IDAHO FALLS

City Council Agenda

City of Idaho Falls
Regular Council Meeting
680 Park Avenue

Thursday

May 25, 2023
7:30 p.m.

Mayor

Rebecca Casper

City Council

Michelle Ziel-Dingman
Council President

Tom Hally
Council Seat 3

John Radford
Council Seat 5

Jim Francis
Council Seat 4

Jim Freeman
Council Seat 6

Lisa Burtenshaw
Council Seat 2

Livestream at www.idahofallsidaho.gov/429/Live-Stream

PUBLIC PARTICIPATION

Welcome to the Idaho Falls City Council Meeting.

Regularly scheduled City Council meetings are open to the general public. City Council meetings are also live-streamed and archived on the City website. Please be aware that the meeting agenda will differ from the published version if amendments to the agenda are made by the Council during the meeting.

The Council encourages public input. While a general public comment option is not required by Idaho law, the Idaho Falls City Council welcomes general public input as part of regular City Council meetings. General public comment will be allowed for up to 20 minutes. However, citizens are always welcome to contact their Council representatives via e-mail or telephone, as listed on the City website. The Council is committed to an atmosphere that promotes equal opportunity, civility, mutual respect, property decorum and freedom from discrimination or harassment.

Those who wish to address City Council during the council meetings are encouraged to adhere to the guidelines below.

Public Comment Guidelines

Speakers are encouraged to:

- State their name and city of residence.
- Focus comments on matters within the purview of the City Council.
- Limit comments to three (3) minutes or less.
- Refrain from repeating information already presented to preserve time for others to speak. Large groups are encouraged to select one or two speakers to represent the voice of the entire group.
- Practice civility and courtesy. City leaders have the right and the responsibility to maintain order and decorum during the meeting. Time may be curtailed for those speakers whose comments are profane or disruptive in nature.
- Refrain from comments on issues involving matters currently pending before the City's Planning and Zoning Commission or other matters that require legal due process, including public hearings, City enforcement actions, and pending City personnel disciplinary matters.
- Comments that pertain to activities or performance of individual City employees should be shared directly with the City's Human Resources Director (208-612-8248), the City's Legal Department (208-612-8178) or with the Office of the Mayor (208-612-8235).

Public Hearing Guidelines

- In-person Comment. Because public hearings must follow various procedures required by law, please wait to offer your comments until comment is invited/indicated. Please address comments directly to the Council and try to limit them to three (3) minutes.
- Written Comment. The public may provide written comments via postal mail sent to City Hall or via email sent to the City Clerk at IFClerk@idahofalls.gov. Comments will be distributed to the members of the Council and become a part of the official public hearing record. Written testimony must be received no later than forty-eight (48) hours prior to the date of the hearing to ensure inclusion in the permanent City record.
- Remote Comment. When available, the public may provide live testimony remotely via the WebEx meeting platform using a phone or a computer. Those desiring public hearing access should send a valid and accurate email address to virtualattend@idahofalls.gov no later than twenty-four (24) hours prior to the date of the hearing so log-in information can be sent prior to the meeting. Please indicate which public hearing the testimony is intended for on the agenda. Please note that this remote option will not be available for all meetings.

If communication aids, services, or other physical accommodations are needed to facilitate participation or access for this meeting, please contact the City Clerk at (208) 612-8414 or the ADA Coordinator at (208) 612-8323 not less than 48 hours prior to the meeting. They will help accommodate special needs wherever possible.

City Council Meeting

Agenda

680 Park Avenue
Idaho Falls, ID 83402

Thursday, May 25, 2023 | **7:30 PM** | **City Council Chambers**

City Council Agenda:

1. Call to Order.

2. Pledge of Allegiance.

3. Public Comment.

Please see guidelines above.

4. Consent Agenda.

A Consent Agenda item may be moved to the Regular Agenda for separate consideration if requested by a Council member. Other changes to this agenda may require the approval of a majority of Council.

A. Office of the Mayor

1) Appointments to City Boards, Committees and Commissions **23-170**

Attachments: Liliana Olivas re-appointment memo.pdf
Anna Gruel re-appointment memo.pdf

B. Municipal Services

1) Treasurer's Report for March 2023 **23-150**

Attachments: March Treasurer's Report Version 2

C. Idaho Falls Power

1) IFP Hydropower Generation Insurance Policy Renewal **23-158**

Attachments: 2023 IFP Generation Insurance Renewal for 23-24.pdf

D. Office of the City Clerk

1) Minutes from Council Meetings **23-162**

Attachments: 2022 1107 Work Session - Unapproved.pdf
2022 1122 City Council.pdf

2) License Applications, all carrying the required approvals

Action Item:

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

5. Regular Agenda.

A. Public Works

1) Agreement for Professional Services with Keller Associates for Well 5 Booster Pump Facility **23-166**

The purpose of this Agreement is to establish a contract providing design services to include project management, final design, bidding, and construction administration for the Well 5 Booster Pump Facility project.

Action Item:

Approve the Agreement for Professional Services with Keller Associates, Inc., and authorize the Mayor and City Clerk to execute the document (or take other action deemed appropriate).

Attachments: Professional Services Agreement - Well #5 Booster Pump Design 5.5.23_R1

2) Water Facility Plan **23-168**

In 2020, the City retained Murraysmith to conduct a Water Facility Plan Study and develop a related implementation plan. The study identified capital improvement needs and proposed suggestions for efficient management of the utility spanning a 20-year period. The Facility Plan was submitted to the Idaho Department of Environmental Quality and received approval on December 9, 2022.

Findings of the Water Facility Plan's executive summary were presented to the City Council on March 27, 2023. A public meeting regarding the Plan was held on April 26, 2023, and public comments on the Plan were solicited through May 10, 2023. It is now ready for Council approval.

Action Item:

Acceptance of the Water Facility Plan and adoption of the recommendations made therein (or take other action deemed appropriate).

Attachments: Water Facility Plan Update 03022023

B. Community Development Services

1) Resolution Approving the Community Development Block Grant (CDBG) 2023 Annual Action Plan **23-164**

For your consideration is a resolution approving the 2023 Annual Action Plan (AAP). This plan allocates CDBG funding to selected applications and is required for the City to continue receiving funding for the CDBG program. The funds are intended to assist low-moderate income areas (LMI) in the community and programs including those addressing housing issues, removing slum and blight, promoting economic development, and improving accessibility. Projects identified in the plan for funding allocations are consistent with these requirements and goals. All appropriate and required public hearings and comment periods have been conducted and the plan is now ready for Council approval so

it can be sent to regional HUD offices. Any questions regarding the plans should be addressed to Lisa Farris.

Action Item:

Approve the Resolution approving the CDBG 2023 Annual Action Plan (or take other action deemed appropriate).

Attachments: Resolution - CDBG Annual Action Plan 5.22.23.pdf
PY2023 CDBG Council Approved Projects and Activities.docx

2) Resolution approving the CDBG PY 2022 Consolidated Annual Performance and Evaluation Report (CAPER). **23-165**

Pursuant to HUD (United States Department of Housing and Urban Development) requirements, entitlement communities receiving CDBG funds must complete the consolidated annual performance and evaluation report (CAPER). As part of the reporting process, information on projects completed and funds spent were presented in a public hearing and posted for public comment. The public hearing was held at the April 27, 2023, City Council meeting. The meeting was followed by a 15-day public comment period. No comments were received. The CAPER must be submitted to HUD no later than June 30, 2023.

Action Item:

Approve the Resolution for the 2022 CAPER (or take other action deemed appropriate).

Attachments: Resolution - Annual 2022 CAPER Resolution 5.22.23.pdf

3) Administration and Support Services Agreement and Resolution between the City and the Urban Renewal Agency **23-167**

The purpose of this agreement is to provide for the definition of rights, obligations, and responsibilities of IFRA and the City to provide for the receipt, investment, and disbursement of funds by IFRA through the City Controller's Office; to clarify the City's obligations to provide administrative, clerical, GIS/mapping and secretarial services, and support for IFRA; and set the amount of consideration IFRA shall pay the City for such services. The City and the Urban Renewal Agency have not previously had a formalized agreement for the support services the City provides through Community Development Services Department. With the Agency contracting with Brad Cramer to continue to function as the Executive Director after leaving employment with the City, it became necessary for the Agency to formalize agreements for support services with both Mr. Cramer and the City.

Action Item:

1. Approve the Administration and Support Services Agreement with the Urban Renewal Agency and authorize the Mayor and City Clerk to execute the document (or take other action deemed appropriate).

2. Approve the Resolution for the Administrative and Support Services Agreement with the Urban Renewal Agency and give authorization for the Mayor and City Clerk to sign said resolution (or take other action deemed appropriate).

Attachments: City Agency Adminstration and Support Services Agreement Resolution.doc
Agency City Administration and Support Service Agreement 4854-3745-1599 v.11.pdf

4) Development Agreement Amendment for Caribou Crossing Townhomes **23-169**

Staff from the Community Development Services, Parks and Public Works Departments have been meeting with the developer for Caribou Crossing Townhomes regarding development of Parks property adjacent to the development. The Planned Unit Development for Caribou Crossing was approved in May 2022 and included private open space and a pergola amenity for the townhome development. In subsequent conversations, the developer has inquired about assisting the City in development of a park property west and south of the development. The PUD requires development of an amenity, this could be part of the development as was initially proposed, it could or include development of public amenities. The development agreement has been amended to allow for development of the open space and pergola as originally proposed or development of a 43,000 square foot dog park located on Park property adjacent to Easy Street. The dog park amenity would include trees and shrubs as well as construction of new sidewalk along Easy Street. Final design of the park facility would be coordinated with the Community Development Services and Parks Departments. Staff is supportive of developing a larger public amenity that could serve the neighborhood vs. the smaller private amenity only servicing the townhome development.

Action Item:
Approve the Development Agreement Amendment for Caribou Crossing Townhomes and give authorization for the Mayor and City Clerk to execute the document (or take other action deemed appropriate).

Attachments: Amended Development Agreement.pdf
Aerial Caribou Crossing.pdf
Caribou Crossing Approve PUD.pdf
21-021 DOG PARK NFC 5-18-23.pdf

5) Final Plat and Reasoned Statement of Relevant Criteria and Standards, Townhomes at Fanning Place Division 1 **23-163**

Attached is the application for the Final Plat and Reasoned Statement of Relevant Criteria and Standards for Townhomes at Fanning Place Division 1. The Planning and Zoning Commission considered this item at its April 4, 2023, meeting and unanimously voted to recommend approval for the final plat as presented. Staff concurs with this recommendation.

Action Item:

1. Accept the Final Plat for Townhomes at Fanning Place Division 1 and give authorization for the Mayor, City Engineer, and City Clerk to sign said Final Plat (or take other action deemed appropriate).

2. Approve the Reasoned Statement of Relevant Criteria and Standards for the Final Plat for

Townhomes at Fanning Place Division 1 and give authorization for the Mayor to execute the necessary documents (or take other action deemed appropriate).

Attachments: Zoning Map
Aerial
Final Plat
Staff Report
PC Minutes
Reasoned Statement.docx

C. City Attorney

1) Nondiscrimination Ordinance **23-159**

The City's Nondiscrimination Ordinance (Title 5, Chapter 11) was established prior to the passage of Congress' bi-partisan Respect for Marriage Act (Public Law Public Law 117-228) in 2022. The draft Ordinance language tracks the RFMA by reaffirming that nothing in the City's Nondiscrimination Ordinance will diminish or abrogate a religious liberty or conscience protection otherwise available to an individual or organization under the law.

Action Item:
Approve the Ordinance amending Title 5, Chapter 11 reaffirming that nothing in the City's Nondiscrimination Ordinance will diminish or abrogate a religious liberty or conscience protection available under the law, under a suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary (or consider the Ordinance on the first reading, reject the ordinance, or take other action deemed appropriate).

Attachments: Ordinance - Title 5 Ch 11 Non-discrimination 5.9.23.pdf

2) Draft Ordinance Regulating Aggressive Solicitation **23-160**

While the City continues to respect the rights of people to approach others to promote various ideas, products, and opportunities; unwanted and aggressive solicitation disrupts the peace of individuals and the community. The purpose of draft Ordinance is to regulate unsolicited, aggressive actions related to solicitation in the City.

Action Item:

Approve the Ordinance amending Title 5, Chapter 4, to prevent aggressive solicitation, under a suspension of the rules requiring three complete and separate readings and direct that it be read by title and published by summary (or consider the Ordinance on the first reading, reject the ordinance, or take other action deemed appropriate).

Attachments: Title 5 Ch 4 Solicitation 5.9.23.pdf

3) Resolution Amending City Records Retention Policy **23-161**

During the City's recent unsuccessful effort to achieve an amendment Idaho Code records retention provisions, the City learned that most Idaho cities have established their own records retention schedule pursuant to Idaho Code 50-907(5) in order to reduce costs and simplify retention requirements. The Resolution defines which City records (including records defined as "City Media Recordings" and "Police Department Media Recordings") need not be retained after it is determined that they do not have a governmental value.

Action Item:
Approve the Resolution establishing the City records retention classification and schedule (or take other action deemed appropriate).

Attachments: Resolution - Records Retention Schedule 3.14.23.pdf

6. Announcements.

7. Adjournment.

Memorandum

File #: 23-170 **City Council Meeting**

FROM: Bud Cranor

DATE: Friday, May 19, 2023
DEPARTMENT: Mayor's Office

Subject
Appointments to City Boards, Committees and Commissions

Council Action Desired
☐ Ordinance ☐ Resolution ☐ Public Hearing
☒ Other Action (Approval, Authorization, Ratification, etc.)

Give consent to Mayor Casper's appointment of Hailey Mack, CEI Interim Dean of Student Affairs, to serve on the TRPTA/GIFT Board replacing Mike Walker, and give consent for Chief Johnson's reappointment of Liliana Olivas and Anna Gruel to serve on the Use of Force Review Board as listed below (or take other action deemed appropriate).

Description, Background Information & Purpose

Name	Status	Appointment Expires
Hailey Mack	Appointment-TRPTA/GIFT Board	Indeterminate
Liliana Olivas	3-year reappointment-Use of Force Review Board	12/31/2026
Anna Gruel	3-year reappointment-Use of Force Review Board	12/31/2026

Attached please find the memoranda from Chief of Police Bryce Johnson in reference to the reappointments to the Use of Force Board.

Alignment with City & Department Planning Objectives

☐ ☒ ☐ ☐ ☐ ☐ ☐ ☐

Involving citizens in governance and decision-making processes supports the highest values of the strategic plan.

Interdepartmental Coordination

N/A

Fiscal Impact
Activities for these boards will be accounted for and funded by the appropriate agency or department budget. GIFT Board expenses will not impact the city budget. Any budget funds expended by the Idaho Falls Police Department would be considered negligible.

Legal Review
N/A

POLICE DEPARTMENT

Bryce A. Johnson | *Chief of Police*
Chief's Office (208) 612-8660
Detective Division (208) 612-8630
Animal Shelter (208) 612-8670
Records (208) 612-8600

IDAHO FALLS POLICE

MEMORANDUM

TO: Mayor Rebecca Casper

FROM: Chief Bryce Johnson
DATE: May 16, 2023
RE: Re-appointment of Ms. Liliana Olivas to a three-year term on the Idaho Falls Police Use of Force Review Board

Citizens serving of the Use of Force Review Board are selected by the Chief of Police and then approved by the Mayor and City Council. The Use of Force Review Board is a community oriented policing engagement combining both Citizens and Police Officers to sit together and review use of force instances.

The Use of Force Review Board is convened when the use of force by a member of IFPD results in serious injury or death of another, or when deadly force is intentionally used by a member of IFPD regardless of whether it causes an injury or death of another individual. It can also be convened in any other instance deemed appropriate at the request of the Chief of Police.

The Use of Force Review Board is empowered to conduct an administrative review and inquiry into the circumstances of the incident it is convened to review. Board members may request further investigation, request reports be submitted for the Board's review, call persons to present information and request the involved employee to appear.

At the conclusion of this review, the Board will make one of two recommendations: the IFPD member's actions were within Department policy and procedure, or the actions were in violation of Department policy and procedure. The Board may also recommend updates to Department policy and procedure as well as training enhancements. All final decisions rest with the Chief of Police.

Ms. Liliana Olivas has been serving on the Use of Force Review Board since March of 2021 and has been a valuable member of the Board providing insight and perspective from her point of view. Ms. Olivas is very qualified to continue serving on the Use of Force Review Board. She is a woman of great integrity whose personal life is beyond reproach. Ms. Olivas has a good fundamental understanding of policing issues including use of force.

Bryce A. Johnson | *Chief of Police*
Chief's Office (208) 612-8660
Detective Division (208) 612-8630
Animal Shelter (208) 612-8670
Records (208) 612-8600

She currently works for the Community Council of Idaho as a project coordinator and has extensive experience in providing outreach to the local Hispanic community. She holds a B.A. degree in Spanish with a minor in marketing.

As the Chief of the Idaho Falls Police Department, it is my honor to re-appoint Ms. Olivas as a member of the IFPD Use of Force Review Board to serve in this capacity from May 2023 to May 2026 and respectfully ask the Mayor and City Council to approve her re-appointment to this position.

P.O. Box 50220 | 605 North Capital Ave. | Idaho Falls, Idaho 83405-0220

POLICE DEPARTMENT

Bryce A. Johnson | *Chief of Police*
Chief's Office (208) 612-8660
Detective Division (208) 612-8630
Animal Shelter (208) 612-8670
Records (208) 612-8600

IDAHO FALLS POLICE

MEMORANDUM

TO: Mayor Rebecca Casper

FROM: Chief Bryce Johnson
DATE: May 16, 2023
RE: Re-appointment of Ms. Anna Gruel to a three-year term on the Idaho Falls Police Use of Force Review Board

Citizens serving of the Use of Force Review Board are selected by the Chief of Police and then approved by the Mayor and City Council. The Use of Force Review Board is a community oriented policing engagement combining both Citizens and Police Officers to sit together and review use of force instances.

The Use of Force Review Board is convened when the use of force by a member of IFPD results in serious injury or death of another, or when deadly force is intentionally used by a member of IFPD regardless of whether it causes an injury or death of another individual. It can also be convened in any other instance deemed appropriate at the request of the Chief of Police.

The Use of Force Review Board is empowered to conduct an administrative review and inquiry into the circumstances of the incident it is convened to review. Board members may request further investigation, request reports be submitted for the Board's review, call persons to present information and request the involved employee to appear.

At the conclusion of this review, the Board will make one of two recommendations: the IFPD member's actions were within Department policy and procedure, or the actions were in violation of Department policy and procedure. The Board may also recommend updates to Department policy and procedure as well as training enhancements. All final decisions rest with the Chief of Police.

Ms. Anna Gruel has been serving on the Use of Force Review Board since March of 2021 and has been a valuable member of the Board providing insight and perspective from her point of view. Ms. Gruel is very qualified to continue serving on the Use of Force Review Board. She is a woman of great integrity whose personal life is beyond reproach. Ms. Gruel has a good fundamental understanding of policing issues including use of force.

Bryce A. Johnson | *Chief of Police*
Chief's Office (208) 612-8660
Detective Division (208) 612-8630
Animal Shelter (208) 612-8670
Records (208) 612-8600

Ms. Gruel currently serves as the Chair of the Board of the Domestic Violence & Sexual Assault Center where she has raised awareness and advocated for victims of domestic violence. She has also been on the Idaho Falls Symphony fund raising committee and volunteered with Habitat for Humanity, serving on several of their committees. Ms. Gruel currently works as a yoga instructor and formally worked as an English as a Second Language Para Instructor for Bonneville School District 93.

As the Chief of the Idaho Falls Police Department, it is my honor to reappoint Mrs. Gruel as a member of the IFPD Use of Force Review Board to serve in this capacity from May 2023 to May 2026 and respectfully ask the Mayor and City Council to approve her reappointment to this position.

P.O. Box 50220 | 605 North Capital Ave. | Idaho Falls, Idaho 83405-0220

Memorandum

File #: 23-150 **City Council Meeting**

FROM: Mark Hagedorn, Finance Manager/Treasurer
DATE: Wednesday, May 17, 2023
DEPARTMENT: Municipal Services

Subject
Treasurer's Report for March 2023

Council Action Desired
☐ Ordinance ☐ Resolution ☐ Public Hearing
☒ Other Action (Approval, Authorization, Ratification, etc.)

Accept and approve the Treasurer's Report for the month-ending March 2023 (or take other action deemed appropriate).

Description, Background Information & Purpose
A monthly Treasurer's Report is required pursuant to Resolution 2018-06 for City Council review and approval. For the month-ending March 2023, cash and investments total $170.3M. Total receipts received and reconciled to the general ledger were reported at $37.6M, which includes revenue of $18.3M and interdepartmental transfers of $19.3. Total distributions reconciled to the general ledger were reported at $38.9M, which includes salary and benefits of $8.8M, operating costs of $10.8M and interdepartmental transfers of $19.3M. As reported in the attached investment report, the total investments reconciled to the general ledger were reported at $164.6M.

Alignment with City & Department Planning Objectives

☐ ☒ ☐ ☐ ☐ ☐ ☐ ☐

The monthly Treasurer's Report supports the good governance community-oriented result by providing sound fiscal management and enabling trust and transparency.

Interdepartmental Coordination
Not applicable

Fiscal Impact
Not applicable

Legal Review
Not applicable

IDAHO FALLS

City-Wide Actual Cash & Investments by Fund

FY 2022-2023 March

#	FUND	Beginning Cash & Investments	Interest Earned	Total Receipts	Total Disbursements	Ending Cash & Investments	FY 2021-2022 March Ending Cash & Investments
1	GENERAL	31,162,254	63,191	4,075,267	8,644,992	26,592,529	26,201,923
10	STREET	9,170,603	18,941	835,864	1,157,828	8,848,639	4,714,961
11	RECREATION	318,607	658	168,430	211,887	275,150	493,458
12	LIBRARY	4,604,766	9,510	69,403	234,421	4,439,748	4,131,594
13	AIRPORT PFC FUND	2,046,052	4,226	111,504	-	2,157,555.85	1,091,191.32
14	MUNICIPAL EQUIP. REPLCMT.	-	-	-	-	-	-
15	EL. LT. WEATHERIZATION FD	-	-	-	-	-	3,756,260.26
16	BUSINESS IMPRV. DISTRICT	92,813	192	1,050	25,000.00	68,863.09	107,342.42
18	GOLF	(437,666)	(904)	86,264	347,996	(699,398)	(538,412)
19	RISK MANAGEMENT	4,051,035	8,573	323,260	496,694.05	3,877,600.93	3,492,079.52
20	SELF-INSURANCE FD.	4,537,231	9,371	36,285	-	4,573,516	4,552,969
21		-	-	13,198	-	13,197.50	-
23	EMERGENCY MEDICAL SERVICES	1,274,541	2,632	1,798,569	2,255,491	817,619	(93,532)
24	WILDLAND	870,745	1,798	6,964	372.61	877,336.35	674,930.07
32	POLICE IMPACT FEES	76,344	158	10,593	-	86,937	-
33	FIRE IMPACT FEES	22,660	47	8,442	-	31,102.14	-
34	PARKS IMPACT FEES	51,266	106	29,285	-	80,551	-
35	STREETS IMPACT FEES	289,387	598	61,892	-	351,279.10	-
41	MUNICIPAL CAPITAL IMP.	2,752,870	5,686	28,652	-	2,781,521	2,584,686
42	STREET CAPITAL IMPROVEMENT	961,972	1,987	183,099	185,956.46	959,114.53	838,705.10
43	BRIDGE & ARTERIAL STREET	1,008,769	2,083	11,622	39,786	980,605	870,637
45	SURFACE DRAINAGE	163,346	337	1,937	-	165,283.61	193,801.46
46	TRAFFIC LIGHT CAPITAL IMPRV.	1,248,091	2,578	55,881	59,679	1,244,293	1,311,928
47	PARKS CAPITAL IMPROVEMENT	(164,991)	(341)	4,591	340.76	(160,740.70)	(100,487.16)
49	ZOO CAPITAL IMPROVEMENT	520,181	1,074	4,271	15,333	509,120	415,160
50	CIVIC AUDITORIUM CAPITAL IMP.	204,062	421	1,632	-	205,694.10	201,739.94
51	GOLF CAPITAL IMP.	157,705	326	7,654	-	165,359	(78,230)
52	POLICE CAPITAL IMPROVEMENT	(540,302)	-	1,455,442	967,747.27	(52,606.74)	(506,021.05)
60	AIRPORT	(1,630,439)	(3,367)	3,274,004	955,364	688,200	(156,328)
61	WATER	20,018,143	41,344	1,379,953	902,874.92	20,495,221.61	18,431,633.52
62	SANITATION	6,201,184	12,808	554,740	481,411	6,274,513	6,021,571
64	IDAHO FALLS POWER	53,942,417	110,614	21,186,352	20,378,031.39	54,750,737.58	37,135,686.06
67	FIBER	461,191	953	338,077	608,939	190,329	854,143
68	WASTEWATER	28,148,769	58,137	1,512,103	946,380.63	28,714,491.10	29,850,035.78
	TOTAL	171,583,607	353,737	37,636,281	38,916,525	170,303,362	146,453,425

IDAHO FALLS

City-Wide Anticipated Revenue to Actual by Fund

		FY 2022-2023 March					FY 2021-2022 March			
#	Fund	Adjusted Budget	March 2023 Receipts	YTD Total Receipts	Difference-Unrealized Revenue	% of Actual to Budget	Adjusted Budget	YTD Total Receipts	Difference-Unrealized Revenue	% of Actual to Budget
1	GENERAL FUND	64,377,027	1,830,647	33,541,291	(30,835,736)	52.10%	53,588,052	30,138,069	(23,449,983)	56.24%
10	STREET FUND	8,285,900	445,175	6,163,055	(2,122,845)	74.38%	7,940,709	3,941,960	(3,998,749)	49.64%
11	RECREATION FUND	2,522,188	169,386	1,347,138	(1,175,050)	53.41%	3,434,554	1,076,610	(2,357,944)	31.35%
12	LIBRARY FUND	2,946,465	53,311	1,764,239	(1,182,226)	59.88%	3,641,394	2,087,452	(1,553,942)	57.33%
13	AIRPORT PFC FUND	-	103,839	286,415	286,415	-	-	548,363	548,363	-
14	MERF Fund	-	-	-	-	-	2,419,100	-	(2,419,100)	-
15	EL PUBLIC PURPOSE FUND	-	-	-	-	-	1,208,000	260,383	(947,617)	21.55%
16	BUS IMP DISTRICT	115,000	588	57,881	(57,119)	50.33%	90,000	60,782	(29,218)	67.54%
18	GOLF FUND	3,402,314	89,958	636,244	(2,766,070)	18.70%	3,010,540	797,996	(2,212,544)	26.51%
19	RISK MANAGEMENT FUND	2,266,553	307,134	1,791,515	(475,038)	79.04%	1,955,503	757,077	(1,198,426)	38.72%
20	HEALTH INSURANCE FUND	50,000	17,822	66,398	16,398	132.80%	50,000	(55,961)	(105,961)	-111.92%
21	AIRPORT CFC FUND	-	13,198	13,198	13,198	-	-	-	-	-
23	EMERGENCY MEDICAL SERVICE	8,310,404	979,983	5,183,039	(3,127,366)	62.37%	7,097,114	3,829,288	(3,267,826)	53.96%
24	WILDLAND FIRE	1,500,000	6,810	695,179	(804,821)	46.35%	1,200,000	824,909	(375,091)	68.74%
32	POLICE IMPACT FEES	843,077	10,465	55,602	(787,475)	6.60%	-	-	-	-
33	FIRE IMPACT FEES	452,282	8,389	18,179	(434,103)	4.02%	-	-	-	-
34	PARKS & REC IMPACT FEES	900,706	29,150	47,714	(852,992)	5.30%	-	-	-	-
35	STREETS IMPACT FEES	2,500,000	61,363	222,147	(2,277,853)	8.89%	-	-	-	-
41	MUNICIPAL CAP IMP	1,290,618	18,930	532,964	(757,654)	41.30%	810,618	446,458	(364,160)	55.08%
42	STREET CAP IMP	4,491,000	24,290	472,752	(4,018,248)	10.53%	307,000	96,442	(210,558)	31.41%
43	BRIDGE & ARTERIAL FUND	-	24,907	183,192	183,192	-	160,000	65,634	(94,366)	41.02%
45	SURFACE DRAINANGE FUND	-	2,124	9,792	9,792	-	41,500	11,062	(30,438)	26.66%
46	TRAFFIC LIGHT CAP IMP	436,600	50,737	267,419	(169,181)	61.25%	436,596	168,503	(268,093)	38.59%
47	PARKS CAP IMP	90,000	4,250	180,948	90,948	201.05%	65,000	1,105,769	1,040,769	1701.18%
48	FIRE CAP IMP	401,524	3,372	242,779	(158,745)	60.46%	401,524	261,036	(140,488)	65.01%
49	ZOO CAP IMP	1,850,000	2,265	161,425	(1,688,575)	8.73%	2,000,000	57,204	(1,942,796)	2.86%
50	CIVIC AUDITORIUM CAP IMP	400,000	814	5,983	(394,017)	1.50%	200,000	(2,848)	(202,848)	-1.42%
51	GOLF CAP IMP	291,600	7,105	50,236	(241,364)	17.23%	291,600	67,791	(223,809)	23.25%
52	POLICE CAP IMP	30,000,000	1,455,442	7,467,501	(22,532,499)	24.89%	30,000,000	1,154,366	(28,845,634)	3.85%
60	AIRPORT FUND	27,732,166	3,221,532	8,941,398	(18,790,768)	32.24%	14,947,300	1,830,865	(13,116,435)	12.25%
61	WATER FUND	13,609,500	1,227,276	6,962,439	(6,647,061)	51.16%	11,762,500	6,954,168	(4,808,332)	59.12%
62	SANITATION FUND	5,300,000	500,405	2,984,028	(2,315,972)	56.30%	5,214,000	2,993,254	(2,220,746)	57.41%
64	ELECTRIC LIGHT FUND	66,607,920	6,939,913	39,924,472	(26,683,448)	59.94%	68,045,982	33,262,895	(34,783,087)	48.88%
67	FIBER	3,750,000	268,146	1,615,480	(2,134,520)	43.08%	1,251,455	949,166	(302,289)	75.84%
68	WASTEWATER	12,650,000	1,339,569	7,243,542	(5,406,458)	57.26%	12,874,000	6,576,472	(6,297,528)	51.08%
	TOTAL	267,372,844	19,218,293	129,135,584	(138,237,260)	48.30%	234,444,041	100,265,167	(134,178,874)	42.77%

IDAHO FALLS

General Fund Revenue to Actual

	FY 2022-2023 March				FY 2021-2022 March			
Description	Adjusted Budget	YTD Total Receipts	Difference- Unrealized Revenue	% of Actual to Budget	Adjusted Budget	YTD Total Receipts	Difference- Unrealized Revenue	% of Actual to Budget
TAXES AND FRANCHISES	33,960,945	20,489,119	13,471,826	60.33%	32,239,503	19,468,542	12,770,961	60.39%
LICENSES & PERMITS REVENUE	1,562,026	555,327	1,006,699	35.55%	1,388,500	894,612	493,888	64.43%
FEDERAL GRANTS	3,370,000	477,865	2,892,135	14.18%	355,555	14,712.00	340,843	4.14%
STATE GRANTS	4,631,918	1,256,504	3,375,414	27.13%	2,154,325	476,617	1,677,708	22.12%
STATE SHARED REVENUES	9,617,693	4,742,520	4,875,173	49.31%	7,257,712	4,224,253	3,033,459	58.20%
LOCAL SHARED REVENUES	3,030,792	1,428,474	1,602,318	47.13%	2,305,546	1,062,835	1,242,711	46.10%
PAYMENT IN-LIEU-TAX	4,727,834	2,361,419	2,366,415	49.95%	4,635,075	2,309,535	2,325,540	49.83%
CHARGES FOR SERVICES- GENERAL	584,350	199,969	384,381	34.22%	535,500	329,182	206,318	61.47%
CHARGES FOR SERVICES-ZOO	851,650	52,291	799,359	6.14%	722,253	55,438	666,815	7.68%
CHARGES FOR SERVICES-PARKS	362,500	58,220	304,280	16.06%	370,000	41,839	328,161	11.31%
CHARGES FOR SERVICES-CEMETERY	190,000	45,290	144,710	23.84%	175,000	73,925	101,075	42.24%
CHARGES FOR SERVICES-ANIMAL CONTROL	116,000	49,631	66,369	42.79%	116,000	41,104	74,896	35.43%
CHARGES FOR SERVICES-COMMUNITY FACILITIES	127,500	85,783	41,717	67.28%	128,000	18,697	109,303	14.61%
FINES & FORFEITURES	255,600	84,310	171,290	32.98%	258,000	85,226	172,774	33.03%
INTEREST INCOME	230,000	270,267	(40,267)	117.51%	130,000	(351,787)	481,787	-270.61%
RENTALS & LEASES	101,000	49,272	51,728	48.78%	111,000	38,387	72,613	34.58%
REFUNDS	202,887	71,481	131,406	35.23%	212,000	166,793	45,207	78.68%
CONTRIBUTIONS--PRIVATE SOURCES	110,085	238,122	(128,037)	216.31%	360,550	113,057	247,493	31.36%
OTHER MISCELLANEOUS REV.	344,247	110,293	233,954	32.04%	588,533	510,748	77,785	86.78%
MERF DEPRECIATION	-	915,150	(915,150)	-	-	669,650.00	(669,650.00)	-
OTHER FINANCING SOURCES	-	(17.00)	-	-	(455,000)	(105,297)	(349,703)	23.14%
GENERAL FUND TOTAL	64,377,027	33,541,291	30,835,719	52.10%	53,588,052	30,138,069	23,449,983	56.24%

IDAHO FALLS

City-Wide Expenditures-Budget to Actual by Fund

FY 2022-2023 March

#	Fund	Adjusted Budget	March 2023 Expenses	YTD Total Expenses	% of Actual to Budget	Encumbrances	YTD Total Expenses w/ Encumbrances	Difference- Remaining Expense	FY 2021-2022 March Adjusted Budget	YTD Total Expenses	% of Actual to Budget
1	GENERAL FUND	66,992,980	5,950,710	28,446,972	42.46%	4,328,112	32,775,085	34,217,895	55,545,828	22,709,168	40.88%
10	STREET FUND	10,017,196	613,408	3,052,524	30.47%	2,188,483	5,241,007	4,776,189	9,603,761	3,496,116	36.40%
11	RECREATION FUND	2,522,348	211,775	1,101,220	43.66%	56,711	1,157,931	1,364,417	3,487,819	1,587,142	45.51%
12	LIBRARY FUND	2,983,203	240,479	1,168,635	39.17%	343,182	1,511,818	1,471,385	4,464,135	1,603,037	35.91%
13	AIRPORT PFC FUND	-	-	-	-	-	-	-	-	-	-
14	MERF Fund	-	-	-	-	-	-	-	-	-	
15	EL PUBLIC PURPOSE FUND	-	-	-	-	-	-	-	1,208,000	91,155	7.55%
16	BUS IMP DISTRICT	115,000	25,000	102,000	88.70%	-	102,000	13,000	85,000	60,000	70.59%
18	GOLF FUND	3,449,920	255,255	1,282,861	37.19%	254,109	1,536,970	1,912,950	3,116,067	1,048,798	33.66%
19	RISK MANAGEMENT FUND	4,228,629	489,107	1,272,398	30.09%	48,088	1,320,486	2,908,143	3,914,496	798,264	20.39%
20	HEALTH INSURANCE FUND	100,000	-	-	-	-	-	100,000	60,000	20,000	33.33%
23	EMERGENCY MEDICAL SERVICE	8,763,287	1,203,688	4,926,885	56.22%	177,077	5,103,962	3,659,325	6,936,750	3,157,736	45.52%
24	WILDLAND FIRE	1,493,964	4,487	62,311	4.17%	43,294	105,605	1,388,359	1,039,132	199,997	19.25%
32	POLICE IMPACT FEES	843,077	-	-	-	-	-	843,077	-	-	-
33	FIRE IMPACT FEES	452,282	-	-	-	-	-	452,282	-	-	-
34	PARKS & REC IMPACT FEES	900,706	-	-	-	-	-	900,706	-	-	-
35	STREETS IMPACT FEES	2,500,000	-	-	-	-	-	2,500,000	-	-	-
41	MUNICIPAL CAP IMP	2,000,000	-	27,003.53	-	43,280	70,283	1,929,717	1,080,831	237,775	22.00%
42	STREET CAP IMP	4,657,998	30,347	293,628	6.30%	91,162	384,790	4,273,208	1,000,000	79,912	7.99%
43	BRIDGE & ARTERIAL FUND	585,282	39,786	39,786.00	6.80%	145,496	185,282	400,000	350,000	153,290	43.80%
45	SURFACE DRAINANGE FUND	250,000	-	-	-	3,410	3,410	246,590	50,000	80,831	161.66%
46	TRAFFIC LIGHT CAP IMP	990,000	59,679	276,499.93	27.93%	130,189	406,688	583,312	545,000	98,129.80	18.01%
47	PARKS CAP IMP	16,897	-	3,681.32	-	747,993	751,675	(734,778)	292,919	353,432	120.66%
48	FIRE CAP IMP	-	-	-	-	-	-	-	-	-	-
49	ZOO CAP IMP	1,863,320	15,383	129,425	6.95%	57,477	186,902	1,676,418	2,000,000	46,443	2.32%
50	CIVIC AUDITORIUM CAP IMP	600,000	-	-	-		-	600,000	200,000	-	-
51	GOLF CAP IMP	316,698	-	18,998	6.00%	74,036	93,034	223,664	275,000	728,751.07	265.00%
52	POLICE CAP IMP	30,000,000	53,787	5,560,739	18.54%	13,569,635	19,130,374	10,869,626	30,000,000	507,251.00	1.69%
90	CONTINGENCY	16,678,716	-	-	-	-	-	16,678,716	19,486,270	-	-
60	AIRPORT FUND	27,859,859	951,409	10,376,442	37.25%	4,053,028	14,429,470	13,430,389	14,982,017	3,307,705	22.08%
61	WATER FUND	23,129,218	607,338	3,408,999	14.74%	10,402,995	13,811,994	9,317,224	18,547,021	3,779,666	20.38%
62	SANITATION FUND	5,837,496	476,827	2,369,200	40.59%	637,476	3,006,676	2,830,820	6,333,350	2,438,970	38.51%
64	ELECTRIC LIGHT FUND	78,784,577	6,086,124	34,674,577	44.01%	5,905,508	40,580,085	38,204,492	82,487,907	24,751,615	30.01%
67	FIBER	7,543,209	494,128	3,148,413	41.74%	1,755,819	4,904,232	2,638,977	6,293,260	2,508,064	39.85%
68	WASTEWATER	26,940,440	1,002,986	4,271,853	15.86%	17,419,244	21,691,097	5,249,343	21,507,174	3,726,471	17.33%
	TOTAL	333,416,302	18,811,704	106,015,051	31.80%	62,475,804	168,490,855	164,925,447	294,891,737	77,569,718	26.30%

Based on Months	50.00%
Based on Payroll	50.00%

IDAHO FALLS

City-Wide Expenditures-Budget to Actual by Category

FY 2022-2023 March

Category	Adjusted Budget	March 2023 Expenses	YTD Total Expenses	% of Actual to Budget	Encumbrances	YTD Total Expenses w/ Encumbrances	Difference-Remaining Expense	FY 2021-2022 March Adjusted Budget	FY 2021-2022 March YTD Total Expenses	FY 2021-2022 March % of Actual to Budget
Salaries and Wages	58,209,945	6,482,270	27,006,647	46.40%	-	27,006,647	31,203,298	53,731,959	22,939,547	42.69%
Benefits	26,329,886	2,351,472	11,688,765	44.39%	54,407	11,743,172	14,586,714	24,149,008	10,641,266	44.07%
Current Operating Expense	130,259,483	9,028,839	47,207,489	36.24%	9,081,315	56,288,804	73,970,679	113,511,335	31,770,312	27.99%
Capital Outlay	121,518,954	1,599,555	21,405,758	17.62%	50,844,125	72,249,883	49,269,071	105,380,696	15,072,440	14.30%
Depreciation	9,189,633	733,070	4,214,313	45.86%	2,495,957.48	6,710,270	2,479,363	3,953,400	1,960,700	49.60%
Debt Service	2,061,000	-	866,841	42.06%	-	866,841	1,194,159	3,134,765	910,111	29.03%
Interfund Transfers	(14,152,599)	(1,383,502)	(6,374,762)	45.04%	-	(6,374,762)	(7,777,837)	(8,969,426)	(5,724,657)	63.82%
TOTAL	333,416,302	18,811,704	106,015,051	31.80%	62,475,804	168,490,855	164,925,447	294,891,737	77,569,718	26.30%

Based on Months	50.00%
Based on Payroll	50.00%

IDAHO FALLS

General Fund Expenditures- Budget to Actual by Department

FY 2022-2023 March

#	Department	Adjusted Budget	March 2023 Expenses	YTD Total Expenses	% of Actual to Adj. Budget	Encumbrance	YTD Total Expenses w/ Encumbrances	Difference- Remaining Expense	FY 2021-2022 March Adjusted Budget	FY 2021-2022 March YTD Total Expenses	FY 2021-2022 March % of Actual to Adj. Budget
1	MAYOR & COUNCIL	793,402	65,412	332,254	41.88%	41,167	373,421	419,981	863,012	176,556	20.46%
1	LEGAL	504,370	40,364	187,743	37.22%	8,299	196,043	308,327	423,563	75,390	17.80%
1	MUNICIPAL SERVICES	6,969,895	315,476	2,223,684	31.90%	1,173,840	3,397,524	3,572,371	5,049,336	2,315,742	45.86%
1	COMMUNITY DEVELOPMENT	4,510,809	424,677	1,949,234	43.21%	1,001,533	2,950,767	1,560,042	3,780,153	1,304,004	34.50%
1	HUMAN RESOURCES	469,025	50,658	206,627	44.05%	86,444	293,070	175,955	390,102	148,370	38.03%
1	POLICE	23,097,698	2,056,164	10,205,087	44.18%	334,536	10,539,622	12,558,076	20,141,629	8,256,540	40.99%
1	FIRE	14,720,219	1,679,717	7,605,801	51.67%	452,580	8,058,381	6,661,838	13,406,241	6,585,345	49.12%
1	PARKS	12,401,932	877,607	4,304,738	34.71%	898,373	5,203,111	7,198,821	10,020,868	3,402,491	33.95%
1	GENERAL FUND PUBLIC WORKS	3,525,630	440,635	1,431,805	40.61%	331,342	1,763,146	1,762,484	1,470,924	444,731	30.23%
	TOTAL	66,992,980	5,950,710	28,446,972	42.46%	4,328,112	32,775,085	34,217,895	55,545,828	22,709,168	40.88%

Based on Months	50.00%
Based on Payroll	50.00%

IDAHO FALLS

General Fund Expenditures- Budget to Actual by Category

FY 2022-2023 March

Category	Adjusted Budget	March 2023 Expenses	YTD Total Expenses	% of Actual to Adj. Budget	Encumbrance	YTD Total Expenses w/ Encumbrances	Difference- Remaining Expense
Salaries and Wages	33,556,078	3,707,007	15,475,114	46.12%	-	15,475,114	18,080,964
Benefits	15,635,528	1,356,986	6,757,627	43.22%	37,798	6,795,425	8,840,104
Current Operating Expense	24,281,094	2,074,590	9,074,774	37.37%	3,729,211	12,803,985	11,477,109
Capital Outlay	1,799,088	33,038	781,613	43.44%	303,980	1,085,594	713,494
Depreciation	3,423,791	159,433	2,183,041	63.76%	257,124	2,440,165	983,626
Debt Service	2,000,000	-	480,847	24.04%	-	480,847	1,519,153
Interfund Transfers	(13,702,599)	(1,380,344)	(6,306,044)	46.02%	-	(6,306,044)	(7,396,555)
TOTAL	66,992,980	5,950,710	28,446,972	42.46%	4,328,112	32,775,085	34,217,895

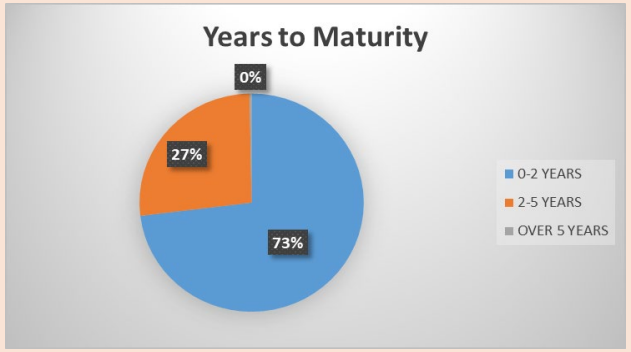
FY 2021-2022 March

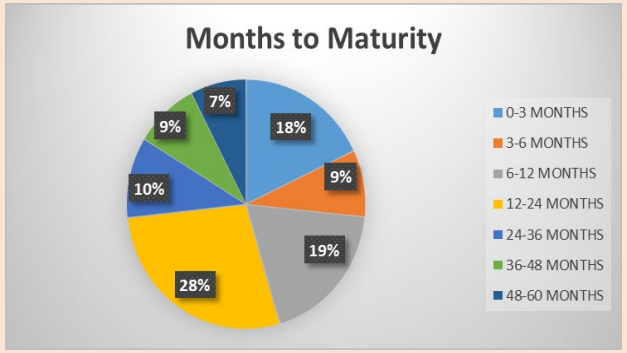
Adjusted Budget	YTD Total Expenses	% of Actual to Adj. Budget
30,566,277	13,359,954	43.71%
14,471,036	6,279,960	43.40%
16,822,083	5,930,666	35.26%
2,916,558	1,587,204	54.42%
1,339,300	669,650	50.00%
2,000,000	501,798	25.09%
(12,569,426)	(5,620,065)	44.71%
55,545,828	22,709,168	40.88%

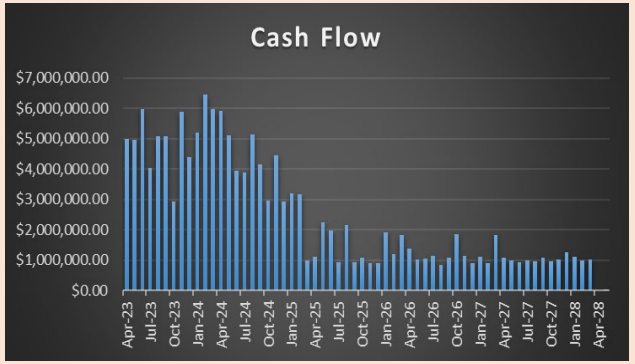
Based on Months	50.00%
Based on Payroll	50.00%

March 2023 Investments Maturity

MONTH	AMOUNT	%
0-3 MONTHS	$29,502,887.27	17.92%
3-6 MONTHS	$14,172,842.64	8.61%
6-12 MONTHS	$30,819,823.83	18.72%
12-24 MONTHS	$45,800,662.67	27.82%
24-36 MONTHS	$17,139,088.31	10.41%
36-48 MONTHS	$14,307,097.25	8.69%
48-60 MONTHS	$12,411,495.76	7.54%
Over 60 MONTHS	$476,497.91	0.29%
Total	$164,630,395.64	100.00%





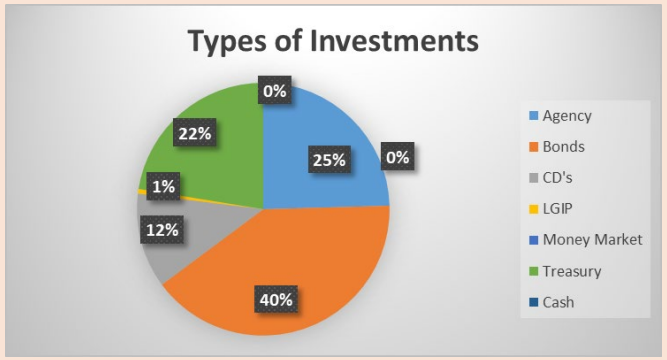


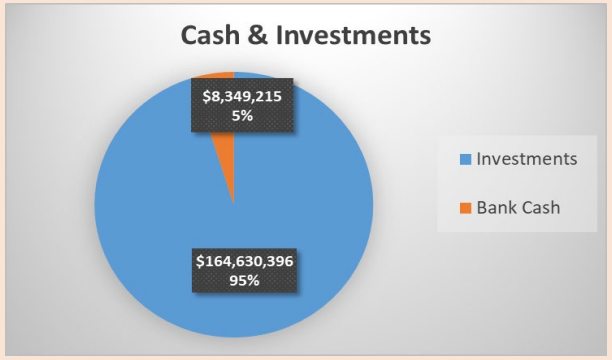
- COIF Investment Policy states that no more than 25 percent of the portfolio may be invested beyond 24 months.
- Currently the City has 27 percent of the portfolio invested beyond 24 months.

March 2023 Types of Investments

TYPE	AMOUNT	%
Agency	$40,440,217.82	25%
Bonds	$66,279,118.38	40%
CD's	$20,024,484.32	12%
LGIP	$955,612.48	1%
Money Market	$0.00	0%
Treasury	$36,877,945.02	22%
Cash	$53,017.62	0.03%
Total	$164,630,395.64	100.00%

BROKER	AMOUNT	%
LPL	$0	0.00%
LGIP	$955,612	0.58%
Wells Fargo	$150,677,248.79	91.52%
Bank of Commerce	$1,000,000.00	0.61%
Key Bank	$5,433,291.99	3.30%
Idaho Central CU	$4,555,400	2.77%
EICU	$2,008,843	1.22%
Total	$164,630,395.64	100.00%





- COIF Investment Policy states that no more than 50% of the portfolio may be invested in one type of security.

- Yearly Investment Comparison
  - City Investment Portfolio

    2022: $134.9M

    2023: $164.6M

  - Total Cash & Investment

    2022: $146.5M

    2023: $170.3M

Memorandum

File #: 23-158 **City Council Meeting**

FROM: Bear Prairie, General Manager
DATE: Friday, May 5, 2023
DEPARTMENT: Idaho Falls Power

Subject
IFP Hydropower Generation Insurance Policy Renewal

Council Action Desired
☐ Ordinance ☐ Resolution ☐ Public Hearing
☒ Other Action (Approval, Authorization, Ratification, etc.)

Ratify the 2023/24 Hydropower Generation Insurance Policy for Idaho Falls Power for a total of $478,926.55, (or take other action deemed appropriate.)

Description, Background Information & Purpose
This policy provides insurance for the city's hydropower generation facilities. The attached policy 23SSLDOLD306181, was the best commercially available policy presented to IFP's general plant insurance broker, Alliant Energy, Power & Marine/Alliant Insurance Services, Inc.

Alignment with City & Department Planning Objectives

☐ ☒ ☐ ☐ ☐ ☐ ☐ ☐

This action supports our readiness for good governance and reliable public infrastructure, assuring long-term reliability. It also supports the reliability element of the IFP Strategic Plan.

Interdepartmental Coordination
IFP received input from the City Attorney Department.

Fiscal Impact
This policy is budgeted for in the 2022/23 IFP Budget.

Legal Review
The City Attorney Department concurs that this agreement is appropriate.

STARR TECHNICAL RISKS
A Division within Starr Companies

Kenneth Feinour
Underwriter
(323) 610-6227

1000 Wilshire Boulevard, Suite 2200
Los Angeles, CA 90017

BINDER

Revision 1 – 5/16/23 – This Binder supersedes any previously issued binders.

NAMED INSURED: City of Idaho Falls

Insurance applies only to those perils and/or coverages named and is subject to the terms and conditions of the Policy (ies) normally issued for the indicated perils and/or coverages.

POLICY NO: 23SSLDOLD306181

MAILING ADDRESS OF INSURED: P.O. Box 50220
Idaho Falls, ID 83405

DESCRIPTION AND LOCATION OF PROPERTY INSURED: Per the submitted SOV received with the submission dated 2/8/23.

VALUES:

Property Damage:	$308,398,610
Business Interruption:	$ 18,023,998
Extra Expense:	$ 1,000,000
Total Insured Value:	**$327,422,608**

TERRITORY: As per expiring policy wording (policy no. EUTN18655354) subject to changes contained herein.

POLICY TERM:
Effective: April 29, 2023 at 12:01 AM
Expiration: April 29, 2024 at 12:01 AM.

FORM: As per expiring policy wording (policy no. EUTN18655354) subject to changes contained herein.

COVERAGE: All Risks of direct physical loss or damage, covering Property Damage, Business Interruption, Extra Expense and Boiler & Machinery.

VALUATION: As per expiring policy wording (policy no. EUTN18655354) subject to changes contained herein.

POLICY LIMIT OF LIABILITY: $100,000,000 any one occurrence.

STARR TECH PARTICIPATION: 100%, that being $100,000,000 part of $100,000,000

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SUBLIMITS: Sublimits are per occurrence unless shown otherwise.
The sublimits below are part of and not in addition to the Policy Limit of Liability.
Sublimits are 100% and are subject to Starr Tech percentage participation.

BUSINESS INTERRUPTION:	$18,023,998	Monthly limitations by plant apply, see attached endorsement
BUSINESS INTERRUPTION COVERAGE AT OLD LOWER DAM	EXCLUDED	
EXTRA EXPENSE:	$1,000,000	
COURSE OF CONSTRUCTION	$1,000,000	
DEBRIS REMOVAL (the greater of):	$5,000,000	or 25% of the adjusted direct property loss
EXPEDITING EXPENSES	$500,000	
PROPERTY IN TRANSIT:	$500,000	
EARTH MOVEMENT (Except) :	$30,000,000	Annual Aggregate
CALIFORNIA EARTH MOVEMENT:	NO COVERAGE	
FLOOD :	$30,000,000	Annual Aggregate
NEWLY ACQUIRED PROPERTY	$5,000,000	(90 day reporting)
VALUABLE PAPERS AND RECORDS:	$5,000,000	
ACCOUNTS RECEIVABLE:	$5,000,000	
ELECTRONIC DATA PROCESSING	$5,000,000	
DEMOLITION, INCREASED COST OF CONSTR:	$2,500,000	
PRESERVATION OF PROPERTY	$1,000,000	
HAZARDOUS SUBSTANCE OR CONTAMINANTS: - NAMED PERILS	$500,000	Annual Aggregate
HAZARDOUS SUBSTANCE OR CONTAMINANTS: - ACCIDENT TO AN OBJECT	$500,000	Annual Aggregate
ASBESTOS AND ASBESTOS CONTAINING MATERIAL	$250,000	
MISCELLANEOUS UNNAMED LOCATIONS:	$250,000	

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DAMS		
GEM STATE DAM	$43,845,367	
UPPER DAM	$26,885,270	
CENTRAL DAM	$26,885,270	
LOWER DAM	$26,885,270	
OLD LOWER DAM	$4,354,470	

DEDUCTIBLES: All deductibles listed below are per occurrence except with respect to coverage provided under the Boiler & Machinery Endorsement (if provided) which shall be any One Accident.

PROPERTY DAMAGE (Except):	$	250,000
FLOOD		3% of the total insurable values at risk per location subject to a minimum of $500,000 for contents and $500,000 for buildings
PROPERTY IN TRANSIT:	$	10,000
TIME ELEMENT		2160 Hours

As respects TIME ELEMENT deductible, liability shall exist only for such part of the determined period of interruption in excess of the number of hours stated above the Declarations Page. This Business Interruption deductible applies to any one occurrence as defined herein.

As respects real and personal property , all claims for loss, damage or expense arising out of any one occurrence shall be adjusted as one claim and from the amount of each such adjusted claim there shall be deducted the sum stated on the Declarations Page.

Deductibles for Property Damage and Time Element shall be applied separately.

ADDITIONAL TERMS AND CONDITIONS:

1. Premium to be paid in full within 30 days of inception.
2. Signed Terrorism Disclosure notice to be provided within 10 days of binding
3. Receipt of the completed and signed Surplus Lines Tax Filing Confirmation form warranting that the broker/agent will accept full responsibility for compliance of the Surplus Lines laws and the collection and remittance of the applicable surplus lines tax and/or stamping fees on 100% of the premium, must be received within 10 days of binding. If the Surplus Lines Filing Confirmation form is not received within 10 days, we reserve the right to cancel the binder and/or any policy issued in connection with the binder.
4. Broker will provide licensing information which will be verified prior to binding. No policies will be bound with a business entity or broker whose license is 1) not current and 2) has not been confirmed
5. Any taxes imposed by virtue of this policy being written by an unauthorized insurer are the responsibility of the insured and a licensed producer.

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6. State premium is allocated on a percentage of TIV basis
7. Cyber Risk Coverage, Owned Network Interruption, Data Restoration and Computer Systems Non Physical Damage is excluded.
8. Waiver of Insurance or Waiver of Conditions cannot be accepted and will be deleted from our policy upon issuance if included in the broker manuscript wording
9. The intent of this policy is not to stack CAT limits originating from a single occurrence.
10. Stipulated loss valuation cannot be accepted and will be deleted from our policy upon issuance.
11. Coverages and/or Extensions of Coverage not specifically mentioned, even though they may be outlined in your submission, are not included.
12. Binding coverage subject to agreement that B&M Risk Inspections will take place next policy period.
13. Premium to be paid in full within 30 days of inception.
14. Business Interruption coverage shall only apply to those locations where Business Interruption values have been declared.
15. 72 Hour Occurrence Definition applies to Wind, Flood, Earthquake and Riot.
16. Transmission and Distribution lines, line transformers, towers and poles, equipment or apparatus connected therewith, located beyond 1,000 ft. from any Insured premises are excluded.
17. Extra Expense coverage, if provided, does not include generation, transmission, purchase, replacement, trade or distribution of electrical power.
18. Signed Statement of Property Values to be provided within 30 days of effective date.
19. Signed Business Interruption Worksheet to be provided within 30 days of effective date.
20. The following Endorsements/Additional Endorsements will attach to and form part of the policy:
    a. Asbestos Exclusion
    b. Authorities Endorsement
    c. Biological, Chemical or Nuclear Exclusion - NEW
    d. Communicable Disease Exclusion (Starr 04.08.2020) - NEW
    e. Data Media – per expiring
    f. Millennium Endorsement
    g. Mold Exclusion
    h. Occurrence Limit of Liability Endorsement - NEW (applicable for 100% policy)
    i. Political Risk Exclusion
    j. Service of Suit – SSIL-0005 - NEW
    k. Trade or Economic Sanctions Endorsement
    l. Terrorism Exclusion (For Certified Acts of Terrorism Under the Terrorism Risk Insurance Act, As Amended), Form #61330 (if coverage is rejected)
    m. Total Terrorism Exclusion, Form #61331 (if coverage is rejected)
    n. Terrorism Risk Insurance Act, As Amended, Cap on Losses Endorsement, Form #61333 (If Coverage Accepted)
    o. OFAC Notice

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21. See attached document (under separate cover) for additional endorsements to be attached:

    q. Accounts Receivable
    r. Amended Exclusion
    s. Business Interruption Gross Earnings
    t. Course of Construction
    u. Maximum Monthly Indemnity
    v. Mortgagee / Loss Payee / Additional Insured Schedule
    w. Preservation of Property, new, attached
    x. Reported Values
    y. Valuable Papers and Records

*************SURPLUS LINES NOTICE *************

The coverage as stated above is being bound on a surplus lines-non admitted basis. As a condition of binding the above coverage, the broker/agent warrants the following:

1) The broker/agent holds the surplus lines license in the state where coverage will be provided to the Insured, and accepts the full obligation to comply with each state's surplus lines laws and regulations in conjunction with this transaction.

2) The broker/agent accepts full responsibility for compliance, including but not limited to, the filing of the surplus lines affidavit (as per the state's requirements), and the collection and remittance of the surplus lines tax and any applicable stamping fee on 100% of the premium of this policy. The broker/agent's acceptance of these requirements is to be confirmed by completing, signing and dating the attached Surplus Lines Filings Confirmation form.

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PREMIUM: $455,477 that being 100%, part of % layer premium of $455,477 (excluding terrorism)

TERRORISM PREMIUM: The Insured has declined coverage.

STARR TECH BOILER AND MACHINERY JURISDICTIONAL INSPECTION FEE: $4,340 The Jurisdictional Fee is exclusive of any commissions, taxes, fees or surcharges. Objects in need of inspection that are acquired or purchased after the policy inception date will be subject to additional service fees.
Starr Boiler & Machinery Engineering HOTLINE – 1-855-380-5389
boilerrequest@starrcompanies.com

STARR TECH LOSS CONTROL ENGINEERING INSPECTION FEE: $10,000 The Engineering Fee is exclusive of any commissions, taxes, fees or surcharges.

SECURITY: Starr Surplus Lines Insurance Company

CANCELLATION: 30 days except 10 days for nonpayment of premium.

PRODUCER & ADDRESS*: Alliant Insurance Services, Inc.
2000 West Loop South, Suite 2150
Houston, TX 77027
Attn: Andrew Klink – andrew.klink@alliant.com

PRODUCER FEIN #: 330785439

COMMISSION: 10%

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NAMED INSURED: City of Idaho Falls

The Insurance Company (Security) named above, represented by Starr Technical Risks[1], each for itself, severally but not jointly are hereby bound by an insurance undertaking for the account of the Insured named herein, effective at the exact hour and date shown below and expiring at the exact hour and date shown below or upon issuance of the policy, whichever shall first occur and insures the property above described for the amount set opposite its name. The effective hour of commencement of this binder shall supersede any commencement hour provisions contained in the policy.

This binder contains a broad outline of coverage and does not include all the terms, conditions and exclusions of the policy (or policies) that may be issued to you. The policy (or policies) contain the full and complete agreement with regard to coverage. Please review the policy (or policies) thoroughly with your broker upon receipt and notify us promptly in writing if you have any questions. In the event of any inconsistency between the binder and the policy, the policy language shall control unless the parties agree to an amendment.

DATE ISSUED: 16 May 2023 **AUTHORIZED REPRESENTATIVE:** **DocuSigned by:** John R. Sahm 768852F3C079429... John R. Sahm, Vice President or Janice Gaffney, Underwriter	Subject to the conditions above, the COMPANY hereby binds the insurance applied for, to become effective as of: April 29, 2023 This Binder Expires on: July 29, 2023

Starr Technical Risks[1]

[1] Starr Technical Risks or Starr Tech is a marketing name used by Starr Underwriting Agency, Inc., which is doing business as Starr Services Insurance Agency, Inc. in California (CA license number: 0D73884) and Starr Insurance Agency, Inc. in Nevada and Utah.

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SURPLUS LINES FILING CONFIRMATION

IMPORTANT: THIS FORM MUST BE COMPLETED BY THE SURPLUS LINES BROKER RESPONSIBLE FOR THE SURPLUS LINES FILINGS

NOTE: ALL NON-ADMITTED BUSINESS SUBMITTED TO STARR SURPLUS LINES INSURANCE COMPANY MUST BE PLACED THROUGH A LICENSED (RESIDENT OR NON-RESIDENT) SURPLUS LINES BROKER IN THE STATE IN WHICH THE INSURED IS LOCATED AND THE POLICY IS WRITTEN. WE WILL NOT ACCEPT ANY INDEPENDENTLY PROCURED PLACEMENTS.

In order to ensure compliance with applicable surplus lines laws, you are required to provide the below information. If requested, this information may be provided to a state's regulatory authority as confirmation of the proper surplus lines placement of this risk.

The following policy is written on a surplus lines basis by Starr Surplus Lines Insurance Company:

Policy Number:		**Policy Effective Date:**		**Primary Risk State:**	
Insured Name:					

Individual Surplus Lines Licensee:		**Individual Surplus Lines License Number:**	
Firm Name:		**Firm Surplus Lines License Number:**	

For New Jersey risks, provide the New Jersey SLA #	

Signature:		**Date:**	

I hereby represent and warrant that: (i) I am authorized to submit a resident or non-resident filing; (ii) I am responsible for the collection and remittance of the surplus lines taxes, stamping fees and other charges in connection with the placement of this policy; and (iii) IN NO EVENT WILL STARR SURPLUS LINES INSURANCE COMPANY BE RESPONSIBLE OR LIABLE FOR THE COLLECTION OR REMITTANCE OF THE SURPLUS LINES TAXES, STAMPING FEES OR OTHER CHARGES IN CONNECTION WITH THE PLACEMENT OF THE POLICY.

If you have any questions about the completion of this form, please contact:

slfilingconfirmations@starrcompanies.com

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BIOLOGICAL, CHEMICAL, OR NUCLEAR EXCLUSION

The following exclusion is added to this policy; supersedes any term, provision or endorsement to the contrary in this policy; and applies notwithstanding such term, provision or endorsement:

- BIOLOGICAL, CHEMICAL OR NUCLEAR EXCLUSION

  This policy does not insure against any loss, damage, cost or expense caused by or resulting from any of the following, regardless of any other cause or event contributing concurrently or in any sequence thereto:

  1. The unlawful possession, use, release, discharge, dispersal or disposal of any chemical, bacteriological, viral, radioactive or similar agents or material regardless of who is responsible for the act, whether or not the act is certified as an act of terrorism pursuant to the federal Terrorism Risk Insurance Act, and whether war has been declared or not, and regardless of any other cause or event contributing concurrently or in any other sequence thereto; or

  2. The unlawful possession, use, release, discharge, detonation, dispersal or disposal of any device or material capable of producing a nuclear reaction or the spread of radioactivity, regardless of who is responsible for the act, whether or not the act is certified as an act of terrorism pursuant to the federal Terrorism Risk Insurance Act, and whether war has been declared or not, and regardless of any other cause or event contributing concurrently or in any other sequence thereto.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

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COMMUNICABLE DISEASE EXCLUSION

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided by this policy:

The exclusion set forth below applies to all coverages, coverage extensions, supplemental coverages, optional coverages, and endorsements that are provided by the policy to which this endorsement is attached, including, but not limited to, those that provide coverage for property or time element losses (including, but not limited to, gross earnings, gross profits, business interruption, extra expense, rental value, contingent business interruption, contingent time element, leader or attraction property, and interruption by civil or military authority).

The Company does not insure any loss, cost, damage or expense, directly or indirectly caused by, resulting from, arising out of, attributable to, contributed to, or occurring concurrently or in any sequence with a **communicable disease** or **communicable disease agent.**

This exclusion applies to, but is not limited to, any loss, cost, damage, or expense as a result of:

a. any contamination by any **communicable disease** or **communicable disease agent**;

b. any denial, restriction, or impairment of access to property because of the existence, threat, or suspected presence of any **communicable disease** or **communicable disease agent**; or

c. any deterioration, loss of value, loss of marketability, or loss of use to tangible or intangible property insured hereunder directly or indirectly caused by or arising out of any **communicable disease** or **communicable disease agent**.

No coverage extension, additional coverage, exception to any exclusion, endorsement, or any other coverage grant shall afford coverage that would otherwise be excluded through this exclusion. Additionally, the phrase "loss, cost, damage or expense," as used herein includes, but is not limited to: (a) any cost to clean-up, detoxify, remove, monitor or test: (1) for a **communicable disease** or **communicable disease agent**; or (2) any tangible or intangible property insured hereunder that is affected or suspected to be affected by such **communicable disease or communicable disease agent;** and (b) any time element losses, including any time element coverage extensions, directly or indirectly caused by, resulting from, arising out of, attributable to, or contributed to by such **communicable disease** or **communicable disease agent**.

As used herein, words in **bold** have the following meanings:

"**Communicable disease**" means any infectious or contagious disease:

1. Caused by any **communicable disease agent**; and
2. Regardless of the method of transmission, whether direct or indirect, including, but not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between humans, animals, or from any animal to any human or from any human to any animal.

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"**Communicable disease agent**" means any infectious or contagious agent, including, but not limited to: a virus, bacterium, parasite, or other organism, or any mutation thereof, whether deemed living or not, that causes or could cause disease, illness, or physical distress to human health.

All other terms and conditions of the policy remain the same.

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OCCURRENCE LIMIT OF LIABILITY ENDORSEMENT

A In consideration of the premium charged, it is agreed that the following special terms and conditions apply to, and are made a part of, the policy to which this endorsement is attached:

1. The limit of Liability or Amount of Insurance shown in the Declarations of this policy, or endorsed onto this policy, is the total limit of the Company's liability applicable to each "occurrence" as hereafter defined. Notwithstanding any other terms and conditions of this policy to the contrary, in no event shall the liability of the Company exceed this limit or amount irrespective of the number of locations involved.

2. The premium for this policy is based upon the Statement of Values on file with the Company, or attached to this policy. In the event of loss hereunder, liability of the Company shall be limited to the least of the following:

   a. The actual amount of loss less applicable deductible(s):

   b. The total stated value for the property involved, as shown on the latest Statement of Values on file with the Company, or attached to this policy, less applicable deductible(s);

   c. The limit of liability or Amount of Insurance shown on the Declarations of this policy, or endorsed onto this policy.

B. DEFINITIONS

1. "Occurrence"

   The term "occurrence" shall mean any one loss, disaster or casualty, or series of losses, disasters or casualties arising out of one event. When the word applies to loss or losses from the perils of tornado, cyclone, hurricane, windstorm, hail, flood, earthquake, volcano eruption, riot, riot attending a strike, civil commotion and vandalism and malicious mischief, if such perils are covered by this policy, one event shall be construed to be all losses arising during a continuous period of seventy-two (72) hours. When filing proof of loss, the insured may elect the moment at which the seventy-two (72) hour period shall be deemed to have commenced, which shall not be earlier than when the first loss to the covered property or interests occurs.

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NAMED INSURED: City of Idaho Falls

Maximum Monthly Indemnity

Named Insured: City of Idaho Falls

Policy Number: TBD

Endorsement No.

Issue Date:

Effective Date

The liability of the Company under the Business Interruption Endorsement attached to this Policy shall be subject to a maximum monthly indemnity as outlined below. These amounts shall be part of and not in addition to the Business Interruption sublimit of liability specified in the Declarations.

	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24
Upper Plant Revenue	$ -	$ -	$ 263,688.48	$ 256,026.53	$ 212,718.30	$ 176,294.72	$ 166,805.06	$ 147,393.37	$ 147,393.37	$ 157,315.41	$ 157,315.41	$ 256,026.53
City Plant Revenue	$ 270,685.80	$ 268,181.50	$ 260,594.93	$ 220,886.63	$ 187,933.28	$ 141,500.89	$ 124,096.09	$ 112,296.74	$ 112,296.74	$ 106,691.29	$ 106,691.29	$ 220,886.63
Lower Plant Revenue	$ 238,719.10	$ 243,212.11	$ 246,747.60	$ 241,375.55	$ 197,463.22	$ 163,875.85	$ 156,752.86	$ 135,961.15	$ 135,961.15	$ 149,629.86	$ 149,629.86	$ 241,375.55
Old Lower Revenue	$ 117,849.60	$ 117,849.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Gem State Revenue	$ 829,734.84	$ 1,428,320.78	$ 2,270,776.80	$ 1,917,277.20	$ 1,226,550.00	$ 553,072.80	$ 470,376.00	$ 607,107.77	$ 643,731.75	$ 495,484.14	$ 397,620.00	$ 573,824.00
Total Monthly Revenue	**$ 1,456,989.34**	**$ 2,057,563.99**	**$ 3,041,807.81**	**$ 2,635,565.91**	**$ 1,824,664.80**	**$ 1,034,744.26**	**$ 918,030.01**	**$ 1,002,759.03**	**$ 1,039,383.01**	**$ 909,120.70**	**$ 811,256.56**	**$ 1,292,112.71**

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PRESERVATION OF PROPERTY

We will pay for:

a. Reasonable and necessary costs, over and above normal operating costs, incurred by you for actions to temporarily protect or preserve covered property, and

b. Direct physical loss or damage by a covered cause of loss to covered property removed from a covered property removed from a covered location, provided that such actions or removal is necessary due to imminent direct physical loss or damage to covered property by a covered cause of loss.

The Preservation of Property sublimit of liability as show in the Declarations does not apply to Subsection b. above.

This PRESERVATION OF PROPERTY Additional Coverage does not apply to covered property while in transit.

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SERVICE OF PROCESS CLAUSE ENDORSEMENT

Service of process may be made upon counsel at:

Legal Department
Starr Surplus Lines Insurance Company
399 Park Avenue
New York, NY 10022

or his or her representative, and that in any suit instituted against the Insurer upon this policy, the Insurer will abide by the final decision of such court or of any appellate court in the event of an appeal.

Further, pursuant to any statute of any state, territory, or district of the United States which makes provision therefore, the Insurer hereby designates the Superintendent, Commissioner or Director of Insurance, or other officer specified for that purpose in the statute, or his or her successors in office, as its true and lawful attorney upon whom may be served any lawful process in any action, suit, or proceeding instituted by or on behalf of the Insured or any beneficiary hereunder arising out of this policy of insurance and hereby designates the above referenced counsel as the person to whom the said officer is authorized to mail such process or a true copy thereof.

All other terms and conditions of this policy remain unchanged.

Alliant

Invoice # 2303078	Page 1 of 1
ACCOUNT NUMBER	DATE
IDAHFAL-02	5/17/2023
BALANCE DUE ON	AGENCY CODE
5/27/2023	200
AMOUNT PAID	AMOUNT DUE
	$478,926.55

Boston-Alliant Insurance Services, Inc.
Alliant Insurance Services, Inc. - 8377
PO Box 8377
Pasadena, CA 91109-8377
Phone: (617) 535-7200 Fax:

Idaho Falls Power

140 South Capital Avenue
Idaho Falls, ID 83402

Client: Idaho Falls Power
Policy Number: 23SSLDOLD306181
Insurance Carrier: Starr Surplus Lines Insurance Company

Policy: Commercial Property
Effective: 4/29/2023 to 4/29/2024

Item #	Trans Eff Date	Due Date	Trans	Description	Amount
9584727	4/29/2023	5/27/2023	RENB	Renewal Business Premium	$455,477.00
9584728	4/29/2023	5/27/2023	CFEE	Engineering Inspection Fee	$10,000.00
9584729	4/29/2023	5/27/2023	CFEE	Jurisdictional Inspection Fee	$4,340.00
9584730	4/29/2023	5/27/2023	SLTX	Surplus Lines Tax	$6,832.16
9584731	4/29/2023	5/27/2023	SLFE	Surplus Lines Fee	$2,277.39
				Total Invoice Balance:	**$478,926.55**

PLEASE MAIL A COPY OF THIS INVOICE WITH PAYMENT AND/OR INCLUDE CLIENT LOOKUP CODE/INV#/POLICY# ACH/Wire Reference: Include your ten-digit Client Account Number and Invoice Number (both can be found in the top right of this invoice). E-mail remittances to AccountsReceivable@alliant.com

REMITTANCE ADDRESS

Alliant Insurance Services, Inc. - 8377
PO Box 8377
Pasadena, CA 91109-8377

OVERNIGHT/COURIER ADDRESS

Alliant Insurance Services, Inc. - Lockbox #8377
Comerica Bank
5th Floor
2321 Rosecrans Ave
El Segundo, CA 90245

ACH/WIRE PAYMENTS

Comerica Bank
333 W. Santa Clara Street
San Jose, CA 95113
ABA/Routing Number: 121137522
SWIFT: MNBDUS33
Account Number: 1894398625

ACH/Wire Reference: Include your ten-digit Client Account Number and Invoice Number (both can be found in the top right of this invoice)

E-mail remittances to accountsreceivable@alliant.com.

IMPORTANT NOTICE: The Nonadmitted & Reinsurance reform act (NRRA) went into effect July 21, 2011. Accordingly, surplus lines tax rates and regulations are subject to change which could result in an increase or decrease of the total surplus lines taxes and/or fees owed on this placement. If a change is required, we will promptly notify you. Any additional taxes and/or fees due must be promptly remitted to Alliant Insurance Services, Inc.

IMPORTANT NOTICE: The Foreign Account Tax Compliance Act (FATCA) requires the notification of certain financial accounts to the United States Internal Revenue Service. Alliant does not provide tax advice. Please contact your tax consultant for your obligations regarding FATCA.

Alliant embraces a policy of transparency with respect to its compensation from insurance transactions. Details on our compensation policy, including the types of income Alliant may earn on a placement, are available at www.alliant.com. For a copy of our policy or for inquiries regarding compensation issues

Memorandum

File #: 23-162 **City Council Meeting**

FROM: Corrin Wilde, City Clerk
DATE: Monday, May 15, 2023
DEPARTMENT: Mayor's Office

Subject
Minutes from Council Meetings

Council Action Desired
☐ Ordinance ☐ Resolution ☐ Public Hearing
☒ Other Action (Approval, Authorization, Ratification, etc.)

Approve the minutes from the 7 November 2022 City Council Work Session and the 22 November City Council Meeting.

Description, Background Information & Purpose

November 7, 2022 City Council Work Session and November 22, 2022 City Council Meeting

Alignment with City & Department Planning Objectives

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The minutes support Good Governance community-oriented result by providing assurance of regulatory and policy compliance to minimize and mitigate risk.

Interdepartmental Coordination
N/A

Fiscal Impact
N/A

Legal Review
N/A

November 7, 2022 Council Work Session - Unapproved

The City Council of the City of Idaho Falls met in Council Work Session, Monday, November 7, 2022, in the Council Chambers in the City Annex Building located at 680 Park Avenue in Idaho Falls at 3:00 p.m.

Call to Order and Roll Call
There were present:
Mayor Rebecca L. Noah Casper
Council President Michelle Ziel-Dingman
Councilor John Radford
Councilor Tom Hally
Councilor Jim Freeman
Councilor Jim Francis
Councilor Lisa Burtenshaw

Absent:

Also present:
Pam Alexander, Municipal Services Director
Michael Kirkham, Assistant City Attorney
Randy Fife, City Attorney
Mark Hagedorn, Controller
Josh Roos, Treasurer
Jake Durtschi, Jacob Grant Property Management
Catherine Smith, Executive Director IFDDC
AJ Argyle, Broker, GBS
Ryan Tew, Human Resources Director
Eilene Horn, Human Resources Manager
Jasmine Marroquin, Deputy City Clerk

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

Acceptance and/or Receipt of Minutes:
It was moved by Councilor Francis, seconded by Councilor Burtenshaw, that council receive the recommendations from the November 1, 2022, meeting of the Planning and Zoning (P&Z) Commission pursuant to the Local Land Use Planning Act (LLUPA). The motion carried with the following vote: Aye – Councilors Hally, Freeman, Radford, Dingman, Francis, Burtenshaw, Nay – none.

Calendars, Announcements, Reports, Updates, Questions, and Discussion:
Mountain America Center Ribbon Cutting at 11am on November 28th and will be followed by a public open house at the center from 12pm to 7pm for members of public who would like to see the Center and walk through it. The food venues will be open, and it should be a fun time.
November 29th is the AIC legislative summit in Boise from 9 to 3pm in the Boise Center. They will be going over various items that AIC (Association of Idaho Cities) have been following.
AIC (Association of Idaho Cities) did meet the week before last to review several items they know will be coming up and to identify which items AIC would have a position on or would be supporting. The Idaho Broadband Advisory Board (IBAB) will meet on Thursday November 10th from 1:30 to 4:30 PM Mayor Casper stated that the Advisory Board is looking to understand what is happening in Idaho and want members of the public to take a few moments to share what is happening in their community. The public can watch remotely.

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Liaison Reports and Councilmember Concerns:
Council President Dingman stated on October 24 there was a meeting at the airport to discuss challenges and planning accruing at the airport. She noted it was a good turnout. The master planning process is continuing to move forward, there was an open house on the 20th and hope to hear more about it at our next board meeting. Councilor Hally stated the bids were open for 17th and woodruff and we had two bidders. The work will start next year. 25th street the asphalt poured and should be open in the next few days.
Councilor Radford stated the Zoo is open on the weekends according to weather so you will have to watch the Facebook page. The animals are a little more active in late fall. Councilor Radford stated pickle ball has moved indoor and they have courts available at the rec center.
Councilor Francis presented a few things from Downtown Development. He said on Saturday the 19th is tree lighting and the mayor is bringing Santa clause to the Broadway Plaza and council members are invited to be a part of that. Council members will meet at 5:30 at City Hall to be on Santa's slay which may look like a fire truck. Each Saturday after that there will be a variety events downtown including shop small Saturday on the 26th of November and on December 3rd is Santa's Puppy and children have a good time finding Santa's puppy all around town. Councilor Francis stated the artificial skate rink is schedules to be put together and a ribbon cutting on the 19th. Councilor Francis stated from the police department there is a town hall meeting concerning Crime and Law Enforcement at Eagle Rock Middle school Auditorium November 17th at 6:30PM. Shop with a Cop Saturday December 10th and an event called Adoption Day on Friday the 18th from 3Pm to 5PM to celebrates kids that have been moved out of foster homes into an official adoption.
Councilor Freeman wanted to expand on what Councilor Hally shared regarding 17th and Woodruff. Councilor Freeman stated there were two bids and the lowest bid was about five and a half Million dollars which is quite a bit higher than we programed for BMBO so next week at BMBO we will be doing some shuffling of funds. They have found some addition Federal money, but it does not cover the full increase.
Councilor Burtenshaw stated the water tower bid opens this Thursday. She noted from Community Development Services, City Works company will be in town on site next week.

Community Development Services with Public Works: Discussion regarding Collecting of Fees within Area of Impact.
Directors Cramer and Fredrickson appear to discussion area of impact agreement. Director Cramer stated at the last joint City/County meeting the city imposed some questions about area of impact determining if it was time to re approach that agreement and the County responded with a series of questions back to the City. Director Cramer stated one of the questions had to do with extension of utilities. Mr. Cramer stated as we think as a city weather or not to approach area of impact again, this time unlike several years ago we would hope that city and county staff can do a lot of pre work. Finding what city and county both want and then bring it back to council. Director Cramer pointed out that there are a few questions he and Director Frederickson would like to get direction from council to have a good idea of the parameters to keep in mind when talking to the county staff. Director Cramer stated the first question is, are you interested in extending those utilities, and if so, what does that mean for the policies around it and how the impact fees play into that. Director Cramer stated what he heard in the meeting is unless there is a way to collect impact fees in the county there is not a lot of interest in extending utilities. Director Fredrickson stated they have had conversations with the County and talked about some of the questions they had. Director Fredrickson stated one thing discussed when meeting with the county is to look at that area of impact in smaller segments for example two-year segments to expand. He noted, not the full process, just look at the area of impact. If that area of impact is closer to our existing boundaries the extension of our utilities makes more sense. He said with the opportunity to look at that on a much smaller timeline. It did change our viewpoint on the possibility that would make better since on the extension of those utilities. Mayor Casper stated we know that Counties can have area of impact fees and we know that cities can have area of impact fees, but we are talking about the County collecting the cities-imposed impact fees Mayor Casper stated are you suggesting this would simply require an agreement between the City and County to consider the area of impact a special zone within there jurisdiction. Director Fredrickson agreed but feels it is not who collects them it is more a question can we do this, is it possible. He stated if they get collected and know that it is legal to collect

them, that is the impetus we are trying to have drive the discussion. Councilor Francis wondered if we collect impact fees from development in the County, is that going to enable us to do more cooperative arterial developments on roads that are still in the County but would be impacted by growth. Director Fredrickson agreed it could provide more communication and collaboration on where the funds should be spent. Council members discussed the need for an agreement between the City and County before extending utilities. Mayor Casper stated there would be no reason to move forward at the staff level but to know an agreement could be put together. She said we could extend utilities they could collect impact fees we would ask for a master agreement associated with development of arterials and time frame and responsibilities. discuss what the map would look like and how often we would revisit the conversation about extending the area of impact. Councilor Hally asked what rate we would charge for utilities. Director Fredrickson stated currently we have outside city rates; it is double for water and 110 percent for wastewater and no additional charge for sanitation. Director Fredrickson stated most cities that we have talked to have double the rates outside the city limits until they Annex. Councilor Burtenshaw is interested in extending services into the area of impact and feels in a lot of cases it would be considered infill rather than sprawling outside of it and likes the idea of revisiting the area of impact. Councilor Freeman asked if the county would be incentives to expand the area of impact if we did not do this and is that why they are asking. Director Cramer stated that what he has heard over the years is that one of the main purposes of an area of impact is for the city to say we intend to grow here. He said when development happens it happens in a way that there is a natural transition. If it happens in the county, then when the city gets there, it already has our standards, it has our utilities, so it promotes natural and logical growth. Director Cramer stated over the years what he has heard from the county is that one of the main drivers of having that happen is having the utility in place. He said there has been more reluctance to expand that boundary if the utility is not coming with it because it does not show a logical growth pattern and there has been a little more acceptance moving that boundary if the utilities come with it. Councilor Francis wanted to make it clear that extending utilities would have to be part of a package its more than just agreeing to the area of impact lines as they were drawn 3 years ago, and we extend utilities. He said if we do not improve county, city-wide safety and living for the entire community there is no point in doing this. Council President Dingman noted it sounds like you are adding some things that you want to see in a future area of impact agreement. She said If we provided extension you would want to come to an agreement on arterial road investment etc. Councilor Francis agreed. of

Community Development Services: Discussing parking meters.

Director Cramer stated years ago there was a study done by Carl Walker about downtown parking and one recommendation was to put all parking management under one roof. Director Cramer stated that really did not happen until recently when Idaho Falls downtown corporation created Park IF and began managing the parking. Director Cramer says they are looking for council direction to staff to pursue what is being proposed today. Mr. Cramer stated if we move forward, it will require some changes to city code and it will require an adjustment to the fee Resolution. He noted if you want us to move forward with those two things that is what we are here today to find out if we have direction from council to go ahead and pursue that.

Jake Durtschi appeared and presented information about the recent history of parking he stated park IF took over enforcement about 4 years ago. Mr. Durtschi said parking stations have been installed at interior lots. He explains that Zone parking is a parking system that treats parking next to a store front more valuable than free parking or zone three parking to which you must walk. The parking stations are in the interior lots located in zone two these are short walk parking. The parking stations that we are recommending are not new technology and is consistent with what is happening right now. Mr. Durtschi stated they have also worked out a Software and collections processes. He said Blockface ordinance added to encourage parking turn over. Mr. Durtschi stated Max Clark did research and found that we have a lot of parking but need better management of the parking. Mr. Durtschi stated Brent McClaine is a Planner and has a master's degree in parking and provided a thesis on a downtown parking study. Mr. Durtschi stated they also spent time talking to City of Boise Parking Department to find their best practices. Mr. Durtschi presents a slide referring to the "Carl Walker Study" the study included 37 block area from G street to Cliff Street running north to south and Eastern Ave to Memorial running east to west. There are one

thousand eighty-four street parking spaces and three thousand fifty-four off street spaces. Mr. Durtschi noted we have a lot of parking available and just need some adjustments to the management. Mr. Durtschi says a couple of things he hears often is that people say there is no place to park downtown and that they must leave after 2 hours. He says this will not allow people to go to a dinner and a movie and we do not want them to leave after only 2 hours. Mr. Durtschi says Downtown is the Soul of our community and has Music, art, local food, local culture, and local entrepreneurship and Parking should be positioned to support Downtown's unique market position. Mr. Durtschi says they are looking into the addition of Kiosks and an App called "Park Smarter" that can be utilized to add time to your meter, receive Expiration Notification, extend time on your meter, and allow you to add multiple vehicles and payment information. The fee will be $2 dollars and hour for parking. Mr. Durtschi noted they do not want an enforcement approach they want a customer service approach. Mr. Durtschi is proposing management of zone three with Kiosks. Mr. Durtschi stated the times for parking is between 9am to 6pm Monday- Friday. Council members discussed topics such as how people will pay with cash and how will people pay without a smart phone. Catherine Smith stated for those without a smart phone there will be a text to pay option and the Kiosks could be set up to allow payment with cash. Ms. Smith also noted loading and unloading zones are for the public in need of a quick parking spot to run into a place of business and is not just for delivery truck. Council members are in support and recommend moving forward with next steps.

City Attorney's office: Delinquent tax collection lawsuit by the State against private individual.
Assistant attorney Michael Kirkham appeared via Teams. Mr. Kirkham sated we received notice that we were named as a party in a lawsuit between the Idaho Tax Commission and a property owner here in town by the name of Houtz. Mr. Kirkham stated Mr. Houtz is delinquent on his property taxes and the Idaho Tax Commission is taking action to condemn the property and sell it to pay the tax deficiency. The City has two hundred eighty-five dollar and fifty-one cents City tax lien on the property. Mr. Kirkham stated the City has been named as a party in this property tax condemnation suit in part because of the city's $285 dollar interest. Mr. Kirkham stated the conversation with the attorney generals on this subject, it will cost the city about two hundred dollars to file and make an appearance in this case. Mr. Kirkham stated it does not seem to make sense to spend the money if it does not seem there is a likelihood of recovering the cost. Mr. Kirkham stated talking to the attorney general office it doesn't sound like there will be much left over after the state is satisfied so it would be the legal departments recommendation that we stipulate and agree with the Idaho tax commission that the city does not subject to their priority Mr. Kirkham stated it is very clear in the state law that they have priority. That would excuse the city from participating in this litigation. It would release the $285.51 that the city has lien against the property but with our investigation it seems very unlikely there will be any money left over from the sale. Council members asked questions regarding the implications to the lawsuit if we drop out. Mr. Kirkham explained that this is just asking the court for permission to sell the property at a public auction and with the city stepping out of it, it just makes the question that much easier for a judge. Mr. Kirkham stated it is not going to damage the State's ability to collect those pass due taxes.

It was moved by Councilor Burtenshaw, seconded by Councilor Freeman to write off $285.51 City tax lien and authorize the Mayor to sign the Stipulation for Judgment in ISTC v. Houtz, et al., CV10-21-6689. The motion carried with the following vote Aye – Freeman, Hally, Radford, Dingman, Burtenshaw, Francis Nay – None.

Human Resources, Municipal Services, City Attorney's Office – Requirements and Planning for Self – Insurance
Director Tew stated that we are talking about our health plan. Mr. Tew is presenting slide 1- What is Self-Insurance. He said this is an insurance plan that the employer sets up to fund and pay insurance claims as put forth by a plan document and the Employer designs its own benefit plan. Mr. Tew presents Slide-2 Why Become Self – Insured. Mr. Tew stated It has the potential to eliminate carrier profit margin, it gives control of the plan design to the city, Creates ownership in the plan. Employees have a better sense that their expenses contribute to everyone else's expenses. Mark Hagedorn presents Slide-4 a summary of multi-year plan cost with a hypothetical of what it would have been if we were self-insured. Mr. Hagedorn stated we follow the same methodology as we

do for works comp self-insurance. Mr. Hagedorn stated Self-funded is not intended to be looked at year by year basis it is made to look at like a balance sheet over time. The first year of 2018 to 2021 are represented the same way. The very bottom line on the summery slide-4 which is the Est. Cumulative Differential shows you what the difference is over time. Mr. Hagedorn noted that this data is slightly skewed because of COVID-19. People did not go to the doctor as much in 2020 when people started going back out you can see in 2021 it is a very high year for claims. Mr. Hagedorn pointed out that when talking about health insurance the Plan year is the start of that year and is not the fiscal year. AJ Argyle stated the last column on the summary is the PEPM (per employee per month) cost in self-insurance you do a per employee per month cost so if you were to fund those medical claims and figure out what the cost is per employee per month and pharmacy claims, the total gross claims per employee per month and with the stop loss premium we get a credit per employee per month back so you can get a total estimated net claim per employee per month. Mr. Hagedorn noted what is important to know is when there is savings in a self-insured funded program it is designed to that program, and it stays in that program. In self-insured the third party will pick the rate and the council will have control of what the plan is. Mr. Hagedorn stated the reason for going self-insurance now is not to save money it is to mitigate the increase, control the plan, and gain ownership. Mr. Tew stated the first thing we needed to do was make sure there is adequate funding, we have set aside $4,222,890 this is a reserve as protection to make sure we have enough in reserves for excess claims and we have this money in a trust fund. Mr. Argyle stated the Idaho department of insurance requires any governmental entity to always have 30% reserves and for the City of Idaho Falls that would be between $3.1M - 3.6M dollars and we are above that. Mr. Argyle stated we will have an actuary set the rates based on our experience and the goal is to not take anything from that account. Mr. Hagedorn noted however if we are at a deficit at some point in the year than we would have to fund that somehow. Mr. Argyle stated we will also have our aggregate that adds layers of protection. Discussion regarding steps to becoming self-insured include Adequate funding, Creation of Trust, Selection of trustees, Bond for Trustees, and Tax ID number assigned to the Trust, as well as Retaining Third party Administrator (TPA). Mr. Kirkham stated once the money is set aside into the trust it is for the backup of the insurance and will be outside the council's ability to take back or control. Mr. Hagedorn stated Municipal Services will still manage the accounting and finance function of the trust and there will be a third-party audit at the end of the year. Mr. Argyle talked about additional aggregate insurance. He stated if we spend 10M a year on our health insurance we will buy the $200,000 specific that will protect us on any claim over $200,000 the insurance will come in and cover for each individual belly button on the plan. Mr. Argyle stated we buy the aggregate at $11M. If our claims go over $11M the aggregate will kick in and pick up those claims over the $11M. Mr. Argyle stated once we have everything finalized and the rates are set, we will submit our application to the Department of Insurance. Mr. Argyle noted there is a lot that goes into that and can take 30 to 60 days and expect to have it excepted by August or September 2023. Mr. Tew noted in the Summer 2023 HR will start communicating to Employees.

There being no further business, the meeting adjourned at 5:39 P.M.

s/Corrin Wilde
Corrin Wilde, City Clerk

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

Thursday, November 22, 2022 7:30 PM City Council Chambers

1. **Call to Order**

Present: Mayor Rebecca L Noah Casper, Council President Michelle Ziel-Dingman, Councilor Radford, Councilor Hally, Councilor Freeman, Councilor Francis; and Councilor Burtenshaw

Also present:

All available Department Directors
Michael Kirkham, Assistant City Attorney
Jasmine Marroquin, Deputy City Clerk

2. **Pledge of Allegiance**

Councilor Burtenshaw led those present in the Pledge of Allegiance.

Mayor Casper directed some order changes to the agenda due to continued software glitches. Mayor Casper added (D) Municipal Services and renumbered the items following Municipal Services.

3. **Public Comment**

Laura Bordeleau lives in Idaho Falls. Ms. Bordeleau does services for Children's mental health including day treatment and community-based rehab. Ms. Bordeleau is an intern studying to be a social worker. Ms. Bordeleau is advocating for increased funding for children's mental health services as well as increased funding for substance abuse. Ms. Bordeleau stated that it is a huge problem in the City with fentanyl use and deaths. She is asking for the City's help in funding as it would benefit those services, especially children's health.

It was moved by Council President Dingman, seconded by Councilor Freeman to Remove 5A1 Approval Related to Airport with the good faith reason that Council made that decision in a work session on November 21, 2022; renumbering and organization of agenda; remove 6 (which would be 5 after renumbering) executive session, and remove 7A1 (which would be 6A1 after renumbering) related to settlement; and moving the item related to Mayors authority E1 confirming Mayors authority to accept donations, The motion carried by the following vote: Aye – Burtenshaw, Hally, Radford, Dingman, Freeman, Francis. Nay – None

4. **Consent Agenda**

A. Office of the Mayor

1) Appointments to City Boards, Committees and Commissions
2) Art Objects & Cultural Items Collection Loan Request Form

B. Public Works

1) Resolution to Adopt a Revised Snow and Ice Control Policies and Procedures Manual
2) Iona Bonneville Sewer District (IBSD) - Request for Sewer Service Area Expansion

C. Idaho Falls Power

1) IFP 23-05 Meter Inventory for Idaho Falls Power
2) IFP 23-08 York Substation Relays and Racking

D. Municipal Services

1) Bid IF-25-03 Main Line Materials for State Projects
2) Bid IF-23-05 Steel Refuse Containers – 30 yards
3) Treasurer's Report for September 2022
4) License Applications all carrying required approvals

It was moved by president Ziel -Dingman, seconded by Councilor Radford to approve, accept, or receive all items on the Consent Agenda according to the recommendations presented. The motion carried by the following vote: Aye – Councilors Hally, Burtenshaw, Dingman, Freeman, Francis, Radford. Nay –None

5. Regular Agenda

A. Fire Department

1) Bingham County Ambulance Service Agreement

Chief Nelson stated he is presenting a renewal of an agreement for Advanced Life Support Transport Services with Bingham County. He stated this is a decades old agreement, and this is a 1-year renewal in the amount of $102, 047.00 to cover the cost of transport services in the portion of Bingham County where they do transport for injured people. Chief Nelson indicated it is an increase of just under 3%.

It was moved by Councilor Freeman, seconded by Councilor President Dingman to Approve the Ambulance Service Agreement between the City and Bonneville County and give authorization for the Mayor and Deputy City Clerk to sign necessary documents The motion carried by the following vote: Aye- Francis, Dingman, Freeman, Hally, Radford, Burtenshaw. Nay – None

B. Public Works

1) Professional Services Agreement with Forsgren Associates, Inc., for widening of the Idaho Canal Bridge at the 17th Street and Holmes Avenue Intersection

Director Fredrickson stated that this is to widen the Idaho Canal Bridge at the 17th Street and Holmes Ave., intersection, and the reasoning for this project, is that it was approved for ARPA funding to establish a right turn bay to accommodate traffic on 17th Street east bound traffic turning onto Holmes. Director Fredrickson stated that it is the most needed traffic improvement in the town currently. Director Fredrickson stated that the bridge would need to be extended on the north side over the Idaho Canal and leave the curb line on the south line to minimize impact on right of ways and gain the needed improvements. Cost is $84,839, and the work is anticipated to be completed in 6 weeks once approved. Director Fredrickson stated that the pedestrian refuge island would go away, and the proposed analysis shows the intersection improvement would move the curb line further out into Holmes Ave., right of way and take out the pedestrian refuge island. He stated that it would increase the safety of the turning movement and provide additional pedestrian accommodations to utilize the canal pathway that begins north of here on the Idaho Canal. Director Fredrickson stated that Public Works had sought funding for this improvement for some time through Federal funding and other grant opportunities, and they have not been successful on the grant applications in the past. Director Fredrickson stated they did submit it for ARPA with the description that they had tried every other avenue. Councilor Burtenshaw added that

originally, they were asking for $3 million for this project, and they offered to take less on the project and work through it, which was helpful to the overall ARPA funding of more projects. Director Fredrickson stated there were compromises associated with that, and they will continue to seek other funding opportunities as they become available, but the ARPA funding allocated for this project was three quarters of a million. Director Fredrickson stated this is anticipated to take 6 months to do the design, the bridge extension would happen 1 year from now, and then the intersection would follow.

It was moved by Council Burtenshaw, seconded by Councilor Hally to Approve the Professional Services Agreement with Forsgren Associates, Inc., and authorize the Mayor and City Clerk to execute the document. The motion carried by the following vote: Aye – Councilors Hally, Francis, Radford, Dingman, Burtenshaw, Freeman. Nay – None

2) Bid Award - Well 3 Elevated Tank

Director Fredrickson stated that they have been working on this project for some time and they have a lot of public interest in this project and the overall cost. Director Fredrickson stated they opened bids on November 10 for this project and the City received 2 bids from the 4 prequalified contractors that had gone through the process for the prequalification needs. The low bid was from Phoenix Fabricators Erectors, LLC in the amount of $8,936.00, which was $734,000 lower than the second bid received, and the engineer's estimate was for $9,174,000. Staff has conferred with a design consultant and discussed a bid award and recommended the bid received. If awarded a notice to proceed would be issued as soon as practical, and a preconstruction meeting would be scheduled, once preconstruction meeting is held, they can talk about time frame, and start the public involvement process to make sure everyone is aware when the construction will start and what will be expected. The bid project schedule includes a substantial completion date of September 24, 2024, with final completion required by October 15, 2024. Director Fredrickson stated that once this tank is up and running, they would bid for the removal of the tank, with earliest date being October 2024.

It was moved by Councilor Hally, seconded by Councilor Burtenshaw Approve the plans and specifications, award to the lowest responsive, responsible bidder, Phoenix Fabricators and Erectors, LLC, in an amount of $8,936,000.00 and give authorization for the Mayor and Deputy City Clerk to execute the necessary documents. The motion carried by the following vote: Aye – Dingman, Burtenshaw, Francis, Freeman, Hally, Radford. Nay – None

C. Idaho Falls Power

1) OEMR Energy Resiliency Grant Program - Idaho Falls Downtown Constitution Alley

Idaho Falls historic downtown has three remaining alleys with overhead power lines. These lines present unique operational and aesthetic issues. This infrastructure is difficult and costly to upgrade and underground due to limited workspace in downtown alleyways. IFP secured a grant through OEMR to reimburse 50% of the cost for underground power lines between Constitution and B Street alley. Mayor Casper stated that Idaho Falls Historic has 3 H structures remaining and will this take care of all 3. Director Prairie stated that this takes care of 1.

It was moved by Councilor Radford, seconded by Councilor Freeman Approve the Idaho Falls Downtown Constitution Alley electrical services underground project for a total cost of $750,000.00, approve the Idaho Office of Energy and Mineral Resources (OEMR) Energy Resiliency Grant Program Rebate Agreement which reimburses the city for $375,000.00, and give authorization for the Mayor and City

Clerk to execute the necessary documents. The motion carried by the following vote: Aye – Freeman, Radford, Burtenshaw, Francis, Dingman, Hally. Nay – None

2) South Fork Archers Lease Agreement
Director Prairie stated that the South Fork Archers have been utilizing this property for years with a prior agreement with Parks and Recreation on property that is going to be a future substation sight for Sand Creek Substation. Director Prairie stated that in the meantime the archers needed a location to do activities, and Director Prairie worked with them to find a win/win that benefited the community and Idaho Falls Power. Director Prairie stated that within the agreement they have come to terms that they will maintain the property to save the City money and maintenance on upkeep; and they are required to have public hours on the weekends to allow others in the community to shoot on the weekend. Councilor Dingman asked why they settled on 4 years for the term. Director Prairie stated that it is not too long not too short, and 4 years they could break ground on future substation.

It was moved by Councilor Freeman, seconded by Councilor Radford Approve the South Fork Archers, Inc. Lease Agreement for real property at the future Sand Creek Substation site and give authorization to the Mayor and City Clerk to execute the necessary documents. The motion carried by the following vote: Aye – Burtenshaw, Hally, Dingman, Radford, Freeman, Francis. Nay – None

D. Community Development Services

1) Quasi-Judicial Public Hearing - Planned Unit Development (PUD) and Reasoned Statement of Relevant Criteria and Standards, Bentley Townhomes.
Mayor Casper opened the public hearing for PUD on Bentley Townhomes and ordered all items presented to part of the official record.
Applicant: Barry Bane, Connect Engineering, 2295 N. Yellowstone, Idaho Falls, Idaho. Mr. Bane presented a PUD for Bentley Townhomes. Slide 1 – aerial Mr. Bane showed the property is located east of Woodruff and south of Lincoln. He indicated that a preliminary plat for the entire area had continuation of Bentley and then included this lot that is 8.5 acres with proposed 25 buildings and each building would have 4 townhomes, for a total of 100 townhomes in the PUD. Each townhome is individually platted and can be sold individually, which is the main purpose for bringing this PUD. Mr. Bane stated that they are not seeking variances from PUD code or R3A zone. He said that they have met all codes and requirements. Mr. Bane stated that part of the requirements is the 25% common space that they have throughout the site, multiple amenities, 2 required, and they are proposing 3 or 4 with a playground, picnic areas, etc. throughout the site. Mr. Bane stated that they are planning 3 separate phases beginning on the east side to incorporate a natural hammer head turn around, middle is phase 2, west is phase 3. Mr. Bane stated that they have talked to the fire department, and this area only has 1 access to it off Bentley, until Quail Drive continues down from Lincoln. Mr. Bane showed that there is a note that states that if there isn't 2 access to the site before more than 30 units are built, the units will be fire suppressed, or they must have a second access. Mayor Casper asked if it is 29 homes and then 30 makes 2 Access points required, or 31, and then they require 2 access points. Mr. Bane was unsure if it was 30 + or up to 30. Mr. Bane tells clients up to 29. He said the first phase is 28 units, they do have 13 guest stalls, 10% landscape islands for the requirement. Mr. Bane stated that R3A allows 35 units per acre, and they are at 11 units per acre. He said they worked with engineering and Public Works on the PUD and Bentley Way. Bentley will be constructed prior to this, as they have worked with engineering and Public Works. Councilor Francis asked about the lack of trees on the south and east side. Mr. Bane stated that the main reason is it is required on the west (commercial requires landscape buffer) and north side (along public street required buffer). Mr. Bane stated it would be difficult on the east side as

there is a feeder ditch for irrigation, and a strip that provides City of Idaho Falls Power 30' power easement along there and the other side of the easement is Crow Creek Canal, and no trees could be possible on the east side. He said the south side has a lot of landscape, and the lot stops short of the canal, and there is a piece of canal property, and the room there is open, and trees were not needed to obscure anything. Mr. Bane stated that without a PUD they could not plat to individual ownership, and they want to be able to sell, not just rent. He said they did follow the minimum 2 parking per unit on this PUD, and he feels that this PUD could have a higher unit per acre if they could lessen the parking and there would be more availability for housing. Bane added that in this PUD the 10% landscape island breaks up the parking, but that is a constraint on the PUD, but that wouldn't change with the PUD vs R3A, as it is just a requirement.
Community Development Services Director Brad Cramer stated the applicant covered all details and that the PUD does comply with the requirements. Slide 6 – Proposed Elevation Director Cramer showed the Townhomes with 4 units per building. Slide 7– site view Director Cramer showed that the property is undeveloped. Director Cramer showed the Meppen Canal Trail that has a Federal Grant that will pay for this for a number of years. Director Cramer showed the PUD site to the south side of the Meppen Canal, and the property line ends shy of the canal and the canal company owns the parcel, and it is not an easement. Director Cramer stated that when they talked about what can be done, maybe a bridge or a pathway that would connect around the east side down the canal, it is contingent upon canal company approval, and a condition on the PUD to require a bridge, or something else, would be a condition upon another property owner's approval, which is not an appropriate condition. Slide 9 – street view looking north from Kearney. Director Cramer showed that if there was a stub path it could connect (pending canal company approval) with the access road, which would get the pathway to the sidewalk on Kearney and then cross the bridge and connect north or south to the pathway. Slide 10 site photo looking east. Showing 2 car dealerships and shows site behind the right dealership. Also shows the canal and where the pathway is intended to be on the south side. Director Cramer stated that Planning and Zoning recommended approval. Director Cramer stated that the inability to plat the individual lots is a product of the Subdivision and Zoning Codes as a residential lot must have frontage on and access to a public street, and these units front a parking lot, or private street. Director Cramer stated that the guest parking stalls are not required by the Code as they met the 2 stalls per unit, and the 10% parking lot landscaping is required when there are more than 24 stalls.
Councilor Francis asked about the connection stub for a pathway and requiring a connection stub on the southeast corner. Director Cramer stated that there is nexus between that requirement and the City's plans to connect and the southeast corner is the most logical place. Councilor Francis confirmed that requirement would require an amendment to the motion and RSRCS.
No one appeared in support or opposition. Mayor Casper closed the public hearing.

It was moved by Councilor Francis, seconded by Councilor Burtenshaw Approve the Planned Unit Development for Bentley Townhomes as amended to include an extension of sidewalk on the southeast corner to the southern property line with the exception that PUD will. The motion carried by the following vote: Aye – Hally, Radford, Francis, Dingman, Burtenshaw, Freeman. Nay – None

It was moved by Councilor Francis, seconded by Councilor Burtenshaw to amend the Reasoned Statement of Relevant Criteria to include the statement extending the sidewalk on the southeast corner to the southern end of the property Amending roman numeral 1 to add a new line 6 changing the numbering 6 through 12 all down 1. Amending Roman numeral 2 adding the statement requiring the extension of the sidewalk on the southeast corner to the southern border. Line number 6 will start with the wording "PUD will include". The motion carried by the following vote: Aye – Francis, Dingman, Freeman, Hally, Radford, Burtenshaw. Nay – None

It was moved by Councilor Francis, seconded by Councilor Burtenshaw Approve the Reasoned Statement of Relevant Criteria and Standards as amended for the Planned Unit Development for Bentley Townhomes and give authorization for the Mayor to execute the necessary documents. The motion carried by the following vote: Aye – Dingman, Radford, Francis, Burtenshaw, Hally, Freeman. Nay – None

E. Municipal Services

1) Impact Fee Appeal – Fall Creek Homes

Mayor Casper opened the Hearing for Impact Fee Appeal and indicated that they would be flexible and informal, but asked for the hearing to be orderly, and asked Council Members to be directed through the Chair for attention, and go one at a time, and asked Appellant to address the Chair for direction. Mayor Casper presented that City Code Title 10, Chapter 8, Section 10 A2 and A4 are reasons for appeal. (1) To appeal the decision to charge an impact fee for a development; (2) Seeking refund of fees paid. Mayor Casper indicated that they will first hear from Appellant; then Impact Fee Administrator and any other City representatives; and back to appellant for rebuttal. Throughout they will facilitate Council questions. Appellant: Ryan Jacobsen appeared on behalf of Fall Creek Homes. Also present is Brad Pickett, Developer of Southpoint Subdivision. Mr. Jacobsen stated that this appeal has been difficult for Fall Creek Homes because Fall Creek Homes works daily with City representatives on developments and they want to maintain good working relationships. Mr. Jacobsen wants to focus on specific issues and concerns on 13 lots in the Southpoint Subdivision, Division 11. He said the facts are straight forward and no questions. Mr. Jacobsen stated that Division 11 of Southpoint Final Plat was recorded on April 22, 2022, and on May 9, 2022, Fall Creek Homes applications for building permits were accepted for processing shown on the City's eTrackit System, for 13 lots in the division. On May 12 of this year the City adopted its fee schedule for developing impact fees, and June 1, 2022, the impact fee schedule took effect. In August Fall Creek was invoiced for building permit applications to pay fees and the development impact fee was included on that invoice on the 13 lots. Jacobsen stated that those are undisputed facts. Mr. Jacobsen stated that he has included in the appeal email correspondence between himself and City representatives. Mr. Jacobsen stated that in an email dated August 16, 2022, from Chris Canfield, Jacobsen read "Impact fees are applicable at the time of the building permit issuance." On August 16, 2022, an email from Brad Cramer, Jacobsen read "If the applications came in after May 1, 2022, and the permits were issued by June 1, 2022, then the fees do not apply." Jacobsen stated that the City is basing the assessment of the development impact fee on date of issuance on the building permits and were the building permits issued before the effective date of the impact fee or not. Mr. Jacobsen stated there was additional email correspondence, and there was a reference of miscommunication and a lot of confusion on the part of the City making certain representations to Fall Creek Homes about deadlines and whether impact fees would be assessed. The City's position on that from Brad Cramer was first an acknowledgment and an apology in an email dated August 17 from Brad Cramer, Jacobsen read "We also recognize that the City had some incorrect messaging on this early on, and we tried to rectify, but obviously didn't catch everyone." Mr. Jacobsen read from another email correspondence later the same day between himself and Brad Cramer, "I'm sorry for the confusion caused during the roll out process." Mr. Jacobsen is concerned with the assessment of the impact fees on these lots due to the confusion of the roll out process. Mr. Jacobsen stated that the Fall Creek Homes administrative assistant and Mr. Jacobsen had multiple conversations with various City representatives and they at every contact, they were sure to confirm whether development impact fees would be applied towards the 13 lots in Division 11. Mr. Jacobsen stated that one City representative called Mr. Jacobsen to say the City is not able to issue the building permits right now because there is one item remaining to be done in the division, and Mr. Jacobsen asked if this would affect us on impact

fees, and the response was no, you have filed an application for building permits and should not be affected. Jacobsen stated that was the first time that he knew that they weren't going to issue permits on the 13 lots. Mr. Jacobsen stated that he immediately contacted Brad Pickett, the developer, and told him he just became aware that the development is not ready and asked what is going on. Mr. Jacobsen and Mr. Pickett discussed whether they need to be concerned with respect to the impact fee, and he told him No, that the information he received from the City was no. Mr. Jacobsen stated that this happened during the month of May, and the City's position has been that the development wasn't ready by June 1, to issue a building permit. Council President Dingman asked what piece of the application was missing. Mr. Jacobsen stated that there was nothing missing. Mayor Casper asked what the substance of the phone call was. Mr. Jacobsen stated that the phone call was saying that their application was complete, but the City had contacted him saying that there was one sewer line that had not been connected, but the application was complete, accepted, and in the processing period by the City. Mr. Jacobsen stated that in discussions with David Burt, Mr. Burt stated the permits were ready to issue prior to June 1, but the City had held off on tying in a sewer line. Mayor Casper asked the date of the phone call. Mr. Jacobsen stated between May 9, and prior to June 1. Mr. Jacobsen stated his conversation with Mr. Pickett after the call with the City was to say this needs to be taken care of, and Pickett asked if they need to worry about impact fees, as that was on everyone's mind during the roll out. Mr. Jacobsen again told Mr. Pickett, no, because they had submitted their application. Mr. Jacobsen stated that had at any time a City representative told them that they are basing it off the date of issuance, and you will pay impact fees if the permit is not issued before June 1, Fall Creek would have done whatever it took to get it done. Mr. Jacobsen stated that if Mr. Pickett would have known that the impact fees would have been accessed if the building permits had not been issued. The City claims they were waiting on a bond to guarantee that the final sewer line would be completed, and Mr. Pickett stated that he would have taken a blank check to the City to file the bond that day. Mr. Jacobsen stated that the bond was set and paid on June 22, and that is part of the City's argument saying that Fall Creek should pay impact fees on the 13 lots because the bond wasn't paid until June 22. Mr. Jacobsen reiterated that if they had known the City's position was to go on issuance date, they would have taken care of that. Mr. Jacobsen stated that they feel it is unfair to hold them responsible to pay the impact fees on these lots, when there is misinformation and confusion that had been acknowledged by Brad Cramer (incorrect messaging). Mr. Jacobsen believes that Fall Creek Homes should not be damaged as they relied on the incorrect messaging that was given. Mr. Jacobsen stated that they are concerned about the City's position on the assessment of impact fees being based on the date of issuance, rather than the date of filing the application, and that position is contrary to the City's Ordinance and Idaho Law. Mr. Jacobsen stated that the City Ordinance 10-8-2 dealing with authority, applicability, and Effective Date (d) states "Applications for building permits received by the City prior to the effective date of this chapter, or amendments to this chapter adopting impact fees or amending or adopting any methodology by which impact fees are calculated, shall be exempt from that portion of this chapter. Mr. Jacobsen quoted this language in email correspondence to the City asking why the fees were being assessed, and the response was that the language doesn't apply here because the City adopted its fee schedule in a separate resolution. So, the specific language in the ordinance says applications for buildings permits received by the City prior to the effective date of this chapter, or amendments to this chapter, and the argument and the position of the City was the fee schedule was not an amendment but done separately. Mr. Jacobsen asked the Council to imagine that instead of passing the resolution, the Council had amended the Ordinance. Mr. Jacobsen feels that this language should be applied even though the Council adopted this in a separate resolution. Mr. Jacobsen stated that when they look at Idaho Law, governing the development impact fee ordinance, part of that Idaho Statute 67-8204 (17) "A development impact fee ordinance shall include a schedule of development impact fees for various land uses per unit of development. Idaho Statute requires a fee schedule, and Mr. Jacobsen raised that issue

at the hearing when the impact fee ordinance was approved. Mr. Jacobsen stated that there is still no Impact Fee Schedule set forth in the Ordinance and so it appears that the City is skirting around the language or the Ordinance by saying that this wasn't an amendment, so this language doesn't apply, but it is clear from the Ordinance that when applications for a building permit are received prior to the effective date of the impact fees, then it is exempt. Mr. Jacobsen feels the language is in the Ordinance because Idaho Law requires it. Mr. Jacobsen sited case law in his appeal memo, and as late as 2021 Idaho Supreme Court has reiterated that an applicant for building permits rights are determined by the Ordinance in existence at the time of filing an application for permit (Southfork Coalition v. Board of Commissioners of Bonneville County) Mr. Jacobsen asked Council to look at the date of the application for the permit was filed, and what is the effective date of the development impact fee, and that analysis will show through eTrackit that on May 9 the applications for building permits were submitted, accepted for processing, and at that time no fee schedule was in existence, because it was passed May 12, and effective June 1. Jacobsen feels it is legally impermissible for the 13 lots that were filed for prior to the effective date for them to be assessed an impact fee. Mr. Jacobsen will give Brad Pickett the floor to give his concerns. Councilor Francis asked about an email that Jacobsen wrote that was included in the packet, there was referenced to an attempt to file April 29, and eTrackit wasn't working, how does that fit into the argument, and did you file on May 2. Jacobsen stated that for purposes of the appeal and this hearing, he feels that eTrackit is undisputed so that is what he is arguing, but they did attempt at the end of April to submit the application. Mr. Jacobsen's administrative assistant tried to submit the application on April 29 and called the City and was told it's ok you have until June 1, and that is one of the points of miscommunication and incorrect messaging. Councilor Hally asked if the whole issue is when an application is approved. Mr. Jacobsen clarified it is when an application is filed, and quoted Idaho Supreme Court "An applicant's rights are determined by the ordinance in existence at the time of filing for the permit."

Brad Pickett, 5286 Trading Drive, Idaho Falls, Developer on South Point Division 11.

Mr. Pickett stated that the process of approval and development gets gray. Mr. Pickett stated that the plat gets approved, recorded, and then they work with engineers (City and developers), contractors, and to make sure everything is done moving forward. Pickett stated that this division had a storm drain missed by both Engineers from a previous division years ago, that needed to attach to Division 11 that was out in the middle of a field. Mr. Pickett stated that the first he heard about it was in April when they told him that this storm needs to be connected to Division 11 storm to continue to the pond. Mr. Pickett stated that he was advised that the storm pond needed to be connected to move on. Mr. Pickett stated that when this happens and something is not completed, then the contractor or developer will provide a bond to guarantee it will get done. Mr. Pickett stated that they worked with the City engineers to determine the bond, and from the day of recording, they were working, and it takes a while to determine the amount of a cash bond. Brad Pickett does cash bonds on other divisions, like Division 10 he has $50,000 that the City is holding. Pickett stated that during this process as the impact fees are rolling out there was confusion. Pickett knows the City will not issue the permits until they have the cash bond. Pickett stated that in this case, when he knew they were turning things in, the dates were confusing on the roll out. Pickett stated that he was unconcerned to get the amount determined to get a check to the City by June 1, and had he known, he would have doubled the amount that was estimated and would have paid the cash bond earlier. Mr. Pickett stated that he was under the assumption that permits were turned in, and when they were not issuing the permits, he asked about the impact fee, and he didn't worry about it. Mr. Pickett stated that he was not concerned because his development agreement pays the impact fees on this division. Mr. Pickett stated that he has a signed development agreement from March 29, that the impact fees on this division were paid. Mr. Pickett assumed that the development agreement covered the impact fees, and they wouldn't go after the builders for the impact fees on this development. Mr. Pickett doesn't feel legally they can double dip and that is what the City

would be requiring by requiring Pickett to pay the impact fees, and then turning around and asking the builder to pay the impact fees on that division. Mr. Pickett understands divisions moving forward his impact fees are not on that. Mr. Pickett feels this is a clear appeal and he is not complaining about future fees, but on this fee on this division, there are some legal issues. Mr. Pickett stated that the impact fees and fees being attached to the ordinance, he had 3 attorneys look at that and there are developers chasing that, and he feels it is not legal currently because the resolution Is not attached to the ordinance. Mr. Pickett urged the Council to quickly amend that. Mr. Jacobsen recognizes this is the first appeal hearing that it has had, but it is factual that this hearing today is late under the City's impact fee ordinance, as the appeal was submitted on September 2, and the City's Ordinance states that they shall be provided a hearing within 30 days of the appeal. Mr. Jacobsen stated that they did submit a letter to the clerk and Ms. Alexander indicating that it was late. Mr. Jacobsen feels it continues to go towards the confusion on the roll out. Mr. Jacobsen stated that there was so much incorrect messaging going on, and there should be some grace. Mr. Jacobsen stated that since they didn't get the appeal hearing within 30 days, there are due process concerns and this body could find that because they are outside of the prescribed time period, they can grant the appeal on that basis.
Assistant attorney Michael Kirkham is representing Fee Administrator, as it makes sense to have one central person highlight what is going on, but they do have everyone that has been involved present and they are prepared to provide, if needed, as much in-depth information as the Council desires. Mr. Kirkham presented Slide 1 - What date did Fall Creek Homes submit a complete building permit application to the City. Mr. Kirkham feels that the Appellant and the City agree on the law, on a lot of the facts, but the main disagreement is what constitutes a complete building permit, and when that complete building permit, in this case, was filed. If there was a complete building permit application filed before June 1, then Council should refund the fee, but if it was complete after June 1, then Fall Creek Homes was obligated to pay the fee, and Council should deny the appeal. Mr. Kirkham wanted to address the statements made that the Ordinance is invalid in its entirety because the fee schedule is only referenced in the Ordinance and not attached thereto. Mr. Kirkham stated that they have looked at different City's in Idaho and how they do it, and how it is rolled out in City Code, and they have found examples of both ways; with impact fee ordinances with a detailed fee schedule set out in the Code itself; and there are places that have a separate external reference fee schedule that is made a part of the ordinance. Idaho Falls has a fee schedule that is external and incorporated by reference. Mr. Kirkham stated that part of the confusion on the roll out had to do with the City complying with the requirement to notice fee changes in a newspaper before they were adopted. Kirkham stated that May 1 was supposed to be the effective date for the Ordinance and Fees, and so when City staff was saying to get stuff in by May 1. There was a printing error, and the City was unable to get the two-week advertisement in to the newspaper, and on May 12, they met the 2-week deadline, and that fee ordinance was approved and then became effective June 1 to make an allowance for people who had applied after the Impact Fee Ordinance was effective, but no fee to apply because the fee schedule hadn't been approved as required by Idaho Code. Mr. Kirkham stated that June 1 is now the deadline that matters, as that is the first time that there was an effective fee schedule to be calculated and applied. Slide 2 - Impact fees are owed when a completed building permit application is submitted to the City. The Ordinance states that the fee payor shall pay the fee following application for a building permit, and prior to the issuance for that permit. Mr. Kirkham stated that the City imposes the duty to pay the impact fee when they received the completed building permit application and that is prior to when the City issues the permit, it all happens the day that everything is submitted, and staff can react to that. Slide 3 - What is required for a complete building application. Kirkham stated that a building permit application is complete when the City has received everything it needs to issue a permit. Kirkham stated that the City's practice is not the only thing that establishes what a complete building permit application is, as this City has adopted the 2018 International Building Code and there is a definition for

what a building permit application is. Kirkham read from 2018 International Building Code Section 105.3 and there isn't a dispute that most of what was required was included in Fall Creeks building application, they included the identity of the work to be done (residential house); described where the work was going to be performed; indicated use and occupancy for which the work was intended; it was accompanied with all the appropriate construction documents that are required under the International Building Code; they stated the valuation of the work; they signed it; but they did not include other data and information that was required. Kirkham indicated that Brad Pickett testified that he has known that there was a requirement to have a subdivision guarantee attached to the building permit. Kirkham stated that City Council has adopted a Subdivision Ordinance that states that prior to an issuance of any building permit a guarantee of completion shall be provided (Section 10-1-12(A) Slide 4 - Mr. Kirkham stated that the dollar amount that is required to be paid is sourced from the developers engineer. Mr. Kirkham stated that the cost estimate for the subdivision and the public improvements that are within are submitted and approved by the City and to get to the dollar value, you take the development cost estimate, add 10% and then you get 150% of that and you get a variety of different ways to satisfy that amount, including a surety bond, cash deposit, certified check, negotiable bond, or irrevocable bank credit are accepted by the City if that is submitted. Mr. Kirkham stated that you must have the Guarantee of Subdivision Public Improvements, that is established through the developers engineer and their estimate that is checked off by the City Engineer, and that must be submitted to have a complete application. Mr. Kirkham stated that this subdivision started with an application for a preliminary plat. December 23, 2020 the City received the application for preliminary plat, and there were a lot of reviews on that plat, and some of the issues was the developer shifted gears and changed the divisions so that the Division 11 had lots moved out of it, and there was a restructuring, and the main issue was a dispute over public improvements that were required to be on the subdivision plat, including a sewer line extension and a storm water connection on the property. Slide 5 – Map of Plat. Mr. Kirkham showed the pipe that needed to be connected and the storm water connection that needed to be made. He stated that as that was going forward and they were working through that, the City held to its guns that the sewer line needed to remain and it was approved on March 24, 2022, and the developer paid an inspection fee, which included the developer's cost estimate for the subdivision guarantee, and that included the public improvement calculations for everything including the disputed sewer pipe and storm water, and the estimate was $1,700,081. The guaranteed amount was calculated and approved pursuant to the subdivision ordinance on March 29, but the developer didn't submit a guarantee that was acceptable to the City because there was a dispute on whether or not the infrastructure was appropriate or acceptable, and that is why the subdivision improvement guarantee was not paid at that time. Mr. Kirkham stated that the final plat was approved by Council on April 14, 2022. The City was working at the same time on the impact fee ordinance and on April 1, the fee became effective, and between May 6 and May 9 the developer initiated some housing permits for application that included all of the things the international building code requires, except the public improvement guarantee bond. On May 27, the City's review of everything that was submitted was completed but the permit was not issued because there was no guarantee. On June 1, the impact fee schedule became effective and after that date, all completed building applications were subject to the fee. On June 15, City Public Works and Developer agreed to modify the requirements, and the developer requested a revision to be made to the subdivision guarantee, and the City provided on June 22, and they approved the revisions, and reevaluated the guarantee at $1,717,000, which is less than the $1.78 million from previous estimate on March 29. On June 22, the developer paid the public improvement guarantee. On August 22, the building permit fee was paid for the 2 lots, including the impact fee being paid under protest on the 2 lots that are a part of this appeal. Mr. Kirkham stated that if they apply that timeline to the City's Code, it is the City Staff's position that the Fall Creek Building permit was not complete until it provided a subdivision guarantee that is required by the City Code. City Staff agrees with Fall Creek, that a

developer is entitled to the law in effect at the date they submit their application. You do not want to change the game plan when you are halfway down the field. Kirkham stated that entitlement is only available when the application is complete. Mr. Kirkham stated that it is a property right in the application because it gives you something, it gives you the privilege to exercise a right. Slide 6 – Mr. Kirkham stated that the entitlement is only available when the application is complete. Mr. Kirkham stated that you only get a constitutionally protected private property interest when it is something the City has no discretion over, which is called a ministerial act. The Ministerial Act means you must act on it because you have no other choice. Mr. Kirkham stated that building permits are an example of a ministerial act the City performs. An applicant comes in and submits plans, the City reviews the plans to make sure they are consistent with City Code, and if they are, then the City is required to issue the permit if the application is complete, but if it is not complete, City Staff cannot do anything because there is no discretion. If you receive everything on an application for a building permit except one piece, you don't have a completed building permit, you have part of it, and you do not get the constitutional protection for a property right until you have fulfilled all the requirements, and the City would have no choice but to issue the permit. Mr. Kirkham added that an incomplete application cannot save your place in line or preserve the law at the time of your incomplete application. Mr. Kirkham defined ministerial duty as a mechanical response that a governmental official must do as a feature of their office; as opposed to discretionary action, that is a decision that a governmental official can make based from reasoning and criteria that gives leeway to do something that is different. Mr. Kirkham gave examples of discretion and ministerial (PUD = discretionary). Mr. Kirkham stated that if there is a complete application you have everything, and the permit must be issued. He indicated that Council needs to interpret its own ordinance and determine when it is that an application is complete. Slide 7 - Kirkham stated that an application is complete when everything is met. Kirkham stated that the 2018 International Building Code's Definition of what is a building application and what other parts have been added to that. Kirkham showed all the requirements that are disputed that Fall Creek Homes met but Fall Creek Homes didn't give other data and information that is required by the building official or the City, and what that is, is a construction guarantee payment for public improvements. Mr. Kirkham stated that the language in the Building Code states that it has to be provided prior to the issuance of a building permit because it is part of the application. A permit is not something that City Staff has any discretion over. City staff received building permits on May 6, and May 9 that were not complete and were not completed until June 22 when the subdivision guarantee was paid. Kirkham stated that is after June 1, and City Staff then assessed an impact fee, because the impact fees had been active for 22 days. Councilor Hally asked about a final inspection from an official from the City, as there was a reference made that their engineer forgot or didn't think about the connection that needed to be made, and that the City engineer forgot too. Mr. Kirkham indicated that Councilor Hally is talking about the public development work that needed to be done and Mr. Kirkham deferred to Assistant Director Chris Canfield. Mr. Canfield stated that they had a plan as part of the preliminary plan planning, they had a line to take the storm water through the prior development down to a final storm pond to the south. Canfield stated that during the plan reviews they pointed out that they need to make the connection, and they had a requirement for the sewer stub. Canfield stated that by policy they extend utilities to neighboring developments. Mr. Canfield stated that in March there was a quoted $1.78 million subdivision guarantee fee, and at that time, there was a calculation done to calculate the inspection fee and the subdivision guarantee and that effort is the same for both of those fees, and that is when the inspection fee was paid, when he was progressing through with this development. Mr. Canfield indicated that Mr. Picket chose to proceed with construction throughout the summer, and then came and talked to staff about the revised developments. Mr. Canfield stated the choice is to complete all the subdivision improvements, and then there is no guarantee of completion required, because everything is constructed and accepted by the City. He said in May or June, they didn't have the as-built plans from

Mr. Pickett's engineer. Mr. Canfield stated that they could verify that the subdivision guarantee does allow for when portions of the development are completed, you can reduce that subdivision guarantee to the remaining applicable amount. Mr. Canfield stated that they verified that the paving was done, that the storm line was missing, and they did discuss the sewer stub, and stated that they could live without it in this case because the road was constructed, as there was a miscommunication in getting the sewer stub extended and they felt like by the time they take out the road for the sewer stub, they would be projecting how the development would go to the east of that, and what phases would be benefited by the stub. Mr. Canfield stated they felt like instead of tearing up the road, they can prolong the effort and remove the requirement. Mr. Canfield indicated that the total subdivision guarantee in June was $150,000 based on 5% to get the finalized punch list items as he can submit his as built packages from his engineer. Councilor Hally stated the developer realized he had to get the guarantee and checked with someone in the City and was told he was ok, and not worry about the impact fees. Mr. Kirkham stated what is unusual in this case and other development that has occurred and will occur after this, is that impact fees were becoming a thing in the middle, so it is probably typical that there are a lot of moving pieces happening at the same time, and the developer might not realize that their permit application isn't complete until they are looking for permits, and staff tells them they can't issue because they haven't complied with everything. Councilor Hally stated that a developer can make an application with several things not complete. Mr. Kirkham agreed that City staff will start the review and work through things they have so they don't' hold up development, but if they do not have a complete application, they cannot execute the ministerial duty to issue the permit. Councilor Hally confirmed that the fees don't have to be attached to the ordinance. Mr. Kirkham stated the fees are attached to the Ordinance, as they are incorporated by reference. The Fee Ordinance references the Fee Schedule, and other City's including Coeur d' Alene do it that way, and other City's do incorporate it in its entirety. Mr. Kirkham stated the International Building Code is adopted entirely by reference by the City in City Code. Council President Dingman asked Mr. Kirkham to verify that Council is considering for the appeal, whether the interpretation of the Fee Impact Administrator (Director Alexander) and her decision to invoice for impact fees based upon Council's intent of the Ordinance and the way the Ordinance is written, and whether that was correctly applied. Mr. Kirkham agreed that they should question whether staff is interpreting Council's Ordinances correctly. Council President Dingman asked if the argument Mr. Kirkham is presenting is that when the Fee Administrator looks at the Ordinance, they look at the evidence, and if they have a complete building permit application, regardless of any other conversation or opinion. Mr. Kirkham stated that is the only way to interpret it. Mr. Kirkham stated that the only actions that can bind the City are what the Council has approved, per the Ordinance. Mr. Kirkham stated that if you rely on something that conflicts with the law it is to your detriment. Councilor Francis asked what Mr. Kirkham feels 10-86 says where the word complete is not included in that statement. Mr. Kirkham stated that the word is not in there. Mr. Kirkham stated it suggests that there is a completed application on which a permit can be issued. He said staff aren't going to issue that permit before impact fee is paid because staff has no discretion on whether they issue a building permit or not, they are only doing a ministerial duty. Mr. Kirkham stated that if you think like a robot, and follow words exactly, "following an application, but prior to the issuance" what could that mean. If you get an incomplete permit, you cannot issue it, and if you have a complete you should issue, but this says wait until the impact fee is paid, and he interprets it that way, and feels he is correct. Councilor Radford asked at what point did Mr. Kirkham think the Developer knew they had an incomplete application as it seems like it was complete on eTrackit, and he hasn't heard anything to make them think they had an incomplete application. Mr. Kirkham stated that everyone is on notice of what the City's Ordinance is, and ignorance is no defense. Councilor Radford stated that if he submitted an application and it was accepted on eTrackit he feels his application is complete that would be an indication that they met everything needed by May 9 and prior to June. Mr. Kirkham stated that Mr. Picket knew the subdivision

needed to be paid, and the reason it was delayed was due to a disagreement, and when the City conceded it was paid immediately. Council President Dingman asked if they pay the guarantee in eTrackit. President Dingman asked if there is information in eTrackit. Mr. Canfield stated that when the guarantee is provided, they post in eTrackit under the plat module the details of the guarantee. Council President Dingman asked if on the applicant's side, when they apply for a permit in eTrackit, do they pay $1.7 million in eTrackit, or is that hand delivered check. Mr. Canfield stated that the tracking of the development permit in eTrackit is under the plat program, and it is to track if building permits are allowed, if the subdivision improvements associated with the plat, and if the bond has been provided, those are marked and adjusted as they are received. Council President Dingman asked again if the bond is provided for the applicant to the City through eTrackit. Mr. Canfield stated it is an exchange back and forth where it is a calculation, so the check is provided in hand, or a bank credit. President Dingman confirmed that you cannot complete an application in its entirety just by going online. Mr. Canfield stated that they have received deposits via credit card and applied remotely, but 90% it is the case they appear in person.
Councilor Radford asked Director Brad Cramer that on May 30, did Cramer feel it was a complete application. Director Cramer indicated that he did not. Councilor Radford asked why not give them a call. Director Cramer stated that the status of permits was changed to ready to be issued on May 27, and whether staff contacted them or not, he doesn't know. Councilor Radford stated that they were trying to make it happen smoothly, and he doesn't feel that the appellant knew they were in the risk, but Director Cramer knew on May 30 they were in risk. Councilor Radford asked if the City knew on May 30, did the appellant know on May 30, or was this discovered when they went out to bill and it was discovered they should have been billed. Director Cramer stated that typically when a permit is ready to be issued and if the building department staff knows that one of their check list is to make sure the plat is recorded and the fees are paid with other departments, they will check to see if it has happened, and then when a developer calls asking if their permit is ready to be issued, they will tell them it is ready to be issued, but you need to do … and they will give them the outstanding list of things. Councilor Radford asked how many other people were in this same way on May 30. Director Cramer put together a list of outstanding residential permits before the established June 1 date, and they decided how much time to get them issued. They put an emphasis on getting the ones submitted, including these ones, ready to be issued before June 1, and they were ready, but because they were incomplete, they could not issue the permit. Director Cramer stated that it was known that the subdivision guarantee must be taken care of before a permit was issued and given the dates that were discussed in the timeline, it was known, and the number was known in March. Councilor Radford asked if they have a complete application, they are supposed to take payment for the impact fees, and this wasn't done here, so the City obviously thought the developer wasn't going to have to pay impact fees. Director Cramer explained that that when a building permit comes into the office, the only thing that is collected at that time that they deliver the application, is a plan check fee. Director Cramer stated that fee covers the cost for staff to review the permit, and once the permit is ready to be issued, they don't issue until they collect the remaining fees which are the building fees, and the impact fees, so they would not have collected an impact fee until they are physically handing over the permit.

Councilor Radford read 10-8-6A it says, "imposes the responsibility to pay an impact fee and the City has received a complete building permit application prior to when the City issues a permit." Director Cramer stated that "prior" they pay the fee, and the City issues the permit. Director Cramer clarified that it is simultaneous. Councilor Radford stated that in this case, they would have done that, and why didn't they collect an impact fee, if they thought it was after June 1, they would have wanted to get the fee. Mr. Kirkham feels an impact fee was owed, and they could not get the permit until they submitted a complete application with the subdivision guarantee paid on June 22. Mr. Kirkham stated that the

application was not complete and having the subdivision guarantee is an integral part of having a complete building permit application. Councilor Radford asked about the process for a developer to know when their application is complete, and at what point did they know. Mr. Kirkham stated that on March 29 when the City approved the developer's estimation of the public improvements guarantee at that point the developer had all the information needed to comply on March 29, and for whatever reason it wasn't paid until June 22, after they asked for a revision, and that revision was approved. Mr. Kirkham stated that it is clear as you are working through the plating process, that you are not going to get building permits, and you need to have the plat and the subdivision guarantee paid before a building permit will be issued. Councilor Radford asked about the due process question and why the Council shouldn't just deny on that basis. Mr. Kirkham stated that there is not a good excuse on why the hearing didn't occur, other than it was the first one and staff was struggling with what was being asked and there is a mechanism in the Code that allows you to have the Fee Administrator weigh in first before an appeal, but there is not a good excuse. There was a procedural due process error, but what is the remedy for the delay, and that is the real question. Mr. Kirkham stated that the answer is to give the process that is due and that is being addressed tonight with the hearing that is currently taking place. Mr. Kirkham stated that the second part is to ask what prejudice or injury, or other ill effect occurred because of the delay. Mr. Kirkham stated that if the delay is so unfair that there is no possible way to give a fair hearing, then you can conclude that the only remedy for the violation is to grant the appeal based on that basis. Mr. Kirkham stated that the City Code doesn't specify what the consequence is for a delay. He said that what is at stake is a refund, and the City held onto the money longer than it should have, and if they are not entitled to a refund, then they aren't entitled to anything, and what injury did they sustain. Mr. Kirkham stated that the remedy owed is to provide the process due, with the hearing tonight and to weigh out what the possible effects could have prejudiced the applicant and to weight those in favor of the applicant. Mr. Kirkham doesn't feel that the delay was so severe that it required throwing out this hearing and throwing out the Fee Administrator's ability to appear and justify the fee. Councilor Radford stated that on June 22 the Public Improvement Guarantee was paid, but they didn't hear until August 22 that they were going to have to pay the impact fee, why didn't they tell them on June 22 that they should pay the impact fee. Mr. Kirkham stated that they did know that, and it was paid under protest. He noted that there are 13 permits being appealed and impact fees are paid on 2, and they are asking Council to determine no impact fee is owed on the others. Mr. Kirkham stated that there are some development agreements that impact road a bridge fees, and will pull permits that are subject to impact fees, and that is built into the code on how to address that, and when those come up, a developer is entitled to an adjustment on that, and the advice that City staff has been operating under, is to not double dip, and the cases where those road and bridge fees have already been paid to apply that as a credit towards the impact fee. Kirkham stated that it is being addressed but is not sure if it was addressed in this case. Councilor Burtenshaw asked if the only thing that was collected that would no longer be in effect was the road and bridge fee, and she assumes it was collected in order for the application to be complete. Mr. Kirkham understands that those are paid on a schedule, and they are not a part of the building permit application. Mr. Canfield stated that the arterial road and bridge fee that is referenced in the development agreement is on a 2-year schedule, and by ordinance that is defined. Mr. Canfield stated that as of last Friday they did a follow up and they did a development agreement, they executed it in March 29 and there was 10% of that fee that would be due, and in the following month the controller's office issues an invoice for it. With verification of payments those would be evaluated and addressed accordingly. Mr. Canfield stated that the Treasurer's office emails him the status of those notes and as of last Friday they hadn't been paid, so they are in a situation that they will have to address it. Mr. Canfield stated that they can amend the agreement to address it to remove the fees. Councilor Burtenshaw asked for clarification as she understood what Mr. Canfield said to mean that up to this point, no road and bridge fees have been paid, and there needs to be a

modification of the development agreement, or if it has been paid, it will be credited toward the impact fees. Councilor Francis asked if the development guarantee would show up in eTrackit. Mr. Canfield stated that each lot has a plat, and each plat has a parent project, and when they create a building permit project, they look at the parent project, and there is a subdivision tab to check for the allowance if that plat is ready to have a building permit issued. Councilor Francis asked if the developer had access to that information. Mr. Canfield is not sure of the details on what the developer has access on eTrackit. Councilor Francis asked if he understands correctly that the development guarantee element to finish out the approval, would have been in eTrackit during this time period, so it was accessible by the developer. Director Cramer agreed with Councilor Francis understanding. Council President Dingman asked if this is their first project for the developer in the City of Idaho Falls. Director Cramer stated it is not. Councilor Francis feels it is odd that they have the rule about responding within 15 days and then the 30-day period, and the word Shall is very clearly in that section of the Ordinance, and there is no consequence spelled out. Council President Dingman clarified the word consequence for the word remedy. Mr. Kirkham stated that in the Idaho State Code there is a requirement for jury trial within 6 months, and if you don't then that is a violation of the Statute, very often that doesn't occur, and what happens is Court's see if there was good cause for the delay, and as part of that they look at what prejudice or injury or difficulty was caused while waiting, and if those prejudices are so severe, it makes the meaning behind the trial inert. Mr. Kirkham stated that there is no dispute that there has been a due process concern, and they are now giving process that is due, and now they need to look at what injury happened, and what can you do about it. Mr. Kirkham feels it is up to Council and they need to ask what the injury was on the delay.
Mayor Casper directed Council to look in their packets Part D under appeals, as that sums up what they are trying to decide tonight. Mayor Casper asked Kirkham about the phone call, who made it, when it was made, why they made it, and whether it has status or merit and value, but she feels it did throw off the judgment of the appellant. Mr. Kirkham stated that the law in Idaho (City of Idaho Falls vs. HK) a party that the City had a contract for a certain piece of land, said that the City had released that party from their obligation to convey the property because the City's parks and rec director had told the contracted party that the City didn't need the property and the contracting party relied on the statement and never conveyed the property. Later the City was doing inventory and one of the properties was this parcel, and when the City did due diligence to utilize the property for the project, they discovered that the deed had not been delivered, and they asked the party they had a contract with, and asked the party to make good on its contractual obligation, and the party claimed they had, and the City released them from it City Council had no idea, but the party that had the contractual obligation was told in a parking lot, that they didn't have to give that property and they relied on that promise. Idaho Supreme Court stated that only the actions of City Council can bind the City and there is no apparent authority for City's employees to make promises that are not based on off the City's Codes, Ordinances and if you rely upon those promises, you do so at your detriment. Mr. Kirkham stated that legally it is irrelevant to what happened on the phone call, and the Council is free to interpret the Ordinance, but it is the actions of the Council that bind the City, and not promises of City staff. Councilor Radford stated that legally he is spot on, but from a standpoint of giving service, that is a nightmare. Councilor Francis asked if the guarantee of the development had been paid by June 1, they would not be here. Mr. Kirkham stated that if the application was complete and that would have included the subdivision guarantee, and if it was paid before June 1, they would not be here tonight.

Appellant: Jacobsen disagrees with Kirkham's legal analysis with respect to City Council being the only body to hold the City responsible for something. Mr. Jacobsen is not familiar with the case that Mr. Kirkham referenced but based on the facts in that specific case the City Council only one that had the authority to deal with those issues. Mr. Jacobsen has represented municipalities, and he has dealt with

cases where representatives of a municipality have made representations that bound that municipality. Mr. Jacobsen feels it is absurd to make an argument that only the City Council can bind the City. It's a question of apparent authority, and it is not the City Council that would tell Fall Creek Homes that their application is complete, or not, it is other representatives of the City that make that decision and bind the City. Mr. Jacobsen stated that due process on this matter, and in his experience, he has never seen a criminal defendant miss his 6 months (Speedy Trial) without the Court having the Defendant knowingly waive that, because if it is missed that Defendant has charges dismissed, unless speedy trial was waived before the Judge. Mr. Jacobsen stated that the deadlines within the ordinance were missed, and the appeal that has been initiated should be granted based on procedural due process grounds. Mr. Jacobsen stated that there is no case law or basis to determine injury, and the injury is there was a due process violation. Mr. Jacobsen stated that implying that the cure is to give this hearing, ignores rules, and allows the rules to always be ignored. Mr. Jacobsen stated that it has been alleged that a building permit application was incomplete because the developer didn't pay something until June 22, but he still paid it, so why do we hold him to the deadline, and there is a double standard. Mr. Jacobsen asked for due process violation and grant appeal.

Mr. Jacobsen stated that the date of filing the application is what is applicable. The City Council has in its packet all the email correspondence on what the City's position was, and no time was the argument made, that Fall Creek Homes application was incomplete. What was said in the past was City is going by date of issuance of the permit, and now today they want to conflate the issuance versus application filing. Mr. Jacobsen stated that Director Cramer said that they are simultaneous, and that is not true, and Idaho law has specified that the filing of the application is the date to look at, not the issuance date. Mr. Jacobsen read from case law of Idaho Supreme Court "The Policy undergirding this rule is to prevent local authorities from delaying or withholding action on an application in order to change or enact a law to defeat the application." Mr. Jacobsen read from another Supreme Court case " The rule is an outgrowth of the well-established principle that legislation does not ordinarily have retroactive effect." Mr. Jacobsen stated that the rational for the rule is permitting a City to apply an amendment to a previously filed application would allow a City to withhold action on a permit. He said that is the reason for the rule. Mr. Jacobsen stated that the developer filing the bond had no bearing on the application for building permits, and it is a separate issue. The builder Fall Creek Homes files for building permits, and the bond is a developer issue. Mr. Jacobsen stated that what caused the delay in filing and submitting his bond, was there back and forth between the City on what the amount was to be, and he didn't have an amount from the City until June 22 when he paid it. Jacobsen stated that you should go by the time of filing the application, which was May 6 and May 9. Mayor Casper asked why there was no urgency, knowing there was a June 1 deadline looming, to resolve the dispute by June 1. Mr. Jacobsen stated that the reason there was no pressure was because representations made by City representatives, and they said not to worry about the impact fee as you've already submitted your applications for permits, so no impact fee will be assessed. Mr. Jacobsen stated there was some urgency to get the permit to build homes.

Councilor Burtenshaw asked if a different builder had purchased one of the lots, would it have appeared that the application was complete to submit the building permit and move through the process. Burtenshaw confirmed Fall Creek Homes is the builder and Fall Creek Homes got the applications and they looked complete, and the developer had not completed his portion of the agreement by paying the bond, but the builder was not issued the permit because the developer had not completed his portion. Mr. Jacobsen agreed and stated that Fall Creek had no idea that it was an issue. It was not until later that the City said this must be done before it is issued. Mr. Jacobsen has seen in other cities that the city will not accept a building permit application unless everything has been done up to that point. He said it bolsters the concern about confusion. Councilor Hally asked if a developer and a builder are prepared for something, and they know they have a deadline approaching, and they know they cannot meet all of

the requirements to qualify and they are going to have to pay taxes, and they say just "file an application". Mr. Jacobsen stated that that application would not be accepted. Councilor Hally asked how they can deny an application unless you accept it and make a ruling that you don't meet the requirements. Mr. Jacobsen has represented Teton County TCR vs. Teton County, and the County has denied accepting applications because they were incomplete. Mr. Jacobsen stated that there was no indication of that here. If it was the City's position that Fall Creek's application was incomplete, he would have expected the application be rejected and they would need to refile. On May 27 eTrackit showed the permits ready to issue. Mr. Jacobsen stated that they had been accepted, gone through the process, and deemed a status of ready to issue. He said that it was a bond on the developer's end was what was needed, and they would have met it if they knew the City was going to go from date of issuance, and Idaho Law states you go by date of filing the application. Mr. Jacobsen stated that Kirkham's' PowerPoint didn't show that the bond is required for a complete application. Mr. Jacobsen showed the Power Point that showed what is required for a complete building permit application. He said it shows from the 2018 International Building Code 105.3 what is required and everything in that list was provided in the applications, and that is why they were accepted, that's why they were deemed ready to issue. The next point is the City requires a building permit application be submitted with the paid subdivision guarantee. The developer of a subdivision within the City shall be required to construct and install all public improvements and drawings for each subdivision, or phase thereof prior to the issuance of a building permit. Mr. Jacobsen stated that they are mixing up the filing of an application and an issuance of a building permit. The application was filed on May 9 and that is the date that they look to, and what law existed on May 9 when Fall Creek Homes filed the applications, and at that time there was no impact fee. Mr. Jacobsen has asked to be reimbursed for the two building permits that were paid under protest and remove the assessment on the remaining 11 lots. Mr. Jacobsen first requested the Council to procedurally vote on the due process violation and whether they need to proceed to determine anything further. Mayor Casper asked if the Council needs any additional information. Councilor Hally has no questions and wants to vote on whether they approve or deny. Councilor Francis stated that he cannot see a remedy unless appellant shows damage. Mr. Jacobsen stated that the damage was the process violation in and of itself, the Ordinance mandates that it be held within 30 days, and it was not, so that is the damage, is the due process was violated. Brad Pickett stated that the reason whether this hearing is legal is due to a date that was not met, and the reason for the hearing is because a date was not met. Mr. Pickett asked how it can be ok for the City to ignore the hearing date and still move forward, but as a developer, he cannot be allowed to a date and move forward because there was no damage that can be proven. The law doesn't say that damage must be proven. Mr. Pickett stated that in the future he will be held accountable for a date he missed by 3 weeks, and the Council missed a date by 3 weeks, and they are willing to overlook that, but not overlook Mr. Pickett's missed date. Councilor Radford asked when in eTrackit did they find out this was incomplete. Pickett stated that they never found it was incomplete. Councilor Radford asked about the March 29 date. Mr. Jacobsen stated that March 29 is when the development agreement was entered and that did not establish a bond amount. Mr. Pickett stated that the $1.7 is not in question, as that $1.7 million was from 2 years prior to that for the subdivision. The only thing in question is what needs to be completed. Councilor Radford is trying to establish when the City told them they screwed up. Mayor Casper indicated that there was never a message conveyed like that. Mr. Pickett stated that they were going off application, and they didn't know until they got fined the impact fees that it was different. Mr. Jacobsen asked Mr. Pickett when he was made aware of the amount of bond to be paid. Pickett stated that when he got the number, he wrote the check. He said he is not blaming anyone; it's a process and they work with engineers and contractors to come up with amounts. Mr. Pickett stated that if Director Cramer's office had made a call to the builder telling them their permits are ready, and we are now going off issuance, instead of application, Mr. Pickett would have written a check that day to make

sure it would happen. Councilor Radford asked if there was any delay getting the money once the amount was given. Mr. Canfield stated that they met on the 15th of June, and they were talking about improvement requirements, and met on the 21st of June and established a value based on the removal of the pipe and the need for the acceptance of the remainder of the subdivision. Mr. Canfield stated that the $1.7 in March was based on the inspection fee calculation, and public improvement cost estimate that sets the value for the subdivision guarantee. Councilor Radford stated that it would be fair to say that he knew on June 21 what he needed to pay. Mr. Canfield stated it is an ongoing process with Director Cramer, and they will go an evaluate what has been complete within the subdivision, and then they took 5% for punch list items to allow them to do an inspection and his engineers are doing their as built package at the same time and they are trying to work with them on the acceptance process. Mr. Canfield agreed that there was no delay in payment. Council President Dingman asked if they could not calculate the improvement guarantee because they were in negotiations regarding the public improvements. Canfield stated that they had an email exchange to say the value was based on the inclusion of those extensions or sewer stubs and they had met later to set that value. President Dingman asked when the decision was made. Mr. Canfield stated that the decision was made on the 21st of June. President Dingman stated that staff did not delay providing that number, but negotiations had not been completed prior to that date. Mr. Canfield agreed and stated that they could have done a subdivision guarantee to include those improvements on June 1, had they sat down to do them. Mr. Pickett stated that the confusion is application versus acceptance, and if the City had been clear at that point, the State Statute is very clear on application as well as the ordinance is clear on application, it doesn't say completed application, it doesn't say issued application, it just says application. Mr. Pickett stated that they were working as fast as they could with Mr. Canfield, and if he had known on May 27 there was a question and it is on issuance, and this must happen, they would have worked something out to make it work.
Mayor Casper closed the hearing.
Council members deliberated. Mayor Casper asked if anyone was ready for a motion.
Councilor Freeman doesn't believe harm was done and is not addressing due process.

It was moved by Councilor Freeman, seconded by Councilor Hally to deny the appeal. Motion died with the following vote. Aye - Councilors Freeman, Hally, Dingman. Nay – Councilors Francis, Radford, Burtenshaw.
There is a tie vote and Mayor Casper can vote as the tie breaker.
Mayor Casper stated she is going to vote no, because she would like to give space for another motion to come forward that may compromise and capture more than just a 50/50. Mayor Casper stated that if that doesn't work, the same motion could be made again if no compromise could be made, and she might have to vote yes at that point. Councilor members discussed compromise as there was a miscommunication on the city part. Council President Dingman added that they can modify the impact fee, refund, reimburse, so you could approve the appeal with a particular remedy. Mayor Casper stated that the application was not complete, and it is not unreasonable to think that complete is required, but the City bears some responsibility.
Councilor Francis moved council revise the appeals settlement in recognition that the City to a degree failed to communicate fully at both ends of this process and suggested establishing a 10% revision (10% of the year being late in June compared to 1st of June). President Dingman clarified that 10% revision means 10% refund on the fees. Councilor Francis agreed and stated that a month late is essentially 10% of the year. Councilor Radford asked if they get a 10% discount on the remaining lots that weren't paid. Councilor Francis understands the appeal is for 2 lots. Mayor Casper clarified that the appeal is to refund 2 lots and wipe away 9. Councilor Francis wants to apply the 10% to everything, not waive the fees. Councilor Francis agrees with Burtenshaw that there is no argument whether the resolution fees were in

the ordinance. Councilor Francis stated that the discount is only because of a degree of miscommunication at both ends. President Dingman clarified that they motion would create a refund of 10% of the fees that have already been paid and apply a 10% discount to the future impact fees for the rest of the lots. Councilor Francis agreed and stated that the City has some responsibility for miscommunication on both ends. Councilor Freeman asked Francis to add something about it being this specific piece of the development, so that it doesn't apply to the development after this hearing. Councilor Francis agreed that it only applies to the properties listed in the appeal. Councilor Freeman second the motion. Council President Dingman clarified that the motion made by Councilor Francis is to provide a 10% refund of the fees paid and apply a 10% discount to the future fees that would apply to the lots that have not been finalized that are specified in the appeal documents. There was discussion about the amounts being quoted. Councilor Freeman asked for a reminder on the motion. Mayor Casper recapped the motion - Offer a 10% refund for the 2 impact fees that were paid on 2 lots under protest, which would amount to approximately $1,040.00 and apply a 10% discount to the remaining lots that are part of this appeal which would amount to approximately $527. Per lot with 11 lots remaining.

It was moved by Councilor Francis, seconded by Councilor Freeman to Offer a 10% refund for the 2 impact fees that were paid on 2 lots under protest, which would amount to approximately $1,040.00 and apply a 10% discount to the remaining lots that are part of this appeal which would amount to approximately $527. Per lot with 11 lots remaining. The motion carried with the following vote.
Aye – Councilors Freeman, Burtenshaw, Francis, Dingman, Hally. Nay – Councilor Radford.

Mayor Casper stated the wording that Councilor Francis used was to devise an appeal settlement, so under the remedies that were available to the Council, it included the option of modifying the amount of impact fee, so they chose to modify the amount.
Mr. Kirkham stated that he understood that the City's contribution to the miscommunication and delay that were held on this appeal, damaged the appellant in an amount that was approximately 10% of the fee which is why it is being refunded. Mr. Kirkham asked if there were any other aspects of the appellants that were persuasive. Mr. Jacobsen clarified that it was miscommunication on both ends. Councilor Francis agreed. Mayor Casper stated that the attachment of the fee schedule by reference did not hold sway and they determined to reject the due process argument as carrying weight.
Mr. Kirkham stated he going to write up a written conclusion and Council should look at that with liberal editing to make sure that staff got Council's intention correct, and there will be another vote to approve the Findings of Fact and Conclusions. Mayor Casper asked that Council see it prior to the 5th. Mr. Kirkham will try to get that to the Council in advance of the work session. Mayor Casper stated that she was wrong when she said due process argument didn't hold sway, because it did, because Councilor Francis mentioned both ends, hence the other end is the 30-day date. Dingman agreed that is how Francis calculated the amount in his proposal.

G. City Attorney

1. Resolution confirming Mayor's authority to accept donations on City's behalf

Assistant City Attorney Michael Kirkham appeared and presented the following:
Mr. Kirkham indicated that someone has left a bequest to the City that requires the Mayor to accept some securities. Mr. Kirkham indicated that a resolution is needed to get that accomplished, that authorizes the Mayor, as well as Rebecca Casper specifically as the person who can receive that. Mr.

Kirkham stated that the City has done things like this in the past that are similar, but it didn't satisfy the people that are holding the funds and securities for the City, so this will make someone happy.
Mr. Kirkham stated that the Mayor typically signs the resolution with a certification of the City Clerk, and the people doing the bequest stated that would not be acceptable, and the Mayor could not sign it and be identified as the person to receive it, so they have put on the resolution that Council President will sign instead.

It was moved by Council Freeman, seconded by Councilor Burtenshaw to Approve Resolution confirming Mayor's authority to accept donations on City's behalf. The motion carried by the following vote: Aye – Councilors Burtenshaw, Hally Radford, Dingman, Freeman, Francis. Nay – None

6. Announcements

Thanksgiving, no work on Friday, shop small Saturday, cyber-Monday, giving Tuesday. Grand opening to Mountain America Event Center.

7. Adjourned

There being no further business, the meeting adjourned at 12:00 AM

s/ Corrin Wilde
Corrin Wilde, City Clerk

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

Memorandum

File #: 23-166 **City Council Meeting**

FROM: Chris H Fredericksen
DATE: Tuesday, May 16, 2023
DEPARTMENT: Public Works

Subject
Agreement for Professional Services with Keller Associates for Well 5 Booster Pump Facility

Council Action Desired
☐ Ordinance ☐ Resolution ☐ Public Hearing
☒ Other Action (Approval, Authorization, Ratification, etc.)

Approve the Agreement for Professional Services with Keller Associates, Inc., and authorize the Mayor and City Clerk to execute the document (or take other action deemed appropriate).

Description, Background Information & Purpose
The purpose of this Agreement is to establish a contract providing design services to include project management, final design, bidding, and construction administration for the Well 5 Booster Pump Facility project.

Alignment with City & Department Planning Objectives

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☒

This project supports the community-oriented result of reliable infrastructure by improving the Well 5 booster facility.

Interdepartmental Coordination
Project reviews will be conducted with all necessary city departments to ensure coordination of project activities

Fiscal Impact
The agreed cost to perform services is a not-to-exceed amount of $346,700.00. Funding to complete this project will be provided by the Water Fund. Sufficient funding and budget authority exist to complete the work associated with the Agreement.

Legal Review
The Agreement was prepared by the City Attorney Department.

2-38-30-2-WTR-2019-15
2023-038

AGREEMENT FOR PROFESSIONAL SERVICES RELATED TO WELL NO. 5 BOOSTER PUMP FACILITY DESIGN PROJECT FOR CITY OF IDAHO FALLS, IDAHO

THIS AGREEMENT FOR PROFESSIONAL SERVICES RELATED TO WELL NO. 5 BOOSTER PUMP FACILITY DESIGN PROJECT FOR CITY OF IDAHO FALLS, IDAHO, ("AGREEMENT"), is made and entered into this _____ day of _____, 2023, by and between the City of Idaho Falls, Idaho, a municipal corporation of the State of Idaho, P.O. Box 50220, Idaho Falls, Idaho 83405 (hereinafter "CITY"), and Keller Associates, Inc., 305 N. 3rd Ave., Suite A, Pocatello, Idaho 83202 (hereinafter referred to as "CONSULTANT").

W I T N E S S E T H:

WHEREAS, CITY desires to retain an engineer to provide professional engineering services on a continuing or on-call basis for Well No. 5 Booster Pump Facility Design; and

WHEREAS, CITY has selected CONSULTANT to provide such professional engineering services; and

WHEREAS, CONSULTANT does offer to provide said professional services.

NOW, THEREFORE, be it agreed that for and in consideration of the mutual covenants and promises between the Parties hereto, that:

SECTION I: SCOPE OF WORK

The scope of the CONSULTANT's services includes Project Management, final design, bidding, and construction administration for Well No. 5, as described herein.

TASK 1: PROJECT MANAGEMENT.

1.1 General Project Management. Provide general Project management activities, including Project accounting, progress reports, scheduling, and internal Project administration.

1.2 Kickoff Meeting. Participate in a project kickoff meeting. Prepare agenda and meeting notes. The purpose of this meeting will be to establish CITY design criteria, review the overall Project schedule including major milestones and meetings, review Project constraints and objectives, discuss available data and published materials that shall be made available by CITY, and review the process for deliverables, including CITY review and approval.

1.3 CITY Responsibilities. Provide meeting space for Project meetings, and provide advertising as needed.

1.4 Assumptions.

1.4.1 Total Project duration is anticipated to be twenty-eight (28) months.

1.4.2 Project funding is by CITY.

1.4.3 CITY shall provide facilities for meetings, as needed.

1.5 Deliverables.

1.5.1 Monthly progress reports and invoices.

1.5.2 Design review meeting agendas and meeting notes.

TASK 2: FINAL DESIGN.

2.1 Plan Sheets. Prepare general, demolition, existing topographic, specialty site details, structural, architectural, plumbing, HVAC, mechanical, electrical, and instrumentation and control plan sheets, well house, and yard piping impacted by improvements. Instrumentation and control plan sheets shall generally include a network layout drawing (if applicable), control panel layout drawings, piping and instrumentation diagrams (P&ID), input/output schedule, and the instrumentation schedule. Coordinate sizing of pumps, electrical equipment, skylights/roof hatches, building access, HVAC equipment, plumbing drains, and other appurtenances with CITY. An architect shall provide up to three (3) renderings of the proposed well house prior to beginning the design drawings. Prepare sixty percent (60%), ninety percent (90%), and one hundred percent (100%) review sets.

2.2 Specifications. Use CITY's front-end documents. Incorporate CITY requirements, supplemental conditions, and special provisions and Project constraints. Prepare technical specifications to detail the materials, processes, and the products that are to be used in the construction of the new well house.

2.3 Sixty Percent (60%) Design and Review Workshop Meeting. Submit sixty percent (60%) design review drawings and specifications table of contents to CITY. Participate in a sixty percent (60%) design review workshop meeting.

2.4 Ninety Percent (90%) Design and Review Workshop Meeting. Submit ninety percent (90%) design review drawings and specifications to CITY. Participate in a ninety percent (90%) design review workshop meeting.

2.5 One Hundred Percent (100%) Design and Review Workshop Meeting. Submit one hundred percent (100%) design review drawings and specifications to CITY. Participate in a one hundred percent (100%) design review workshop meeting.

2.6 Agency Submittal. Agency design checklists shall be completed and submitted along with the final plans and specifications to DEQ for review. Prepare a Building Department review submittal.

2.7 Final Approval. Upon CITY and DEQ review, CONSULTANT shall incorporate appropriate revisions into a final set of stamped drawings and specifications that shall be used for bidding.

2.8 Opinions of Probable Cost. Prepare an updated opinion of probable cost for the Project at sixty percent (60%), ninety percent (90%), and final one hundred percent (100%) design.

2.9 Geotechnical and Well Investigation. CONSULTANT shall review and incorporate the findings of the geotechnical report that is provided by CITY for the Well No. 5 site.

2.10 CITY Responsibilities.

2.10.1 Provide survey information and construction control points to CONSULTANT.

2.10.2 CITY Engineering group to provide a site civil plan with utilities, utility tie-ins, storm water retention needed, landscaping, grading, and erosion and control plans as needed.

2.10.3 Hire a Subconsultant to complete a geotechnical investigation and foundation loading design recommendations for Well No. 5 building and excavation depths for a new booster pump can.

2.10.4 Provide input on architectural renderings.

2.10.5 Provide comments and input on the sixty percent (60%), ninety percent (90%), and one hundred percent (100%) design deliverables.

2.10.6 Participate in Design Review Meetings.

2.10.7 Provide legal and risk reviews of the bid documents.

2.10.8 Provide review comments from CITY's SCADA integrator.

2.10.8 Provide review comments from CITY operated utilities staff.

2.10.9 Complete information for a building permit.

2.10.10 Pay power provider review and design fees, building permit fees, and other agency review fees as applicable.

2.11 Assumptions.

2.11.1 Project shall not include irrigation or landscaping design of the Site but shall include fencing.

2.11.2 Waterline design shall only be taken to the property boundary of the existing Well lot.

2.11.3 The existing well and well casing are in satisfactory condition and shall remain in place for the foreseeable future.

2.11.4 Contractor shall be required to prepare traffic control plans and secure associated permits.

2.11.5 Additional professional time for correspondence and meetings, due to CITY initiated changes in the Project design, and/or Project support above and beyond that described is considered an additional service.

2.11.6 Building permit shall be obtained by Contractor.

2.12 Deliverables.

2.12.1 Sixty percent (60%) design submittal, including one (1) PDF submittal (prepared in 22”x34” format and reviewed in 11”x17”).

2.12.2 Ninety percent (90%) design drawings and specifications, including one (1) PDF submittal (prepared in 22”x34” format and reviewed in 11”x17”).

2.12.3 One hundred percent (100%) stamped design package, including one (1) PDF submittal (prepared in 22”x34” format and reviewed in 11”x17”).

2.12.4 Sixty percent (60%), ninety percent (90%), and one hundred percent (100%) opinions of probable cost.

TASK 3: SERVICES DURING BIDDING.

3.1 CONSULTANT Responsibilities.

3.1.1 Pre-purchase. Prepare and provide up to three (3) bid packages to CITY for pre-purchase of materials. These packages are planned to include long lead items, which shall likely include 1) pumps and motors, 2) electrical gear, drives and PLC’s, and 3) piping and valves. CONSULTANT shall prepare bid evaluation summaries and provide to CITY.

3.1.2 Advertisement. Provide support to CITY with advertisement for bid. CITY shall be responsible for advertising the Project for bid.

3.1.3 Bidding Documents. Provide an electronic copy of the bidding documents in PDF format to CITY.

3.1.4 Addenda. If required, respond to bidder questions, and help in preparing up to three (3) addenda during each bid process to clarify bidding requirements.

3.1.5 Pre-Bid. Attend a pre-bid meeting for the general contractor bid. Provide agenda and meeting notes.

3.1.6 Bid Opening. Attend a bid opening meeting and review bids with CITY for the general contractor bid.

3.1.7 Bid Evaluation. Provide a written evaluation of the Project bid to CITY for each pre-purchase bid package and the general contractor package.

3.2 CITY Responsibilities.

3.2.1 Make arrangements for and pay the costs of advertisement of the Project.

3.2.2 Distribute bidding documents, including addenda to bidders.

3.2.3 Chair the pre-bid meeting.

3.2.4 Chair the bid opening meeting and prepare a bid abstract.

3.2.5 Provide legal services, if required.

3.2.6 Award the bid.

3.2.7 Store the pre-purchased materials at a CITY-owned facility.

3.3 Assumptions. One (1) bid package and one (1) bidding process to a single Contractor is assumed. If multiple bid packages or rebidding or addressing bid protests is required, CONSULTANT services shall be provided as an additional service.

3.4 Deliverables.

3.4.1 One (1) electronic copy of pre-purchase documents in PDF format of the bidding documents shall be delivered to CITY.

3.4.2 Bid evaluation letters for the pre-purchase equipment.

3.4.3 One (1) electronic copy of general contractor bidding documents in PDF format of the bidding documents including 11”x17” plans shall be delivered to CITY.

3.4.5 Bid evaluation letter.

TASK 4: CONSTRUCTION PHASE SERVICES.

4.1 CONSULTANT Responsibilities. This Task includes the professional services to support CITY during the construction of the Project by one (1) prime Contractor. CONSULTANT’s level of effort during construction is often affected by the selected Contractor. The fee estimate, level-of-effort projections, and schedule assumptions represent CONSULTANT’s professional judgement. As activities progress, it may become apparent some modifications to this scope are necessary due to changes in the Contractor's schedule and work. CONSULTANT shall advise CITY of such issues and any fee and/or schedule impact prior to implementing revised activities. This Task shall include the following:

4.1.1 Pre-Construction Meeting. Attend a pre-construction meeting to coordinate construction activities and construction meetings. CONSULTANT shall prepare a draft agenda and notes for the pre-construction meeting.

4.1.2 Construction Meetings. Attend monthly construction meetings. Additional Site visits shall be performed during the same visit as the monthly construction meetings.

4.1.3 Contractor Schedule. Review Contractor's proposed construction time schedule and critical path sequencing.

4.1.4 Submittals. Review CITY's pre-purchase item submittals and Contractor's submittals to check that proposed materials generally conform to the specifications. CONSULTANT shall submit copies of submittal approval to CITY for future reference.

4.1.5 Request for Information (RFIs). Respond to RFIs submitted by Contractor and provide clarification of Contract Documents.

4.1.6 Change Orders. Review change orders and work change directives.

4.1.7 Special Site Visits. Conduct special structural, mechanical, and electrical inspections before roof installation, concrete placement, pump start-up, and electrical start-up, respectively. Up to six (6) separate four (4) hour visits are planned. Additional Site visits as requested by CITY shall be billed on a time and materials basis.

4.1.8 Operation and Maintenance Manual ("O&M"). CONSULTANT shall receive from the Contractor an O&M Manual that includes all major equipment. CONSULTANT to provide brief supplement outlining the purpose, design criteria, operations/controls (including normal operations, theory of operation, and booster station isolation), and a summary of recommended preventative maintenance activities. Assemble Information into a three-ring binder according to CITY determined sections.

4.1.9 Record Drawings. The Record Drawings shall be developed using the Contractor maintained set of "Red-line" drawings and shall show locations of installed components of the Project as identified by the Contractor. Contractor drawings shall be reviewed, noted and submitted to CITY as part of the O&M Manual.

4.1.10 Facility Start-up. Prior to the substantial completion walk-through, the Facility shall be started up and operated automatically. Two (2) four (4) hour days have been budgeted for this activity. Any additional days required shall be additional services.

4.1.11 Walkthrough Punch Lists. Hold a Substantial Completion Project walkthrough with CITY staff for the purpose of issuing a Notice of Substantial Completion to the Contractor. This Substantial Completion inspection shall include the development

of a "punch-list" for CITY to use as the Contractor's final work to be completed. A final walkthrough shall be held at the Site to check that punch list items have been completed.

4.1.12 Additional Site Visits. Visit the Site at intervals of once per month in conjunction with the monthly meeting to observe the progress and quality of the work completed by the Contractor. Such visits and observations are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow CONSULTANT to become familiar with the work in progress and to assess, in general, if the work is proceeding in accordance with the contract documents. Based on these observations, CONSULTANT shall keep CITY informed about the progress of the work and shall endeavor to guard CITY against deficiencies in the work. Construction observation services are intended to be supplemental to the similar observations that shall be completed by CITY on a day-to-day basis. As CONSULTANT completes these services, it is recognized that the Contractor is solely responsible for furnishing and performing the work in accordance with the contract documents. CONSULTANT's observations shall include four (4) hours (including travel time) once per month for nine (9) months of active onsite construction.

4.2 <u>CITY Responsibilities.</u>

4.2.1 Assemble contract documents, incorporate addenda, and prepare construction documents for distribution to the Engineer and Contractor.

4.2.2 Provide daily construction observation and inspection. Alert CONSULTANT of any concerns observed.

4.2.3 Review and process Contractor pay requests.

4.2.4 Provide a meeting space and attend construction meetings.

4.2.5 Prepare Record Documents consisting of drawings and specifications in accordance with the actual work performed.

4.3 <u>Assumptions.</u>

4.3.1 The Contractor shall prepare operation and maintenance manual information and submit it to CONSULTANT.

4.3.2 Contractor shall be responsible for videoing the existing well casing once the existing pump and motor are pulled.

4.3.3 CITY will review and process all pay applications. CONSULTANT shall not be responsible for reviewing pay applications or providing any opinion on the Project's progress relative to pay applications.

4.3.4 The budget assumes the construction schedule shall be limited to an overall schedule of eighteen (18) months with nine (9) of those months being active construction. CONSULTANT shall be entitled to additional compensation if the schedule is lengthened.

4.3.5 Work shall be performed by one (1) General Contractor.

4.3.6 Testing services for items such as, soils, concrete, asphalt, pipe pressure, and bacteria shall be provided by Contractor or others.

4.3.7 Startup services are assumed to end at the final completion date for construction. Ongoing support services and eleven (11) month warranty service, if requested by CITY, shall be provided separately as an additional service.

4.4 Deliverables.

4.4.1 Pre-construction meeting agenda and meeting notes.

4.4.2 Submittal reviews.

4.4.3 Recommendations for payment.

4.4.4 Substantial and final completion checklists.

TASK 5: MANAGEMENT RESERVE (ADDITIONAL SERVICES).

From time to time CITY may have additional Tasks related to the Project or additional Tasks may be encountered that are not identified in this Scope of Work, as outlined in Exhibit "A". For these instances, a budget is established for CONSULTANT to complete the additional services. A Management Reserve amount of ten thousand dollars ($10,000) is incorporated into this Agreement to allow CITY Staff (Public Works Director and Water Superintendent) to authorize Additional Services, if needed. The scope, schedule and budget for such items shall be agreed upon prior to incorporation into the work completed by CONSULTANT.

SECTION II:

A. Independent Contractor.

The contracting Parties warrant by their signature that no employer/employee relationship is established between CONSULTANT and CITY by the terms of this Agreement. It is understood by the Parties hereto that CONSULTANT is an independent contractor and as such neither CONSULTANT nor CONSULTANT's employees, if any, are employees of CITY for purposes of tax, retirement system, or social security (FICA) withholding.

B. Fees and Conditions for Professional Services.

1. Payment for all services described in this Agreement is provided in accordance with the cost described in Section II.B.2. of this Agreement.

2. Compensation.

As compensation for Services to be performed by CONSULTANT, CITY shall pay CONSULTANT as described in the following table. While individual Task budgets may be exceeded, the total authorized budget amount shall not be exceeded without written authorization from CITY. For time and materials Tasks, compensation shall be according to CONSULTANT's standard billing rates updated periodically. Current Title Code billing rates for 2023 are attached.

Task	**Type**	**Total Fee**
Task 1: Project Management	T&M	$22,059
Task 2: Final Design	T&M	$186,283
Task 3: Services During Bidding	T&M	$28,474
Task 4: Construction Phase Services	T&M	$99,884
TOTAL (Tasks 1-4)		**$336,700**
Task 5: Management Reserve (Additional Services)	T&M or LS	$10,000
TOTAL COST		**$346,700**

(T&M = Time and Materials) (LS = Lump Sum)

C. Schedule.

CONSULTANT anticipates the following Project schedule. The number of days associated with each of the Tasks are approximate and assume timely delivery of requested information. Actual schedule may vary:

Task	Schedule	Comments
Task 2 – 60% Design Complete	90 days	60% Design Plans shall be completed within 90 days after receiving required Site information from CITY.
Task 2 – 90% Design Complete	90 days	90% Design Plans shall be completed within 90 days after receiving CITY comments from 60% review design meeting.
Task 2 – 100% Design Complete	60 days	100% Design Plans shall be completed within 60 days after receiving CITY comments from 90% review design meeting.
Task 2 – 100% Design Submission to DEQ	15 days	100% Design Plans and Specifications shall be completed and submitted to DEQ within 15 days after receiving CITY comments from the 100% review design meeting.
Task 3 – Services During Bidding (Pre-purchase)	60 days	After receiving design concurrence from CITY after 60% plan set is complete, pre-purchase packages shall be sent out to suppliers for bids.

Task 3 – Services During Bidding (General Contractor)	45 days	After receiving approval from CITY and DEQ to move forward with bidding, CONSULTANT shall provide support to CITY. CITY shall manage the bidding process.
Task 4 – Construction Services	540 days	Provide support and inspections as described above. CITY shall provide day-to-day inspection. This Task shall start at the issuance of the Notice to Proceed and end at Final Completion. This

SECTION III:

A. Termination of Agreement.

This Agreement may be terminated by CONSULTANT upon thirty (30) days written notice, should CITY fail to substantially perform in accordance with its terms through no fault of CONSULTANT. CITY may terminate this Agreement with thirty (30) days' notice without cause and without further liability to CONSULTANT except as designated by this Section. In the event of termination, CONSULTANT shall be paid for services performed to termination date, based upon the work completed. All work including reports, shall become the property of, and shall be surrendered to, CITY.

B. Extent of Agreement.

This Agreement may be amended only by written instrument signed by both Parties hereto.

C. Termination of Project.

If any portion of Project covered by this Agreement shall be suspended, abated, abandoned or terminated, CITY shall pay CONSULTANT for the services rendered to the date of such suspended, abated, abandoned or terminated work; the payment to be based, insofar as possible, on the amounts established in this Agreement or, where the Agreement cannot be applied, the payment shall be based upon a reasonable estimate as mutually agreed upon between the two (2) Parties as to the percentage of the work completed.

D. Compliance with Law.

CONSULTANT shall, at all times during the term of this Agreement, comply with all State of Idaho, federal, and Idaho Falls laws, codes, regulations, and policies relative to CONSULTANT's services.

E. Indemnification.

CONSULTANT agrees, to the fullest extent permitted by law, to indemnify and hold harmless CITY against damages, liabilities and costs arising from the negligent acts of CONSULTANT in the performance of professional services under this Agreement, to the extent that CONSULTANT is responsible for such damages, liabilities and costs on a comparative basis of fault and responsibility between CONSULTANT and CITY. CONSULTANT shall not be obligated to indemnify CITY for CITY's sole negligence. CITY agrees to indemnity and hold

harmless CONSULTANT against damages, liabilities and costs arising from the negligent acts of CITY.

F. Costs and Attorney Fees.

In the event either Party incurs legal expenses to enforce the terms and conditions of this Agreement, the prevailing Party is entitled to recover reasonable attorney's fees and other costs and expenses, whether the same are incurred with or without suit.

G. Jurisdiction and Venue.

It is agreed that this Agreement shall be construed under and governed by the laws of the State of Idaho. In the event of litigation concerning it, it is agreed that proper venue shall be the District Court of the Seventh Judicial District of the State of Idaho, in and for the County of Bonneville.

H. Binding of Successors.

CITY and CONSULTANT each bind themselves, their partners, successors, assigns, and legal representatives to the other Parties to this Agreement and to the partner, successors, assigns, and legal representatives of such other Parties with respect to all covenants of this Agreement.

I. Modification and Assignability of Agreement.

This Agreement contains the entire agreement between the Parties concerning Project, and no statements, promises, or inducements made by either Party, or agents of either Party, are valid or binding unless contained herein. This Agreement may not be enlarged, modified, or altered except upon written agreement signed by the Parties hereto. CONSULTANT may not subcontract or assign CONSULTANT's rights (including the right to compensation) or duties arising hereunder without the prior written consent and express authorization of CITY. Any such subcontractor or assignee shall be bound by all of the terms and conditions of this Agreement as if named specifically herein.

J. CITY's Representatives.

CITY shall designate a representative authorized to act in behalf of CITY. The authorized representative shall examine the documents of the work as necessary, and shall render decisions related thereto in a timely manner so as to avoid unreasonable delays.

K. Conflict of Interest.

CONSULTANT covenants that they presently have no interest and will not acquire any interest, direct or indirect, in Project which would conflict in any manner or degree with the performance of services hereunder. CONSULTANT further covenants that, in performing this Agreement, they will employ no person who has any such interest.

L. Ownership and Publication of Materials.

All reports, information, data, and other materials prepared by CONSULTANT pursuant to this Agreement shall be the property of CITY, which shall have the exclusive and unrestricted

authority to release, publish, or otherwise use them, in whole or in part. All such materials developed under this Agreement shall not be subject to copyright or patent in the United States or in any other country without the prior written approval and express authorization of CITY. CONSULTANT may reuse work products on future projects without seeking CITY's prior permission.

Any reuse of such materials prepared by CONSULTANT outside the scope of work for which they were developed, or any alteration of them whatsoever, without CONSULTANT'S review and approval shall be at CITY'S sole risk.

M. Non-discrimination.

CONSULTANT shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, creed, political ideals, sex, age, marital status, physical or mental handicap, gender identity/expression, sexual orientation, veteran's status, or national origin.

N. Anti-Boycott Against Israel Act.

Pursuant to Idaho Code section 67-2346, if payments under this AGREEMENT exceed one hundred thousand dollars ($100,000) and CONTRACTOR employs ten (10) or more persons, CONTRACTOR certifies that it is not currently engaged in, and will not for the duration of this AGREEMENT engage in, a boycott of goods or services from Israel or territories under its control. The terms in this Paragraph that are defined in Idaho Code § 67-2346 shall have the meaning defined therein.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the date indicated above.

ATTEST:

By_____
Corrin Wilde, City Clerk

"CITY"
City of Idaho Falls, Idaho

By_____
Rebecca L. Noah Casper, Ph.D., Mayor

"CONSULTANT"
Keller Associates, Inc.

By L S Rupp
Larry Rupp, PE

STATE OF IDAHO)
) ss.
County of Bonneville)

On this _____ day of _____, 2023, before me, the undersigned, a notary public for Idaho, personally appeared Rebecca L. Noah Casper, Ph.D., known to me to be the Mayor of the City of Idaho Falls, Idaho, a municipal corporation that executed the foregoing document, and acknowledged to me that they are authorized to execute the same for and on behalf of said City.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

_____
Notary Public of Idaho
(Seal) Residing at: _____
My Commission Expires: _____

STATE OF IDAHO)
) ss:
County of Ada)

On this 5th day of May, 2023, before me, the undersigned, a notary public, in and for said State, personally appeared, Larry Rupp, known or identified to me to be the President / CEO, and whose name is subscribed to the within instrument and acknowledged to me that they are authorized to execute the same on the behalf of Keller Associates, Inc.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

(Seal) ANDREA SAMS Comm. No. 20220847 NOTARY PUBLIC Expires: 02/22/2028 STATE OF IDAHO

Andrea Sams
Notary Public of Idaho
Residing at: Ada County
My Commission Expires: 2/22/2028

Attachment A

CITY OF IDAHO FALLS
WELL #5 BOOSTER PUMP FACILITY DESIGN
SCOPE OF WORK

PROJECT DESCRIPTION

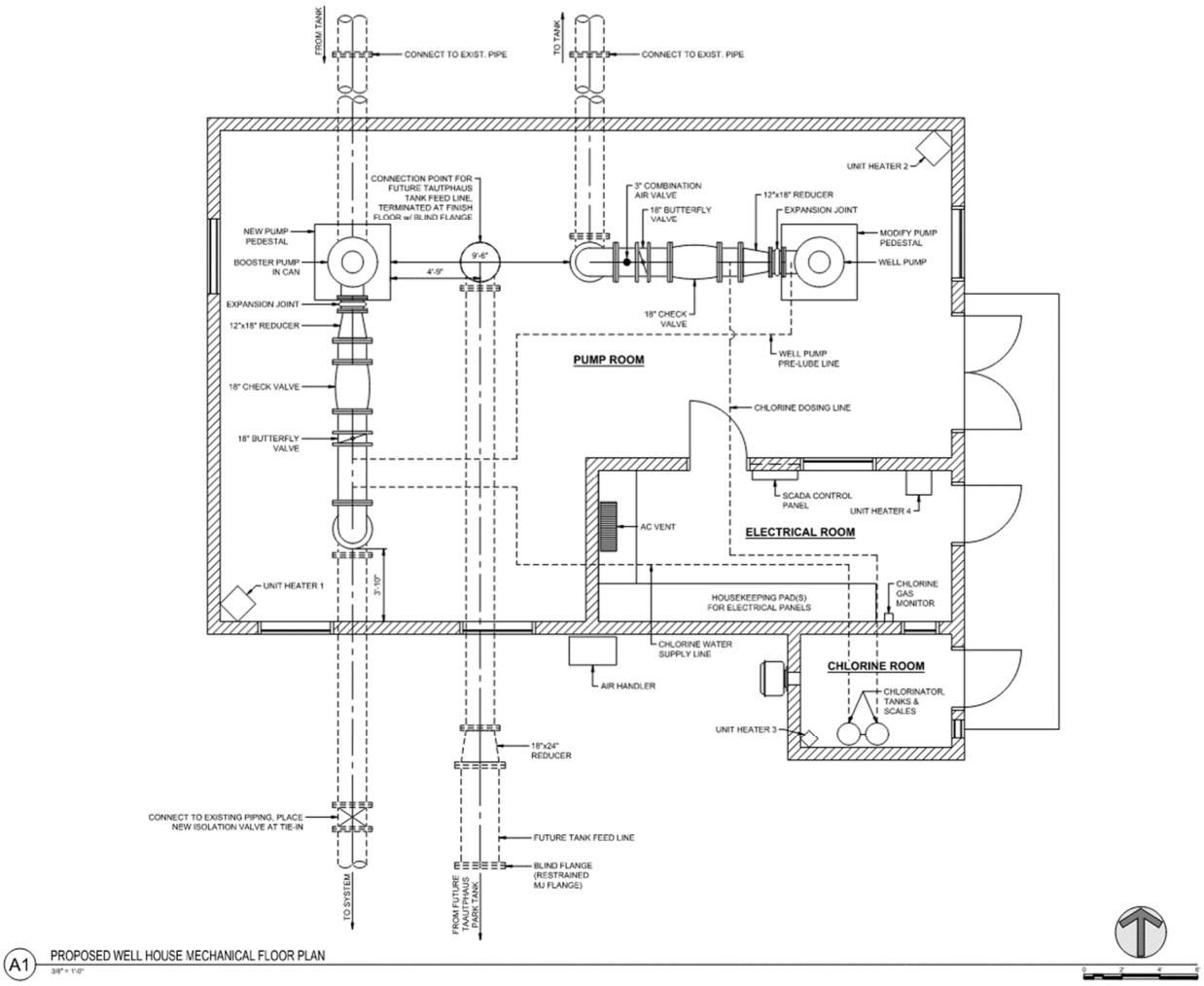
The City of Idaho Falls ("City") has contracted with **Keller Associates, Inc.** ("Consultant") to provide project management, final design, bidding, and construction administration phase services for Well #5 as described herein. The Consultant's scope of work has been developed based on the following project description. As the project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of work.

Consultant has finalized a Preliminary Engineering Report for the City of Idaho Falls Well #5 Replacement Facility and it was approved by DEQ in October of 2022. The report identified improvements to the well and booster facility. The recommendations will include demolition of the existing well house to be replaced with a new well house and booster pump on the same site.

Well #5 is centrally located within Idaho Falls, at the intersection of West 21st Street and Calkins Avenue at an elevation of approximately 4,715 ft. The existing well will remain in its current location and the Well #5 booster pump will be located immediately adjacent to the well within the same building. The adjacent Tank #5 is located approximately 50 feet north of the existing well and will remain in place. The well currently produces 5,500 gpm with a 450 HP deep well line shaft turbine pump that sets at approximately 210 feet below ground surface in a well hole that is nearly 350 feet deep. The pump is oil lubricated and has flanged column pipe. The original well was constructed in approximately 1950 and is housed in a CMU building with a wood and siding façade that is planned to be demolished as part of this project due to configuration and age of the structure. The booster pump delivers water from the storage tank to the distribution system to meet system demand. The booster pump is currently a split case pump and has a capacity of 4,500 to 5,500 gpm. The building also houses a gas chlorine feed system in a separate room. The well pump is connected to a soft start drive while the booster pump is also connected to a soft start with modulating valve to maintain tank level.

This project will develop engineering design documents for the replacement of the existing well house with piping accommodations to allow for a potential future Tautphaus Park tank that receives water directly from Well #5. The facility will run very similar to the existing facility, but with newer equipment and improved accessibility. The well pump will be designed with a target production capacity of approximately 5,500 gallons per minute. The new well house will be built around the existing well casing. Controls at the well house will be integrated into the existing SCADA system. The well house will also incorporate a new gas chlorine disinfection system, a soft start motor starter for the new well pump, and a VFD for a new booster pump. The well will have pump to waste capability to an existing City designed infiltration area away from the building's foundation. The only remaining components from the existing building will be the existing well casing and everything else will be rebuilt and new. The improvements have an anticipated construction cost of $2.5 million to $3.5 million, that is dependent upon market conditions and the design options selected by the City.

The following image shows the initial proposed well house mechanical floor plan that was developed as part of the preliminary engineering report.


FROM TANK
CONNECT TO EXIST. PIPE
TO TANK
CONNECT TO EXIST. PIPE
UNIT HEATER 2
CONNECTION POINT FOR FUTURE TAUTPHAUS TANK FEED LINE, TERMINATED AT FINISH FLOOR w/ BLIND FLANGE
3" COMBINATION AIR VALVE
12"x18" REDUCER
18" BUTTERFLY VALVE
EXPANSION JOINT
NEW PUMP PEDESTAL
MODIFY PUMP PEDESTAL
BOOSTER PUMP IN CAN
9'-6"
4'-9"
WELL PUMP
EXPANSION JOINT
12"x18" REDUCER
18" CHECK VALVE
PUMP ROOM
WELL PUMP PRE-LUBE LINE
18" CHECK VALVE
CHLORINE DOSING LINE
18" BUTTERFLY VALVE
SCADA CONTROL PANEL
UNIT HEATER 4
AC VENT
ELECTRICAL ROOM
UNIT HEATER 1
3'-10"
HOUSEKEEPING PAD(S) FOR ELECTRICAL PANELS
CHLORINE GAS MONITOR
CHLORINE WATER SUPPLY LINE
CHLORINE ROOM
AIR HANDLER
CHLORINATOR, TANKS & SCALES
UNIT HEATER 3
18"x24" REDUCER
CONNECT TO EXISTING PIPING, PLACE NEW ISOLATION VALVE AT TIE-IN
FUTURE TANK FEED LINE
BLIND FLANGE (RESTRAINED MJ FLANGE)
TO SYSTEM
FROM FUTURE TAUTPHAUS FORST TANK
A1
PROPOSED WELL HOUSE MECHANICAL FLOOR PLAN
3/8" = 1'-0"

SCOPE OF WORK

TASK 1: PROJECT MANAGEMENT

Consultant Responsibilities:

1.1 General Project Management. Provide general project management activities, including project accounting, progress reports, scheduling, and internal project administration.

1.2 Kickoff Meeting. Participate in a project kickoff meeting. Prepare agenda and meeting notes. The purpose of this meeting will be to establish City design criteria, review the overall project schedule including major milestones and meetings, review project constraints and objectives, discuss available data and published materials that will be made available by the City, and review the process for deliverables including City review and approval.

City Responsibilities:

- Provide meeting space for project meetings. Provide advertising as needed.

Assumptions:

- Total project duration is anticipated to be 28 months.
- Project funding is by the City.
- City will provide facilities for meetings.

Deliverables:

- Monthly progress reports and invoices.
- Design review meeting agendas and meeting notes.

TASK 2: FINAL DESIGN

2.1 Plan Sheets. Prepare general, demolition, existing topographic, specialty site details, structural, architectural, plumbing, HVAC, mechanical, electrical, and instrumentation and control plan sheets, well house, and yard piping impacted by improvements. Instrumentation and control plan sheets will generally include a network layout drawing (if applicable), control panel layout drawings, piping and instrumentation diagrams (P&ID), input/output schedule, and the instrumentation schedule. Coordinate sizing of pumps, electrical equipment, skylights/roof hatches, building access, HVAC equipment, plumbing drains, and other appurtenances with the City. An architect will provide up to three renderings of the proposed well house prior to beginning the design drawings. Prepare 60%, 90% and 100% review sets.

2.2 Specifications. Use City's front-end documents. Incorporate City requirements, supplemental conditions, and special provisions and project constraints. Prepare technical specifications to detail the materials, processes, and the products that are to be used in the construction of the new well house.

2.3 60% Design and Review Workshop Meeting. Submit 60% design review drawings and specifications table of contents to the City. Participate in a 60% design review workshop meeting.

2.4 90% Design and Review Workshop Meeting. Submit 90% design review drawings and specifications to the City. Participate in a 90% design review workshop meeting.

2.5 100% Design and Review Workshop Meeting. Submit 100% design review drawings and specifications to the City. Participate in a 100% design review workshop meeting.

2.6 Agency Submittal. Agency design checklists will be completed and submitted along with the final plans and specifications to DEQ for review. Prepare a Building Department review submittal.

2.7 Final Approval. Upon City and DEQ review, Consultant will incorporate appropriate revisions into a final set of stamped drawings and specifications that will be used for bidding.

2.8 Opinions of Probable Cost. Prepare an updated opinion of probable cost for the project at 60%, 90%, and 100% design.

2.9 Geotechnical and Well Investigation. Consultant will review and incorporate the findings of the geotechnical report that is provided by the City for the Well #5 site.

City Responsibilities:

- Provide survey information and construction control points – provide information to Consultant.
- City Engineering group to provide a site civil plan with utilities, utility tie-ins, storm water retention needed, landscaping, grading, and erosion and control plans as needed.
- Hire a subconsultant to complete a geotechnical investigation and foundation loading design recommendations for the Well #5 building and excavation depths for a new booster pump can.
- Provide input on architectural renderings.
- Provide comments and input on the 60%, 90% and 100% design deliverables.
- Participate in Design Review Meetings.
- Provide legal and risk reviews of the bid documents.
- Provide review comments from City's SCADA integrator.
- Provide review comments from City operated utilities staff.
- Complete information for a building permit.
- Pay power provider review and design fees, building permit fees, and other agency review fees as applicable.

Assumptions:

- Project will not include irrigation or landscaping design of the site but will include fencing.
- Waterline design will only be taken to the property boundary of the existing well lot.
- The existing well and well casing are in satisfactory condition and can remain in place for the foreseeable future.
- Contractor will be required to prepare traffic control plans and secure associated permits.
- Additional professional time for correspondence and meetings, due to City initiated changes in the project design, and/or project support above and beyond that described is considered an additional service.
- Building permit will be obtained by the Contractor.

Deliverables:

- 60% design submittal, including one PDF submittal (prepared in 22"x34" format and reviewed in 11"x17").
- 90% design drawings and specifications, including one PDF submittal (prepared in 22"x34" format and reviewed in 11"x17").
- 100% stamped design package, including one PDF submittal (prepared in 22"x34" format and reviewed in 11"x17").
- 60%, 90%, and 100% opinions of probable cost.

TASK 3: SERVICES DURING BIDDING

Consultant Responsibilities:

3.1 Prepurchase. Prepare and provide up to three bid packages to the City for prepurchase of materials. These packages are planned to include long lead items, which will likely include 1) pumps and

motors, 2) electrical gear, drives and PLC's, and 3) piping and valves. Consultant will prepare bid evaluation summaries and provide to the City.

3.2 Advertisement. Provide support to City with advertisement for bid. City will be responsible for advertising the project for bid for the prepurchase packages and the general contractor. Assist the City with posting advertisement to an on-line plan room.

3.3 Bidding Documents. Provide an electronic copy of the bidding documents in PDF format to the City.

3.4 Addenda. If required, respond to bidder questions, and help in preparing up to three addenda during each bid process to clarify bidding requirements.

3.5 Pre-Bid. Attend a pre-bid meeting for the general contractor bid. Provide agenda and meeting notes.

3.6 Bid Opening. Attend a bid opening meeting and review bids with City for the general contractor bid.

3.7 Bid Evaluation. Provide a written evaluation of the project bid to the City for each prepurchase bid package and the general contractor package.

City Responsibilities:

- Make arrangements for and pay the costs of advertisement of the project.
- Distribute bidding documents, including addenda to bidders.
- Chair the pre-bid meeting.
- Chair the bid opening meeting and prepare a bid abstract.
- Provide legal services, if required.
- Award the bid.
- Store the prepurchased materials at a City Owned Facility.

Assumptions:

- For general construction bidding, one bid package and one bidding process to a single Contractor is assumed. If multiple bid packages (excluding prepurchase packages) or rebidding or addressing bid protests is required, these services will be provided as an additional service.

Deliverables:

- One (1) electronic copy of prepurchase documents in PDF format of the bidding documents will be delivered to the City.
- Bid evaluation letters for the prepurchase equipment.
- One (1) electronic copy of general contractor bidding documents in PDF format of the bidding documents including 11"x17" plans will be delivered to the City.
- Bid evaluation letter.

TASK 4: CONSTRUCTION PHASE SERVICES

Consultant Responsibilities:

This task includes the professional services to support the City during the construction of the project by one prime Contractor. Consultant's level of effort during construction is often affected by the selected Contractor. The fee estimate, level-of-effort projections, and schedule assumptions represent Consultant's professional judgement. As activities progress, it may become apparent some modifications to this scope are necessary due to changes in the Contractor's schedule and work. Consultant will advise the City of such issues and any fee and/or schedule impact prior to implementing revised activities. This task will include the following:

4.1 Pre-Construction Meeting. Attend a pre-construction meeting to coordinate construction activities and construction meetings. Consultant will prepare a draft agenda and notes for the pre-construction meeting.

4.2 Construction Meetings. Attend monthly construction meetings. Additional site visits will be performed during the same visit as the monthly construction meetings.

4.3 Contractor Schedule. Review Contractor's proposed construction time schedule and critical path sequencing.

4.4 Submittals. Review City prepurchase item submittals and Contractor's submittals to check that proposed materials generally conform to the specifications. Consultant will submit copies of submittal approval to the City for future reference.

4.5 Request for Information (RFIs). Respond to requests for information (RFIs) submitted by Contractor and provide clarification of Contract Documents.

4.6 Change Orders. Review change orders and work change directives.

4.7 Special Site Visits. Conduct special structural, mechanical, and electrical inspections before roof installation, concrete placement, pump start-up, and electrical start-up, respectively. Up to six four-hour visits are planned. Additional site visits as requested by City will be billed on a time and materials basis.

4.8 O&M Manual. Consultant will receive from the Contractor an operation and maintenance manual (O&M) that includes all major equipment. Consultant to provide a brief supplement outlining the purpose, design criteria, operations/controls (including normal operations, theory of operation, booster station isolation), and a summary of recommended preventative maintenance activities. Assemble Information into a three-ring binder according to City determined sections.

4.9 Record Drawings. The Record Drawings will be developed using the Contractor maintained set of "Red-line" drawings and will show locations of installed components of the Project as identified by the Contractor. Contractor drawings will be reviewed, noted and submitted to City as part of the O&M Manual.

4.10 Facility Start-up. Prior to the substantial completion walk-through the facility will be started up and operated automatically. Two four-hour days have been budgeted for this activity. Any additional days required will be additional services.

4.11 Walkthrough Punch Lists. Hold a Substantial Completion project walkthrough with the City's Staff for the purpose of issuing a Notice of Substantial Completion to the Contractor. This Substantial Completion inspection will include the development of a "punch-list" for the City to use as the Contractor's final work to be completed. A final walkthrough will be held at the site to check that punch list items have been completed.

4.12 Additional Site Visits. Visit the site at intervals of once per month in conjunction with the monthly meeting to observe the progress and quality of the work completed by the Contractor. Such visits and observations are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow the Consultant to become familiar with the work in progress and to assess, in general, if the work is proceeding in accordance with the contract documents. Based on these observations, the Consultant will keep the City informed about the progress of the work and will endeavor to guard the City against deficiencies in the work. Construction observation services are intended to be supplemental to the similar observations that will be completed by the City on a day-to-day basis. As Consultant completes these services, it is recognized that the Contractor is solely responsible for furnishing and performing the work in

accordance with the contract documents. The Consultants observations will include four hours (including travel time) once per month for nine months of active onsite construction.

City Responsibilities:

- Assemble contract documents, incorporate addenda, and prepare construction documents for distribution to the Engineer and Contractor.
- Provide daily construction observation and inspection. Alert Consultant of any concerns observed.
- Review and process Contractor pay requests.
- Provide a meeting space and attend construction meetings.
- Prepare Record Documents consisting of drawings and specifications in accordance with the actual work performed.

Assumptions:

- The Contractor will prepare operation and maintenance manual information and submit it to Consultant.
- Contractor will be responsible for videoing the existing well casing once the existing pump and motor are pulled.
- The City will review and process all pay applications. The Consultant will not be responsible for reviewing pay applications or providing any opinion on the project's progress relative to pay applications.
- The budget assumes the construction schedule will be limited to an overall schedule of 18 months with 9 of those months being active construction. Consultant will be entitled to additional compensation if the schedule is lengthened.
- Work will be performed by one General Contractor.
- Testing services for items such as, soils, concrete, asphalt, pipe pressure, and bacteria will be provided by Contractor or others.
- Startup services are assumed to end at the final completion date for construction. Ongoing support services and eleven-month warranty service, if requested by the City, will be provided separately as an additional service.

Deliverables:

- Pre-construction meeting agenda and meeting notes.
- Submittal reviews.
- Recommendations, for payment.
- Substantial and final completion checklists.

TASK 5: MANAGEMENT RESERVE (Additional Services)

From time to time the City may have additional tasks related to the project or additional tasks may be encountered that are not identified in this scope of work. For these instances, a budget is established for Consultant to complete the additional services. A Management Reserve amount of $10,000 is incorporated into this agreement to allow City Staff (Public Works Director and Water Superintendent) to authorize Additional Services if needed. The scope, schedule, and budget for such items will be agreed upon prior to incorporation into the work completed by Consultant.

ADDITIONAL SERVICES (not included in scope of work)

- Geotechnical investigation and subsequent report.
- Special use permits, public hearings, environmental information documents or investigations, or public meetings.
- Design of a standby generator
- Onsite surveying
- Additional professional time for correspondence, meetings, due to an City initiated change in the project design, and/or project support above and beyond that described.
- Power Energy Rebate Support**:** Any coordination or assistance with power provider about improvements that may qualify for an energy rebate/credit program.
- Public outreach or stakeholder outreach support
- Field investigations to check available record drawings
- Environmental investigations and permitting services
- Detailed quantity surveys of materials, equipment, and labor
- Funding administration
- Construction staking, pot holing/ profiling
- Easements and right-of-way acquisition support
- Multiple design alternatives (i.e alternative design footprints or construction materials) for bidding purposes
- Transient surge analysis
- Completion of the warranty walkthrough 11-months after the issuance of Substantial Completion to the Contractor

SCHEDULE

Consultant anticipates the following project schedule. The number of days associated with each of the tasks are approximate and assume timely delivery of requested information. Actual schedule may vary:

Task	Schedule	Comments
Task 2 – 60% Design Complete	90 days	60% Design Plans will be completed within 90 days after receiving required site information from City.
Task 2 – 90% Design Complete	90 days	90% Design Plans will be completed within 90 days after receiving City comments from the 60% review design meeting.
Task 2 – 100% Design Complete	60 days	100% Design Plans will be completed within 60 days after receiving City comments from the 90% review design meeting.
Task 2 – 100% Design Submission to DEQ	15 days	100% Design Plans and Specifications will be completed and submitted to DEQ within 15 days after receiving City comments from the 100% review design meeting.
Task 3 – Services During Bidding (Prepurchase)	60 days	After receiving design concurrence from the City after 60% plan set is complete, prepurchase packages will be sent out to suppliers for bids.
Task 3 – Services During Bidding (General Contractor)	45 days	After receiving approval from the City and DEQ to move forward with bidding, Consultant will provide support to the City. City will manage the bidding process.
Task 4 – Construction Services	540 days	Provide support and inspections as described above. City will provide day-to-day inspection. This Task will start at the issuance of the Notice to Proceed and end at Final Completion. This anticipates 9 months of meetings and submittal reviews to get all materials onsite and 9 months of active construction.

COMPENSATION

As compensation for services to be performed by Consultant, the City will pay Consultant as described in the following table. While individual task budgets may be exceeded, the total authorized budget amount shall not be exceeded without written authorization from the City. For time and materials tasks, compensation will be according to the Consultant's standard billing rates updated periodically. Current Title Code billing rates for 2023 are attached.

Task	Type	Amount
Task 1 – Project Management	T&M	$ 22,059
Task 2 – Final Design	T&M	$ 186,283
Task 3 – Services During Bidding	T&M	$ 28,474
Task 4 – Construction Phase Services	T&M	$ 99,884
TOTAL (Tasks 1-4)		**$ 336,700**
Task 5 – Management Reserve (Additional Services)	T&M or LS	$ 10,000
TOTAL COST		**$ 346,700**

T&M = Time and Materials LS = Lump Sum

Memorandum

File #: 23-168 **City Council Meeting**

FROM: Chris H Fredericksen
DATE: Tuesday, May 16, 2023
DEPARTMENT: Public Works

Subject
Water Facility Plan

Council Action Desired
☐ Ordinance ☐ Resolution ☐ Public Hearing
☒ Other Action (Approval, Authorization, Ratification, etc.)

Acceptance of the Water Facility Plan and adoption of the recommendations made therein (or take other action deemed appropriate).

Description, Background Information & Purpose
In 2020, the City retained Murraysmith to conduct a Water Facility Plan Study and develop a related implementation plan. The study identified capital improvement needs and proposed suggestions for efficient management of the utility spanning a 20-year period. The Facility Plan was submitted to the Idaho Department of Environmental Quality and received approval on December 9, 2022.

Findings of the Water Facility Plan's executive summary were presented to the City Council on March 27, 2023. A public meeting regarding the Plan was held on April 26, 2023, and public comments on the Plan were solicited through May 10, 2023. It is now ready for Council approval.

Alignment with City & Department Planning Objectives

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☒

This project supports the community-oriented result of reliable infrastructure by planning for future needs of the utility.

Interdepartmental Coordination
N/A

Fiscal Impact

The Plan provides suggested utility rates to establish adequate funding for the utility.

Legal Review
N/A

2023-039

In collaboration with Galardi-Rothstein Group

CITY OF IDAHO FALLS

Water Facility Plan Update

February 2023

STATE OF IDAHO
DEPARTMENT OF
ENVIRONMENTAL QUALITY

900 N. Skyline, Suite B, Idaho Falls, ID 83402
(208) 528-2650

Brad Little, Governor
Jess Byrne, Director

December 9, 2022

By email: mayor@idahofalls.gov

The Honorable Rebecca Casper
City of Idaho Falls
P.O. Box 50220
Idaho Falls, ID 83405

Subject: Approval – City of Idaho Falls Water Facility Plan; DEQ # 22-64-10.

Dear Mayor Casper:

The Idaho Department of Environmental Quality (DEQ) received a draft facility plan entitled *City of Idaho Falls – Water Facility Plan Update* (Facility Plan) submitted to DEQ on November 8, 2022 for review. DEQ reviewed the draft and requested a final plan to be stamped by a licensed engineer and submitted for approval. A final facility plan was submitted to DEQ on December 8, 2022. The Facility Plan was sealed and signed by David Stangel, PE on December 7, 2022. DEQ has reviewed the Facility Plan for general conformance with DEQ Rules[1] and determined it is approved for implementation. The next step for implementation of the improvement projects described in the facility plan is development of preliminary engineering report(s) and plans and specifications. If you have any questions or comments, please contact me at (208) 528-2650 or tyler.ayers@deq.idaho.gov.

Regards,

Tyler Ayers, EI
Water Quality Engineer

EDMS 2022AFM1684

c: David Stangel, P.E., Consor Engineers, David.Stangel@consoreng.com
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[1] IDAPA 58.01.08 – Idaho Rules for Public Drinking Water Systems

Water Facility Plan Update

City of Idaho Falls

February 2023

02/14/2023

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Acknowledgements

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Table of Contents

Executive Summary

1. Existing System Description

2. Population and Demand Projections

3. Distribution and Supply Analysis

4. Operations and Maintenance

5. Capital Improvement Plan

6. Financial Plan

Tables

Figures

Appendices

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Executive Summary

EXECUTIVE SUMMARY

Introduction

The City of Idaho Falls (City) operates a public drinking water system through the Water Division (Division) of the Public Works Department. This Water Facility Plan (WFP) documents key water system information and provides analysis and recommendations that inform infrastructure development and operational decisions by City staff.

How This Plan Should Be Used

This WFP serves as a guiding document for the City's water system improvements. Use of this WFP should be supplemented with:

- Annual reviews to prioritize and budget needed improvement projects.
- Updates every 5 years to address current conditions.
- Regular updates to the water geographic information system data, corresponding hydraulic model, and system mapping to reflect ongoing water system improvements and expansion.
- Detailed engineering of conceptual projects recommendations. (The location, size, and timing of projects may change as additional site-specific details and potential alternatives are investigated and analyzed in the preliminary engineering phase of project design).
- Updates and refinements to cost estimates during preliminary engineering and final project designs.

Organization of the WFP:

This WFP is organized into ten sections, as described in Table 1-1. Detailed technical information and support documents are included in the appendices.

ES

- Purpose and scope of WFP
- Summary of each section and overall recommendations

1 Existing System Description

- Inventory of existing infrastructure including supply, booster pump stations, storage, and pipe network
- Illustration of geographic relationship of the system

2 Population and Demand Projections

- Summary of Historic Water Production
- Future water service area boundaries
- Projected population and water demand for the 5-year and 20-year planning horizons including industrial customer demands
- Projected population and water demands for the 5-year and 20-year planning horizons assuming meter implementation

3 Distribution and Supply Analysis

- Overview of system performance criteria
- Analysis of supply, storage, and pumping capacity
- Hydraulic analysis results for the distribution system

4 Operations and Maintenance

- Summary of operations and maintenance (O&M) regulations and guidelines
- Operations and maintenance staff and licensure summary
- Description of current O&M practices

5 Capital Improvement Program

- Project recommendations to address improvement needs identified through system analysis
- Timing and cost estimates for project implementation

6 Financial Plan

- Summary of revenue and expenditures
- Strategy for funding water system improvements and projected financial performance of the system.

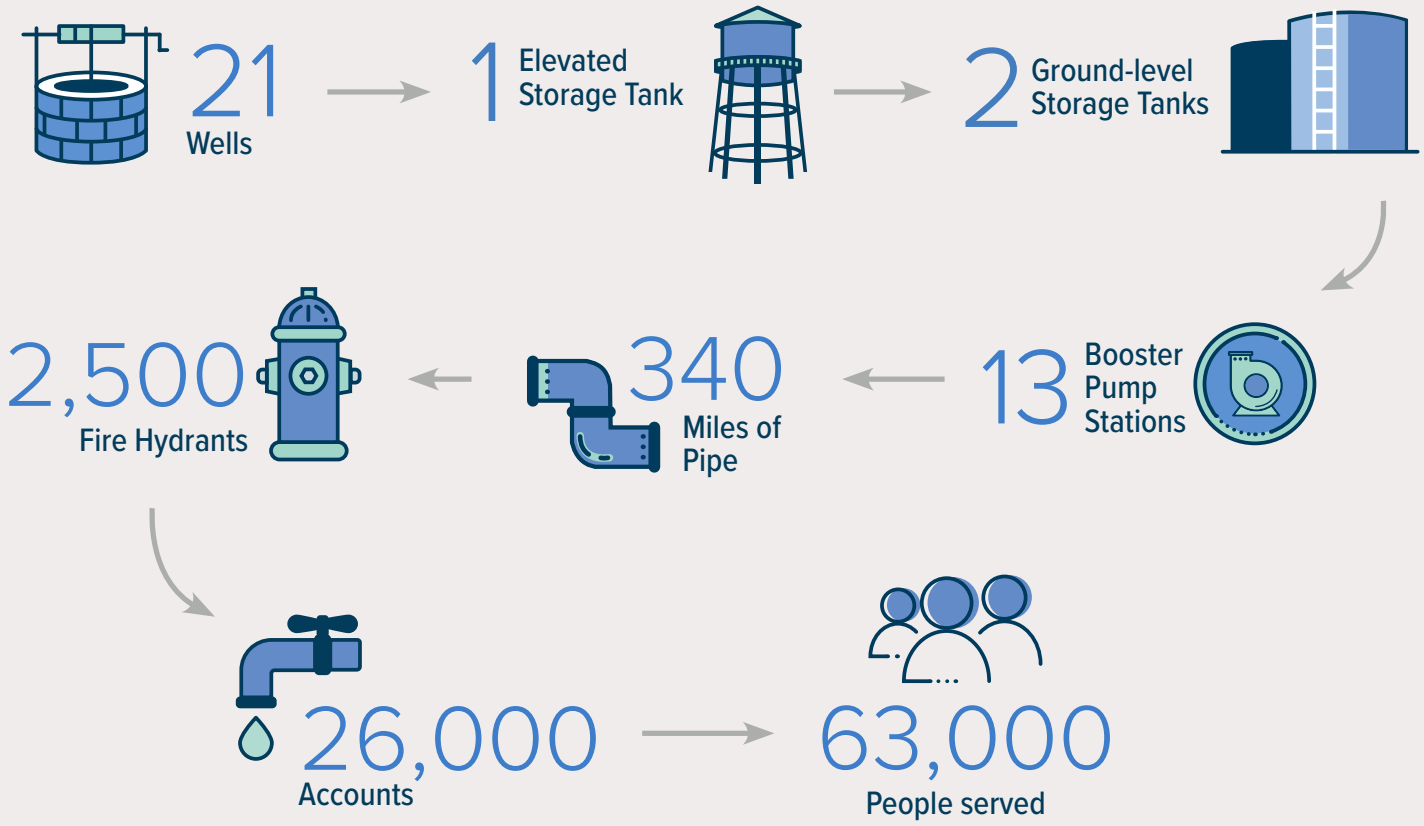
Existing System Description

The water system includes almost 340 miles of City pipe. An additional 25 miles of privately owned and maintained pipe connect to the City system. The system serves approximately 26,000 accounts, about 675 of which are metered, and serves nearly 63,000 people according to Bonneville Metropolitan Planning Organization (BMPO) projections. The entire system is on a single hydraulic gradient (pressure) zone set by the overflow of the elevated tank which will also be located in the downtown core .

Most of the system's 21 groundwater wells pump into ground-level contact tanks. The water is then boosted from the tanks to system pressure through 13 booster stations located at the well sites.

The City has a 0.5 million gallon (MG) elevated storage tank at Well 3 and two large ground-level storage tanks at Well 15/15B and the 65th South Booster Station that are 3 MG and 2.25 MG, respectively. The remainder of the tanks are small and intended primarily for chlorine contact time rather than system storage. The City is in the process of replacing the existing elevated tank with a new 1 MG capacity elevated tank.

System piping diameters range from 2 to 24 inches, with the majority of pipes measuring either 6 or 8 inches. Most pipes are made of ductile iron; other materials include cast iron, steel, and asbestos cement. The oldest pipe dates back to the early 1900s.



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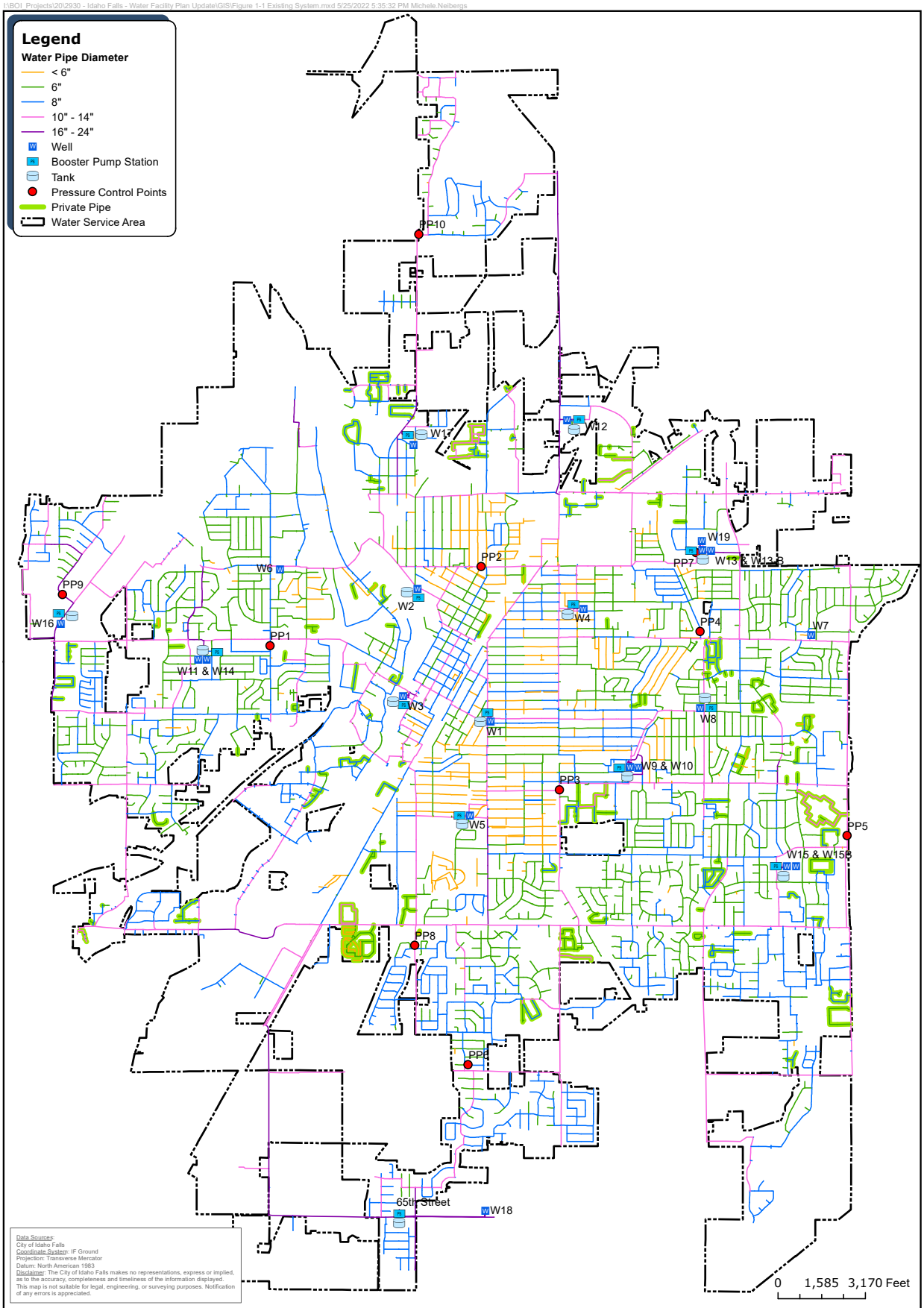

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IDAHO FALLS PUBLIC WORKS

Idaho Falls Water Facility Plan

Figure 1-1 Existing System

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Population and Demand Projections

The City has customer use data on its 675 metered accounts, however that comprises a small portion of the overall system water use. Therefore, overall system production and BMPO projections were used to predict population and spatially allocate demand in the system.

Historical production records were evaluated to determine current average day demand (ADD) and peaking factors for maximum day demand (MDD) and peak hour demand (PHD). Based on these records and the BMPO population estimate of 63,000 people in the service area, the ADD per capita demand in the system is approximately 380 gallons per capita per day. Since completion of the 2015 Water Facility Plan (WFP), the City has increased metering from less than one percent of the system to just over two percent of all water customers. Though most of the system is not metered, the per capita demand has decreased significantly since the previous WFP. This is in alignment with regional trends in the reduction of water use. The City is also requiring meter vaults on all new construction which would facilitate the future installation of meters. Effective October 1, 2022, the City will require meters to be installed with all new development, although residential billing will currently remain on a flat rate basis.

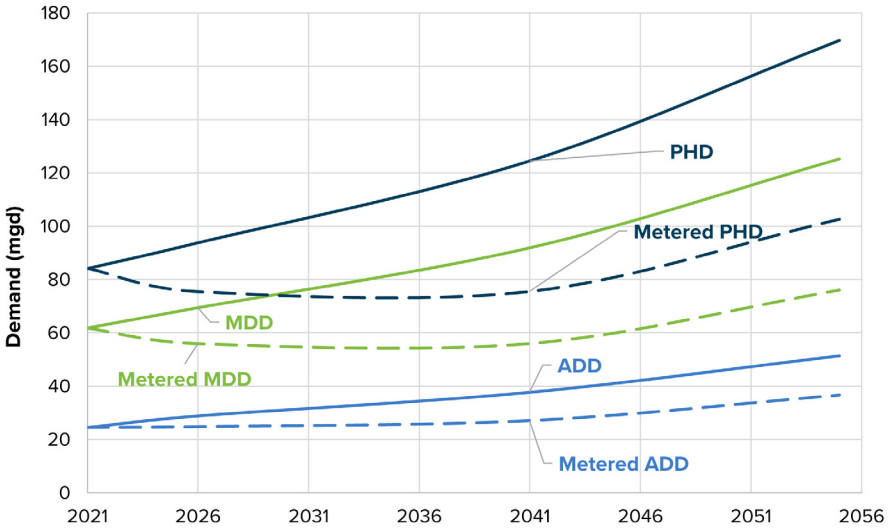
The per capita demand and existing peaking factors are used with the City's projected service area expansion and BMPO population growth projections to calculate anticipated demands for the 5- and 20-year time horizons. Based on City input, additional demand was also placed at three locations to serve potential industrial customers. Two of these locations are in the southwest of the system and another in the northeast near future growth areas.

As the City works to implement system-wide metering and rates that reflect customer use, a significant decline in per capita water use would likely occur. A reduction could have a significant impact on the future water supply needs of the system. A literature review of metering implementation was conducted as part of the 2015 WFP effort. Based on the review, utilities in similar climates observed a 30 percent reduction in ADD and 40 percent reduction in peak demand. An estimate to install meters for all City customers was determined as part of the 2015 WFP. The updated cost to meter is discussed further in Section 6 – Financial Plan. The actual reduction in per capita average and peak water use will also depend on the rate structure that is implemented.

The previous plan assumed the possible conversion to metering would occur over several years and that half of the 30 percent and 40 percent reduction (15 percent and 20 percent) would be realized by 2020. While the City has increased metering of non-residential customers, much of the system remains unmetered. As a result, it was assumed that a reduction of 15 percent and 20 percent would occur by 2026 and that the system would be fully metered by 2041. However it should be noted that charging some users based on usage and others a flat rate could be challenging from a user perspective. From an equity standpoint the sooner the City is fully metered the better.

A summary of the projected demands assuming non-metered and metered are shown in the graphics below.

DEMAND (mgd)	2021	2026	2041	2055
ADD Non-metered	24.5	28.8	37.7	51.5
ADD Metered	24.5	24.8	27.1	36.7
MDD Non-metered	61.8	69.5	91.9	125.3
MDD Metered	61.8	56.0	56.0	76.0
PHD Non-metered	84.2	93.8	124.4	169.6
PHD Metered	84.2	75.5	75.5	102.7



Distribution and Supply Analysis

The City provides a reliable water supply to its customers and was evaluated based on criteria dictated by the State of Idaho for pressure, storage, pumping, and fire suppression capability shown below.

ATTRIBUTE	EVALUATION CRITERIA	VALUE
Water Supply	Firm Supply Capacity[1]	MDD[2]
Distribution Storage	Total Distribution Storage Capacity	Sum of operational, equalization, fire & dead storage
Booster Pump Stations & Wells	Minimum No. of Pumps	2
	Capacity	PHD[3] or MDD+ fire flow (whichever is larger)
	Emergency Power	At least two independent sources, system-wide adequate to serve ADD4 + largest fire flow
Service Pressure	Minimum during MDD + fire flow	20 psi[5] at service junctions
	Minimum, during PHD	40 psi
	Standard Range	40-80 psi
	Maximum	80 psi preferred[6]
Distribution Piping	Maximum Velocity during MDD	5 feet/second (fps)
	Velocity during PHD or Fire Flow	Not to exceed 10 fps
	Minimum Future Pipe Diameter	8-inch (exception: 6-inch for short, dead-end mains without fire service)
Fire Suppression	Available Fire Flow Requirements[7]	Residential: 1,500 gpm[8] for 2 hours Commercial/Industrial: 2000-3,000 gpm for 2 hours Heavy Industrial: 4,500 gpm for 4 hours

Notes:

1. Firm capacity: the total production capacity with the largest capacity well and Booster Station, Well 5, out of service.
2. MDD: Maximum day demand: the maximum volume of water delivered to the system during any single day.
3. PHD: Peak hour demand: the maximum volume of water delivered to the system during any single hour of the maximum demand day.
4. ADD: Average day demand: the total volume of water delivered to the system throughout the year averaged over 365 days.
5. psi: pounds per square inch
6. For pressures greater than 80 psi, installation of individual pressure reducing valves (PRVs) is recommended.
7. For all fire flow evaluations, it is assumed that flow for only one fire at a time must be available.
8. gpm: Gallons per minute.

The system was evaluated to assess criteria for pressure, storage, pumping and fire suppression for existing, 5- and 20-year conditions. Evaluations were also conducted through 2055 to assess the long term adequacy of supply. Due to high summertime demands, deficiencies in instantaneous water rights, peak supply, and pumping capacity have been identified. It should be noted that future demands are based on using existing per capita average and peak water use rates with projected 5- and 20-year populations. If per capita water use trends decrease, fewer future supply and pumping improvements will be required. The following lists describe the high-level takeaways from each of the respective analysis sections:

STORAGE

Does storage volume cover operational, emergency, fire, & peak demands? Where is additional storage most needed?

WATER RIGHTS

Is the water rights portfolio & the reliably available water adequate?

SUPPLY

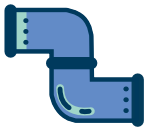
Where can existing surface water & groundwater supply serve & when does the system start to run short on supply?

PUMPING CAPACITY

For zones served by pump stations, is the station capacity adequate to meet typical & peak demand conditions?

BACKUP POWER

If power goes down, is there adequate backup power and emergency storage to meet minimum system needs?



DISTRIBUTION SYSTEM

Is the network sized to meet velocity & pressure level of service criteria? Where do pipes need to be replaced & new pipe added?

SUPPLY AND PUMPING ANALYSIS SUMMARY

- The City has adequate yearly average and instantaneous water rights to meet existing and 5-year demands.
- The yearly average water right is adequate through the 2055 projection; however, the instantaneous water right will have an 8.4 mgd deficiency by the 20-year horizon and another 33.4 mgd deficiency by the 40-year horizon (41.8 mgd total).
- The City will need additional well and booster pump station capacity beyond the 5-year timeframe. Due to how the City supplies water from wells that pump to tanks which is then conveyed to the system through booster stations there is flexibility on how future demands are met. The City must have instantaneous water rights and well capacity to meet MDD. Other peak demands can be met through a combination of storage and booster pumping. A combination of these facilities are recommended to address the deficiencies as described in Section 5.
- The City has adequate back up power through the 20-year horizon.

STORAGE SUMMARY

- The City has adequate storage for existing and 5-year conditions.
- The City's current project to replace the existing Well 3 Elevated Tank with a new 1.0 tank downtown will provide adequate storage through 2041.

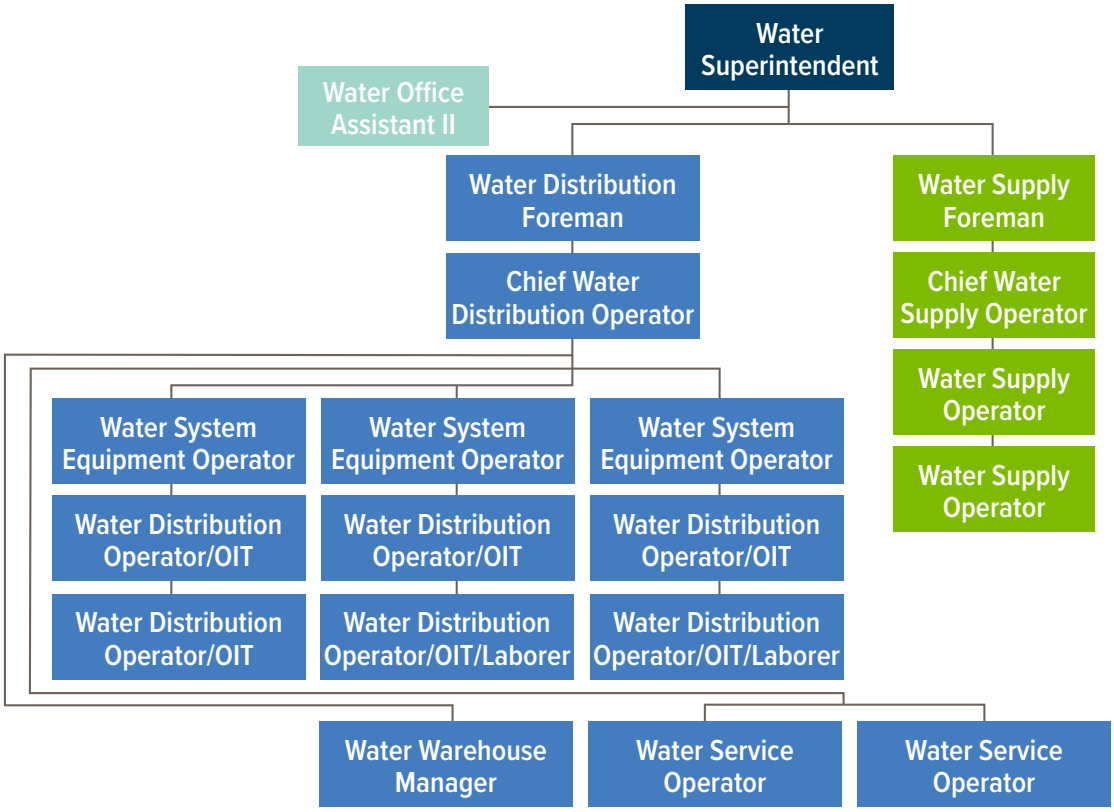
DISTRIBUTION SYSTEM ANALYSIS SUMMARY

- For existing demands, the system has generally adequate pressures under ADD, MDD and PHD conditions, with one area slightly over 80 psi under ADD in the model.
- There are a significant number of locations that do not provide adequate fire flow under existing conditions. Many of the deficiencies are due to undersized mains.
- Future scenarios were modeled assuming adequate supply, and that existing deficiencies were resolved.
- Under the 5-year demand projection, no locations have pressures over 80 psi or PHD pressures under 40 psi.
- For the 5-year fire flow analysis, four new areas have fire flow deficiencies, although all are within 500 gpm of the requirement.
- No new pressure deficiencies are anticipated for the 20-year ADD and MDD conditions. However, the 20-year PHD analysis indicated significant portions in the south of the system will have pressures below 40 psi. Transmission piping improvements and new supply facilities were added to resolve these deficiencies prior to the fire flow analysis.
- No new fire flow deficiencies were identified under the 20-year analysis.
- Specific projects to address these deficiencies are discussed in the Capital Improvement Plan - Section 5. Some piping projects are also included to improve transmission from new supply facilities and expanded booster pumping capacity. .

Operations and Maintenance

The City's water system Operations and Maintenance (O&M) program was assessed to determine current deficiencies in its existing procedures and to identify areas of improvement. This assessment and its resulting program improvement recommendations are based on information supplied by City staff and pertinent regulatory requirements.

The water system O&M operates under the direction of the Water Superintendent, who reports to the Director of Public Works. There are currently 19 employees working in the Water Division under the direction of the Water Superintendent, all of whom are involved in the operation or maintenance of the system in some capacity. The organizational structure of the Water Division is outlined in below.



Develop and adopt formal procedures and documentation regarding the City's current O&M programs to include:

- Implementing a water storage tank inspection and cleaning program to assess every storage tank within the system at least once every five years.
- Developing a pipeline replacement program replacing approximately 1 percent of pipeline per year. (Currently planned for implementation beyond 2041)
- Implement a formal backflow prevention program
- Develop a unidirectional flushing program.
- Establishing a valve exercise program that locates, operates, and rates the condition of all distribution valves on a five-year basis.
- Developing a water meter testing program and facility for the City to perform meter testing.
- Continuing to update and maintain the City's safety plan and safety equipment.

The City's O&M investment areas should include:

- Ongoing record-keeping training for staff to maintain a disciplined documentation program.
- Implementing asset management software to help manage tasks to be completed by the operation staff.
- Adding two FTE staff and equipment to the water distribution team for the implementation of the valve exercising, backflow prevention, unidirectional flushing, and meter testing programs.
- Adding one additional FTE staff and equipment to the water supply section to aid ongoing facility O&M work.

Capital Improvement Program

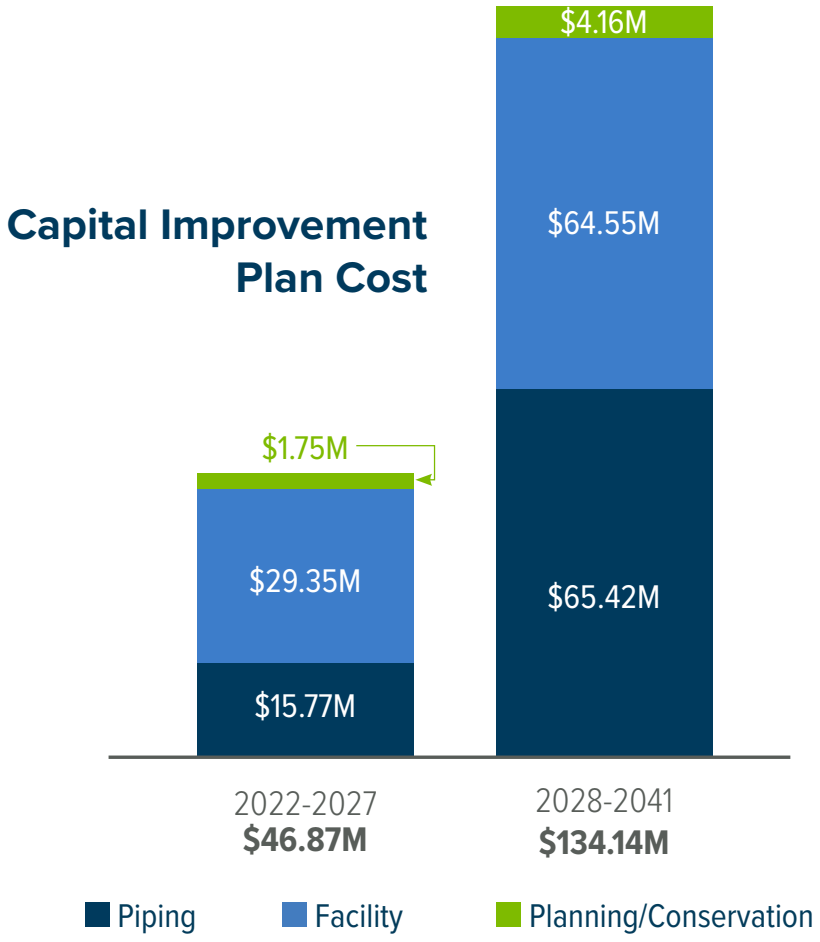
The Capital Improvement Plan identifies projects to address existing system condition and hydraulic deficiencies and serve future growth. It includes recommendations to provide capacity through the 20-year growth projections, which are based on historic production and BMPO data.

An analysis of installing meters on all customer connections was conducted as part of the 2015 WFP. Based on findings from the 2015 plan, it is believed that installing meters and charging customers based on actual water use would have a significant impact in reducing average and peak demands over time. The cost to implement metering is significant and based on the estimates completed in 2015 converted to 2021 dollars, is estimated to cost between $76 million and $303 million. Metering would reduce or eliminate the need for future well supply, pumping and storage projects of approximately $70 million over the 20-year planning period, in addition to stretching existing water rights into the future. The cost of meter installation will continue to increase over time and the impact metering will have in saving the City money both in terms of capital and O&M costs long-term cannot be overstated.

The Capital Improvement Plan timeline is spread beyond 20 years due to constraints in funding and staff resource availability to implement the plan. Recommended projects are divided across three timeframes, those in years 2022-2027, 2028-2041 and beyond 2041.

Some of the projects, such as new supply, storage, and pumping facilities may need to be accelerated to meet demands and other improvements deferred to stay within budget. As noted, projects could be delayed or removed altogether if the City implements a system-wide metering program. Projects should be evaluated annually through City reviews of demand growth, available budget, and where development is occurring.

There are approximately $29 million in facility related projects in 2022-2027 that are intended to address capacity and condition deficiencies summarized in the following table. The replacement of the Well 3 Elevated Tank is currently in final design and is a major near-term improvement. Other major project include a new well, storage and booster facility in the southern portion of the system and the replacement of the Well 5 Facility.



SUMMARY OF REQUIRED 2022 - 2027 FACILITY IMPROVEMENTS

CIP ID	Project Name	Type	Description	Cost
F-4.2	Replacement of Well 3 Elevated Tank	Facility Capacity/ Condition	Replacement of existing tank and construction of new elevated tank. Includes 18" piping to connect Well 3 to the new tank.	$10,000,000
F-2	Well 13 and 13B Upgrades	Facility Condition	Condition upgrades at facility	$1,300,000
F22-28	New Well & Storage Facility near S 15th E and 49th S	Facility Capacity	New well, storage tank, & booster station including backup power	$8,000,000
F22-15	65th Street Booster Station Upgrades	Facility Capacity	Upsize existing pumps	$500,000
F22-16	Well 5 Facility Replacement	Facility Condition	Replace existing well house	$5,000,000
F-19a	Well 12 Upgrades	Facility Condition	Electrical and building upgrades	$550,000
F-4.1	Well 3 Upgrades	Facility Condition	Facility upgrades	$4,000,000
Meter 1	Water Meter Installation	-	Water meter installation: $250,000 budgeted each year	$1,500,000
O-1	Water Facility Plan Update	Other	Update to Water Facility Plan every 5 years (2027)	$250,000
			2022-2027 Facility Total	**$31,100,000**

There are an additional $15.7 million in pipeline related improvements identified during the 2022-2027 timeframe. Pipeline improvement timelines will generally be adjusted to coincide with roadway projects and will be annually reassessed. Many of the pipeline improvements focus on improving fire flows by upsizing smaller mains.

Due to the forecasted increase in demand due to population growth and the condition of aging infrastructure, there are many facility projects projected for years 2028-2041. The City has committed to updating their WFP every five years which will dictate the timing of most of those projects. There are also a number of pipeline improvements, some of which will help convey supply from new or expanded facilities that are included.

The total CIP cost is $46.9 million scheduled for 2022-2027 and $134.1 million between 2028-2041. Improvements beyond 2041 focus on the long-term replacement of all piping in the system totaling more than $1.2 billion. Section 5 provides detail on all near and long term improvements.

FINANCIAL PLAN

The projected financial performance of the City's water system is impacted by capital improvement needs, increasing operation and maintenance requirements associated with existing and new infrastructure, and renewal and rehabilitation of select system assets (including annual pipeline replacement). Forecasts of financial performance were developed using a financial planning model designed to represent utility cash flows under alternative assumptions related to revenue generation, O&M expenses, and alternative funding plans for capital investment.

The City's commitment to rate structure changes and corresponding water rate adjustments outlined in the 2015 Water Facilities Plan has strengthened the financing capacity of the Division and generated operating reserves that will enable financing of the proposed capital program without reliance on future debt issues and associated interest expense. Despite these recent adjustments, the City's rates and charges for water service still compare favorably to other communities in southeastern Idaho.

The CIP reflects priority needs of the system and, after adjusting for inflation, is expected to require expenditures of $50.78 million between FY 2022 and FY 2027. As outlined in the table below, these capital projects will be funded through four sources: net operating revenues ($32.21 million, 63.3%), connection fee revenues ($11.00 million, 21.6%), drought mitigation funds ($1.50 million, 2.9%), and existing reserves ($6.19 million, 12.2%).

CAPITAL PROGRAM SOURCES AND USES OF FUNDS

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	TOTAL	%
CIP Expenditures Forecast[1]	**$4.19**	**$9.67**	**$10.00**	**$10.07**	**$9.30**	**$7.54**	**$50.78**	
Operating Revs (PAYGO)[2]	2.00	5.23	5.71	6.23	6.75	6.30	32.21	63.3%
Connection Fee Revenues[3]	2.00	2.00	2.00	2.00	2.00	1.00	11.00	21.6%
Drought Mitigation Funds[4]	0.25	0.25	0.25	0.25	0.25	0.25	1.50	2.9%
Existing Reserves[5]	-	2.27	2.29	1.37	0.25	-	6.19	12.2%
Used (Unused) Balance[6]	(0.06)	(0.08)	(0.25)	0.22	0.05	(0.01)	(0.12)	
Total Funds	**$4.19**	**$9.67**	**$10.00**	**$10.07**	**$9.30**	**$7.54**	**$50.78**	**100.0%**

Notes:
1. All numbers in millions, slight calculation discrepancies may exist due to rounding
2. Annual net operating revenues used to cash-finance CIP; reflects proposed service rate adjustments
3. Connection fee revenues, and accumulated connection fee reserves, which will be used to pay for capital projects
4. The City will set aside funds each year for meter installation or replacement activities identified in the CIP
5. Existing operating reserves of the Division that may be used for ongoing and future CIP projects
6. After transferring various funds for the CIP, approximately $120,000 will remain (unused balance) for future projects

Use of net operating revenues to finance the capital program—often referred to as "Pay as you go" or "PAYGO"—is made possible by a proposed five-year rate plan that specifies a 7.5% increase at the beginning of the upcoming fiscal year (FY 2023) followed by annual 5.5% increases from FY 2024 through FY 2027.

Largely due to the proposed rate plan, total system revenues are forecasted to increase 31.7%, from $12.10 million to $15.93 million between FY 2022 and FY 2027. The Division's total operating expenditures—including O&M expense, General Fund Transfers, Municipal Equipment Replacement Fund (MERF) Contributions, and Capital Outlay— is projected to increase 11.5% on an adjusted basis, from $7.73 million to $8.61 million over the same time period. Net operating revenues are expected to nearly double (90% increase), from $3.85 million in FY 2022 to $7.31 million in FY 2027.

As shown in the table above, the CIP funding plan relies entirely on the use of existing reserves (from the Division's operating fund and other accounts) and annual net operating revenues of the system to finance more than $50 million of critical infrastructure projects. The City's water system will remain debt-free. Although existing reserves will be drawn upon to fund the CIP, the Division's combined fund and account balances are projected to total $7.70 million by the end of FY 2027 and remain well above informal financial planning parameters.

SUMMARY

This WFP constituted a significant investment of time and resources for City staff. Collecting and compiling system data presented an accurate, comprehensive look at the water system as a whole. Hydraulic modeling was used to evaluate existing, 5- and 20-year conditions, and supply and water right evaluations were also conducted using 2055 projections. The capital projects that have been identified provide a plan, phased over the next 20 years, which will enable the City to continue providing high quality water to its customers at a reasonable cost.

As a result of this WFP, the following recommendations are made:

- Update the WFP every 5 years to incorporate changes in the system related to growth, regulations and facility and piping condition.
- Continue improving the quality of available water system information, specifically:
  - Continue updating and utilizing the hydraulic model as a tool for testing the impact of future development and operational changes.
- Dedicate $250,000 per year to the installation of water meters on the City's largest, non-residential customers as indicated in the CIP.
- Continue evaluating the feasibility of metering all water customers and implement use-based billing to help reduce overall water demand.
- Continue proactively managing the City's water rights portfolio to ensure adequate long term supply.
- Develop a replacement program to replace approximately one percent of the system per year
- O&M programs should continue to improve preventative maintenance procedures and documentation to enable the City to provide high quality water.
- Hire additional staff to perform identified programs and overall system maintenance.
- Make investments in existing facilities to address:
  - Existing condition issues
  - Code and safety compliance
- Implement the projects identified in the 5-year CIP and adopt a rate structure to fund them.
- Establish a new Capital Projects fund to consolidate project budgeting and capital expenditures, facilitate funding from multiple sources, and improve transparency of the capital program.
- Evaluate the existing connection fee methodology and determine whether an increase to the fee is justified given the magnitude of planned capital expenditures outlined in this report.
- Review and revise the CIP and CIP funding plan annually based on updated information, including comparisons of actual to projected costs and financial performance.

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Section **1**

Section 1

Existing System Description

1.1 Introduction

This section provides an overview of the existing water system and descriptions of the major facilities.

The City of Idaho Falls (City) is located in southeastern Idaho, approximately 50 miles west of the Idaho-Wyoming border and approximately 100 miles north of the Idaho-Utah border. The City is located in Bonneville County. Elevation within the City ranges from approximately 4,600 to 4,800 feet above mean sea level (MSL). The City covers an area of approximately 23 square miles and based on Bonneville Metropolitan Planning Organization has a population of approximately 63,000.

The City water system is operated through the Water Division of the Public Works Department. The City's Water Division is directed by a water superintendent, supply foreman and distribution foreman. The water superintendent, along with the office assistant, handles most administrative duties. Operation and maintenance of the City's wells is handled by the supply foreman, with operation and maintenance of the distribution system, including water mains, water services, valves and hydrants, overseen by the distribution foreman. The system (PWS #7100039) provides service to approximately 26,000 accounts.

The system contains almost 340 miles of City pipe and approximately 2,500 fire hydrants. The City's system operates on a single hydraulic gradient (pressure) zone with the hydraulic grade set by the overflow of the elevated tank at 4,879 feet above MSL. Supply is provided by 21 groundwater wells located throughout the system. Most of the wells pump into a contact tank to allow sufficient chlorine contact time, and the water is then boosted from the tank into the distribution system. Each of the major hydraulic elements is summarized below and the locations of the facilities throughout the service boundary are illustrated in **Figure 1-1**.

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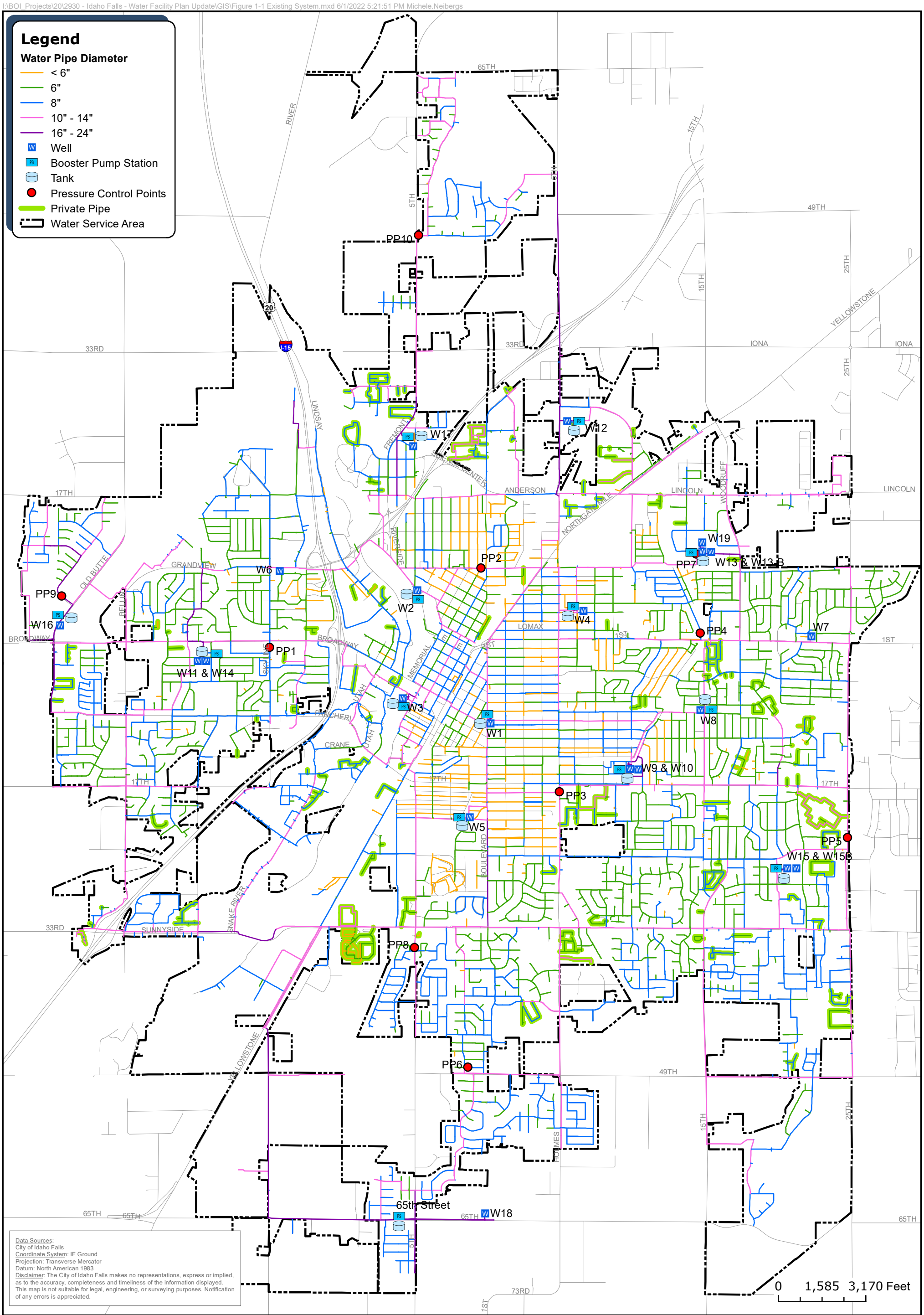

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IDAHO FALLS PUBLIC WORKS

N W E S

Idaho Falls
Water Facility Plan

Figure 1-1
Existing System

20-2930

1.2 Inventory of Existing Infrastructure

This section provides a description and inventory of the City's existing water system facilities.

1.2.1 Well Supply

The potable water for the City system is supplied solely by groundwater sources derived from 21 wells distributed across the City's service boundary. The City's water supply comes from the lower zone of the East Snake River Plain Aquifer, which stretches from St. Anthony, Idaho to Thousand Springs near Twin Falls, Idaho. The groundwater level is typically 130 to 170 feet below ground surface and the upper zones of the aquifer, which may be more susceptible to contamination, are sealed by layers of dense basalt. The City wells are typically drilled below this upper zone to at least 400 feet below ground surface.

City wells are named chronologically, with Well 1 the first well constructed and originally drilled in 1927 and Well 19 the most recently drilled. Those well sites with a "B" following the well number, such as Well 13B and Well 15B, do not follow this naming convention and are instead associated with the well where they share a location. The majority of well sites (Wells 1 to 8, 12, 16, 17 and 18) contain a single well. Wells 9 and 10 share a common site but have separate well houses. Wells 11 and 14, 13/13B and 19, and 15 and 15B each have a similar configuration with a common site, but separate well house facilities. Wells 12 and 16 were designed with space to accommodate a second well to be drilled when needed.

Well 3 pumps directly into the elevated tank. Well 6 pumps into underground pressurized tanks and then directly to system pressure; most other wells pump first to a ground-level contact tank and are then boosted to system pressure. Most of the wells produce high-quality water; however, Well 7 can have air entrainment issues and is no longer used. Well 8 produces sand, primarily during startup. Similarly, Well 19 produces sand but is equipped with sand separators. The total capacity of all active wells in the City's water system in gallons per minute (gpm) and million gallons per day (mgd) is 67,875 gpm and 97.7 mgd respectively. During a power outage, facilities with backup power generation on site can provide a total well pumping capacity of 31,900 gpm (45.9 mgd) and total booster pumping capacity of 37,500 gpm (54.0 mgd).

Using the limiting capacity (well pump or booster pump) at each active facility with backup power, the system can pump 31,900 gpm (45.9 mgd) under emergency power conditions. **Table 1-1** presents basic information for each well. The locations of the wells are shown in **Figure 1-1**.

1.2.2 Treatment

Disinfection is the only process applied to source water in the system. All well locations are equipped with chlorine gas injection systems. The chlorine is dosed to provide a target chlorine residual concentration of 0.3 milligrams per liter in the distribution system.

Table 1-1 | Well Summary

Well	Location	Pumping Capacity (gpm)	Status	Contact Tank	Backup Power
1	S Boulevard & 10th Street	3,500	Active	Yes	No
2	Riverside Drive & I Street	3,150	Active	Yes	No
3	S Capital Avenue & Cliff Street	4,000	Active	No	No
4	Cleveland Street & N Freeman Avenue	4,500	Active	Yes	Yes
5	W 21st Street & Calkins Avenue	5,500	Active	Yes	No
6	N Skyline Drive & Grandview Drive	1,150	Active	No	No
7	1st Street & Eastview Drive	-	Inactive	No	No
8	9th Street & St Clair Road	1,600	Active	Yes	No
9	E 15th Street & SE Bonneville Drive	3,600	Active	Yes (shared with 10)	Yes
10	E 15th Street & SE Bonneville Drive	4,400	Active	Yes (shared with 9)	Yes
11	Dale Drive & W Broadway Street	4,000	Active	Yes (shared with 14)	Yes[1]
12	Pop Kroll Way & N Holmes Avenue	4,000	Active	Yes	No
13	Between N Woodruff Avenue & Hollipark Drive	3,100	Active	Yes (shared with 13B, 19)	Yes[2]
13B	Between N Woodruff Avenue & Hollipark Drive	2,500	Active	Yes (shared with 13, 19)	Yes[2]
14	Dale Drive & W Broadway Street	3,250	Active	Yes (shared with 11)	Yes[1]
15	Barbara Avenue & E 25th Street	2,200	Active	Yes (shared with 15B)	Yes
15B	Barbara Avenue & E 25th Street	2,000	Active	Yes (shared with 15)	Yes
16	N Old Butte Road & W Broadway Street	3,600	Active	Yes	Yes
17	Fremont Avenue & Energy Drive	4,500	Active	Yes	No
18	S 5th West (Park Road) & W 65th South (York Road)	4,500	Active	Yes, at 65th Street Pump Station	Yes
19	Between N Woodruff Avenue & Hollipark Drive	2,325	Active	Yes (shared with 13, 13B)	No
	Total	**67,875**			

Notes:

1. Backup power at Well 11/14 can supply either Well 11 and Booster 11 or Well 14 and Booster 14, but not both at the same time.
2. Backup power at Well 13/13B can supply either Well 13 and Boosters 13-1 and 13-2 or Well 13B and Booster 13-3, but not both at the same time. The City is currently designing a replacement generator that could supply both Wells 13 and 13B and all three pumps at Booster 13.

1.2.3 Booster Pump Stations

Each supply facility, except Wells 3, 6, and 7, has booster pump station that pumps water from the contact tanks into the distribution system. Booster Pump Stations 1 through 12 and 14 contain a single pump designed at a similar capacity as the well pump. Booster Stations 13, 15, 16, 17, and 18 have multiple pumps designed for redundancy and to provide operational flexibility. Currently, there are variable speed pumps (VSP) at Booster 1, 4, 9, 10, 12, 15/15B, 16 and 18. The City is in the process of designing other VSPs, including Booster 13/13B, to provide additional operational flexibility. All other booster pumps are constant speed and utilize electric valve actuators to control flow by matching booster pump flow with the deep well flow. A summary of booster pump stations is shown in **Table 1-2**.

Table 1-2 | Booster Pump Station Summary

Booster Station	Location	Each Pump Capacity (gpm)	Total Pumping Capacity (gpm)	Backup Power	VSP
1	S Boulevard & 10th Street	3,500	3,500	No	Yes
2	Riverside Drive & I Street	3,500	3,500	No	No
4	Cleveland Street & N Freeman Avenue	4,500	4,500	Yes	Yes
5	W 21st Street & Calkins Avenue	5,500	5,500	No	No
8	9th Street & St. Clair Road	1,600	1,600	No	No
9/10	E 15th Street & SE Bonneville Drive	4,000; 4,000	8,000	Yes	Yes
11/14	Dale Drive & W Broadway Street	4,000; 3,250	7,250	Yes[1]	No
12	Pop Kroll Way & N Holmes Avenue	4,000	4,000	No	Yes
13/13B/19	Between N Woodruff Avenue & Hollipark Drive	2,600; 1,400; 2,500	6,500	Yes[2]	No[2]
15/15B	Barbara Avenue & E 25th Street	1,000; 2,000; 3,000	6,000	Yes	Yes
16	N Old Butte Road & W Broadway Street	1,200; 2,400	3,600	Yes	Yes
17	Fremont Avenue & Energy Drive	1,500; 2,500	4,000	No	No
18	S 5th West (Park Road) & W 65th South (York Road)	900; 2,000; 2,000	4,900	Yes	Yes
Total			62,850		

Notes:
1. Backup power can supply Booster 11 or Booster 14, but not both at the same.
2. Backup power is sufficient for Booster Pumps 13-1 and 13-2 with Well 13 or Booster Pump 13-3 with Well 13B, but not all booster pumps simultaneously. The City is currently designing a replacement generator that could supply both Wells 13 and 13B and all three pumps at Booster 13.

1.3 Tanks

The water system contains 14 tanks and two pressurized vessels. Most reservoirs are ground-level concrete tanks designed solely to provide adequate chlorine contact time, rather than system storage. The tanks range in type and size, and most are less than 0.5 million gallons (MG). Well 3

pumps into the only elevated tank in the City. The existing elevated tank stores 0.5 MG and is used primarily to regulate the City's system pressure. A replacement of the elevated tank is currently being designed to have 1.0 MG capacity. Wells 6 and 7 each pump into underground pressurized vessels, although Well 7 is currently inactive. Wells 9 and 10 share a common contact tank, as do Wells 11 and 14, 13, 13B and 19, and 15 and 15B. The contact tank at Wells 15 and 15B is sized to provide system storage and has a capacity of 3 MG. Well 18 pumps to a 2.25 MG tank on W 65th S Street and is also intended to provide system storage under peak demand or emergency conditions. An overview of the tanks in the system is provided in **Table 1-3**.

Table 1-3 | Tank Summary

Tank	Location	Volume (MG)	Tank Type
1	S Boulevard & 10th Street	0.1	Ground
2	Riverside Drive & I Street	0.1	Ground
3	S Capital Avenue & Cliff Street	0.5[1]	Elevated
4	Cleveland Street & N Freeman Avenue	0.15	Ground
5	W 21st Street & Calkins Avenue	0.15	Ground
6	N Skyline Drive & Grandview Drive	0.03	Underground Pressure
7 (inactive)	1st Street & Eastview Drive	0.03	Underground Pressure
8	9th Street & St. Clair Road	0.1	Ground
9/10	E 15th Street & SE Bonneville Drive	0.24	Ground
11/14	Dale Drive & W Broadway Street	0.275	Ground
12	Pop Kroll Way & N Holmes Avenue	0.275	Ground
13/13B/19	Between N Woodruff Avenue & Hollipark Drive	0.315	Ground
15/15B	Barbara Avenue & E 25th Street	3	Ground
16	N Old Butte Road & W Broadway Street	0.315	Ground
17	Fremont Avenue & Energy Drive	0.22	Ground
18	S 5th West (Park Road) & W 65th South (York Road)	2.25	Ground
	Total (active)	**8.02**	

Note:
1. The City is in the process of replacing existing elevated tank with a new 1 MG capacity elevated tank

1.3.1 System Controls

The status of the water system is primarily monitored and controlled through a supervisory control and data acquisition (SCADA) system. The SCADA system monitors flow, pressure, and various status conditions at each well through programmable logic controllers (PLCs). Information is transferred by wireless and fiber connections from the PLCs to the City's Water Division shop, allowing the City to control the functionality of the wells remotely. Well pumps with contact tanks are triggered to turn off and on by tank levels.

The wells that pump directly to the system and the booster pumps are triggered by pressure points located throughout the system. The locations of the control pressure points are in **Figure 1-1**.

Based on set pressure values, these pumps turn on and off as needed to maintain system pressure at these points. Pressure readings at these points are transmitted to the Water Division via a combination of radio and fiber connections. Flow at the booster pumps is regulated by either variable speed motors or electrically actuated valves that monitor tank levels and adjust flow through the boosters to match the flow of the well pumps, aiming to keep the water level in the contact tanks constant.

1.3.2 Distribution System

1.3.2.1 Distribution Pipe

The City's water distribution piping includes nearly 340 miles of pipe, ranging in size from 2 to 24 inches in diameter. The oldest pipe in the system was installed in the early 1900s, with large quantities of pipe installed in the 1920s, 1950s-1970s and 2000s. These pipes are made of cast iron, ductile iron, steel and asbestos cement. A large portion of the system is cast iron, but since the mid-1970s, City standards have required the use of ductile iron pipe. A summary of the length of City-owned pipe by diameter and age is in **Table 1-4**. An additional 25 miles of privately owned and maintained pipe connect to the City system and are not included in **Table 1-4**. A map showing the existing distribution piping is provided above in **Figure 1-1**.

Table 1-4 | Pipeline Length in Miles by Age and Diameter

Diameter (in)	Before 1950	1950-1959	1960-1969	1970-1979	1980-1989	1990-1999	2000-2009	2010-2020	Unk	Total	Percent
< 6	17.9	7.5	1.0	0.7	0.5	0.3	0.4	0.1	0.6	**29.0**	8.5%
6 to 8	5.7	26.5	28.3	36.8	24.0	32.2	40.8	31.3	0.9	**226.5**	66.7%
10 to 16	1.5	3.1	9.7	12.5	8.5	11.9	21.7	12.3	0.1	**81.3**	23.9%
18 to 24	0.0	0.0	0.1	0.8	0.01	1.6	0.03	0.7	0.0	**3.2**	0.9%
Total	**25.1**	**37.1**	**39.1**	**50.8**	**33.0**	**46.0**	**62.9**	**44.4**	**1.6**	**339.8**	-
Percent	7.4%	10.9%	11.5%	14.9%	9.7%	13.5%	18.5%	13.0%	0.5%	-	100.0%

1.3.2.2 Services

There are currently over 26,000 service connections to the City's system. Just over 2,500 of these are commercial/industrial connections. Apart from approximately 680 commercial/industrial services, none of the services are metered; however, in compliance with state regulations, all new construction is required to install provisions for meters, with all new commercial construction adding meters. Additionally, the City is also retrofitting existing commercial customers with meters and transitioning them from non-metered to metered billing.

1.3.2.3 Hydrants

Approximately 2,500 fire hydrants are located throughout the City's system. The Fire Department determines hydrant spacing and location during construction drawing review. After installation,

the Water Division is responsible for the operation and maintenance of the hydrants. However, the Fire Department verifies that all hydrants are operational. Any issues identified during the Fire Department's checks are reported to the Water Division, which then makes any necessary repairs.

1.4 Summary

The City of Idaho Falls (City) is located in southeastern Idaho, with a population of approximately 63,000. The system contains nearly 340 miles of City pipe and approximately 2,500 fire hydrants. The City's system operates on a single hydraulic gradient (pressure) zone set by the overflow of the elevated tank. Supply is provided by 21 groundwater wells that pump into contact tanks then is subsequently boosted into the distribution system.

Section **2**

Section 2

Population and Demand Projections

2.1 Introduction

Water infrastructure planning calculates future water demands to identify anticipated water supply requirements and to size piping and water facilities. The method used to determine future demands depends on available forecasting information. The City of Idaho Falls (City) has very limited existing customer use data, because most customers in the City are not metered. However, overall system production and population projections provide valuable tools for performing the calculations. Existing water demand can be described on a per capita usage rate by dividing the total existing production by the number of people served. Assuming per customer usage rates remain the same, future population projections can be multiplied by the per capita water usage, yielding future water demand.

The populations developed by the Bonneville Metropolitan Planning Organization (BMPO) were used for projection purposes. The BMPO data spatially distribute population growth using Traffic Analysis Zone (TAZ) boundaries. The TAZ data was used to allocate the future water demand across the system and size infrastructure within specific areas of the system. This section presents historic population and water production and future population and demand projections.

2.1.1 Definition of Terms

Demand: the total system production, which is the quantity of water provided by the supply source(s) during a given time period. This information, which is typically reported on a yearly, daily and hourly basis, is required to meet the needs of domestic, commercial, industrial, and institutional use; this includes firefighting, system losses, and other miscellaneous applications. Demands are normally discussed and quantified in terms of flow rates, such as million gallons per day (mgd) or gallons per minute (gpm). Flow rates and factors used in this plan are as follows:

- Average Day Demand (ADD): the total volume of water delivered to the system in a year, divided by 365 days.
- Maximum Day Demand (MDD): the maximum volume of water delivered to the system during any single day.
- Peak Hour Demand (PHD): the maximum volume of water delivered to the system during any single hour.
- Peaking factor (PF): the ratio between flow rates such as ADD and MDD or PHD.

- Per capita demand: the total system demand divided by the total population served expressed in gallons per capita per day (gpcd).

2.2 Historic Water Production

Table 2-1 provides a summary of monthly water production records for the years 2014 through 2020. The volume of water produced is the amount pumped from the aquifer, chlorinated, and put into the distribution system. **Table 2-2** shows the ADD, MDD, PHD and the associated peaking factors for each year. The average peaking factors from 2014 to 2020 are used to calculate future MDD and PHD from ADD values.

Table 2-1|Historic Water Production (Millions of Gallons)

Month	2014	2015	2016	2017	2018	2019	2020
January	307	321	297	297	289	296	274
February	275	293	281	261	257	252	264
March	316	424	286	320	290	275	272
April	446	640	411	338	403	350	383
May	1,066	822	997	876	865	759	1,006
June	1,408	1,343	1,436	1,307	1,120	1,089	1,067
July	1,711	1,473	1,649	1,679	1,576	1,564	1,503
August	1,160	1,402	1,600	1,520	1,484	1,527	1,625
September	1,072	1,122	1,020	985	1,189	965	1,171
October	528	616	423	379	490	330	596
November	295	271	257	270	285	269	265
December	296	290	277	281	297	266	274
Total	**8,880**	**9,017**	**8,934**	**8,513**	**8,545**	**7,942**	**8,700**

Table 2-2|Historic Demands and Peaking Factors

Year	ADD (mgd)	MDD (mgd)	PHD (mgd)	ADD:MDD PF	MDD:PHD PF
2014	24.3	57.2	78.5	2.4	1.4
2015	24.7	59.2	77.5	2.4	1.3
2016	24.5	61.0	83.5	2.5	1.4
2017	23.3	63.2	86.9	2.7	1.4
2018	23.4	60.5	82.8	2.6	1.4
2019	21.8	59.0	82.1	2.7	1.4
2020	23.8	57.8	77.8	2.4	1.4
Average	**23.7**	**59.7**	**81.3**	**2.5**	**1.4**

2.2.1 Per Capita Demand

One measure of water use is per capita demand, which accounts for all uses, commercial, residential, and water loss for each person served. **Table 2-3** contains per capita calculations for 2019 based on BMPO population estimates for the City system service area boundary. The per capita demand is measured in gpcpd.

Table 2-3|Per Capita Demand

	2019
Service Area Population	62,161
Average ADD (mgd)	23.7
ADD Per Capita Demand (gpcpd)	381

The City has been working to install meters for mainly industrial and commercial customers. Since completion of the 2015 Water Facility Plan (WFP), the City has increased metering from less than one percent of the system to just over two percent of water customers. While the City is continuing to install meters and plans to develop a system wide approach to meter installation, the small number of currently metered customers makes it difficult to develop a demand estimate more refined than an average per capita demand. Though most of the system is not metered, the per capita demand has decreased significantly since the previous WFP. This is in alignment with regional trends in reduction of water use.

2.2.2 Water Loss

The component of demand that represents the difference between the total water produced and authorized consumption is called water loss. Water loss can be the result of real or apparent losses. Apparent losses can be things such as meter inaccuracy, theft, or reporting errors. Real loss is most likely due to system leaks, main breaks, or tank overflows. Water for uses such as firefighting, hydrant flushing, and street sweeping is authorized, but typically unmetered and can be difficult to account for and may get included in the water loss calculations. Since only a small percentage of City customers are metered, there is no accurate way to estimate water loss in the system. Existing per capita usage rates include water loss and as part of the projections are assumed to continue to constitute the same percentage of overall water production as the system expands in the future.

2.3 Future Service Area and Water Demand Projections

Projecting the system water requirements involves determining the service area boundaries, projected population, and water demand.

2.3.1 Future Service Area Boundaries & Population Served

City staff developed an estimated geographic boundary and associated timeline for the expansion of the City's current service area to its full planning boundary at build-out. This service boundary expansion is illustrated in **Figure 2-1**. BMPO population estimates for 2019, 2035, and 2050 associated with these geographic service boundaries were used to predict the service area populations for the existing and 20-year horizons. Using BMPO estimates, the growth rate for the service population from 2019 to 2035 is approximately 1.7 percent and from 2035 to 2050 2.2 percent, which was used to calculate the intermediate 5-year (2026) and future 20-year (2041) service populations, shown in **Table 2-4**.

Table 2-4|Service Area Population Projections

	2019	2021	2026	2041
Percent Growth	-	-	1.7%	2.2%
Service Area Population Projection[1]	62,200	64,300	69,900	93,300

Note:
1. Service area population differs from city limit population. Populations have been rounded to nearest 100.

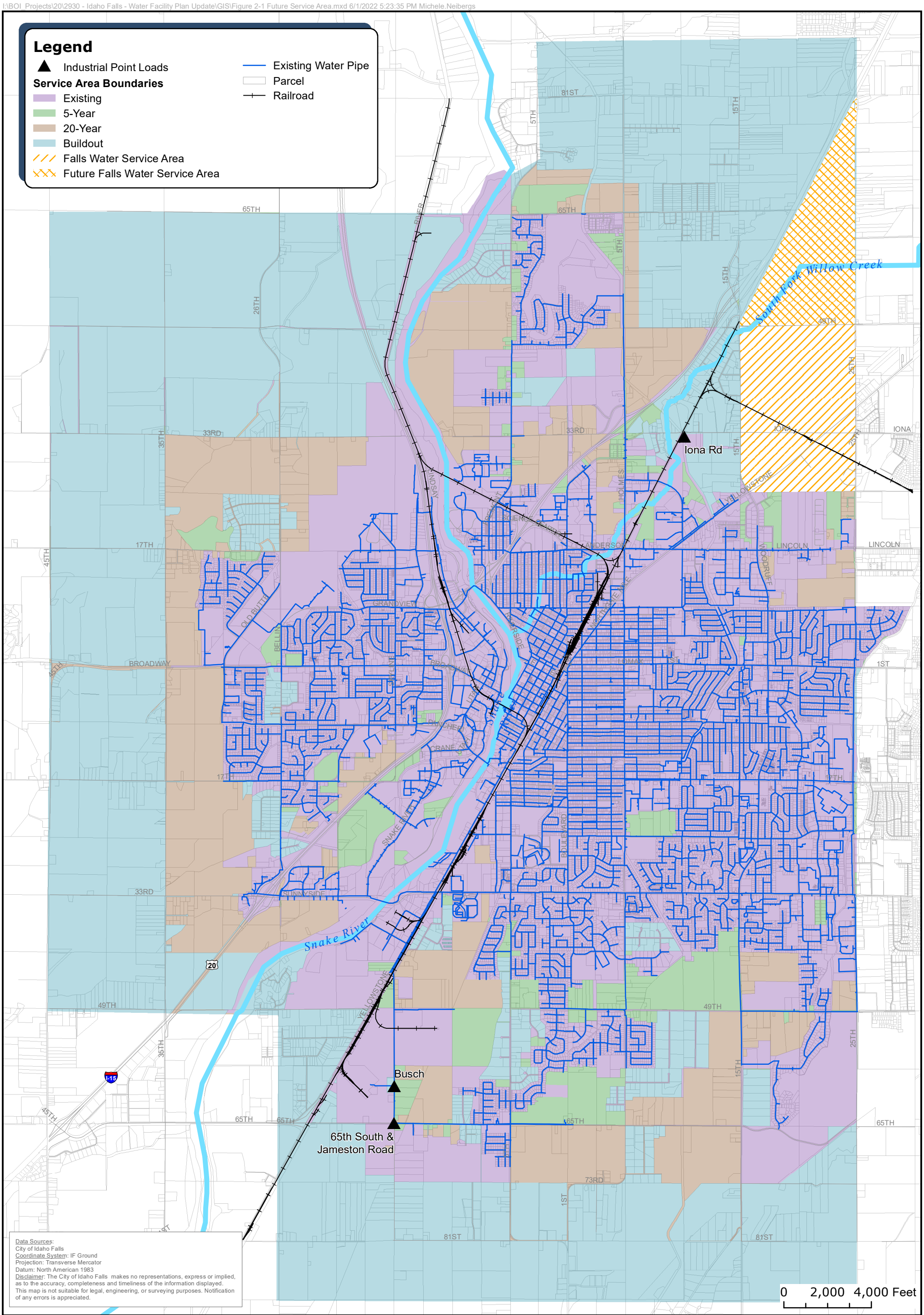
2.3.2 Industrial Demand Reserve

Since approximately two percent of City water customers are metered and there is no accurate way to distinguish between unmetered residential and non-residential demand, the per capita demand reflects an average for all uses and water loss across the system. However, because the City is committed to meeting the existing and future demands of large industrial customers in particular areas of the system, three locations have been identified for future large, localized demands. These locations are shown in **Figure 2-1** and summarized in **Table 2-5**. Currently, the City has a contractual obligation to provide up to 2.16 mgd on an as-needed basis to the Busch malting plant. Busch has not historically utilized this amount of water however it is included in the existing and future demands since the City could be required to provide it at any time. Based on metering records, Busch currently uses 1.24 mgd. This portion of demand is reflected in the per capita calculation and is therefore not included in **Table 2-5**. Two other large demand locations on York Road and Iona Road have been identified for potential future water intensive industrial developments. The City also has an agreement with the Intergrow Malt facility. Since the agreement was made, the facility has taken measures to reduce its water use so the potential for this demand is assumed to be within the demand loading at York & Jameston Roads.

Table 2-5|Industrial Demand

Industrial Demand	Demand Loading (mgd)
Busch	0.92
York & Jameston Roads	1.0
Iona Rd	0.3
Total	**2.2**

I:\BOI_Projects\20\2930 - Idaho Falls - Water Facility Plan Update\GIS\Figure 2-1 Future Service Area.mxd 6/1/2022 5:23:35 PM Michele.Neibergs



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IDAHO FALLS PUBLIC WORKS

Idaho Falls
Water Facility Plan

Figure 2-1
Future Service Area & Industrial Point Loads

20-2930

2.3.3 System Demand

The projected system demands were calculated using BMPO service area population projections, average per capita demand, average peaking factors, and the specific industrial demands. As described earlier, an average per capita demand of 381 gpcd is used as the primary demand forecasting value for the 5-year and 20-year horizon. In addition, the specific industrial loads from **Table 2-5** are added to the future projections to calculate a system-wide demand. The same population-based projections for the long-term horizon of 2055 that were developed in the 2015 WFP were utilized and only the industrial point loading was updated for the 2055 projection. The ADD projections are in **Table 2-6**.

The MDD and PHD are projected using the historic average peaking factors. The industrial demands are assumed to be relatively constant so peaking factors were not applied to determine the MDD and PHD for the point loads. System projections for MDD and PHD are in **Table 2-7**.

Table 2-6 | Non-metered ADD Projections

ADD (mgd)	2021	2026	2041	2055
Per Capita	24.5	26.6	35.5	49.2
Industrial Point Load	0.0[1]	2.2	2.2	2.2
Total	**24.5**	**28.8**	**37.7**	**51.5**

Note:
1. The existing industrial demand is reflected in the per capita ADD.

Table 2-7|Non-metered System Demand Projections

Demand (mgd)	2021	2026	2041	2055
ADD	24.5	28.8	37.7	51.5
MDD[1]	61.8	69.5	91.9	125.3
PHD[1]	84.2	93.8	124.4	169.6

Note:
1. Industrial point loads are assumed to be relatively constant. Therefore, peaking factors are not applied.

2.3.4 Impact of Metering on Future Water Demands

As the City works to implement system-wide metering and rates that reflect customer use, a significant decline in per capita water use would likely occur. A reduction could have a significant impact on the future water supply needs of the system. A literature review of metering implementation was conducted as part of the 2015 WFP effort. Based on the review, utilities in similar climates observed a 30 percent reduction in ADD and 40 percent reduction in peak demand. In addition, an estimate to install meters for all City customers was determined as part of the 2015 WFP. The updated cost to meter is discussed further in **Section 6 – Financial Plan**. The actual reduction due to metering could vary from these estimates based upon many factors including the timing of the metering implementation and rate structure.

The previous plan assumed the possible conversion to metering would occur over several years and that half of the 30 percent and 40 percent reduction (15 percent and 20 percent) would be realized by 2020. While the City has increased metering of industrial customers, much of the system remains unmetered. As a result, it was assumed that a reduction of 15 percent and 20 percent would occur by 2026 and that the system would be fully metered by 2041. The resulting demand values are in **Table 2-8**. **Table 2-9** and **Figure 2-2** shows the resulting demands at the 2026 (5-year), 2041 (20-year) and 2055 horizons with and without a reduction due to metering.

Table 2-8|System Demand Projections Assuming Metering

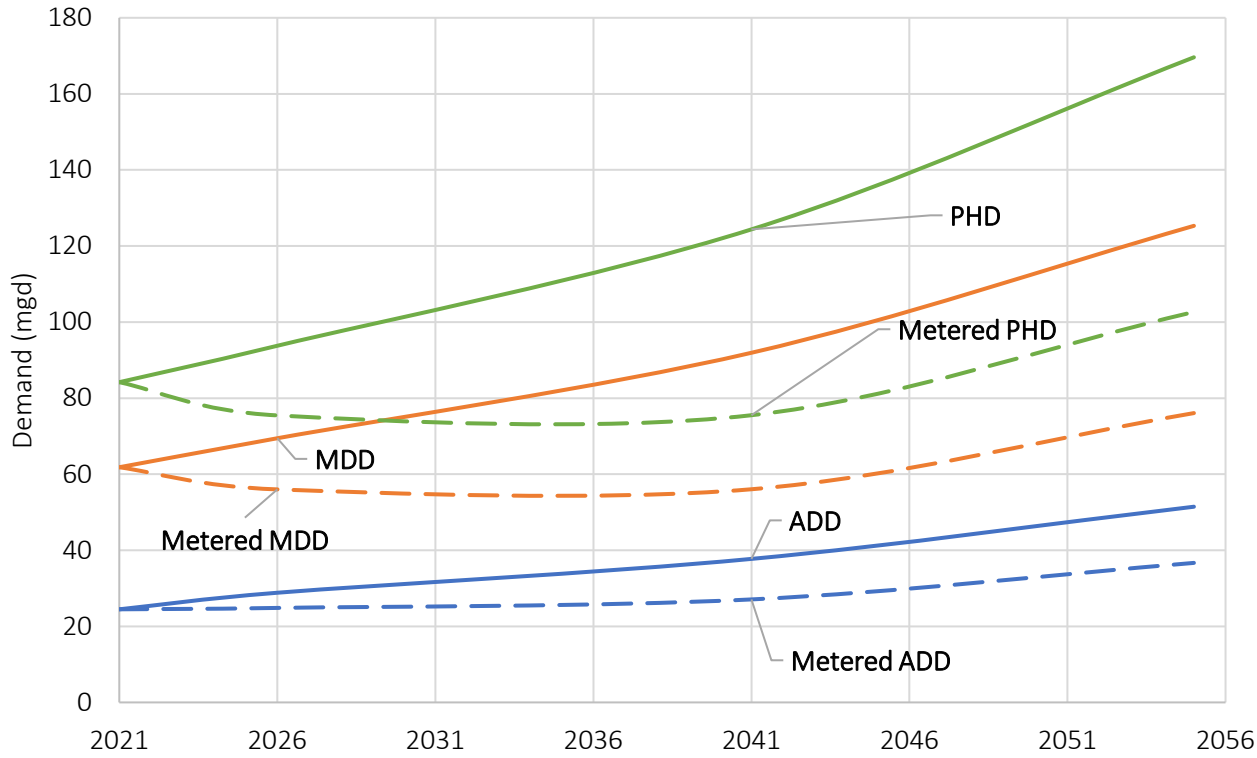
Demand (mgd)	2021	2026	2041	2055
ADD	24.5	24.8	27.1	36.7
MDD[1]	61.8	56.0	56.0	76.0
PHD[1]	84.2	75.5	75.5	102.7

Note:
1. Industrial point loads are assumed to be relatively constant. Therefore, peaking factors are not applied.

Table 2-9|System Demand Projections Comparison

Demand (mgd)	2021	2026	2041	2055
ADD Non-metered	24.5	28.8	37.7	51.5
ADD Metered	24.5	24.8	27.1	36.7
MDD Non-metered	61.8	69.5	91.9	125.3
MDD Metered	61.8	56.0	56.0	76.0
PHD Non-metered	84.2	93.8	124.4	169.6
PHD Metered	84.2	75.5	75.5	102.7

Figure 2-2|Demand Projections Comparison



2.4 Summary

The City's existing production and population were used to determine per capita demands. This value was used to project future demand requirements based on projected population growth within the service area boundaries for 5-year, 20-year, and long-term horizons. Since most of the City's customers are not currently metered, a projection was determined with and without metering to evaluate the potential impact on future system demands from metering. As described in **Table 2-8** and **Figure 2-2**, the City's overall water demand could be reduced if the system is metered, and use-based billing is implemented. This could result in a significant reduction related to the requirement for future water rights and supply infrastructure. The cost of metering is discussed further in **Section 6**.

The projected demands for the next 20 years will be used to evaluate the hydraulic capacity of the system and identify necessary improvements. The actual timing of any improvements should be based primarily on when the system reaches certain demand thresholds versus specific predetermined timelines.

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Section **3**

Section 3

Distribution and Supply Analysis

3.1 Introduction

This section documents the overall water supply and distribution system analysis for the City of Idaho Falls (City) for existing and future conditions. The water demand forecast summarized in Section 2—Population and Demand Projections was used in conjunction with performance criteria to assess water system characteristics, including supply capacity, service pressures, system storage, pumping capacity, and emergency fire flow availability. A 20-year horizon was used to evaluate the distribution system. For water supply needs, a longer, 2055 analysis was included for long-term planning. This section provides the basis for recommended system improvements presented in Section 6—Capital Improvement Program.

3.2 Performance Criteria

The water distribution system should be capable of operating within certain performance limits under varying customer demand and operational conditions. The recommendations of this plan are based on the performance criteria summarized in Table 3-1. The criteria are based on the requirements within the Idaho Department of Environmental Quality administrative rules (IDAPA 58.01.08), many of which come directly from the federal Safe Drinking Water Act requirements. Other standards that have been referenced include the American Water Works Association (AWWA) acceptable practice guidelines, Ten States Standards, and the Washington State *Water System Design Manual*.

Table 3-1 | Performance Criteria

System Attribute	Evaluation Criterion	Value
Water Supply	Firm Supply Capacity[1]	MDD[2]
Distribution Storage	Total Distribution Storage Capacity	Sum of operational, equalization, fire & dead storage
Booster Pump Stations and Wells	Minimum No. of Pumps	2
	Capacity	PHD[3] or MDD+ fire flow (whichever is larger)
	Emergency Power	At least two independent sources, system-wide adequate to serve ADD[4] + largest fire flow
Service Pressure	Minimum during MDD + fire flow	20 psi[5]at service junctions
	Minimum, during PHD	40 psi
	Standard Range	40-80 psi
	Maximum	80 psi preferred[6]
Distribution Piping	Maximum Velocity during MDD	5 feet/second (fps)
	Velocity during PHD or Fire Flow	Not to exceed 10 fps
	Minimum Future Pipe Diameter	8-inch (exception: 6-inch for short, dead-end mains without fire service)
Fire Suppression	Available Fire Flow Requirements[7]	Residential: 1,500 gpm[8] for 2 hours Commercial/Industrial: 2000-3,000 gpm for 2 hours Heavy Industrial: 4,500 gpm for 4 hours

Notes:
1. Firm capacity: the total production capacity with the largest capacity well and Booster Station, Well 5, out of service.
2. MDD: Maximum day demand: the maximum volume of water delivered to the system during any single day.
3. PHD: Peak hour demand: the maximum volume of water delivered to the system during any single hour of the maximum demand day.
4. ADD: Average day demand: the total volume of water delivered to the system throughout the year averaged over 365 days.
5. psi: pounds per square inch
6. For pressures greater than 80 psi, installation of individual pressure reducing valves (PRVs) is recommended.
7. For all fire flow evaluations, it is assumed that flow for only one fire at a time must be available.
8. gpm: Gallons per minute.

3.3 Water Rights Analysis

The City has a varied portfolio of water rights, including hydropower rights and municipal groundwater rights, along with surface water irrigation shares and storage water shares. The municipal groundwater rights provide the supply to the City's potable distribution system and are summarized in **Table 3-2**. The City can use the municipal water rights at any of its wells.

Table 3-2|Municipal Groundwater Rights

Right # or Permit #	Priority Date	Instantaneous Flow		Annual Volume (Acre-Feet)
		cfs[1]	gpm	
25-02095	02/25/1927	5.20	2,340	3,758
25-02142 & 35-03020	04/08/1963	50.20	22,590	20,200
25-02143	11/22/1963	17.10	8,019	12,358
35-07001	07/13/1967	8.90	4,005	6,432
25-07022	01/18/1972	7.35	3,308	5,312
25-07058	08/22/1974	6.14	2,763	4,437
35-07841	02/07/1979	7.35	3,308	5,312
25-07298 & 25-07398	12/23/1982 01/11/1985	3.35 1.55	1,503 696	2,421 1,120
25-07654	09/03/1997	4.93	2,213	3,563
35-08682	02/10/1988	8.02	3,609	5,796
25-07467	09/09/1988	8.02	3,609	5,796
Total		**128.11**	**57,963**	**76,506**

Note:
1. cfs: Cubic feet per second.

The City's water rights must meet both instantaneous pumping requirements during a maximum day demand (MDD) condition and the volumetric requirements of ADD over the course of the year. As shown in **Table 3-3**, the City's existing average yearly water rights are adequate to meet annual demand projections through the next 35 years. However, **Table 3-4** shows that the instantaneous MDD, which in the past have approached the instantaneous allowance, will surpass the City's instantaneous water rights flow rate prior to the 20-year timeframe. The City has recently developed a Water Rights Plan to assess the options to best utilize existing rights and adequately provide for future demands. A copy of the Water Rights Plan, which addresses the adequacy of water rights and options for addressing future shortfalls, is included in **Appendix B**. A separate assessment below evaluates the adequacy of the system's well and booster station pumping capacity to convey the water into the system and meet demand.

Table 3-3|Annual Municipal Water Rights Analysis

Timeframe	Average Yearly Demand (acre-feet)	Existing Yearly Water Rights (acre-feet)	Yearly Water Rights Surplus (acre-feet)
2021	27,445	76,506	49,061
2026	32,260	76,506	44,246
2041	42,228	76,506	34,277
2055	57,687	76,506	34,277

Table 3-4|Instantaneous Municipal Water Rights Analysis

Timeframe	MDD (gpm)	Existing Instantaneous Water Rights (gpm)	Instantaneous Surplus/Deficiency (gpm)
2021	42,917	57,963	15,046
2026	48,264	57,963	9,699
2041	63,819	57,963	(5,856)
2055	87,014	57,963	(29,051)

3.4 Well, Pumping, and Storage Analysis

3.4.1 Facilities

A majority of the City system is designed with facilities that consist of a well, small contact tank, and booster pump station (BPS). The main purpose of these tanks is to meet contact time requirements before pumping into the system and they operate as a "pass through" for well supply rather than as storage to meet fire flow or peak hour demand (PHD) conditions. Typically, these facilities have equivalent well and BPS capacity and where they are not equivalent, the smaller capacity is the limiting capacity to the system. Well 13/13B/19 and Well 17 have larger well capacity than BPS capacity, so the existing BPS capacity becomes the existing limiting supply to the system and additional BPS capacity would be required to leverage the larger well supply capacity. Well 2 has larger BPS capacity than well capacity, but no storage so the well capacity is the limiting supply to the system. Well 15/15B and Well 18 have larger ground level tanks intended for storage. These two facilities have BPS with larger pumping capacity than the well(s) at the facility in order to convey the storage to meet fire flow and PHD conditions. Since these facilities have more booster pump station capacity than well capacity, the difference between the two capacities is sourced from the ground storage. In the subsequent analyses, it is stated whether ground storage is assumed or not for these facilities based on the analysis and criteria. One facility, Well 3, pumps directly to an elevated tank, which is the system's only gravity storage. A list of the system facilities and the available well, BPS, and backup power capacity used for the analyses is in **Table 3-5**.

Table 3-5 | Facility Capacities

Site	Facilities	Facility (gpm or MG)	Total Well (gpm)	Total BPS (gpm)	Total to System with and Without Using Pumped Storage (gpm)	Backup Power with and Without Using Pumped Storage (gpm)	Pumping or Well Capacity Limitations
Well 1	Well 1	3,500	3,500	3,500	3,500	0	None
	Well 1 Tank	0.1					
	Well 1 BPS	3,500					
Well 2	Well 2	3,150	3,150	3,500	3,150	0	350 gpm currently unusable BPS capacity due to less well capacity and no storage.
	Well 2 Tank	0.1					
	Well 2 BPS	3,500					
Well 3	Well 3	4,000	4,000	4,000[1]	4,000	0	None
	Well 3 Elevated Storage Tank	0.5					
Well 4	Well 4	4,500	4,500	4,700	4,500	4,500	200 gpm currently unusable BPS capacity due to less well capacity and no storage.
	Well 4 Tank	0.2					
	Well 4 BPS	4,700					
Well 5	Well 5	5,500	5,500	5,500	5,500	0	None
	Well 5 Tank	0.2					
	Well 5 BPS	5,500					
Well 6	Well 6	1,150	1,150	1,150	1,150	0	None
	Well 6 Tank	0.03					
Well 8	Well 8	1,650	1,650	1,650	1,650	0	None
	Well 8 Tank	0.1					
	Well 8 BPS	1,650					

Site	Facilities	Facility (gpm or MG)	Total Well (gpm)	Total BPS (gpm)	Total to System with and Without Using Pumped Storage (gpm)	Backup Power with and Without Using Pumped Storage (gpm)	Pumping or Well Capacity Limitations
Well 9/10	Well 9	3,600	8,000	8,000	8,000	8,000	None
	Well 10	4,400					
	Wells 9/10 Tank	0.2					
	Wells 9/10 BPS	8,000					
Well 11/14	Well 11	4,000	7,250	7,250	7,250	4,000	None
	Well 14	3,250					
	Wells 11/14 Tank	0.3					
	Well 11/14 BPS	7,250					
Well 12	Well 12	4,000	4,000	4,000	4,000	0	None
	Well 12 Tank	0.3					
	Well 12 BPS	4,000					
Well 13/13B/19	Well 13	3,200	8,025	6,500	6,500	3,200	1,525 gpm currently unusable well capacity due to BPS capacity being less than well capacity and no storage.
	Well 13B	2,500					
	Well 19	2,325					
	Wells 13/13B Tank	0.3					
	Well 13/13B/19 BPS	6,500					
Well 15/15B	Well 15	2,200	4,200	6,000	4,200 w/out storage 6,000 with storage	4,200 w/out storage 6,000 with storage	1,800 gpm larger BPS capacity than well capacity that can be pumped from ground storage.
	Well 15B	2,000					
	Wells 15/15B Storage Tank	3					
	Well 15/15B BPS	6,000					

Site	Facilities	Facility (gpm or MG)	Total Well (gpm)	Total BPS (gpm)	Total to System with and Without Using Pumped Storage (gpm)	Backup Power with and Without Using Pumped Storage (gpm)	Pumping or Well Capacity Limitations
Well 16	Well 16	3,600	3,600	3,600	3,600	3,600	0
	Well 16 Tank	0.3					
	Well 16 BPS	3,600					
Well 17	Well 17	4,500	4,500	4,000	4,000	0	500 gpm currently unusable well capacity due to less BPS capacity and no storage.
	Well 17 Tank	0.2					
	Well 17 BPS	4,000					
Well 18	Well 18	4,500	4,500	5,000	4,500 gpm w/out storage 5,000 with storage	4,500 gpm w/out storage 5,000 with storage	500 gpm larger BPS capacity than well capacity that can be pumped from ground storage.
	Well 18 Storage Tank	2.3					
	BPS 18	5,000					
System Total	Wells with BPS	62,375	67,525	63,200	65,500 w/out storage 67,800 with storage	32,000 w/out storage 34,300 with storage	350 gpm currently unusable BPS capacity. 1,425 gpm currently unusable well capacity. 2,200 gpm usable BPS capacity from ground storage.
	Wells without BPS	5,150					
	Storage (elevated and ground)	5.8					
	BPS	63,200					
System Firm	Well	62,025	62,025	57,700	60,000 w/out storage 62,300 with storage	NA	
	BPS	57,700					

Note:
1. Well 3 pumps directly into the Well 3 Elevated Storage Tank. The total BPS assumes well capacity can be conveyed from the Well 3 Elevated Storage Tank to the system at the well capacity.

3.4.2 Well and Pumping Criteria

To adequately meet system demands, supply facilities must be capable of providing MDD with the largest pump out of service. This state requirement assumes that all demands above MDD, such as PHD and fire flows are provided from storage. Alternately the City could choose to provide for demands that exceed MDD directly from supply, however this would require use of instantaneous water rights and adequate well and booster pump station capacity.

Since the City's system is designed with well supply that in most cases is pumped through a booster pump station, the well and booster station pumping capacity need to provide MDD. To meet PHD and fire flow requirements the system needs adequate storage and for use of ground storage, adequate pumping capacity to convey that storage to meet peak demand conditions.

3.4.3 MDD Well and Pumping Supply Analysis

The system needs at a minimum well and BPS firm capacity to meet MDD without using storage. The analysis is performed in two ways. The first illustrates the total well capacity without consideration to BPS capacity limitations to illustrate where additional BPS capacity could be added to increase use of the existing well supply. The second shows the overall existing limiting supply capacity to the system since Well 13/13B/19 and Well 17 have BPS capacities that limit full use of the well supply at those facilities. The analysis uses the regulatory criteria that MDD be met by firm supply pumping with no use of storage.

The results in **Table 3-6** show that the existing well supply is adequate through the 5-year horizon, but additional well supply will be required to meet the 20-year projected MDD. To maximize the existing well capacity, an additional 2,025 gpm of BPS capacity could be added—1,525 gpm at Well 13/13B/19 and 500 gpm at Well 17. There would still need to be another 1,794 gpm of well and BPS capacity. Alternately, without those BPS increases, 3,819 gpm of additional well and BPS capacity is required to meet the 20-year MDD projections.

Table 3-6 | MDD Supply Capacity Analysis

Timeframe	MDD (gpm)	Well Firm Capacity[1] (gpm)	Surplus/Deficiency of Well Capacity (gpm)	BPS Firm Capacity Without Storage[2] (gpm)	Surplus/Deficiency of BPS Capacity (gpm)
2021	42,917	62,025	19,108	60,000	17,083
2026	48,264	62,025	13,761	60,000	11,736
2041	63,819	62,025	(1,794)	60,000	(3,819)
2055	87,014	62,025	(24,989)	60,000	(27,014)

Notes:
1. Existing well capacity with Well 5 offline and without BPS limitations.
2. BPS capacity up to available well capacity with Well 5 BPS offline.

In addition to the supply mass balance, a hydraulic model analysis (described in detail later in this section) was done to determine if the distribution system can adequately convey the water from the supply locations to the areas of demand. To remain consistent with current City operations, recommendations for well capacity will be accompanied by storage and booster pumping capacity.

3.4.4 Backup Power Criteria

In the event of a power outage, the system should have adequate backup power to meet average day demand (ADD) plus the largest fire flow requirement in the system. Alternately, standby storage can be used to meet 8 hours of ADD without backup power. Since the majority of the system requires pumped storage, the assumption is that well and BPS backup power capacity will primarily supply ADD plus fire flow rather than storage, however the analysis is done with and without the use of ground storage to illustrate where BPS capacity exceeds well capacity at some sites with backup power and ground storage is being used.

3.4.5 Backup Power Analysis

The largest fire flow requirement in the system is 4,500 gallons per minute (gpm). It is assumed that the fire flow requirements do not change over the 20-year analysis period. As described in **Section 2**, some facilities only have adequate backup power to serve some combination of the well and booster pumps at the facility, not all pumps. For these facilities, the largest viable combination of pumps was used to determine available backup power supply to the system during a power outage. As **Table 3-7** indicates, the City currently has adequate backup power capacity to supply ADD plus fire flow with or without using ground storage through the 20-year projections.

Table 3-7 | Backup Power Analysis

Timeframe	Fire Flow (gpm)	ADD (gpm)	Backup Power Without Ground Storage (gpm)	Surplus/ Deficiency Without Ground Storage (gpm)	Backup Power with Ground Storage (gpm)	Surplus/ Deficiency With Ground Storage (gpm)
2021	4,500	17,014	32,000	10,486	34,300	12,786
2026	4,500	20,000	32,000	7,500	34,300	9,800
2041	4,500	26,180	32,000	1,320	34,300	3,620

3.4.6 Pumping and Storage Criteria

The criteria assume any demand requirements above MDD will be provided by storage and/or surplus pumping capacity. Since the majority of storage in the City system is pumped from ground level the storage and BPS capacity analysis are closely linked. Tanks intended to store water and meet demand typically serve four purposes: operational storage, equalization storage, fire

storage, and standby or emergency storage (if adequate standby power is not provided). The total distribution storage required is the sum of these four components plus dead storage that is not available for use or provides substandard flows and pressures. As shown in **Table 3-7**, the system has adequate backup power capacity over the 20-year horizon without leveraging storage, so no standby storage requirement is included.

Required storage volumes in millions of gallons were calculated according to the following criteria:

- Dead Storage – storage not available for use, assumed at 2.5 feet per tank.
- Operational Storage – storage that supplies water under normal conditions when sources are off.
- Equalization Storage –difference between a system's maximum pumping capacity and PHD provided for 150 minutes.
- Fire Storage – largest fire flow requirement within the system, 4,500 gpm multiplied by the duration of that flow, 4 hours.

3.4.7 Storage and Pumping Analysis

This pumping analysis is required to verify that MDD plus fire flow or PHD (whichever is larger) can be provided to the system either through storage, booster pumps, or excess well capacity. Since the City could decide to add elevated gravity storage, or continue with pumped ground level storage, the analysis is shown for both. **Table 3-8** shows the storage and associated pumping requirements to meet fire flow and equalization without utilizing any of the surplus supply capacity. For pumping, only the larger of the two requirements, which is equalization, is required.

Table 3-8 |Storage and Pumped Storage Requirement Without Surplus Supply

Timeframe	Fire Flow Requirement[1] (MG)	Equalization[2] (MG)	Total (MG)	Fire Flow Requirement (gpm)	Equalization (gpm)
2021	1.08	2.33	3.41	4,500	15,556
2026	1.08	2.53	3.61	4,500	16,875
2041	1.08	3.39	4.47	4,500	22,569

Notes:
1. Max system fire flow of 4,500 gpm for 3-hour duration
2. Difference between PHD and MDD for 150 minutes

Table 3-9 shows the fire flow and equalization requirements assuming the City's existing surplus firm pumping supply capacity can meet PHD. The limiting factor in serving PHD from well and BPS supply is the existing instantaneous water rights, as shown in **Table 3-4**, which indicates there is 15,046 gpm surplus supply rights to meet existing equalization and 9,699 gpm in the 5-year horizon to help serve PHD. By the 20-year horizon there is not adequate water rights or well supply to meet MDD so the full equalization requirement to meet PHD is assumed completely from

storage and BPS capacity. Alternatively, if the City obtained more water rights, which will likely be required in the future, a portion of the equalization requirement could be met by additional supply.

Table 3-9 |Storage and Pumped Storage Requirement with Surplus Supply

Timeframe	Fire Flow Requirement[1] (MG)	Equalization[2] (MG)	Total (MG)	Fire Flow Requirement (gpm)	Equalization[3] (gpm)
2021	1.08	0.08	1.16	4,500	532
2026	1.08	1.20	2.28	4,500	7,145
2041	1.08	3.39	4.47	4,500	22,569

Notes:
1. Max system fire flow of 4,500 gpm for 3-hour duration
2. Difference between PHD and MDD for 150 minutes
3. Flow requirement after utilizing surplus supply to meet PHD, limited by the existing instantaneous water rights.

The equalizing requirement can be met by gravity storage or pumped storage if there is enough pumping capacity to convey flow into the system. Since the system must meet MDD with supply, the pumping capacity out of storage needs to be greater than the well capacity that is assumed to meet MDD. **Table 3-10** shows the existing total storage capacity and available capacity to meet fire flow and equalization requirements after accounting for dead and operational storage. The analysis in **Table 3-11** indicates the City has adequate existing storage through the five-year projections but will require another 0.3 MG of storage in the 20-year horizon. The City is planning to build an additional 0.5 MG in elevated storage to meet this requirement.

Table 3-10 |Existing Storage Capacity

Existing Storage	Total Capacity (MG)	Dead Storage (MG)	Operational (MG)	Available Capacity (MG)
Elevated Gravity	0.5	0.04	0.20	0.26
Well 15/15B Pumped	3.0	0.29	0.47	2.24
Well 18 Pumped	2.25	0.23	0.36	1.67
Total	5.75	0.56	1.03	4.17

Table 3-11 | Storage Analysis

Existing Storage	Available Capacity (MG)	Total Requirement (MG)			Surplus/Deficiency (MG)		
		2021	2026	2041	2021	2026	2041
Total	4.17	1.16	2.28	4.47	3.01	1.89	(0.3)

To utilize the ground level storage to meet equalization and fire flow requirements, there must be adequate BPS pumping capacity to convey the larger of the two, which is equalization flows, into the system. **Table 3-12** analyzes the pumping requirements from **Table 3-9** compared to existing pumped storage pumping capacity. This analysis assumes the additional instantaneous water

rights and associated well and pumping supply are used to serve part of the PHD requirement through the 5-year horizon. However, by the 5-year horizon there is not adequate projected surplus instantaneous water rights or well supply capacity. Additional water rights, well supply, and BPS capacity will be required to meet fire flow and PHD projections. As previously described, equalizing can be met in a number of ways. **Table 3-12** assumes that the storage requirement is met through increasing the pumping capacity at the facility. The City currently has an excess of 2,300 gpm that can be used to meet equalizing requirements. The analysis indicates there is adequate capacity in the system to meet existing PHD requirements and that 5,709 gpm of additional pumping capacity is required by the 5-year and 20,200 gpm by the 20-year horizon to leverage the existing ground storage to provide PHD. **Section 5** details the recommendations to meet the equalizing requirement which include additional wells, increased pumping capacity at BPS, pumped storage facilities, and additional capacity at the elevated tower.

Table 3-12 |Existing Pumped Storage BPS Analysis

Storage Pumping Capacity Above Well Capacity (gpm)	Pumped Storage Requirement[1] (gpm)			Surplus/Deficiency (gpm)		
	2021	2026	2041	2021	2026	2041
2,300	509	8,009	22,500	1,791	(5,709)	(20,200)

Note:
1. The pumping capacity must convey the larger of MDD plus fire flow or PHD. PHD is larger for the system, so the equalization rate is used in the analysis and assumes the surplus system supply capacity serves PHD where available.

3.4.8 Distribution System Analysis

3.4.8.1 Service Pressure

Distribution system performance was assessed based on the following service pressure criteria discussed earlier and summarized in **Table 3-1**. A distribution system should:

- Provide approximately 40 to 80 psi at service connections under ADD, MDD, or PHD conditions.
- Maintain minimum pressure of 40 psi at service connections under PHD conditions.
- Maintain a minimum service pressure of 20 psi under MDD plus fire flow conditions.
- Keep static pressure within the distribution system below 100 psi and, where possible, below 80 psi.

3.4.8.2 Pipe Flow Velocity

Pipe flow velocity criteria were also used during distribution system analysis to indicate areas of undersized piping. These criteria alone did not dictate system improvements but helped guide system analysis and the prioritization of system improvements. Distribution piping was assessed based on the following criteria:

- Velocity below 5 feet per second (fps) under MDD conditions.
- Velocity below 10 fps under PHD or fire flow conditions.

3.4.9 Hydraulic Model

The City's existing InfoWater hydraulic model was calibrated under steady state conditions.

Field testing was conducted to evaluate the relationship between model results and field data. City water customers' usage is unmetered, making it difficult to accurately allocate demand within the model and thus presenting challenges in the validation process. A summary of the calibration process and results is presented in Appendix C. The model remains useful in predicting general areas with pressure and capacity constraints and was analyzed to identify hydraulic deficiencies under current and future demand conditions. The calibrated model was used to evaluate the performance of the distribution system under existing and future demand conditions to identify deficiencies and evaluate the adequacy of improvements.

3.4.9.1 Modeling Conditions

System analysis was performed under existing, 5-year and 20-year demand conditions for ADD, MDD, PHD and MDD plus fire flow conditions. Fire flow scenarios test the distribution system's ability to provide required fire flows at a given location while simultaneously supplying MDD and maintaining a minimum residual pressure of 20 psi at all services. Pressure criteria deficiencies were identified and used to develop the improvement projects outlined in Section 5.

3.4.9.2 Demand

Demand allocation developed for the previous WFP was used and was updated to match current production records. As described in Section 2, future water demands were estimated using Bonneville Metropolitan Planning Organization (BMPO) data. Future demand was allocated and scaled in the current hydraulic model to match projections.

3.4.9.3 Fire Flow

Fire flows are illustrated in Figure 3-1 and were assigned based on general zoning classifications, with some specific location fire flows identified by City staff.

3.4.9.4 Distribution System Results

A steady state system analysis was performed to assess the ability of the City's current distribution system to provide water for existing and projected future demands and fire suppression.

3.4.9.4.1 Existing Condition Analyses

The system was modeled under existing ADD, MDD, and PHD conditions. Under each scenario pressures range between 40 and 80 psi except for one area with pressures above 80 psi under ADD. There are no areas below 40 psi under PHD. The area of high pressure is shown on Figure 3-2. There are also some pipes that exceed the recommended criteria of 5 fps during MDD and 10 fps during PHD conditions. Velocity criteria are primarily for designing new pipe improvements and these criteria alone will not typically result in recommendations for existing system improvements though can be used to identify potential limiting points in the system.

Under the MDD plus fire flow scenario, there are a number of areas in the system that cannot adequately meet fire flow requirements. The deficiencies are primarily due to small diameter and/or dead-end pipe. Improvements to address fire flow deficiencies were evaluated and identified in Section 5. The identified fire flow deficiencies are shown on Figure 3-2.

3.4.9.4.2 Future System Analyses

Similar demand scenarios (ADD, MDD, PHD and MDD plus fire flow) were modeled for the 5-year and 20-year horizon. For ADD, MDD, and PHD, the 5-year demand conditions were modeled with existing supply and piping to identify areas needing improvements.

Under future scenarios, no new locations have pressures above 80 psi and no areas of pressure under 40 psi during PHD. The results are shown on Figure 3-3.

The 5-year MDD plus fire flow analysis was analyzed assuming improvements are in place to address the existing fire flow deficiencies. This was done to identify any new locations with inadequate fire flow due to future demand conditions. Only four hydrant locations become deficient in the 5-year horizon that were not already deficient under existing conditions. All locations were deficient by 500 gpm or less from the required fire flow. These locations are identified in Figure 3-3.

For all 20-year scenarios, the system was evaluated with pipe improvements required to address existing or 5-year deficiencies. In the 20-year horizon, there is a significant increase in demand and deficiencies in meeting equalizing requirements under PHD, along with transmission constraints of existing supply to growth areas. Well supply is necessary to meet the MDD supply capacity requirement as shown in Table 3-6. Additionally, supply and conveyance from storage tanks into the system is needed to help meet the equalizing requirements shown in Table 3-12. The locations of the new supply and conveyance were determined based on projected growth patterns, areas identified to have low pressure under future demand conditions, and City input. The new facility locations are shown in Figure 3-4. These assumptions allowed for any new deficiencies to be determined, distinct from previously identified deficiencies or those due only to inadequate system-wide supply and pumping capacity. Assumed improvements are explained further in Section 5.

Under the 20-year ADD and MDD, there are no new pressure deficiencies. For the 20-year PHD condition, areas of low pressure exist, particularly in the south the system. The pressure results are displayed on **Figure 3-4**. There are additional pipe locations that exceed recommended velocity under MDD and PHD conditions and are shown on **Figure 3-4**.

The low pressures identified under PHD are due to lack of transmission capacity to serve growth areas in the system. New transmission pipe will be necessary to address the areas of low pressure.

The new piping and pumping capacity was added prior to the fire flow analysis to discern distinct fire flow inadequacies from low domestic pressure issues due to pumping and transmission capacity issues under 20-year demand conditions. The MDD plus fire flow analysis for the 20-year horizon was done with piping improvements in place to address the existing and 5-year fire flow deficiencies, as well as supply, pumping and storage improvements to address those deficiencies. No new fire flow locations at hydrants are deficient under the 20-year demand conditions that were not previously identified under existing or 5-year conditions.

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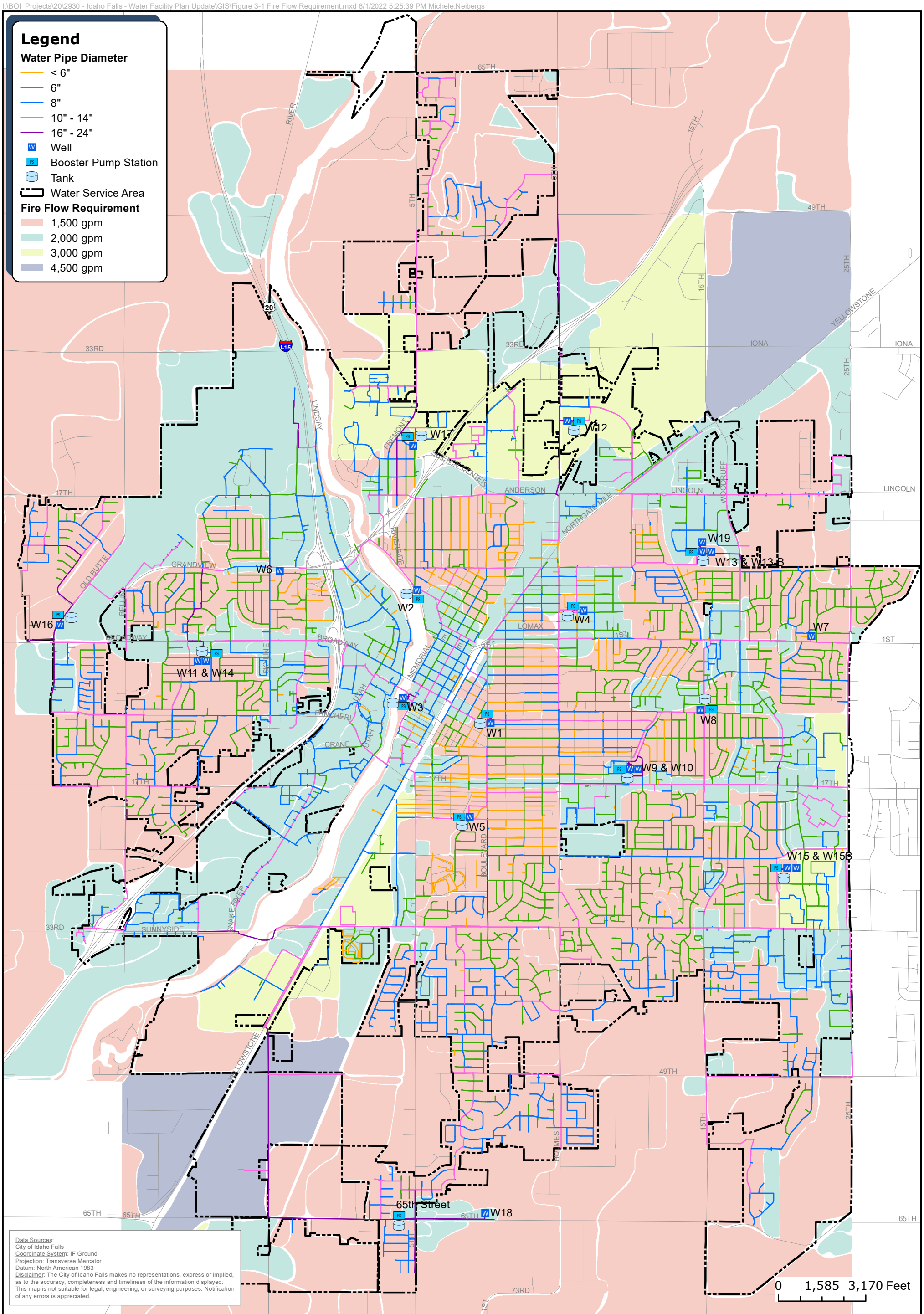

murraysmith

IDAHO FALLS PUBLIC WORKS

Idaho Falls
Water Facility Plan

Figure 3-1
Fire Flow Requirement

20-2930

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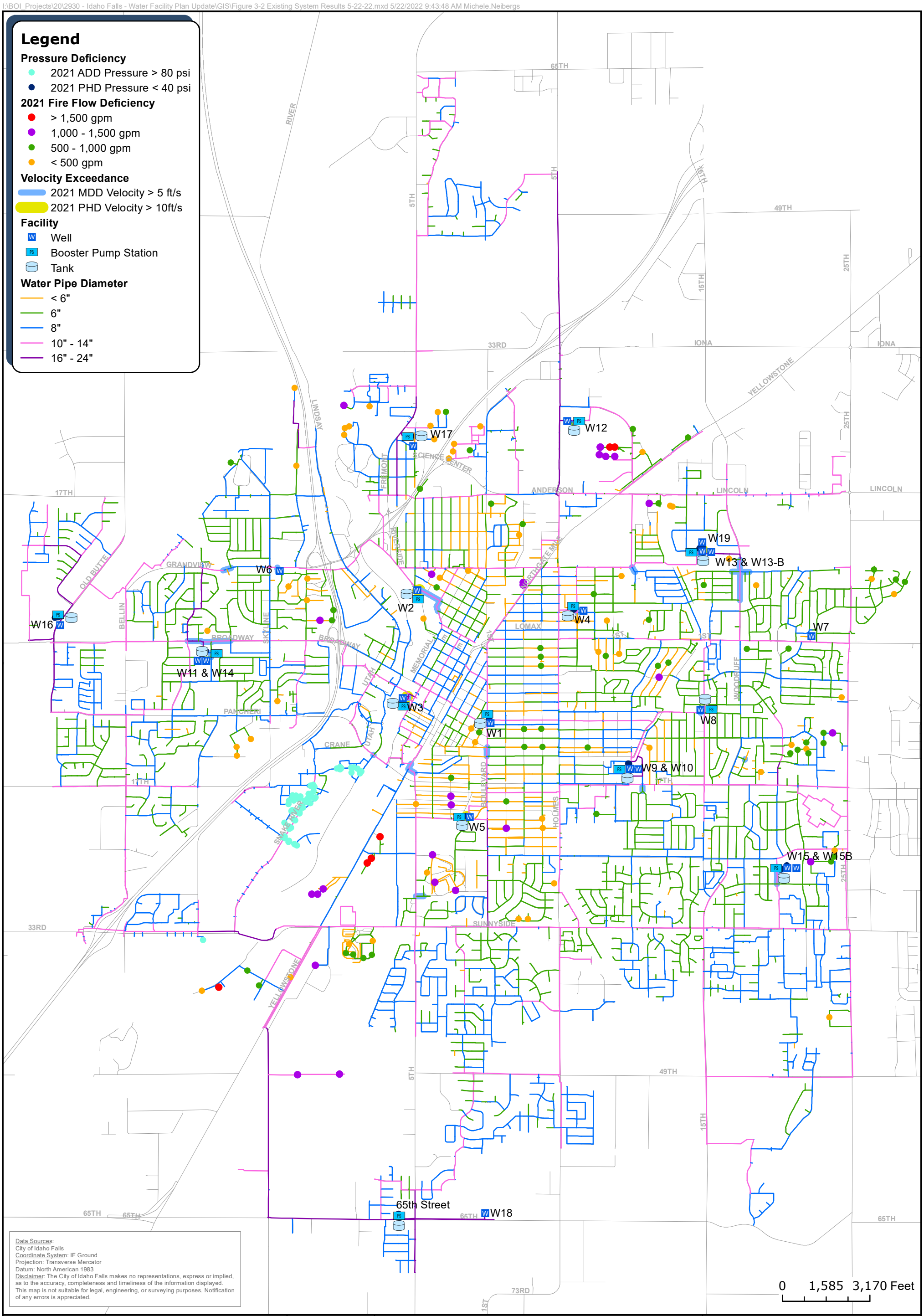

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IDAHO FALLS PUBLIC WORKS

N W E S

Idaho Falls
Water Facility Plan

Figure 3-2
Existing System Results

20-2930

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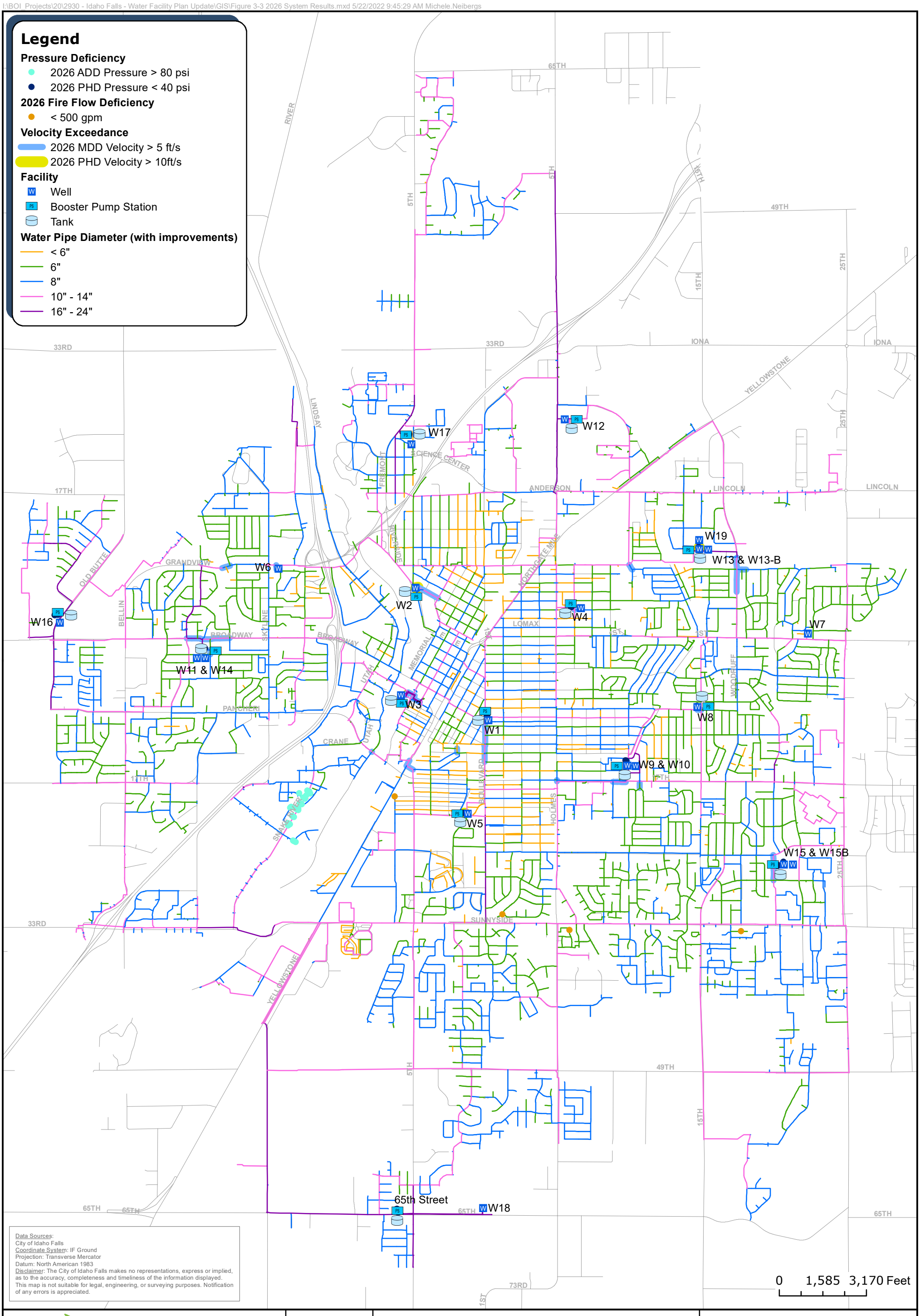

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IDAHO FALLS PUBLIC WORKS

Idaho Falls
Water Facility Plan

Figure 3-3
2026 Analysis Results

20-2930

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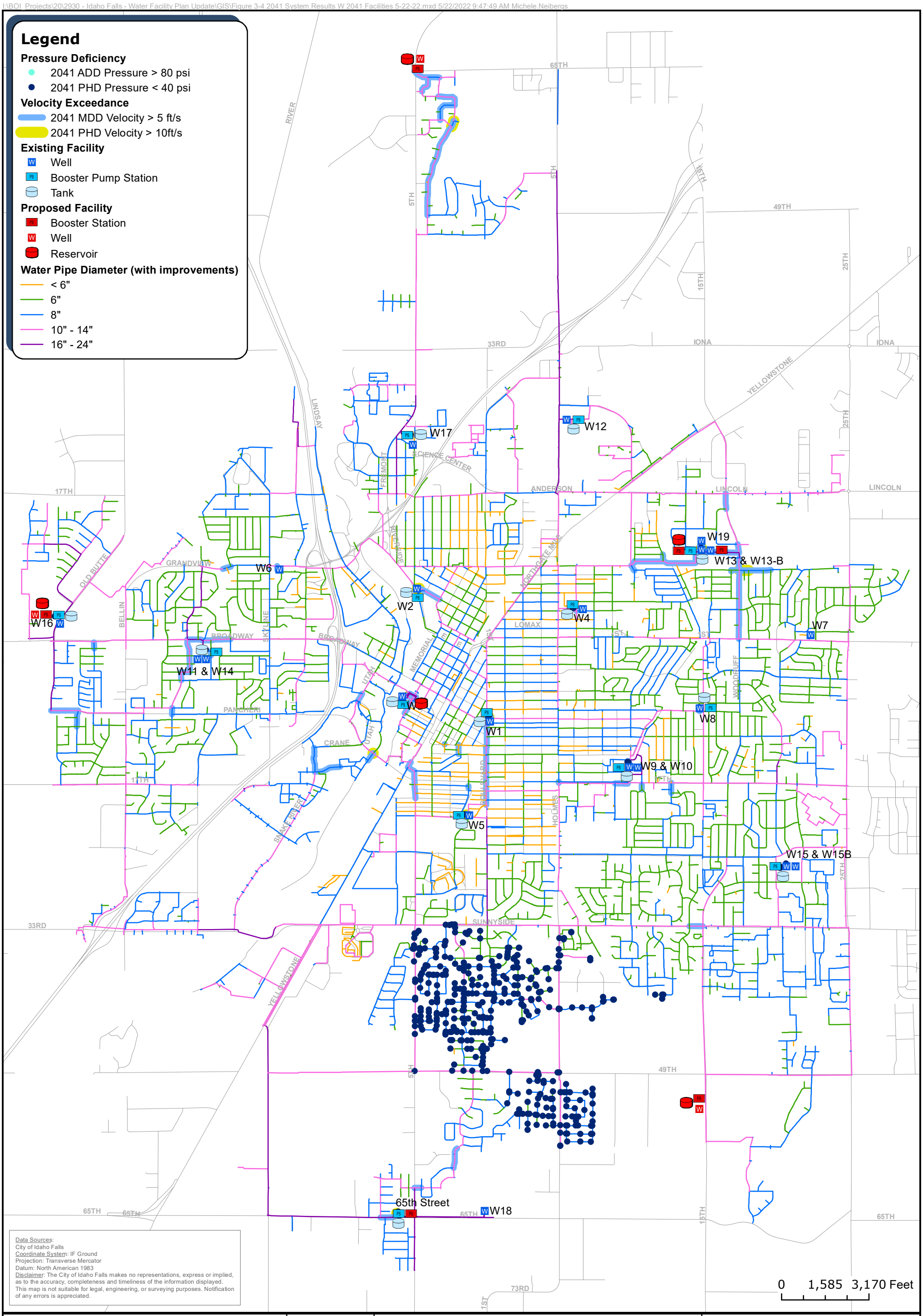

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Idaho Falls
Water Facility Plan

Figure 3-4
2041 ADD, MDD, & PHD Results

20-2930

3.5 Summary

The City provides reliable water supply to its customers and was evaluated on criteria for pressure, storage, pumping and fire suppression capability for existing, 5 and 20-year conditions. Supply evaluations were also conducted using 40-year projections. Due to high summertime demands, deficiencies in instantaneous water rights, peak supply, and pumping capacity have been identified. It should be noted that the demand projections are based on per capita average and peak water use trends continuing into the future. If per capita water use trends decrease, fewer future supply and pumping improvements will be required. The following lists describe the high-level takeaways from each of the respective analysis sections:

3.6 Supply Analysis Summary

3.6.1 Supply Analysis Summary

- The City has adequate yearly average and instantaneous water rights to meet existing and 5-year demands
- The yearly average water right is adequate through the 2055 projection; however, the instantaneous water right will have an 8.4 mgd deficiency by the 20-year horizon and another 33.4 mgd deficiency by the 40-year horizon (41.8 mgd total).
- The City has adequate firm supply capacity to meet MDD for the existing and 5-year demands. By the 20-year, the City will need and additional 5.5 mgd of supply. The supply deficiency could be addressed by additional well supply or combination of well supply and booster supply at Well 13/13B/19 and Well 17 where the existing well capacity is larger than the booster pump capacity that conveys supply to the system.
- The City has adequate back up power through the 20-year horizon

3.6.2 Storage Summary

- The City has adequate storage for existing and 5-year conditions
- The City will have a system-wide future storage deficit of 0.3 MG by the 20-year horizon

3.6.3 Pumping Analysis Summary

- The City can meet equalization flows for existing demands, but will be deficient by 8.2 mgd in the 5-year and an additional 20.9 mgd by the 20-year (29.1 mgd total). The City could address the deficiency by adding additional supply to decrease the amount of equalizing necessary, adding additional boosting capacity at some current facilities, or constructing new storage and BPS facilities. A combination of these facilities are recommended to address the deficiencies and are projects are detailed in Section 5.

3.6.4 Distribution System Analysis Summary

- For existing demands, the system has generally adequate pressures under ADD, MDD and PHD conditions, with one area slightly over 80 psi under ADD in the model.
- There are a significant number of locations that do not provide adequate fire flow under existing conditions. Many of the deficiencies are due to undersized mains.
- Future scenarios were modeled assuming adequate supply, and that existing deficiencies were resolved.
- Under the 5-year demand projection, no locations have pressures over 80 psi or PHD pressures under 40 psi.
- For the 5-year fire flow analysis, four new areas have fire flow deficiencies, although all are less than 500 gpm below the requirement.
- No new pressure deficiencies are anticipated for the 20-year ADD and MDD conditions. However, the 20-year PHD analysis indicated significant portions in the south of the system will have pressures below 40 psi. Transmission piping improvements were added to resolve these deficiencies prior to the fire flow analysis.
- No new fire flow deficiencies were identified under the 20-year analysis.
- Specific projects to address these deficiencies are discussed in Section 5. Some piping projects are also included to improve transmission from new supply facilities and expanded booster pumping capacity.

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Section **4**

Section 4

Operations and Maintenance

4.1 Introduction

This section assesses the City of Idaho Falls' (City's) Operations and Maintenance (O&M) program for its water system based on information supplied by City staff and pertinent regulatory requirements. The resulting program improvement recommendations are detailed at the end of this section.

4.2 O&M Regulations and Guidelines

The Idaho Department of Environmental Quality (DEQ) promulgates the rules governing drinking water systems as set forth in Idaho Administrative Procedures Act (IDAPA) 58.01.08 – Idaho Rules for Public Drinking Water Systems, as follows:

- *58.01.08.501.12 – Operation and Maintenance Manual.* A new or updated operation and maintenance manual that addresses all water system facilities shall be submitted to the Department for review and approval prior to start-up of the new or materially modified public water system unless the same system components are already covered in an existing operation and maintenance manual. For existing systems with continual operational problems, the Department may require that an operation and maintenance manual be submitted for review and approval. The operator shall ensure that the system is operated in accordance with the approved operation and maintenance manual.

- 58.01.08.554.01 – Licensed Operator Required. Owners of all community and non-transient, non-community public drinking water systems must place the direct supervision of their drinking water system, including each treatment facility and/or distribution system, under the responsible charge of a properly licensed operator.

Pursuant to the authority of Idaho's Board of Drinking Water and Wastewater Professionals, IDAPA 24.05.01.250.01 describes two types of operator licenses: one for distribution systems and one for treatment systems. Both require operators to receive licensure levels relevant to the classification of the system being operated. System classifications range from Very Small to Class IV, depending upon size of population served. The City system is a Class IV distribution system.

In addition to state regulations, the 10 States Standards *(Recommended Standards for Water Works*, 2007 Edition), recommends the following regarding water system O&M:

- An operation and maintenance manual including a parts list and parts order form, operator safety procedures and an operational troubleshooting section shall be supplied to the water works as part of any proprietary unit installed in the facility.

In addition to state regulations and recommended standards, the City has established basic drawings and specifications regarding connection, design, and construction of the water distribution and service connection system. These City documents provide design guidelines not covered in the previously mentioned references.

4.3 O&M Staff and Licensure Status

The City's Water Division staff are responsible for the maintenance and operation of the distribution system. Based on the system size, the state requires a Water Distribution Level IV operator license for the individual directly in charge of the system. A licensed treatment operator is not required, because only chlorination occurs and IDAPA rules consider chlorination a function of distribution. **Table 4-1** lists current City personnel with state licenses.

Table 4-1|Certification Status of Personnel

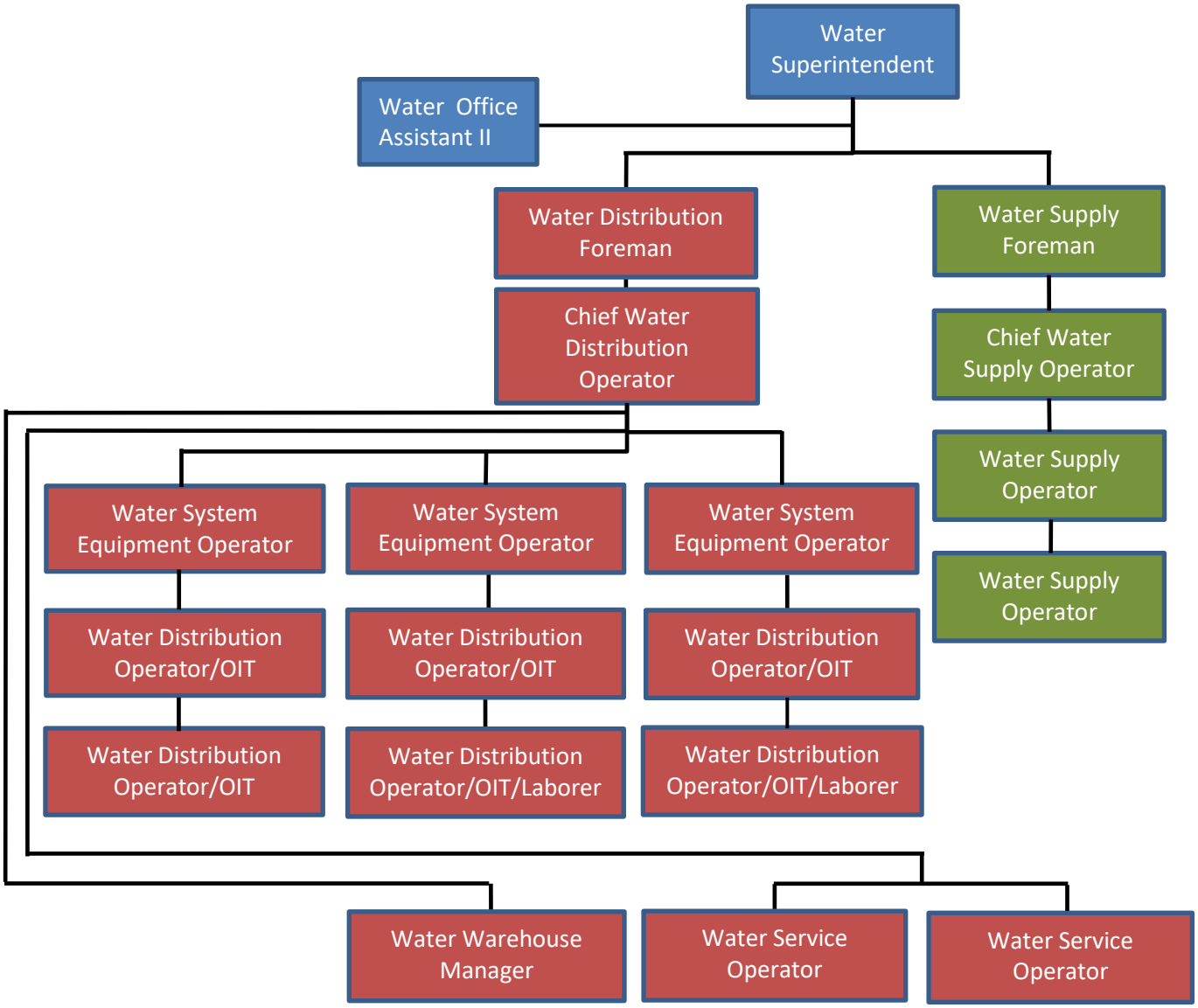
Position	Licensure[1]
Water Superintendent	Distribution IV
	BAT
Water Office Assistant II	N/A
Water Supply Foreman	Distribution IV
Chief Water Supply Operator	Distribution IV
	BAT
Water Supply Operator	Distribution IV
	BAT
Water Supply Operator	Distribution IV
	BAT
Water Distribution Foreman	Distribution IV
	BAT
Chief Water Distribution Operator	Distribution III
Water Warehouse Manager	Distribution I
Water Service Operator	Distribution II
Water Service Operator	Distribution II
Water System Equipment Operator	Distribution I
Water System Equipment Operator	Backfilled-N/A
Water System Equipment Operator	Vacant
Water Distribution Operator	Distribution I
Water Distribution Operator/OIT	N/A
Water Distribution Operator/OIT	N/A
Water Distribution Operator/OIT	N/A
Water Distribution Operator/OIT/Laborer	Vacant
Water Distribution Operator/OIT/Laborer	Vacant

1. Licensure acronym definitions: BAT = Backflow Assembly Tester; OIT = Operator in Training.

The water system O&M operates under the direction of the Water Superintendent, who reports to the Director of Public Works. There are currently 19 employees working in the Water Division

under the direction of the Water Superintendent, all of whom are involved in the operation or maintenance of the system in some capacity. The organizational structure of the Water Division is outlined in **Figure 4-1**.

Figure 4-1|Water Division Organizational Chart



4.4 Current O&M Practices

Standard operations involve analyzing, formulating, and implementing procedures to ensure that the system functions efficiently and meets quality, quantity, and pressure requirements, as well as other system demands. Routine tasks include daily rounds to visually check system facilities, visually monitoring flow and tank level recording devices on a regular basis and responding to customer inquiries and complaints.

4.4.1 General System Operation

The City's drinking water is supplied solely by groundwater from 21 wells distributed across the City's service boundary via an underground pipeline network. These wells are located at 16 sites, some of which house multiple wells. The facilities include the well pump, chlorine contact chamber, and booster pumps identified by well number (e.g., Well #1).

All wells are equipped with chlorine gas injection systems. Well 3 pumps directly into the elevated tank. Well 6 pumps into an underground pressurized tanks and then directly to system pressure; most other wells pump first to a ground-level contact tank and are then boosted to system pressure. Most of the wells produce high-quality water; however, Well 7 can have air entrainment issues and is no longer used. Well 8 produces sand, primarily during startup. Similarly, Well 19 produces sand but is equipped with sand separators.

Pumps force water through water main lines for distribution throughout the City. Service lines then transmit the water from distribution main lines to a customer's premises. Water customers are responsible for service lines on their property, and the City maintains and operates all facilities and appurtenances within the water system up to the property line. Field personnel evaluate the system's performance daily, and except for a few outsourced tasks such as major water main and facility repairs, City staff handle most O&M duties including the monthly reading of water meters.

To check for any issues in the water system, staff make daily visits to each in-use pumping facility to record well production readings, chlorine usage, and building temperature, and they also perform a visual site inspection. Typically, all well facilities are in use during the summer and only a select group of facilities are used in the winter, when the demand is low.

The City has supervisory control and data acquisition (SCADA) equipment installed at each of the well facilities. SCADA equipment records pertinent system information for review by Water Division staff. The following system information is monitored:

- Tank water levels.
- Water pressure at the well facility discharge into the system.
- Water pressure at ten remote locations throughout the distribution network, used to determine the need for more water from the well/booster facilities.

- Flow rates as water enters the distribution system from the well facility
- Pump power usage.
- Chlorine usage
- Well water level measurements. (Currently Well #12 does not have well water level measurement abilities due to an obstructed stilling well.)

The City has a Geographic Information System (GIS) geodatabase that maintains detailed information about the system. The geodatabase provides extensive information about facilities, pipelines, and appurtenances throughout the system. It spatially locates each part of the system and includes attributes relevant to each feature, such as material, diameter, pressure settings, elevations, and other characteristics. The GIS can be leveraged in the office and in the field via laptops or hand-held mobile devices.

4.4.2 Well Site Preventive Maintenance

Currently there is no formal documentation for well site preventative maintenance procedures. The City is currently planning to upgrade its work order management software which will facilitate this documentation in the future. However, the water supply foreman submitted the following list of preventative maintenance activities and how often they are performed by the supply operators via calendar reminders:

4.4.2.1 Daily

- Write down readings at each well.
- Check building temperatures.
- Check property.

4.4.2.2 Weekly

- Sweep floors and remove cobwebs.
- Run/exercise generator sets.

4.4.2.3 Monthly

- Check/test chlorine sniffer/sensor units.

4.4.2.4 Semiannually

- Test heater operation.

4.4.2.5 Annually

- Change oil in motors.

- Paint floors, pipes, pumps, and walls.
- Repack bearings where packing glands are all the way down.
- Grease pumps and motors.
- Perform load tests on and change oil filters in emergency generators.
- Calibrate flow meters.
- Calibrate pressure transmitters.
- Inspect tanks.
- Replace or repair chlorine tubing.
- Reload reading sheets into clipboards.
- Reload generator run sheets into clipboards.
- Change air filters in motor control center (MCC) cabinets.

4.4.2.6 As Needed

- Dust and wipe down motors.
- Tighten packing gland.
- Change chlorine cylinders.

4.4.3 Water Quality Monitoring

The City currently has a sampling plan that follows federal and state requirements for water quality monitoring. This plan describes the contaminant, point locations, and sampling frequency. The water system is sampled for eighty-seven different regulated contaminants as required by federal and state standards. All samples are collected according to regulating agency timelines and laboratory instructions and are evaluated by third-party laboratories.

The City monitors the following contaminant groups:

- Disinfectants
- Inorganic chemicals
- Organic chemicals
- Radionuclides
- Disinfection byproducts
- Microorganisms

The City also has a written sampling plan for the Total Coliform Rule which describes the population-based sampling plan for bacteriological contaminants.

Historical water quality monitoring indicates that the City's water meets federal and state requirements. The most current water quality results are available as part of the City's annual consumer confidence report and can be found on the City's website.

4.4.4 Emergency Response Plan

The Water Division recently updated its Emergency Response Plan (ERP) and conducted a Risk and Resilience Assessment (RRA). The ERP provides the City with a standardized response and recovery protocol to prevent, minimize, and mitigate injury and damage resulting from natural or manmade emergencies or disasters.

The RRA describes how the Water Division will respond to potential threats and includes some recommended improvements included in the Capital Improvement Plan in Section 5.

4.4.5 Customer Complaints

The Water Division uses the City's "Cayenta" service order software to log every customer request and complaint. Once dispatched, Service Operators resolve the service order, and data is entered into the software program and saved. Service orders that identify required maintenance activities are used to generate work orders. Water Division personnel are then scheduled to perform necessary repairs and replacements as indicated on the work order. The current work order and associated inventory software utilized by the Water Division was created by a programmer who is no longer employed with the City; consequently, software capability is very limited and is not integrated with the GIS or associated mapping capability.

4.4.6 Cross-Connection Control

Aside from a pertinent section in the City code, there are currently no official approved guidelines for cross-connection control procedures. However, the Water Division recently drafted a cross-connection control program that will undergo review and approval in 2023. Water Division personnel will team up with the Fire Marshal and Building Division to flesh out details of the program and begin generating a database inventory of testable backflow assemblies within the City.

The Water Division is also evaluating the benefits of using a third-party service and software vs. using in-house staff to track program notifications and testing. Testing of City-owned backflow assemblies is anticipated to begin in spring 2023 with privately-owned devices being tested sometime thereafter following a public information campaign.

4.4.7 Source Water Protection

There is currently no formal documentation for source water protection. The DEQ supplied the City with a Source Water Assessment Report in February 2002, which is updated by the state when new sources are brought online by the City. The City's source water delineations from the DEQ extend beyond city and county limits, and therefore a regional approach to source water protection makes the most sense. No organization has yet attempted to bring all stakeholders together. Well sites are currently being fenced off with upgrade projects identified in the CIP.

4.4.8 Public Information

The City's Public Information Officers assist City divisions and departments with disseminating public information through a variety of sources (print and broadcast media, the web, social networking, etc.). The City's website also has an online question and answer program where the public can ask questions and have them answered by City staff. Other information is communicated in the Water Division's web page and through utility bill stuffers, which include brochures for the Consumer Confidence Report (CCR), Conservation, and Freeze Protection. Water Division personnel also interact with the public by participating in Earth Day and Water Week events. Site tours and presentations at schools and other events are also performed by request. Appendix A includes the City's current Conservation Plan.

4.4.9 Water Meter Calibration and Replacement Program

Due to the small number (680 +/-) of metered connections billed by the City, meters are only replaced when reading abnormalities are identified. There is currently no formal calibration maintenance program. As the City works towards a fully metered system, a formal program is suggested which would likely require more staff. However, the water metering industry is trending towards meters without any moving parts required to measure water use. If the City installed meters of this type, a formal calibration program and the staff required to perform it would no longer be required.

4.4.10 System Flushing Program

The City's Fire Department annually exercises public fire hydrants within the system. They do not, however, measure flow, nor do they leave the hydrants flowing long enough to adequately flush the mains. Flushing is an important O&M program to ensure high quality water and reduce problems associated with water age. The City would like to develop a formal program but has not been able to due to staffing limitations. Currently the Water Division flushes additional mains on an as-needed basis to address water quality complaints. A formal flushing program, preferably unidirectional flushing, and the additional staff to implement it are recommended.

4.4.11 Valve Exercising Program

Beginning in 2021, the Water Division began using a web portal GIS map created to document the exercising of water main isolation valves. Beginning in 2022, the Water Division's goal is to annually exercise all valves within a single construction zone, of which there are seven zones within the City. The Water Division distribution operators also perform main line valve exercises in advance of City water distribution projects to ensure functionality and on an as-needed basis for emergency repairs. Again, a formal valve exercising program is essential to optimal system function, however the City is limited by staff availability. It is recommended that the City increase staffing and develop a regular, formal valve exercising program.

4.4.12 System Leak Detection Program

No official guidelines exist for system leak detection. However, the City does an annual leak-detection project that tests approximately 10 percent of the system. The distribution foreman keeps a City map updated with sections that have been tested each year. More staff would likely be required to create a more robust leak detection program.

4.4.13 Safety Procedures

The Water Division currently has no formal safety manual but conducts monthly safety training meetings. Supply and distribution operators meet separately each day as needed to conduct pertinent safety table-top discussions prior to work being performed. They also have an air quality tester and a confined-space tripod with man lift and harness and anticipate producing a formalized procedure for permit-required confined space entry.

4.5 Conclusions and Recommendations

The following conclusions and recommendations are based on the review of the City's current O&M practices.

4.5.1 General

O&M programs that effectively address issues with customer interaction, water quality, and infrastructure maintenance rely on timely, relevant information. This requires successfully transferring information from staff in the field to managers, which is achieved by sound record-keeping practices. To become more efficient overall and ensure compliance with state and industry recommendations, the City's water system O&M program should:

- Adopt formal procedures and documentation regarding the City's existing O&M programs as described in the *Current O&M Practices* section above.
- Expand existing forms to record and document each activity performed. These forms should track equipment, maintenance records, and staff hours.
- Invest in ongoing record-keeping training for staff to maintain a disciplined documentation program.
- Track and compare annual maintenance costs for each piece of equipment to help ensure informed repair or replacement decisions.
- Continue to log customer complaints and issues. Include date, time, location, cause of the issue, and measures taken to mitigate it.
- Implement an asset-management software to assist in performing the recommendations described above.

4.5.2 Wells and Booster Pumps

In addition to the existing well and booster pump station maintenance activities, the City should develop a program that closely follows the equipment manufacturers' recommendations for activities such as lubrication of bearings, oil changes and parts replacement to avoid invalidating equipment warranties. Specific requirements of individual pump stations should also be closely followed. In addition, operation manuals should be required from each manufacturer of proprietary units installed in the system.

The following recommendations will help improve the City's pump station operations and maintenance program:

- Continue to develop an O&M manual for each well and booster pump station to provide consistent maintenance practices over the life of the station. This will also encourage the transfer of the City field crew's knowledge and experience to new staff. The O&M manual should include a recommended inventory of critical components, supplier and manufacturer's contact information, and a list of local contractors for emergency repairs, including after-hours contacts.

- Pump station electrical equipment has a typical of life of 20 to 30 years. Section 5 includes projects for facility condition improvements including repair-and-replacement program costs.

- Develop an annual maintenance program to repair, improve, or maintain concrete and asphalt flatwork at each well facility and the Water Division shop.

4.5.3 Water Storage Tanks

To ensure long tank life and high-quality water, storage tanks should be inspected and cleaned at least every 5 to 10 years, depending on the structure and the supply wells' sand production. Routine inspections also provide benchmarks for assessing the coating system and helping to identify repairs.

The following recommendations will allow the City to improve its water storage tank operations and maintenance program:

- Implement a water storage tank inspection and cleaning program to assess every storage tank within the system at least once every 5 years.

- Set up an annual maintenance contract with an independent certified inspection company.

- Repaint, re-coat and re-roof the interior and exterior of the tanks when inspection reveals deficiencies.

4.5.4 Distribution System

Water distribution systems O&M practices typically include the following maintenance programs:

- Water meter calibration and replacement
- Pipeline replacement
- Flushing
- Valve exercising
- Leak detection

The City should continue to develop and formalize these programs and add additional staff to implement these programs.

The following recommendations have been defined for improving water distribution system O&M:

- Implement a pipe replacement plan. Analysis of the system's pipeline condition performed in the 2015 Water Facility Plan (WFP) concludes that the City's pipeline replacement schedule should include replacing approximately 1 percent of the system pipeline per year starting with cast iron piping installed between 1902 and 1959.

- Continue systematic pipeline cleaning through development of a flushing program. The Fire Department should begin to measure flow, and to flush for the appropriate amount of time.

- Create a valve exercise program that locates, operates, and rates the condition of all distribution valves on a five-year basis. The program will maintain the reliability of the valve service and help identify whether replacement is necessary. The City should initially focus on critical isolation valves within the distribution system.

- Develop a water meter testing program and construct a dedicated facility. The very small number of existing installed water meters can all be tested in a single year. Idaho currently has no regulations for frequency of water meter testing, but both Wyoming and Montana indicate that meters should be tested every four to ten years, depending on their size.

Most meters are equipped with manually read touch-pad devices. The City is rapidly expanding the number of commercial meters in the system. As the number of meters increases the current metering and meter reading method will become unsustainable for available staff. As a result, the City recently began the process of identifying a more uniform metering policy that could transition to Automated Metering Infrastructure (AMI) and support the long-term metering for the system.

4.5.4.1 Safety Plan

The City's drinking water disinfection program uses chlorine gas to provide primary and residual disinfection. Although chlorine gas is a simple, effective, and economical choice for disinfection, it is a highly hazardous substance, and handling it requires strict adherence to safety procedures. To

provide a safe working environment, all chlorine gas feed and storage room facilities should be designed and operated to meet at least minimum state and federal safety standards.

The following list provides examples of the minimum required operator safety standards when working with chlorine gas. The first four items are already included in the City's safety plan; however, a more-complete procedure should be developed to include all the following:

- Wear chemical goggles and a face shield.
- Use an approved, canister type respirator for use when making or breaking connections.
- Wear impervious (rubber) gloves.
- Use an approved self-contained breathing apparatus (SCBA) when making repairs on leaks or emergencies.
- Have access to an emergency eye-wash station.
- Work in pairs.

Section 5 includes facility improvements, identified during the 2015 WFP condition assessment to provide a safe working environment.

It should be noted that the City plans to evaluate alternatives to its existing chlorine disinfection process. Should another process be implemented, it could potentially affect the current safety plan.

4.5.4.2 Staffing

As noted earlier, the water system has 19 Full-Time Employees (FTEs), not including the Water Superintendent. There is one office assistant, four staff assigned to operate and maintain the water supply and facilities, and 14 responsible for the distribution system.

Based on data from the 2015 WFP, the City maintains its water system with fewer staff than most surveyed utilities, which indicates that there may not be adequate staff to perform O&M tasks for the system. The need for additional staff will grow as the system expands, water flows increase, and regulatory requirements become more stringent throughout the planning horizon. It is recommended that the City review its staffing needs in detail to determine the number of additional staff needed as it implements the recommended O&M programs.

The City would potentially require two additional staff to implement the flushing, backflow prevention, valve exercising, meter testing, and leak detection programs. The initial implementation of the program can be expected to proceed slowly, with only a few valves exercised per day. As the program advances and the old valve boxes have been vacuumed-out, broken valves replaced, and lost valves found and mapped, the number of staff could be reduced due to improved program efficacy.

For proper continued O&M of the existing well production facilities, it is recommended the City add one FTE staff and implement the new position with the proper equipment (truck, tools) to perform the work.

4.6 Summary of Recommendations

Based on the analyses detailed throughout this section, it is advised that the City consider the following recommendations:

Develop and adopt formal procedures and documentation regarding the City's current O&M programs to include:

- Implementing a water storage tank inspection and cleaning program to assess every storage tank within the system at least once every five years.
- Developing a pipeline replacement program replacing approximately 1 percent of pipeline per year. (Costs to implement the pipe replacement program is included in Section 5.)
- Implement a formal backflow prevention program
- Develop a flushing program.
- Establishing a valve exercise program that locates, operates, and rates the condition of all distribution valves on a five-year basis.
- Developing a water meter testing program and facility for the City to perform meter testing unless meters are installed that do not require testing.
- Continuing to update and maintain the City's safety plan and safety equipment.

The City's O&M investment areas should include:

- Ongoing record-keeping training for staff to maintain a disciplined documentation program.
- Implementing asset management software to help manage the O&M tasks to be done by the operation staff.
- Adding two FTE staff and equipment to the water distribution team for the implementation of the valve exercising, backflow prevention, unidirectional flushing, and meter testing programs.
- Adding one additional FTE staff and equipment to the water supply section to aid ongoing facility O&M work.

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Section **5**

Section 5

Capital Improvement Plan

5.1 Introduction

This section describes the water system improvements required to serve Idaho Falls' (City's) service area under near-term and longer-term planning horizons. Deficient pipes that are currently privately owned but will eventually be taken over by the City are included in the beyond 20-year horizon. Additionally, the City has an aspirational goal of replacing one percent of the system each year. The cost to replace the system, not including pipeline projects identified as part of the CIP, is included in the beyond 20-year horizon. The total cost of projects in the 2022-2027 timeframe is $46,865,000, within the 2028-2041 timeframe is $134,139,000 and beyond the 2041 timeframe is approximately $1,157,754,000.

5.2 Cost Estimating

All project descriptions and estimates represent planning-level accuracy (Class 5 AACE) and opinions of costs (+100%, -50%). During the design phase of each improvement project, recommended pipe lengths and specific alignments should be verified and refined.

Recommended pipeline diameters will vary based on final design requirements. Total project costs will depend on actual labor and material costs, site conditions, competitive market conditions, regulatory requirements, project schedule, and other factors. Therefore, project feasibility and risks should be carefully reviewed prior to making specific financial decisions or establishing project budgets to help ensure proper project evaluation and adequate funding. A Preliminary Engineering Report (PER) should be completed for each improvement project to identify the final sizing and location. A PER looks at a specific project in more detail than the analysis conducted within this Water Facility Plan (WFP).

All project costs presented in this WFP are developed in 2021 dollars, using the 2021 RSMeans Heavy Construction Cost Data (RSMeans), recent City project bid tabs, City input, and local contractor and supplier rates. The project costs presented in this plan include estimated construction charges, and allow for contingency, permitting, legal, administrative, and engineering fees. Construction costs are based on the preliminary concepts and layouts of the water system components developed during the system modeling. The detailed cost methodology is presented in Appendix D.

5.3 Customer Metering

An analysis of installing meters on all customer connections was conducted as part of the 2015 WFP. Based on findings from the 2015 plan, it is believed that installing meters and charging customers based on actual water use would have a significant impact in reducing average and peak demands over time. The cost to implement metering is significant and based on the estimates completed in 2015 converted to 2021 dollars, the estimated cost is between $76 million and $303 million. Metering would reduce or eliminate the need for future well supply, pumping and storage projects of approximately $72.3 million over the 20-year planning period, in addition to stretching existing water rights into the future. It should be noted that the upfront capital cost of installing meters is significant and as with any infrastructure will require ongoing maintenance to ensure all meters stay operational and provide accurate readings. The cost of meter installation will only continue to increase over time and the impact metering will have in saving the City money long-term cannot be understated.

This CIP is based on the assumption that metering is not implemented system-wide and that current water usage trends continue over the next 20 years. $250,000 per year has been included in the Capital Improvement Program (CIP) to continue installing meters on the City's largest service accounts. The City currently installs meter pits on all new residential construction as required by state regulations. The installed residential pits do not include water meters. However, all new construction (residential and commercial) will be required to install water meters effective October 1, 2022.

5.4 Projects

The City has a reliable water system, however projected deficiencies in supply and pumping capacity are anticipated because of high peak demands. Much of this CIP is based on capacity deficiencies as identified in Section 3—Distribution and Supply Analysis. The remaining improvements were identified as part of the condition assessment performed in the 2015 WFP or are projects identified by the City.

Projects are recommended to maintain and improve the existing level of redundancy, flexibility, supply, and delivery of water in the system. Based on information in Section 3, these improvements are recommended to address hydraulic deficiencies:

- Existing well, booster, and storage facility upgrades.
- New well, booster and storage facilities.
- New and upgraded water transmission or distribution pipelines.

The City prefers to construct and operate well facilities that have well water conveyed directly to a tank (providing chlorine contact time) and then boosted through a pump station to the system. Wells proposed in the CIP are costed assuming the City will continue to operate facilities in this manner.

Due to the age of the system and facilities, there were several recurrent deficiencies identified in **Section 3** that must be addressed to meet minimum IDEQ requirements. Recommended improvements related to the ongoing system operations and maintenance (O&M) are identified in **Section 4**. Additional projects recommended in **Sections 5** include upgrades to existing well and booster facility to address condition and code compliance and pipeline replacement.

Projects are depicted in **Figure 5-1** and are described below. As the City annually reviews system needs and budget constraints, the list of projects to be constructed may vary from the recommendations in this section. It is also recommended that the City update this WFP and associated CIP every five years to ensure the system can meet hydraulic, code and condition criteria.

5.5 Projects Years 2022-2027

Project locations are shown in **Figure 5-1** and detailed in **Tables 5-1** and **5-2**. The facility projects are organized by project type. Facility project types include capacity and condition projects. Capacity projects are intended to meet future demand. Condition projects were identified as part of the 2015 WFP condition assessment and input by City O&M staff. Pipe projects have been categorized as 'upsize' or 'new'. Projects have been broken into two categories: those required in the first five years, those required between years six and twenty and those identified beyond 20 years. The City has designated road improvement construction zones that rotate on a 7-year cycle that were used to prioritize piping projects in addition to the magnitude of the deficiency.

The projects prioritized through 2027 are intended to address supply, storage capacity and condition along with pipe capacity deficiencies. Pipe capacity deficiencies are shown in **Table 5-2**. The first project slated for the 5 year is replacing the Well 3 elevated tank (F-4.2). The existing tank is 0.5 million gallons (mg). The new tank is 1.0 mg and will address the small storage deficiency that develops in the 20-year horizon. Piping to connect Well 3 to the new tank as well as piping connections to the distribution system are included as part of the Well 3 Tank project. Well 13 and 13B upgrades are also included to add variable frequency drives (VFDs) and replace aging pumps (F-2). Other near-term projects are driven by capacity needs and include a new well, storage, and booster facility in the south of the system at South 15th East and 49th South (F22-28) and adding additional pumping capacity at 65th Street (F22-15). These projects will address the pumping deficiency that develops over the next 5-years and improve pressures in the south of the system where growth is expected. The Well 5 project includes replacing the existing well house with a new facility and the existing well and booster pumps (F22-16). Upgrades due to condition are planned for Well 12 (F-19a) and Well 3 (F-4.1). Improvements at Well 12 will be broken into two phases. The first phase in 2022 to 2027 will include electrical and building improvements along with replacing both the well and booster motors. Well 3 upgrades address condition deficiencies and include upgrades to the building, electrical system, and the addition of backup power.

The pipe projects identified in Years 2022 through 2027 address fire flow deficiencies caused by small diameter pipe and dead-ends and are described in **Table 5-2**. Projects include upsizing the small diameter pipe and adding looping to improve available fire flow in the system. The City has

budgeted approximately $2 Million dollars per year to address pipe deficiencies. An additional yearly line item of $200,000 has been included for upsizing of piping installed by developers in years 2022-2027. As noted in prior sections $250,000 per year has been allocated for the installation of meters for larger customers. An update to the Water Facility Plan is also planned for 2027 (O-1).

Detailed cut sheets for facility projects are included in Appendix E.

Table 5-1|Summary of Required 2022 - 2027 Facility Improvements

CIP ID	Project Name	Type	Description	Recommended Size	Cost
F-4.2	Replacement of Well 3 Elevated Tank	Facility Capacity/Condition	Replacement of existing tank and construction of new elevated tank. Includes 18" piping to connect Well 3 to the new tank. Also includes 16" and 12" piping to connect to distribution system. Includes decommissioning of existing tank.	1.0 MG	$10,000,000
F-2	Well 13 and 13B Upgrades	Facility Condition	Condition upgrades at facility including replacing pump 1 and pump 2 and installing VFDs	Replace Pump 1 - 2,600 gpm Replace Pump 2 - 1,400 gpm	$1,300,000
F22-28	New Well and Storage Facility near S 15th E and 49th S	Facility Capacity	New well, storage tank, and booster station including backup power	New Well - 3,000 gpm New Storage Tank - 2 MG New Booster Station - 4,500 gpm	$8,000,000
F22-15	65th Street Booster Station Upgrades	Facility Capacity	Upsize existing 900 gpm pump (Pump 3) at Well 18 BPS to 2,000 gpm to meet future demand requirements and utilize storage	Upsize Pump 3 - 2,000 gpm	$500,000
F22-16	Well 5 Facility Replacement	Facility Condition	Replace existing well house with new facility including new well pump and new booster pump, installation of security fence and backup power improvements	Replace Well Pump - 5,500 gpm Replace Booster Station - 5,500 gpm	$5,000,000
F-19a	Well 12 Upgrades	Facility Condition	Electrical and building upgrades along with replacement of well and booster motors	-	$550,000
F-4.1	Well 3 Upgrades	Facility Condition	Facility upgrades to security system, safety equipment, piping, building, well, electrical system, and backup power improvements	-	$4,000,000
Meter 1	Water Meter Installation	-	Water meter installation: $250,000 budgeted each year between 2022 and 2027	-	$1,500,000
O-1	Water Facility Plan Update	Other	Update to Water Facility Plan every 5 years (2027)		$250,000
				2022-2027 Facility Total	**$31,100,000**

Table 5-2|Summary of Required 2022 - 2027 Pipe Improvements

Pipeline Project ID Number	Approximate Location	Deficiency Timeline	New or Upsized Pipeline	Deficiency	Existing Diameter	Proposed Diameter	Total Length (ft)	Crossing Type	Total Cost
P-1	Park Avenue	Existing	New	Existing, Condition	12-inch	12-inch	670		$600,000
P-2	ITD Concrete Intersections	Existing	New	Existing, Condition	8-inch, 12-inch	8-inch, 12-inch	220 (8"), 800 (12")		$400,000
P-3	Police Station	Existing	New and Upsized	Existing, Condition	4-inch, 6-inch	8-inch	1,650		$120,000
P-4	Woodruff and 17th St	Existing	New and Upsized	Existing, Condition	6-inch, 8-inch, 12-inch	8-inch, 12-inch	1,100 (12"), 900 (8")		$550,000
P-5	Various	Near-Term	Upsizing of Developer identified piping	Upsizing	NA	TBD	TBD		$1,200,000
P-109	Along N Colorado Ave, Mountain View Ln, and Saturn Ave, between W Broadway St and Scorpius Dr	Existing	Upsize	Existing Fire Flow	4-inch, 6-inch	10-inch	2,570		$1,817,000
P21-11	To the east of Beverly Road, intersecting with Saturn Ave	Existing	Upsize	Existing Fire Flow	4-inch	8-inch	50		$26,000
P21-9	Between Vega Cir and Antares Dr, intersecting with Saturn Ave	Existing	Upsize	Existing Fire Flow	4-inch	8-inch	50		$30,000
P-107	Near N Yellowstone Hwy between E Elva St and May St	Existing	New and Upsized Portions	Existing Fire Flow	4-inch	10-inch	550		$383,000
P21-16	Along Environmental Way, west of Hemmert Ave	Existing	Upsize	Existing Fire Flow	6-inch	10-inch	1,640		$ 903,000
P-112	Along James Place, south of Johnson St	Existing	Upsize	Existing Fire Flow	4-inch	8-inch	260		$158,000
P21-36	Along May St, at the intersection of May St and Wabash Ave	Existing	Upsize	Existing Fire Flow	4-inch	8-inch	40		$19,000
P21-18	Along N Freeman Ave between Cleveland St and Gladstone St	Existing	Upsize	Existing Fire Flow	4-inch, 6-inch	10-inch	320		$196,000
P-143	Along Bennet Ave between E Lincoln Rd and Waid St	Existing	New	Existing Fire Flow	-	8-inch	350		$206,000

Pipeline Project ID Number	Approximate Location	Deficiency Timeline	New or Upsized Pipeline	Deficiency	Existing Diameter	Proposed Diameter	Total Length (ft)	Crossing Type	Total Cost
P-139	South of 1st St, between Melbourne Dr and Meppen Dr	Existing	New	Existing Fire Flow	-	10-inch	370		$257,000
P21-42	Along W Alturas Cir between S Woodruff Ave and Alturas St	Existing	Upsize	Existing Fire Flow	6-inch	8-inch	420		$252,000
P-130	Along Evergreen Dr, between Redwood St and Balsam Cir	Existing	New and Upsized Portions	Existing Fire Flow	2-inch, 6-inch	8-inch	440		$261,000
P-105	Along E 22nd St, between S Boulevard and S Emerson Ave	Existing	Upsize	Existing Fire Flow	2-inch, 4-inch	8-inch	1,870		$1,143,000
P-118	Along E 19th St Between S Boulevard Ave and S Emerson Ave	Existing	Upsize	Existing Fire Flow	4-inch	8-inch	1,290		$786,000
P-123	Along S Higbee Ave, between E 20th St and E 22nd St	Existing	Upsize	Existing Fire Flow	4-inch	8-inch	500		$307,000
P21-23	Along Higbee Cir between S Higbee Ave and S Holes Ave	Existing	Upsize	Existing Fire Flow	6-inch	8-inch	430		$260,000
P-206	Along Springwood Ln cul-de-sacs	Existing	Upsize	Existing Fire Flow	6-inch	8-inch	130		$76,000
P-205	Along Homestead Ln, north of Springwood Ln	Existing	Upsize	Existing Fire Flow	6-inch	8-inch	50		$31,000
P-145	Near S Yellowstone Hwy south of South Tourist Park	Existing	New and Upsized Portions	Existing Fire Flow	6-inch	8-inch	750		$455,000
P-136	Along Stosich St to the East of Grizzly Ave and south of Battle Creek Canal	Existing	New	Existing Fire Flow	-	8-inch	900		$535,000
P-161	Along Pedersen St between S Yellowstone Hwy and S Koester Rd	Existing	Upsize	Existing Fire Flow	6-inch, 8-inch	12-inch	1,770		$1,497,000
P-128	Along Vassal Way and Tulane St, between S Skyline Dr and Dartmouth Dr	Existing	Upsize	Existing Fire Flow	6-inch	8-inch	690		$425,000
P-108	Along J St, K St, Shipp Ave, and Willow Ave between Jefferson Ave and Mound Ave	Existing	New and Upsized Portions	Existing Fire Flow	2-inch, 4-inch, 6-inch	8-inch	2,690		$1,640,000
P-120	Along Wadsworth Dr between E Anderson St and E Crowley St	Existing	Upsize	Existing Fire Flow	4-inch	8-inch	1,210		$742,000
P21-19	Along Highland Dr between W Elva St and Sage Ave	Existing	Upsize	Existing Fire Flow	4-inch	8-inch	80		$47,000
P-142	Between Doe Pl and Energy Dr and between Pumice Dr and Prospect Dr to the west of Hwy 20	Existing	New and Upsized Portions	Existing Fire Flow	6-inch	8-inch, 12-inch	720		$443,000
								2022-2027 Pipe Total	$15,765,000

5.6 Projects Years 2028-2041

Projects planned for years 2028 to 2041 are displayed in **Figure 5-1** and detailed in **Table 5-3** and **Table 5-4**. There are a number of new facilities intended to meet projected demands. The far north portion of the system is relatively isolated from existing supplies and is projected to grow in the 20-year planning horizon. To better serve this area, a new well is recommended near the intersection of East River and Tower Roads. The facility includes a new well, storage, and booster station facility. Improvements at Well 13/13B/19 are included to add additional pumping capacity and storage. A supply pipeline to improve transmission in the area is included as part of the facility upgrades as well. Finally, a new well, additional pumping capacity, replacement of the existing pump station and storage at the Well 16 site are also planned. These projects are necessary to meet peak hour demands and meet regulatory equalizing storage requirements.

There are many condition projects included in the 20-year horizon. Each site varies but improvements include things such as site, building, facility, HVAC, and electrical upgrades to many of the wells in the system. Abandoning Well 7, which is no longer used by the City, is also included.

Additional projects include a new water division office, distribution system main improvements, and updates to the Water Facility Plan every 5 years.

Due to budget constraints, there are several deferred projects that address existing fire flow deficiencies. These projects upsize small diameter pipe and add looping where viable to improve fire flows. In addition to deferred projects, there are a number of transmission projects included to improve conveyance in the system. Much of the projected growth is located on the periphery of the system and requires adding additional piping to provide adequate operating pressures. It is anticipated that over time, future development will contribute to the installation of some of these piping projects.

Detailed cut sheets for facility projects are included in **Appendix E**.

5.7 Projects Beyond 2041

Projects beyond 2041 are intended to address deficiencies in privately owned piping that the City may assume ownership at some point in the future. These projects are scheduled beyond 2041 regardless of hydraulic deficiency due to budget constraints. In addition to the private pipe, a pipe replacement program is also included. The goal of the program is to replace the system at a rate of one percent per year. Based on the current amount of 340 miles of pipe, the goal would be to replace 3.2 miles a year. This does not include pipes that are already identified as part of the CIP.

Table 5-3|Summary of Required Facility Improvements between 2028 and 2041

CIP ID	Project Name	Type	Description	Recommended Size	Coast
F-18A	New Well and Storage Facility near East River Road and Tower Road	Facility Capacity	New well, storage tank, supply piping, and booster station including backup power	New Well - 3,000 gpm New Storage Tank - 2 MG New Booster Station - 6,000 gpm Supply Pipeline (P-307) - 5,750' of 12-inch	$19,722,000
F-17	Well 13/13B/19 Site Capacity Upgrades	Facility Capacity	New booster pump to add additional pumping capacity at facility	New Additional Pump - 1,500 gpm	$458,000
F22-31A	New Storage and Booster Station Facility at Well 13/13B/19	Facility Capacity	New storage tank, supply piping, and booster station	New Storage Tank - 2 MG New Booster Station - 4,000 gpm Supply pipeline (P22-80) - 2,670' of 8-inch, 16-inch, 24-inch and 30-inch	$12,978,000
F-13	Well 16 Site Upgrade	Facility Capacity	New well, tank, replacement of existing booster station, and new booster station to increase pumping capacity including backup power, facility improvements, and security system	New Well - 3,600 gpm New Storage Tank - 2 MG New Booster Station - 3,600 gpm Replacement Booster Station - 3,600 gpm	$15,233,000
F-3	Well 9 and 10 Upgrades	Facility Condition	Facility upgrades to security system, installation of security fence, safety equipment, well pump change-out, piping, tank, and generator	-	$1,434,000
F-7	Well 8 Upgrades	Facility Condition	Facility upgrades to safety equipment, piping, building, well, tank, and backup power improvements	-	$532,000
F-19b	Well 12 Upgrades	Facility Condition	Facility upgrades to security system, installation of security fence, safety equipment, piping, tank, and backup power improvements	-	$1,326,000
F-20	Well 11 and 14 Upgrades	Facility Condition	Facility upgrades to security system, piping modifications, HVAC, tank, generator, electrical system	-	$4,432,000
F-21	Well 13/13B/19 Upgrades	Facility Condition	Facility upgrades to security system, piping, HVAC, and tank	-	$1,418,000
F-22	Well 6 Upgrades	Facility Condition	Facility upgrades to install safety equipment, piping modifications, HVAC, facility, well, tank, and electrical system	-	$516,000
F-23	Well 17 Upgrades	Facility Condition	Facility upgrades to piping, tank, electrical system, and installation of security system	-	$833,000
F-24	Well 2 Upgrades	Facility Condition	Facility upgrades to security system, installation of security fence, safety equipment, piping, HVAC, well, tank, and electrical system	-	$1,101,000
F-25	Well 15 and 15B Tank Upgrades	Facility Condition	Facility upgrades to building lighting and tank (hatches and ladder), and security system	-	$75,000
F-26	Abandon Well 7	Facility Condition	Abandon well and remove 30,000-gallon tank	-	$230,000
F-27	Well 1 Upgrades	Facility Condition	Install security fence		$247,000
F-29	Well 18 Upgrades	Facility Condition	Install security system		$18,000
F-30	New Water Department Office	Space Constraints and Condition	New Water Department Office Adjacent to Existing Office	-	$4,000,000
F-31	Distribution System Main Improvements	Condition	Conduct meter replacements, install backflow preventers, and install water quality monitoring equipment at various points in the system with alarm setpoints for pH and chlorine residual.	-	$162,000
Meter 2	Water Meter Installation	-	Water meter installation: $250,000 budgeted annually between 2028 and 2041	-	$3,500,000
O-2	Two Water Facility Plan Updates	Other	Update to Water Facility Plan every 5 years (2032 and 2037)	-	$500,000
				2028-2041 Facility Total	**$68,715,000**

Table 5-4|Summary of Pipe Improvements Required between 2028 and 2041

Pipeline Project ID Number	Approximate Location	Deficiency Timeline	New or Upsized Pipeline	Deficiency	Existing Diameter	Proposed Diameter	Total Length (ft)	Crossing Type	Total Cost
P-104	Along Cranmer Ave between 11th St and 12th St, along 13th St between Taylor Ave and June Ave, and south of 13th St between June Ave and Spratt Ave	Existing	Upsize	Existing Fire Flow	4-inch	8-inch	1,330		$813,000
P-115	Along Juniper Dr between SE Bonneville Dr and Tower St	Existing	Upsize	Existing Fire Flow	4-inch	8-inch	280		$167,000
P-201	Along Riviera Cir between Riviera Dr and Hoopes Ave	Existing	Upsize	Existing Fire Flow	6-inch	8-inch	210		$126,000
P-151	Between 12th St and Ashment Ave, north of Elizabeth Dr	Existing	Upsize	Existing Fire Flow	4-inch, 6-inch	8-inch	330		$125,000
P-146	North of Alan St between Elizabeth Dr and Hoopes Ave	Existing	New	Existing Fire Flow	-	8-inch	100		$58,000
P21-46	Along E 25th Cir S between E 25th St S and Coronado St	Existing	Upsize	Existing Fire Flow	6-inch	12-inch	290		$244,000
P-156	Along Elizabeth Dr between Alan St and Ashment Ave	Existing	Upsize	Existing Fire Flow	6-inch	8-inch	420		$255,000
P-152	East of Hoopes Ave between Ririe Cir and Van Cir	Existing	Upsize	Existing Fire Flow	6-inch	8-inch	500		$188,000
P21-14	Along Stace Cir, between Tyra Dr and S 25th E	Existing	Upsize	Existing Fire Flow	6-inch	8-inch	420		$253,000
P21-28	East of Hoopes Ave between Ririe Cir and 12th St	Existing	Upsize	Existing Fire Flow	6-inch	10-inch	360		$169,000
P21-48	Along Bodily Cir between Tyra Dr and S 25th E	Existing	Upsize	Existing Fire Flow	6-inch	8-inch	400		$244,000
P-208	Between N Woodruff Ave and N 25th E, north of Kearney St	2041	New and Upsized Portions	2041 Operating Pressure	6-inch, 8-inch	12-inch, 16-inch	3,910		$2,743,000
P-305	Along E 65th S and S Holmes Ave near Well 18	2041	New	2041 Operating Pressure	-	12-inch, 16-inch	4,900		$4,324,000
P-203	Along E Lincoln Rd and N 25th E, near E 14 N	2041	New	2041 Operating Pressure	-	12-inch	3,810	Canal	$3,022,000
P-308	Along E 49th S, between S Holmes Ave and S 15th E	2041	New	2041 Operating Pressure	-	12-inch	5,300		$4,427,000
P-313	Between S 15th E and Prairie Ln	2041	New	2041 Operating Pressure	-	12-inch	1,470		$1,195,000
P-314	Between Pancheri Dr and W 17th S, west of Lowell Dr	2041	New	2041 New Supply	-	16-inch	2,700		$2,566,000
P21-31	Along Channing Way, between Coronado St and E 25th St S	2026	New and Upsized Portions	2026 Fire Flow	6-inch	8-inch, 10-inch	1,570		$730,000
P-106	Along Rose Hill Dr between W 21st St and W 17th St, along W 16th St, W 17th St, W 18th St, W 19th St, and W 20th St between Curtis Ave and Rose Hill Dr	Existing	New and Upsized Portions	Existing Fire Flow	2-inch, 4-inch	8-inch	4,290		$2,592,000
P-116	Along S Placer Ave and S Corner Ave between Elm St and W 13th St	Existing	Upsize	Existing Fire Flow	4-inch	8-inch	1,630		$999,000
P21-27	Near Rogers St between Fountain View Dr and Carnival Way	Existing	Upsize	Existing Fire Flow	4-inch	8-inch	470		$287,000
P-126	Between McNeil Dr and S Yellowstone Hwy south of W 25th St	Existing	New	Existing Fire Flow	-	8-inch	2,310		$860,000
P-125	Along Gallatin Ave, W 23rd St, W 25th St, and Leslie Ave north of W 25th St	Existing	New and Upsized Portions	Existing Fire Flow	6-inch, 8-inch	10-inch, 12-inch	2,480		$1,648,000
P21-30	Along Professional Way between W Sunnyside Rd and American Way	Existing	Upsize	Existing Fire Flow	8-inch	12-inch	1,830		$1,546,000
P-165	Along S 5th W and W 49th S. extends west of W 49th St	Existing	New	Existing Fire Flow	-	12-inch	5,280		$3,796,000
P-138	Along Sunken Diamond Dr, Rogers St, and N Park Dr between Rollandet Ave and Fountain View Dr	Existing	New and Upsized Portions	Existing Fire Flow	2-inch, 4-inch, 6-inch	8-inch	3,860		$2,182,000
P21-3	Along W 19th St, between Rollandet Ave and Leslie Ave	Existing	New	Existing Fire Flow	-	8-inch	700		$254,000
P-158	Along N Skyline Dr and Borah Ave near Federal Way	Existing	Upsize	Existing Fire Flow	6-inch, 8-inch	8-inch	590	Airport	$1,941,000
P-134	North of W Broadway St between Trolley Cir and Evans Dr near W11 & W14 Facility	Existing	New	Existing Fire Flow	-	8-inch	460	Highway	$844,000

Pipeline Project ID Number	Approximate Location	Deficiency Timeline	New or Upsized Pipeline	Deficiency	Existing Diameter	Proposed Diameter	Total Length (ft)	Crossing Type	Total Cost
P-159	Along Foote Dr and International Way, between Hwy 15 and N Skyline Dr	Existing	Upsize	Existing Fire Flow	6-inch, 8-inch	12-inch	3,370		$2,852,000
P-101	Along Tendoy Dr, Lincoln Dr, and Holbrook Dr, in between Syringa Dr and Russet St	Existing	Upsize	Existing Fire Flow	4-inch	8-inch	6,200		$3,431,000
P-102	Along 2nd St, 3rd St, and 4th St in between S Holmes Ave and S Emerson Ave	Existing	New and Upsized Portions	Existing Fire Flow	2-inch, 4-inch	8-inch	3,210		$1,964,000
P-113	Along Ronglyn Ave, Marjaco Ave, and Chatham Dr, between 1st St and John Adams Pkwy	Existing	Upsize	Existing Fire Flow	2-inch, 4-inch, 6-inch	8-inch	3,700		$2,294,000
P-160	Along Mesa St, Driftwood Ln E, and Woodbridge Cir N west of East View Dr	Existing	Upsize	Existing Fire Flow	6-inch	8-inch	2,030		$1,238,000
P-141	Along N Yellowstone Hwy and N Woodruff Ave between N Yellowstone Hwy and E Lincoln Rd	Existing	New	Existing Fire Flow	-	8-inch, 12-inch	2,480		$1,967,000
P-144	North of Mesa St between N 25th E and Beulahs Ln	Existing	New	Existing Fire Flow	-	8-inch	880		$534,000
P-149	South of Lincoln Rd between Hollipark Dr and Alameda Ave	Existing	Upsize	Existing Fire Flow	6-inch	8-inch	500		$375,000
P21-44	Along Leona Cir, between Kearney St and Henry St	Existing	Upsize	Existing Fire Flow	6-inch	8-inch	460		$278,000
P-132	Along Whittier Cir between N Fanning Ave and Royal Ave	Existing	Upsize	Existing Fire Flow	6-inch	8-inch	350		$210,000
P-202	Along Browning St, between Hemmert Ave and Turnbull Dr	Existing	Upsize	Existing Fire Flow	6-inch	8-inch	470		$288,000
P21-41	North of Mesa St between Davidson Dr and N 25th E	2026	Upsize	2026 Fire Flow	6-inch	8-inch	310		$186,000
P21-45	South of Cascade Dr, between Melrose Dr and Sykes Dr	2026	Upsize	2026 Fire Flow	6-inch	8-inch	170		$99,000
P-103	Along 11th St, 12th St, and E 13th St between S Lee Ave and S Holmes Ave	Existing	Upsize	Existing Fire Flow	4-inch, 6-inch	8-inch	5,150		$3,027,000
P-204	Along Hartert Dr between S Higbee Ave and S Holmes Ave and along Springwood Ln between Lariat Ln and Hartet Dr	Existing	Upsize	Existing Fire Flow	6-inch	8-inch	1,070		$656,000
P21-40	South of E Sunnyside Rd between S Holes Ave and Sun Cir	2026	New	2026 Fire Flow	-	8-inch	120		$67,000
P21-5	South of Pedersen St between Bombardier Ave and S Koester Rd	Existing	New and Upsized Portions	Existing Fire Flow	8-inch	12-inch	2,200		$1,815,000
P21-38	Northwest of S Yellowstone Hwy, between Pedersen St and Enterprise St	Existing	Upsize	Existing Fire Flow	6-inch	12-inch	20		$18,000
P-119	Along Beacon Dr, Garden St, Sunset Dr, and Hillview Ave between Rose Ave and N Emerson Ave	Existing	Upsize	Existing Fire Flow	4-inch	8-inch	2,420		$1,483,000
P-127	South of Pop Kroll Way and east of N Holmes Ave near W12 Facility	Existing	Upsize	Existing Fire Flow	6-inch, 8-inch	10-inch	340		$236,000
P-135	Along Stanley St N between Boge Ave and N Holmes Ave and to northwest of North Blvd and Science Center Dr	Existing	New and Upsized Portions	Existing Fire Flow	8-inch	12-inch	1,640		$1,337,000
P-110	Along Riverside Drive and Temple Pl near I St N and Memorial Dr	Existing	New	Existing Fire Flow	-	8-inch	1,190		$724,000
P-167	Along Science Center Dr between Micro St and MK Simpson Blvd	Existing	New	Existing Fire Flow	-	8-inch	670	Railroad	$1,046,000
P21-54	South of MK Simpson Blvd, to the west of Idaho National Laboratory	Existing	New and Upsized Portions	Existing Fire Flow	6-inch	8-inch, 12-inch	690		$136,000
P-121	Along Westland Ave between Claire View Ln and Crestmont Ave	Existing	Upsize	Existing Fire Flow	4-inch, 6-inch	8-inch	930		$565,000
								2028-2041 Total Pipe Cost	**$65,424,000**

Table 5-5|Summary of Required Pipe Improvements Beyond 2041

Pipeline Project ID Number	Approximate Location	Deficiency Timeline	New or Upsized Pipeline	Deficiency	Existing Diameter	Proposed Diameter	Total Length (ft)	Total Cost
P-147P	East of Hemmert Ave, north of Turnbull Dr	Existing	New	Existing Fire Flow	-	8-inch	180	$65,000
P-129P	Along Blue Sky Dr between Pancheri Dr and Stosich St	Existing	Upsize	Existing Fire Flow	6-inch	8-inch	810	$492,000
P-163P	Eastern Idaho Technical College campus between Ashment Ave and S 25th E	Existing	Upsize	Existing Fire Flow	6-inch, 8-inch	12-inch	2,430	$1,734,000
P-137P	South of E 17th St between S Holmes Ave and Jennie Lee Dr	Existing	New and Upsized Portions	Existing Fire Flow	6-inch	8-inch	520	$312,000
P-140P	Southwest of Environmental Way and Hemmert Ave	Existing	New and Upsized Portions	Existing Fire Flow	10-inch	6-inch, 10-inch	270	$186,000
P-150P	Along Woodruff Park Cir between N Woodruff Ave and Norvin Ave	Existing	Upsize	Existing Fire Flow	6-inch	8-inch	420	$255,000
P-155P	In between Channing Way and S 25th E, and in between Coronado St and E 25th St	Existing	Upsize	Existing Fire Flow	6-inch	8-inch	1,420	$868,000
P21-13P	Along Science Center Dr north of Micro St	Existing	Upsize	Existing Fire Flow	8-inch	12-inch	790	$664,000
P21-24P	Along W 25th St near the intersection of Gallatin Ave and W 25th St	Existing	Upsize	Existing Fire Flow	6-inch	8-inch, 12-inch	1,130	$755,000
P21-33P	North of Parley Dr between S 15th E and S Woodruff Ave	2026	Upsize	2026 Fire Flow	6-inch	10-inch	240	$167,000
P21-34P	East of Merlin Dr, between E Sunnyside Rd and Fountain Bleu Ln	2026	Upsize	2026 Fire Flow	6-inch	10-inch	390	$275,000
P-113P	North of Lomax St between N Wabash Ave and N Fanning Ave	Existing	Upsize	Existing Fire Flow	6-inch	8-inch	290	$181,000
Pipeline Replacement	System Wide	-	Replacement 1% of the existing distribution system at $11,517,000 per year	-	-	-	-	$1,151,674,000
							Beyond 2041 Total	$1,157,754,000

5.8 Summary

The Capital Improvement Plan identifies projects to address existing system condition and hydraulic capacity deficiencies and serve future growth. It includes recommendations to provide capacity through the 20-year growth projections, which are based on historic production and BMPO data. However, the improvement timeline is spread beyond 20 years due to constraints in funding and staff resource availability to implement the plan. Recommended projects are divided across three timeframes, those within the 2022-2027, 2028-2041, and beyond 2041 horizon.

Some of the projects, such as new supply, storage, and pumping facilities may need to be accelerated to meet demands and other improvements deferred to stay within budget. Conversely, projects could be delayed or removed all together if the City implements a system-wide metering program. Projects should be evaluated annually through City reviews of demand growth, available budget, and where development is occurring.

The projects between 2022 and 2027 are intended to address any existing and near-term capacity and condition deficiencies for facilities in pipelines. There are several condition projects at current facilities including improvements at Well 13 and 13B, Well 5, and Well 3. The elevated tower is scheduled to be replaced to address capacity and condition issues. Two new facilities are recommended in the south of the system to meet demands that occur just beyond the 2027 horizon. In addition, there are many pipe projects that address fire flow deficiencies in the system due to small diameter pipe and dead ends.

Projects focus on replacing and installing new pipe to address distribution system deficiencies and work towards a greater annual pipe replacement rate to attain a program more consistent with expected pipe replacement life cycles. Considerable investment in existing infrastructure will be required at most existing facilities to address deferred maintenance and extend useful life. New facilities will serve growth and be required as demands increase.

The total CIP cost is $46.9 million scheduled for 2022-2027, $134.1 million between 2028-2041, and $1.2 billion beyond the 2041.

FIGURE 5-1

IDAHO FALLS PUBLIC WORKS

Idaho Falls Water Facility Plan

murraysmith

Capital Improvement Program

Legend

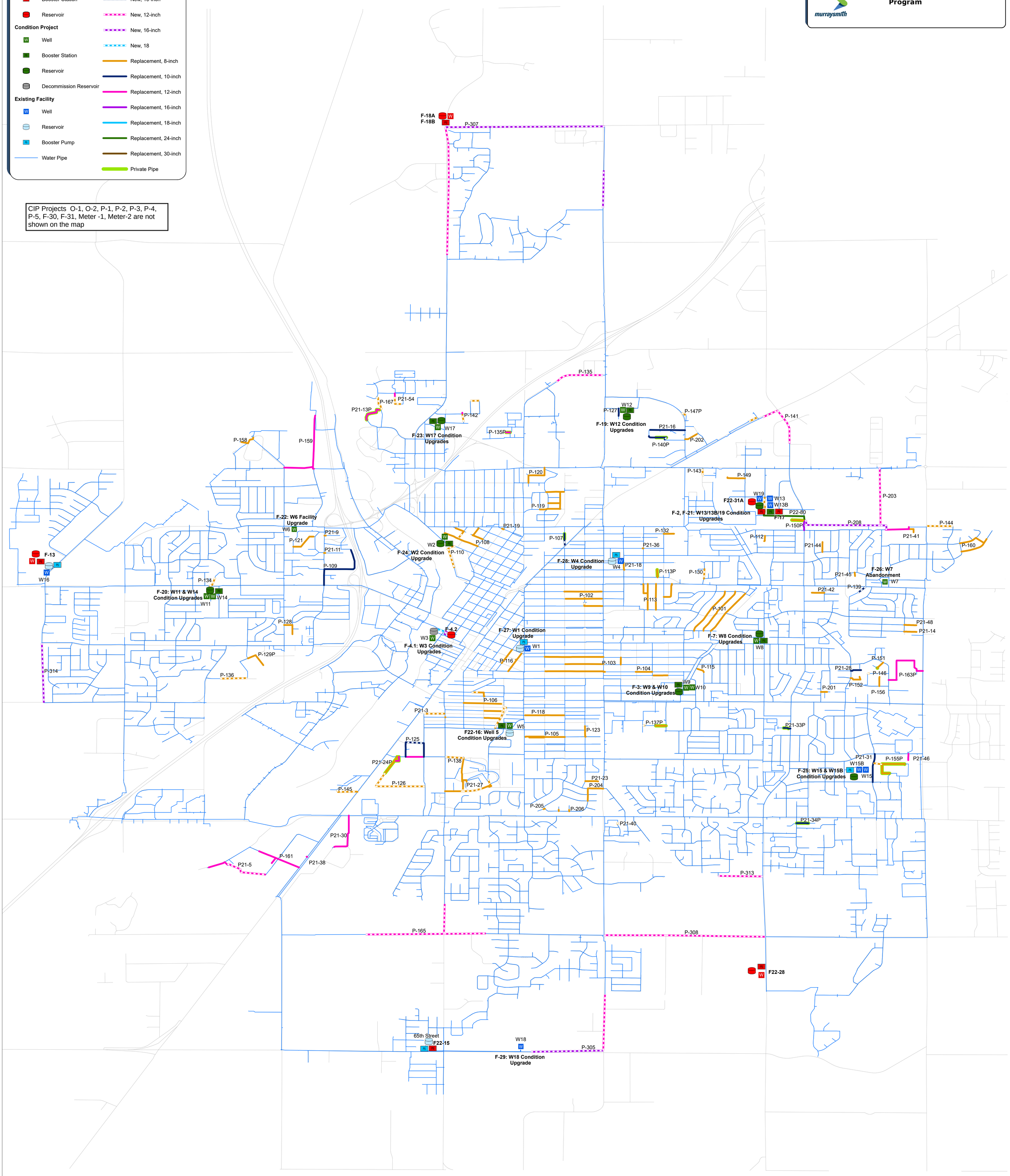
Proposed Facility
- Well
- Booster Station
- Reservoir

Condition Project
- Well
- Booster Station
- Reservoir
- Decommission Reservoir

Existing Facility
- Well
- Reservoir
- Booster Pump
- Water Pipe

Pipe Project
- New, 8-inch
- New, 10-inch
- New, 12-inch
- New, 16-inch
- New, 18
- Replacement, 8-inch
- Replacement, 10-inch
- Replacement, 12-inch
- Replacement, 16-inch
- Replacement, 18-inch
- Replacement, 24-inch
- Replacement, 30-inch
- Private Pipe

CIP Projects O-1, O-2, P-1, P-2, P-3, P-4, P-5, F-30, F-31, Meter -1, Meter-2 are not shown on the map



Data Sources:
City of Idaho Falls
Coordinate System: GCS North American 1983
Datum: North American 1983
Disclaimer: The City of Idaho Falls makes no representations, express or implied, as to the accuracy, completeness and timeliness of the information displayed. This map is not suitable for legal, engineering, or surveying purposes. Notification of any errors is appreciated.

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Section **6**

Section 6

Financial Plan

6.1 Introduction

The projected financial performance of the City's water system is impacted by capital improvement needs, increasing operation and maintenance requirements associated with existing and new infrastructure, and renewal and rehabilitation of select system assets (including annual pipeline replacement). This section presents an overview of historical financial performance, a comprehensive funding plan for proposed capital projects, corresponding water rate adjustments and bill comparisons, and forecasts of future financial performance from fiscal year (FY) 2022 through FY 2027.[1]

Forecasts have been developed using a financial planning model designed to represent utility cash flows under alternative assumptions related to revenue generation, operations and maintenance (O&M) expenses, and financing structures for capital investment. The financial planning model incorporates projections of annual cash flow requirements developed through the City's budgeting process, as well as capital requirements identified in **Section 5 – Capital Improvement Plan (CIP)**. Forecasts also reflect discussions with City personnel in the Water Division (Division) of the City's Public Works Department.

6.2 Historical Performance

Table 6-1 presents a brief overview of the financial performance of the Division from FY 2018 through FY 2021 as reflected in various financial statements and other budget documents provided by the City.[2]

Water rate revenues have increased from $9.42 million to $10.95 million (16.2%) over this time period, largely as a result of rate adjustments outlined in the Division's 2015 Water Facilities Plan (see Section 6.4.2). Despite prevailing macroeconomic factors, the City's water rate revenues have been largely unaffected by the COVID-19 pandemic because most water customers pay flat rates (i.e., rates are not based on measured water consumption). Revenues from connection fees, which are assessed to new residential homes or commercial buildings connecting to the City's water system, have more than doubled from $0.57 million in FY 2018 to $1.33 million in FY 2021 as regional development activity has increased. Other operating revenues, which include the sale of water meters, late payment charges, hook-up fees, and other miscellaneous revenues, have increased roughly 140% over the historical reporting period from $0.11 million in FY 2018 to $0.28

[1] The City's fiscal year runs from October 1 through September 30.
[2] The Water Division is not set up as a separate enterprise fund, and audited statements for that specific system are not available.

million in FY 2021. The Division also earns interest revenues on various accounts and other funds (Operating, Connection Fees, and Drought Mitigation[3]). This revenue source has gradually increased over the reporting period (9.1%) as the Division has accumulated various reserves for future capital projects or a potential meter installation program. Other sources of cash include transfers from the Division's share of the City's Municipal Equipment Replacement Fund (MERF) which are used to offset automobile and other heavy equipment costs. These transfers, which mirror the actual cost of vehicle purchases, fluctuate significantly over time.

Total operating revenues of the system (excluding transfers from MERF) increased 23.9%, from $10.25 million in FY 2018 to $12.70 million in FY 2021. This increase represents a 7.4% per annum compounded annual growth rate (CAGR) for system revenues.

Table 6-1|Water System Historical Operating Results

	FY 2018	FY 2019	FY 2020	FY 2021
Water Rate Revenues[1]	$9,422.8	$10,008.4	$10,578.5	$10,945.8
Connection Fee Revenues	574.5	1,105.2	1,181.2	1,327.0
Other Operating Revenues	114.8	157.9	139.6	275.1
Interest Revenues	136.6	133.2	197.5	149.0
Transfers from MERF[2]	150.0	51.9	414.2	-
Total Operating Revenue	**$10,398.7**	**$11,456.6**	**$12,511.1**	**$12,697.0**
Operations & Maintenance	4,002.6	4,057.7	3,466.0	3,839.1
General Fund Transfers	1,243.3	1,279.1	1,420.4	1,314.0
MERF Contributions[2]	157.3	61.9	89.7	106.0
Capital Outlay	222.1	186.1	484.8	5.5
Total Expense	**$5,625.3**	**$5,584.8**	**$5,461.0**	**$5,264.6**
Net Operating Revenues	**$4,773.3**	**$5,871.7**	**$7,050.1**	**$7,432.3**

Notes:
1. All numbers in thousands, slight calculation discrepancies may exist due to rounding
2. City's Municipal Equipment Fund (MERF)

Over the same time period, O&M expenses decreased 4.1%, from $4.00 million to $3.84 million (a CAGR of -1.4%). This decrease can be attributed to the Division's efforts to control costs as well as recent difficulties in maintaining full staffing levels.[4] Transfers to the General Fund are based on the Division's share of direct costs for services from other City Divisions, including Engineering, Billings and Collections, and GIS. Transfers also include indirect cost allocations for the Division's

[3] Every year, the Division sets aside drought mitigation funds for future expenses associated with water conservation efforts or meter installation activities for new and existing customers.
[4] The Division currently (August 2022) has three open staff positions.

share of Public Works Department administration costs and general City administration expense. The direct and indirect cost allocations are established by the City Controller's Office and applied to the City's cost estimates for the current budget year. General Fund transfers have increased from $1.24 million in FY 2018 to $1.31 million in FY 2021, an average annual increase of 1.9%. These transfers represent approximately 24% of the Division's total expense over the historical period.

Other expenses of the Division include contributions to MERF and other capital expenses necessary to operate the system. Annual MERF contributions are based on the estimated useful lives and future replacement costs of existing Division-owned vehicles. Annual contributions accrue within the fund until the Division is ready to purchase vehicles or other heavy equipment. The program distributes the costs of vehicle acquisition across the life of the asset, effectively smoothing potential budget impacts associated with new automotive equipment. MERF contributions have varied between $61,900 and $157,300 per year over the historical period.

The Capital Outlay cost category includes office equipment, software purchases, and other minor equipment. This category also includes the purchases of Division vehicles, although funds for such costs are paid for from the MERF as described earlier.[5] As a result, capital outlay expense has varied year to year, from just $5,500 in FY 2021 to $484,800 a year earlier (FY 2020).

Total expenses of the Division decreased from $5.63 million in FY 2018 to $5.26 million in FY 2021, an overall decrease of 6.4% (a -2.2% annual average reduction).

As a consequence of decreasing operating costs and consistent revenue growth, net operating revenues of the system have increased 55.7%, from $4.77 million to $7.43 million over the historical period. Currently, the Division does not carry any long-term debt. Annual net operating revenues of the system have been used to build the Division's operating reserve balances, strengthen the financial security of the utility, and pay for large capital improvement projects while avoiding the interest expense associated with revenue bonds or other loans.

6.3 Financial Management

A system of accounts is used to track revenues and expenses associated with the Division's various operating functions. These funds are used to facilitate the accounting and reporting of operating and capital-related financial transactions.

The Division records operating revenues and expenditures in its Operating Fund (Fund 61). Rate revenues, interest revenues, and other miscellaneous revenues are deposited within the same operating account. The Division's annual operating budget and corresponding appropriations for relevant operating expenditures are accounted for in the Operating Fund as well. Expenses are

[5] The MERF Contributions expense item represents the amount the Division contributes to MERF for replacement vehicle purchases, while the Capital Outlay budget category includes the purchases themselves. **Table 6-1** shows the corresponding revenue offset line item (Transfers from MERF) which represents the use of previously contributed funds for vehicle replacement costs that are included in the Capital Outlay expense category. The Division is currently analyzing changes to the way vehicle replacement is planned for and funded.

allocated to various operating categories for each budget year including Administration, Well Maintenance & Operations, Distribution System Maintenance & Operations, and New Construction. The balance of the Operating Fund was $14.97 million as of the beginning of the current fiscal year (FY 2022).

The Division currently charges a water system connection fee for new customers requesting water service. Revenues from water system connection fees are also placed into the Operating Fund but are tracked separately to ensure this revenue source is used for capital-related expenditures. Existing City ordinances require that connection fee revenues be used to pay for infrastructure improvements such as new wells, new water mains, or additional service capacity within the system. The portion of the Operating Fund balance attributed to connection fee revenues was $3.91 million as of the beginning of FY 2022.

Drought mitigation funds are also held within the Division's Operating Fund but, like connection fee revenues, are separately tracked. These funds will be used for future expenses associated with water conservation efforts or meter installation activities for new and existing customers. The portion of the Operating Fund balance attributed to future drought mitigation efforts was approximately $1.50 million as of the beginning of FY 2022.

Capital expenditures are budgeted across several different operating categories but are primarily included in the New Construction budget category. Under current City policy, if actual capital expenditures are lower than budgeted capital expenditures, the remaining budgeted funds do not automatically become available for the subsequent budget year within the New Construction cost category. Instead, excess funds become an addition to the Division's reserve Operating Fund balance and must be re-appropriated the following year for the intended purpose.

The unrestricted balance in the Operating Fund—net of drought mitigation funds and water connection fee revenues—was $9.56 million at the beginning of FY 2022. In addition to these funds, the Division's share of reserves within the Municipal Equipment Replacement Fund was $0.69 million.[6]

6.4 Water Rates & Charges

6.4.1 Existing Rate Structure

Because most City customers receive unmetered water service, the existing rate structure is comprised mainly of fixed charges for both indoor and outdoor water use. Single family residential customers currently pay $36.15 per month for water service. This total includes $23.40 for indoor water consumption, a $12.50 irrigation charge (for outdoor use), and a $0.25 charge associated with the Idaho Department of Environmental Quality's (DEQ) administration of the state's drinking water program. These are considered flat rates since none of the charges vary based on the amount of actual water used by the customer.

[6] MERF balance information, as well as Operating Fund cash balances, were provided by City Finance.

Non-residential customers that are not metered pay a flat monthly rate for indoor use based on the type of business located at the property. Rates for restaurants, schools, laundromats, and various other customer types are identified within the City's rate schedule. For some of these customers—such as schools or hotels—the flat rate is determined based on the number of enrolled students or the number of rooms. The monthly rate for outdoor use for unmetered non-residential customers is $0.21 per 100 square feet of calculated landscape area.[7] Non-residential customers also pay the monthly $0.25 DEQ water quality program administration fee.

Approximately 23% of the City's non-residential customers receive bills based on metered water use.[8] These customers pay a monthly base charge based on the size of the meter ($26.50 for a 1-inch meter) and $0.66 for each thousand gallons of water used.

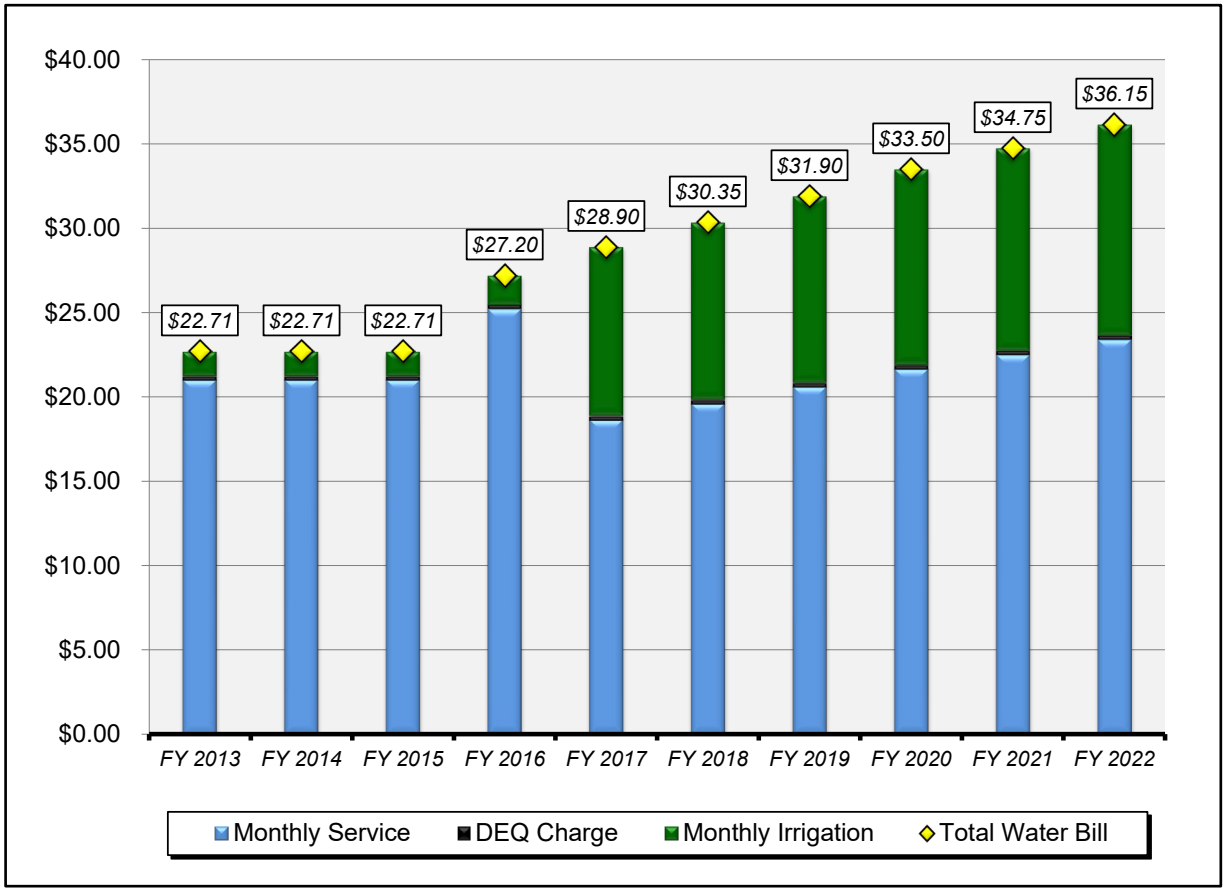
The City also provides service to a small number of residential and non-residential customers located outside the City limits. With the exception of the annual DEQ water quality program administration fee, these customers are charged twice the rates of customers located within the City.

6.4.2 Historical Rate Adjustments

The City Council recently approved a 7.5% increase for water service rates for FY 2023 (beginning October 1, 2022). Prior to that, water service rates had been increased steadily as part of the City's plan for financing projects identified in the 2015 Water Facilities Plan. Existing rate components were increased 20% at the beginning of FY 2016.[9] In FY 2017, the City began charging a monthly (rather than annual) irrigation rate and increased the effective fee level for this component of the rate structure from $1.75 to $10.00 per month. At the same time, the monthly flat rate for single family residential accounts was reduced from $25.20 to $18.65. The net impact of these changes resulted in a 6.3% bill increase. Since then, rate adjustments have resulted in residential bill increases of 5.0%, 5.1%, 5.0%, 3.7%, and 4.0% in FY 2018, FY 2019, FY 2020, FY 2021, and FY 2022 respectively. **Figure 6-1** summarizes the monthly bill for single family residential customers by component for the last decade. The monthly residential bill has increased 5.3% on a compounded annual basis over that time period (FY 2013 through FY 2022).

[7] Schools pay $12.80 per acre or each fraction thereof.
[8] As of September 2021. While most metered customers are metered for both indoor and outdoor use, some metered customers receive a metered water bill for indoor consumption only and are assessed a non-metered irrigation charge for outdoor use.
[9] The monthly $0.25 DEQ charge has not been adjusted as part of the rate adjustment schedule outlined in this section.

Figure 6-1| Residential Water Rates, FY 2013 – FY 2022



6.4.3 Regional Water Rate Comparison

Local and regional communities were surveyed in 2022 to determine how the City's existing rates compare to nearby water service providers or other communities of similar size within the intermountain west. Table 6-2 presents water rate information for these communities, including the monthly base charge and a description of the volumetric rate structure for single family residential users of each community. Rate information is based, in part, on the *2022 Eastern Idaho Residential Water and Sewer User Rates and Connection Fees Survey, April 2022* prepared by S&A Engineers and provided to the City.

A comparison of the summer month water bill (assumed water use of 20,000 gallons) was developed for each community. The information demonstrates that the City's existing water rates (highlighted in gray) are on the lower end of the spectrum within the region and compare favorably to communities of similar size.

Table 6-2|Regional Water Rate Comparison, Single Family Residential Rates

Service Provider	Base Charge	Volumetric Rate	Total Bill 20 kgals
Bozeman, MT	$ 20.97	Inclining 4-block volumetric rate structure by CCF	**$ 100.69**
Butte, MT	$ 32.47	Declining 7-block volumetric rate structure by CCF	**$ 100.28**
Pocatello	$ 12.14	$2.79 per kgal up to 25 kgals	**$ 67.94**
Logan, UT	$ 25.83	$1.60 / kgal for first 10 kgals, $2.58 thereafter	**$ 67.63**
Preston	$ 60.00	Base charge includes first 40 kgals, summer rate	**$ 60.00**
Twin Falls	$ 20.33	$1.97 / kgal	**$ 59.73**
Sugar City	$ 40.00	$0.96 / kgal	**$ 59.20**
Chubbuck	$ 26.40	$1.27 / kgal	**$ 51.80**
Soda Springs	$ 51.00	None	**$ 51.00**
Ammon	$ 30.00	$1.00 / kgal for metered customers	**$ 50.00**
Iona	$ 49.00	None	**$ 49.00**
Malad	$ 36.50	Base chg includes first 5 kgals, $0.60 / kgal after	**$ 45.50**
Meridian	$ 5.49	$1.90 / kgal	**$ 43.49**
Ucon	$ 30.00	$0.65 / kgal	**$ 43.00**
Ririe	$ 26.72	$0.72 / kgal	**$ 41.12**
American Falls	$ 36.86	None	**$ 36.86**
Idaho Falls	$ 36.15	None[1]	**$ 36.15**
Rexburg	$ 18.62	Base chg includes first 6 kgals, $1.153 / kgal after	**$ 34.76**
Blackfoot	$ 21.90	Base chg includes first 15 kgals, $1.54 / kgal after	**$ 29.60**
Shelley	$ 26.03	None	**$ 26.03**
Rigby	$ 25.00	None	**$ 25.00**

Notes:
1. Base charge includes monthly irrigation (outdoor) flat rate as well as monthly DEQ charge

6.5 Water Connection Fees

Water connection fees recover some of the infrastructure costs associated with system expansion or capacity upgrades related to new development. Connection fee revenues are an important funding source for capital improvement projects, accounting for 10.5% of the Division's total operating revenues in FY 2021. The fee varies based on the demands the new customer will place on the system (as determined by service line size).

6.5.1 Existing Connection Fees

The current water connection fee for a typical single-family home with a 1-inch service connection is $2,923, established when the City last updated water connection fees five years ago in 2017. The fee methodology employed at that time—developed by the City when the fee was initially established—was based on the cost per square mile to develop water delivery infrastructure for residential properties. Consistent with the American Water Works Association's *M1 Manual: Principles of Water Rates, Fees and Charges*, connection fees are higher for new customers with larger diameter service lines. The existing fee for new customers with a 1.5-inch connection is $5,846, the fee for a 2-inch connection is $11,984 and the fee for a 4-inch connection is $47,645. Connection fees are assessed and collected when a new building permit is approved.

6.5.2 Connection Fee Update

To be defensible, connection fees must recover costs from new development in proportion to projected capacity requirements. An understanding of system operating and planning criteria is critical to the equitable allocation of costs. This updated Water Facility Plan, which incorporates planning criteria specific to the City, creates the necessary link between projected capacity needs and the costs to provide that capacity. Table 6-3 summarizes the existing and projected available capacity of the water system on a maximum day demand basis.

Table 6-3 | Available System Capacity for New Customers

	Assumption	Units
Existing Max Day System Capacity (mgd)[1]	83.47	mgd
Average Max Day Utilization (mgd)[2]	59.70	mgd
Available Capacity for New Customers (mgd)	23.77	mgd
Percent Capacity for New Customers	28.5%	percent
Max Day Demand, Equivalent Residential Unit (ERU)[3]	2,477	gallons
Customers Served by Utilized System Capacity	24,107	ERUs
Customers Served by Available System Capacity	9,597	ERUs
Total Customers (System Capacity)	**33,704**	**ERUs**

Notes:
1. Based on the City's maximum instantaneous water right in gallons per minute (57,963)
2. Average system value from 2014 through 2020
3. Based on assumed persons per household (2.6) and max day demand planning criteria (952.5 gpm)

Based on the instantaneous water rights of the City, the system maximum day capacity is 83.47 mgd. The max day utilization—averaged over the last seven years—has been 59.70 mgd. This implies that the water system currently has 23.77 mgd in unused capacity (28.5%).

The planning criteria employed in this Water Facilities Plan assumes a per capita maximum day demand of 952.5 gallons. Since the average household is assumed to have 2.60 persons[10], the maximum day demand for a typical single-family residence—often referred to as an Equivalent Residential Unit (ERU)—is 2,477 gallons. The number of customers that will be served with available capacity is calculated as the available capacity per day (23.77 million gallons) divided by the demands each ERU places on the system each day (2,477 gallons), or 9,597 ERUs.

The current connection fee methodology is based on the value of the City's investment in the water system and allocation of a portion of that value to new customers. Division staff have developed estimates of prior system investment based on historical cost data, accounting statements, and fixed asset records. Table 6-4 summarizes the water system value by asset category. Original cost data (or corresponding estimates of original cost) serve as the basis for the value estimate, which totals $100.61 million. The estimated value of assets originally installed and paid for by developers have been excluded from the analysis to ensure the asset value represents only the City's original system investment.[11]

Table 6-4|Water System Fixed Asset Value

Asset Category	Original Cost
Wells and Other Facilities	$ 25,009,973
Water Mains	44,295,797
Service Lines	27,151,367
Valves, Fittings, and Hydrants	2,161,642
Other	1,994,353
Total System Value	**$ 100,613,132**

The cost of the capacity required by each ERU is established by dividing the net system value assigned to new customers by the number of ERUs that will be served with unused capacity, as measured by maximum day demand. As identified earlier in Table 6-3, unused capacity within the system is roughly 28.5%. Assigning 28.5% of the net system value to the estimated 9,597 ERUs served by that capacity results in a cost of capacity of $2,988 per ERU as shown in Table 6-5. The updated connection fee for a single-family residence is therefore $2,988 based on (1) the City's original investment in the water system, (2) the unused capacity available to new customers, and (3) the maximum day demand—or claims on capacity—associated with each new customer. The new connection fee represents a $65 increase (2.2%) relative to the existing water connection fee.

[10] 2016-2020 Census Quick Facts for Idaho Falls, Idaho; https://www.census.gov/quickfacts/fact/table/idahofallscityidaho/PST045221 referenced on June 15, 2021.

[11] The corresponding value of assets originally contributed by developers is included in the analysis for those assets that have been replaced by the City as part of the systematic renewal and rehabilitation of the water system.

Table 6-5 | Cost of Capacity for New ERUs

	Original Cost
Net System Value	$ 100,613,132
System Capacity Not Utilized (%)	28.5%
Value Assigned to New Customers	$ 28,674,743
Estimated New Customers (ERUs)	9,597
Cost of Capacity per ERU[1]	**$ 2,988**

Notes:
1. Equivalent to the updated water connection fee for the typical single-family residence

Costs are assigned to larger residential or non-residential customers based upon their claims on system capacity as measured by meter (service line) size. The connection fee is scaled up based on the hydraulic flow ratios of different meter sizes as outlined in the American Water Works Association's M1 Manual. The proposed water connection fee schedule, shown in Table 6-6, utilizes stated maximum flow rates from the City's chosen water meter vendor to establish hydraulic ratios.[12] These connection fees will be included in the City's FY 2024 rate resolution and become effective beginning October 1, 2023.

Table 6-6 | Updated (FY 2023) Water Connection Fee Schedule

Meter Size	Meter Ratio	Connection Fee
1 inch	**1.0**	**$ 2,988**
1.5 inch	1.8	$ 5,378
2 inch	2.9	$ 8,665
3 inch	10.2	$ 30,478
4 inch	20.0	$ 59,760
6 inch	36.4	$ 108,763
8 inch	63.6	$ 190,037

6.6 Capital Financing

The Division's CIP contemplates expenditure requirements of $45.84 million in current dollars between FY 2022 and FY 2027. As outlined in Section 5, capital projects include various facilities projects including new wells, rehabilitation of existing wells, booster station upgrades, and replacement of the downtown elevated water storage tower. Budgeted expenditures also include costs for pipeline work, concrete and asphalt maintenance, and meter installation and

[12] Hydraulic ratios based on maximum flow rates by meter size for Badger E-series ultrasonic meters

replacement activities.[13] Capital project costs are scheduled across the forecast period based on priority needs of the system and are escalated at 4.0% per annum to account for higher cost inflation, current construction market conditions and other prevailing macroeconomic factors. In nominal dollars, the capital program is expected to require $50.78 million from FY 2022 through FY 2027.

Table 6-7 identifies projected capital project expenditures and annual matching sources of funds. Projected capital expenditures will be funded through four sources: net operating revenues ($32.21 million, 63.3%), connection fee revenues ($11.00 million, 21.6%), drought mitigation funds ($1.50 million, 2.9%), and existing reserves ($6.19 million, 12.2%).

Table 6-7|Capital Program Sources and Uses of Funds

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	TOTAL	%
CIP Expenditures Forecast[1]	**$4.19**	**$9.67**	**$10.00**	**$10.07**	**$9.30**	**$7.54**	**$50.78**	
Operating Revs (PAYGO)[2]	2.00	5.23	5.71	6.23	6.75	6.30	32.21	63.3%
Connection Fee Revenues[3]	2.00	2.00	2.00	2.00	2.00	1.00	11.00	21.6%
Drought Mitigation Funds[4]	0.25	0.25	0.25	0.25	0.25	0.25	1.50	2.9%
Existing Reserves[5]	-	2.27	2.29	1.37	0.25	-	6.19	12.2%
Used (Unused) Balance[6]	(0.06)	(0.08)	(0.25)	0.22	0.05	(0.01)	(0.12)	
Total Funds	**$4.19**	**$9.67**	**$10.00**	**$10.07**	**$9.30**	**$7.54**	**$50.78**	**100.0%**

Notes:
1. All numbers in millions, slight calculation discrepancies may exist due to rounding
2. Annual net operating revenues used to cash-finance CIP; reflects proposed service rate adjustments
3. Connection fee revenues, and accumulated connection fee reserves, which will be used to pay for capital projects
4. The City will set aside funds each year for meter installation or replacement activities identified in the CIP
5. Existing operating reserves of the Division that may be used for ongoing and future CIP projects
6. After transferring various funds for the CIP, approximately $120,000 will remain (unused balance) for future projects

Rate revenues of the system will be the primary funding source for the capital program. This funding method is often referred to as current revenue financing or "Pay-As-You-Go" (PAYGO) funding because it leverages excess revenues of the system to pay for capital improvements on an annual basis. Excess operating revenues are those that remain after paying O&M expense, debt service requirements (i.e. loan payments), and all other costs of the utility (such as General Fund transfers). Revenues currently exceed operating expenses by approximately $3.85 million per year under existing rates.[14] This amount may be used annually by the Division to pay for capital projects and is an estimate of current PAYGO funding levels. Proposed rate increases will be required to

[13] Budgeted expenditures for pipeline work are approximately $1,022,000 lower in the Division's financial plan (relative to costs for the specific pipeline projects presented in Section 5) to recognize funding capacity constraints. To the extent that revenue performance varies from forecasts, the Division may elect to accelerate or defer some of the specific pipeline projects identified.
[14] Based on forecasted or budgeted revenues and expenses of the Division for the current fiscal year (FY 2022).

increase annual net operating revenues of the Division to both keep pace with O&M expense inflation and generate the $38.40 million of PAYGO transfers to fund the capital program.

Annual connection fee revenues have ranged between a low of $0.57 million in FY 2018 to a high of $1.33 million in FY 2021 over the last five fiscal years. Annual connection fee revenues have averaged $0.96 million and have increased 21.1% on a compounded annual average basis since FY 2017. This financial plan assumes that annual connection fee revenues will be $1.30 million in FY 2022 and increase 3.0% per year to $1.42 million by FY 2025. Beyond that, connection fee revenues are assumed to remain constant. Connection fee revenues are expected to contribute $11.00 million to fund the capital program over the forecast period as shown in Table 6-7.

As stated earlier in this section, the City's operating fund has accrued a fund balance of approximately $14.97 million, which includes connection fee revenues ($3.91 million) and drought mitigation funds ($1.50 million). These operating reserves have accumulated over time as the Division has exercised fiscal restraint both in terms of operating expense and capital expenditures. Of this amount, the Division expects to draw down $6.19 million of operating reserves to fund the capital program over the forecast period and set aside an additional $0.25 million per year for meter replacement activities. A combined reserve balance of $7.70 million will remain at the end of FY 2027.[15]

The Division's capital improvement plan is subject to frequent review and modification based on evolving priorities and growth-related expansion of the system. To the extent that actual CIP costs vary from estimated expenditures in a given forecast year, the Division will adjust cash financing amounts of the capital program and/or reschedule previously identified capital projects to ensure the funding plan remains viable.

6.7 Forecasted Operating Results

Table 6-8 presents the cash flow forecasts for the Division's Operating Fund. Financial planning alternatives are developed to ensure compliance with informal financial protocols to maintain reserve balances equal to a minimum of three months of operating expense, to achieve minimum targeted debt service coverage where applicable, and to provide opportunities to cash-finance a significant portion of capital projects during the forecast period and reduce the Division's reliance on long-term debt (thus minimizing interest expense or eliminating it altogether).

6.7.1 Revenues and Other Sources of Funds

The Division receives revenues predominantly from water rates and water connection fees. Less substantial sources of funds include revenues associated with operation of the system, such as late fees or the sale of water meters to new customers.

[15] This total includes both connection fee and drought mitigation funds.

Table 6-8|Projected Sources and Uses of Cash, Operating Fund

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Beginning Cash Balance[1]	*$9,559.6*	*$11,160.8*	*$8,637.8*	*$6,094.9*	*$4,478.2*	*$3,975.1*
Water Rate Revenue	$7,300.0	$11,413.0	$11,527.1	$11,642.4	$11,704.1	$11,766.1
Rate Revenue from Increases	-	856.0	1,546.1	2,287.8	3,070.1	3,903.3
Other Revenues	79.5	81.3	83.1	85.0	86.9	88.9
Interest Revenues	128.7	123.0	91.5	65.7	52.5	54.1
Transfers from MERF	587.0	103.0	106.1	109.3	112.6	115.9
Total Sources	**$12,095.2**	**$12,576.2**	**$13,353.9**	**$14,190.1**	**$15,026.2**	**$15,928.3**
O&M Expense	$6,146.8	$5,567.0	$5,789.6	$6,021.2	$6,262.1	$6,512.5
General Fund Transfers	1,378.0	1,440.0	1,504.8	1,572.5	1,643.3	1,717.2
MERF Contributions	107.2	213.4	219.8	226.4	233.2	240.2
Capital Outlay	612.0	128.8	132.6	136.6	140.7	144.9
Debt Service	-	-	-	-	-	-
Drought Mitigation Funds[2]	250.0	250.0	250.0	250.0	250.0	250.0
PAYGO Transfers	2,000.0	7,500.0	8,000.0	7,600.0	7,000.0	6,300.0
Total Uses	**$10,494.0**	**$15,099.1**	**$15,896.9**	**$15,806.7**	**$15,529.3**	**$15,164.9**
Ending Cash Balance	*$11,160.8*	*$8,637.8*	*$6,094.9*	*$4,478.2*	*$3,975.1*	*$4,738.5*

1. All numbers in thousands, slight calculation discrepancies may exist due to rounding; excludes connection fees and drought mitigation account balances.
2. The Division allocates $250,000 of net operating revenues each year for meter replacement activities and other water conservation measures.

Without metered water use information, the Division forecasts rate revenues based on observed historical revenue figures. Trends such as average water use by customer and volume of water billed by consumption increment (kgals) are not available without metered data. Because most customers pay the same monthly rate regardless of water use, total rate revenues do not vary significantly with changes in weather patterns or increases in rates (i.e. there is no price elasticity response).

The most recent data for the Division's customer base indicate that residential account growth has averaged approximately 1.40% per year during the last four years.[16] Non-residential account growth has been largely flat over the same time period or has declined slightly for some customer classes. This financial plan assumes that residential accounts will continue to grow at a rate of 1.40% for the next four fiscal years (through FY 2025), then increase at a rate of 0.75% annually thereafter. Non-residential revenues, which represent approximately 30% of total system revenues, are assumed to remain constant over the forecast period. The base rate revenue

[16] Based on billed account statistics provided by the Division; represents weighted average across residential customer categories since September 2018.

forecast shown in **Table 6-8** reflects these growth assumptions. Base rate revenues are projected to increase from $11.30 million in FY 2022 to $11.77 million by FY 2027, an increase of 4.1%.

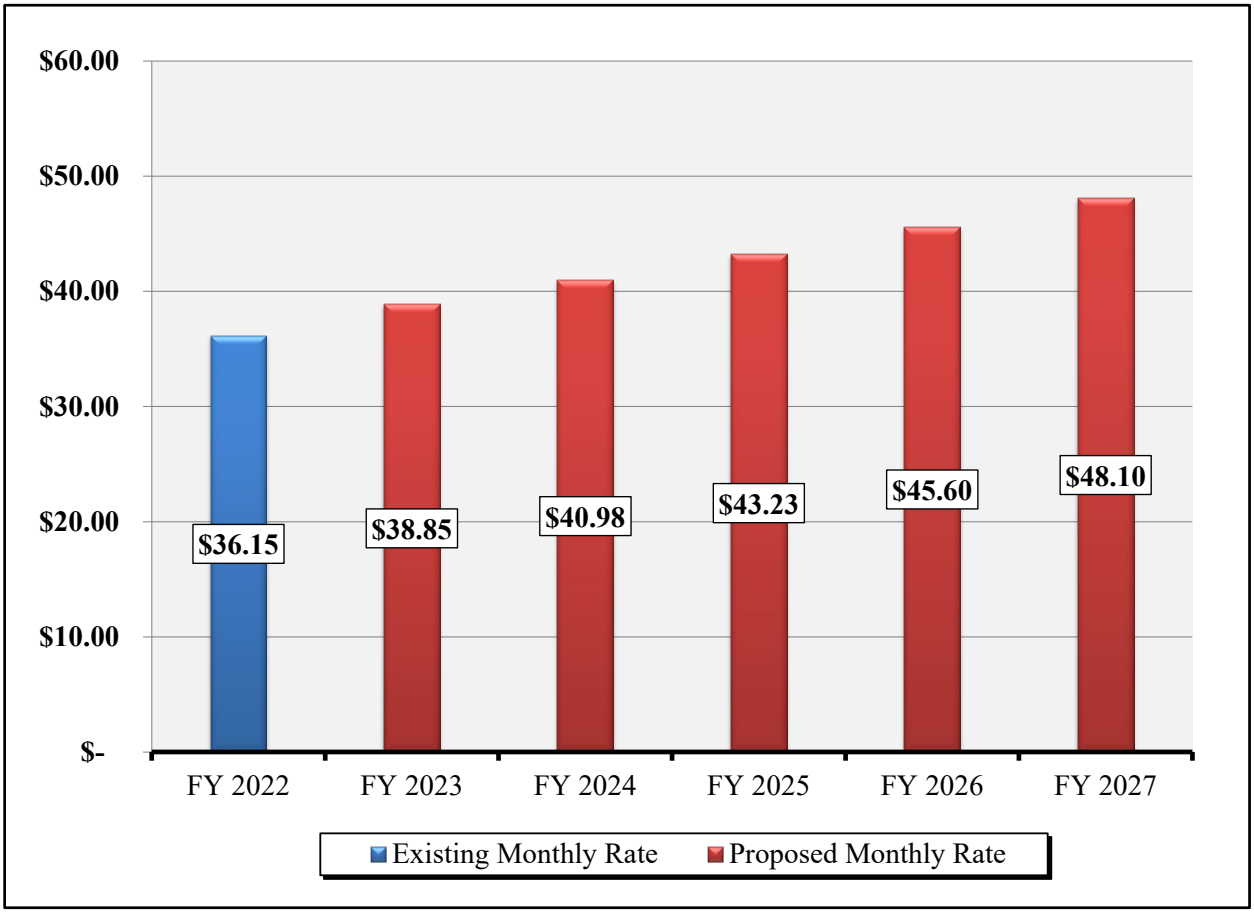
A five-year rate increase program is necessary to generate sufficient revenues to (1) keep pace with increasing operating costs and (2) provide for the levels of PAYGO financing specified in the CIP funding plan. The proposed rate plan specifies an increase of 7.5% at the beginning of the upcoming fiscal year (FY 2023), then 5.5% per annum increases for the following four fiscal years (FY 2024 through FY 2027).[17] With the exception of the DEQ water quality program administration fee and connection fee charges, all water rates and charges will be increased. The proposed rate plan balances the use of existing operating reserves with customer rate impacts, while ensuring the Division continues to meet financial performance targets such as minimum fund balance requirements. **Figure 6-2** presents the monthly water bill for residential customers of the system from FY 2022 through FY 2027 based on the proposed rate plan.

While the proposed rate plan will result in a 33.1% overall increase in the monthly flat rate paid by residential customers, the financial plan assumes that there will be no corresponding reduction in demand because only a small percentage of the Division's customers can influence the price they pay for water service.[18] The proposed rate adjustment plan is expected to provide approximately $11.66 million over the forecast period, representing more than a third of anticipated PAYGO transfers for the capital improvement program.

Other revenues of the system are comprised of sale of water meters, late fees, hook-up fees, disconnect/reconnect fees, and other miscellaneous revenue sources. The sale of water meters represents revenues received from new non-residential customers that are required to have a metered connection. While these customers may purchase a meter from any retailer, the Division offers the convenience of purchasing a meter from them.[19] Customers who do not pay their water bill in a timely manner are assessed a late fee, which is another source of operating income for the Division. The Other Revenues category also includes payments from other City Departments for water service. Other revenues of the system are expected to be $79,500 in FY 2022 and are projected to increase to $88,900 by FY 2027 as the various fees and other charges of the system increase over time. Over the forecast period, Other Revenues will provide approximately $0.50 million.

[17] The financial plan assumes rate increases will be implemented at the beginning of each fiscal year.
[18] Residential customers are not metered; only 10% of the Division's non-residential customers are metered and can respond to price increases by reducing consumption.
[19] The Division does not profit from the sale of meters; meters are sold at the Division's cost and an offsetting expense line item is included in the O&M budget forecasts.

Figure 6-2| Proposed Residential Water Rates, FY 2022 – FY 2027



The Division's operating fund receives interest earnings each year based on the level of existing reserves maintained within the fund. Interest revenues are assumed to accrue to the water system at 1.25% per year and are projected to vary over time based on the ending balance of the Division's unrestricted operating reserves. Because the CIP funding plan proposes to use existing operating reserves, forecasted annual interest revenues decline over the forecast period from $128,700 in FY 2022 to $56,000 in FY 2027. This revenue source is expected to contribute a total of $0.52 million over the planning period.

The Division also receives transfers *from* the City's MERF to offset the cost of purchasing service vehicles. The forecast of MERF transfers exactly mirrors the forecasted cost of vehicle purchases, which fluctuates over time based on the age and replacement schedule of fleet vehicles. MERF transfers are expected to total $1.13 million through FY 2027, with roughly half of that amount scheduled in the current fiscal year to offset the expected purchase of a vacuum truck.

Primarily as a result of the proposed five-year rate plan outlined above, annual water rate revenues are forecast to increase 38.7%, from $11.30 million in FY 2022 to $15.67 million in FY 2027. Total operating revenues (excluding transfers from MERF) are forecasted to increase from $11.51 million to $15.81 million. In FY 2027, the Division's sources of funds will be comprised of

rate revenues (98.4%), other revenues (0.6%), interest revenues (0.3%), and transfers from MERF (0.7%).

6.7.2 Expenses and Other Uses of Funds

The Division's total budgeted expenses are $8.24 million in FY 2022 and constitute the primary use of funds. Expenditures are grouped into various categories for forecasting purposes, including: O&M Expense, General Fund Transfers, MERF Contributions, and Capital Outlay.

O&M expenses are comprised of personnel costs (such as salaries and wages, overtime, and employee benefits), operational and administrative supplies, repair and maintenance costs, professional services, and office expenses, among others. As shown in **Table 6-1**, O&M expense has decreased over the recent historical period as a result of the Division's efforts to control costs as well as recent difficulties in maintaining full staffing levels. For forecasting purposes, the financial plan assumes that the O&M cost category will increase at 4.0% per year to account for the increasing cost of employee benefits, utility costs that often out-pace the inflation rate, and the existing inflationary macroeconomic environment. The FY 2022 estimate includes approximately $0.52 million in carryover spending from the prior fiscal year as well as base forecasted expense of $5.63 million. Excluding carryover expenses in FY 2022, O&M expense is projected to increase 15.7%, from $5.63 million in FY 2022 to $6.51 million in FY 2027.

Transfers to the General Fund are based on the Division's share of direct costs for services from other City Divisions, including Engineering, Billings and Collections, and GIS. Transfers also include indirect cost allocations for the Division's share of Public Works Department administration costs and general City administration expense. This expense category also includes payments in lieu of taxes (PILOT) and the Division's share of costs for projects implemented by other City Divisions. The majority of costs within the General Fund Transfers category are established as an allocated percentage of other City Divisions. These costs have remained relatively stable over the historical period, growing at an annual compounded rate of about 2%. Under conservative assumptions—and due to the inflationary nature of expenses in general—the financial plan assumes that these costs will increase at 4.5% annually over time, from $1.38 million in FY 2022 to $1.72 million in FY 2027 (24.6%).

Contributions to the MERF averaged approximately $100,000 per year from FY 2018 through FY 2021 and are expected to be at that level in FY 2022. As explained earlier in this section, this cost category represents the annual contributions to the MERF for replacement vehicle purchases—the purchases themselves are budgeted within the Capital Outlay cost category. Based on the Division's anticipated fleet replacement schedule, MERF contributions are assumed to increase to $213,400 in FY 2023 and increase at 3.0% per year thereafter.

The Capital Outlay expense category includes equipment purchases, software programs, and vehicle purchases. This category *does not* include major capital improvement expenditures like those outlined in Section 5. Historical cost levels of this category have fluctuated significantly as a result of the variable nature of vehicle purchases. The budget estimate for the current fiscal year

is $612,000, and the average cost over the last four fiscal years has been $154,000. The Capital Outlay expense category is budgeted at slightly lower amounts to reflect recent vehicle replacements. Capital Outlay expense is escalated at 3.0% per year over the forecast period.

Total budgeted expenses of the system will increase 4.5% over the forecast period, from $8.24 million in FY 2022 to $8.61 million in FY 2027.[20] The aggressive escalation of some cost categories represents a conservative approach to the forecasted financial performance of the Division. In FY 2027, the composition of forecasted expenses will include O&M Expense (75.6%), General Fund Transfers (19.9%), MERF Contributions (2.8%), and Capital Outlay (1.7%).

6.8 Drought Mitigation Funds

As part of its commitment to responsibly use existing water resources, the Division sets aside $250,000 annually for current and future meter replacement activities as well as other water conservation initiatives. The Drought Mitigation account—funded from net operating revenues of the system—is included within the Division's operating fund but tracked separately for the purpose of building up reserves for these specific activities. Table 6-10 provides the projected sources and uses of funds over the forecast period for this separate account.

6.9 Equity Financing of Capital (PAYGO)

As indicated in Table 6-7, the Division's six-year financing plan assumes that $38.40 million will be drawn from the Division's current net operating revenues ($32.21 million) and existing operating reserves ($6.19 million) to fund the capital program. The combined equity financing amounts vary based on the capital project requirements and the projected performance of the operating fund but are expected to range between $2.00 million and $8.00 million over the forecast period as shown in Table 6-8. The level of specified PAYGO transfers—which total $38.40 million over the planning period—are made possible in large part by the proposed rate plan. Net operating revenues of the system are expected to nearly double (90% increase), from $3.85 million in FY 2022 to $7.31 million in FY 2027.[21]

6.10 Reserve Balances

The City's informal planning policy is to maintain enough cash reserves to equal approximately five months of budgeted operating expense (approximately $3.39 million in FY 2022) to provide adequate working capital for the Division's operations and to respond to any unforeseen emergencies. Despite a plan to equity finance $38.40 million of CIP over the forecast period, the projected ending cash balance for the Division's operating fund exceeds this planning target. As previously shown in Table 6-8, the projected ending balance for the operating fund ranges from

[20] Excluding the carryover expense amounts from FY 2022, the overall expense increase would be 11.5%.

[21] Net operating revenues are defined as the operating revenues of the system minus total operating expenses (including any debt service payments). The annual MERF contribution is included with operating revenues because the offsetting vehicle purchase costs are included with forecasted operating expenses.

$11.16 million in FY 2022 to $3.98 million in FY 2026. The projected ending cash balance for the operating fund in FY 2027 is $4.74 million.

Table 6-9 presents the flow of funds for the connection fee revenue account, which is used to track revenues from water connection fees assessed to new customers. As outlined earlier in this section, these revenues are used to pay for capital projects including new wells, transmission mains, or renewal and rehabilitation of existing system assets. The balance in the connection fee account was $3.91 million as of the beginning of FY 2022. Annual connection fee revenues are projected to be $1.30 million per year and increase at a rate of 3.0% per year through FY 2025. As shown in Table 6-7, the proposed capital funding plan calls for annual transfers of $2.00 million per year from FY 2022 through FY 2026, then a $1.00 million transfer in FY 2027. These transfers are expected to reduce the ending balance of the connection fee account to $1.35 million by the end of FY 2027.

Table 6-9|Projected Sources and Uses, Connection Fee Account

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Beginning Cash Balance[1]	*$3,907.0*	*$3,251.5*	*$2,627.0*	*$2,035.1*	*$1,477.5*	*$912.9*
Connection Fee Revenues	$1,300.0	$1,339.0	$1,379.2	$1,420.5	$1,420.5	$1,420.5
Interest Revenues	44.5	36.5	29.0	21.8	14.8	14.0
Total Sources	**$1,344.5**	**$1,375.5**	**$1,408.1**	**$1,442.4**	**$1,435.4**	**$1,434.6**
Transfers to CIP	2,000.0	2,000.0	2,000.0	2,000.0	2,000.0	1,000.0
Total Uses	**$2,000.0**	**$2,000.0**	**$2,000.0**	**$2,000.0**	**$2,000.0**	**$1,000.0**
Ending Cash Balance	*$3,251.5*	*$2,627.0*	*$2,035.1*	*$1,477.5*	*$912.9*	*$1,347.5*

1. All numbers in thousands, slight calculation discrepancies may exist due to rounding

The flow of funds for the Drought Mitigation account is presented in Table 6-10. This account receives revenue transfers from the operating fund and proceeds are used for various water conservation activities, as outlined earlier. Because the assumed uses of funds match the level of operating fund transfers, the ending account balance is expected to only marginally increase over the forecast period (from $1.52 million in FY 2022 to $1.62 million in FY 2027).

The Division plans to use reserves from the operating fund and connection fee account to enable financing of the Division's capital program without issuance of long-term debt or implementation of more significant near-term rate increases. Despite the reliance on reserves from these funds to pay for the capital program, fund balances will continue to exceed established performance targets. The combined ending balance of the operating fund in FY 2027, inclusive of connection fee revenues and drought mitigation funds, is $7.70 million.[22]

[22] Connection fee account, $1.35 million; drought mitigation funds, $1.62 million; and the remainder of the operating fund, $5.04 million.

Table 6-10|Projected Sources and Uses, Drought Mitigation Account

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Beginning Cash Balance[1]	*$1,500.0*	*$1,518.8*	*$1,537.7*	*$1,557.0*	*$1,576.4*	*$1,596.1*
Transfers from Op. Fund	$250.0	$250.0	$250.0	$250.0	$250.0	$250.0
Interest Revenues	18.8	19.0	19.2	19.5	19.7	20.0
Total Sources	**$268.8**	**$269.0**	**$269.2**	**$269.5**	**$269.7**	**$270.0**
Transfers to CIP	250.0	250.0	250.0	250.0	250.0	250.0
Total Uses	**$250.0**	**$250.0**	**$250.0**	**$250.0**	**$250.0**	**$250.0**
Ending Cash Balance	*$1,518.8*	*$1,537.7*	*$1,557.0*	*$1,576.4*	*$1,596.1*	*$1,616.1*

1. All numbers in thousands, slight calculation discrepancies may exist due to rounding

6.11 Financial Planning beyond FY 2027

Previous master planning efforts have included rough estimates of the potential rate impacts associated with projects scheduled beyond the forecast period. However, given recent, significant fluctuations in capital and operating costs as well as atypical construction market trends, developing a financing plan for capital cost estimates beyond a five or six-year period is impractical.

6.12 Conclusions and Recommendations

This analysis presents forecasts of revenues, expenses, and fund performance between FY 2022 and FY 2027 to determine the viability of the Division's financial plan, including capital project requirements and renewal and rehabilitation needs of select system assets (including annual pipeline replacement).

Forecasted financial performance of the system is summarized as follows:

- The Division's CIP reflects priority needs of the system and, after adjusting for inflation, is expected to require expenditures of $50.78 million between FY 2022 and FY 2027. These capital projects will be funded with current operating revenues ($32.21 million, 63.3%), connection fee revenues ($11.00 million, 21.6%), drought mitigation reserves ($1.50 million, 2.9%) and operating reserves ($6.19 million, 12.2%).

- Without the issuance of long-term debt, a five-year rate adjustment plan will be necessary to finance capital projects (PAYGO transfers). The rate plan calls for a 7.5% increase in FY 2023 followed by 5.5% annual increases from FY 2024 through FY 2027.

- Water rate revenues are projected to increase 38.7%, from $11.30 million in FY 2022 to $15.67 million in FY 2027, based on customer growth assumptions and the proposed rate adjustments.

- Total system revenues, including transfers from the City's Municipal Equipment Replacement Fund, are forecasted to increase 31.7%, from $12.10 million to $15.93 million between FY 2022 and FY 2027.

- The Division's total operating expense—including Operation and Maintenance of the system, General Fund Transfers, MERF Contributions, and Capital Outlay—is projected to increase 11.5% on an adjusted basis[23], from $7.73 million in FY 2022 to $8.61 million in FY 2027.

- Net operating revenues of the system are expected to nearly double (90% increase), from $3.85 million in FY 2022 to $7.31 million in FY 2027.[24]

- The CIP funding plan relies entirely on the use of existing reserves (from the Division's operating fund and other accounts) and annual net operating revenues of the system. The Division will finance more than $50 million of critical infrastructure projects without the issuance of debt.

- Despite the use of existing reserves to fund the CIP, combined fund and account balances are projected to total $7.70 million by the end of FY 2027 and remain well above informal financial planning parameters.

As the Division prepares to implement the proposed capital program and corresponding rate adjustments, GRG makes the following recommendations:

1. Connection fee revenues and drought mitigation funds are currently included within the operating fund but are not distinguished from other operating reserves. The City should establish separate accounts for connection fee revenues and drought mitigation funds to facilitate tracking and expenditure of these various funding sources.

2. As summarized earlier in this section, the capital funding plan will require a combination of current operating revenues (PAYGO transfers), operating reserves, connection fee revenues, and drought mitigation funds. Currently, the Division must budget projects within separate funds to take advantage of multiple funding sources in a single fiscal year. Also, budgeted capital spending must conclude before the end of the fiscal year or funds automatically revert back to the operating reserve balance. It is recommended that the Division establish a new Capital Projects fund to consolidate project budgeting and capital expenditures. This action will facilitate the integration and year-to-year rollover of

[23] Excludes prior period carryover amounts from FY 2022 forecasted O&M expense.
[24] Net operating revenues are defined as the operating revenues of the system minus total operating expenses (including any debt service payments).

available funds from multiple sources, enable spending over multiple fiscal years for larger, more complex projects, and increase transparency for the Division's capital program.

3. Following sound financial planning principles, forecasts of financial performance in this report are presented with as much accuracy as possible but are generally conservative in nature (i.e., forecasted revenues err on the low side of potential results and estimates of future expenses tend to the high side). The financing plan incorporates the best available system information at this time, but the Division should review the plan on a regular basis[25] to determine whether adjustments are necessary. In particular, actual financial performance should be compared to projected financial performance—and corresponding revenue and expense forecasts updated—to evaluate potential changes in the capital funding plan, including adjustments to the proposed five-year rate plan. This recommendation is especially important given the volatile nature of the national and regional construction markets, observed yet uncertain inflationary pressures on the cost of labor and materials, and other prevailing macroeconomic factors.

[25] At a minimum, the financial and rate adjustment plan should be reviewed and updated every two years.

Appendix

APPENDIX A

Water Conservation Plan

Appendix A

Water Conservation Plan Update – January 2022

Executive Summary

For years, due to the capacity of the aquifer, relatively cheap power rates, and ease of obtaining new water rights, the City of Idaho Falls has been able to provide culinary water to its residents at very reasonable rates. The desire to provide this service as economically as possible ledthe City years ago to decide against metering customer use of City-provided water.

However, the dynamics involving supply of unmetered water service are changing. The ability to obtain water rights from the State is currently impeded by a moratorium enacted on the issuance of new water rights in the Eastern Snake Plain Aquifer. The City's lack of metering has led to comparatively high water use as most customers are charged a flat rate regardless of how much water is used. Water conservation remains a viable alternative to ensure enough water for future City growth.

This Water Conservation Plan Update reevaluates 63 water conservation actions included in the 2015 Water Facility Plan. Of these actions, 21 are determined as already occurring, 5 are recommended to begin this year and 19 are recommended for implementation within 1 to 5 years. An additional 12 actions are not recommended for implementation and 6 involving metering have been considered. The proposed conservation actions are intended to be implemented to the extent that extra funds from rate increases are available. The number of actions implemented and the magnitude to which they are implemented will be dependent upon the amount of funding available and whether a conservation coordinator position isapproved.

Effectiveness of conservation efforts can be difficult to quantify primarily due to yearly climate variations. However, one action that has been proven throughout the nation to conserve water is the installation of water meters. Reduction in water use from the implementation of other conservation measures will most likely be marginal without the installation of water meters. When customers are required to pay for water they use, they find ways to scale back their consumption. Estimates indicate that if the City installed water meters, current water consumption could realistically be reduced by as much as 30 to 40 percent, and this pattern of reduced water use would continue throughout the City's future. This reduction in water use will benefit the City over time through reduced capital construction costs and extended water rights. City Council adopted the Water Facility Plan in 2015, and in doing so, authorized the Water Division to transition non-residential customers from flat rate to metered billing. As a result, the City currently has 630 metered water accounts. This conservation plan update continues to

recommend thoughtful consideration of City-wide installation of water meters based on an analysis provided in the facility plan.

David P. Richards, P.E.
Water Superintendent, City of Idaho Falls

Introduction

In 2020, the City of Idaho Falls contracted with Murraysmith (formerly Murray, Smith and Associates), a civil engineering consultant, to update the 2015 Water Facility Plan for the City's culinary water system. Prior to 2015, the City relied on a water system master plan generated by CH2M Hill in January 1989 (shown in Figure 1).

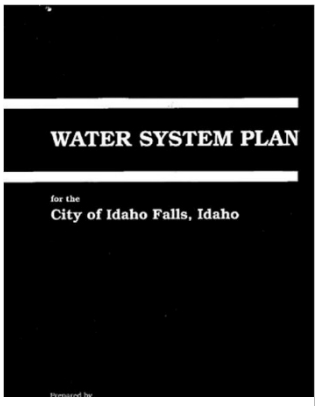


Figure 1 – Existing Water System Plan, January 1989

Many changes regarding water rights and regulations occurred since 1989, rendering the plan largely irrelevant and adding to the need of a revised, overall system plan.

The Water Facility Plan is a "living" document, comprised of sections that can be revisited and updated approximately every 5 years. Supplementary to the Water Facility Plan are two sections completed by City staff, which consist of this Water Conservation Plan and a Water Rights Plan. These plans will be updated with updates to the Water Facility Plan.

Water Conservation Plan Purpose and Scope

The overall purpose for creating and adopting a Water Conservation Plan is to ensure an adequate supply of clean and safe water for the citizens of the City of Idaho Falls, now and into the future. This also entails planning for future growth, ensuring a strong and vibrant economy. The City is currently growing at a rapid pace and water conservation is becoming more vital.

The scope of the Water Conservation Plan is to supplement the Water Facility Plan. It will provide a:

- Brief description of the area and climate characteristics
- Description of regional water systems of relevance to the City
- Brief analysis of regional and City water use
- Review of City water supply
- List of current City water conservation measures
- List identifying and evaluating potential water conservation measures
- Plan to implement viable water conservation measures

The end goal of this Water Conservation Plan is to propose a selection of viable water conservation measures to be considered by the City Council that can be formally adopted for City staff to begin implementation.

Area and Climate Characteristics

Physical Setting

The City of Idaho Falls first formed around Taylor's Bridge (see Figure 2), a timber toll bridge crossing the Snake River constructed in 1865 to help traders and settlers cross the river. Initially referred to as Eagle Rock (being named aftera basalt island located in the Snake River), the City's name officially changed to Idaho Falls in 1891. Idaho Falls (see Figure 3) is the county seat for Bonneville County and, with an estimated 2013 population of over 58,000, is currently the largest City in southeastern Idaho and the fourth largest City in the state.

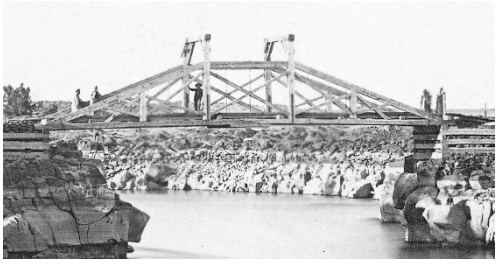


Figure 2 Taylors Bridge

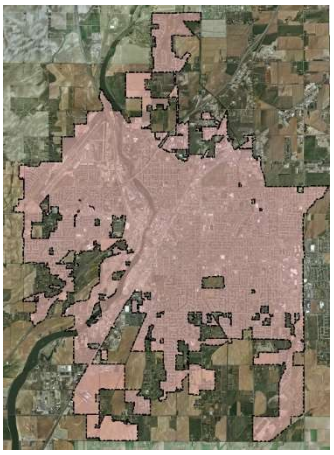


Figure 3 Existing Idaho Falls City Limits

Idaho Falls is situated in southeastern Idaho at an elevation of approximately 4730 feet above sea level. The City resides in the Upper Snake River Basin watershed, an area classified as an alpine desert region with a semi-arid climate. Average annual daily temperatures range from a high of 58 degrees Fahrenheit to a low of 32 degrees Fahrenheit. Idaho Falls receives an average of 10 to 12 inches of annual precipitation.

Regional Water Systems of Relevance to the City

Surface Water Systems

The region surrounding Idaho Falls is mainly rural with a large agricultural presence. The Snake River crosses through the City with approximately 1/3 of the City's incorporated area lying on the west side of the river. Irrigation canals canvas the area with three irrigation districts (Idaho, Progressive, & New Sweden) supplying surface water from the Snake River to local farms and ranches.

Land irrigated by surface water that is annexed by the City and subsequently developed as private property has typically opted out of the irrigation district and switched irrigation methods from surface water to the City's culinary groundwater system. In these cases, the surface water shares for these properties are typically released back to the irrigation district. However, the City has acquired and continues to maintain surface water irrigation shares for annexed properties that are maintained by the City (ie: airport, parks, etc.) even though these properties are currently not irrigated with surface water.

Municipal Water System

The City of Idaho Falls' municipal water system (shown in Figure 4) is a public water system controlled by the City government. The system's supply stems from groundwater drawn from the Eastern Snake Plain Aquifer (ESPA). The system consists of 19 deep wells with a combined water right capacity of 58,290 gallons per minute. Source water is pumped from wells into storage tanks that allow chlorine adequate time to disinfect the water. The system maintains a combined total storage of nearly 8 million gallons. Booster pumps take finished water from the tanks and pump it through 310 miles of water main pipe to serve approximately 24,000 billed accounts and nearly 2,100 fire hydrants. For a more thorough system description of the water system and its operation, refer to Section 2 - Existing Water System of the Facility Plan.

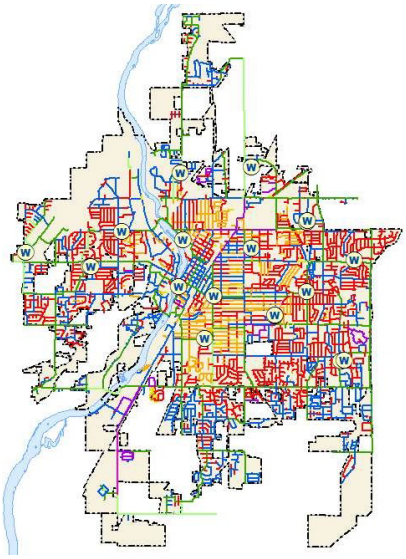


Figure 4 Existing City of Idaho Falls Water System

Water Use Analysis

Regional Water Use

While the bulk of this plan addresses water use within the City limits of Idaho Falls, the City notes that conservation is a regional issue. Surface water and groundwater are no longer managed exclusively but are now conjunctively managed. Currently, there is a moratorium on the issuance of new water right permits with the ESPA which can negatively impact the growth of our regional economy. Additionally, a surface water shortage within the boundary of the ESPA can now result in a water call, a process in which surface water right holders with senior rights can potentially cause groundwater users with junior rights to curtail use of their wells. As a result, water conservation has regional impacts.

The United States Geologic Survey (USGS) recently published Circular 1441 (Estimated Water Use in the United States in 2015), a document reporting national water use statistics for the 2015 calendar year. According to the report, all public supplies within the State of Idaho account for approximately 4.6% of the state's total groundwater withdrawals. Irrigation withdrawals for the same year (excluding irrigation by public supplies) account for 91.6% of the state's groundwater withdrawals. The remaining 3.8% account for domestic (not on public supply), livestock, aquaculture, industrial, and other uses.

Additional statistics show that farmers, in efforts to make operations more efficient, have shifted from surface water to groundwater irrigation. This has created a regional dilemma in which we now live. As time has progressed, more groundwater and less surface water has been used for irrigation while surface water storage sites have remained constant. This means that excess surface water flows out of the system via the Snake River since there is no additional storage to hold it. In years of drought, this poses a severe problem as groundwater

levels drop and spring and surface water users with senior rights place curtailment calls on junior right groundwater users. These curtailments can have an extensive, negative impact on the regional economy.

Given these statistics, it is vital that water be conserved regionally to maintain the sustainability of the aquifer that we all rely on. For regional conservation to be effective, it should include conservation measures for irrigation withdrawals along with a plan for groundwater recharge. This would allow excess surface water to be stored in the ESPA rather than flowing out of the basin, supporting sustainability of the aquifer.

Municipalities should participate in water conservation measures. Diversified interests share the same water sources, and everyone should do their part no matter how small. Municipal water use is also more exposed to the public eye since most of the area's population lives within city boundaries. Additionally, municipalities may have the most to gain by conserving, since conservation can free up necessary water supply required to provide for continued municipal growth.

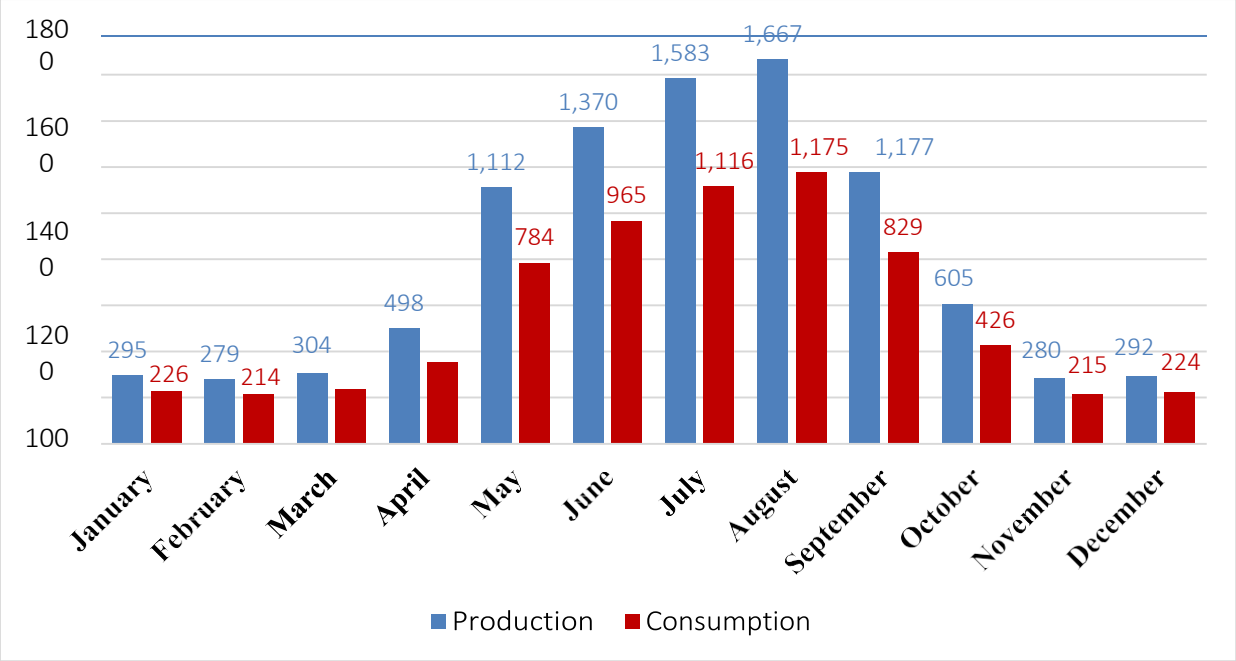
Current City of Idaho Falls Water Use

For this Water Conservation Plan, City water use will be analyzed both by domestic (indoor) and irrigation (outdoor) water uses. This helps to separate conservation-related issues and facilitate the evaluation of conservation actions. It should be noted, however, that these figures indicate a volume of water used and not the rate at which water is used. For the City of Idaho Falls, the rate at which water is consumed impacts our water system more acutely than the total volume consumed. While typical conservation measures target the volume of water used, this Conservation Plan will also consider additional alternatives which benefit the City through decreased flow rates during peak flow times.

Since the City is largely unmetered, it is difficult to accurately determine the amount of water consumed by end users versus unconsumed water lost through system leaks, fire hydrant use, etc. Water consumption by the end users must therefore be estimated by using water production data from City well sites in comparison with production and consumption values from neighboring, metered municipalities. Water statistics for the 2012 calendar year were collected from the cities of Pocatello and Rexburg. These values were utilized to determine a percentage difference between their production and consumption values during both winter (non-irrigation) months and summer (irrigation) months.

Once percentage differences for both Pocatello and Rexburg were calculated, a weighted average of their values was utilized to determine a percentage difference for the City of Idaho Falls. The water system for the City of Idaho Falls most resembles the City of Pocatello's system in terms of size, complexity, and age. However, the City of Rexburg's water system more accurately resembles the City of Idaho Falls with respect to water pressure. Therefore, a weighted value of 70% was applied to Pocatello's water statistics and the remaining 30% weighted value was applied to Rexburg's statistics.

Figure 5 2012 City of Idaho Falls Water Production vs Consumption Comparison by Month (Million Gallons)



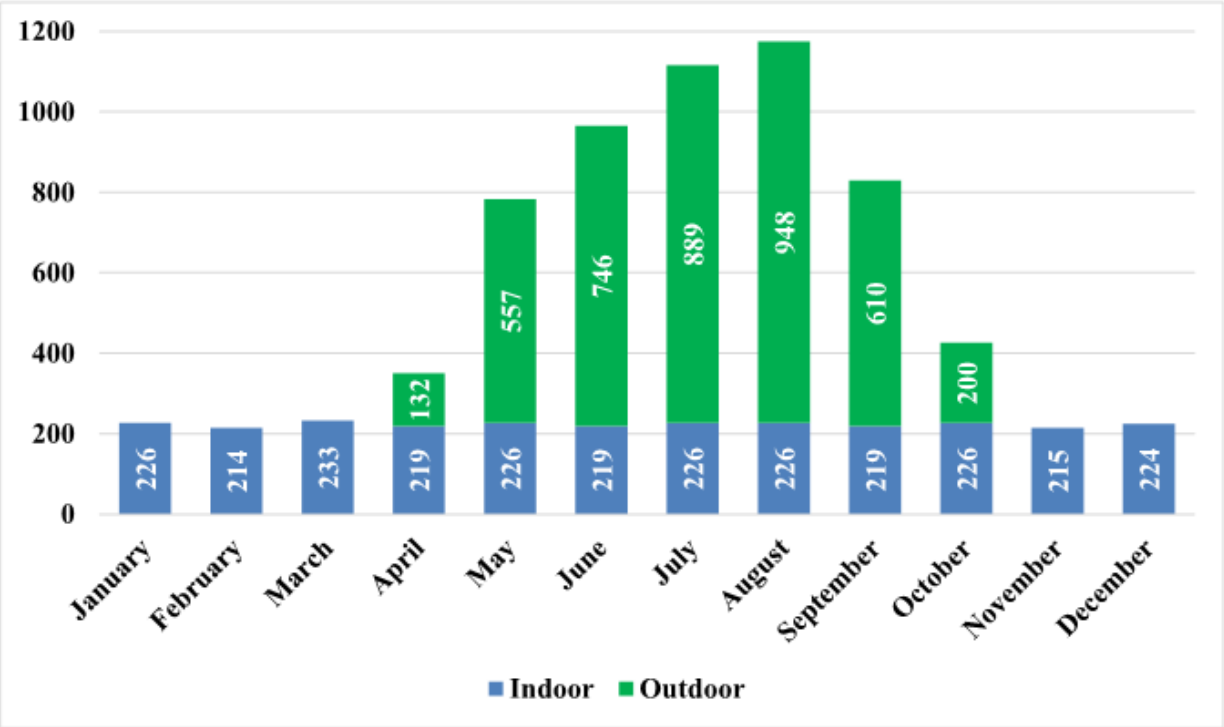
The resultant percentage drops were then multiplied to the City of Idaho Falls' water system production values to estimate a consumption value by the end user for both winter and summer months. The resultant drop from production values to consumption values was estimated to be 30% during non-irrigation months and 42% during irrigation months. Figure 5 shows the comparison of City's known water production values to the estimated consumption values for the 2012 calendar year. An initial evaluation of the production data indicated that the City's water production during winter months levels off and is fairly constant. Data for production was color coded in blue, while the estimated consumption values were colored red.

Since no irrigation occurs during the winter months, it was assumed that all water consumed during these months by the end user was used for indoor purposes. The average indoor use during winter months was determined as 222.4 million gallons (MG) per month or 7.3 MG per day. This value includes all indoor uses, including commercial and industrial uses, which was consistent with the values obtained from the cities of Pocatello and Rexburg. Using a 2012 City of Idaho Falls population estimate of 58,048 persons equated to approximately 126 gallons per capita per day (gpcd).

Water consumption during irrigation months was estimated at an average 806.6 MG per month which equals 26.4 MG per day or 455 gpcd (3.6 times the winter indoor use). Peak summer consumption occurred during the month of August equaling 1,175 MG per month, 37.9 MG per day, or 653 gpcd (5.2 times the winter indoor use). Although the increased production during the summer months includes system losses due to leaks, seasonal variations, and fire hydrant use, most of the increase was attributed to outdoor irrigation.

Figure 6 indicates the average amount of water used each month separated by both domestic (blue) and irrigation (green) uses. For the purposes of this plan, indoor water use is assumed

Figure 6 2011-2013 Average Indoor and Outdoor Water Consumption by Month (Million Gallons)



to remain constant throughout the irrigation season at 7.3 MG per day, which was used to calculate the monthly indoor figures during the irrigation season.

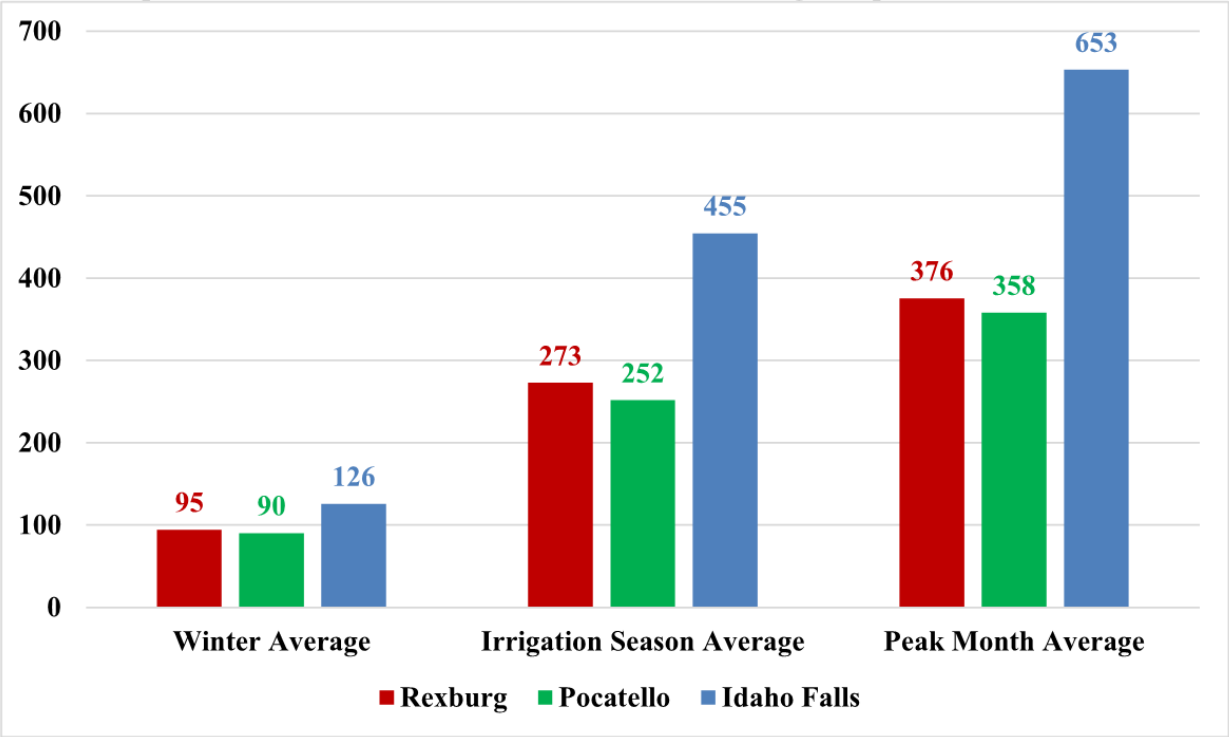
Indoor conservation benefits the City on two fronts: by reducing the amount of water pumped from City wells as well as reducing flows requiring treatment at the wastewater treatment plant. However, most water conservation will be achieved outdoors. Putting these conclusions into perspective, of the City's 20 operational culinary wells, approximately 4 are utilized to provide interior domestic water while the remaining 16 wells provide water for irrigation and other outdoor uses.

In considering the rate of consumption, it's best to look at the City's peak hour demand (PHD). Using the same production data, the PHD occurred on July 30, 2012, at a rate of 3.42 MG per hour, equating to an instantaneous pumping rate of 57,000 gpm. The City's total water right withdrawal rate is established at 58,290 gpm. Finding alternatives to reduce the PHD on the City's water system will result in overall savings on future capital infrastructure expenditures such as new wells and storage tanks.

Projected Metered Water Savings

A direct comparison of per capita consumption for average winter, irrigation season, and peak month uses for the cities of Idaho Falls, Pocatello, and Rexburg is shown in Figure 7. This direct comparison to two metered water utilities within the region upholds this data for demand.

Figure 7 2011-2013 Average Indoor and Outdoor Water Consumption by Month (Million Gallons)



reductions cited in Section 3 of the Facility Plan. Metered data was supplied by the cities of Rexburg and Pocatello for comparative purposes. As previously mentioned, production values for Idaho Falls have been adjusted to estimate consumption values for use in the comparison.

During the winter, the typical citizen in Idaho Falls uses approximately 33% more water indoors than a person in Rexburg and 40% more than an individual in Pocatello. Irrigation season values show that Idaho Falls' citizens use 67% and 80% more water than citizens of Rexburg and Pocatello respectively. Peak month values also indicate citizens in Idaho Falls using 74% more water than Rexburg and 82% more than Pocatello.

These values indicate that if the City of Idaho Falls were to install meters, indoor consumption values could potentially be reduced by 27% while irrigation season values could drop approximately 42%. These drops make the 39% reduction identified in Figure 3-2 of the Facility Plan a realistic possibility with meter installation.

Water Supply

Water supply for the City is based on water rights and shares that the City maintains, which are more thoroughly analyzed within the Water Rights Plan, another supplementary section to the Water Facility Plan. Within that plan, it is noted that the City has ample water rights to enable future growth. However, the plan also considers conservation measures as a means of stretching water supply from existing water rights. For the supply of water to be most efficient, water conservation must become a priority. For additional information regarding this evaluation, refer to the Water Rights Plan, a supplementary section to the Water Facility Plan.

Groundwater Rights

The City of Idaho Falls obtains all its culinary water from municipal groundwater rights issued by the state to withdraw water from the ESPA. The water is abundant and of high quality, making it an ideal source for the wide variety of municipal uses if water rights can be obtained. Currently, 20 operational wells are constructed which produce culinary water for the City. Although the City can continue adding wells to existing water rights to accommodate future growth, it requires strategic planning, water right transfers, and revenue to fund capital expenditures.

Surface Water Irrigation Shares

Additional supply can be utilized from surface water irrigation shares. Approximately 1,448 acres of property maintained by the City used to be irrigated with surface water. Many of these properties are city parks that utilize the culinary water system for irrigation even though the City maintains their surface water shares. These surface water shares, currently unused, can potentially be used as a source of water supply. This could happen through conversion of irrigation systems from groundwater to surface water. Pinecrest golf course was recently converted to surface water irrigation, effectively removing about 100 acres from the City's culinary system.

Storage Water Rights

The City also maintains 1,180 shares of stock in Palisades Water Users, Inc. This entitles the City up to 1,180 acre-feet (nearly 385 MG) of storage space in Palisades Reservoir. This full supply is available annually if the reservoir system fills completely. This supply, as with surface water irrigation shares, can be used as mitigation for groundwater curtailment calls or to mitigate groundwater use through managed aquifer recharge activities.

Reclaimed Water

The City of Idaho Falls owns and maintains its own wastewater treatment plant (WWTP), treating sewage to near drinking water quality prior to discharge into the Snake River. Return flow into the river from the WWTP equates to approximately 8-9 MG per day. Currently, the City does not have a plan for using reclaimed water from the WWTP although it has the right

to utilize this water indefinitely. The only current benefit the City receives from this water is through irrigation of property surrounding the WWTP. Possible benefits include applying for a water right based on return flows to the river or finding a method to utilize the water for other purposes that could include groundwater recharge or industrial uses.

Water returned to the Snake River from the WWTP is treated such that it could be reclaimed and used as a surface water irrigation source. To do so would require the City to obtain a land application permit and install necessary infrastructure required to utilize the water. Included in the infrastructure would be specifically colored pipe and fixtures indicating use of reclaimed water along with appropriate signage and public education measures.

Evaluation of Water Conservation Actions

Water Division personnel generated a list of potential conservation actions with definitions. The list was created utilizing conservation actions from other municipal conservation plans along with additional ideas generated by Division personnel. Table 1 contains 63 total identified conservation actions which have been defined and separated into the following 4 main categories: General Administrative Conservation Actions, Indoor Conservation Actions, Outdoor Conservation Actions, and Peak Flow Reduction Actions.

Table 1 – Water Conservation

General Administrative Conservation Actions – Utility/City Practices		
#	Conservation Action	Conservation Action Definition
1	Meter all existing water services within the City	Installation of water meters on every service connected to the City's water system could generate water use awareness as a consumer's bill would be based on the amount of water used.
2	Hire a water conservation coordinator	Other conservation actions will take personnel hours to implement. This action recommends hiring a position that would spend approximately 20 hours per week (½ FTE) dedicated to carrying out conservation actions.
3	Purchase leak detection equipment	Water leaks make noise. Mobile noise loggers can be purchased and mounted to water main isolation valves to detect system leaks. Loggers can be rotated throughout the system over time during non-irrigation months.
4	Conduct annual leak detection survey	Professional services can be hired to detect system leaks. Acoustic equipment is used to listen for and pinpoint leaks.
5	Approve a budget amount for conservation actions	Many conservation actions would require investment by the City in hopes of greater, long-term returns from reduced water use. A dedicated budgetary amount to complete these actions would be beneficial.
6	Identify alternative sources for funding conservation actions	Grant monies could potentially offset implementation costs of conservation actions. Monies acquired from grants would help supplement a conservation budget.
7	Charge water users a conservation fee	A conservation fee added to utility bills could help generate revenue to fund conservation actions.
8	Benchmark other cities' conservation actions	Comparisons can be drawn between other municipalities. Successes and Failures from other systems can help direct conservation efforts.

General Administrative Conservation Actions – Public Outreach		
#	Conservation Action	Conservation Action Definition
9	Form and/or participate in a regional water conservation group	As mentioned in the report, water conservation is also a regional issue. This action would include forming a regional group to meet and discuss regional water conservation issues.
10	Meet with IDWR regularly to discuss conservation	The Idaho Department of Water Resources is the state organization governing water rights.
11	Meet with large water users to identify conservation measures	Meetings with owners of industries or large irrigated parcels (churches and school districts) can be established to tour sites and discuss procedures to identify how water can be conserved.
12	Create and distribute educational brochures to water users	Printed brochures can be generated for distribution to all water users to educate them about specific conservation methods as well as available conservation incentives.
13	Conduct water conservation presentations to groups	Water conservation presentations can be performed for schools, community groups, and associations to educate about conservation methods and available incentives.
14	Develop a web page dedicated to water conservation	A dedicated web page can be created to which water users can be directed. The page could educate about conservation methods and available incentives.
15	Develop a social media campaign for conservation	Use social media applications such as Facebook and Twitter to promote water conservation
16	Develop public service announcements and a media campaign for conservation	Generate radio and television ads to promote water conservation. Existing ads may be available from water industry advocacy organizations.

Indoor Conservation Actions – Utility/City Practices		
#	Conservation Action	Conservation Action Definition
17	Reduce water use through system pressure management	Reducing water pressure throughout the system would yield water savings. Lower pressure leads to lower flow through water fixtures and sprinklers.
18	Perform indoor water audits for City-owned facilities	Water Division personnel would tour existing City facilities to identify inefficient indoor fixtures and possibilities for indoor conservation.
19	Replace inefficient indoor fixtures at City-owned facilities	Based on completed water audits, the Water Division would generate a list of inefficient indoor fixtures recommended for replacement. The list would be provided to the appropriate Department/Division for budgeting.
20	Use high-efficiency indoor fixtures at new City facilities	All future City-owned facilities would be equipped with high-efficiency indoor water fixtures.
21	Meter water used for indoor construction activities	Temporary meters would be issued to contractors to capture all indoor water use during construction of new buildings.
22	Sub-meter individual units in apartments and strip malls	Metering individual units rather than the entire building would make the resident of each unit accountable for their own water use.
Indoor Conservation Actions – Ordinances and Rules		
#	Conservation Action	Conservation Action Definition
23	Create a tiered rate structure promoting indoor conservation	Aggressive rate structures for metered systems can encourage customers to replace even minor indoor leaks. To implement this conservation action, the water system would have to be metered.
24	Charge City-owned facilities for indoor water use	Charging other Departments/Divisions for water used would encourage them to eliminate indoor inefficiencies.
25	Require installation of high-efficiency fixtures for new construction and renovations	Ensure that all future and renovated facilities would be equipped with high-efficiency indoor water fixtures.
Indoor Conservation Actions – Incentives		
#	Conservation Action	Conservation Action Definition
26	Issue awards for indoor water-conscious customers	An incentive that would promote awareness of conservation-conscious customers by issuing awards for water conserving facilities.
27	Offer customers incentives to upgrade from low to high-efficiency indoor fixtures	Monetary incentives such as rebates for exchanging low-efficiency indoor fixtures with high-efficiency ones.
28	Offer customers free high efficiency yet low-cost indoor fixtures	City would purchase and distribute low-cost, high efficiency indoor fixtures such as faucet aerators, shower heads, etc.
Indoor Conservation Actions – Public Outreach		
#	Conservation Action	Conservation Action Definition
29	Perform indoor water audits for customers	Water Division personnel would perform indoor water audits by request from customers to identify leaks and inefficiencies.
30	Educate customers about available incentive programs	Getting word out about available incentive programs to make them more effective through advertisement in print or other media.
31	Promote use of high-efficiency indoor fixtures at local retail suppliers	Identify indoor fixtures at hardware and plumbing stores that qualify for consideration as high efficiency. This can be done with logos marking specific displays that meet industry standards.
32	Create an indoor education area to teach customers about high efficiency indoor fixtures	A demonstration area like Idaho Falls Power's electrical education area would be constructed to train customers during open houses and tours.
Indoor Conservation Actions – Reclaimed Water		
#	Conservation Action	Conservation Action Definition
33	Use reclaimed water for indoor industrial uses	The City's wastewater treatment plant discharges 8-9 million gallons daily into the Snake River. This water could potentially be reused and resold for industrial uses such as cooling, offsetting treatment costs.

Outdoor Conservation Actions – Utility/City Practices		
#	Conservation Action	Conservation Action Definition
34	Reduce water used for flushing water mains	Water used for flushing mains to clean them would be examined to determine if procedural changes could reduce volumes.
35	Reduce water used for training fire fighters	Water used for training fire fighters would be examined to determine if volumes could be reduced.
36	Reduce City water system losses and leaks	Water lost through system leaks would be evaluated to determine what measures the Water Division could do to conserve.
37	Reduce private water system losses and leaks	An evaluation of enforcement procedures to encourage private property owners to repair known service line leaks would conserve water.
38	Perform outdoor water audits for City-owned facilities	Water Division personnel would perform outdoor water audits by request from customers to identify sprinkler system leaks and inefficiencies.
39	Meter water used for outdoor construction activities	Metering water used for outdoor construction activities such as dust control would encourage contractors to be conservation minded.
40	Acquire water rights from annexed properties	The City would benefit from obtaining all surface and groundwater rights associated with annexed properties, whether owned by the City or not.
Outdoor Conservation Actions – Ordinances and Rules		
#	Conservation Action	Conservation Action Definition
41	Create a tiered rate structure encouraging outdoor water conservation	Aggressive rate structures for metered systems can encourage customers to conserve water used outdoors. To implement this conservation action, the water system would have to be metered.
42	Charge City-owned facilities for outdoor water use	Charging other Departments/Divisions for water used would encourage them to eliminate outdoor inefficiencies.
43	Generate a xeriscape ordinance for landscaping of properties	Xeriscape is landscape decoration without water use through landscape rock, etc. An ordinance allowing xeriscape would encourage conservation.
44	Institute odd-even irrigation watering schedules	Encouraging customers to irrigate only on specific days dependent upon their address would promote conservation.
Outdoor Conservation Actions – Incentives		
#	Conservation Action	Conservation Action Definition
45	Issue awards for outdoor water-conscious customers	An incentive that would promote awareness of conservation-conscious customers by issuing awards for water conserving facilities.
46	Offer incentives to upgrade inefficient sprinkler system components	Monetary incentives such as rebates for exchanging low-efficiency sprinkler heads with high-efficiency ones. Hose-end timers and sprinkler timers could also be considered.
47	Offer customers free high efficiency yet low-cost outdoor fixtures	City would purchase and distribute low-cost, high efficiency outdoor fixtures such as hose sprayers, moisture sensors, hose-end timers etc.
48	Offer incentives to sprinkler installation contractors to use high-efficiency sprinklers	Finding a way to incentivize the installation of high-efficiency sprinkler system components on new sprinkler systems would conserve water outdoors.
Outdoor Conservation Actions – Public Outreach		
#	Conservation Action	Conservation Action Definition
49	Perform outdoor water audits for customers	Water Division personnel would perform outdoor water audits by request from customers to identify leaks, inefficiencies, and recommend alterations to watering schedules.
50	Educate customers about water-wise plants and use of xeriscape materials	Distribute conservation-minded literature to identify plants and grasses that require very little water and to educate about use of xeriscape. The latter would require a xeriscape ordinance for landscaping.
51	Create a conservation garden to educate customers on use of water-wise plants	Other water purveyors have worked with local nurseries to create a water conservation garden, educating through a demonstration of beautifying with xeriscape and plants and grasses that require little water.

52	Create an outdoor education area to teach customers efficient irrigation methods	In conjunction with a conservation garden, an outdoor demonstration area of efficient irrigation methods can educate customers on conservation.
53	Promote use of high-efficiency outdoor fixtures at local retail suppliers	Identify outdoor fixtures at hardware and plumbing stores that qualify for consideration as high efficiency. This can be done with logos marking specific displays that meet industry standards.
Outdoor Conservation Actions – Reclaimed Water		
#	Conservation Action	Conservation Action Definition
54	Develop ability to use reclaimed water for irrigation	The City's wastewater treatment plant discharges 8-9 million gallons daily into the Snake River. This water could potentially be used in the summer to irrigate large parcels such as parks.
Peak Flow Reduction Actions – Utility/City Practices		
#	Conservation Action	Conservation Action Definition
55	Remove irrigation of large City parks from culinary water system	Large City parks are irrigated throughout the night during peak water flows. Converting these parks to irrigate with surface water or having a dedicated irrigation well would reduce peak flows on the City's culinary system.
56	Decrease the minimum service line size	Sprinkler systems are typically designed based on the amount of water the service line provides. Decreasing the minimum service line size would cause sprinkler systems to install more zones and decrease peak water use.
Peak Flow Reduction Actions – Incentives		
#	Conservation Action	Conservation Action Definition
57	Offer incentives to sprinkler contractors to design sprinkler systems with more zones	Sprinkler systems are typically designed based on the amount of water the service line provides. Increasing the number of zones would reduce the flow used to irrigate with and reduce overall peak flows.
58	Offer incentives to increase the number of sprinkler zones on a sprinkler system	Offering an incentive to customers to add zones to their existing systems by reducing the number of heads operating on each zone would decrease irrigation use during peak hours.
Peak Flow Reduction Actions – Public Outreach		
#	Conservation Action	Conservation Action Definition
59	Educate customers to adjust irrigation timers to avoid peak flows	Most sprinkler timers are set to water through the night when evaporation is low. Adjusting timers to start either earlier in the evening or later in the morning can lower peak flow on the City's culinary system.
60	Educate sprinkler installation contractors to stagger watering start times to lower peak flows	Most sprinkler timers are set to water through the night when evaporation is low. Adjusting timers to start either earlier in the evening or later in the morning can lower peak flow on the City's culinary system.
61	Educate customers about water usage and peak flows	Peak flows are crucial for municipal water right needs. Reducing peak flow usage through education would help extend existing water rights.
62	Educate Parks & Recreation to stagger irrigation during peak flows	Parks sprinkler timers are set to water through the night when evaporation is low. Adjusting timers to start either earlier in the evening or later in the morning can lower peak flow on the City's culinary system.
63	Educate owners of large parcels to stagger irrigation during peak flows	Sprinkler timers for large parcels are set to water through the night when evaporation is low. Adjusting timers to start either earlier in the evening or later in the morning can lower peak flow on the City's culinary system.

Each of the 4 main categories have been further divided into as many as 5 subcategories:

- Utility/City Practices
- Ordinances & Rules
- Incentives
- Public Outreach
- Reclaimed Water

Individual actions are placed within the appropriate category and subcategory, then each action is evaluated by the City's current practice, estimated cost to implement, estimated benefit to the City, and ease of implementation. Costs of each action have been evaluated as:

- Low = $0 – 10,000
- Medium = $10,001 – $50,000
- High = $50,001 - $100,000
- Very High = Over $100,000

Benefits to the City and ease of implementation are each evaluated as Low, Medium, High, and Very High. It must be noted that it is difficult to determine the overall benefit when comparing differing results such as water saved, public awareness, and public education. Therefore, a best-guess evaluation of the benefits is performed. The list and evaluations of potential actions are in Table 2.

Recommended Plan

The following recommendations for implementation were assigned to conservation actions:

- Already occurring
- Begin within 1-5 years
- Do not implement
- Conservation action considered

Recommendations for each action can be found in Table 2 where additional notation briefly explains the rationale for the recommendation.

General Administrative Conservation Actions – Utility/City Practices						
#	Conservation Action	Current City Practice	Cost to Implement	Benefit to City	Ease of Implementation	Recommendation for Implementation
1	Meter all existing water services within the City	All new and 32% of existing commercial customers are metered	Very High	Very High	Low	Conservation action considered; Commercial accounts being converted to metered billing
2	Hire a water conservation coordinator	No position is currently dedicated to water conservation	Medium	Medium	Medium	Begin within 1-5 years; Recommended actions within this plan require time to implement; Recommend ½ FTE dedicated to conservation
3	Purchase leak detection equipment	City uses leak detection loggers to detect system leaks	Medium	High	High	Already occurring; Water Division purchased and is using leak detection loggers in construction areas
4	Conduct annual leak detection survey	City no longer contracts leak detection (see #3)	Low	Medium	Very High	Do no implement; City uses its own leak detection equipment and no longer contracts it out
5	Approve a budget amount for conservation actions	City now has annual budget line for conservation actions	Medium	High	Medium	Already occurring; Water Division now has an annual conservation line item in annual budget
6	Identify alternative sources for funding conservation actions	No grant monies are currently pursued for conservation	Low	Very High	Very High	Begin this year; Water Division staff will work with City grant administrator to identify availability
7	Charge water users a conservation fee	No fee is charged to water users to promote conservation	Low	Low	Medium	Do not implement; Conservation costs should be included in rates but not as a separate fee
8	Benchmark other cities' conservation actions	No benchmarking for conservation is currently conducted	Low	Medium	Very High	Begin this year; Check proposed actions with other municipalities to help determine efficacy
General Administrative Conservation Actions – Public Outreach						
#	Conservation Action	Current City Practice	Cost to Implement	Benefit to City	Ease of Implementation	Recommendation for Implementation
9	Form and/or participate in a regional water conservation group	Personnel participates with Earth Day, Greater Idaho Falls Water Festival, and Coalition of Cities	Low	Low	Very High	Already occurring; City joined Coalition of Cities which encourages cities to conserve water for groundwater mitigation purposes
10	Meet with IDWR regularly to discuss conservation	No meetings are currently held with IDWR	Low	Low	Very High	Do no implement; Little benefit derived regarding conservation
11	Meet with large water users to identify conservation measures	City has occasionally met with large users to discuss conservation	Low	High	Very High	Already occurring; Water Division has targeted and worked with some of the City's largest users
12	Create and distribute educational brochures to water users	Annual brochures for conservation and freeze protection are printed and distributed	Low	Low	High	Already occurring; Recommend augmenting by creating additional brochures to better educate consumers

13	Conduct water conservation presentations to groups	Presentations currently performed as requested by groups	Low	Medium	High	Already occurring; Recommend augmenting by finding new venues and focusing on conservation
14	Develop a web page dedicated to water conservation	Conservation web page created and contains links to conservation sites	Low	Low	Medium	Already occurring; Separate conservation web page has been created
15	Develop a social media campaign for conservation	Social media is currently used to promote water conservation	Low	Medium	High	Already occurring; City's IPO sends timely push notifications & posts regarding conservation
16	Develop public service announcements and a media campaign for conservation	Conservation PSA videos were created with grant money and broadcast.	Low	High	Medium	Already occurring; Consider ways to augment existing campaign
Indoor Conservation Actions – Utility/City Practices						
#	Conservation Action	Current City Practice	Cost to Implement	Benefit to City	Ease of Implementation	Recommendation for Implementation
17	Reduce water use through system pressure management	System pressures currently operate between 45 to 80 psi	Very High	High	Low	Do not implement; Water pressure is currently low and is established by height of elevated tower
18	Perform indoor water audits for City-owned facilities	Indoor water audits have been performed at many City facilities	Low	High	High	Already occurring; Water Division performed tours of City facilities to identify areas to conserve
19	Replace inefficient indoor fixtures at City-owned facilities	Inefficient fixtures are replaced as needed based on their functionality	Medium	Medium	High	Begin this year; Outdated fixtures found from indoor audits will be recommended for replacement
20	Use high-efficiency indoor fixtures at new City facilities	Plumbing code requires installation of efficient fixtures	Low	Low	Very High	Already occurring; CDSD enforces current plumbing code which requires installation
21	Meter water used for indoor construction activities	Indoor construction water is not metered	Low	Low	Medium	Conservation action considered
22	Sub-meter individual units in apartments and strip malls	Individual units and strip malls are not metered	High	Low	Low	Do not implement; Sub-metering is generally performed privately by building owners
Indoor Conservation Actions – Ordinances and Rules						
#	Conservation Action	Current City Practice	Cost to Implement	Benefit to City	Ease of Implementation	Recommendation for Implementation
23	Create a tiered rate structure promoting indoor conservation	Some commercial rates are tiered; requires metering to be effective	Medium	Very High	High	Do not implement; Indoor use is relatively low compared to outdoor; set tiers for outdoor use
24	Charge City-owned facilities for indoor water use	City-owned facilities are now charged an indoor water bill	Medium	Medium	High	Already occurring; All City facilities now pay for indoor water use

25	Require installation of high-efficiency fixtures for new construction and renovations	Plumbing code requires installation of efficient fixtures	Low	Medium	Very High	Already occurring; CDSD enforces current plumbing code which requires installation
Indoor Conservation Actions – Incentives						
#	Conservation Action	Current City Practice	Cost to Implement	Benefit to City	Ease of Implementation	Recommendation for Implementation
26	Issue awards for indoor water-conscious customers	No awards for indoor water conservation are issued	Low	Low	High	Do not implement; Little benefit derived from issuance of awards
27	Offer customers incentives to upgrade from low to high-efficiency indoor fixtures	City is performing a residential conservation pilot project to identify fixture efficiency savings	Medium	Medium	Medium	Begin this year; City Council authorized a residential conservation pilot project
28	Offer customers free high-efficiency yet low-cost indoor fixtures	Customers are not offered free indoor conservation fixtures	Low	Low	High	Begin within 1-5 years; Once residential conservation pilot project is complete, determine which fixtures to purchase and distribute
Indoor Conservation Actions – Public Outreach						
#	Conservation Action	Current City Practice	Cost to Implement	Benefit to City	Ease of Implementation	Recommendation for Implementation
29	Perform indoor water audits for customers	No indoor conservation audits are performed for customers	Medium	Low	Medium	Begin within 1-5 years; Time requirements for audits will require a conservation coordinator
30	Educate customers about available incentive programs	No education for incentives; Incentive program must be implemented first	Low	High	High	Begin within 1-5 years; Once incentives have been established, educate public via media, social media, brochures, etc.
31	Promote use of high-efficiency indoor fixtures at local retail suppliers	No promotion of high-efficiency indoor fixtures is currently available	Low	Medium	Medium	Begin within 1-5 years; Once incentives have been established, generate logos or displays to post at local retail suppliers
32	Create an indoor education area to teach customers about high efficiency indoor fixtures	No public education area available to teach customers about indoor conservation	Medium	Medium	Medium	Begin within 1-5 years; Create hands-on displays for customers to learn about indoor water use and conservation with construction of new office space
Indoor Conservation Actions – Reclaimed Water						
#	Conservation Action	Current City Practice	Cost to Implement	Benefit to City	Ease of Implementation	Recommendation for Implementation
33	Use reclaimed water for indoor industrial uses	Reclaimed water currently not used; Discharged to Snake River	High	Very High	Low	Begin within 1-5 years; Large potential for reuse of water, potentially for industrial uses

Outdoor Conservation Actions – Utility/City Practices						
#	Conservation Action	Current City Practice	Cost to Implement	Benefit to City	Ease of Implementation	Recommendation for Implementation
34	Reduce water used for flushing water mains	Mains flushed after repairs or as needed or requested	Low	Low	High	Do not implement; Appropriate flushing of water mains is determined by pipe size and length
35	Reduce water used for training fire fighters	Fire Department trains with both surface and culinary water	Low	Low	High	Do not implement; However, encourage Fire Department to use surface water whenever possible
36	Reduce City water system losses and leaks	City replaces about 1 mile of water main/yr; Leaks fixed once found	Medium	Medium	High	Already occurring; Continue to repair leaks as soon as they are discovered
37	Reduce private water system losses and leaks	Work with owner to fix leaks once discovered; Can shut off water	Low	High	Medium	Already occurring; Notices requiring repair now issued to owners or water service will be discontinued until repairs complete
38	Perform outdoor water audits for City-owned facilities	Recent informal audits completed at Ryder Park and Tautphaus Zoo	Low	High	High	Already occurring; Water Division personnel will schedule walk-throughs with other City Departments
39	Meter water used for outdoor construction activities	Water for outdoor construction is not currently metered	Medium	High	Medium	Begin within 1-5 years; Water Division evaluating bulk loading stations or issuing hydrant meters
40	Acquire water rights from annexed properties	Water rights acquired for annexed properties maintained by City	Low	Very High	High	Do not implement; Process was considered too expensive; convert parks to surface water instead
Outdoor Conservation Actions – Ordinances and Rules						
#	Conservation Action	Current City Practice	Cost to Implement	Benefit to City	Ease of Implementation	Recommendation for Implementation
41	Create a tiered rate structure encouraging outdoor water conservation	No tiered rates exist for outdoor water use; requires metering to be effective	Low	Very High	High	Conservation action considered; Should definitely be considered once all commercial customers are converted to metered billing
42	Charge City-owned facilities for outdoor water use	City-owned facilities are not charged an outdoor water bill	High	Very High	Low	Conservation action considered; Most facilities funded from General Fund lack sufficient revenue
43	Generate a xeriscape ordinance for landscaping of properties	City does not have a xeriscape ordinance for landscaping	Low	Medium	Medium	Already occurring; Zoning ordinances now allow for dry-scape landscaping with development
44	Institute odd-even irrigation watering schedules	City does not require odd-even watering days	Low	Medium	Medium	Conservation action considered; Watering schedule should be voluntary; Some cities in implementing watering schedules have experienced increased overall water use

Outdoor Conservation Actions – Incentives						
#	Conservation Action	Current City Practice	Cost to Implement	Benefit to City	Ease of Implementation	Recommendation for Implementation
45	Issue awards for outdoor water-conscious customers	No awards for outdoor water conservation are issued	Low	Low	High	Do not implement; Little benefit derived from issuance of awards
46	Offer incentives to upgrade inefficient sprinkler system components	City is performing a residential conservation pilot project to identify efficiency savings	Medium	High	Medium	Begin this year; City Council authorized a residential conservation pilot project
47	Offer customers free high-efficiency yet low cost outdoor fixtures	Customers are not offered free outdoor water fixtures	Low	Medium	High	Begin within 1-5 years; Once residential conservation pilot project is complete, determine which fixtures to purchase and distribute
48	Offer incentives to sprinkler installation contractors to use high-efficiency sprinklers	No incentives are available for sprinkler contractors to install high-efficiency sprinklers	Low	High	High	Conservation action considered; Once conservation budget is established, evaluate if incentives should be offered to contractors
Outdoor Conservation Actions – Public Outreach						
#	Conservation Action	Current City Practice	Cost to Implement	Benefit to City	Ease of Implementation	Recommendation for Implementation
49	Perform outdoor water audits for customers	No outdoor conservation audits are performed for customers	Medium	High	Medium	Begin within 1-5 years; Time requirements for audits will require a conservation coordinator
50	Educate customers about water-wise plants and use of xeriscape materials	City created PSA video about water-wise plants and xeriscape	Low	High	High	Already occurring; Xeriscape ordinance has been established; PSA video was created to educate public and is linked on conservation web page
51	Create a conservation garden to educate customers on use of water-wise plants	City does not have a conservation garden to educate customers	Medium	High	Medium	Begin within 1-5 years; City began garden discussions, but implementation was derailed by pandemic
52	Create an outdoor education area to teach customers efficient irrigation methods	City does not have an outdoor education area to educate customers	Medium	High	Medium	Begin within 1-5 years; Create hands-on displays for customers to learn about outdoor water use and conservation; Complete with conservation garden
53	Promote use of high-efficiency outdoor fixtures at local retail suppliers	No promotion of high-efficiency outdoor fixtures is available	Low	Medium	Medium	Begin within 1-5 years; Once incentives have been established, generate logos or displays to post at local retail suppliers

Outdoor Conservation Actions – Reclaimed Water						
#	Conservation Action	Current City Practice	Cost to Implement	Benefit to City	Ease of Implementation	Recommendation for Implementation
54	Develop ability to use reclaimed water for irrigation	Reclaimed water currently not used; Discharged to Snake River	High	Very High	Low	Begin within 1-5 years; Reuse water while taking irrigated acres off of culinary water system or for managed recharge activities
Peak Flow Reduction Actions – Utility/City Practices						
#	Conservation Action	Current City Practice	Cost to Implement	Benefit to City	Ease of Implementation	Recommendation for Implementation
55	Remove irrigation of large City parks from culinary water system	Many city parks are watered from City culinary system; Few use surface water for irrigation	High	Very High	Low	Already occurring; Pinecrest golf course converted to surface water; other parks being evaluated for conversion projects
56	Decrease the minimum service line size	City's minimum water service line size is 1" diameter	Low	High	Medium	Do not implement; Reduction in size will create problems for existing sprinkler systems
Peak Flow Reduction Actions – Incentives						
#	Conservation Action	Current City Practice	Cost to Implement	Benefit to City	Ease of Implementation	Recommendation for Implementation
57	Offer incentives to sprinkler contractors to design sprinkler systems with more zones	No incentives available to contractors to increase number of zones in new sprinkler systems	Low	High	High	Begin within 1-5 years; Once conservation coordinator is hired, educate contractors through annual training meeting
58	Offer incentives to increase the number of sprinkler zones on an existing sprinkler system	No incentives available to increase the number of zones on asprinkling system	Medium	High	Medium	Begin within 1-5 years; Once conservation budget is established, identify feasible methods to incentivize
Peak Flow Reduction Actions – Public Outreach						
#	Conservation Action	Current City Practice	Cost to Implement	Benefit to City	Ease of Implementation	Recommendation for Implementation
59	Educate customers to adjust irrigation timers to avoid peak flows	No education provided to customer about avoiding peak flows with irrigation systems	Low	High	High	Begin within 1-5 years; Once conservation coordinator is hired, educate public via media, social media, brochures, etc.
60	Educate sprinkler installation contractors to stagger watering start times to lower peak flows	No education provided to sprinkler contractors about staggering watering start times	Low	High	High	Begin within 1-5 years; Once conservation coordinator is hired, educate contractors through annual training meeting
61	Educate customers about water usage and peak flows	No education provided to customers about peak flow usage	Low	High	High	Begin within 1-5 years; Once conservation coordinator is hired, educate public via media, social media, brochures, etc.

62	Educate Parks & Recreation to stagger irrigation during peak flows	Recent discussions with Parks irrigation crews regarding peak flow usage	Low	Very High	High	Already occurring; Augment through annual meetings with Parks irrigation crews
63	Educate owners of large parcels to stagger irrigation during peak flows	City has occasionally met to discuss peak flow issues with local church and school district employees	Low	Very High	Medium	Already occurring; Augment with conservation coordinator by scheduling regular meetings with owners

APPENDIX B

Water Rights Plan

Appendix B

Water Rights Plan

Foreword/Executive Summary

This is the first formal Water Right Plan generated for the City of Idaho Falls. Although the acquisition of water rights in the past was relatively easy, the current legal environment has complicated matters. To ensure future growth of the City, alternatives to acquire new water rights, use existing rights more efficiently, and pursue conservation measures were all evaluated. The evaluation of 12 water right alternatives resulted on the following recommendations:

1. Complete water right transfers adding points of diversion to existing water rights with senior priority dates.
2. Construct large storage tanks at all new well sites to help offset peak flow demands. This can allow the City to, in effect, double its production capabilities from rights mentioned in recommendation #1.
3. Identify and implement alternative sources of irrigation water for large City parks, whether from existing surface water shares or from separate irrigation wells.
4. Implement a water conservation program (evaluated in a separate section of the Facility Plan) to become more efficient through less water use.
5. Actively pursue aquifer recharge banking in exchange for new rights.

The full evaluation of all 12 water right alternatives can be found in Sections 4 and 5 of this Water Right Plan and full recommendations can be found in Section 6.

David P. Richards, P.E.
Water Superintendent, City of Idaho Falls

Introduction

Background

Idaho Falls is a community of nearly 60,000 nestled in the southeast portion of the state approximately midway between the state's borders with Montana and Utah. It is located in a high desert region, receiving on average between 10 to 12 inches of annual precipitation. Given its arid climate and low precipitation rate, there is little doubt that water plays a vital role in the City's economy.

Idaho Falls is situated atop one of the nation's largest groundwater aquifers, the Eastern Snake Plain Aquifer (ESPA), from which it draws water for use within its service boundary. The ESPA stretches from Ashton on its northeasterly boundary to near Twin Falls at its southwesterly limit, where its water discharges from the aquifer into the Snake River at Thousand Springs. Water from the ESPA serves a variety of diverse interests, of which include agricultural, industrial, municipal, hydropower, and commercial.

All water within the State of Idaho is owned and regulated by the state. The right to divert water in Idaho is controlled by the Idaho Department of Water Resources (IDWR) and is based on the prior appropriation doctrine, or "first in time, first in right." Each water right has an assigned a priority date to help the state administer them. Before water may be diverted for any use, an application for a water right must be submitted to the IDWR. The application is reviewed, advertised, and opened for public comment or contestation. Once the application is approved, a permit to divert the water for a designated beneficial use is issued. When the diversion is completed and beneficial use verified, the permit then becomes a water right and is issued a priority date for when the permit was originally requested. That priority date dictates who has the right to divert the water first. Water users with senior (older) water rights have priority over those who have junior (newer) rights.

History

When Southeast Idaho was settled in the mid to late 1800's, the initial settlements were located around spring discharges in the Magic Valley near Twin Falls. The city of Eagle Rock formed around Taylor's Bridge, a wooden bridge created in 1865 to help settlers cross the mighty Snake River. Eagle Rock later became the City of Idaho Falls in 1891. No springs were located near the area, so the initial source of water for the town was from the Snake River.

Settlers began installing diversions from local creeks and the Snake River to farm the ground. The first surface water rights established in the Idaho Falls area were from the Willow Creek drainage in 1874. Ditches were constructed throughout Southeast Idaho to transmit the water from natural channels to provide irrigation. Leakage of water through the canal bottoms helped lead to incidental recharge of the ESPA, which over time would cause the aquifer levels to surge above normal historical levels.

In 1878, the railroad reached Eagle Rock and precipitated dramatic municipal growth in the area. The town periodically began hiring the Sanborn Map & Publishing Company in 1884 to generate maps of the City. The 1888 map of Eagle Rock shows the first signs of a municipal water system, with a surface water diversion established on the Snake River that pumped to two 35,000 gallon storage tanks.

The City of Idaho Falls later took notice of the ESPA in 1921 when its first well, then known as the 10th Street Well, was dug and licensed near the intersection of Boulevard and 10th Street. Due to its purity, groundwater soon began replacing surface water as the City's preferred source for culinary water. New wells were dug every few years as the City continued to grow. During these years, groundwater and surface water were considered functionally separate and were administered accordingly.

During the 1950's, the state made a comprehensive effort to quantify the flow of water from the springs near Thousand Springs. With all of the incidental recharge from surface water irrigation canals, the aquifer's discharge to the springs had never been higher. These spring users were issued water rights for the springs that were in excess of historical values. Around the same time, cheap electricity and better technology made the construction of wells vastly easier. Since then, wells have sprung up across the ESPA for a variety of purposes including the irrigation of parcels that surface water could not otherwise reach.

Wells were not originally required to be licensed due the "Constitutional Appropriation" doctrine which allowed for water to be constructed and diverted without a license. This began to change in the 1960's when the state required all wells that were previously constructed to become licensed. In 1963, a single water right with a 1963 priority date was established for city wells #2 through #8 and an annual volume restriction was placed on the right.

Cities and agriculture continued to grow across Southeast Idaho. In efforts to become more efficient, many farms switched from flood irrigation to sprinkler irrigation to decrease evaporation losses and labor expenses. This practice, although vastly more efficient, has eliminated much of the incidental recharge provided to the aquifer through surface irrigation, and when combined with the number of new wells drilled, aquifer levels began to drop.

Severe drought hit Southeast Idaho in the 1980's which led to water right litigation. As a result of the litigation, a ruling was issued by the judge affirming the prior appropriation doctrine but stating that groundwater and surface water were too interconnected within the ESPA and that they must be managed together rather than separately. This ruling led to the inception of "Conjunctive Management" of both ground and surface water rights within the ESPA, and in the 1990's the IDWR released its rules on the conjunctive management of the resources.

Although surface and groundwater rights were originally issued and managed separately, the court ruling requiring conjunctive management upended the status quo for holders of groundwater rights. Since most surface water rights were issued prior to the development of groundwater rights, groundwater users now find themselves behind surface water users when it comes to administration of the prior appropriation doctrine. This, combined with recent droughts and a moratorium on the issuance of new groundwater rights within the ESPA, have created difficulties for groundwater users.

To assist the IDWR with the conjunctive management process, the State of Idaho created a computerized groundwater model for the ESPA. The model (ESPAM) is currently utilized to understand impacts of water right transfers within the ESPA. Unfortunately, surface water and

spring users with senior water rights have used ESPAM to their benefit to bolster legal claims against junior groundwater right holders.

Cities found themselves toward the rear of the line with regards to water right administration and legally beholden to most surface water and spring users who submitted claims that their senior water right allotments were being damaged by junior groundwater users. These claims,

or water right calls, required the IDWR to determine if curtailment of junior rights were necessary to satisfy the needs of senior right holders. For cities to best avoid curtailment and ensure future growth, they had to identify options to acquire new water rights, utilize existing rights more efficiently, conserve water, and mitigate to avoid future water calls by senior water right holders.

The Idaho Ground Water Appropriators (IGWA) settled with primary filer of water right calls against groundwater pumpers, known as the Surface Water Coalition (SWC). The agreement offered IGWA members a respite from water right calls based on mitigation measures through reduced groundwater pumping and/or increased managed groundwater recharge activities. The result of these actions would be measured by the groundwater level at 19 “sentinel wells” that would be used to determine the health of the aquifer.

The landmark agreement, however, did not satisfy the needs of municipal groundwater users as it was primarily structured for the interests of agricultural groundwater users. Following the IGWA/SWC agreement, a coalition of cities formed (COC) and finalized their own agreement with the SWC in 2019. As with the IGWA agreement, the COC/SWC agreement requires municipalities to reduce pumping or perform managed aquifer recharge activities. The required amount of mitigation for each City is established by a function dependent upon existing water rights and the 5-year running average of the annual volume of water pumped for each city. This agreement offered southeast Idaho municipalities with 35 years of shelter from water right calls and allowed for future growth within the limits of each city’s existing water rights.

Water Right Plan Purpose and Scope

The purpose of the Water Rights Plan is to ensure that there is ample water to support future growth of the City. The plan evaluates existing rights as well as options for acquiring additional rights. The scope includes a description of the City’s existing water rights and shares, a determination of which water rights are directly or indirectly pertinent to the City’s culinary drinking water system, an evaluation of existing rights’ capability to satisfy current and future culinary water demands, an identification of alternatives for maximizing theCity’s existing rights to meet future demands, and recommendations of action items to be carried out to ensure that the City’s future water demands will be met.

Description of Existing Water Rights and Shares

The City of Idaho Falls has a varied portfolio of water rights and shares. Included in this portfolio are hydropower rights; municipal groundwater rights; miscellaneous groundwater rights; surface water irrigation shares; and storage water shares. Each of these types will be discussed individually along with its applicability, whether direct or indirect, to the City's culinary drinking water system.

1. Hydropower Rights

The City of Idaho Falls owns and operates four hydroelectric, power generating dams on the Snake River. Each of these hydropower facilities is required to have water rights for the capability of diverting water from the Snake River for the purpose of generating electricity. Every right has an associated water right number issued by the IDWR and a corresponding priority date and diversion rate. Priority dates for the hydropower rights span from April 1900 to April 1980 with diversion rates that range from as low as 48 cubic feet per second (cfs) to as much as 5,000 cfs. Table 1 contains a list of the City's existing hydropower rights along with their pertinent information. Hydropower rights have no direct or indirect impact on the City's culinary water system except for budgetary concerns with regards to power expenditure, therefore this plan will not address them further.

Table 1 – City of Idaho Falls Hydropower Rights

Right #	Source	Priority Date	Diversion Rate (CFS)	Location
01-00040	Snake River	04/20/1900	140	Central Power Plant
01-00041	Snake River	10/22/1904	48	Central Power Plant
01-00281	Snake River	12/29/1905	1,500	Lower Power Plant
01-02014	Snake River	12/03/1907	485	Central Power Plant
01-04002	Snake River	02/05/1915	388	Central Power Plant
01-00360	Snake River	07/18/1919	394	Central Power Plant
01-00361	Snake River	10/05/1923	485	Central Power Plant
01-02047	Snake River	10/28/1927	500	Upper Power Plant
01-04003	Snake River	05/03/1930	580	Upper Power Plant
01-02049	Snake River	02/14/1936	1,080	Upper Power Plant
01-04001	Snake River	10/05/1940	1,240	Lower Power Plant
01-07013	Snake River	11/09/1977	260	Upper Power Plant
01-07014	Snake River	11/09/1977	4,800	Lower Power Plant
07-07015	Snake River	11/09/1977	2,600	Central Power Plant
01-07018	Snake River	03/17/1978	5,000	Gem State Plant
01-07023	Snake River	02/15/1979	1,240	Upper Power Plant
01-07024	Snake River	02/15/1979	1,460	Central Power Plant
01-07051	Snake River	04/09/1980	3,000	Gem State Plant

01-07025	Snake River	02/15/1979	900	Lower Power Plant (Relinquished)
		Totals:	27,540	77,784

2. Municipal Groundwater Rights

Water rights with a municipal use are unique in the fact that they serve a variety of uses including domestic, irrigation, commercial, and industrial uses. Municipal groundwater rights primarily cover the wells drilled by the City for growth and expansion of the culinary drinking water system, and are therefore the most applicable to this plan. The City has grown over the years, and to accommodate the water demand generated by growth, it has filed applications for municipal groundwater rights through the IDWR. Some existing rights were individual (ie: one right per well), some were joined (multiple rights for one well), and one was combined (one right for multiple wells). Table 2 identifies each existing municipal groundwater right along with corresponding information.

In September 2015, the City applied and received approval for a "stacking transfer" allowing each of the City's municipal rights to be applied to any of the City's wells. This allows for greater flexibility in managing the City's municipal water right portfolio.

Table 2 – City of Idaho Falls Municipal Groundwater Rights

Right # or Permit # (P)	Wells	Priority Date	Instantaneous Flow (CFS; GPM)	Annual Volume (Acre-feet)
25-02095	#1	02/25/1927	5.20; 2,340	3,758
25-02142 & 35-03020	#2, #3, #4, #5, #7, #8 & #6	04/08/1963	50.20; 22,590	20,200
25-02143	#9, #10	11/22/1963	17.10; 8,019	12,358
35-07001	#11	07/13/1967	8.90; 4,005	6,432
25-07022	#12	01/18/1972	7.35; 3,308	5,312
25-07058	#13, #13-B	08/22/1974	6.14; 2,763	4,437
35-07841	#14	02/07/1979	7.35; 3,308	5,312
25-07298 & 25-07398	#15	12/23/1982 01/11/1985	3.35; 1,503 1.55; 696	2,421 1,120
25-07654 (P)	#15-B	09/03/1997	6.70; 3,015	4,842
35-08682	#16	02/10/1988	8.02; 3,609	5,796
25-07467	#17	09/09/1988	8.02; 3,609	5,796
		Totals:	**129.88; 58,765**	**77,784**

3. Miscellaneous Groundwater Rights

Many of the City's existing groundwater rights have been acquired over time for avariety of uses, including irrigation, domestic, stock water, etc. These rights are typically usedfor specific uses at specific locations such as irrigation of Sand Creek golf course, stock water at Sandy Downs, dust

control at Noise Park, etc. The majority of these rights arecurrently being put to beneficial use. Their priority dates vary and diversion rates are typically small, making them of little use except for their current uses.

4. Surface Water Irrigation Shares

The City of Idaho Falls maintains surface water shares in three local irrigation districts: Idaho, Progressive, and New Sweden irrigation districts. The City has accumulated property once irrigated with surface water to provide services (ie: airport, zoo, parks, cemeteries, etc.). The City pays assessments to the irrigation districts to maintain these shares, even for properties that are no longer irrigated with surface water. These shares could still be utilized for surface water irrigation which directly benefits water supply, or potentially for groundwater recharge projects as indirect benefits. A list of these shares is indicated in Table 3.

Table 3 – City of Idaho Falls Surface Water Irrigation Shares

Water Irrigation District	Total Water Shares (Acres)	Notable Areas Formerly Irrigated With SurfaceWater
Snake River Valley Irrigation District	25.00	Gem State Power Plant
Idaho Irrigation District	777.40	Tautphaus Park, Pinecrest Golf Course, Sandy Downs, Gem State Power Plant
New Sweden Irrigation District	449.50	Idaho Falls Regional Airport, Ryder Park, West Side Substation
Progressive Irrigation District	195.90	Hatch Pit Landfill, Jenkins Gravel Pit
Totals:	**1,447.80**	

5. Storage Water Shares

The City of Idaho Falls purchased 1,180 shares of stock in Palisades Water Users, Inc. This entitles the City to up to 1,180 acre feet of stored water, although the volume available each year is proportional to the percentage Palisades Reservoir is filled for the upcoming

water season. These shares may be leased, released as mitigation for water calls, or potentially utilized for groundwater recharge projects which could indirectly boost water supply. Once used, however, these storage shares are subject the following year to a last- to-fill provision and will be forfeit for the new year unless the storage system fully refills.

SECTION 4 – WATER RIGHT OPTIONS AND ALTERNATIVES

There have been times during the heat of the summer that the City has approached its maximum limit for instantaneous flow. This creates an issue for accommodation of new growth. In order to produce more culinary water for growing the local economy, the City is left with three options:

1) Acquire additional water rights
2) Use existing rights more efficiently
3) Implement water conservation measures

Each option has a variety of alternatives which will be discussed below. Discussion will include a description of each alternative along with its pros and cons.

Option 1. ACQUIRE ADDITIONAL WATER RIGHTS

Alternative 1 – Apply for New Groundwater Rights

- Description: As in years past, the City could apply for new municipal water rights through the IDWR. Once the application and fees are paid, IDWR advertises the application. If no protests occur, the application can be approved allowing IDWR to grant the City a permit and time frame in which to construct a new well. Once the well is placed into beneficial use and tested, the permit can become a licensed water right.

- Pros: Under normal circumstances, the process is relatively straightforward and inexpensive. It requires little personnel involvement and has great, year-round benefits to the system.

- Cons: As mentioned previously, there is a current moratorium on the issuance of new rights in the ESPA. Until the moratorium is lifted, this alternative is futile. Additionally, new rights will most certainly be protested by a coalition of water users near the Twin Falls area, causing increased time duration and funding. They will also be met with stringent mitigation requirements imposed by IDWR. New water rights will also have priority dates that are extremely junior to other existing rights, making them more susceptible to curtailment.

Alternative 2 – Purchase and Transfer Existing Rights

- Description: Existing groundwater rights can be purchased from other right holders. These rights are typically irrigation rights maintained by regional farmers. The City can purchase these rights when they are placed on the market and have them transferred for use within the City's service area.

- Pros: When available, this alternative can be a quick solution to increased production, having a great benefit to the water system when it is most needed: the irrigation season.

Transferring existing rights has less likelihood of being protested since new rights are not being added, although there is still the possibility.

- Cons: Irrigation rights are not always available and are expensive to purchase. They have can have use restrictions, varying flow rates, volume limitations, and junior priority dates. Transfers must be processed through the state's ESPA groundwater model (ESPAM) to determine impacts that the transfer may have on sections of the river and the flow rates/volumes of the rights may be severely reduced.

Alternative 3 – Apply for Reasonably Anticipated Future Needs Rights

- Description: State laws allow for municipalities to apply for water rights in order to meet growth based on reasonably anticipated future needs (RAFN). The application must be supported with documentation including growth projections and water demands. RAFN documentation must also be updated on a regular basis in order to prove to the IDWR the continuing need for additional water to meet growth.

- Pros: RAFN rights are targeted to help municipalities support future growth. The IDWR is encouraging municipalities in need of additional water rights to pursue RAFN applications. Theoretically, obtaining the rights could be inexpensive and provide great benefit.

- Cons: There is a lot of skepticism regarding RAFN rights despite IDWR encouragement. To date, RAFN applications have been heavily scrutinized by other water right holders. Previous applications have been met with legal protests and additional demands, causing increased financial burden and time delays. New RAFN rights will also have junior priority dates susceptible to water right calls and curtailment.

Alternative 4 – Rent Groundwater from the Rental Pool

- Description: Existing water right holders have the option of placing water not being utilized into IDWR's water bank, allowing it to be rented to other users.

- Pros: If water is available in the rental pool, this could be a good, short-term solution to water supply needs, buying time to find a more reliable solution.

- Cons: Rental from the pool is not a guarantee every year and could not be counted on in years of drought. Costs would be incurred for rental and delivery fees that would not be incurred if the City owned the water right outright.

Option 2. USE EXISTING RIGHTS MORE EFFICIENTLY

Alternative 5 – Build Additional Storage

- Description: Municipal groundwater rights typically do not have an imposed volume restriction, allowing the right holder to feasibly operate the well 365 days of the year for 24 hours per day. For this reason, the City only utilizes about 1/3 of its allotted volume due to seasonal shut-down of wells even though the City nearly maximizes its instantaneous withdrawal rate during peak hours. City peak production rates occur at night during summertime irrigation. By building larger storage tanks at existing sites or around town, the City could pump more water into the system during peak production periods and use existing rights to fill the tanks during off-peak hours when wells are normally shut down.

- Pros: Additional storage is a guaranteed solution to water right issues that is completely within the City's control. Since no new rights are required, there would be no legal protest. The additional storage could be added as necessary by the City.

- Cons: Additional storage can be an expensive alternative dependent upon construction costs and property values. Careful engineering will be required to ensure that storage tanks are capable of being refilled during off-peak hours. Additional emphasis would be required on preventive maintenance of existing wells since they would run for longer periods of time.

Alternative 6 – Convert Parks to Surface Water Irrigation

- Description: Pinecrest Golf Course was converted to surface water irrigation in 2021, removing approximately 100 irrigated acres from the City's water system. Many City parks are still irrigated with water from the culinary water system. The City transferred surface water shares to most of these park sites. Parks with associated surface water shares and a vicinity near surface water sources could be converted back to surface water irrigation, taking their load off peak production periods for the culinary system.

- Pros: Conversion of parks to surface water irrigation is another guaranteed alternative requiring no new rights and having no potential for legal protest. Flow and volume will both be reduced, allowing the City to stretch its existing groundwater rights into the future. Since the City already pays fees to maintain the surface water shares, using the water to irrigate keeps those payments from being wasted. Additionally, the soft transfer from groundwater to surface water use can be counted as mitigation for based on the COC/SWC agreement.

- Cons: The City will need to work with irrigation companies to verify that existing canals have the capacity to carry the additional water required to irrigate the parks. Costs for diversion works and sprinkler head replacements will be incurred. Parks irrigated with surface water may be exposed to more weed germination than those on groundwater.

During dry years, the water system may still need to provide irrigation water before water is turned into or after water is removed from the canals. Parks with surface water irrigation will require labels to indicate that irrigation water is non potable and additional personnel time would be required to clean screens and plugged heads.

Alternative 7 – Adjustments to Existing Wells

- Description: Some wells in the center of town can produce more water than is needed for the surrounding location. Well pumps and motors could be downsized at these locations to meet the needs of the area. In doing so, the excess water right no longer being used could be transferred to an additional point of diversion at a new location.

- Pros: Adjusting existing wells allows the City to more efficiently use those rights. Rather than forcing too much water into the system and creating artificially high pressures at these locations, the water would be used where most needed. As with adding points of diversion, this alternative is within the City's control and would avoid many legal challenges.

- Cons: The amount to be transferred would need to be modeled to verify that areas in the center of town do not get shorted water. The City would incur multiple costs: those to downsize existing sites and those to construct new sites. Costs incurred to downgrade existing motors, pumps, and electrical cabinetry could be offset by completing the project when the existing well site is scheduled for full electrical replacement.

Alternative 8 – Add Points of Diversion to Existing Water Rights

- Description: Each municipal groundwater right can have multiple points of diversion (wells) with the stipulation that only one well can be in operation at any given time. The City currently a few sites that have two wells each. If each well has its own water right, an additional point of diversion can be added to one of the rights in a location more beneficial to the City. The original well whose right was transferred can then be declared an emergency well which does not require a water right.

- Pros: This alternative has been bolstered by the COC/SWC agreement and could be a great tool for utilizing water rights in a more effective manner. New wells can be drilled and added to existing rights. Couple the new well with a large storage tank and it is easily feasible to double the production of an existing right so long as both wells do not run simultaneously. It is completely within the City's control and would avoid legal challenges from surface water users.

- Cons: Given the stacking transfer approved in 2015, an additional point of diversion will require a transfer of every municipal right included in the City's portfolio. An additional point of diversion should be accompanied by the construction of a large storage tank to maximize the benefit of the transfer and allow for increased flows during times of peak demand. Both cons would add additional cost to the transfer. There is also uncertainty as

to how the state will administer municipal water rights, whether by annual volume, instantaneous flow, priority date, etc.

Option 3. WATER CONSERVATION MEASURES

Alternative 9 – Managed Aquifer Recharge

- Description: Managed aquifer recharge entails diverting surface water to state- approved infiltration pits where the water is allowed to sink back into the aquifer, and it remains a hot topic in the state of Idaho. Non-governmental groups at one time wished to establish a framework that would allow private sector groups to participate in and help fund an aquifer recharge program. At the time, these proposals failed to garner necessary support to come to fruition.

- Pros: Managed aquifer recharge benefits the overall health of the aquifer and allows the City a direct annual benefit for storage water rights it currently maintains. Additional possibility exists to bank surface water shares in the aquifer in exchange for drilling future irrigation wells for large parks, cemeteries, or golf courses. The aquifer itself will benefit from any recharge.

- Cons: IGWA/SWC and COC/SWC agreements now require managed aquifer recharge efforts from municipal and agricultural groundwater pumpers in the ESPA, making this more of a requirement to grow within existing water rights rather than an alternative to bolster new ones. Required recharge volumes are currently greater than the City's existing storage rights, requiring the City to purchase additional storage water. Additionally, there is a lack of state-approved recharge sites withing our region. These factors would make it difficult for Idaho Falls to bank surface water shares.

Alternative 10 - Water Conservation Program

- Description: The City can stretch water rights by implementing a water conservation program. The conservation program could include subprograms for watering restrictions, water conservation education for the public and private entities, indoor water use audits, and outdoor water use audits. Additionally, credit can be given to residents who change out wasteful appliances for water efficient ones. City Council authorized a residential conservation pilot project in 2020 which 100 willing residential owners will qualify for water fixture replacements. Water use patterns will be metered prior to and after fixture replacements to determine their efficacy for future rebate programs.

- Pros: Over time, conservation programs can change the mindset people have regarding water use. Regardless of effectiveness, conservation programs indicate to the public that the water purveyor is serious about water use and management, and public opinion can often make a very big difference.

- Cons: Results of conservation programs are difficult to quantify. Seasonal fluctuations of temperature and precipitation can impact water use, giving a false impression that a conservation program is either working well or not working at all. Overall effectiveness of a water conservation program will be marginal without the installation of water meters. Good conservation programs are labor intensive, requiring increased staffing and resources.

Alternative 11 – Installation of Water Meters

- Description: Without a doubt, water meters have proven to conserve water and thus stretch water rights. When users have to pay for the water they consume, the amount of water used declines. Declines in consumption will allow existing water rights and infrastructure to supply needs for future growth. City Council authorized the conversion of non-residential customers from flat rate to metered billing in 2015. The City currently now has 630 metered accounts.

- Pros: Water meters help keep rates equitable with each consumer paying for the quantity of water used. Leaks are no longer left unattended. An unmetered system such as Idaho Falls could feasibly reduce annual consumption by up to 40% with the installation of water meters.

Cons: The City of Idaho Falls has been largely unmetered throughout its existence. The price tag for full meter installation is a definite hurdle. In 2006, the City began installing meter boxes on new construction per a revision to Idaho Code IDAPA 58.01.08. Costs to install meter boxes on existing service lines would be greater than the cost of the meter itself. Meter installation would also require additional personnel and equipment to read, maintain, and replace meters, although this could be mitigated with the installation of automated meter infrastructure for remote reading.Alternative 12 – Install a Secondary Irrigation system

- Description: In certain areas, new development is required to install pressurized secondary irrigation systems. In this manner, existing surface water rights and shares continue to be utilized once a property develops, preserving groundwater rights for interior water use only.

- Pros: Secondary irrigation systems can be effective tools to stretch water rights. The majority of the City's water rights are used to supply irrigation in the summer. A secondary system would reserve City groundwater rights for interior, domestic uses only, allowing the City's existing water rights to stretch well into the future.

- Cons: Secondary systems include a host of concerns. Citizens can create cross connections between potable and non-potable systems, potentially contaminating the drinking water system. There is also public concern that children will drink from hoses attached to the secondary system and become ill. Secondary systems are best as master planned utilities, and established communities such as Idaho Falls can face major capital costs to install the required infrastructure. If not master planned, individual systems will

be installed in newly-developed areas that will not work well if interconnected. Management of the systems is also cause for concern. In Utah, irrigation/canal companies have ownership and management of pressurized irrigation systems, but in Southeast Idaho the canal companies want management to be assumed by cities. Seasonal work such as this would pose difficulties for municipalities to keep trained employees during the off-season.

SECTION 5 – EVALUATION OF OPTIONS AND ALTERNATIVES

In order to properly evaluate all of the mentioned alternatives, a decision matrix was created. The decision matrix ranked each of the 12 alternatives on a scale of 1 (best) to 10 (worst) based on the following categories: Cost, Time, Control, Legal, Personnel, and Effectiveness. The far right column totals the rating sum of each ranked alternative. The results of the decision matrix are shown in Table 4.

Table 4 – Water Rights Alternative Decision Matrix

WATER RIGHT ALTERNATIVE DECISION MATRIX

Alternatives		Cost	Time	Control	Legal	Personnel	Effectiveness	Total Rating
Option 1: Acquire Additional Water Rights	1) Apply for New Groundwater Rights	1	10	10	10	1	1	33
	2) Purchase and Transfer Existing Rights	9	5	4	3	2	4	27
	3) Apply for RAFN Water Rights	2	7	7	9	2	4	31
	4) Rent Groundwater from Rental Pool	3	2	4	2	2	5	18
Option 2: Use Existing Rights More Efficiently	5) Build Additional Storage	8	4	1	1	3	3	20
	6) Convert Parks to Surface Water Irr.	5	3	1	2	6	2	19
	7) Adjustments to Existing Wells	7	4	1	1	4	6	23
	8) Add POD's to Existing Water Rights	8	2	1	1	1	1	14
Option 3: Water Conservation Measures	9) Managed Aquifer Recharge	3	4	5	5	2	3	22
	10) Water Conservation Program	4	1	1	1	7	8	22
	11) Installation of Water Meters	10	9	2	3	6	1	31
	12) Install a Secondary Irrigation System	10	10	2	3	10	3	38

SECTION 6 – RECOMMENDATION OF ALTERNATIVES

Based on the results of the completed decision matrix, the best overall alternatives continue to involve more effectively using existing groundwater rights. None of the alternatives should be considered a fix-all solution to the City's water rights. Rather, the City should use the decision matrix as a tool to build a portfolio of the best alternatives to continue stretching the City's existing water rights well into the future.

Currently, a CIP list of proposed future projects should include a mix of the best alternatives. For instance, additional points of diversion can be added to existing groundwater rights allowing the City to drill new wells. The future well site should include the installation of a large storage tank, which can help offset peak demands. The computerized water model should be used to simulate the site locations to identify locations that provide maximum benefit to the system prior to construction. Additional projects in following years include the removal of large, irrigated parks from the culinary system by converting them to surface water. In 2020, existing surface water shares were transferred to the City's largest parks that can feasibly be converted to surface water irrigation. Conversion projects are being planned to implement the conversions. Pinecrest golf course converted to surface water for the 2021 irrigation season. These large-scale projects could be coupled with an annual, comprehensive water conservation program which is evaluated in a separate section of the facility plan.

As a stop-gap measure, the addition of points of diversion to existing rights is the clearest alternative. The stacking transfer that was approved in 2015 allows the new points of diversion to be associated with all City municipal water rights.

As secondary measures, the City should implement a conservation plan (evaluated in a separate section of the facility plan) and consider new sources of irrigation for parks that are currently irrigated from the culinary system. Large parks currently irrigated with culinary water include Tautphaus Park, Freeman Park, Community Park, Sunnyside Park, and the Old Butte soccer complex on Old Butte Road. As mentioned prior, surface water shares are now assigned to these parks and projects are being planned to convert them to surface water irrigation.

All other alternatives, as well as new ones that present themselves, should be considered over time. Alternatives that are currently not recommended in this plan may become more viable over time. For instance, RAFN rights, although currently a legal hurdle that will potentially take a lot of time and effort to overcome, can be worthwhile if the current legal environment changes. This holds true for all alternatives mentioned in this Water Rights plan. Additionally, the matrix should be regularly reevaluated since the current legal environment is subject to change in the future.

APPENDIX C

Hydraulic Model Calibration

Appendix C

Model Calibration

Model Calibration

Model calibration consists of adjusting model response to match field data. The logic behind the calibration procedure is that each step in the calibration is more specific than the previous step. At the conclusion of each step, the field results are compared with the modeled data to determine the model's level of accuracy. The overall confidence level of the model calibration is determined by statistically summarizing the error for all tests within each pressure zone. Once the desired level of accuracy has been achieved, the calibration is complete.

Hydrant pressure and fire flow tests were performed by the City in June 2021 at 24 locations. The field static pressure results were compared to model pressure results under domestic flow conditions.

Fire flow testing consists of measuring pressure drop in a hydrant when the system is "stressed" by flowing an adjacent hydrant. The pressure drop refers to the difference in static pressure (before hydrant is opened) and residual pressure (after the hydrant flow stabilizes). The calibration accuracy was determined by the model's ability to predict comparable pressure drops under similar flow conditions. By analyzing pressure drop instead of actual pressure, inaccuracies from ground elevation discrepancies were reduced. The fire flow calibration was used to verify pipe geometry, connectivity, friction factors and size.

An accurate calibration effort also requires understanding reservoir levels and pump status during the pressure and fire flow field tests. During the field testing, supervisory control and data acquisition (SCADA) data was examined to determine the system boundary conditions.

Pressure Calibration Results

Pressure calibration confidence level criteria are shown in Table 1 and overall pressure calibration results are shown in Table 3. For most of the system, the calibration results yielded high confidence with a few areas of medium and low confidence. Many of the results are better aligned than previous calibration efforts and this is likely due to the City's increase in metering of industrial customers. To improve calibration, the City should continue to meter industrial customers and consider metering all customers to improve demand allocation in the model.

Table 1
Static Pressure Test Confidence Level

Confidence Level	Static Pressure Difference
High	±5 psi
Medium	± 5-10 psi
Low	>10 psi

Note:
1. psi = Pounds per square inch

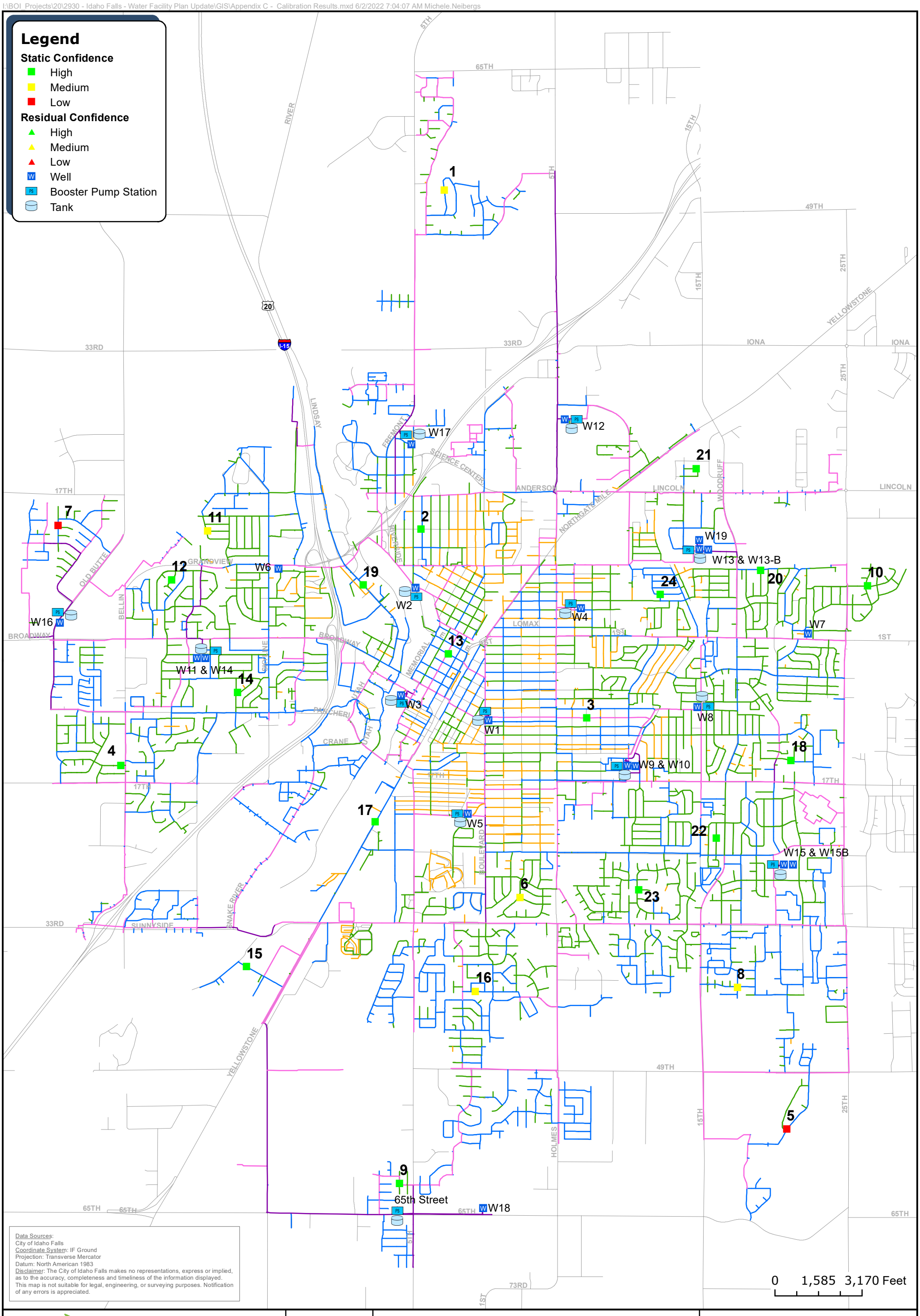
Fire Flow Calibration Results

Fire flow calibration confidence level criteria and overall fire flow calibration results are shown in **Table 2** and **Table 4** and **Figure 1**. The modeled pressure drop and field pressure drop matched at a high confidence level for most test locations. Areas of medium and low confidence could be affected by unknown closed valve locations throughout the system or demand allocation limitations due to lack of customer metering.

Although there are differences in the model and field values, the model is useful for planning-level analysis to determine general areas of the system with low pressures and capacity limitations. As the data available to the City improves, the calibration of the model can continue to improve. It is also important to note that model calibration for any water system is an ongoing effort. Pressure and flow tests should be taken each year and compared to the model so that system changes caused by changing demands, new infrastructure, or adjusted operational settings can be identified. This will allow the City to maintain an accurate and calibrated model that can be used at any time for predictive analysis with a high level of confidence in the results.

Table 2
Fire Flow Confidence Level

Confidence Level	Residual Pressure Drop Difference
High	≤10 psi
Medium	10-20 psi
Low	>20 psi



murraysmith

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Figure 1 Calibration Results

Table 3
Static Pressure Calibration Results

Date	Time	Test Number	Hydrant ID	Field Static (psi)	Model Static & Residual (psi)	Absolute Pressure Difference (psi)	Confidence Level
6/30/2021	5:31 AM	1	FH730	48	55	7	Medium
6/30/2021	3:10 AM	2	FH2468	58	61	3	High
6/29/2021	11:57 PM	3	FH842	58	59	1	High
6/30/2021	4:57 AM	4	FH1340	53	57	4	High
6/30/2021	1:21 AM	5	FH1544	43	58	15	Low
6/30/2021	2:12 AM	6	FH1598	48	54	6	Medium
6/30/2021	4:44 AM	7	FH1843	44	57	13	Low
6/30/2021	1:05 AM	8	FH2239	48	54	6	Medium
6/30/2021	1:38 AM	9	FH2380	70	71	1	High
6/29/2021	11:10 PM	10	FH27	44	44	0	High
6/30/2021	4:12 AM	11	FH2051	42	48	6	Medium
6/30/2021	4:26 AM	12	FH71	60	63	3	High
6/30/2021	2:57 AM	13	FH486	66	66	0	High
6/30/2021	5:10 AM	14	FH522	56	61	5	High
6/30/2021	2:29 AM	15	FH1558	67	67	0	High
6/30/2021	1:55 AM	16	FH662	50	55	5	Medium
6/30/2021	2:45 AM	17	FH671	62	64	2	High
6/30/2021	12:13 AM	18	FH1529	48	51	3	High
6/30/2021	3:55 AM	19	FH1965	62	65	3	High
6/29/2021	11:22 PM	20	FH455	52	49	3	High
6/29/2021	10:50 PM	21	FH48	57	54	3	High
6/30/2021	12:33 AM	22	FH980	48	51	3	High
6/30/2021	12:50 AM	23	FH2010	48	52	4	High
6/29/2021	11:38 PM	24	FH570	56	55	1	High

Table 4
Fire Flow Calibration Results

Date	Time	Test Number	Hydrant ID	Field Residual (psi)	Model Static & Residual (psi)	Absolute Pressure Difference (psi)	Confidence Level
30-Jun-21	5:31 AM	1	FH730	24	26	2	High
30-Jun-21	3:10 AM	2	FH2468	52	55	3	High
29-Jun-21	11:57 PM	3	FH842	56	57	1	High
30-Jun-21	4:57 AM	4	FH1340	40	43	3	High
30-Jun-21	1:21 AM	5	FH1544	14	47	33	Low
30-Jun-21	2:12 AM	6	FH1598	24	17	7	Medium
30-Jun-21	4:44 AM	7	FH1843	18	37	19	Low
30-Jun-21	1:05 AM	8	FH2239	34	40	6	Medium
30-Jun-21	1:38 AM	9	FH2380	53	67	14	Low
29-Jun-21	11:10 PM	10	FH27	24	15	9	Medium
30-Jun-21	4:12 AM	11	FH2051	20	22	2	High
30-Jun-21	4:26 AM	12	FH71	42	45	3	High
30-Jun-21	2:57 AM	13	FH486	62	63	1	High
30-Jun-21	5:10 AM	14	FH522	36	39	3	High
30-Jun-21	2:29 AM	15	FH1558	28	30	2	High
30-Jun-21	1:55 AM	16	FH662	40	44	4	High
30-Jun-21	2:45 AM	17	FH671	46	28	18	Low
30-Jun-21	12:13 AM	18	FH1529	36	32	4	High
30-Jun-21	3:55 AM	19	FH1965	46	45	1	High
29-Jun-21	11:22 PM	20	FH455	42	37	5	Medium
29-Jun-21	10:50 PM	21	FH48	30	11	19	Low
30-Jun-21	12:33 AM	22	FH980	36	37	1	High
30-Jun-21	12:50 AM	23	FH2010	38	35	3	High
29-Jun-21	11:38 PM	24	FH570	48	45	3	High

APPENDIX D

CIP Cost Estimating Methodology

Appendix D

CIP Cost Estimating Methodology

Introduction

This appendix summarizes the approach used to develop unit costs and project costs used in the Capital Improvement Program (CIP) for the City of Idaho Falls' (City's) Water Facility Plan (WFP).

Cost Estimating

The probable costs estimated for each improvement are based on average costs from the 2022 RSMeans Heavy Construction Cost Data (RSMeans), City design standards, and City bid tabs for previous projects. All costs identified in this section reference U.S. dollars. The *Engineering News Record Construction Cost Index* basis is 12,556 (20-City Average, January 2022).

Project unit cost estimates were prepared in accordance with the guidelines of American Association of Cost Engineers (AACE) International, the Association for the Advancement of Cost Engineering. (*AACE International Recommended Practice No. 56R-08 Cost Estimate Classification System - As Applied for the Building and General Construction Industries - TCM Framework: 7.3 - Cost Estimating and Budgeting Rev. March 6, 2019*). AACE International's description of a Class 5 Estimate is quoted as follows:

> *Class 5 estimates are generally prepared based on very limited information, and subsequently have wide accuracy ranges. As such, some companies and organizations have elected to determine that due to the inherent inaccuracies, such estimates cannot be classified in a conventional and systemic manner.*
>
> *Class 5 estimates are prepared for any number of strategic business planning purposes, such as but not limited to market studies, assessment of initial viability, evaluation of alternate schemes, project screening, project location studies, evaluation of resource needs and budgeting, long-range capital planning, etc.*
>
> *Typical accuracy ranges for Class 5 estimates are -20% to -30% on the low side, and +30% to +50% on the high side, depending on the construction complexity of the project, appropriate reference information and other risks (after inclusion of an appropriate contingency determination). Ranges could exceed those shown if there are unusual risks.*

All project descriptions and cost estimates in this WFP represent planning-level accuracy and opinions of costs (+50 percent, -30 percent). During the design phase of each improvement project, project definition, scope, and specific information (e.g., pipe diameter and length) should be verified. The final cost of individual projects will depend on actual labor and material

costs, site conditions, competitive market conditions, regulatory requirements, project schedule and other factors. Because of these factors, project feasibility and risks must be carefully reviewed prior to making specific financial decisions or establishing project budgets to help ensure proper project evaluation and adequate funding.

The project costs presented in this WFP include estimated construction costs, and allowances for permitting, legal, administrative, and engineering fees. A contingency factor is also added to each cost to help account for any unanticipated components of the project costs. Construction costs are based on the preliminary concepts and layouts of the water system components developed during the system analysis.

Total estimated project costs were developed through a progression of steps and multiple methodologies. The steps included development of component unit costs, construction costs and, finally, project costs. The component unit cost includes the sum of materials, labor and equipment of a project's basic features. The construction cost is the sum of component costs and mark-ups to determine the probable cost of construction (i.e., the contractor bid price). The project cost is the sum of construction costs with additional cost allowances for engineering, legal and administrative fees to determine the total project cost to the City.

The following costs are not included:

- Land or right-of-way acquisition
- Maintenance expenses
- Operation expenses

The estimates for water system pipelines include the costs for pipe, valves, fittings, water connections, and special pipe crossings. The pipe material assumed for waterlines was Ductile Iron Class 50 with push on joints.

Pipe

For all pipeline installations including new and replacement projects, the water pipeline costs per linear foot is based on a cover depth of six feet and includes:

- Excavation
- Waste of material associated with the trenching (which includes haul, load, and dump fees)
- Imported bedding and zone material
- Native backfill (which includes minimal haul and compaction of material)

As the diameter of pipe and the trench width increase, the costs also increase. Therefore, a specific cost has been identified for each pipe diameter. See Table 1 for costs per linear foot of pipe.

Table 1
Water Pipeline Costs per Linear Foot

Pipe Diameter (inch)	Cost ($/linear foot)
6	$100
8	$93
10	$121
12	$161
14	$188
16	$195
18	$256.02
20	$261
24	$290
30	$369

Replacement Pipe

To account for abandoning pipe, capping, connecting to existing services lines, and other costs associated with replacing pipe an additional 5 percent of pipeline cost is added.

Valves and Fittings

To account for fittings and valves an additional 30 percent of pipeline cost is added.

Water Connections

New and replacement water connections are assumed at an additional 10 percent of pipeline costs.

Rock Quantities

No additional costs were included for encountering rock in this analysis. There is a potential rock may be encountered and additional costs could be incurred and should be assessed on a project by project basis during design and construction. A summary of additional pipeline costs is provided in **Table 2**.

Table 2 Additional Pipeline Costs

Additional Pipeline Cost Factor	Additional Factor
Replacement Pipe	5%
Valves and Fittings	30%
Water Service Connections	10%

Surface Restoration

Surface restoration of construction sites is required to complete every project. As with the pipe installation costs, these restoration costs increase with the size of the pipe due to the larger trench that will need to be dug. Therefore, a unit surface restoration cost has been developed for each pipe diameter. **Table 3** tabulates costs associated with residential and commercial asphalt roadways, and unpaved surfaces, as developed from local supplier costs and RSMeans.

Table 3 Surface Restoration Costs per Linear Foot

Pipe Diameter (inch)	Surface Condition Cost ($/lf)		
	Local	Arterial	Unpaved
6	$100	$104	$4
8	$100	$104	$4
10	$100	$104	$4
12	$100	$104	$4
14	$100	$104	$4
16	$100	$104	$4
18	$100	$104	$4
20	$100	$104	$4
24	$100	$104	$4
30	$106	$108	$5

Facility Improvements

Improvement project costs were developed for each facility, as identified in the condition assessment done as part of the 2015 WFP. Specific facility improvements were developed based on facility conditions related issues identified during the system analysis.

Facility improvements were developed to meet current *Idaho Rules for Public Drinking Water Systems* standards; costs vary between each facility based on its condition, age, and operation. Component upgrades included pumps and motors, mechanical piping and valves, HVAC, general electrical, service electrical, and building and storage tank access/structural improvements.

Cost curves were developed as part of the 2015 WFP and have been updated for this plan. Estimated project costs were developed from RS Means, equipment suppliers, and specific price quotes supplied by the City.

New Water Supply Wells

Costs for water supply wells are based on City construction experience and include drilling a test well and a production well, basic site civil, mechanical, building, electrical, backup power, and

instrumentation and control facilities. A cost curve has been developed based on a well capacity and total project cost, and is summarized in the following equation:

$$\text{New Water Supply Well Total Project Cost} = 21{,}882*\text{gpm}^{0.6221}$$

Storage Facilities

Proposed storage facility project costs were prepared for AWWA D110 – Type 1 pre-stressed concrete tanks based on recent City construction experience. It was assumed that proposed reservoirs will be circular, at-grade structures with an exterior wall height between 25 and 35 feet. Project cost estimates for pre-stressed concrete construction were based on a base cost of 2.9$/ per gallon of storage volume.

New Booster Pump Station

Costs for new booster pump stations are based on City construction experience, and include drilling basic site civil, mechanical, building, electrical, backup power, and instrumentation and control facilities. A cost curve has been developed based on a booster pump station capacity and total project cost, and is summarized in the following equation:

$$\text{New Booster Pump Station Total Project Cost} = 29{,}265*\text{gpm}^{0.6}$$

Increases in Booster Pump Station Capacity

Increasing booster pump station capacity will require replacement of pumps with larger pumps or, if space permits, increasing the number of pumps at a facility. A cost curve for total project costs has been developed based on horsepower for a replacement pump or new pump. The construction cost accounts for demolition and removal of the existing pump, addition of new pump, motor, and VFD, and modifications to pipes and valves. The following equation summarizes the total cost of increasing booster pump station capacity:

$$\text{Increases in Booster Pump Station Capacity Total Project Cost} = 781+391{,}535*\text{HP}$$

When the number of pumps increases (where there are no available pump cans), the “new” booster station cost will be used.

Construction Cost Allowances

The construction cost is the sum of pipe cost and adders, labor, equipment, mobilization, contractor’s overhead and profit, and contingency for each project.

Traffic Control

Traffic control will be required for all projects that occur in roadways. The cost and level of effort for traffic control should be evaluated based on the scope and size of each project and as local conditions at the time of construction dictate. For planning purposes, the cost of traffic control is estimated at 0.5 percent for low traffic control areas in local streets or 2 percent for high traffic control areas in arterial streets depending on project location. Traffic control mark-up accounts for the cost of signage, flagging and temporary barriers, street widening, pavement markings, lane delineators and lighting at flagging locations.

Erosion Control

Erosion control will be required for all projects. For planning purposes, the erosion control is estimated at 1 percent of the construction costs. Erosion control mark-up accounts for materials and practices to protect adjacent property, storm water systems, and surface water in accordance with regulatory requirements. The level of effort and cost for erosion control depends on the size and scope of a project, and the local conditions at the time of construction.

Construction Contractor Overhead and Profit

A 15 percent mark-up accounts for the contractor's indirect project costs and anticipated profit.

Construction Mobilization

A 10 percent mobilization mark-up accounts for the cost of the contractor's administrative and direct expenses to mobilize equipment, materials, and labor to the work site.

Construction Contingency

A 40 percent increase was added in each project's construction cost to account for a contingency factor to cover the uncertainties inherent to planning-level development. The contingency is provided to account for factors such as:

- Unanticipated utilities
- Relocation and connection to existing infrastructure
- Minor elements of work not addressed in component unit cost development
- Details of construction
- Changes in site conditions
- Variability in construction bid climate

The contingency excludes:

- Major scope changes such as end product specification, capacities, and location of project
- Extraordinary events such as strikes or natural disasters

- Management reserves
- Escalation and currency effects

A summary of construction mark-ups is provided in **Table 4**.

Table 4 Additional Construction Costs

Additional Cost Factor	Percent
Low Traffic Control	0.5%
High Traffic Control	2%
Erosion Control	1%
Contractor Overhead and Profit	15%
Mobilization	10%
Contingency	40%

Total Project Cost

The total project cost is the sum of construction cost with additional cost allowances for legal, administrative, and engineering fees. **Table 5**, shown below, presents the cost allowances for each additional project cost. The engineering costs include design and surveying.

Table 5 Summary of Additional Costs

Additional Cost Factor	Percent
Construction Admin	5%
Engineering	15%
Legal and Administrative	10%

APPENDIX E

CIP Detailed Cost Sheets

Appendix E

CIP Detailed Cost Sheets

Introduction

This appendix presents cost sheets that provide the estimated cost and pertinent information of each proposed facility project identified in Section 5—Capital Improvement Program. These CIP cost sheets provide additional detail and context for each project as they progress from planning stage to actual construction.

As applicable, every cost sheet includes a project ID number, project name, and total project cost based on planning-level preliminary estimates for the year 2022.

The cost sheets also break project costs into the following general categories, with line items for every task occurring under each category:

Upgrade projects recommended due to condition assessment:

- Site improvements
- Building improvements
- Reservoir improvements
- Pumping and piping improvements.
- Electrical improvements
- Safety improvements

Projects recommended due to hydraulic analysis:

- Well
- Storage
- Booster station (new booster station facility or pump upgrade)
- Supply piping (if new dedicated supply piping is included in project)

Probable Cost of Construction
F-2: Well 13 Upgrades

Project: City Idaho Falls, Water Facility Plan
Submittal: Capital Improvement Program
Owner: City of Idaho Falls
Project No.: 20-2930
Date: May 23, 2022

Item No.	Item	Quantity		Unit Costs			Total Cost
				Material	Labor/Equipment (L/E)	Total	
Site Prep/Earthwork							
A1	Genset Concrete	650	SF	$5.00	$2.50	$7.50	$4,875.00
A2	Demo Work (Genset, Diesel Tank, Items within Bldg)	1	LS		$20,000.00	$20,000.00	$20,000.00
				SubTotal:			**$26,861.56**
Architectural							
B1	Painting	1	LS		$2,500.00	$2,500.00	$2,500.00
				SubTotal:			**$2,699.65**
Mechanical							
D1	Louver 24x24	1	EA	$256.00	$2,000.00	$2,256.00	$2,256.00
D2	Louver 18x18	1	EA	$209.00	$200.00	$409.00	$409.00
D3	Louver 48x48	1	EA	$663.00	$200.00	$863.00	$863.00
D4	1000 CFM Fan	1	EA	$447.00	$250.00	$697.00	$697.00
D5	Air Handling Unit	1	EA	$18,376.00	$4,594.00	$22,970.00	$22,970.00
D6	Penthouse Louver	1	EA	$2,791.00	$500.00	$3,291.00	$3,291.00
D7	Infill Exisitng CL Fan Hole	1	LS			$500.00	$500.00
D8	Infill Existing Louver Opening	1	LS			$5,000.00	$5,000.00
D9	Reroute CL water Pipe	1	LS			$2,000.00	$2,000.00
D10	10" DI Spool 16" long	3	EA	$951.00	$237.75	$1,188.75	$3,566.25
D11	Silent Check	3	EA	$2,783.00	$695.75	$3,478.75	$10,436.25
D12	BFV	3	EA	$2,037.00	$509.25	$2,546.25	$7,638.75
D13	24" DI Spool 2' long tapped for Flow Meter	1	EA	$4,428.00	$1,107.00	$5,535.00	$5,535.00
D14	Pump 1	1	EA	$88,000.00	$8,800.00	$96,800.00	$96,800.00
D15	Pump 2	1	EA	$72,000.00	$7,200.00	$79,200.00	$79,200.00
D16	AHU Water Lines	1	LS	$2,500.00		$2,500.00	$2,500.00
D17	EUH	3	EA	$1,000.00	$100.00	$1,100.00	$3,300.00
D18	ARV	3	EA	$1,500.00	$150.00	$1,650.00	$4,950.00
				SubTotal:			**$272,030.35**
Electrical							
E1	MCC	1	LS	$50,000.00	$15,000.00	$65,000.00	$65,000.00
E2	VFDs	1	LS	$65,000.00	$10,000.00	$75,000.00	$75,000.00
E3	Generator & ATS	1	LS	$350,000.00	$50,000.00	$400,000.00	$400,000.00
E4	Well 13 B Feeder	1	LS	$5,000.00	$2,500.00	$7,500.00	$7,500.00
E5	1000 KVA XFMR	1	LS	$10,000.00	$5,000.00	$15,000.00	$15,000.00
E6	Insertion FM	1	EA	$5,000.00	$1,000.00	$6,000.00	$6,000.00
E7	Pressure Transmitter	1	EA	$1,500.00	$1,000.00	$2,500.00	$2,500.00
E8	Fiber Optic Relocation	1	LS	$1,000.00	$1,000.00	$2,000.00	$2,000.00
E9	Additional IO & Wiring for New Equip	1	LS	$1,000.00	$1,000.00	$2,000.00	$2,000.00
E10	Wiring & Conduit	200	LF	$10.00	$5.00	$15.00	$3,000.00
E11	SCADA Panel Mods	1	LS	$2,500.00	$2,500.00	$5,000.00	$5,000.00
E12	Lighting Panel & XFMR	1	LS	$10,000.00	$5,000.00	$15,000.00	$15,000.00
E13	Lighting Fixture	10	EA	$200.00	$100.00	$300.00	$3,000.00
				SubTotal:			**$648,996.78**

Material & Labor Total:		**$950,588**
Bonds and Insurance	2%	$19,012
Contractors Overhead and Profit:	10%	$95,059
Mobilization:	10%	$95,059
Subtotal		**$1,159,718**
Sales Tax:	6.0%	$43,364
Subtotal:		**$1,203,082**
Contingency:	10%	$120,308
Total Estimated Construction Cost:		***$1,429,000***
Cost Range	***-50%***	***$714,500***
	100%	***$2,858,000***

Probable Cost of Construction
F-3: Well 9 and 10 Upgrades

Project: City Idaho Falls, Water Facility Plan
Submittal: Capital Improvement Program
Owner: City of Idaho Falls
Project No.: 20-2930
Date: May 23, 2022

Item No.	Item	Quantity		Unit Costs			Total Cost
				Material	Labor/Equipment (L/E)	Total	
Site Improvements							
A1	Security fencing, 8ft high	43	LF	$79.00	$17.00	$96.00	$4,128
A2	Double swing gate, 8ft high, 12ft opening	1	EA	$1,170.00	$2,442.00	$3,612.00	$3,612
A3	AWIA Identified Improvements	1	EA			$35,638.50	$35,638
				Subtotal:			**$43,378**
Building Improvements							
B1	Exterior brick repair	1	EA	$5,088.00	$2,544.00	$7,632.00	$7,632
B2	Brick pump house, 10ft x 12 ft (Well 10)	120	SF	$78.00	$23.00	$101.00	$12,120
				Subtotal:			**$19,752**
Reservoir Improvements							
C1	Access hatch, 36in x 36in	1	EA	$6,360.00	$6,360.00	$12,720.00	$12,720
C2	Stainless steel tank ladder, 10ft high	1	EA	$3,816.00	$3,816.00	$7,632.00	$7,632
C3	Overflow air-gap improvements	1	EA	$5,088.00	$5,088.00	$10,176.00	$10,176
C4	Submersible level transmitter, display & power	1	EA	$4,600.00	$4,600.00	$9,200.00	$9,200
				Subtotal:			**$39,728**
Pumping and Piping Improvements							
D1	Replace Well #10 Submersible with vertical turbine	1	EA	$343,465.00	$50,884.00	$394,349.00	$394,349
D2	Control valve sequencing programming	1	EA	$0.00	$25,442.00	$25,442.00	$25,442
D3	Pump to waste, 14in DI piping (pump 9 & 10)	60	LF	$237.00	$60.00	$297.00	$17,820
D4	Pump to waste, 14" DI Tee (pump 9 & 10)	2	EA	$6,615.00	$896.00	$7,511.00	$15,022
D5	Pump to waste, 14in DI 90deg (pump 9 & 10)	4	EA	$3,053.00	$599.00	$3,652.00	$14,608
D6	Pump to waste, 14in 45deg (pump 9 & 10)	2	EA	$3,053.00	$599.00	$3,652.00	$7,304
D7	Pump to waste, 14" butterfly valve	2	EA	$7,823.00	$1,715.00	$9,538.00	$19,076
D8	Pump to waste roadway repair	16	SY	$46.00	$18.00	$64.00	$1,024
D9	Pump to waste pipe trenching, 3ft deep	35	CY	$0.00	$30.00	$30.00	$1,050
D10	Extend well casing & pedestal 24in above floor	1	EA	$5,088.00	$17,809.00	$22,897.00	$22,897
D11	Insertion Flow Sensor	1	EA	$20,353.00	$6,106.00	$26,459.00	$26,459
				Subtotal:			**$545,051**
Safety Improvements							
F1	Emergency eye wash, self-contained unit	1	EA	$1,425.00	$509.00	$1,934.00	$1,934
F2	SCBA Equipment, wall mount	1	EA	$5,597.00	$509.00	$6,106.00	$6,106
				Subtotal:			**$8,040**

Material & Labor Total:		**$655,949**
Bonds and Insurance:	0%	$0
Mobilization:	15%	$98,392
Material Sales Tax:	6%	$28,617
Contractor's Overhead & Profit:	10%	$65,595
Subtotal		**$848,554**
Contingency:	*30%*	*$254,566*
Environmental Mitigation	*Not included*	
Right of Way Acquisition	*Not included*	
Estimated Construction Cost		***$1,103,000***
Admin and Legal:	10%	$110,300
Engineering:	15%	$165,450
Construction Admin:	5%	$55,150
Estimated Project Cost		***$1,434,000***

Cost Range	***-50%***	***$717,000***
	100%	***$2,868,000***

Probable Cost of Construction
F-4.1: Well 3 Upgrades

Project: City Idaho Falls, Water Facility Plan
Submittal: Capital Improvement Program
Owner: City of Idaho Falls
Project No.: 20-2930
Date: May 23, 2022

Item No.	Item	Quantity		Unit Costs			Total Cost
				Material	Labor/Equipment (L/E)	Total	
Site Improvements							
A1	AWIA Identified Improvements	1	EA			$80,996.58	$80,997
				Subtotal:			**$80,997**
Building Improvements							
B1	Chlorine room exterior access door	1	EA	$3,307.00	$1,196.00	$4,503.00	$4,503
B2	Replace building windows	3	EA	$3,117.00	$214.00	$3,331.00	$9,993
B3	Lighting	4	EA	$127.00	$210.00	$337.00	$1,348
B4	Motorized damper, 5ft x 5ft	1	EA	$2,290.00	$2,290.00	$4,580.00	$4,580
B5	Ventilation fan, 36in, 1/2Hp, 9,000cfm	1	EA	$3,053.00	$3,053.00	$6,106.00	$6,106
B6	Wired door alarm	2	EA	$763.00	$763.00	$1,526.00	$3,052
B7	Wired motion sensor	2	EA	$763.00	$763.00	$1,526.00	$3,052
				Subtotal:			**$32,634**
Well Improvements							
C1	Sanitary seal	1	EA	$508,837.00	$508,836.88	$1,017,673.88	$1,017,674
C2	Well casing replacement, 24in	6090	LB	$3.08	$3.13	$6.21	$37,819
C3	Well water level sensor	1	EA	$4,600.00	$4,599.89	$9,199.89	$9,200
				Subtotal:			**$1,064,693**
Pumping and Piping Improvements							
D1	Pump to waste, 14in DI piping	100	LF	$237.00	$59.76	$296.76	$29,676
D2	Pump to waste, 14" DI Tee	1	EA	$6,615.00	$896.00	$7,511.00	$7,511
D3	Pump to waste, 14in DI 90deg	1	EA	$3,053.00	$599.00	$3,652.00	$3,652
D4	Pump to waste, 14" butterfly valve	1	EA	$7,823.00	$1,715.00	$9,538.00	$9,538
				Subtotal:			**$50,377**
Electrical Improvements							
E1	Pump MCP, 400 Hp	1	EA	$76,326.00	$19,081.00	$95,407.00	$95,407
				Subtotal:			**$95,407**
Safety Improvements							
F1	Emergency eye wash, self-contained unit	1	EA	$1,425.00	$509.00	$1,934.00	$1,934
F2	SCBA Equipment, wall mount	1	EA	$5,597.00	$509.00	$6,106.00	$6,106
				Subtotal:			**$8,040**

Material & Labor Total:		**$1,332,147**
Bonds and Insurance:	0%	$0
Mobilization:	15%	$199,822
Material Sales Tax:	6%	$40,698
Contractor's Overhead & Profit:	10%	$133,215
Subtotal		**$1,705,882**
Contingency:	*30%*	*$511,765*
Environmental Mitigation	*Not included*	
Right of Way Acquisition	*Not included*	
Estimated Construction Cost		***$2,218,000***
Admin and Legal:	10%	$221,800
Engineering:	15%	$332,700
Construction Admin:	5%	$110,900
Estimated Project Cost		***$2,883,000***
Cost Range	***-50%***	***$1,441,500***
	100%	***$5,766,000***

Probable Cost of Construction
F-7: Well 8 Upgrades

Project: City Idaho Falls, Water Facility Plan
Submittal: Capital Improvement Program
Owner: City of Idaho Falls
Project No.: 20-2930
Date: May 23, 2022

Item No.	Item	Quantity		Unit Costs			Total Cost
				Material	Labor/Equipment (L/E)	Total	
Site Improvements							
A2	Sump pump discharge, 2in piping, trench, asphalt	80	LF	$32.77	$37.63	$70.40	$5,632
A3	AWIA Identified Improvements	1	EA			$80,996.58	$80,997
				Subtotal:			**$86,629**
Building Improvements							
B1	Exterior brick repair	1	EA	$5,088.00	$2,544.00	$7,632.00	$7,632
B2	Building structural inspection.	1	EA	$0.00	$25,442.00	$25,442.00	$25,442
B5	Replace building windows	4	EA	$3,117.00	$214.00	$3,331.00	$13,324
B6	Aluminum grating on pipe chases.	60	SF	$114.50	$7.81	$122.31	$7,339
				Subtotal:			**$53,737**
Reservoir Improvements							
C1	Access hatch, 36in x 36in	1	EA	$6,360.00	$6,360.00	$12,720.00	$12,720
C2	Stainless steel tank ladder, 10ft high	1	EA	$3,816.00	$3,816.00	$7,632.00	$7,632
C3	Overflow air-gap improvements	1	EA	$5,088.00	$5,088.00	$10,176.00	$10,176
				Subtotal:			**$30,528**
Pumping and Piping Improvements							
D1	Booster pump balance and inspect.	1	EA	$0.00	$8,905.00	$8,905.00	$8,905
D2	Discharge piping above floor, 14in DI.	10	LF	$237.00	$59.76	$296.76	$2,968
D3	Discharge piping above floor, 14in 90deg	2	EA	$3,053.00	$599.00	$3,652.00	$7,304
D4	Extend well casing & pedestal 24in above floor	1	EA	$5,088.00	$17,809.00	$22,897.00	$22,897
D5	Insertion Flow Sensor	1	EA	$20,353.00	$6,106.00	$26,459.00	$26,459
				Subtotal:			**$68,533**
Safety Improvements							
F1	Emergency eye wash, self-contained unit	1	EA	$1,425.00	$509.00	$1,934.00	$1,934
F2	SCBA Equipment, wall mount	1	EA	$5,597.00	$509.00	$6,106.00	$6,106
				Subtotal:			**$8,040**
	Material & Labor Total:						**$247,466**
	Bonds and Insurance:	0%					$0
	Mobilization:	15%					$37,120
	Material Sales Tax:	6%					$4,995
	Contractor's Overhead & Profit:	10%					$24,747
Subtotal							**$314,327**
	Contingency:	*30%*					*$94,298*
	Environmental Mitigation	*Not included*					
	Right of Way Acquisition	*Not included*					
Estimated Construction Cost							***$409,000***
	Admin and Legal:	10%					$40,900
	Engineering:	15%					$61,350
	Construction Admin:	5%					$20,450
Estimated Project Cost							***$532,000***
Cost Range		***-50%***					***$266,000***
		100%					***$1,064,000***

Probable Cost of Construction
F-13: Upgrade Well 16 (Project 2)

Project: City Idaho Falls, Water Facility Plan
Submittal: Capital Improvement Program
Owner: City of Idaho Falls
Project No.: 20-2930
Date: May 23, 2022

Item No.	Item	Quantity		Unit Costs			Total Cost
				Material	Labor/Equipment (L/E)	Total	
Site Improvements							
A1	AWIA Identified Improvements	**1.00**	**EA**			$8,639.64	$8,640
				Subtotal:			**$8,640**
Well							
A1	Well - 3,600 gpm	1	EA			$1,757,789.08	$1,757,789
				Subtotal:			**$1,757,789**
Storage							
B1	Storage - 2 MG	1	EA			$2,824,558.11	$2,824,558
				Subtotal:			**$2,824,558**
Booster Station							
C1	Replace Existing Pumps - 3,600 gpm	1	EA			$958,770.25	$958,770
C2	New Pump - 3,600 gpm	1	EA			$1,961,706.32	$1,961,706
				Subtotal:			**$2,920,477**
	Material & Labor Total:						**$7,511,463**
	Bonds and Insurance:	0%					$0
	Mobilization:	10%					$751,146
	Material Sales Tax:	6%					$0
	Contractor's Overhead & Profit:	10%					$751,146
Subtotal							**$9,013,756**
	Contingency:	*30%*					*$2,704,127*
	Environmental Mitigation	*Not included*					
	Right of Way Acquisition	*Not included*					
Estimated Construction Cost							***$11,718,000***
	Admin and Legal:	10%					$1,171,800
	Engineering:	15%					$1,757,700
	Construction Admin:	5%					$585,900
Estimated Project Cost							***$15,233,000***
Cost Range		***-50%***					***$7,616,500***
		100%					***$30,466,000***

Probable Cost of Construction
F-17: New Booster Pump at New Well Facility at Well 13 and 13B (Project 2)

Project: City Idaho Falls, Water Facility Plan
Submittal: Capital Improvement Program
Owner: City of Idaho Falls
Project No.: 20-2930
Date: May 23, 2022

Item No.	Item	Quantity		Unit Costs			Total Cost
				Material	Labor/Equipment (L/E)	Total	
Booster Station							
C1	Booster Station - Pump Upgrade 1,500 gpm	1	EA			$225,571.75	$225,572
					Subtotal:		**$225,572**

Material & Labor Total:		**$225,572**
Bonds and Insurance:	0%	$0
Mobilization:	10%	$22,557
Material Sales Tax:	6%	$0
Contractor's Overhead & Profit:	10%	$22,557
Subtotal		**$270,686**
Contingency:	*30%*	*$81,206*
Environmental Mitigation	*Not included*	
Right of Way Acquisition	*Not included*	
Estimated Construction Cost		***$352,000***
Admin and Legal:	10%	$35,200
Engineering:	15%	$52,800
Construction Admin:	5%	$17,600
Estimated Project Cost		***$458,000***
Cost Range	***-50%***	***$229,000***
	100%	***$916,000***

Probable Cost of Construction
F-18: New Well Facillty Near East River Road and Tower Road

Project: City Idaho Falls, Water Facility Plan
Submittal: Capital Improvement Program
Owner: City of Idaho Falls
Project No.: 20-2930
Date: May 23, 2022

Item No.	Item	Quantity		Unit Costs			Total Cost
				Material	Labor/Equipment (L/E)	Total	
Well							
A1	Well - 3,000 gpm	1	EA			$1,569,307.71	$1,569,308
				Subtotal:			**$1,569,308**
Storage							
B1	Storage - 2 MG	1	EA			$2,824,558.11	$2,824,558
				Subtotal:			**$2,824,558**
Booster Station							
C1	Booster Station - 6,000 gpm	1	EA			$2,665,282.46	$2,665,282
				Subtotal:			**$2,665,282**
Supply Piping							
D1	Supply Piping P-307: 12-inch 5,750 lf	1	EA			$2,637,633.29	$2,637,633
				Subtotal:			**$2,637,633**

Material & Labor Total:		**$9,696,782**
Bonds and Insurance:	0%	$0
Mobilization:	10%	$969,678
Material Sales Tax:	6%	$0
Contractor's Overhead & Profit:	10%	$969,678
Subtotal		**$11,636,138**
Contingency:	*30%*	*$3,490,841*
Environmental Mitigation	*Not included*	
Right of Way Acquisition	*Not included*	
Estimated Construction Cost		***$15,127,000***
Admin and Legal:	10%	$1,512,700
Engineering:	15%	$2,269,050
Construction Admin:	5%	$756,350
Estimated Project Cost		***$19,665,000***
Cost Range	***-50%***	***$9,832,500***
	100%	***$39,330,000***

Probable Cost of Construction
F-19: Well 12 Upgrades

Project: City Idaho Falls, Water Facility Plan
Submittal: Capital Improvement Program
Owner: City of Idaho Falls
Project No.: 20-2930
Date: May 23, 2022

Item No.	Item	Quantity		Unit Costs			Total Cost
				Material	Labor/Equipment (L/E)	Total	
Site Improvements							
A1	Security fencing, 8ft high	600	LF	$78.90	$16.56	$95.46	$57,276
A2	Double swing gate, 8ft high, 12ft opening	1	EA	$1,170.00	$2,442.00	$3,612.00	$3,612
A3	AWIA Identified Improvements	1	EA			$35,638.50	$35,638
				SubTotal:			**$96,526**
Building Improvements							
B1	Motorized damper, 5ft x 5ft	1	EA	$4,071.00	$4,071.00	$8,142.00	$8,142
B2	Ventilation fan, 36in, 1/2Hp, 10,000cfm	1	EA	$3,816.00	$3,816.00	$7,632.00	$7,632
B3	Wired door alarm.	2	EA	$763.00	$763.00	$1,526.00	$3,052
B5	Wired motion sensor.	2	EA	$763.00	$763.00	$1,526.00	$3,052
				SubTotal:			**$21,878**
Reservoir Improvements							
C1	Aluminum geodesic dome.	1	EA	$381,628.00	$190,814.00	$572,442.00	$572,442
C2	Stainless steel tank ladder, 10ft high	2	EA	$3,816.00	$3,816.00	$7,632.00	$15,264
C3	Submersible level transmitter, display & power	1	EA	$4,600.00	$4,600.00	$9,200.00	$9,200
C4	Overflow, 12in pipe through side of tank	1	EA	$2,544.00	$10,177.00	$12,721.00	$12,721
C5	Overflow, 12in DI 90 deg	2	EA	$2,239.00	$567.00	$2,806.00	$5,612
C6	Overflow, 12in DI piping	20	LF	$201.00	$56.86	$257.86	$5,157
C7	Overflow air-gap dissipation pad	1	LS	$2,544.00	$2,544.00	$5,088.00	$5,088
				SubTotal:			**$625,484**
Pumping and Piping Improvements							
D1	Insertion Flow Sensor	1	EA	$20,353.00	$20,353.00	$40,706.00	$40,706
D2	Pump to waste, 14in DI piping	60	LF	$237.00	$59.76	$296.76	$17,806
D3	Pump to waste, 14" DI Tee	1	EA	$6,615.00	$896.00	$7,511.00	$7,511
D4	Pump to waste, 14in DI 90deg	7	EA	$3,053.00	$599.00	$3,652.00	$25,564
D5	Pump to waste, 14" butterfly valve	1	EA	$7,823.00	$1,715.00	$9,538.00	$9,538
D6	Rotate pump 90deg to accommodate pump to waste	1	EA	$1,272.00	$5,088.00	$6,360.00	$6,360
D7	Repair deep well stilling well	1	LS	$1,272.00	$7,633.00	$8,905.00	$8,905
D8	Submersible level transmitter, display & power	1	EA	$4,600.00	$4,600.00	$9,200.00	$9,200
				SubTotal:			**$125,590**
Electrical Improvements							
E1	Complete electrical gear, MCC	1	EA	$152,651.00	$25,442.00	$178,093.00	$178,093
E2	Conductor & service equipment	1	EA	$6,360.00	$6,360.00	$12,720.00	$12,720
				Subtotal:			**$190,813**
Safety Improvements							
F1	Emergency eye wash, self-contained unit	1	EA	$1,425.00	$509.00	$1,934.00	$1,934
F2	SCBA Equipment, wall mount	1	EA	$5,597.00	$509.00	$6,106.00	$6,106
				Subtotal:			**$8,040**

Material & Labor Total:		**$1,068,331**
Bonds and Insurance:	0%	$0
Mobilization:	15%	$160,250
Material Sales Tax:	6%	$42,627
Contractor's Overhead & Profit:	10%	$106,833
Subtotal		**$1,378,041**
Contingency:	*30%*	*$413,412*
Environmental Mitigation	*Not included*	
Right of Way Acquisition	*Not included*	

Estimated Construction Cost		***$1,791,000***
Admin and Legal:	10%	$179,100
Engineering:	15%	$268,650
Construction Admin:	5%	$89,550
Estimated Project Cost		***$2,328,000***
Cost Range	***-50%***	***$1,164,000***
	100%	***$4,656,000***

Probable Cost of Construction
F-20: Well 11 & 14 Upgrades

Project: City Idaho Falls, Water Facility Plan
Submittal: Capital Improvement Program
Owner: City of Idaho Falls
Project No.: 20-2930
Date: May 23, 2022

Item No.	Item	Quantity		Unit Costs			Total Cost
				Material	Labor/Equipment (L/E)	Total	
Site Improvements							
A1	Security fencing, 8ft high	800	LF	$78.90	$16.56	$95.46	$76,368
A2	Double swing gate, 8ft high, 12ft opening	1	EA	$1,170.00	$2,442.00	$3,612.00	$3,612
A3	AWIA Identified Improvements	1	EA			$8,639.64	$8,640
				SubTotal:			**$88,620**
Building Improvements							
B1	Motorized damper, 6ft x 6ft	1	EA	$4,071.00	$4,071.00	$8,142.00	$8,142
B2	Ventilation fan, 48in, 3/4Hp, 15,000cfm	1	EA	$3,816.00	$3,816.00	$7,632.00	$7,632
				SubTotal:			**$15,774**
Reservoir Improvements							
C1	Aluminum geodesic dome.	1	EA	$381,628.00	$190,814.00	$572,442.00	$572,442
C2	Stainless steel tank ladder, 10ft high	2	EA	$3,816.00	$3,816.00	$7,632.00	$15,264
C3	Submersible level transmitter, display & power	1	EA	$4,600.00	$4,600.00	$9,200.00	$9,200
C4	Overflow, 12in pipe through side of tank	1	EA	$2,544.00	$10,177.00	$12,721.00	$12,721
C5	Overflow, 12in DI 90 deg	2	EA	$2,239.00	$567.00	$2,806.00	$5,612
C6	Overflow, 12in DI piping	80	LF	$201.00	$56.86	$257.86	$20,629
C7	V-Ditch grading to canal	10	CY	$0.00	$40.83	$40.83	$408
C8	Grouted rip-rap for v-ditch	25	SY	$101.80	$190.81	$292.61	$7,315
				SubTotal:			**$643,591**
Pumping and Piping Improvements							
D1	Insertion Flow Sensor	1	EA	$20,353.00	$6,106.00	$26,459.00	$26,459
D2	Pump to waste, 14in DI piping (pump 11)	35	LF	$237.00	$59.76	$296.76	$10,387
D3	Pump to waste, 14" DI Tee (pump 11)	1	EA	$6,615.00	$896.00	$7,511.00	$7,511
D4	Pump to waste, 14in DI 90deg (pump 11)	4	EA	$3,053.00	$599.00	$3,652.00	$14,608
D5	Pump to waste, 14" butterfly valve (pump 11)	1	EA	$7,823.00	$1,715.00	$9,538.00	$9,538
D6	Pump to waste, 14in DI piping (pump 14)	180	LF	$237.00	$59.76	$296.76	$53,417
D7	Pump to waste, 14" DI Tee (pump 14)	1	EA	$6,615.00	$896.00	$7,511.00	$7,511
D8	Pump to waste, 14in DI 90deg (pump 14)	3	EA	$3,053.00	$599.00	$3,652.00	$10,956
D9	Pump to waste, 14in 45deg (pump 14)	3	EA	$3,053.00	$599.00	$3,652.00	$10,956
D10	Pump to waste, 14" butterfly valve (pump 14)	1	EA	$7,823.00	$1,715.00	$9,538.00	$9,538
				SubTotal:			**$160,880**
Electrical Improvements							
E1	Complete electrical gear, MCC	1	EA	$267,139.00	$38,163.00	$305,302.00	$305,302
E2	Conductor & service equipment	1	EA	$25,442.00	$25,442.00	$50,884.00	$50,884
E3	Generator, 750 kW	1	EA	$508,837.00	$71,237.00	$580,074.00	$580,074
E4	Automatic transfer switch	1	EA	$127,209.00	$50,884.00	$178,093.00	$178,093
				Subtotal:			**$1,114,353**
	Material & Labor Total:						**$2,023,218**
	Bonds and Insurance:	0%					$0
	Mobilization:	15%					$303,483
	Material Sales Tax:	6%					$93,062
	Contractor's Overhead & Profit:	10%					$202,322
Subtotal							**$2,622,084**
	Contingency:	*30%*					*$786,625*
	Environmental Mitigation	*Not included*					
	Right of Way Acquisition	*Not included*					
Estimated Construction Cost							***$3,409,000***

Admin and Legal:	10%	$340,900
Engineering:	15%	$511,350
Construction Admin:	5%	$170,450
Estimated Project Cost		***$4,432,000***
Cost Range	***-50%***	***$2,216,000***
	100%	***$8,864,000***

Opinion of Probable Construction Cost
F-21: Well 13 and 13B Upgrades (Project 2)

Project: City Idaho Falls, Water Facility Plan
Submittal: Capital Improvement Program
Owner: City of Idaho Falls
Project No.: 20-2930
Date: May 23, 2022

Item No.	Item	Quantity		Unit Costs			Total Cost
				Material	Labor/Equipment (L/E)	Total	
Site Improvements							
A1	Exterior lighting (Outdoor 110W LED)	4	EA	$1,946.00	$112.00	$2,058.00	$8,232
A2	AWIA Identified Improvements	1	EA			$8,639.64	$8,640
				Subtotal:			**$16,872**
Building Improvements							
B1	Booster Building, motorized damper, 5ft x 5ft	1	EA	$2,290.00	$2,290.00	$4,580.00	$4,580
B2	Booster Building, ventilation fan, 36in, 3/4Hp, 11,000cfm	1	EA	$2,544.00	$2,544.00	$5,088.00	$5,088
				Subtotal:			**$9,668**
Reservoir Improvements							
C1	Aluminum Geodesic Dome	1	EA	$381,628.00	$190,814.00	$572,442.00	$572,442
C2	Stainless steel tank ladder, 10ft high	2	EA	$3,816.00	$3,816.00	$7,632.00	$15,264
C3	Raise overflow pipe for proper air-gap.	1	LS	$2,544.00	$7,633.00	$10,177.00	$10,177
				Subtotal:			**$597,883**
Pumping and Piping Improvements							
D1	Insertion Flow Sensor	1	EA	$20,353.00	$6,106.00	$26,459.00	$26,459
				Subtotal:			**$26,459**

Material & Labor Total:		**$650,882**
Bonds and Insurance:	0%	$0
Mobilization:	15%	$97,632
Material Sales Tax:	6%	$25,487
Contractor's Overhead & Profit:	10%	$65,088
Subtotal		**$839,089**
Contingency:	*30%*	*$251,727*
Environmental Mitigation	*Not included*	
Right of Way Acquisition	*Not included*	
Estimated Construction Cost		***$1,091,000***
Admin and Legal:	10%	$109,100
Engineering:	15%	$163,650
Construction Admin:	5%	$54,550
Estimated Project Cost		***$1,418,000***
Cost Range	***-50%***	***$709,000***
	100%	***$2,836,000***

Probable Cost of Construction
F-22: Well 6 Upgrades

Project: City Idaho Falls, Water Facility Plan
Submittal: Capital Improvement Program
Owner: City of Idaho Falls
Project No.: 20-2930
Date: May 23, 2022

Item No.	Item	Quantity		Unit Costs			Total Cost
				Material	Labor/Equipment (L/E)	Total	
Site Improvements							
A1	Security fencing, 8ft high	700	LF	$78.90	$17.00	$95.90	$67,130
A2	Double swing gate, 8ft high, 12ft opening	1	EA	$1,170.00	$2,442.00	$3,612.00	$3,612
A3	Exterior lighting (outdoor 110W LED)	3	EA	$1,946.00	$111.90	$2,057.90	$6,174
A4	AWIA Identified Improvements	1	EA			$0.00	
				SubTotal:			**$76,916**
Building Improvements							
B1	Motorized damper, 3ft x 3ft	1	EA	$1,527.00	$1,527.00	$3,054.00	$3,054
B2	Ventilation fan, 24in, 1/3Hp, 4,000cfm	1	EA	$2,035.00	$2,035.00	$4,070.00	$4,070
B3	Structural inspection	1	LS	$0.00	$25,442.00	$25,442.00	$25,442
B4	Interior lighting	4	EA	$127.20	$210.00	$337.20	$1,349
B5	Enlarge building (12' x 8'), move flow meter AFF	96	SF	$78.23	$23.48	$101.71	$9,764
B6	Aluminum grating on pipe chase.	18	SF	$114.50	$7.81	$122.31	$2,202
				SubTotal:			**$45,881**
Pumping and Piping Improvements							
D1	Well water level sensor	1	EA	$4,600.00	$4,600.00	$9,200.00	$9,200
D2	Insertion Flow Sensor	1	EA	$20,353.00	$6,106.00	$26,459.00	$26,459
D3	Pump to waste, 8in DI piping	120	LF	$113.20	$44.78	$157.98	$18,958
D4	Pump to waste, 8in DI Tee	1	EA	$2,163.00	$524.00	$2,687.00	$2,687
D5	Pump to waste, 8in DI 90deg	1	EA	$1,145.00	$349.00	$1,494.00	$1,494
D6	Pump to waste, 8in butterfly valve	1	EA	$2,124.00	$864.00	$2,988.00	$2,988
D7	Move discharge piping above ground	20	LF	$113.20	$44.78	$157.98	$3,160
				SubTotal:			**$64,945**
Electrical Improvements							
E1	Pump MCP, 150HP	1	EA	$30,530.00	$10,177.00	$40,707.00	$40,707
				Subtotal:			**$40,707**
Safety Improvements							
F1	Emergency eye wash, self-contained unit	1	EA	$1,425.00	$509.00	$1,934.00	$1,934
F2	SCBA Equipment, wall mount	1	EA	$5,597.00	$509.00	$6,106.00	$6,106
				Subtotal:			**$8,040**

Material & Labor Total:		**$236,488**
Bonds and Insurance:	0%	$0
Mobilization:	15%	$35,473
Material Sales Tax:	6%	$9,580
Contractor's Overhead & Profit:	10%	$23,649
Subtotal		**$305,190**
Contingency:	*30%*	*$91,557*
Environmental Mitigation	*Not included*	
Right of Way Acquisition	*Not included*	
Estimated Construction Cost		***$397,000***
Admin and Legal:	10%	$39,700
Engineering:	15%	$59,550
Construction Admin:	5%	$19,850
Estimated Project Cost		***$516,000***
Cost Range	***-50%***	***$258,000***
	100%	***$1,032,000***

Probable Cost of Construction
F22-15: 65th Street Booster Station Pump 3 Upgrades

Project: City Idaho Falls, Water Facility Plan
Submittal: Capital Improvement Program
Owner: City of Idaho Falls
Project No.: 20-2930
Date: May 23, 2022

Item No.	Item	Quantity		Unit Costs			Total Cost
				Material	Labor/Equipment (L/E)	Total	
Booster Station							
C1	Booster Station - Replace existing 900 gpm pump with 2,000 gpm pump	1	EA			$231,341.87	$231,342
					Subtotal:		**$231,342**
	Material & Labor Total:						**$231,342**
	Bonds and Insurance:	0%					$0
	Mobilization:	10%					$23,134
	Material Sales Tax:	6%					$0
	Contractor's Overhead & Profit:	10%					$23,134
Subtotal							**$277,610**
	Contingency:	*30%*					*$83,283*
	Environmental Mitigation	*Not included*					
	Right of Way Acquisition	*Not included*					
Estimated Construction Cost							***$361,000***
	Admin and Legal:	10%					$36,100
	Engineering:	15%					$54,150
	Construction Admin:	5%					$18,050
Estimated Project Cost							***$469,000***
Cost Range		***-50%***					***$234,500***
		100%					***$938,000***

Probable Cost of Construction
F22-16: Well 5 Replacement

Project: City Idaho Falls, Water Facility Plan
Submittal: Capital Improvement Program
Owner: City of Idaho Falls
Project No.: 20-2930
Date: May 23, 2022

Item No.	Item	Quantity		Unit Costs			Total Cost
				Material	Labor/Equipment (L/E)	Total	
Site Improvements							
A1	AWIA Idwentified Improvements	1	EA			$116,635.08	$116,635
					Subtotal:		**$116,635**
Well							
B1	Well -5,500 gpm	1	EA			$1,888,076.84	$1,888,077
					Subtotal:		**$1,888,077**
Booster Station							
C1	Booster Station - 5,500 gpm	1	EA			$2,529,706.31	$2,529,706
					Subtotal:		**$2,529,706**

Material & Labor Total:		**$4,534,418**
Bonds and Insurance:	0%	$0
Mobilization:	10%	$453,442
Material Sales Tax:	6%	$0
Contractor's Overhead & Profit:	10%	$453,442
Subtotal		**$5,441,302**
Contingency:	*30%*	*$1,632,391*
Environmental Mitigation	*Not included*	
Right of Way Acquisition	*Not included*	
Estimated Construction Cost		***$7,074,000***
Admin and Legal:	10%	$707,400
Engineering:	15%	$1,061,100
Construction Admin:	5%	$353,700
Estimated Project Cost		***$9,196,000***
Cost Range	***-50%***	***$4,598,000***
	100%	***$18,392,000***

Probable Cost of Construction
F22-28: New Well and Storage Facility near S 15th E and 49th S

Project: City Idaho Falls, Water Facility Plan
Submittal: Capital Improvement Program
Owner: City of Idaho Falls
Project No.: 20-2930
Date: May 23, 2022

Item No.	Item	Quantity		Unit Costs			Total Cost
				Material	Labor/Equipment (L/E)	Total	
Well							
A1	Well - 3,000 gpm	1	EA			$1,569,307.71	$1,569,308
					Subtotal:		**$1,569,308**
Storage							
B1	Storage - 2 MG	1	EA			$2,824,558.11	$2,824,558
					Subtotal:		**$2,824,558**
Booster Station							
C1	Booster Station - 4,500 gpm	1	EA			$2,242,745.53	$2,242,746
					Subtotal:		**$2,242,746**

Material & Labor Total:		**$6,636,611**
Bonds and Insurance:	0%	$0
Mobilization:	10%	$663,661
Material Sales Tax:	6%	$0
Contractor's Overhead & Profit:	10%	$663,661
Subtotal		**$7,963,934**
Contingency:	*30%*	*$2,389,180*
Environmental Mitigation	*Not included*	
Right of Way Acquisition	*Not included*	
Estimated Construction Cost		***$10,353,000***
Admin and Legal:	10%	$1,035,300
Engineering:	15%	$1,552,950
Construction Admin:	5%	$517,650
Estimated Project Cost		***$13,459,000***
Cost Range	***-50%***	***$6,729,500***
	100%	***$26,918,000***

Probable Cost of Construction
F22-31: New Storage and Booster Station Facility at Well 13/13B/19 Site

Project: City Idaho Falls, Water Facility Plan
Submittal: Capital Improvement Program
Owner: City of Idaho Falls
Project No.: 20-2930
Date: May 23, 2022

Item No.	Item	Quantity		Unit Costs			Total Cost
				Material	Labor/Equipment (L/E)	Total	
Storage							
B1	Storage - 2 MG	1	EA			$2,824,558.11	$2,824,558
					Subtotal:		**$2,824,558**
Booster Station							
C1	Booster Station - 4,000 gpm	1	EA			$2,089,721.86	$2,089,722
					Subtotal:		**$2,089,722**
Pipe							
D1	Supply Piping P-22-80: 2,670 feet of 8-inch, 16-inch,24-inch, 30-inch	1	EA			$1,380,515.15	$1,380,515
					Subtotal:		**$1,380,515**
	Material & Labor Total:						**$6,294,795**
	Bonds and Insurance:	0%					$0
	Mobilization:	10%					$629,480
	Material Sales Tax:	6%					$0
	Contractor's Overhead & Profit:	10%					$629,480
Subtotal							**$7,553,754**
	Contingency:	*30%*					*$2,266,126*
	Environmental Mitigation	*Not included*					
	Right of Way Acquisition	*Not included*					
Estimated Construction Cost							***$9,820,000***
	Admin and Legal:	10%					$982,000
	Engineering:	15%					$1,473,000
	Construction Admin:	5%					$491,000
Estimated Project Cost							***$12,766,000***
Cost Range		***-50%***					***$6,383,000***
		100%					***$25,532,000***

Probable Cost of Construction
F22-31: New Elevated Storage at Well 13/13B/19 Site

Project: City Idaho Falls, Water Facility Plan
Submittal: Capital Improvement Program
Owner: City of Idaho Falls
Project No.: 20-2930
Date: May 23, 2022

Item No.	Item	Quantity		Unit Costs			Total Cost
				Material	Labor/Equipment (L/E)	Total	
Site Improvements							
A1	Civil Site Work	1	EA			$484,800.00	$484,800
					Subtotal:		**$484,800**
Storage							
B1	Storage - 2 MG	1	EA			$6,250,000.00	$6,250,000
					Subtotal:		**$6,250,000**
Electrical							
C1	Electrical Improvements	1	EA			$85,000.00	$85,000
					Subtotal:		**$85,000**
Pipe							
D1	Site Piping	1	EA			$707,595.00	$707,595
D2	Supply Piping P-22-80: 2,670 feet of 8-inch, 16-inch,24-inch, 30-inch	1	EA			$1,380,515.15	$1,380,515
					Subtotal:		**$2,088,110**

Material & Labor Total:		**$8,907,910**
Bonds and Insurance:	0%	$0
Mobilization:	10%	$890,791
Material Sales Tax:	6%	$0
Contractor's Overhead & Profit:	10%	$890,791
Subtotal		**$10,689,492**
Contingency:	*30%*	*$3,206,848*
Environmental Mitigation	*Not included*	
Right of Way Acquisition	*Not included*	
Estimated Construction Cost		***$13,896,000***
Admin and Legal:	10%	$1,389,600
Engineering:	15%	$2,084,400
Construction Admin:	5%	$694,800
Estimated Project Cost		***$18,065,000***
Cost Range	***-50%***	***$9,032,500***
	100%	***$36,130,000***

Probable Cost or Construction
F-23: Well 17 Upgrades

Project: City Idaho Falls, Water Facility Plan
Submittal: Capital Improvement Program
Owner: City of Idaho Falls
Project No.: 20-2930
Date: May 23, 2022

Item No.	Item	Quantity		Unit Costs			Total Cost
				Material	Labor/Equipment (L/E)	Total	
Site Improvements							
A1	AWIA Identified Improvements	1	EA			$89,636.22	$89,636
				SubTotal:			**$89,636**
Reservoir Improvements							
C1	Access hatch, 36in x 36in	1	EA	$6,360.00	$6,360.00	$12,720.00	$12,720
C2	Stainless steel tank ladder, 10ft high	1	EA	$3,816.00	$3,816.00	$7,632.00	$7,632
C3	Overflow, 12in DI piping	2	LF	$201.00	$56.90	$257.90	$516
C4	Membrane roofing	22	SQ	$318.00	$161.00	$479.00	$10,538
				SubTotal:			**$31,406**
Pumping and Piping Improvements							
D1	Insertion Flow Sensor	1	EA	$20,353.00	$6,106.00	$26,459.00	$26,459
				SubTotal:			**$26,459**
Electrical Improvements							
E1	Complete electrical gear, MCC	1	EA	$190,814.00	$30,530.00	$221,344.00	$221,344
E2	Conductor & service equipment	1	EA	$7,633.00	$6,360.00	$13,993.00	$13,993
				Subtotal:			**$235,337**

Material & Labor Total:		**$382,838**
Bonds and Insurance:	0%	$0
Mobilization:	15%	$57,426
Material Sales Tax:	6%	$14,182
Contractor's Overhead & Profit:	10%	$38,284
Subtotal		**$492,730**
Contingency:	*30%*	*$147,819*
Environmental Mitigation	*Not included*	
Right of Way Acquisition	*Not included*	
Estimated Construction Cost		***$641,000***
Admin and Legal:	10%	$64,100
Engineering:	15%	$96,150
Construction Admin:	5%	$32,050
Estimated Project Cost		***$833,000***
Cost Range	***-50%***	***$416,500***
	100%	***$1,666,000***

Probable Cost or Construction
F-24: Well 2 Upgrades

Project: City Idaho Falls, Water Facility Plan
Submittal: Capital Improvement Program
Owner: City of Idaho Falls
Project No.: 20-2930
Date: May 23, 2022

Item No.	Item	Quantity		Unit Costs			Total Cost
				Material	Labor/Equipment (L/E)	Total	
Site Improvements							
A1	Security fencing, 8ft high	600	LF	$78.90	$16.56	$95.46	$57,276
A2	Double swing gate, 8ft high, 12ft opening	1	EA	$1,170.00	$2,442.00	$3,612.00	$3,612
A3	AWIA Identified Improvements	1	EA			$116,635.08	$116,635
				SubTotal:			**$177,523**
Building Improvements							
B1	Motorized damper, 5ft x 5ft	1	EA	$2,290.00	$2,290.00	$4,580.00	$4,580
B2	Ventilation fan, 36in, 1/2Hp, 9,000cfm	1	EA	$3,053.00	$3,053.00	$6,106.00	$6,106
				SubTotal:			**$10,686**
Reservoir Improvements							
C1	Access hatch, 36in x 36in	1	EA	$6,360.00	$6,360.00	$12,720.00	$12,720
C2	Stainless steel tank ladder, 10ft high	1	EA	$3,816.00	$3,816.00	$7,632.00	$7,632
C3	Overflow air-gap dissipation pad.	1	EA	$2,544.00	$5,088.00	$7,632.00	$7,632
C4	Overflow, 12in pipe through side of tank	1	EA	$2,544.00	$10,177.00	$12,721.00	$12,721
C5	Overflow, 12in DI 90 deg	2	EA	$2,239.00	$567.00	$2,806.00	$5,612
C6	Overflow, 12in DI piping under roadway	100	LF	$201.00	$56.90	$257.90	$25,790
C7	Roadway repair	150	SQ	$63.60	$161.00	$224.60	$33,690
				SubTotal:			**$105,797**
Pumping and Piping Improvements							
D1	Extend well casing 24in above floor	1	EA	$1,018.00	$17,809.00	$18,827.00	$18,827
D2	Insertion Flow Sensor	1	EA	$20,353.00	$6,106.00	$26,459.00	$26,459
D3	Well water level sensor	1	EA	$4,600.00	$4,600.00	$9,200.00	$9,200
				SubTotal:			**$54,486**
Electrical Improvements							
E1	Complete electrical gear, MCC	1	EA	$114,488.00	$25,442.00	$139,930.00	$139,930
E2	Conductor & service equipment	1	EA	$6,360.00	$6,360.00	$12,720.00	$12,720
				Subtotal:			**$152,650**
Safety Improvements							
F1	Emergency eye wash, self-contained unit	1	EA	$1,425.00	$509.00	$1,934.00	$1,934
F2	SCBA Equipment, wall mount	1	EA	$5,597.00	$509.00	$6,106.00	$6,106
				Subtotal:			**$8,040**

Material & Labor Total:		**$509,182**
Bonds and Insurance:	0%	$0
Mobilization:	15%	$76,377
Material Sales Tax:	6%	$15,425
Contractor's Overhead & Profit:	10%	$50,918
Subtotal		**$651,902**
Contingency:	*30%*	*$195,571*
Environmental Mitigation	*Not included*	
Right of Way Acquisition	*Not included*	

Estimated Construction Cost		***$847,000***
Admin and Legal:	10%	$84,700
Engineering:	15%	$127,050
Construction Admin:	5%	$42,350
Estimated Project Cost		***$1,101,000***
Cost Range	***-50%***	***$550,500***
	100%	***$2,202,000***

Probable Cost of Construction
F-25: Well 15 and 15B Reservoir Upgrades

Project: City Idaho Falls, Water Facility Plan
Submittal: Capital Improvement Program
Owner: City of Idaho Falls
Project No.: 20-2930
Date: May 23, 2022

Item No.	Item	Quantity		Unit Costs			Total Cost
				Material	Labor/Equipment (L/E)	Total	
Site Improvements							
A1	AWIA Identified Improvements	1	EA			$8,639.64	$8,640
				Subtotal:			**$8,640**
Building Improvements							
B1	Exterior lighting (outdoor 110W LED)	3	EA	$1,946.00	$111.90	$2,057.90	$6,174
				Subtotal:			**$6,174**
Reservoir Improvements							
C1	Access hatch, 36in x 36in	1	EA	$6,360.00	$6,360.00	$12,720.00	$12,720
C2	Stainless steel tank ladder, 10ft high	1	EA	$3,816.00	$3,816.00	$7,632.00	$7,632
				Subtotal:			**$20,352**

Material & Labor Total:		**$35,165**
Bonds and Insurance:	0%	$0
Mobilization:	15%	$5,275
Material Sales Tax:	6%	$961
Contractor's Overhead & Profit:	10%	$3,517
Subtotal		**$44,918**
Contingency:	*30%*	*$13,475*
Environmental Mitigation	*Not included*	
Right of Way Acquisition	*Not included*	
Estimated Construction Cost		***$58,000***
Admin and Legal:	10%	$5,800
Engineering:	15%	$8,700
Construction Admin:	5%	$2,900
Estimated Project Cost		***$75,000***
Cost Range	***-50%***	***$37,500***
	100%	***$150,000***

Probable Cost or Construction
F-26: Abandon Well 7

Project: City Idaho Falls, Water Facility Plan
Submittal: Capital Improvement Program
Owner: City of Idaho Falls
Project No.: 20-2930
Date: May 23, 2022

Item No.	Item	Quantity		Unit Costs			Total Cost
				Material	Labor/Equipment (L/E)	Total	
Site Improvements							
A1	Remove 30k gal buried tank	1	LS	$5,088.00	$25,442.00	$30,530.00	$30,530
A2							
				SubTotal:			**$30,530**
Building Improvements							
B1							
				SubTotal:			**$0**
Reservoir Improvements							
C1							
				SubTotal:			**$0**
Pumping and Piping Improvements							
D1	Abandon existing well.	1	EA	$38,163.00	$38,163.00	$76,326.00	$76,326
D2							
				SubTotal:			**$76,326**

Material & Labor Total:		**$106,856**
Bonds and Insurance:	0%	$0
Mobilization:	15%	$16,028
Material Sales Tax:	6%	$2,595
Contractor's Overhead & Profit:	10%	$10,686
Subtotal		**$136,165**
Contingency:	*30%*	*$40,850*
Environmental Mitigation	*Not included*	
Right of Way Acquisition	*Not included*	
Estimated Construction Cost		***$177,000***
Admin and Legal:	10%	$17,700
Engineering:	15%	$26,550
Construction Admin:	5%	$8,850
Estimated Project Cost		***$230,000***
Cost Range	***-50%***	***$115,000***
	100%	***$460,000***

Probable Cost or Construction
F-27: Well 1 Upgrades

Project: City Idaho Falls, Water Facility Plan
Submittal: Capital Improvement Program
Owner: City of Idaho Falls
Project No.: 20-2930
Date: May 23, 2022

Item No.	Item	Quantity		Unit Costs			Total Cost
				Material	Labor/Equipment (L/E)	Total	
Site Improvements							
A1	AWIA Idenftified Improvements	1	LS			$116,635.08	$116,635
					SubTotal:		**$116,635**
	Material & Labor Total:						**$116,635**
	Bonds and Insurance:	0%					$0
	Mobilization:	15%					$17,495
	Material Sales Tax:	6%					$0
	Contractor's Overhead & Profit:	10%					$11,664
Subtotal							**$145,794**
	Contingency:	*30%*					*$43,738*
	Environmental Mitigation	*Not included*					
	Right of Way Acquisition	*Not included*					
Estimated Construction Cost							***$190,000***
	Admin and Legal:	10%					$19,000
	Engineering:	15%					$28,500
	Construction Admin:	5%					$9,500
Estimated Project Cost							***$247,000***
Cost Range		***-50%***					***$123,500***
		100%					***$494,000***

Probable Cost or Construction
F-28: Well 4 Upgrades

Project: City Idaho Falls, Water Facility Plan
Submittal: Capital Improvement Program
Owner: City of Idaho Falls
Project No.: 20-2930
Date: May 23, 2022

Item No.	Item	Quantity		Unit Costs			Total Cost
				Material	Labor/Equipment (L/E)	Total	
Site Improvements							
A1	AWIA Idenftified Improvements	1	LS			$116,635.08	$35,638
					SubTotal:		**$35,638**
	Material & Labor Total:						**$35,638**
	Bonds and Insurance:	0%					$0
	Mobilization:	15%					$5,346
	Material Sales Tax:	6%					$0
	Contractor's Overhead & Profit:	10%					$3,564
Subtotal							**$44,548**
	Contingency:	*30%*					*$13,364*
	Environmental Mitigation	*Not included*					
	Right of Way Acquisition	*Not included*					
Estimated Construction Cost							***$58,000***
	Admin and Legal:	10%					$5,800
	Engineering:	15%					$8,700
	Construction Admin:	5%					$2,900
Estimated Project Cost							***$75,000***
Cost Range		***-50%***					***$37,500***
		100%					***$150,000***

Probable Cost or Construction
F-29: Well 18 Upgrades

Project: City Idaho Falls, Water Facility Plan
Submittal: Capital Improvement Program
Owner: City of Idaho Falls
Project No.: 20-2930
Date: May 23, 2022

Item No.	Item	Quantity		Unit Costs			Total Cost
				Material	Labor/Equipment (L/E)	Total	
Site Improvements							
A1	AWIA Idenftified Improvements	1	LS			$8,639.64	$8,640
				SubTotal:			**$8,640**
	Material & Labor Total:						**$8,640**
	Bonds and Insurance:	0%					$0
	Mobilization:	15%					$1,296
	Material Sales Tax:	6%					$0
	Contractor's Overhead & Profit:	10%					$864
Subtotal							**$10,800**
	Contingency:	*30%*					*$3,240*
	Environmental Mitigation	*Not included*					
	Right of Way Acquisition	*Not included*					
Estimated Construction Cost							***$14,000***
	Admin and Legal:	10%					$1,400
	Engineering:	15%					$2,100
	Construction Admin:	5%					$700
Estimated Project Cost							***$18,000***
Cost Range		***-50%***					***$9,000***
		100%					***$36,000***

Memorandum

File #: 23-164 **City Council Meeting**

FROM: Wade Sanner, Director
DATE: Wednesday, May 17, 2023
DEPARTMENT: Community Development Services

Subject
Resolution Approving the Community Development Block Grant (CDBG) 2023 Annual Action Plan

Council Action Desired
☐ Ordinance ☒ Resolution ☐ Public Hearing

☐ Other Action (Approval, Authorization, Ratification, etc.)

Approve the Resolution approving the CDBG 2023 Annual Action Plan (or take other action deemed appropriate).

Description, Background Information & Purpose
For your consideration is a resolution approving the 2023 Annual Action Plan (AAP). This plan allocates CDBG funding to selected applications and is required for the City to continue receiving funding for the CDBG program. The funds are intended to assist low-moderate income areas (LMI) in the community and programs including those addressing housing issues, removing slum and blight, promoting economic development, and improving accessibility. Projects identified in the plan for funding allocations are consistent with these requirements and goals. All appropriate and required public hearings and comment periods have been conducted and the plan is now ready for Council approval so it can be sent to regional HUD offices. Any questions regarding the plans should be addressed to Lisa Farris.

Alignment with City & Department Planning Objectives

☒ ☐ ☒ ☐ ☒ ☐ ☒ ☐

The CDBG Program supports many of the City's goals and priorities including Livable Communities, Economic Growth, Sustainability, and Well-Planned Growth and Development.

Interdepartmental Coordination
NA

Fiscal Impact

The plan is required for the city to receive its annual CDBG allocation from HUD, which averages approximately $430,000 per year.

Legal Review
The resolution has been reviewed by the City of Idaho Falls City Attorney Department.

RESOLUTION NO.

A RESOLUTION OF THE CITY OF IDAHO FALLS, IDAHO, PLAN YEAR 2023 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANNUAL ACTION PLAN.

WHEREAS, the City of Idaho Falls has been designated as an entitlement city by the U.S. Department of Housing and Urban Development;

WHEREAS, the City of Idaho Falls, Idaho, has prepared a One-Year CDBG Annual Action Plan for Plan Year 2023 as part of the requirements of entitlement status;

WHEREAS, the U.S. Department of Housing and Urban Development has approved the 2021-2025 Five-Year CDBG Consolidated Plan and the Analysis of Impediments to Fair Housing Choice prepared by the City of Idaho Falls as part of the requirements of entitlement status; and

WHEREAS, the City of Idaho Falls, Idaho, held a public hearing on the Annual Action Plan PY2023 on April 13, 2023;

WHEREAS, the City of Idaho Falls, Idaho, had a thirty-day comment period until and through May 13, 2023;

WHEREAS, the City of Idaho Falls, Idaho, has considered comments received during the thirty (30) day comment period;

NOW, THEREFORE, be it resolved by the Mayor and City Council of the City of Idaho Falls, Idaho, as follows:

1. The Annual Action Plan for Program Year 2023, as prepared by the Community Development Services Department, Planning Division, a copy of which is attached hereto and by this reference made a part of hereof, is hereby approved.

2. The Mayor is hereby authorized to sign the document(s) for Federal assistance.

ADOPTED and effective this ___ day_____, 2023.

ATTEST: CITY OF IDAHO FALLS, IDAHO

_____ _____

Corrin Wilde, City Clerk Rebecca L. Noah Casper, Ph.D., Mayor

(SEAL)

STATE OF IDAHO)
) ss:
County of Bonneville)

I, CORRIN WILDE, CITY CLERK OF THE CITY OF IDAHO FALLS, IDAHO, DO HEREBY CERTIFY:

That the above and foregoing is a full, true and correct copy of the Resolution entitled, "A RESOLUTION OF THE CITY OF IDAHO FALLS, IDAHO, PLAN YEAR 2023 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANNUAL ACTION PLAN."

_____
Corrin Wilde, City Clerk

(SEAL)

Program Year (PY) 2023 CDBG Applicant	Activity/Project Description 2023 Allocation $433,830	Amount Requested	Recommended Projects
Public Service	***15% Max Allowed or $65,074.5***		
Idaho Legal Aid/Idaho Falls	Legal Aid to victims of domestic violence.	**$12,750.00**	**$12,000.00 (3)**
CLUB, Inc. Crisis Intervention	Case Management for homeless at scattered locations.	**$5,000**	**$5,000.00 (1,3)**
Behavioral Health Crisis Center of East Idaho	Case Management for mental health/substance abuse clients.	**$32,000**	**$28,000.00 (3,6)**
Domestic Violence & Sexual Assault Center (DVSAG)	Substance/Rent Payments - LMI Individuals/families displaced or could be displaced due to in home violent crime ($1000 family/year).	**$20,000.00**	**$10,000.00 (1,3)**
Promise Ridge Emergency Family Shelter/Idaho Falls	One FT case manager to assess, intake, and connect homeless LMI clients with services (Apr - Dec).	**$13,535.60**	**$10,000.00 (1,3)**
Slum/Blight by Area	***30% Max Allowed or $130,149.00***		
Idaho Falls Downtown Development Corp. (IFDDC)	Continue Façade Improvement Program in Downtown Idaho Falls CT 9712.	**$55,000**	**$39,000.00 (6,7)**
LMI - Low Moderate Income	***70% Minimum or $242,944.8***		
City Public Works Dept. Curb/Gutter/Sidewalk	For properties in LMI neighborhoods in Highland Park Subd. (Phase 5 of 5).	**$250,000.00**	**$185,000.00 (1,4,5)**
Idaho Falls Sr. Citizen Community Center	Replace standalone industrial oven approx. $5,000-$8,000 and stove top oven approx. $7,500 - $15,000.	**$23,000.00**	**$23,000.00 (3)**
YMCA Facility Upgrades	Replace existing concrete steps at east entry and before/after school entry ($34,500). Shade for outdoor playground ($15,000). Heating/AC ($45,000).	**$94,500.00**	**$35,064.00 (3,4)**
Development Workshop, Inc.	Replace existing warehouse roof.	**$134,434.19**	**$0 Not high priority**
Administration/CDBG Community Dev. Srv. (CDS)	***20% of 2023 allocation $433,830*** - (1) FT empl. to administer CDBG Program.	**$86,766.00**	**$86,766.00**
	Total Amount Requested + Admin	**$726,985.79**	**$433,830**

2023 CDBG Plan Year (PY) runs Apr 1, 2023 to Mar 31, 2024 2023 CDBG allocation $433,830 expected Aug/Sept 2023

Memorandum

File #: 23-165 **City Council Meeting**

FROM: Wade Sanner, Director
DATE: Wednesday, May 17, 2023
DEPARTMENT: Community Development Services

Subject
Resolution approving the CDBG PY 2022 Consolidated Annual Performance and Evaluation Report (CAPER).

Council Action Desired
☐ Ordinance ☒ Resolution ☐ Public Hearing
☐ Other Action (Approval, Authorization, Ratification, etc.)

Approve the Resolution for the 2022 CAPER (or take other action deemed appropriate).

Description, Background Information & Purpose
Pursuant to HUD (United States Department of Housing and Urban Development) requirements, entitlement communities receiving CDBG funds must complete the consolidated annual performance and evaluation report (CAPER). As part of the reporting process, information on projects completed and funds spent were presented in a public hearing and posted for public comment. The public hearing was held at the April 27, 2023, City Council meeting. The meeting was followed by a 15-day public comment period. No comments were received. The CAPER must be submitted to HUD no later than June 30, 2023.

Alignment with City & Department Planning Objectives

☒ ☐ ☒ ☐ ☒ ☐ ☒ ☐

The CDBG Program supports many of the City's goals and priorities including Livable Communities, Economic Growth, Sustainability, and Well-Planned Growth and Development.

Interdepartmental Coordination
NA

Fiscal Impact
NA

Legal Review

The Resolution has been reviewed by the City of Idaho Falls City Attorney Department.

RESOLUTION NO.

RESOLUTION OF THE CITY OF IDAHO FALLS ADOPTING THE PY2022 CDBG CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT.

WHEREAS, the City of Idaho Falls has been designated as an entitlement city by the U.S Department of Housing and Urban Development;

WHEREAS, The City of Idaho Falls receives annual grant funding as an entitlement city;

WHEREAS, the City of Idaho Falls is required to submit an Annual Report describing how the grant funds were used and the resulting benefits;

WHEREAS, the City of Idaho Falls held a public hearing on the PY2022 Annual Report held before City Council on April 27, 2023;

WHEREAS, a 15-day public comment period was opened on April 27, 2023 and closed on and through May 12, 2023;

WHEREAS, the City of Idaho Falls has considered all comments received during the 15-day comment period;

WHEREAS, all requirements for adopting the report have been met;

NOW, THEREFORE, be it resolved by the Mayor and City Council of the City of Idaho Falls to adopt the PY2022 Annual Report and submit the PY2022 CDBG Consolidated Annual Performance and Evaluation Report to the U.S. Department of Housing and Urban Development.

ADOPTED and effective this ___ day_____, 2023.

ATTEST: CITY OF IDAHO FALLS, IDAHO

_____ _____

Corrin Wilde, City Clerk Rebecca L. Noah Casper, Ph.D., Mayor

(SEAL)

STATE OF IDAHO)
) ss:
County of Bonneville)

I, CORRIN WILDE, CITY CLERK OF THE CITY OF IDAHO FALLS, IDAHO, DO HEREBY CERTIFY:

That the above and foregoing is a full, true and correct copy of the Resolution entitled, "RESOLUTION OF THE CITY OF IDAHO FALLS ADOPTING THE PY2022 CDBG CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT."

_____
Corrin Wilde, City Clerk

(SEAL)

Memorandum

File #: 23-167 **City Council Meeting**

FROM: Wade Sanner, Director
DATE: Thursday, May 18, 2023
DEPARTMENT: Community Development Services

Subject
Administration and Support Services Agreement and Resolution between the City and the Urban Renewal Agency

Council Action Desired
☐ Ordinance ☒ Resolution ☐ Public Hearing
☒ Other Action (Approval, Authorization, Ratification, etc.)

1. Approve the Administration and Support Services Agreement with the Urban Renewal Agency and authorize the Mayor and City Clerk to execute the document (or take other action deemed appropriate).

2. Approve the Resolution for the Administrative and Support Services Agreement with the Urban Renewal Agency and give authorization for the Mayor and City Clerk to sign said resolution (or take other action deemed appropriate).

Description, Background Information & Purpose
The purpose of this agreement is to provide for the definition of rights, obligations, and responsibilities of IFRA and the City to provide for the receipt, investment, and disbursement of funds by IFRA through the City Controller's Office; to clarify the City's obligations to provide administrative, clerical, GIS/mapping and secretarial services, and support for IFRA; and set the amount of consideration IFRA shall pay the City for such services. The City and the Urban Renewal Agency have not previously had a formalized agreement for the support services the City provides through Community Development Services Department. With the Agency contracting with Brad Cramer to continue to function as the Executive Director after leaving employment with the City, it became necessary for the Agency to formalize agreements for support services with both Mr. Cramer and the City.

Alignment with City & Department Planning Objectives

☐ ☐ ☒ ☐ ☒ ☐ ☐ ☐

Interdepartmental Coordination

This agreement was reviewed by staff from Planning, Legal and the Urban Renewal Agency.

Fiscal Impact
NA

Legal Review
This application has been reviewed and approved by the City Attorney Department.

RESOLUTION NO. 23-__

BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF IDAHO FALLS, IDAHO:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF IDAHO FALLS, IDAHO, ALSO KNOWN AS THE IDAHO FALLS REDEVELOPMENT AGENCY, APPROVING THE ADMINISTRATION AND SUPPORT SERVICES AGREEMENT BY AND BETWEEN THE CITY OF IDAHO FALLS AND THE IDAHO FALLS REDEVELOPMENT AGENCY; AUTHORIZING THE CHAIR OR VICE-CHAIR TO EXECUTE THE AGREEMENT AND ANY OTHER NECESSARY DOCUMENTS; AUTHORIZING ANY TECHNICAL CORRECTIONS TO THE AGREEMENT; AUTHORIZING THE APPROPRIATION OF CERTAIN FUNDS PURSUANT TO THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE

THIS RESOLUTION, made on the date hereinafter set forth by the Urban Renewal Agency of the City of Idaho Falls, also known as the Idaho Falls Redevelopment Agency, an independent public body corporate and politic, authorized under the authority of the Idaho Urban Renewal Law of 1965, Chapter 20, Title 50, Idaho Code, as amended (hereinafter the "Law") and the Local Economic Development Act, Chapter 29, Title 50, Idaho Code, as amended (hereinafter the "Act"), a duly created and functioning urban renewal agency for Idaho Falls, Idaho, hereinafter referred to as the "Agency."

WHEREAS, the Agency is authorized to undertake and carry out urban renewal projects to eliminate, remedy, or prevent deteriorated or deteriorating areas through development, redevelopment, rehabilitation, or conservation, or any combination thereof, within its area of operation and is authorized to carry out such projects jointly with the City of Idaho Falls ("City");

WHEREAS, the City Council of the City of Idaho Falls (the "City Council"), after notice duly published, conducted a public hearing on the River Commons Urban Renewal Plan (the "River Commons Plan");

WHEREAS, following said public hearing, the City Council adopted its Ordinance No. 2256 on October 14, 2004, approving the River Commons Plan, making certain findings, and establishing the River Commons revenue allocation area (the "River Commons Project Area");

WHEREAS, the City Council, after notice duly published conducted a public hearing on the Urban Renewal Plan for the Eagle Ridge Urban Renewal Project (the "Eagle Ridge Plan");

WHEREAS, following said public hearing, the City Council adopted its Ordinance No. 2978 on December 11, 2014, approving the Eagle Ridge Plan, making certain findings, and establishing the Eagle Ridge revenue allocation area (the "Eagle Ridge Project Area");

WHEREAS, the City Council, after notice duly published conducted a public hearing on the Urban Renewal Plan for the Jackson Hole Junction Urban Renewal Project (the "Jackson Hole Junction Plan");

WHEREAS, following said public hearing, the City Council adopted its Ordinance No. 3142 on November 9, 2017, approving the Jackson Hole Junction Plan, making certain findings, and establishing the Jackson Hole Junction revenue allocation area (the "Jackson Hole Junction Project Area");

WHEREAS, the City Council, after notice duly published, conducted a public hearing on the Urban Renewal Plan for the Pancheri East Bank Urban Renewal Project (the "Pancheri East Bank Plan");

WHEREAS, following said public hearing, the City Council adopted its Ordinance No. 3492 on November 10, 2022, approving the Pancheri East Bank Plan, making certain findings, and establishing the Pancheri East Bank revenue allocation area (the "Pancheri East Bank Project Area");

WHEREAS, the above-referenced urban renewal plans are collectively referred to as the "Plans" and their respective revenue allocation project areas are collectively referred to as the "Project Areas;"

WHEREAS, the Plans include the acquisition, construction, and installation of public improvements within the Project Areas and necessary costs for engineering, insurance, audit, planning and administration;

WHEREAS, the Agency is authorized to conduct proceedings and to borrow monies to be repaid through revenue allocation (tax increment) funds pursuant to the terms and provisions of the Act for the purpose of financing the undertaking of any urban renewal project;

WHEREAS, the Plans contain revenue allocation (tax increment) financing provisions;

WHEREAS, the City and the AGency hereby find and determine that an agreement enables them to cooperate to their mutual advantage in a manner that will best accord with the needs and development of the City and the Agency and to implement the Plans as well as any future urban renewal plans and project areas;

WHEREAS, the ability for the City and the Agency to cooperate and jointly benefit each other is expressly allowed pursuant to Idaho Code Section 50-2015;

WHEREAS, the City has provided and continues to provide certain administrative and support services to the Agency;

WHEREAS, the City and the Agency wish to state their respective obligations, expand the services provided by the City to the Agency, and revise the amount of consideration paid by the Agency to the City accordingly;

WHEREAS, counsel for City and the Agency and the Agency staff have prepared a proposed Administration and Support Services Agreement ("Agreement"), a copy of which is attached hereto as **Exhibit A** and incorporated herein by reference;

WHEREAS, the Board finds it in the best interest of the Agency and of the public to approve the Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE BOARD OF COMMISSIONERS OF THE IDAHO FALLS REDEVELOPMENT AGENCY, IDAHO, AS FOLLOWS:

Section 1: That the above statements are true and correct.

Section 2: That the Agreement, set forth as **Exhibit A** hereto, be and the same is hereby approved.

Section 3: That the Chair or Vice-Chair of the Agency is hereby authorized to sign and enter into the above-referenced Agreement, set forth as **Exhibit A** hereto, and, further, is hereby authorized to execute all necessary documents required to implement the actions contemplated by the Agreement, subject to representations by the Chair, the Agency Administrator, and the Agency's legal counsel that all conditions precedent to such actions have occurred; the Chair is further authorized to approve and accept any necessary technical changes to the Agreement, upon advice from Agency's legal counsel that said changes are consistent with the provisions of the Agreement presented to the Agency Board at its March 16, 2023, meeting; the Agency is further authorized to appropriate any and all funds contemplated by the Agreement and to perform any and all other duties required pursuant to said Agreement.

Section 4: That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED AND ADOPTED by the Idaho Falls Redevelopment Agency of the city of Idaho Falls, Idaho, on March 16, 2023. Signed by the Chair of the Board of Commissioners and attested by the Secretary to the Board of Commissioners on this 16th day of March 2023.

APPROVED:

By_____
Lee Radford, Chair of the Board

ATTEST:

By_____
Teri Gazdik, Secretary

EXHIBIT A

ADMINISTRATION AND SUPPORT SERVICES AGREEMENT

4886-9005-1669, v. 1

ADMINISTRATION AND SUPPORT SERVICES AGREEMENT

THIS ADMINISTRATION AND SUPPORT SERVICES AGREEMENT ("Agreement") is made and entered into by and between the City of Idaho Falls (hereinafter referred to as the "City"), a municipal corporation of the State of Idaho, and the Urban Renewal Agency of the City of Idaho Falls, also known as the Idaho Falls Redevelopment Agency, an independent public body, corporate and politic, duly organized and existing by virtue of the laws of the State of Idaho, specifically the Idaho Urban Renewal Law of 1965, as amended, Chapter 20, Title 50, Idaho Code (the "Law"), and authorized to transact business and exercise the powers granted by the Law and the Local Economic Development Act, as amended, Chapter 29, Title 50, Idaho Code (the "Act") (hereinafter referred to as the "IFRA") (collectively the City and IFRA may be referred to as the "Parties"). The effective date of this Agreement is the date last signed by the Parties.

WHEREAS, IFRA is authorized to undertake and carry out urban renewal projects to eliminate, remedy, or prevent deteriorated or deteriorating areas through development, redevelopment, rehabilitation, or conservation, or any combination thereof, within its area of operation and is authorized to carry out such projects jointly with the City;

WHEREAS, the City Council of the City of Idaho Falls (the "City Council"), after notice duly published, conducted a public hearing on the River Commons Urban Renewal Plan (the "River Commons Plan");

WHEREAS, following said public hearing, the City Council adopted its Ordinance No. 2256 on October 14, 2004, approving the River Commons Plan, making certain findings, and establishing the River Commons revenue allocation area (the "River Commons Project Area");

WHEREAS, the City Council, after notice duly published conducted a public hearing on the Urban Renewal Plan for the Eagle Ridge Urban Renewal Project (the "Eagle Ridge Plan");

WHEREAS, following said public hearing, the City Council adopted its Ordinance No. 2978 on December 11, 2014, approving the Eagle Ridge Plan, making certain findings, and establishing the Eagle Ridge revenue allocation area (the "Eagle Ridge Project Area");

WHEREAS, the City Council, after notice duly published conducted a public hearing on the Urban Renewal Plan for the Jackson Hole Junction Urban Renewal Project (the "Jackson Hole Junction Plan");

WHEREAS, following said public hearing, the City Council adopted its Ordinance No. 3142 on November 9, 2017, approving the Jackson Hole Junction Plan, making certain findings, and establishing the Jackson Hole Junction revenue allocation area (the "Jackson Hole Junction Project Area");

WHEREAS, the City Council, after notice duly published, conducted a public hearing on the Urban Renewal Plan for the Pancheri East Bank Urban Renewal Project (the "Pancheri East Bank Plan");

WHEREAS, following said public hearing, the City Council adopted its Ordinance No. 3492 on November 10, 2022, approving the Pancheri East Bank Plan, making certain findings, and establishing the Pancheri East Bank revenue allocation area (the "Pancheri East Bank Project Area");

WHEREAS, the above-referenced urban renewal plans are collectively referred to as the "Plans" and their respective revenue allocation project areas are collectively referred to as the "Project Areas;"

WHEREAS, the Plans include the acquisition, construction, and installation of public improvements within the Project Areas and necessary costs for engineering, insurance, audit, planning and administration;

WHEREAS, IFRA is authorized to conduct proceedings and to borrow monies to be repaid through revenue allocation (tax increment) funds pursuant to the terms and provisions of the Act for the purpose of financing the undertaking of any urban renewal project;

WHEREAS, the Plans contain revenue allocation (tax increment) financing provisions;

WHEREAS, the City and IFRA hereby find and determine that this Agreement enables them to cooperate to their mutual advantage in a manner that will best accord with the needs and development of the City and IFRA and to implement the Plans as well as any future urban renewal plans and project areas;

WHEREAS, the ability for the City and IFRA to cooperate and jointly benefit each other is expressly allowed pursuant to Idaho Code Section 50-2015;

WHEREAS, the City has provided and continues to provide certain administrative and support services to IFRA;

WHEREAS, the City and IFRA wish to state their respective obligations, expand the services provided by the City to IFRA, and revise the amount of consideration paid by IFRA to the City accordingly;

NOW, THEREFORE, the City and IFRA do hereby agree as follows:

1. Statement of Purpose

The purpose of this Agreement is to provide for the definition of rights, obligations, and responsibilities of IFRA and of the City to provide for the receipt, investment, and disbursement of funds by IFRA through the City Controller's Office; clarify the City's obligations to provide administrative, clerical, GIS/mapping and secretarial services and support for IFRA; and set the

amount of consideration IFRA shall pay the City for such services.

2. City's Obligations

The City agrees to make available as per this Agreement certain personnel and administrative services to IFRA, including, but not limited to:

a. Services described in this Agreement through the Community Development Services Director; City Controller's Office; the Assistant Planning Director, GIS Analyst/Planner II, and Administrative Assistant of the Community Development Services Department;

b. Any other necessary services described in this Agreement from other City departments or staff related to clerical support;

3. General Job Descriptions

a. Agency Treasurer

1. As of the effective date of this Agreement, staff of the City Controller's Office (the "City Controller Staff") serves as the IFRA Treasurer (the "IFRA Treasurer"). The City Controller Staff shall receive, invest, and disburse funds subject to legal authorization and budgeting by IFRA and formal approval by the IFRA Board. The City Controller Staff shall also be responsible for preparing all required accounting reports, including any required year-end financial statements and/or a comprehensive annual financial report, and advising IFRA Board of IFRA's financial status. Provided however, IFRA shall engage, at its sole cost and expense, a qualified accountant/auditor to provide the annual independent financial audit as required by Idaho Code 67-450B.

2. The City may designate City Controller Staff to perform these functions, subject to approval by IFRA. The City Controller Staff, currently designated to be Cassie Auten, (or other future designee) shall provide the following specific services:

i. Maintain an account ledger for all income and expenses and provide a monthly summary report of the same to IFRA Board; as well as distribution of invoice/expense information for all Board meetings and monthly between meetings;
ii. Track project related expenditures by Project Areas, including those governed by reimbursement agreements;
iii. Provide general bookkeeping services in substantial compliance with Generally Accepted Accounting Principles or Governmental Accounting Standard Board (GASB) standards, whichever is applicable;

iv. Keep track of and prepare checks or other methods of payment for IFRA expenses as directed by the City Controller, the Assistant Director of the Planning Division or IFRA Board;

v. Coordinate with any accountant/auditor selected by IFRA to perform annual audits;

vi. Obtain information from Bonneville County to aid in preparation of the annual budget and/or to confirm IFRA's revenue stream;

vii. Prepare IFRA's annual budget;

b. Community Development Services Director

1. To the extent IFRA does not engage directly with an administrator or executive director, the Community Development Services Director, or their designee as selected by the City and subject to approval by IFRA, agrees to furnish its skill and judgment in the administration of services by a political subdivision, including but not limited to areas related to urban planning and economic development, to carry out the Plans and the Project Areas. The extent of those administration services will be as authorized by the IFRA Board of Commissioners and/or the IFRA Chair. Under the general direction of the Board of Commissioners, and in accordance with IFRA policy, applicable laws, and professional standards, the Community Development Services Director is responsible for the effective administration of all IFRA activities, including development, planning, operations, budgeting, staffing, and developing/maintaining IFRA's external relationships. **Exhibit A,** attached hereto, contains a general description of the services to be provided by the Community Development Services Director.

2. As of the effective date of this Agreement, IFRA contracts with Brad Cramer, Perspective Planning and Consulting LLC, to perform the executive director duties. To the extent, IFRA does not engage directly with an independent contractor to perform executive director services, it is understood the City will designate City staff, as approved by IFRA, to perform the executive director or administrator duties as set forth above.

c. Assistant Planning Director

The Assistant Planning Director, or their designee as selected by the City and subject to approval by IFRA, agrees to provide administrative support to IFRA's administrator or executive director, whether the administrator or executive director is the Community Development Services Director or an independent contractor directly engaged by IFRA. The Assistant Planning Director may meet with developers and/or property owners seeking IFRA assistance for an urban renewal project to determine potential eligibility and to identify certain public infrastructure gaps. The Assistant Planning Director will work with IFRA's administrator or executive director on

advancing projects to the Agency Board for its consideration.

d. GIS Analyst/Planner II

The GIS Analyst/Planner II, or their designee as selected by the City and subject to approval by IFRA, agrees to provide certain mapping support to IFRA for new study areas, new project area, maps related to specific projects, utility location maps and related mapping needs.

e. Other City Departments

From time to time, IFRA may seek input and assistance from other City departments to provide research, analysis, and information concerning potential IFRA projects. In those instances, those departments and their personnel shall be compensated by IFRA as set forth in Section 4 of this Agreement.

f. Clerical and Support Services

1. To the extent IFRA does not engage directly with an independent contractor to provide clerical and support services, the Administrative Assistant of the Community Development Services Department will perform clerical and support services for IFRA. City, through the Community Development Services Department, subject to approval by IFRA, shall designate a city employee or employees and shall provide the following services:

i. Preparation and distribution of the agendas for all meetings of IFRA;
ii. Assemble and maintain the records of IFRA in a safe and organized; manner in compliance with the principles or standards referenced above;
iii. Compliance with IFRA reporting requirements; and
iv. Maintain the IFRA webpage.

As of the effective date of this Agreement, the City contracts with Rebecca Thompson, an independent contractor, which as part of her scope of work includes: to attend each IFRA meeting to record and transcribe the minutes. To the extent, the City and/or IFRA does not engage directly with an independent contractor to perform these services, it is understood the Administrative Assistant of the Community Development Services Department would attend each IFRA meeting and record and transcribe the minutes.

g. Miscellaneous Services

City, through the City Clerk's office, subject to approval by IFRA, shall designate a city employee or employees and shall provide the following services:

1. The City shall provide meeting facilities (at no cost to IFRA) that include live broadcasting of IFRA meetings, to include audio, video, and projection equipment. IFRA will pay a reasonable cost for live streaming its meetings.

4. IFRA'S Obligations/Compensation to City

IFRA agrees to pay City for services rendered under this Agreement based on the following methodology. Any City personnel providing services to IFRA as described in this Agreement shall maintain specific time increments showing the amount of time worked on an IFRA project or initiative as well as a description of the services provided. IFRA shall compensate such work based on the hourly rate imposed by the City employee, in an amount previously agreed to by the City and IFRA through the budgeting process described in Section 8 of this Agreement. Such hourly rate shall be based on the salary and other benefit costs related to the employee's position.

5. Method of Payment/Monthly Invoices

The City shall maintain time and expense records and provide them to IFRA monthly, along with monthly invoices in a format acceptable to IFRA for services performed to the date of the invoice. Each invoice shall specify charges as they relate to the tasks set forth in this Agreement. Each invoice shall also specify current billing and previous payments, with a total of costs incurred and payments made to date. Each invoice shall identify the number of hours incurred by each City employee identified in this Agreement along with that employee's hourly rate. City shall provide IFRA the applicable hourly rate for the work provided, which hourly rate shall be subject to review and approved by IFRA.

If the services subject to a specific invoice do not meet the requirements of this Agreement as IFRA may reasonably determine, IFRA shall notify City in writing and provide specific deficiencies in the services or work product that do not meet the requirements. City shall have seven (7) working days to correct or modify the services or work product to comply with the requirements of the Agreement as set forth in IFRA's written notice. If IFRA again reasonably determines the services or work product fails to meet the requirements, IFRA may withhold payment until deficiencies have been corrected to IFRA's reasonable satisfaction or may terminate this Agreement for cause as set forth in Section 17.a of this Agreement.

6. Additional Reimbursements

IFRA shall reimburse City for costs associated with engineering or other technical services associated with IFRA funded projects. IFRA shall provide reimbursement for the costs of systems and technology to support administrative functions. Such costs shall be identified and approved by the IFRA Board as part of the annual budgeting process.

7. Evaluations

No later than June 1 of each calendar year, IFRA shall evaluate the performance of the

activity provided by any City employee for services described in this Agreement. IFRA shall provide the results of such evaluations to the City for its review and comment. One of the purposes of such evaluations is to provide IFRA the opportunity to request City assign other employees to provide the services set forth in this Agreement. Should the City and Agency not reach agreement on the assignment of alternative employees, either party may invoke termination of this Agreement for Convenience as described in Section 17.c. of this Agreement. Alternatively, should the City and Agency not reach agreement on the assignment of alternative employees, either party may elect to not renew this Agreement as described in Section 22 of this Agreement.

8. Annual Budgeting Proposal

No later than July 1 of each calendar year, City shall provide IFRA with a summary of the hours worked by City employees on IFRA assignments, a breakdown of hourly rates, and the total amount compensated through the date of the summary. No later than July 1 of each calendar year, City shall provide IFRA with City's proposal for the type of services, hourly rates for such service, hourly rates of City employees providing services to IFRA, and an estimated amount of compensation for the following fiscal year to assist IFRA in preparing its required budget for the following fiscal year. Should City and IFRA not reach agreement on the services provided, the City employees assigned to IFRA, or the amount of compensation for the subsequent fiscal year, then either party may provide notice of non-renewal as described in Section 22 of this Agreement.

9. Insurance

The City shall purchase and maintain, for the benefit of the City and IFRA, liability coverage for protection from claims under workers' or workmens' compensation acts arising from work performed under this Agreement; claims for damages because of bodily injury, including personal injury, sickness, disease, or death of any of the City's employees while working on activities under this Agreement; claims for damages because of injury to or destruction or loss of use of tangible property as a result of work pursuant to this Agreement; and claims arising out of the performance of this Agreement and caused by negligent acts for which the City is legally liable. The terms and limits of liability shall be determined solely by the City (but no less than the limits required under the Idaho Tort Claims Act), and nothing herein shall be construed as any waiver of any claim or defense by the City or IFRA premised upon any claim of sovereign immunity or arising from the Idaho Tort Claims Act. Provided, however, IFRA shall obtain its own insurance of similar benefit and value for IFRA activities.

10. Representations and Warranties

In consideration of this Agreement City and IFRA make the following representations and warranties:

a. IFRA is a public body corporate and politic of the state of Idaho, duly organized and validly existing, and in good standing under the laws of the state of Idaho with the power to own its assets and to transact business in Idaho.

b. IFRA has the authority and power to execute and deliver any document required hereunder and to perform any condition or obligation imposed under the terms of such documents.

c. The execution, delivery, and performance of this Agreement and each document incident hereto will not violate any provision of any applicable law, regulation, order, judgment, decree, article of incorporation, bylaw, indenture, contract, agreement, or other undertaking to which IFRA is a party or which purports to be binding on IFRA or its assets and will not result in the creation of imposition of a lien on any of its assets.

d. There is no action, suit, investigation, or proceeding pending or, to the knowledge of IFRA, threatened against or affecting IFRA or any of its assets which, if adversely determined, would have a material adverse affect on the financial condition of IFRA or the operation of its business or which would otherwise affect this Agreement or IFRA's obligations hereunder.

e. City is a municipal corporation of the state of Idaho, duly organized and validly existing, and in good standing under the laws of the state of Idaho with the power to own its assets and to transact business in Idaho.

f. City has the authority and power to execute and deliver any document required hereunder and to perform any condition or obligation imposed under the terms of such documents.

g. The execution, delivery, and performance of this Agreement and each document incident hereto will not violate any provision of any applicable law, regulation, order, judgment, decree, article of incorporation, bylaw, indenture, contract, agreement, or other undertaking to which IFRA is a party or which purports to be binding on City.

h. There is no action, suit, investigation, or proceeding pending or, to the knowledge of City, threatened against or affecting City or any of its assets which, if adversely determined, would have a material adverse affect on the financial condition of City or the operation of its business or which would otherwise affect this Agreement or City's obligations hereunder.

11. Miscellaneous Provisions

Each Party represents and warrants that each person executing this Agreement on behalf of such Party is, at the time of such execution, duly authorized to do so by such Party's governing body and is fully vested with the authority to bind such party in all respects.

If any provision of this Agreement is held invalid, illegal, or unenforceable, the remainder shall be construed to conform to the intent of the parties and shall survive the severed provisions.

The captions and headings in this Agreement are for reference only and shall not be deemed to define or limit the scope or intent of any of the terms, covenants, conditions, or agreements contained herein.

The Parties shall in all instances cooperate and act in good faith in compliance with the terms, covenants, and conditions of this Agreement and each shall deal fairly with the other.

Each Party shall cooperate fully with the other and execute such further instruments, documents and agreements and give such further written assurances, as may be reasonably requested by the other to better evidence and reflect the transactions described herein and contemplated hereby, and to carry into effect the intents and purposes of this Agreement.

In any suit, action, or appeal therefrom to enforce or interpret this Agreement, the prevailing party shall be entitled to recover its costs incurred therein, including reasonable attorneys' fees.

This Agreement shall not be modified or otherwise amended except in writing signed by all of the Parties.

If the date for delivery of a notice or performance of some other obligation of a Party falls on a Saturday, Sunday, or legal holiday in the state of Idaho, then the date for such notice or performance shall be postponed until the next business day.

This Agreement shall be governed by the laws of the state of Idaho.

12. Successors and Assigns

No Party may assign or delegate its obligations under this Agreement without the consent of the other Party hereto, which consent may be withheld in the discretion of that Party. Except as otherwise set forth in this Agreement, the terms, covenants, conditions, and agreements contained herein shall be binding upon and inure to the benefit of the heirs, personal representatives, successors, and assigns of the Parties.

13. Number and Gender

In constructing the provisions of this Agreement and whenever the context so requires, the use of a gender shall include all other genders, the use of the singular shall include the plural, and the use of the plural shall include the singular.

14. No Third-Party Beneficiary

This Agreement is not intended to create, nor shall it be in any way interpreted or construed to create, any third-party beneficiary rights in any person not a Party hereto unless otherwise expressly provided herein.

15. Counterparts / Facsimile

This Agreement may be executed in counterparts, and each counterpart shall then be deemed for all purposes to be an original, executed agreement with respect to the Parties whose signatures appear thereon. Facsimile transmission of any signed original of this Agreement, and retransmission of any signed facsimile transmission, shall be the same as delivery of an original and shall be binding upon the parties.

16. Merger Clause

This Agreement, along with any and all Exhibits, attached hereto and incorporated herein by reference, contains the entire Agreement of the parties and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith.

17. Termination of Agreement

a. **For Cause - IFRA**. If, through any cause, the City shall fail to fulfill its obligations under this Agreement, or if the City shall violate any of the covenants, agreements, or stipulations of this Agreement, IFRA shall thereupon have the right to terminate this Agreement by giving written notice to the City and specifying the effective date thereof at least thirty (30) days before the effective date of such termination. If this Agreement is terminated for cause, City shall be paid an amount for the actual services performed in accordance with this Agreement through the cancellation date.

Notwithstanding the above, the City shall not be relieved of liability to IFRA by virtue of any breach of this Agreement by the City, and IFRA may withhold any payments to the City for the purpose of set-off until such time as the exact amount of damages due IFRA from the City is determined. City shall also provide IFRA all work products generated prior to date of termination. All work products generated, whether complete or not, are the property of IFRA.

b. **For Cause - City**. If, through any cause, IFRA shall fail to fulfill its obligations under this Agreement, or if IFRA shall violate any of the covenants, agreements, or stipulations of this Agreement, City shall thereupon have the right to terminate this Agreement by giving written notice to IFRA and specifying the effective date thereof at least thirty (30) days before the effective date of such termination. If this Agreement is terminated for cause, IFRA shall pay City an amount for the actual services performed in accordance with this Agreement through the cancellation date.

Notwithstanding the above, IFRA shall not be relieved of liability to City by virtue of any breach of this Agreement by IFRA. City shall provide IFRA all work products generated prior to date of termination. All work products generated, whether complete or not, are the property of IFRA.

c. **For Convenience**. IFRA or City may terminate this Agreement at any time, for any reason, by giving at least thirty (30) days' notice in writing to the other party. If this Agreement is terminated by IFRA as provided herein, City shall be paid an amount for the actual services performed in accordance with this Agreement through the cancellation date.

18. Notices

Any and all notices required to be given by either of the Parties hereto, unless otherwise stated in this Agreement shall be in writing and be deemed communicated when mailed in the United States mail, certified, return receipt requested, addresses as follows:

To IFRA: Agency Chair
Idaho Falls Redevelopment Agency
308 Constitution Way
Idaho Falls, ID 83402

To City: City Attorney's Department
City of Idaho Falls
308 Constitution Way
Idaho Falls, ID 83402

19. Discrimination Prohibited.

In performing the services required herein, City shall not discriminate against any person on the basis of race, color, religion, sex, gender identity/expression, sexual orientation, national origin or ancestry, age, or handicap. Violation of this section shall constitute a material breach of this Agreement and be deemed grounds for cancellation, termination, or suspension of the Agreement by IFRA, in whole or in part, and may result in ineligibility for further work for IFRA.

20. Anti-Boycott Against Israel Certification.

City and IFRA hereby certify pursuant to Section 67-2346, Idaho Code, they are not currently engaged in, and will not for the duration of this Agreement, knowingly engage in, a boycott of goods or services from Israel or territories under its control.

21. Disputes

In the event that a dispute arises between IFRA and the City regarding application or interpretation of any provision of this Agreement, the aggrieved Party shall promptly notify the other Party to this Agreement of the dispute within ten (10) days after such dispute arises. If the Parties shall have failed to resolve the dispute within thirty (30) days after delivery of such notice, the Parties may first endeavor to settle the dispute in an amicable manner by mediation. If the Parties elect to mediate their dispute, the Parties will select a mediator by mutual

agreement and agree to each pay half of the mediator's costs and fees. The mediation will take place in Idaho Falls, Idaho unless otherwise agreed by the Parties in writing. Should the Parties be unable to resolve the dispute to their mutual satisfaction within thirty (30) days after such completion of mediation, each Party shall have the right to pursue any rights or remedies it may have at law or in equity. If the Parties do not mutually agree to mediate the dispute, either Party may pursue any rights or remedies it may have at law.

22. Term of Agreement and Renewal

This Agreement shall be effective the date last executed by the Parties and shall continue for an initial period through September 30, 2023. The Agreement shall automatically renew for additional one-year terms at the expiration of the then existing term unless either City or IFRA provides notice of non-renewal within sixty (60) days of the expiration of the then existing term.

[signatures on the following page]

IN WITNESS WHEREOF, the parties hereto through their respective governing boards have executed this Agreement on the date first cited above.

CITY OF IDAHO FALLS

By _____
Rebecca L. Noah Casper, Ph.D., Mayor

ATTEST:

_____
City Clerk, Corrin Wilde

IDAHO FALLS REDEVELOPMENT AGENCY

By _____
Lee Radford, Chair

ATTEST:

_____
Terri Gazdik, Secretary

EXHIBIT A

SCOPE OF SERVICES

City shall provide day-to-day administrative and operational support to the IFRA to include, but not limited to, the following services:

1. Assist with the preparation and administration of IFRA contracts and agreements
2. Provide staff support for projects requested by the IFRA Board
3. Provide assistance to members of the public inquiring about IFRA projects or funding
4. Prepare letters, memos, or other correspondence on behalf of the IFRA Board.
5. Manage and administer IFRA Owner Participation Agreements
6. Respond to IFRA public records requests
7. Manage and maintain all IFRA records and files
8. Coordinate IFRA activities and projects with City staff and IFRA consultants

4854-3745-1599, v. 11
4854-3745-1599, v. 11

Memorandum

File #: 23-169 **City Council Meeting**

FROM: Wade Sanner, Director
DATE: Thursday, May 18, 2023
DEPARTMENT: Community Development Services

Subject
Development Agreement Amendment for Caribou Crossing Townhomes

Council Action Desired
☐ Ordinance ☐ Resolution ☐ Public Hearing
☒ Other Action (Approval, Authorization, Ratification, etc.)
Approve the Development Agreement Amendment for Caribou Crossing Townhomes and give authorization for the Mayor and City Clerk to execute the document (or take other action deemed appropriate).

Description, Background Information & Purpose
Staff from the Community Development Services, Parks and Public Works Departments have been meeting with the developer for Caribou Crossing Townhomes regarding development of Parks property adjacent to the development. The Planned Unit Development for Caribou Crossing was approved in May 2022 and included private open space and a pergola amenity for the townhome development. In subsequent conversations, the developer has inquired about assisting the City in development of a park property west and south of the development. The PUD requires development of an amenity, this could be part of the development as was initially proposed, it could or include development of public amenities. The development agreement has been amended to allow for development of the open space and pergola as originally proposed or development of a 43,000 square foot dog park located on Park property adjacent to Easy Street. The dog park amenity would include trees and shrubs as well as construction of new sidewalk along Easy Street. Final design of the park facility would be coordinated with the Community Development Services and Parks Departments. Staff is supportive of developing a larger public amenity that could serve the neighborhood vs. the smaller private amenity only servicing the townhome development.

Alignment with City & Department Planning Objectives

☐ ☒ ☒ ☐ ☒ ☐ ☒ ☐

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Interdepartmental Coordination
The development agreement was reviewed by staff from Public Works and the Parks Department.

Fiscal Impact
NA

Legal Review
The Development Agreement Amendment has been reviewed and approved by the City Attorney Department.

FIRST AMENDMENT TO DEVELOPMENT AGREEMENT FOR CARIBOU CROSSING TOWNHOMES

This FIRST AMENDMENT TO DEVELOPMENT AGREEMENT FOR CARIBOU CROSSING TOWNHOMES ("Amendment") is made this _____ day of May 2023, by and between the CITY OF IDAHO FALLS, IDAHO, a municipal corporation of the State of Idaho ("CITY"), whose mailing address is P.O. Box 50220, Idaho Falls, Idaho 83405; and HIF Caribou, LLC., ("DEVELOPER"), whose mailing address is 521 N. 10th Avenue, Caldwell, Idaho 83605.

W I T N E S S E T H :

WHEREAS, DEVELOPER is, or shall be, the owner, in law or equity, of those certain tracts of land in the County of Bonneville, State of Idaho, which tracts are more particularly described in Exhibit "A" attached hereto and by this reference made a part hereof ("Property"); and

WHEREAS, DEVELOPER and CITY entered into that certain Development Agreement for Caribou Crossing Townhomes dated on or about the 29th day of August 2022 ("Agreement"), whereby DEVELOPER and CITY agreed to certain terms and conditions regarding the development of the Property; and

WHEREAS, DEVELOPER and CITY desire to amend the Agreement.

NOW, THEREFORE, in consideration of the covenants and conditions set forth herein, the Parties agree as follows:

1. The following special condition shall be added to the Agreement:

S.C. 6.00 Public Amenities. DEVELOPER shall either provide one (1) private onsite pergola amenity, approximately Eight Thousand One Hundred square feet (±8,100 ft²) of common open space, seven (7) trees and fourteen (14) shrubs, or provide the following:

a. Approximately Forty-Three Thousand square feet (±43,000 ft²) public dog park located south of the Caribou Crossing project site as shown on the PUD Concept dated April 21, 2023.

b. A minimum of seven (7) trees and fourteen (14) shrubs within the proposed dog park.

c. New sidewalk along Easy Street at the Park frontage.

d. Construction plan detail shall be coordinated with Community Development Services Department and Parks and Recreation Department.

e. New connection through existing retaining wall to Kelsey Avenue shall be completed prior to Certificate of Occupancy for Lots 1-12.

f. Dog Park and pathway from Easy Street to the northwest corner of the dog park shall be constructed prior to certificate of occupancy issued for Lots 1-29.

2. DEVELOPER shall be reimbursed for a portion of Public Amenity work from CITY Parks and Recreation Impact fees. Reimbursement schedule is also subject to CITY's ability to collect impact fees and final acceptance of the Public Amenities.

3. Except as specifically modified, altered, or changed by this Amendment, the Agreement shall remain unchanged and in full force and effect. Capitalized terms used herein that are not defined herein shall have the meanings ascribed to them in the Agreement.

IN WITNESS THEREOF, the Parties hereto have executed this Amendment as of the date and year first written above.

ATTEST:

By:_____
Corrin Wilde, City Clerk

CITY OF IDAHO FALLS

By: _____
Rebecca L. Noah Casper, Ph.D., Mayor

DEVELOPER

By: Justin R. Ruthenbeck
HIF Caribou LLC
Justin Ruthenbeck, Manager

STATE OF IDAHO)
) ss.
County of Bonneville)

On this _____day of _____, 2023, before me, the undersigned, a notary public for Idaho, personally appeared Rebecca L. Noah Casper, Ph.D., known to me to be the Mayor of the City of Idaho Falls, Idaho, a municipal corporation that executed the foregoing document, and acknowledged to me that they are authorized to execute the same for and on behalf of said City.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

_____
Notary Public of Idaho
(Seal) Residing at: _____
My Commission Expires:_____

STATE OF ~~IDAHO~~ Texas JDM)
) ss.
County of ~~Bonneville~~ Collin JDM)

On the 15th day of May, 2023, before me, the undersigned, a notary public, in and for said State, personally appeared Justin Ruthenbeck, known or identified to me to be the person whose name is subscribed to the forgoing document, and acknowledged to me that they are authorized to do so.

In witness whereof, I have hereunto set my hand and affixed my official seal, the day and year in this certificate first above written.

NOTARY PUBLIC STATE OF TEXAS (Seal)
John David McLin
ID NUMBER
133855041
COMMISSION EXPIRES
July 12, 2026

John David McLin
_____
Notary Public of ~~Idaho~~ Texas
Residing at: Collin County, Texas
My Commission Expires: 07/12/2026

Notarized online using audio-video communication

Caribou Crossing Townhomes

BEGINNING at a point N 00° 27' 14" E along the section line a distance of 891.06 feet from the Southwest Corner of Section 16, Township 2 North, Range 38 East of the Boise Meridian, Bonneville County, Idaho:
Thence, S 89° 34' 26" E for a distance of 214.35 feet; Thence, N 09° 00' 27" E for a distance of 178.36 feet; Thence, S 89° 33' 46" E for a distance of 50.58 feet; Thence, N 09° 03' 05" E for a distance of 136.17 feet; Thence, N 01° 13' 35" E for a distance of 113.24 feet to a point on the south boundary of Kelsey Estates Division No. 1; Thence, N 88° 54' 54" W along said boundary for a distance of 285.02 feet to the common corner between Kelsey Estates Division No. 1 and East Bel-Aire Division No. 1; Thence, N 89° 30' 54" W along the south boundary of East Bel-Aire Division No. 1 for a distance of 28.34 feet to a point on the west boundary of said Section 16; Thence, S 00° 27' 14" W along said boundary for a distance of 427.53 feet to the POINT OF BEGINNING.

Described boundary contains 2.679 acres, more or less.

Aerial

PLAT22-013

PUD CONCEPT FOR:

CARIBOU CROSSING

SITE INFORMATION

PARCEL ZONING = LC
TOTAL BUILDINGS = 7
BUILDING HEIGHT= 30' MAX
CONSTRUCTION TYPE= V-B
SINGLE FAMILY ATTACHED BUILDINGS = 7 (29 ATTACHED HOMES)
TOTAL AREA OF PROPERTY = 115042.79 SQ. FT. (2.68 acres)
DESIGN DENSITY= 11 UNITS PER ACRE

LOT NOTE:

1. EACH UNIT WILL BE PLATTED ON IT'S OWN LOT FROM BACK OF SIDEWALK TO THE BACK OF THE 8' PRIVATE BACK YARD.

VARIANCE REQUST

1. REQUIRED BUILDING SET BACKS TO 15'

PARKING REQUIREMENTS

PARKING SPACES REQUIRED = 58
GARAGE = 38
PARKING STALLS = 21
PARKING SPACES PROVIDED
58 DWELLING UNIT SPACES
21 GUEST SPACES
TOTAL = 79 PARKING SPACES

STORM WATER REQUIREMENTS

TOTAL STORAGE REQUIRED = 12,750.6 cu. ft.
TOTAL STORAGE AVAILABLE = STORM WATER STORAGE DIRECTED TO EXISTING CITY STORM POND

COMMON SPACE REQUIREMENTS

TOTAL REQUIRED = 28,760 SQ. FT. (0.66 ACRES)
TOTAL PROVIDED = 30,103 SQ. FT. (0.69 ACRES)
PERCENT PROVIDED = 26%

BASIS OF BEARING

CITY OF IDAHO FALLS 2004 CONTROL

BENCHMARK

GARFIELD ST. & KELSEY AVE. THE WEST BOLT ON THE FIRE HYDRANT OF THE SE CORNER OF THE INTERSECTION, 2.6 FT. ABOVE GROUND, ELEV. 4738.76'. NAVD 88

PLANNED UNIT DEVELOPMENT NOTES

1. ALL STREETS AND PARKING AREA INSIDE P.U.D. WILL BE PRIVATELY MAINTAINED AND OPERATED. THE CITY OF IDAHO FALLS WILL NOT TAKE OVER PRIVATE STREETS.
2. ALL EASEMENTS INSIDE P.U.D. ARE CONSIDERED PUBLIC UTILITY EASEMENTS. WIDTH VARIES DEPENDED ON USE.
3. POTABLE WATER AND SANITARY SEWER WILL BE INSTALLED IN A 54' WIDE P.U.E FOR CITY MAINTENANCE.

PROPOSED PROJECT AMMENITIES

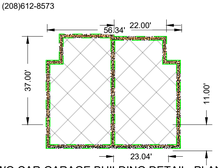
1. PICNIC TABLES AND A GAZEBO

SANITARY NOTE:

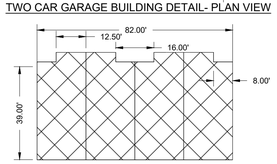
1. INDIVIDUAL 95 GAL TRASH CAN PER LOT

ELECTRICAL NOTES:

1. ALL NEW ELECTRICAL FACILITIES SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CURRENT IDAHO FALLS POWER SERVICE POLICY.
2. ELECTRICAL SWITCH CABINETS AND BASES (WHEN REQUIRED) WILL BE PROVIDED BY IDAHO FALLS POWER BUT SHALL BE INSTALLED BY THE DEVELOPER/CONTRACTOR.
3. ALL PRIMARY AND SECONDARY CONDUITS SHALL BE PROVIDED AND INSTALLED BY THE DEVELOPER/CONTRACTOR. ALL ELECTRICAL CONDUITS AND 36" RADIUS ELBOWS SHALL BE SCHEDULE 40 PVC.
4. THE MINIMUM POWER TRENCH DEPTH SHALL BE 54" BELOW FINISH GRADE (CONDUIT TO BE INSTALLED 48" BELOW FINISH GRADE). INCLUDING 6" OF SAND BEDDING BELOW AND ABOVE TOP OF CONDUITS.
5. PRIMARY AND SECONDARY CONDUIT DEPTHS CAN BE REDUCED TO 18" OF COVER BELOW FINISHED GRADE WITH APPROVAL BY IDAHO FALLS POWER. RIGID GALVANIZED STEEL CONDUIT MUST BE PROVIDED AND INSTALLED BY THE DEVELOPER/CONTRACTOR IN A TRENCH LESS THAT 48" DEEP.
6. THE DEVELOPER/CONTRACTOR SHALL PROVIDE ALL STAKING AND LAYOUT OF NEW ELECTRICAL FACILITIES INCLUDING POWER POLES.
7. THE CONTRACTOR SHALL RETAIN AND PROTECT ALL EXISTING CITY POWER POLES AND ELECTRICAL FACILITIES DURING CONSTRUCTION.
8. COORDINATE ALL ELECTRICAL CONSTRUCTION WITH IDAHO FALLS POWER.
9. OWNER SHALL BEAR ALL COSTS TO RELOCATE OR REMOVE EXISTING POWER POLES, LIGHT POLES, ANCHOR GUYS, AND MISCELLANEOUS ELECTRICAL FACILITIES, WITH THE EXCEPTION OF UTILITIES INSIDE CITY RIGHTS OF WAY THAT ARE REQUIRED BY THE CITY TO BE RELOCATED.
10. THE OWNER/DEVELOPER SHALL PROVIDE ALL TRENCHING, CONDUIT AND CONCRETE LIGHT POLE FOUNDATIONS FOR STREET ILLUMINATION ALONG ALL PUBLIC RIGHT OF WAY AS PER CURRENT IDAHO FALLS POWER SERVICE POLICY. ADDITIONALLY, OWNER/DEVELOPER SHALL PURCHASE STREET LIGHT ASSEMBLY PROVIDED AND INSTALLED BY IDAHO FALLS POWER. PAYMENT REQUIRED PRIOR TO INSTALLATION OF STREETLIGHT(S).
11. WITH EXCEPTION OF CONDUIT CROSSING, CONTRACTOR SHALL INSTALL CURB AND GUTTER PRIOR TO POWER TRENCH AND CONDUIT INSTALLATION. OR (WITH IDAHO FALLS POWER APPROVAL) CENTERLINE OF TRENCH MAY BE STAKED WITH CUT/FILL TO BOTTOM OF TRENCH AT ALL GRADE BREAKS AND HUBS AT 25' INTERVALS AND OFFSET STAKES AT ALL TRANSFORMERS, SWITCH CABINETS, SECONDARY PEDESTALS ETC.
12. IF APPLICABLE, SEE IDAHO FALLS POWER ELECTRICAL SITE PLAN FOR OFF-SITE ELECTRICAL AND FIBER OPTIC FACILITIES, LAYOUT, AND INSTALLATION DETAILS.
13. CONTACT IDAHO FALLS POWER PRIOR TO CONSTRUCTION. (208)612-8573



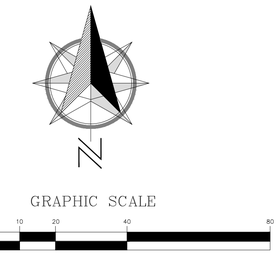
TWO CAR GARAGE BUILDING DETAIL- PLAN VIEW



TWO CAR GARAGE BUILDING DETAIL- PLAN VIEW
SCALE 1" = 30'

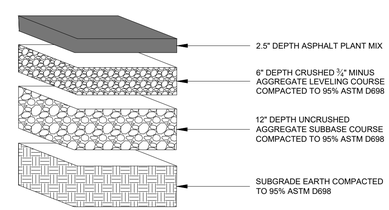
SURVEY NOTE:

This site plan conforms to an actual survey that was performed on the ground by a licensed land surveyor in and for the State of Idaho. It is the owner's responsibility to construct all structures shown on this site plan in accordance with said survey.



LEGEND

- EXIST. CATCH BASIN
- PROPOSED CATCH BASIN
- EXIST. FIRE HYDRANT
- PROPOSED FIRE HYDRANT
- EXIST. LIGHT POLE
- PROPOSED STREET LIGHT
- EXISTING WATER VALVE
- EXIST. SANITARY SEWER MANHOLE
- EXIST. CURB & GUTTER
- PROPERTY LINE
- GB — GRADE BREAK
- SAW CUT
- STREET RIGHT-OF-WAY (ROW)
- EASEMENT LINE
- EXIST. FENCE LINE
- UGP — PROPOSED UNDERGROUND POWER
- 8" SAN — EXIST. SANITARY SEWER LINE
- 8" SS — PROPOSED SANITARY SEWER LINE
- 8" W — PROPOSED WATER LINE
- 8" WTR — EXIST. WATERLINE
- PROPOSED SANITARY SEWER SERVICE
- PROPOSED WATER SERVICE
- OHP — EXISTING OVERHEAD POWER
- T — EXISTING OVERHEAD TELEPHONE
- GAS — EXISTING GAS SERVICE
- EXISTING MAJOR CONTOUR
- EXISTING MINOR CONTOUR
- PROPOSED MAJOR CONTOUR
- PROPOSED MINOR CONTOUR
- PROPOSED CONCRETE SIDEWALK
- PROPOSED ASPHALT PARKING LOT
- PROPOSED LANDSCAPING
- PROPOSED BUILDINGS
- EXISTING ASPHALT TO BE REMOVED
- EXISTING ASPHALT TO BE PROTECTED
- PROPOSED GRAVEL DRIVEWAY
- EXISTING CONRETE SIDEWALK



PRIVATE DRIVE SECTION

GENERAL NOTE:

1. ALL PUBLIC IMPROVEMENTS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CURRENT CITY OF IDAHO FALLS ENGINEERING STANDARD SPECIFICATIONS AND STANDARD DRAWINGS.
2. ALL ON-SITE IMPROVEMENTS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CURRENT CITY OF IDAHO FALLS ENGINEERING STANDARD SPECIFICATIONS STANDARD DRAWINGS OR ISPWC
3. SEE ARCHITECTURAL PLANS FOR ALL BUILDING DETAILS.
4. ALL FIRE ACCESS ROADS SHALL MEET THE LATEST VERISION OF THE INTERNATIONAL FIRE CODE REQUIREMENTS FOR FIRE APPARATUS ROAD.

Stamp

PROFESSIONAL ENGINEER REGISTERED 17678 STATE OF IDAHO BLAKE JOLLEY

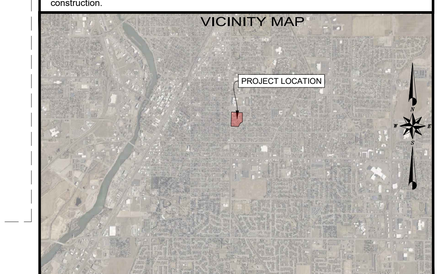
ENGINEERING DEPT.

SEWER FRONT FOOTAGE 0 FT.

WATER FRONT FOOTAGE 0 FT.

1. The address shall be posted and maintained on every job site prior to and during construction. **NO ADDRESS = NO INSPECTION.**
2. A **Site Plan** including a completed City review block shall be on the job site at all times during construction.
3. **Any changes** to this site plan shall be submitted to the City of Idaho Falls Planning and Building Division for approval prior to construction.
4. **Failure to comply** with the requirements of this plan may result in the City withholding building permits, certificates of occupancy, water or electrical service.
5. **Approval of the City Engineer** is required for any proposed construction within a public right-of-way or easement and shall be in accordance with the **current City of Idaho Falls Standard Specifications and Drawings**.
6. A **City of Idaho Falls Public Works License** is required for any contractor working in a public right-of-way or easement.
7. A **Public Right-of-Way Use Permit** is required for any work in any public right-of-way or easement. The City Engineering Department must be notified at least two (2) days prior to any excavation under this permit (208-612-8250).
8. **Placing Concrete** within the public right-of-way requires inspection and approval by the City Engineering Department. The department shall be notified at least four (4) hours prior to placing (208-612-8250).
9. All **Driveway Approaches** shall be concrete and meet the requirements of the current City of Idaho Falls Standard Specifications and Drawings. All driveways and parking areas shall be hard surface.
10. **Replace** all broken or poor quality curb, gutter, and sidewalk.
11. **Remove** all unused driveway approaches and replace with standard full height curb, gutter and sidewalk.
12. A Licensed Idaho Professional Engineer shall inspect, certify to City Standards, and prepare "As-built" drawings for all **Water, Sanitary Sewer and Storm Sewer Main Lines**.
13. All **Water Service Lines** less than four (4) inches and **Sanitary Service Lines** less than eight (8) inches shall be inspected by the City Sewer Department prior to backfilling (612-8108).
14. Pursuant to IDAPA 58.01.08, all new construction shall install provisions for a future water meter to capture domestic and landscape irrigation uses. Provisions shall be installed per City of Idaho Falls Standard Drawing 600-1or 600-3. Contact Water Supt. (208-612-8471) to determine if meter itself is required. Meters or meter idiers shall be on approved material list and may be purchased from Water Department warehouse (208-612-8474).
15. **Fire flow** and **access road requirements for commercial buildings** are based on building construction type, height, and total square footage of all floors. This information must be provided on the site plan.
16. **Private fire service water mains** shall be installed by, or under the supervision of, a city licensed fire sprinkler contractor. Fire service mains must be tested and approved by the Fire Marshal prior to backfilling.
17. All **Electrical Facilities**, including new services or the relocating of existing, shall be in accordance with the current Idaho Falls Power Service Policy. Service Policy available at I.F.P. office or I.F.P. website. The developer must submit two (2) copies of these plans directly to Idaho Falls Power for the design and/or approval of electric service. Contact Idaho Falls Power prior to construction of electrical facilities (612-8430).
18. All single-family attached dwellings shall have separate electrical, water, and sewer service lines without any common facilities.
19. Appropriate erosion and sediment control requirements associated with construction shall be shown on the Site Plan or a separate attached plan.
20. In compliance with Idaho Code § 55-1613 a field search and location survey has been conducted under the direction of a professional land surveyor prior to this project's construction.

VICINITY MAP



CITY OF IDAHO FALLS SITE PLAN APPROVAL
Revision 4/2016

Approved _____ Date _____
City of Idaho Falls

PROPERTY LEGAL DESCRIPTION

BEGINNING at a point N 00° 27' 14" E along the section line a distance of 891.06 feet from the Southwest Corner of Section 16, Township 2 North, Range 38 East of the Boise Meridian, Bonneville County, Idaho:

Thence, S 89° 34' 26" E for a distance of 214.35 feet; Thence, N 09° 00' 27" E for a distance of 178.36 feet; Thence, S 89° 33' 46" E for a distance of 50.58 feet; Thence, N 09° 03' 05" E for a distance of 136.17 feet; Thence, N 01° 13' 35" E for a distance of 113.24 feet; Thence, N 88° 54' 54" W for a distance of 285.02 feet; Thence, N 89° 30' 54" W for a distance of 28.34 feet to a point on the west boundary of said Section 16; Thence, S 00° 27' 14" W along said boundary for a distance of 427.53 feet to the POINT OF BEGINNING.

Described boundary contains 2.679 acres, more or less.

SITE PLAN CONTACT PERSON

NAME Barry Bame
ADDRESS 2295 N Yellowstone HWY. Unit 6 Idaho Falls, ID ZIP 83401
PHONE 208.881.0081

SITE PLAN NAME AND ADDRESS (See Note #1)

CARIBOU CROSSING
279 CARIBOU ST.
IDAHO FALLS, ID 83401

FILE NO.	DRAWN BY:	DATE PLOTTED:	SHEET NO.
2021-021	MAK	2-28-22	1 of 1
SCALE: 1" = 80'	CHECKED BY: BWB	REVIEW NO.: 1	

GRAPHIC SCALE

20 0 10 20 40 80

(IN FEET)
1 inch = 20 ft.

SITE INFORMATION

PARCEL ZONING = P (PARKS AND OPEN SPACE)
TOTAL SITE AREA = 60,345 SQ FT
FENCED AREA = 42,940 SQ FT
NUMBER OF TREES = 7
NUMBER OF SHRUBS = 14

LEGEND

PROPOSED FENCE
PROPOSED WATER SERVICE
BOUNDARY
PROPOSED ASPHALT
PROPOSED CONCRETE
EXISTING POWER POLE
PROPOSED TREE
PROPOSED SHRUB

Know what's **below.**
Call before you dig.

CONNECT ENGINEERING
The Civil Connection
2295 N Yellowstone Hwy Unit 6
Idaho Falls, ID 83401
208.881.0081

DRAWN BY	CHECK BY
TT	BWB

JOB NO: 21-021

DATE: May 18, 2023

SHEET NAME: DOG PARK

PROJECT:

LOCATION: IDAHO FALLS, ID

CLIENT:

REVISIONS	DATE

PROFESSIONAL ENGINEER REGISTERED STATE OF IDAHO BLAKE JOLLEY 17678

PRELIMINARY FOR REVIEW ONLY

SHEET 1 OF 1 SHEETS

Memorandum

File #: 23-163 **City Council Meeting**

FROM: Wade Sanner, Director
DATE: Wednesday, May 17, 2023
DEPARTMENT: Community Development Services

Subject
Final Plat and Reasoned Statement of Relevant Criteria and Standards, Townhomes at Fanning Place Division 1

Council Action Desired
☐ Ordinance ☐ Resolution ☐ Public Hearing
☒ Other Action (Approval, Authorization, Ratification, etc.)

1. Accept the Final Plat for Townhomes at Fanning Place Division 1 and give authorization for the Mayor, City Engineer, and City Clerk to sign said Final Plat (or take other action deemed appropriate).

2. Approve the Reasoned Statement of Relevant Criteria and Standards for the Final Plat for Townhomes at Fanning Place Division 1 and give authorization for the Mayor to execute the necessary documents (or take other action deemed appropriate).

Description, Background Information & Purpose
Attached is the application for the Final Plat and Reasoned Statement of Relevant Criteria and Standards for Townhomes at Fanning Place Division 1. The Planning and Zoning Commission considered this item at its April 4, 2023, meeting and unanimously voted to recommend approval for the final plat as presented. Staff concurs with this recommendation.

Alignment with City & Department Planning Objectives

☐ ☒ ☒ ☐ ☒ ☐ ☐ ☐

A successful Plat should be consistent with the Comprehensive Plan and Zoning Ordinance, which includes policies and goals related to Growth, Sustainability, Transportation, and Livable Communities.

Interdepartmental Coordination
The Final Plat was reviewed by staff from Fire, Idaho Falls Power, BMPO, Water, Planning, Sewer, Engineering, Survey, and Parks and Rec.

Fiscal Impact

NA

Legal Review

This application has been reviewed by the City Attorney Departments and is consistent with applicable law.

Zoning

PLAT23-003

RE R1 TN R3 PB LC R&D I&M
RP R2 RMH R3A CC HC LM P

Aerial

PLAT23-003

TOWNHOMES AT FANNING PLACE DIVISION 1

A SUBDIVISION OF THE CITY OF IDAHO FALLS, BONNEVILLE COUNTY, IDAHO

PART OF THE SE ¼ OF THE SW ¼ OF SECTION 17. TOWNSHIP 2 NORTH, RANGE 38 EAST, BOISE MERIDIAN

SURVEYOR'S CERTIFICATE

I, SPENCER MCCUTCHEON , A LICENSED PROFESSIONAL LAND SURVEYOR IN THE STATE OF IDAHO, DO HEREBY CERTIFY THAT THE SURVEY OF THIS SUBDIVISION, DESIGNATED AS TOWNHOMES AT FANNING PLACE DIVISION 1, WAS MADE UNDER MY DIRECTION, AND THAT SAID SUBDIVISION IS TRULY AND CORRECTLY SURVEYED AND STAKED AS PROVIDED BY LAW AND IN ACCORDANCE WITH THE ACCOMPANYING PLAT AS DESCRIBED HEREON.

PROFESSIONAL LAND SURVEYOR LICENSED 20907 STATE OF IDAHO SPENCER MCCUTCHEON 5-3-2023

SPENCER MCCUTCHEON
PLS NO. 20907
DATE OF PLAT: 3-14-2023

SURVEYORS NARRATIVE

IT IS THE INTENT OF THIS PLAT AND THE SURVEY ON WHICH IT IS BASED TO CORRECTLY REPRESENT THE BOUNDARY LINES AND PROPERTY CORNERS OF THE SURVEYED PARCEL AND TO SHOW EXISTING IMPROVEMENTS OF THE SUBJECT PARCEL AS REQUESTED BY CONNECT ENGINEERING. THE BASIS OF BEARING FOR THIS SURVEY IS N 89° 57' 40" W 2639.41 FEET BETWEEN THE SOUTHWEST CORNER AND THE SOUTH QUARTER CORNER OF SECTION 17 TOWNSHIP 2 NORTH, RANGE 38 EAST, BOISE MERIDIAN, BONNEVILLE COUNTY IDAHO. THE FIELD DATA WAS COLLECTED 8-31-2022 WITH A TRIMBLE R-8 RECEIVER CONNECTED TO A R-8 BASE STATION AND A TRIMBLE S-8 ROBOTIC TOTAL STATION. FOUND EVIDENCES AND MONUMENTS ARE REPRESENTED HEREON. THE COMPUTER CALCULATED GROUND SCALE FACTOR OF OF 1.000277265 FROM SAID TRIMBLE GPS. ORIGN POINT FOR APPLIED SCALE FACTOR IS THE PI MONUMENT AT FANNING AND CLEVELAND STREET. ALL BEARINGS REFER TO THE IDAHO COORDINATE SYSTEM OF 1983, EAST ZONE, (1101).

THE WESTERLY BOUNDARY LINE THIS SURVEYOR REFERENCED THE RECORD OF SURVEY DONE BY ELLSWORTH & ASSOCIATES INSTRUMENT NO. 1661268. THIS SURVEYOR FOUND THE TWO MONUMENTS SET BY ELLSWORTH ALONG THE WESTERLY LINE OF THE SUBJECT PARCEL. THIS SURVEYOR HELD THE LOCATIONS OF THE FOUND REBAR. ELLSWORTH PERFORMED SAID RECORD OF SURVEY FOR A BOUNDARY LINE ADJUSTMENT BETWEEN THE ADJOINING LAND OWNERS. THIS SURVEYOR FOUND THAT THE RECORD DISTANCE CALLED OUT IN SAID RECORD OF SURVEY WAS SHORT 0.4 FT BETWEEN THE FOUND REBAR AND THE SOUTHERLY LINE OF CLEVELAND STREET.

THE NORTHERLY BOUNDARY LINE WAS HELD ALONG THE SOUTHERLY 60 FOOT RIGHT-OF-WAY LINE OF CLEVELAND STREET. SAID RIGHT-OF-WAY WAS ESTABLISHED BY LOCATING THE BACK OF WALK ON BOTH SIDES OF THE STREET AND HOLDING 2 FOUND REBAR ALONG THE SAID SOUTHERLY LINE OF SAID RIGHT-OF-WAY. THIS SURVEYOR ALSO HELD THE INTERSECTION MONUMENT LOCATED AT CLEVELAND ST. AND FANNING AVE. ALL THESE FACTS LOCATING SAID RIGHT-OF-WAY WERE IN HARMONY ONE WITH ANOTHER.

THE EASTERLY BOUNDARY LINE WAS HELD ALONG THE WESTERLY 60 FOOT RIGHT-OF-WAY LINE OF FANNING AVE. SAID CENTERLINE WAS HELD BETWEEN THE TWO FOUND CENTERLINE MONUMENTS MONUMENTING THE INTERSECTION OF FANNING AVE. AND CLEVELAND ST, AND FANNING AVE. AND LOMAX. RECORD DISTANCE BETWEEN MONUMENTS IS IN HARMONY WITH THE FANNING AVENUE ADDITION DIVISION NO. 1 SUBDIVISION INSTRUMENT NO. 1141109. THIS SURVEYOR ALSO REFERENCED 6 REBAR AND CAP FOUND ON THE EASTERLY RIGHT-OF-WAY LINE AND 1 REBAR AND CAP ON THE WESTERLY RIGHT-0F-WAY LINE AND FOUND THAT SAID REBAR ARE IN HARMONY WITH THE ESTABLISHED CENTERLINE.

THE SOUTHERLY BOUNDARY LINE WAS HELD ALONG THE NORTHERLY BOUNDARY LINE OF THE SAID FANNING AVENUE ADDITION DIVISION NO 1. SAID LINE IS MARKED BY TWO FOUND REBAR AS SHOWN ON THIS PLAT. THIS SURVEYOR HELD SAID REBAR AND CAP AS THEY ARE IN HARMONY WITH THE RECORD BEARINGS AND DISTANCES.

THIS SURVEYOR'S PROFESSIONAL OPINION IS RENDERED UPON THIS SUBDIVISION PLAT DRAWING. THERE MAY EXIST OTHER EVIDENCE, MONUMENTS, OR DOCUMENTS THAT COULD AFFECT THIS SURVEY. ANY NEW EVIDENCE, MONUMENTS, OR DOCUMENTS CONTRADICTORY TO THIS SURVEY SHOULD BE PRESENTED TO THE SURVEYOR FOR HIS REVIEW AND CONSIDERATION.

CITY'S ACCEPTANCE

THE ACCOMPANYING PLAT WAS DULY ACCEPTED AND APPROVED AND THE GRANTS AND DEDICATIONS ARE HEREBY ACCEPTED BY THE CITY COUNCIL OF IDAHO FALLS ADOPTED THIS _____ DAY OF _____, 202____.

MAYOR

CITY CLERK

CITY ENGINEER
KENT J. FUGAL, PE 9247

CITY SURVEYOR
KENNETH BALDWIN ROBERTS, PLS 9755

TREASURER'S CERTIFICATE

I, THE UNDERSIGNED COUNTY TREASURER IN AND FOR THE COUNTY OF BONNEVILLE, STATE OF IDAHO, PURSUANT TO THE REQUIREMENTS OF I.C. §50-1308, DO HEREBY CERTIFY THAT ALL COUNTY PROPERTY TAXES DUE FOR THE PROPERTY INCLUDED IN THE BOUNDARY DESCRIPTION SHOWN HEREON ARE CURRENT.

DATE:_____

BONNEVILLE COUNTY TREASURER

RECORDER'S CERTIFICATE

I HEREBY CERTIFY THAT THE FOREGOING PLAT TOWNHOMES AT FANNING PLACE, DIVISION 1, WAS FILED IN THE OFFICE OF THE RECORDER OF BONNEVILLE COUNTY, IDAHO

DATE:_____

BONNEVILLE COUNTY RECORDER

HEALTH DEPARTMENT CERTIFICATE OF APPROVAL

SANITARY RESTRICTIONS AS REQUIRED BY I.C. §50-1326 HAVE BEEN SATISFIED BASED ON THE DEPARTMENT OF ENVIRONMENTAL QUALITY (DEQ) APPROVAL OF THE DESIGN PLANS AND SPECIFICATIONS AND THE CONDITIONS IMPOSED ON THE DEVELOPER FOR CONTINUED SATISFACTION OF THE SANITARY RESTRICTIONS. BUYER IS CAUTIONED THAT AT THE TIME OF THIS APPROVAL, NO DRINKING WATER OR SEWER/SEPTIC FACILITIES WERE CONSTRUCTED. BUILDING CONSTRUCTION CAN BE ALLOWED WITH APPROPRIATE BUILDING PERMITS IF DRINKING WATER OR SEWER FACILITIES HAVE SINCE BEEN CONSTRUCTED OR IF THE DEVELOPER IS SIMULTANEOUSLY CONSTRUCTING THOSE FACILITIES. IF THE DEVELOPER FAILS TO CONSTRUCT FACILITIES OR MEET THE OTHER CONDITIONS OF DEQ, THEN SANITARY RESTRICTIONS MAY BE REIMPOSED, IN ACCORDANCE WITH I.C. §50-1326, BY THE ISSUANCE OF A CERTIFICATE OF DISAPPROVAL, AND NO CONSTRUCTION OF ANY BUILDING OR SHELTER REQUIRING DRINKING WATER OR SEWER/SEPTIC FACILITIES SHALL BE ALLOWED.

EASTERN IDAHO PUBLIC HEALTH DISTRICT

ENVIRONMENTAL HEALTH SPECIALIST, REHS

DATE:

DRINKING WATER SYSTEM CERTIFICATE

PURSUANT TO I.C. §50-1334, THE OWNER DOES HEREBY, CERTIFY THAT ALL LOTS SHOWN ON THIS PLAT ARE ELIGIBLE TO RECEIVE WATER FROM THE CITY OF IDAHO FALLS MUNICIPAL WATER SYSTEM, AND SAID CITY HAS AGREED IN WRITING TO PROVIDE CULINARY WATER SERVICE TO SAID LOTS PURSUANT TO THE PROVISIONS OF TITLE 8, CHAPTER 4 OF THE IDAHO FALLS CITY CODE, AS AMENDED FROM TIME TO TIME.

IN WITNESS WHEREOF, OWNER HAS HEREUNTO SET ITS SIGNATURE THIS _____DAY OF _____, 202____.

AHG CAPITAL, LLC, A IDAHO LIMITED LIABILITY COMPANY

MIKE HICKS, MANAGER

IRRIGATION WATER RIGHTS STATEMENT

WATER RIGHTS AND ASSESSMENT OBLIGATIONS ARE NOT APPURTENANT TO THE LANDS INCLUDED WITHIN THIS PLAT. LOTS WITHIN THIS SUBDIVISION WILL NOT RECEIVE A WATER RIGHT.

COUNTY SURVEYOR'S VERIFICATION

I CERTIFY THAT I AM A LICENSED PROFESSIONAL LAND SURVEYOR IN THE STATE OF IDAHO AND THAT I HAVE EXAMINED THIS PLAT AND FIND THAT IT COMPLIES WITH I.C. §50-1305.

DATE:_____

BONNEVILLE COUNTY SURVEYOR, DAVID D. ROMRELL PLS 12223

ATTACHED HOMES NOTIFICATION

LOTS 1- 4, BLOCK 1 ARE PLATTED FOR USE BY ATTACHED SINGLE UNIT DWELLINGS AS PERMITTED BY THE COMPREHENSIVE ZONING ORDINANCE. OTHER RESIDENTIAL USE TYPES SHALL BE REQUIRED TO MEET THE STANDARDS OF THE COMPREHENSIVE ZONING ORDINANCE, AS IT IS AMENDED FROM TIME TO TIME.

BASIS OF BEARING

ALL MEASURED BEARINGS SHOWN HEREON RELATE DIRECTLY TO THE "CITY OF IDAHO FALLS COORDINATE SYSTEM OF 2004" WHICH IS DERIVED FROM THE IDAHO STATE PLANE COORDINATE SYSTEM (EAST ZONE 1101) US SURVEY FEET AND USING A COMBINED SCALE FACTOR OF 1.000277265 FOR A GRID TO GROUND CONVERSION, NAD_83 (2011), EPOCH 2010.0000. THE SYSTEM ORIENTATION IS BASED ON GRID NORTH ALONG THE EAST ZONE CENTRAL MERIDIAN. NO CONVERGENCE ANGLE HAS BEEN APPLIED.

BOUNDARY DESCRIPTION

A PARCEL OF LAND THAT LIES FULLY WITHIN THE SOUTHWEST QUARTER OF SECTION 17, TOWNSHIP 2 NORTH, RANGE 38 EAST, BOSIE MERIDIAN. SUBJECT PARCEL CONTAINS 0.286 OF AN ACRE OF THAT PARTICULAR PARCEL OF LAND AS FOUND IN WARRANTY DEED INSTRUMENT NO. 1674448 AS FOUND IN THE BONNEVILLE COUNTY CLERK'S OFFICE. BASIS OF BEARING FOR SUBJECT PARCEL IS N 89° 57' 40" E 2639.41 FEET, MEASURED, BETWEEN THE MONUMENTS MONUMENTING THE SOUTHERLY LINE OF SAID SOUTHWEST QUARTER. SUBJECT PARCEL MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A FOUND IRON ROD MARKING THE NORTHEAST CORNER OF LOT1, BLOCK 1 FANNING AVENUE ADDITION, DIVISION NO. 1 AN ADDITION TO THE CITY OF IDAHO FALLS, COUNTY OF BONNEVILLE, STATE OF IDAHO, ACCORDING TO THE RECORDED PLAT AS FOUND IN INSTRUMENT NO. 1141109 SAID POINT ALSO BEING ON THE WESTERLY RIGHT-OF-WAY LINE OF THE 60 FOOT RIGHT OF WAY OF FANNING AVENUE, SAID CORNER LIES 690.50 FEET S 89° 57' 40" W (690.63 FEET BY RECORD) ALONG THE SECTION LINE AND 813.57 FEET N 00° 11' 23" W FROM THE SOUTH QUARTER CORNER OF SECTION 17, TOWNSHIP 2 NORTH, RANGE 38 EAST, BOSIE MERIDIAN;

RUNNING THENCE ALONG THE NORTHERLY LINE OF SAID FANNING AVENUE ADDITION N 89° 50' 33" W 93.89 FEET (93.76 FEET BY RECORD) TO A FOUND ½ INCH IRON ROD AND CAP MARKED "ELLSWORTH PLS 10944"; TO BE REPLACED WITH A ⅝" IRON ROD AND CAP MARKED "APEX ENG PLS 20907";

THENCE N 00° 09' 54" E 133.24 FEET (132.84 FEET BY RECORD) TO A FOUND ½ INCH REBAR AND CAP MARKED "ELLSWORTH PLS 10944" TO BE REPLACED WITH A ⅝" IRON ROD AND CAP MARKED "APEX ENG PLS 20907" AND TO THE SOUTHERLY 60 FOOT RIGHT-OF-WAY LINE OF CLEVELAND STREET;

THENCE ALONG THE SAID SOUTHERLY RIGHT-OF-WAY LINE N 89° 51' 57" E 93.11 FEET (N 89° 40' 24" E 92.94 FEET BY RECORD) TO A SET 5/8 INCH REBAR AND CAP MARKED "APEX ENG PLS 20907" MARKING THE WESTERLY 60 FOOT RIGHT-OF-WAY LINE OF FANNING AVENUE;

THENCE ALONG THE SAID WESTERLY RIGHT-OF-WAY LINE S 00° 10' 25" E 133.71 FEET (S 00° 11' 23" E 133.63 FEET BY RECORD) TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL OF LAND CONTAINS 12,480 SQUARE FEET OR 0.286 OF AN ACRE.

OWNER'S DEDICATION

KNOW ALL MEN BY THESE PRESENTS: THAT THE UNDERSIGNED AHG CAPITAL, LLC A IDAHO LIMITED LIABILITY COMPANY, IS THE LAWFUL OWNER OF THE TRACT OF LAND INCLUDED WITHIN THE BOUNDARY DESCRIPTION SHOWN HEREON AND HAS CAUSED THE SAME TO BE PLATTED AND DIVIDED INTO BLOCKS, LOTS, AND STREETS, WHICH PLAT SHALL HEREAFTER BE KNOWN AS TOWNHOMES AT FANNING PLACE DIVISION 1, A SUBDIVISION OF THE CITY OF IDAHO FALLS, IDAHO, BONNEVILLE COUNTY, IDAHO.

BE IT FURTHER KNOWN, THAT OWNER DOES HEREBY DEDICATE GRANT AND CONVEY TO THE PUBLIC, ALL STREETS AND RIGHT-OF-WAYS SHOWN HEREON, THAT OWNER ALSO DOES HEREBY GRANT AND CONVEY TO THE CITY OF IDAHO FALLS ALL PUBLIC EASEMENTS FOREVER AS IRREVOCABLE PERMANENT NON-EXCLUSIVE PUBLIC EASEMENTS AS SHOWN AND DESCRIBED HEREON.

OWNER DOES HEREBY GRANT TO THE OWNERS OF LOTS 2-4 SHOWN HEREON EQUALLY A PRIVATE 15 FOOT WATER SERVICE EASEMENT AS SHOWN ON THE ACCOMPANYING DRAWING, SAID PRIVATE WATER SERVICE EASEMENT IS GRANTED BY THE MUTUAL CONSENT AND AGREEMENT BETWEEN THE PARTIES, THE ADEQUACY AND RECEIPT OF WHICH IS HEREBY ACKNOWLEDGED. OWNER DOES HEREBY GRANT, BARGAIN, AND CONVEY TO THE BENEFITED LOT OWNERS, HEREINAFTER REFERRED TO AS: BENEFITED WATER HOLDERS, OF SAID LOTS, THEIR LICENSEES, INVITEES, AGENTS, SUCCESSORS, AND ASSIGNS, THE FULL AND FREE RIGHT FOR SAID BENEFITED WATER HOLDERS AND SAID BENEFITED WATER HOLDERS' TENANTS, SERVANTS, INVITEES, LICENSEES, TO THE PRIVATE WATER SERVICE EASEMENT DESCRIBED HEREIN IN COMMON WITH ALL PERSONS DESIGNATED TO HAVE A LIKE RIGHT AT ALL TIMES HEREAFTER, FOR CULINARY WATER SERVICES.

OWNER OR ITS HEIRS, SUCCESSORS AND ASSIGNS, AGREE THEY WILL CONSTRUCT NO PERMANENT STRUCTURE WITHIN OR UPON ANY EASEMENT SHOWN HEREON, AND THE CITY OF IDAHO FALLS AND ITS SUCCESSORS, ASSIGNS, PERMITEES OR LICENSEES SHALL ALSO HAVE THE RIGHT, TO REMOVE, CUT OR TRIM ANY TREES, BRUSH, ORNAMENTAL SHRUBBERY OR PLANT WHICH MAY INJURE OR INTERFERE WITH THE USE THEREOF FOR ITS INTENDED PURPOSES, SUCH RIGHT MAY BE EXERCISED WITHOUT PRIOR NOTICE TO OWNER OR ITS HEIRS, SUCCESSORS OR ASSIGNS.

OWNER OR ITS HEIRS, SUCCESSORS OR ASSIGNS FURTHER AGREE THAT THEY SHALL NOT PLANT ANY TREES, BRUSH, ORNAMENTAL SHRUBBERY OR PLANTS WHICH MAY HINDER THE SAFE AND EFFICIENT UTILIZATION OF SAID EASEMENTS.

OWNER OR ITS HEIRS, SUCCESSORS OR ASSIGNS HEREBY RELEASES THE CITY OF IDAHO FALLS AND ITS SUCCESSORS, ASSIGNS, PERMITEES OR LICENSEES FROM ANY CLAIM FOR DAMAGES, BASED UPON CONCEALED OR UNDISCLOSED PRIVATE IMPROVEMENTS CONSTRUCTED OR PERMITTED TO BE CONSTRUCTED BY OWNER OR ITS SUCCESSORS OR ASSIGNS WITHIN ANY PUBLIC EASEMENTS, SUBSEQUENT TO RECORDING THIS SUBDIVISION, THAT MAY BE INCURRED AS A RESULT OF THE CITY OF IDAHO FALLS AND ITS SUCCESSORS, ASSIGNS, PERMITEES OR LICENSEES ORDINARY USE OF THE PUBLIC EASEMENTS WITH DUE CARE.

OWNER OR ITS HEIRS, SUCCESSORS OR ASSIGNS DO HEREBY WARRANT AND SHALL DEFEND SUCH DEDICATION AND CONVEYANCES IN THE QUIET AND PEACEFUL POSSESSION OF THE PUBLIC OR THE CITY OF IDAHO FALLS, AS THE CASE MAY BE, AGAINST SAID OWNER AND ITS HEIRS, SUCCESSORS AND ASSIGNS, AND AGAINST EVERY PERSON WHOMSOEVER WHO LAWFULLY HOLDS OR WHO LATER CLAIMS TO HAVE LAWFULLY HELD ANY RIGHTS IN SAID ESTATE AS OF THE DATE HEREOF.

IN WITNESS WHEREOF, OWNER HAS HEREUNTO SUBSCRIBED ITS SEAL AND SIGNATURE THIS _____DAY OF _____, 202____.

AHG CAPITAL, LLC A IDAHO LIMITED LIABILITY COMPANY

MIKE HICKS, MANAGER

ACKNOWLEDGMENT

STATE OF _____)
:SS.
COUNTY OF _____)

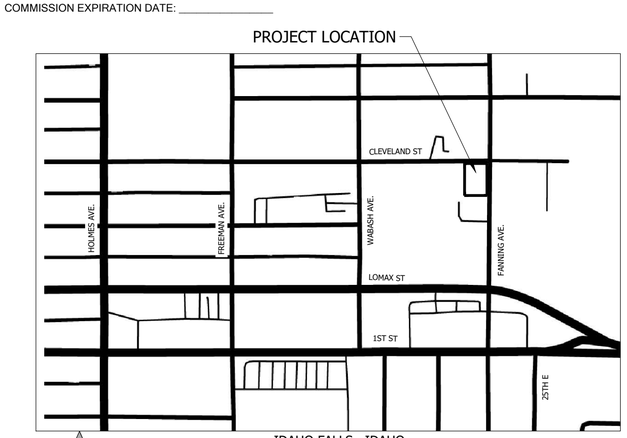
ON THIS _____DAY OF _____, 20___, BEFORE ME THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID STATE, PERSONALLY APPEARED MIKE HICKS, KNOWN OR IDENTIFIED TO ME, TO BE A MANAGER OF THE LIMITED LIABILITY COMPANY OF AHG CAPITAL LLC, AND THE PERSON WHO SUBSCRIBED SAID LIMITED LIABILITY COMPANY'S NAME TO THE FOREGOING OWNER'S DEDICATION AND THE DRINKING WATER SYSTEM CERTIFICATE AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME IN SAID LIMITED LIABILITY COMPANY'S NAME AS A PERSON AUTHORIZED TO BIND SUCH LIMITED LIABILITY COMPANY.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED MY OFFICIAL SEAL THE DAY AND THE YEAR IN THIS CERTIFICATE FIRST ABOVE WRITTEN.

NOTARY PUBLIC FOR THE STATE OF _____

RESIDING AT: _____

COMMISSION EXPIRATION DATE: _____



IDAHO FALLS, IDAHO

NORTH

VICINITY MAP

SCALE: N.T.S.

APEX Engineering, Inc.
661 N. Main St., Spanish Fork, UT 84660
801-796-2277

ALL REPORTS, DESIGNS, FIELD DATA, FIELD NOTES, DRAWINGS, SPECIFICATIONS, CALCULATIONS, ESTIMATES OR ANY REPRODUCTION OF ANY CONTAINED HEREON ARE THE SOLE PROPERTY OF APEX ENGINEERING UNLESS PRECIOUSLY ESTABLISHED BY PRECEDENCE OR AGREEMENT

PROFESSIONAL LAND SURVEYOR LICENSED 20907 STATE OF IDAHO SPENCER MCCUTCHEON 5-3-2023

TOWNHOMES AT FANNING PLACE DIVISION 1

A SUBDIVISION OF THE CITY OF IDAHO FALLS, BONNEVILLE COUNTY, IDAHO
PART OF THE SE ¼ OF THE SW ¼ OF SECTION 17. TOWNSHIP 2 NORTH, RANGE 38 EAST, BOISE MERIDIAN

DATE: 4-10-23

LOCATION: IDAHO FALLS, IDAHO

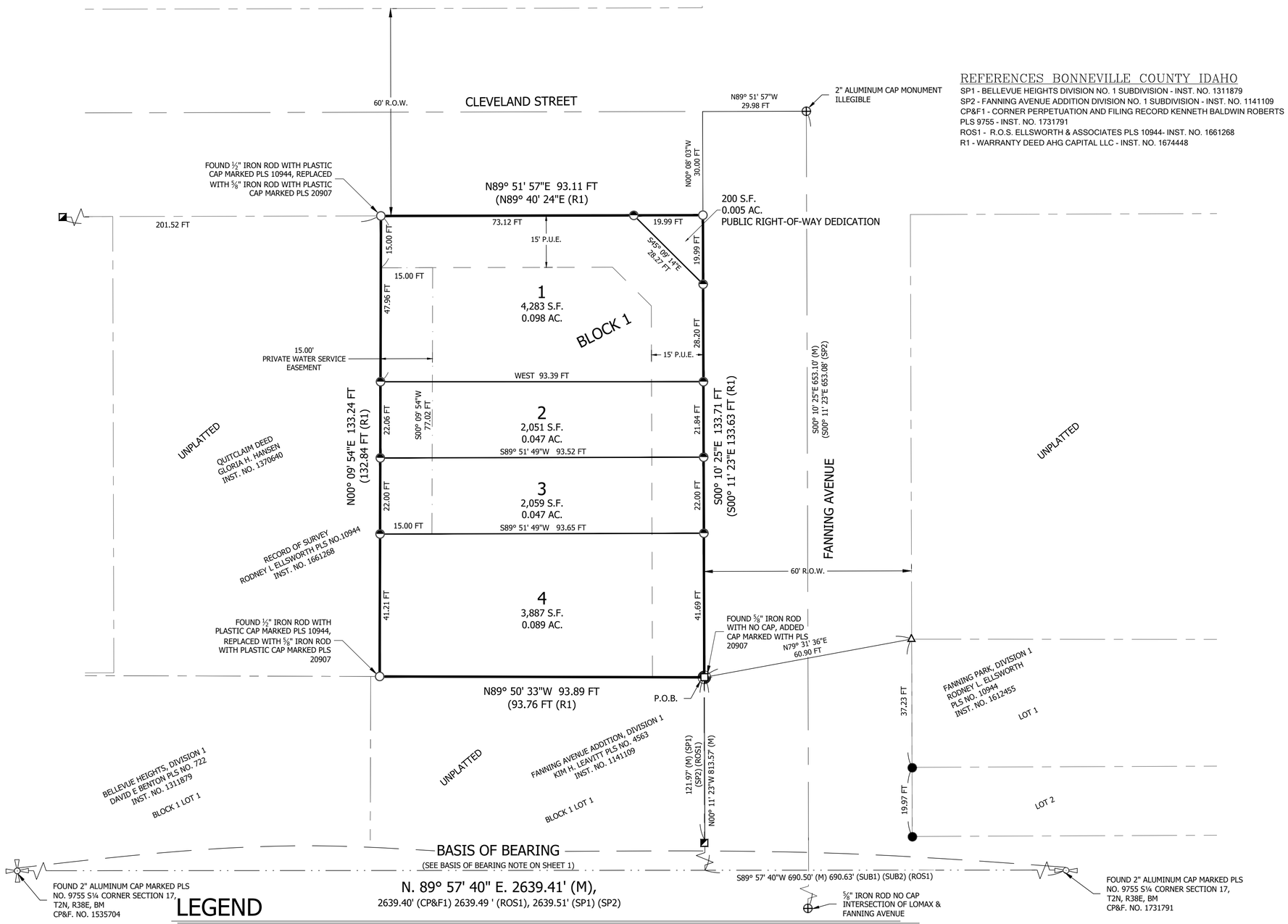
FOR: CONNECT ENGINEERING

DRAWING:

1 OF 2

TOWNHOMES AT FANNING PLACE DIVISION 1

A SUBDIVISION OF THE CITY OF IDAHO FALLS, BONNEVILLE COUNTY, IDAHO
PART OF THE SE ¼ OF THE SW ¼ OF SECTION 17. TOWNSHIP 2 NORTH, RANGE 38 EAST, BOISE MERIDIAN



REFERENCES BONNEVILLE COUNTY IDAHO

SP1 - BELLEVUE HEIGHTS DIVISION NO. 1 SUBDIVISION - INST. NO. 1311879
SP2 - FANNING AVENUE ADDITION DIVISION NO. 1 SUBDIVISION - INST. NO. 1141109
CP&F1 - CORNER PERPETUATION AND FILING RECORD KENNETH BALDWIN ROBERTS PLS 9755 - INST. NO. 1731791
ROS1 - R.O.S. ELLSWORTH & ASSOCIATES PLS 10944- INST. NO. 1661268
R1 - WARRANTY DEED AHG CAPITAL LLC - INST. NO. 1674448

LEGEND

SET ⅝" IRON ROD & PLASTIC CAP MARKED "PLS 20907"	(INST.)	INSTRUMENT	(CP&F.) CORNER RECORD AND FILING RECORD
SET ½" IRON ROD & PLASTIC CAP MARKED "PLS 20907"	(NO.)	NUMBER	(R.O.W.) RIGHT OF WAY
FOUND PLSS SECTION CONTROL		FOUND ⅝" IRON ROD MARKED PLS 722	
FOUND ½" IRON ROD NO CAP		FOUND CENTERLINE MONUMENT AS SHOWN	
SUBDIVISION BOUNDARY LINE		POINT OF BEGINNING (P.O.B.)	
DEED LINES		FOUND ½" IRON ROD MARKED ELLSWORTH PLS 10944	
TIE LINES		FOUND ⅝" IRON ROD NO CAP	
LOT LINES		FOUND ⅝" IRON ROD MARKED MLE PLS 4563	
SECTION LINES	(****)	SEE REFERENCES BONNEVILLE COUNTY IDAHO (ABOVE)	
	(M)	MEASURED DISTANCE	

NORTH
SCALE: 1" = 20'
0 20 40 60

APEX Engineering, Inc.
661 N. Main St., Spanish Fork, UT 84660
801-796-2277

PROFESSIONAL LAND SURVEYOR
LICENSE NO. 20907
5-3-2023
STATE OF IDAHO
SPENCER MCCUTCHEON

TOWNHOMES AT FANNING PLACE DIVISION 1
A SUBDIVISION OF THE CITY OF IDAHO FALLS, BONNEVILLE COUNTY, IDAHO
PART OF THE SE ¼ OF THE SW ¼ OF SECTION 17. TOWNSHIP 2 NORTH, RANGE 38 EAST, BOISE MERIDIAN

FOR: CONNECT ENGINEERING
LOCATION: IDAHO FALLS, IDAHO
DATE: 4-10-23
DRAWING: 2 OF 2

STAFF REPORT
FINAL PLAT
Townhomes at Fanning Place Division 1
May 25, 2023

IDAHO FALLS
Community Development Services

Applicant: Connect Engineering

Project Manager: Naysha Foster

Location: Generally located at the southwest corner of Cleveland St and N Fanning Ave.

Size: 0.29 acres
Lots: 4
Buildable: 4

Existing Zoning:
Site: R2
North: R1
South: R3
East: R2
West: R3

Existing Land Uses:
Site: Vacant
North: Residential
South: Residential
East: Residential
West: Residential

Future Land Use Map:
General Urban

Attachments:
1. Subdivision and Zoning Ordinance Requirements
2. Maps and aerial photos
3. Final Plat

Requested Action: To **approve** the final plat for Townhomes at Fanning Place Division 1.

History: The property was annexed in May of 1940 as part of a larger area. There was no record of the initial zoning. Prior to 2018 the property was zoned R2A, Residence Zone. This zone allowed for 8 Single dwelling units or 8 multi-dwelling units per acre. In 2018 the zoning changed as part of the city-initiated City-wide zone change. The property was then changed to R2, Mixed Residential, which allows 17 units per acre, Single or Multi dwelling units.

Staff Comments: This final plat consists of 1, 0.29-acre lot. There will be access from Fanning Ave, a local street.
The proposed lot size conforms with the 6,000 square foot minimum, as well as the 50-foot street frontage requirement per the R2 zoning standards.

The R2 zoning is a residential zone with smaller lot and dwellings, more compact and denser residential development, and higher volumes of vehicular and pedestrian traffic. The R2 zone allows 1, 2, 3 and 4 attached dwelling units. The zone is generally near limited commercial services.

The Comprehensive Plan identifies this area as General Urban. This Transect denotes residential areas with a variety of housing types. Lot sizes are smaller and more compact than suburban areas. General Urban encourages bicycle and pedestrian uses.

Staff Recommendation: Staff and the Planning and Zoning Commission have reviewed the final plat and finds that it is consistent with the Subdivision and Comprehensive Zoning Ordinance. Staff and the Planning and Zoning Commission recommend approval of the final plat.

Subdivision Ordinance: Boxes with an "X" indicated compliance with the ordinance

REQUIREMENTS	Staff Review
Requirements listed in Section 10-1:	
Building envelopes sufficient to construct a building.	X
Lot dimensions conform to the minimum standards of Zoning Ordinance.	X
Lots have full frontage on, and access to, a dedicated street.	X
Residential lots do not have direct access to arterial streets.	N/A
Direct access to arterial streets from commercial or industrial lots shall be permitted only where it can be demonstrated that: 1) The direct access will not impede the flow of traffic on the arterial or otherwise create an unsafe condition; 2) There is no reasonable alternative for access to the arterial via a collector street; 3) There is sufficient sight distance along the arterial from the proposed point of access; 4) The proposed access is located so as not to interfere with the safe and efficient functioning of any intersection; and 5) The developer or owner agrees to provide all improvements, such as turning lanes or signals, necessitated for the safe and efficient uses of the proposes access.	X
Adequate provisions shall be made for soil preservation, drainage patterns, and debris and waste disposal and collection.	X
Sidelines of lots shall be at, or near, right angles or radial to the street lines. All corner lots shall have a minimum radius of twenty feet on the property line.	X
All property within the subdivision shall be included within a lot or area dedicated for public use.	X
All corner lots zoned RP through R-3, inclusive, shall be a minimum of ten percent larger in area than the average area of all similarly zoned lots in the plat or subdivision under consideration.	N/A
All major streets in subdivision must conform to the major street plan of the City, as set forth in Comprehensive Plan.	X
The alignment and width of previously platted streets shall be preserved unless topographical conditions or existing buildings or structures required otherwise.	N/A
Residential lots adjoining arterial streets shall comply with: 1) Such lots shall have reverse frontage on the arterial streets, 2) such lots shall be buffered from the arterial street by any effective combination of the following: lot depth, earth berms, vegetation, walls or fences, and structural soundproofing, 3) Minimum lot depth shall be 150 ft except where the use of berms, vegetation, and structures can be demonstrated to constitute an effective buffer, 4) Whenever practical, existing roadside trees shall be saved and used in the arterial buffer, 5) Parking areas shall be used as part of the arterial buffer for high density residential uses, 6) Annexation and development agreement shall include provisions for installation and continued maintenance of arterial buffers.	X

Planning Director to classify street on basis of zoning, traffic volume, function, growth, vehicular & pedestrian safety, and population density.	Cleveland and Fanning are both Local Streets

Zoning Ordinance:

11-3-3: PURPOSE OF RESIDENTIAL ZONES
(D) R2 Mixed Residential Zone. This zone provides a residential zone characterized by smaller lots and dwellings, more compact and denser residential development; and higher volumes of vehicular and pedestrian traffic than are characteristic of the RE, RP and R1 Zones. The principal uses permitted in the R2 Zone shall be one (1), two (2), three (3), and four (4) dwelling units. This zone is also generally located near limited commercial services that provide daily household needs.

11-3-4: DIMENSIONAL STANDARDS FOR RESIDENTIAL ZONES.

Table 11-3-1: Dimensional Standards for Residential Zones

	RE	RP	R1	R2	TN	R3	R3A	RMH
Lot Area								
Lot Area Minimum in ft^2	1 acre*	12,000	7,000	6,000*	3,000*	5,000*	5,000	3,000
Lot Area Maximum in ft^2			13,500*					
Site Width								
Site Width at Front Setback, Minimum in ft.	150	60	50	50	25	50	50	25
Setbacks, Minimum in ft.								
Front	40	30*	25*	20*	15*	15	15	15
Front Maximum in ft.					20*			
Side	20	7.5/10*	6	6	5	6	6	5
Rear	40	25	25	25	10	25*	25*	10
Lot Coverage, Building Height, and Density								
Maximum Lot Coverage in %	30	40	40	80	50	80	80	50
Maximum Building Height in ft*	24	24	24	36	*			24
Maximum Density in gross units/acre	1	4	6	17	15	35	35	35

5. **General Urban**

Snapshot: The General Urban Transect denotes residential areas with a mix of commercial and service uses convenient to residents. These areas contain a wide variety of housing types, generally including small single-units, duplexes, triplexes, fourplexes, courtyard apartments, bungalow courts, townhouses, multiplexes and live-work units. Lot sizes are smaller and more compact than suburban areas. These areas could also include, parks, schools, churches and commercial services. These areas have highly connective street patterns, similar to the traditional grid-pattern that encourages bicycle and pedestrian usage. These areas should be near an existing or part of a new walkable center.

Local examples: Bonnavista Addition, Johns Height Subdivision, Jennie Lee Addition, Bell-Aire, Linden Park, Linden Trails, Falls Valley

April 4, 2023 7:00 p.m. Planning Department

City Annex Building

MEMBERS PRESENT: Commissioners Margaret Wimborne, Kristi Brower, Marsha McDaniel, Forrest Ihler, Bill Scott, Arnold Cantu, Dale Storer

MEMBERS ABSENT: Scott Geddes, Glen Ogden

ALSO PRESENT: Planners Naysha Foster, Brian Stevens and interested citizens.

CALL TO ORDER: Margaret Wimborne called the meeting to order at 7:00 p.m.

MINUTES: **Cantu moved to accept the minutes of March 7, 2023, Scott seconded the motion. The motion passed unanimously.**

Business (s):

3. PLAT 23-003: FINAL PLAT. Fanning Place Division No. 1.

Applicant: None appeared.

Ihler disclosed that the real estate group that he works for is the one doing this project, and asked if he should he recuse himself. Kirkham stated that conflict of interest rules that apply to the Commissioners, as public officials, are required to disclosure if there is a conflict of interest, which means, that if by making this decision there is a direct way to put money in your pocket. If you disclose that conflict, and participate in the vote, that is the bare minimum, you can make the decision whether you participate and vote, but you must disclose the conflict, and many people feel they should recuse themselves.

Wimborne stated that often when she recuses herself, she steps down to the audience.

Ihler stated he has a conflict of interest because the Anderson Hicks group he works with as a partner and he helps update their investors each month, and this is one of the projects. Ihler recused himself and stepped down to the audience.

Foster presented the Staff report, a part of the record.

Brower moved to recommend to the Mayor and City Council approval of the Final Plat for Fanning Place Division No. 1, as presented, McDaniel seconded the motion. Wimborne called for roll call vote: Brower, yes; Storer, yes; Wimborne, yes; McDaniel, yes; Scott, yes; Cantu, yes. The motion passed unanimously.

Ihler recused himself from this matter.

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS

APPROVAL OF THE FINAL PLAT OF TOWNHOMES AT FANNING PLACE DIVISION 1 LOCATED IN THE SOUTHWEST CORNER OF CLEVELAND ST AND N FANNING AVE.

WHEREAS, the applicant filed an application for a preliminary plat on February 16, 2023; and

WHEREAS, this matter came before the Idaho Falls Planning and Zoning Commission during a duly noticed public hearing on April 4, 2023; and

WHEREAS, this matter came before the Idaho Falls City Council during a duly noticed public meeting on May 25, 2023; and

WHEREAS, having reviewed the application, including all exhibits entered and having considered the issues presented:

I. RELEVANT CRITERIA AND STANDARDS

1. The Planning and Zoning Commission considered the request pursuant to the City of Idaho Falls Comprehensive Plan, the City of Idaho Falls Zoning Ordinance, the City of Idaho Falls Subdivision Ordinance, the Local Land Use Planning Act, and other applicable development regulations.
2. The property is an approximate 0.29-acre parcel located in the southwest corner of Cleveland St and N Fanning Ave.
3. The plat includes four buildable lots.
4. Access to the subdivision will come from N Fanning, a local street.
5. The plat complies with all requirements of the Subdivision Ordinance and Zoning Ordinance.
6. The proposed development is consistent with the principles of the City's Comprehensive Plan and the R2, Mixed Residential Zone.

II. DECISION

Based on the above Reasoned Statement of Relevant Criteria, the Planning and Zoning Commission of the City of Idaho Falls approved the Final Plat.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF IDAHO FALLS

THIS _____ DAY OF _____, 2023

_____

Rebecca L. Noah Casper-Mayor

Memorandum

File #: 23-159 **City Council Meeting**

FROM: Randall D. Fife
DATE: Wednesday, May 10, 2023
DEPARTMENT: City Attorney

Subject
Nondiscrimination Ordinance

Council Action Desired
☒ Ordinance ☐ Resolution ☐ Public Hearing
☐ Other Action (Approval, Authorization, Ratification, etc.)

Approve the Ordinance amending Title 5, Chapter 11 reaffirming that nothing in the City's Nondiscrimination Ordinance will diminish or abrogate a religious liberty or conscience protection available under the law, under a suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary (or consider the Ordinance on the first reading, reject the ordinance, or take other action deemed appropriate).

Description, Background Information & Purpose
The City's Nondiscrimination Ordinance (Title 5, Chapter 11) was established prior to the passage of Congress' bi-partisan Respect for Marriage Act (Public Law Public Law 117-228) in 2022. The draft Ordinance language tracks the RFMA by reaffirming that nothing in the City's Nondiscrimination Ordinance will diminish or abrogate a religious liberty or conscience protection otherwise available to an individual or organization under the law.

Alignment with City & Department Planning Objectives

☐ ☒ ☐ ☐ ☒ ☐ ☐ ☐

The ordinance promotes good governance and reflects community values of welcome, inclusion, and egalitarianism.

Interdepartmental Coordination
Not Applicable

Fiscal Impact
None

Legal Review
Drafted by City Attorney Department

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF IDAHO FALLS, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; AMENDING TITLE 5, CHAPTER 11, TO ALLIGN THE CITY'S NONDISCRIMINATION ORDINANCE WITH THE U.S. RESPECT FOR MARRIAGE ACT; AND PROVIDING SEVERABILITY, CODIFICATION, PUBLICATION BY SUMMARY, AND ESTABLISHING EFFECTIVE DATE.

WHEREAS, the City first passed a nondiscrimination Ordinance in the Fall of 2013 in order to protect the rights of, and to ensure that, all of its residents and visitors are treated fairly in matters of sexual orientation or gender identity/expression; and

WHEREAS, following the U. S. Supreme Court decision in Obergefell v. Hodges, 576 U.S. 644 (2015), a bi-partisan 117th U.S. Congress passed the Respect for Marriage Act, to address concerns regarding marriage rights and religious beliefs; and

WHEREAS, this Council is committed to protect the rights of all that it governs or interacts with by ensuring that it treats all fairly; and

WHEREAS, Council desires by this Ordinance to reiterate and clarify by adoption of language from the Respect for Marriage Act that an important goal of the City's nondiscrimination Ordinance is to not diminish or abrogate religious liberty or conscience protection otherwise available to an individual or organization under the Constitution of the United States, the Idaho Constitution, or Federal law, Idaho Code, or this Code.

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

SECTION 1. Title 6, Chapter 3 of the City Code of the City of Idaho Falls, Idaho, is hereby amended as follows:

…

5-11-4: EXCEPTIONS

(A) This Chapter shall not apply to:

1. a religious corporation, association, educational institution, or society, trust or any entity or association which is a wholly owned or controlled subsidiary or agency of any religious corporation, association, society, trust, or corporation sole;

2. an expressive association whose employment of a person protected by this Chapter would significantly burden such association's rights of expressive association, as interpreted by a court to which the City is subject; and,

3. the United States Government, any of its departments, agencies, or any corporation(s) wholly owned by it; and the State of Idaho, any of its departments, agencies, bodies corporate and politic, and political subdivisions, or any corporation(s) wholly owned by them, except the City.

(B) This Chapter shall not apply to:

1. the sale or rental of a one-family dwelling where the owner:

   a. does not own an interest in or title to four (4) or more one-family dwellings within the City;

   b. has not sold two (2) or more one-family dwellings within the twenty-four (24) month period immediately preceding such a sale or rental; and,

   c. such one-family dwelling(s) were sold or rented without engaging the services of any real estate broker, agent, salesperson, property manager, or other person engaged in the services of any real estate broker, agent, salesperson, or property manager or other person engaged in the business of selling or renting dwellings.

2. the rental of a unit in a one-, two-, three- or four-family dwelling where the owner continues to reside in one unit of such a dwelling;

3. employment practices of an owner or tenant which occur within the dwelling where such owner or tenant is residing; and,

4. a person, business, or enterprise who hires fewer than five (5) employees for each working day in each of twenty (20) or more calendar weeks in the current or preceding calendar year, whose services are to be partially or wholly performed in the State of Idaho.

(C) This Chapter shall not prohibit an employer from adopting reasonable employee rules and policies that designate sex-specific employee-only facilities in the workplace, including restrooms, shower facilities, and dressing facilities, provided that the employer's rules and policies for employees afford reasonable accommodations based on gender identity/expression to all employees.

(D) This Chapter shall not prohibit an employer from adopting reasonable dress and grooming standards not prohibited by federal law or the Idaho Code, provided that the employer's dress and grooming standards afford reasonable accommodations based on gender identity/expression to all employees.

<u>(E) Nothing in this Chapter shall be construed to diminish or abrogate a religious liberty or conscience protection otherwise available to an individual or organization under the Constitution of the United States, the Idaho Constitution, or Federal law, Idaho Code, or this Code.</u>

…

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 and Effective Date. 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.

PASSED by the City Council and APPROVED by the Mayor of the City of Idaho Falls, Idaho, this _____ day of _____, 2023.

ATTEST: CITY OF IDAHO FALLS, IDAHO

_____ _____

CORRIN WILDE, CITY CLERK REBECCA L. NOAH CASPER, Ph.D., MAYOR

(SEAL)

STATE OF IDAHO)
) ss:
County of Bonneville)

I, CORRIN WILDE, 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 5, CHAPTER 11, TO ALLIGN THE CITY'S NONDISCRIMINATION ORDINANCE WITH THE U.S. RESPECT FOR MARRIAGE ACT; AND PROVIDING SEVERABILITY, CODIFICATION, PUBLICATION BY SUMMARY, AND ESTABLISHING EFFECTIVE DATE."

_____
CORRIN WILDE, CITY CLERK

(SEAL)

Memorandum

File #: 23-160 **City Council Meeting**

FROM: Randall D. Fife
DATE: Wednesday, May 10, 2023
DEPARTMENT: City Attorney

Subject
Draft Ordinance Regulating Aggressive Solicitation

Council Action Desired
☒ Ordinance ☐ Resolution ☐ Public Hearing
☐ Other Action (Approval, Authorization, Ratification, etc.)

Approve the Ordinance amending Title 5, Chapter 4, to prevent aggressive solicitation, under a suspension of the rules requiring three complete and separate readings and direct that it be read by title and published by summary (or consider the Ordinance on the first reading, reject the ordinance, or take other action deemed appropriate).

Description, Background Information & Purpose
While the City continues to respect the rights of people to approach others to promote various ideas, products, and opportunities; unwanted and aggressive solicitation disrupts the peace of individuals and the community. The purpose of draft Ordinance is to regulate unsolicited, aggressive actions related to solicitation in the City.

Alignment with City & Department Planning Objectives

☐ ☒ ☐ ☐ ☒ ☒ ☐ ☐

This ordinance promotes good governance and a safe and peaceful community.

Interdepartmental Coordination
The City Attorney drafted the Ordinance with input from the Police Department.

Fiscal Impact
None.

Legal Review
City Attorney Department drafted the proposed Ordinance.

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF IDAHO FALLS, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; AMENDING TITLE 5, CHAPTER 4, BY THE ADDITION OF SECTION 9 TO PROHIBIT AGGRESSIVE SOLICITATION; PROVIDING SEVERABILITY, CODIFICATION, PUBLICATION BY SUMMARY, AND ESTABLISHING EFFECTIVE DATE.

WHEREAS, aggressive personal confrontations in public areas are disturbing and disruptive to residents, visitors, and businesses and contribute to the loss of access to and enjoyment of public places and to a sense of fear, intimidation and disorder; and

WHEREAS, aggressive confrontation includes people who approach or follow pedestrians; repetitive attempts to confront another person despite refusals; the use of abusive or profane language with the intent to cause fear and intimidation; unwanted physical contact; and/or the intentional blocking of pedestrian and vehicular traffic; and

WHEREAS, this Ordinance is intended to protect the public from the fear and intimidation accompanying certain kinds of aggressive confrontations, while not limiting a constitutionally protected activity; and

WHEREAS, the presence of individuals who solicit money, jobs, or donations from persons at or near bus stops, banks, automated teller machines, public transportation facilities, crosswalks, etc., is especially troublesome because of the enhanced fear of crime in a place that is confined, difficult to avoid, or where a person might find it necessary to wait; and

WHEREAS, the Council finds that the City has a particular interest in encouraging and preserving a vital, pedestrian-friendly urban core; promoting tourism and business in the City; preserving the quality of urban life; and encouraging businesses and neighborhoods where walking is a realistic alternative to vehicles that use fossil fuels.

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

SECTION 1: Title 5, Chapter 4, Section 9 of the City Code of the City of Idaho Falls, Idaho, is hereby added as follows:

5-4-9:

A. PURPOSE. This Section is intended to protect individual members of the public from the fear and intimidation resulting from certain kinds of unwanted solicitation and is not intended to limit any Constitutionally protected activity.

B. DEFINITIONS. Whenever the following words or terms are used in this Section, they shall have the meanings ascribed below:

AGGRESSIVE MANNER: Causing a person to fear imminent bodily harm or the commission of a criminal act upon property in the person's possession by:

1. making any physical contact with or touching another person in the course of the confrontation without the other person's consent when the person knows or should reasonably believe that the other person will regard the contact as offensive or provocative;

2. following the person being confronted, if that conduct is:

    a. intended to cause a person to fear imminent bodily harm or the commission of a criminal act upon property in the person's possession; or

    b. intended to intimidate the person being confronted into engaging in acts or behaviors the person would not otherwise do or perform; or

    c. continuing to confront a person within five feet (5') of the person being confronted after the person has communicated that the confrontation should cease; or

    d. blocking the safe or free passage of the person being confronted or requiring the person, or the driver of a vehicle, to take evasive action to avoid physical contact with the person initiating or continuing the confrontation; or

    e. using obscene or abusive language or gestures toward the person being confronted in a manner that tends to incite an immediate breach of the peace; or

    f. is intended to or is likely to cause a reasonable person to fear imminent bodily harm or the commission of a criminal act upon property in the person's possession; or is intended to or is reasonably likely to intimidate the person being confronted into responding affirmatively to the solicitation.

AUTOMATED TELLER FACILITY: The area comprised of one or more automatic teller machines and any adjacent space that is made available to banking customers for automated banking.

AUTOMATED TELLER MACHINE: A device, linked to a bank's account records, which is able to carry out banking transactions.

BANK: A bank, savings bank, savings and loan association, credit union, trust company, or similar financial institution.

BUS: A vehicle operated by a transit authority for public transportation, such as Greater Idaho Falls Transit (GIFT).

CHECK CASHING BUSINESS: The business of cashing checks, drafts, or money orders for consideration.

CONFRONT: To approach or threaten or intimidate another person by words or actions in a manner reasonably calculated to detain, hinder, or delay the person.

PUBLIC AREA: An outdoor area to which the public has access and includes, but is not limited to, a sidewalk, street, highway, park, park amenity, parking lot, alleyway, pedestrian way, or the common area of a school, hospital, apartment house, office building, transport facility, or shop.

SOLICIT: To request, by the spoken, written, or printed word, or by other means of communication an immediate donation or transfer of money or another thing of value from another person, regardless of the solicitor's purpose or intended use of the money or other thing of value, and regardless of whether consideration is offered.

C. VIOLATION. A person commits an offense if the person solicits another person in an aggressive manner:

1. in a public area;

2. on a highway within the City;

3. at a bus station or stop, or at a facility operated by transit authority for passengers;

4. within twenty-five feet (25') of:

    a. an automated teller facility;

    b. the entrance or exit of a bank; or

    c. the entrance or exit of a check cashing business;

5. at a marked crosswalk;

6. on either side of the street on a block where a school attended by minors or a child care facility has an entrance or exit;

7. at a sidewalk cafe authorized or the patio area of a bar or restaurant.

D. EXEMPTIONS.

1. This Section is not intended to proscribe a demand for payment for services rendered or goods delivered, or to regulate activities otherwise allowed by this Code.

2. This Section does not apply to a person who participates in or views a parade, festival, performance, rally, demonstration, or similar event, or to a peace officer or other person making a lawful detention or arrest.

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 and Effective Date. 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.

PASSED by the City Council and APPROVED by the Mayor of the City of Idaho Falls, Idaho, this _____ day of _____, 2023.

ATTEST: CITY OF IDAHO FALLS, IDAHO

_____ _____

CORRIN WILDE, CITY CLERK REBECCA L. NOAH CASPER, Ph.D., MAYOR

(SEAL)

STATE OF IDAHO)
) ss:
County of Bonneville)

I, CORRIN WILDE, 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 5, CHAPTER 4, BY THE ADDITION OF SECTION 9 TO PROHIBIT AGGRESSIVE SOLICITATION; PROVIDING SEVERABILITY, CODIFICATION, PUBLICATION BY SUMMARY, AND ESTABLISHING EFFECTIVE DATE."

_____
CORRIN WILDE, CITY CLERK

(SEAL)

Memorandum

File #: 23-161 **City Council Meeting**

FROM: Randall D. Fife
DATE: Thursday, May 11, 2023
DEPARTMENT: City Attorney

Subject
Resolution Amending City Records Retention Policy

Council Action Desired
☐ Ordinance ☒ Resolution ☐ Public Hearing
☐ Other Action (Approval, Authorization, Ratification, etc.)

Approve the Resolution establishing the City records retention classification and schedule (or take other action deemed appropriate).

Description, Background Information & Purpose
During the City's recent unsuccessful effort to achieve an amendment Idaho Code records retention provisions, the City learned that most Idaho cities have established their own records retention schedule pursuant to Idaho Code 50-907(5) in order to reduce costs and simplify retention requirements. The Resolution defines which City records (including records defined as "City Media Recordings" and "Police Department Media Recordings") need not be retained after it is determined that they do not have a governmental value.

Alignment with City & Department Planning Objectives

☒ ☒ ☐ ☐ ☐ ☒ ☐ ☐

The Resolution supports good governance and security and law enforcement efforts by reducing time and cost of retention of records that have been determined to have no governmental use or value.

Interdepartmental Coordination
City Attorney worked with all City Departments to develop the policy, especially the Police, Parks and Recreation, Idaho Falls Power, and Municipal Service (IT) Departments.

Fiscal Impact
This action should result in substantial budget savings for storage capacity expenses.

Legal Review
City Attorney drafted the Resolution.

RESOLUTION NO. 2023-

A RESOLUTION OF THE CITY OF IDAHO FALLS, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR DEFINITION, CLASSIFICATION, AND RETENTION OF CERTAIN PUBLIC RECORDS PURSUANT TO IDAHO CODE AND COUNCIL POLICY; AND PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the Idaho Code allows for the classification, retention, preservation, and destruction of certain records as "historical", "permanent", "semi-permanent" and "temporary" records; and

WHEREAS. Idaho Code requires the Council adopt by Resolution a Records Retention Schedule listing the various types of City records and the retention period for each type of records; and

WHEREAS, the City has made a survey of all its records and has reviewed current Idaho Code regarding classification of records; and

WHEREAS, the Council has determined that the records categorizations and respective retention schedules, as set out in Idaho Code § 50-907, is appropriate for the City to adopt, with some minor clarifications; and

WHEREAS, Idaho Code § 50-907(5) authorizes the Council to adopt its own record retention schedule, listing the various types of City records and the retention period for each type of record; and

WHEREAS, the City wishes to classify some writings, documents, and other similar City information as neither "historical records", "permanent records", "semi-permanent records" or "temporary records" because they are ephemeral and have no reasonable intrinsic, historical, or other value which requires retention or City Media Recordings or Police Department Media Recordings, as defined in this Resolution; and

WHEREAS, Council is confident that the City Clerk and City Attorney (with the input of relevant City staff) can make determinations regarding those records not considered "historical records", "permanent records", "semi-permanent records", or "temporary records", as those terms are defined in Idaho Code Title 50, Chapter 9; and

WHEREAS, the Council desires to make minor changes in Resolution 2016-22 to accommodate increased usage of City Media Recordings and Police Department Media Recordings, as those terms are defined in this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF IDAHO FALLS, AS FOLLOWS:

CITY OF IDAHO FALLS RECORDS RETENTION SCHEDULE

I. Historical Records.

A. The following records shall be classified as historical records:

Records which, due to age or cultural significance, are themselves artifacts of historical value. Such records have enduring value based on the administrative, legal, fiscal, evidential, or historical information they contain. The City Clerk, in consultation with the City Attorney and those who have specialized interest or knowledge (which may include the Idaho State Historical Society, the Bonneville County Historical Society, and the Idaho Falls Heritage Association) in the nature of historical records, shall determine which records shall be considered "historical records" for purposes of this Records Retention Schedule and may confirm such classification with the Council, where appropriate.

B. Retention Schedule.

Historical records shall be retained by the City in perpetuity or may be transferred to the Idaho State Historical Society's permanent records repository pursuant to Idaho Code 67-4126(8) and (9), upon separate Resolution of the Council.

II. Permanent Records.

A. The following records shall be classified as permanent records:

1. Adopted meeting minutes of the City Council and City boards and commissions;

2. Ordinances and Resolutions;

3. Building plans and specifications for commercial projects and government buildings;

4. Fiscal year-end financial reports;

5. Records affecting the title to real property or liens thereon;

6. Cemetery records of lot ownership, headstone inscriptions, interment, exhumation and removal records, cemetery maps, plot plans, and 22 surveys;

7. Poll books, excluding optional duplicate poll books used to record that the elector has voted, tally books, sample ballots, campaign finance reports, declarations of candidacy, declarations of intent, notices of election, and records of voting results by precinct; and

8. Executed contracts.

B. Retention Schedule.

Permanent records shall be retained by the City in perpetuity or may be transferred to the Idaho State Historical Society's permanent records repository upon Resolution of the City Council authorizing such transfer.

III. Semi-permanent Records.

A. The following records be classified as semi-permanent records:

1. Claims, canceled checks, warrants, duplicate warrants, purchase orders, vouchers, duplicate receipts, utility, and other financial records;

2. Building applications for commercial projects and government buildings;

3. License applications;

4. Departmental reports; and

5. Bonds and coupons.

B. Retention Schedule.

Semi-permanent records shall be kept for not less than five (5) years after the date of issuance or completion of the matter contained within such semi-permanent record. Semi-permanent records may only be destroyed by Resolution of the City Council, and upon the advice of the City Attorney. Such disposition shall be under the direction and supervision of the City Clerk. The Resolution ordering destruction of semi-permanent records shall list in detail such semi-permanent records to be destroyed.

Prior to destruction of semi-permanent records, the City Clerk shall provide written notice, including a detailed list of the semi-permanent records proposed for destruction, to the Idaho State Historical Society thirty (30) days prior to the destruction of any records.

IV. Temporary Records.

A. The following records be classified as temporary records:

1. Building applications, plans, and specifications for noncommercial and nongovernment projects after the structure or project receives final inspection and approval;

2. Cash receipts subject to audit;

3. Election ballots and duplicate poll books;

4. The most current draft of an unexecuted contract until such contract is executed: and

5. Records which are normally believed to be the subject of litigation discovery and determined to be so after consultation with the City Attorney.

B. Retention Schedule.

Temporary records shall be retained for not less than two (2) years, but in no event shall financial records be destroyed until completion of the City's financial audit as provided in Idaho Code § 67-450B related to such financial records.

Temporary records may only be destroyed by Resolution of the City Council, and upon the advice of the City Attorney. Such disposition shall be under the direction and supervision of the City Clerk. The Resolution ordering destruction of temporary records shall list in detail such temporary records to be destroyed.

Prior to destruction of temporary records, the City Clerk shall provide written notice including a detailed list of the temporary records proposed for destruction, to the Idaho State Historical Society thirty (30) days prior to the destruction of any records.

V. City Media Recordings.

A. The following records shall be classified as City Media Recordings.

Digital recordings created by the City that contain and preserve a record of visual or audible components or both and shall not consist of "Police Department Media Recordings," as defined in Section VI of this Resolution.

B. Retention Schedule.

A City Media Recording that is associated with a law enforcement report or prosecution within thirty (30) days of its initial recording date shall be classified and retained as a "permanent record," a "semi-permanent record," or a "temporary record," pursuant to this Resolution. All other City Media Recordings shall be retained for not less than fourteen (14) days from the initial recording date and may be automatically deleted or overwritten at any time thereafter without Council action.

VI. Police Department Media Recordings.

A. The following records shall be classified as Police Department Media Recordings.

Digital recordings created by the City Police Department in the performance of its duties that contain and preserve a record of visual or audible components or both. Use of a continuous loop recording system or similar system by the City Police Department which allows events to be memorialized (e.g., commonly used in police vehicles or in body cameras) does not comprise a Police Department Media Recording until the actual recording process is activated and memorializes an event.

B. Retention Schedule.

A Police Department Media Recording that is associated with a law enforcement report or prosecution within thirty (30) days of initial recording shall be classified and retained as a

"permanent record," a "semi-permanent record," or a "temporary record," pursuant to this Resolution. All other Police Department Media Recordings shall be retained for not less than fourteen (14) days from the initial recording date and may be automatically deleted or overwritten at any time thereafter without Council action.

VII. Ephemera.

A. The following shall not be considered records:

Writings, documents, and other similar City information not classified as "historical records", "permanent records", "semi-permanent records", or "temporary records" herein shall not be considered "records" for the purposes of retention pursuant to this Records Retention Schedule. Such non-"record" writings, documents, and other similar City information include, but are not limited to, document drafts, "post-it" notes, duplicates of records (unless they are controlled by Idaho Code Title 50, Chapter 9), phone call slips, voice mail, "to-do" lists, telephone text messages, and email not related to the conduct or promotion of the business of City government, and other ephemera used only for temporary transition, transitory purposes, and not intended to be other than briefly helpful.

B. Retention Schedule.

Writings, documents, and other similar City information which, in the reasonable belief of the creator, originator, recipient, or custodian which do not have any historical, intrinsic or other value, and records which are not reasonably believed to be the subject of litigation discovery shall not be considered "records" for purposes of Idaho Code Title 50, Chapter 9, this Records Retention Schedule and shall not be required to be a subject of a Resolution authorizing their destruction.

VIII. Where there is a question regarding whether something is a "record"; the classification of a record; or retention of a record; such questions are to be directed to the City Clerk and/or the City Attorney prior to any destruction.

IX. Where the City Clerk determines, in his or her best judgement and based upon acceptable practices, a non-paper reproduction of a record is appropriate, the City Clerk shall create, retain, or destroy such non-paper copies of a City record pursuant to Title 50, Chapter 9, of the Idaho Code.

X. City Resolution 2016-22 is hereby repealed in its entirety and shall have no effect following the passage of this Resolution.

XI. This Resolution shall become effective as of _____, 2023.

ADOPTED this _____ day of _____, 2023.

ATTEST: CITY OF IDAHO FALLS, IDAHO

_____ _____

Corrin Wilde, City Clerk Rebecca L. Noah Casper, Ph.D., Mayor

(SEAL)

STATE OF IDAHO)
) ss:
County of Bonneville)

I, CORRIN WILDE, CITY CLERK OF THE CITY OF IDAHO FALLS, IDAHO, DO HEREBY CERTIFY:

> That the above and foregoing is a full, true and correct copy of the Resolution entitled, "A RESOLUTION OF THE CITY OF IDAHO FALLS, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING A DEFINITION, CLASSIFICATION, AND RETENTION OF CERTAIN PUBLIC RECORDS PURSUANT TO IDAHO CODE AND COUNCIL POLICY; AND PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW."

_____

Corrin Wilde, City Clerk

(SEAL)