Seniority according to the date of promotion with respect to their rank. This Subsection VII.3.b. applies to the **Investigation and Special Operations Bureau Sworn Police Officers** employees only.

4. Compensation related to a Holiday.
  - A. Holiday compensation is due to every employee, whether that employee works on the Holiday or is scheduled to be off on the Holiday, at that employee's customary rate of pay for the Holiday (i.e., as extra day time off duty pay).

B. Holiday compensation shall be applied in any one (1) of the following ways for each Holiday, as applicable:

1. If a Holiday falls on an employee's regular work day and the employee takes the Holiday off, the employee shall receive no additional compensation for that Holiday.
2. If a Holiday falls on an employee's regular, scheduled day off, and the employee does not work on that scheduled day off, the employee will earn only Holiday Substitute Compensation (HSC) and will not earn pay for the Holiday.
3. If a Holiday falls on an employee's regular, scheduled work day and the employee is required to work the Holiday, the employee has the option of HSC and/or pay for the Holiday time worked, in hourly increments and in any combination of HSC or pay chosen by the employee. Such compensation is in addition to the employee's hourly base rate.

#### VIII. Promotions

Promotions in the Department shall be upon job performance and competitive examinations. All candidates for a promotion must meet the job requirements for the position during the testing cycle. Candidates will not be eligible for promotion until the minimum time requirements for the position have been met. Written examination(s) may be given as often as needed, as determined by the Chief, in order to establish a viable eligibility list. A minimum written test score appropriate for each examination will be determined and announced at least fourteen (14) days prior to the examination date. Notice of openings for promotions shall be posted on the Department of Human Resources web page at least fourteen (14) days prior to the date upon which the written examination for the position shall be conducted. This Subsection VIII applies to **Sworn Police Officers** only.

Tests and consideration for promotional placement may include a written examination, assessment center, and staff evaluations. The methods used and weight to be given grades

in each area utilized will be determined by the Chief and announced at least fourteen (14) days prior to the date upon which the examination is to be given.

Where two (2) or more applicants for promotion receive identical grades, their ranking on the eligible list shall be determined by preference given to employment seniority.

The total number of persons allowed to participate in the Department assessment process shall be determined in advance by the Chief. If there are more applicants than the number of ~~positions~~positions available for testing in the assessment process, the candidates receiving the highest written exam scores shall be selected for participation in the assessment.

The finished candidate for promotion ranking will form an eligibility list for promotion to the position and will apply to all current openings existing at the time the list is established. The Chief will select, at the Chief's discretion, from the top three (3) candidates on the promotional eligibility list for a period of one (1) year following the initial promotions. Any promotion(s) made following the initial promotions for openings existing at the time the list is established will be subject to and dependent upon an interview and re-evaluation by the Chief of Police based upon the candidate's then-current performance and any pending internal investigations. At the Chief's sole discretion, the promotional eligibility list may be utilized for promotions for up to one (1) additional year following the expiration of the initial one (1) year period the promotion eligibility was established.

#### IX. Seniority

Seniority shall be applied as described in Section VII for shift bidding and vacation bidding, and as described in Section VIII for breaking ties in promotions. Seniority shall not be used for any other purpose in this Police Personnel Policy.

#### X. Grievance Procedure

##### Purpose.

The purpose of this grievance procedure is to maintain a productive, cooperative, efficient and experienced work force, thereby enhancing the public welfare; to not unjustifiably

terminate or treat employees inappropriately; to afford the City administrative staff and employees opportunity to resolve errors, disputes, without the need for judicial intervention. This grievance procedure is the exclusive procedure to be applied to Department non-probationary sworn officers. All other Department employees shall utilize grievance procedures set out in Section XXIX of the City Personnel Policy Manual.

#### Grievance Defined.

“Grievance” is any complaint by a regular employee who is subject to this Grievance Procedure and related to the following:

1. A disciplinary action applied to an employee,
2. Action taken by an employee which results in unfair or discriminatory treatment, inequity, or arbitrary or capricious action relative to another employee, based on a legally protected status,
3. Any interpretation or dispute regarding the terms and conditions of this Policy, or
4. Retaliation or recrimination as result of any action by a superior that violates public policy or law.

#### No Retaliation.

An employee who files a grievance shall be free from restraint, interference, discrimination, or reprisal by the City, its officers or employees, for having filed a grievance.

#### Privacy.

All documents, records and information generated, compiled or kept in conjunction with a grievance shall be exempt from disclosure to the public to the extent allowed by the Idaho Code (especially Title 74, Chapter 1 commonly known as the “Idaho Public Records Act”). An employee who files a grievance may obtain copies of records related to a grievance pursuant to the Idaho Public Records Act.

#### Commencing a Grievance.

Every employee is encouraged not to file a grievance until after he or she has made a reasonable effort to resolve the subject matter of the grievance with his or her immediate supervisor or other person against whom the grievance could be filed. Examples of



reasonable effort include: meeting informally with the person(s) affected to discuss the matter; engaging a supervisor to assist in resolving a matter; suggesting a compromise or resolution; self-assessment; reviewing a policy with a peer or supervisor to clarify expectations.

A grievance shall be commenced by filing the grievance with the Chief of Police. Such grievance shall be in writing and shall contain the following:

1. The name and job classification of the grievant;
2. The date of the alleged action(s) or omission(s) which form the basis of the grievance;
3. A statement of the facts, materials, and arguments supporting the grievance;
4. A list of all articles, sections, or rules of the Department, City policy, or law which are alleged to have been violated; and
5. The remedy or resolution sought.

Failure of the City to comply with the time limits specified in this grievance process shall automatically and immediately advance the grievance to the next Step in the grievance process. Failure of a grievant to comply with the time limits specified in this grievance policy automatically and immediately results in the denial of the grievance.

The time limits herein stated may be extended only by prior written mutual agreement of the parties.

#### Grievance Process:

Step 1. Chief's review. The grievance process shall be initiated by submitting the written grievance to the Chief of Police within fourteen (14) days following the disputed grievance action or inaction or the date that the employee knew or should have known of the action or inaction, whichever is earlier. This requirement is meant to encourage prompt reporting and resolution of the matter grieved.

Within fourteen (14) days following the Chief's receipt of the written grievance, the Chief shall meet with the grievant (and his or her representative, if requested) to discuss the grievance. The Chief shall provide a written response to the grievant within fourteen (14) days following such meeting.

Step 2. Mayor's review. If the grievant does not agree with the Chief's response in Step 1, the grievance may be submitted by the grievant to the Mayor within fourteen (14) days following the Chief's response.

Within fourteen (14) days following receipt of the grievance and materials from Step 1, the Mayor shall provide a written response to the grievant.

Step 3. Independent Review. If the grievant does not agree with the Mayor's response in Step 2, the grievance may be submitted for independent third-party review in the following manner:

Within twenty one (21) days following the grievant's receipt of the Mayor's response in Step 2, the grievant shall deliver a written request for independent review to the City Human Resources (HR) Director. The grievant and the HR Director shall meet to select an independent reviewer from a list of qualified reviewers within fourteen (14) days following the receipt of the demand from the grievant for such review.

The HR Director shall maintain a list of not less than five (5) qualified independent reviewers. If the parties are unable to agree upon an independent reviewer, the HR Director and grievant shall alternately strike a name from the list (the first to strike a name shall be determined by coin flip) until the name of only one (1) individual from the list remains. The remaining person shall be the independent reviewer for the grievance.

The independent reviewer shall be selected and engaged within fourteen (14) days following a meeting between the grievant and HR Director to select a reviewer. The review will commence within fourteen (14) days following the reviewer's receipt of grievance material provided by the HR Director. The failure of the reviewer to commence and to complete review within the time periods established shall result in selection of a new reviewer, who will proceed with the process outlined in this Step 3 until a review is completed.

The scope of review by the independent reviewer in Step 3 shall be limited to whether the action taken against the grievant was or resulted in something unfair, discriminatory, inequitable, arbitrary, or capricious, based upon 1. a legally protected status, or 2. whether any Department or City policy was vague, subject to misinterpretation, or erroneously or wrongly applied to the grievant. The reviewer shall have no authority to rule contrary to,

expand upon, or eliminate any terms or conditions of a Department policy or City Personnel policy.

The grievant and the City may submit materials and/or testimony in support of their relative positions, the weight, materiality, and persuasiveness of which shall be determined solely by the reviewer. The reviewer may request additional information or clarification of any party or person and may independently research the matter; however, the reviewer shall have no authority to compel production of any information nor have the authority to compel the presence or testimony of any person. The reviewer shall not attribute any adverse motive or inference to materials not proffered by the grievant or the City.

The reviewer shall be requested to provide the parties with a written statement of relevant criteria and standards and a decision justifying the reviewer's decision regarding the grievance within thirty (30) days of commencement of the review.

An informal group comprised of the Chief of Police, a representative from the HR Department and a representative from the City Attorney's office will meet to confer about the reviewer's decision within fourteen (14) days following the City's receipt of the decision (to consider it and to take action, if any, deemed appropriate).

XI. Boot and Uniform Cleaning Allowance

All Department employees who are required by the Chief to maintain and be in an official Department uniform as part of their employment shall receive four hundred fifty dollars (\$450) annually to be paid on the first pay period of July, if employed on such date. This Subsection XI applies to **Sworn Police Officers, Animal Control, and Code Enforcement ~~Parking Enforcement~~ employees** only.

XII. Career Path

~~Subject to approval and funding by the Council, T~~he Department will develop and promote a Career Path Program whose purpose is to develop highly motivated, educated and skilled non-probationary Police Officers, Sergeants, Lieutenants, ~~and Captains, Dispatchers, Dispatch Supervisors, and Dispatch Managers.~~ This Program is intended to encourage and reward these employees for improving and expanding their law enforcement skills. The Career Path Program will be designed to be available to participants who have received an overall acceptable or better on their two (2) most recent performance evaluations. The Career Path Program will be proposed to consist of four (4) categories of

achievement: education, leadership academy, physical fitness, and skills. This Subsection XII applies to **Sworn Police Officers and Dispatchers** only.

XIII. Police Employee Association Business:

Regular employees elected to an office within an employee association or selected by an employee's association for the purpose of any grievance meeting or presentation of new recommendations, upon notification of the Chief, shall be granted time off to perform such duties with no loss of pay to the employee, provided such meetings or duties shall not require the employee to leave the City or indulge in any other meetings or business not to exceed a maximum of four (4) people at any one time.

Legal: City Code Title 2, Sister  
Cities Organization

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE OF THE CITY OF IDAHO FALLS, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; AMENDING TITLE 2, CHAPTER 14, TO EXPAND THE PURPOSES, DUTIES, AND GOALS OF THE SISTER CITIES ADVISORY COMMITTEE AND REORGANIZE ITS COMPOSITION; AND PROVIDING SEVERABILITY, CODIFICATION, PUBLICATION BY SUMMARY, AND ESTABLISHING EFFECTIVE DATE.

WHEREAS, for forty (40) years, the Idaho Falls Sister Cities program has been a valuable City program, actively promoting relations and understandings between the Japanese city of Tokai-Mura and Idaho Falls; and

WHEREAS, the Sister Cities program is dedicated to cultural and historical exchanges between, and knowledge of, Japan and the United States; and

WHEREAS, the City desires to take a more active supportive role in the Sister Cities program in order to expand its presence in the community; and

WHEREAS, the City desires to maintain government financing and accounting best practices related to City funds directed to the Sister Cities program; and

WHEREAS, the City and the Sister Cities Association desires to enhance their dynamic and complementary relationship dedicated to the identified purposes and goals of the Sister Cities program.

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

**SECTION 1.** Title 2, Chapter 14 of the City Code of the City of Idaho Falls, Idaho, is hereby rescinded and immediately replaced with the following language:

2-14-1: ESTABLISHMENT: The Sister Cities Advisory Committee (“Committee”) is hereby established. The Committee shall consist of seven (7) voting members and three (3) ex-officio non-voting members, as set forth in this Chapter. Committee members shall demonstrate interest in the Sister City’s purposes, duties, and goals, and shall serve without compensation. Voting members of the Committee shall consist of the current Mayor or the Mayor’s appointee to the Committee; one (1) member of the Sister Cities Adult Association recommended by its President; one (1) adult leader of the Sister Cities Youth Association; one (1) member recommended by Idaho School District 91 or by School District 93; one (1) member of a business located in the City; one (1) member of a local service club or cultural or arts organization; and one (1) member of the Idaho National Laboratory or one of its contractors or affiliates.

All voting members shall be City residents and shall not be members of a Sister Cities Association, except for voting members from the Sister Cities Youth Association and Sister Cities Adult Association, who may be non-City residents and members of a Sister Cities Association. Non-

voting ex-officio members of the Committee shall consist of one (1) senior high school student who is an active member of the Sister Cities Youth Association, as recommended by the Association; one (1) employee of an institution of higher education located within the City; and one (1) member of a service organization located within the City.

2-14-2: PURPOSE: Committee is established to improve, promote, and sustain cultural understanding and to facilitate personal and business ties, friendships, and fellowships between Tokai-Mura, Japan, and the City by providing input and advice to City elected officials and staff.

2-14-3: DUTIES AND GOALS.

A. DUTIES. Committee duties include expansion of the Idaho Falls community's awareness of and participation in the cultural understandings made possible by the Sister Cities program; development of economic relationships and specific joint projects; cultivation of long-term personal relationships and friendships among people in both communities; development and presentation of a two-year budget for the Sister Cities program, which should be presented to and considered by the Council for annual appropriation of the Sister Cities program; and demonstration of the value to the taxpayers of Idaho Falls including economic benefits, as well as educational opportunities. When requested by the Mayor or the Council, the Committee shall report on the purposes, duties, and goals of the Committee.

B. GOALS. Goals to verify the continuing value of the Sister Cities program to City taxpayers may be achieved by implementing the following elements of the Sister Cities program: enhancing outreach to the community through such institutions as the Idaho Falls Library, local schools, the arts, and cultural organizations; expanding exchange opportunities through such programs as City-to-City and City Departmental-level exchanges; classroom-to-classroom or school-to-school exchanges; arts and cultural exchanges; expanding and promoting historical and cultural understandings of Japan for community travelers to Japan and for the City; in conjunction with the Idaho Falls Library and with the Museum of Idaho providing support for the Sister Cities Library exhibit; pursuing, where feasible, economic development opportunities and connections with Tokai-Mura; and providing oversight of City monies budgeted for the Sister Cities program.

2-14-4: ORGANIZATION: The Committee shall annually elect a Chair and other necessary officers from its membership, who shall serve until replaced or re-elected pursuant to this Subsection.

2-14-5: TERMS: All voting members shall serve terms of three (3) years, except that the terms of the initial Committee members may be less than three (3) years as necessary to provide for staggered terms of office. The terms of no more than three (3) voting members shall expire at any calendar year. Terms of voting members shall expire December 31 of the third year of their appointment. All non-voting ex-officio members of the Committee shall serve the greater of two (2) years or as long as they continue to serve in the offices or capacities designated in this Chapter. The Mayor's or Mayor's appointee's term shall coincide with the Mayor's term of office.

2-14-6: REMOVAL: A voting Committee member may be removed from the Committee by the Mayor and at the Chair's request, following either two (2) consecutive meeting absences unexcused

by the Chair, or two (2) meeting absences in any calendar year, or at any time by the majority vote of the Council.

2-14-7: VACANCY: The Mayor, with the consent of the Council, shall appoint a qualified person to fill the unexpired term of any Committee member in the event of a vacancy or in the event any member ceases to be qualified.

2-14-8: ATTENDANCE: A majority of voting Committee members shall constitute a quorum for purposes of conducting the business of the Committee. Non-voting members present at meetings shall not be considered when determining the number required for a quorum or whether a quorum is present.

2-14-9: OPEN MEETINGS: All meetings of the Committee shall be open to the public and shall follow the requirements of the Idaho Open Meeting Law.

2-14-10: MINUTES: The Committee shall keep minutes of its proceedings, including the vote of each voting member on every presented issue. The meeting minutes and other records of the Committee shall be open to the public.

2-14-11: NO COMPENSATION: Committee members shall receive no compensation for their service on the Commission; however, expenses for equipment and supplies necessary for the Commission to conduct its business shall be allowed by the Council.

2-14-12: FUNDING AND DONATIONS: The Committee is authorized to seek outside funding and in-kind donations for Sister Cities projects, as may be approved by the Council and in accordance with City budget procedures. Expenditure of budgeted amount shall follow City budgeting and financial policies.

**SECTION 2.** Savings and Severability Clause. The provisions and parts of this Ordinance are intended to be severable. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

**SECTION 3.** Codification Clause. The Clerk is instructed to immediately forward this Ordinance to the codifier of the official municipal code for proper revision of the Code.

**SECTION 4.** Publication. This Ordinance, or a summary thereof in compliance with Idaho Code, shall be published once in the official newspaper of the City, and shall take effect immediately upon its passage, approval, and publication.

**SECTION 5.** Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication.

PASSED by the City Council and APPROVED by the Mayor of the City of Idaho Falls, Idaho, this day of \_\_\_\_\_, 2021.



CITY OF IDAHO FALLS, IDAHO

\_\_\_\_\_  
REBECCA L. NOAH CASPER, Ph.D.  
MAYOR

ATTEST:

\_\_\_\_\_  
KATHY HAMPTON, CITY CLERK

(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 Ordinance  
entitled, “AN ORDINANCE OF THE CITY OF IDAHO FALLS, IDAHO, A  
MUNICIPAL CORPORATION OF THE STATE OF IDAHO; AMENDING  
TITLE 2, CHAPTER 14, TO EXPAND THE PURPOSES, DUTIES, AND GOALS  
OF THE SISTER CITIES ADVISORY COMMITTEE AND REORGANIZE ITS  
COMPOSITION; AND PROVIDING SEVERABILITY, CODIFICATION,  
PUBLICATION BY SUMMARY, AND ESTABLISHING EFFECTIVE DATE.”

(SEAL)

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KATHY HAMPTON, CITY CLERK