



# City Council Agenda

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City of Idaho Falls  
Regular Council Meeting  
680 Park Avenue

**Tuesday**  
**November 21, 2023**  
**7:30 P.M.**

## **Mayor**

Rebecca Casper

## **City Council**

Michelle Ziel-Dingman  
Council President

John Radford  
Council Seat 5

Jim Freeman  
Council Seat 6

Tom Hally  
Council Seat 3

Jim Francis  
Council Seat 4

Lisa Burtenshaw  
Council Seat 2



Livestream at [www.idahofallsidaho.gov/429/Live-Stream](http://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, proper 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](mailto: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](mailto: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

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Tuesday, November 21, 2023

7:30 PM

City Council Chambers

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### City Council Agenda:

1. **Call to Order.**
2. **Pledge of Allegiance.**
3. **Public Comment.**

Please see guidelines above.

4. **Consent Agenda.**

Any 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 pursuant to City Code, Title 2 **23-337**

**Attachments:** J. Anglesey Resume  
J. Anglesey Citizen Application  
B. Cranor Memorandum

#### B. **Airport**

- 1) Authorize payment for the second year of the three-year agreement for Aircraft Rescue and Firefighting Services at the Idaho Falls Regional Airport with Pro-Tec Fire Services. **23-320**

**Attachments:** 2022 Pro-Tec Professional Services Agreement-FE (002).pdf

- 2) Approval of Amendment #2 on the Land Acquisition Services for the Johnson Property Project. **23-325**

**Attachments:** Amendment #2 Agreement Johnson Property project

#### C. **Idaho Falls Power**

- 1) IFP 24-03 Three-Reel Turret Trailer **23-316**

**Attachments:** Bid Tab 24-03

- 2) York Substation Structural Steel - Klute Steel **23-327**

**Attachments:** York Structural Steel Bid Tabulation

- 3) IFP Bucket Truck Purchase - Altec 23-328

**Attachments:** Bucket Trucks

- 4) Idaho Falls Power Board Meeting Minutes - November 2023 23-339

**Attachments:** 2023 1108 IFP Board Meeting minutes

**D. Municipal Services**

- 1) Bid IDA-24-0001, IDA Fire Station Roof Replacement 23-319

**Attachments:** IDA-24-0001 IDA Fire Station Roof Replacement

- 2) Replacement of Turf Equipment for Parks and Recreation, Sage Lakes, and Sand Creek Golf Courses 23-324

**Attachments:** Rocky Mountain Turf (RMT) Equipment Quote

- 3) Treasurer's Report for July 2023 23-330

**Attachments:** July Treasurer's Report.

- 4) Treasurer's Report for August 2023 23-335

**Attachments:** August Treasurer's Report

- 5) Treasurer's Report for September 2023 23-336

**Attachments:** September Treasurers Report

**E. Police Department**

- 1) Lease Payment for Law Enforcement Building 23-338

**Attachments:** Bonneville County Invoice for Lease of LEB.pdf

**F. Office of the City Clerk**

- 1) Minutes from Council Meetings 23-326

**Attachments:** 2023 1108 City Council Special Meeting- Executive Session-Unapproved



- 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. **Airport**

- 1) Approval of Change Order on CM/GC Contract for Airport Terminal Expansion and Renovation Project - Clayco, Inc. **23-322**

Clayco, Inc., was selected as the Airport's Construction Manager/General Contractor (CMGC) for the next phased terminal construction project. Phase I (preconstruction services) was to conclude with the start of construction, originally scheduled for September 2023. However, Phase II (construction) was pushed back and rescheduled for April 2024-primarily to avoid the weather-related difficulties associated with a winter schedule. This change order will cover both the seven-month delay and the cost of additional design drawing packages.

**Action Item:**

Approve the change order for additional preconstruction services and authorize the Mayor and City Clerk to execute the necessary documents (or take other action deemed appropriate).

**Attachments:** Clayco change order request #1.pdf

B. **Public Works**

- 1) Resolution to Adopt a Revised Snow and Ice Control Policies and Procedures Manual **23-321**

Attached is a proposed Resolution to amend the City of Idaho Falls Snow and Ice Control Policies and Procedures Manual. The policy has been updated to reflect minor changes, account for newly annexed streets and includes the latest Cooperative Agreement for Maintenance with the Idaho Transportation Department.

**Action Item:**

Adopt the Resolution to revise the City of Idaho Falls Snow and Ice Control Policies and Procedures Manual which has been updated to reflect current snow removal practices (or take other action deemed appropriate).

**Attachments:** 2023 - Council Resolution and Revised Policy

6. **Announcements.**

7. **Adjournment.**



# Memorandum

File #: 23-337

City Council Meeting

**FROM:** Bud Cranor  
**DATE:** Thursday, November 16, 2023  
**DEPARTMENT:** Mayor's Office

## Subject

Appointments to City Boards, Committees and Commissions pursuant to City Code, Title 2

## Council Action Desired

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

Give consent to Mayor Casper's new appointment of Julie Anglesey to serve on the Impact Fee Advisory Committee, as listed below, pursuant to Title 2-12-1 of Idaho Falls City Code (or take other action deemed appropriate).

## Description, Background Information & Purpose

Name	Status
Julie Anglesey	Impact Fee Advisory Committee, Non-voting, Ex-officio Member

Attached please find correspondence from Chief of Staff Cranor and the citizen application and resume in reference to the appointment.

## 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

City Boards, Committees and Commissions are volunteer positions. Activities and expenses necessary for the proper function of these boards, committees and Commissions will be accounted for and funded by the appropriate agency or department budget.

**Legal Review**

N/A

# JULIE L. ANGLESEY

208.589.6867 | [julie@homesineasternidaho.com](mailto:julie@homesineasternidaho.com)

**BERKSHIRE HATHAWAY HOMESERVICES SILVERHAWK REALTY EAST IDAHO**, Idaho Falls, ID

Designated Broker/Co-Owner/REALTOR®

PREVIOUS: 2011-2021 **BETTER HOMES AND GARDENS REAL ESTATE VOIGT DAVIS**, Idaho Falls, ID

Associate Broker/REALTOR®

## EDUCATION

**BACHELOR OF ARTS, COMMERCIAL RECREATION AND TOURISM (WITH EMPHASIS IN BUSINESS)**

- UNIVERSITY OF UTAH, Salt Lake City, Utah. March 1992

**REAL ESTATE LICENSE**

- EASTERN IDAHO TECHNICAL COLLEGE, Idaho Falls, ID. November 2006

## DESIGNATIONS AND CERTIFICATIONS:

- Accredited Buyers Representative (ABR®)
- Certified Residential Specialist (CRS)
- Graduate REALTOR® Institute (GRI)
- At Home with Diversity (AHWD)
- Performance Management Network (PMN)
- National Association of REALTORS® E-Pro
- National Association of REALTORS® GREEN
- C2EX

## PROFESSIONAL ASSOCIATIONS, VOLUNTEERISM

**IDAHO REALTORS®**

- First Vice President 2023
- East District Vice President- 2020-2022

**GREATER IDAHO FALLS ASSOCIATION OF REALTORS®**

- State Director 2017-2019
- President 2016
- Local Director 2011-2014

**NATIONAL ASSOCIATION OF REALTORS®**

- Board Jurisdiction & Member Policy Committee-2021-2023
- Major Investor Council Representative- Idaho 2018-2019

**WOMEN'S COUNCIL OF REALTORS®- IDAHO STATE CHAPTER**

- Governor 2016
- President 2013

**RIRIE CHAMBER OF COMMERCE**

- President 2011-2016



**REALTOR® Political Action Committee-** Major Investor- Golden R, President's Circle, Hall of Fame

## AWARDS

**2022** BERKSHIRE HATHAWAY HS SILVERHAWK REALTY EAST IDAHO- \$19M SALES

**2021** BERKSHIRE HATHAWAY HS SILVERHAWK REALTY EAST IDAHO- \$14M SALES

**2020 GOLD AWARD SALES-BETTER HOMES AND GARDENS REAL ESTATE VOIGT DAVIS-**\$7.1M SALES

**2019 GOLD AWARD SALES-BETTER HOMES AND GARDENS REAL ESTATE VOIGT DAVIS-**\$6.3M SALES

**2018 ENTREPRENEUR OF THE YEAR-** SOUTHEAST IDAHO NETWORK, WOMEN'S COUNCIL OF REALTORS®

**2015 MEMBER OF THE YEAR-**IDAHO STATE NETWORK, WOMEN'S COUNCIL OF REALTORS®

**2013 REALTOR® OF THE YEAR-** GREATER IDAHO FALLS ASSOCIATION OF REALTOR

[www.HomesInEasternIdaho.com](http://www.HomesInEasternIdaho.com)



**City of Idaho Falls**  
**Boards, Committees and Commissions**  
**Citizen Application**

Thank you for your willingness to serve our community. Please fill out this form and attach a résumé to this application. If you wish, you may also submit a cover letter explaining your interest in city service.

Your application will be kept on file. When there is an opening on a relevant City Board, Committee or Commission, your application will be reviewed. Return the completed form to the Mayor's office at: City of Idaho Falls Mayor's office: P.O. Box 50220, Idaho Falls, ID 83405 or [mayor@idahofalls.gov](mailto:mayor@idahofalls.gov).

Name:	Julie Anglesey		
Mailing Address:	5858 E 65th S		
City, State, Zip:	Idaho Falls, ID 83406		
Email Address:	julie@homesineasternidaho.com		
Daytime Phone:		<input type="checkbox"/> Message? <input type="checkbox"/> Text?	
Evening Phone:		<input type="checkbox"/> Message? <input type="checkbox"/> Text?	
Cell Phone:	208-589-6867	<input checked="" type="checkbox"/> Message? <input checked="" type="checkbox"/> Text?	

What is your motivation for service on this/these committee(s)?

I am the broker/owner of Berkshire Hathaway HS Silverhawk Realty East Idaho. I feel that it is imperative that private property owners and the public sector work cohesively to create healthy communities.

How does your background training and experience lend itself to service on this/these committee(s)?

I've been a REALTOR for 17 years and continue to strive to better my industry and the community. I am serving on the Executive Committee for Idaho REALTORS and will be the Idaho Realtors State President in 2025. I have held every position on the local REALTOR board as well as many positions on the Women's Council of REALTORS. I'm also involved with committees within the Eastern Idaho Home Builders Association and currently serve on the Historic Preservation Commission.

Please list any relevant areas of expertise, education or training you possess that will be helpful for service.

I hold the following designations in addition to the basic real estate training: Certified Residential Specialist, Accredited Buyers Representative, Graduate REALTORS Institute, GREEN, EPro, At Home With Diversity, Luxury Collection Specialist

**FOR OFFICE USE ONLY:**

Date received by Mayor's Office: 10.3.2023

Date appointed:

City Division(s) application forwarded to: CS

Board, Committee or Commission appointed to:

	<u>Length of term (Years)</u>	<u>Meeting Frequency</u>
<b>Mayor's Office</b>		
<input type="checkbox"/> Sister Cities Committee	Three (3)	As Needed
<b>Fire Department</b>		
<input type="checkbox"/> Fire Code Appeals Board	Five (5)	Yearly/As Needed
<b>Library</b>		
<input type="checkbox"/> Library Board	Five (5)	Monthly/As Needed
<b>Municipal Services</b>		
<input type="checkbox"/> Civic Center for the Performing Arts Committee	Two (2)	As Needed
<b>Parks and Recreation</b>		
<input type="checkbox"/> Golf Advisory Board	Three (3)	Every Other Month
<input type="checkbox"/> Parks and Recreation Commission	Three (3)	Monthly
<input type="checkbox"/> Shade Tree Committee	Three (3)	Monthly
<input type="checkbox"/> Tautphaus Park Zoological Society	Three (3)	Quarterly
<input type="checkbox"/> War Bonnet Round Up Advisory Committee	Three (3)	As Needed
<b>Community Development Services</b>		
<input type="checkbox"/> Board of Adjustment	Five (5)	2 <sup>nd</sup> Thursday/As Needed
<input type="checkbox"/> Building Code Board of Appeals	Three (3)	As Needed
<input type="checkbox"/> Electrical Board of Review	Two (2) & Three (3)	As Needed
<input type="checkbox"/> Historic Preservation Commission	Three (3)	1 <sup>st</sup> Thursday
<input type="checkbox"/> ADA Advisory Board	Three (3)	As Needed
<input type="checkbox"/> Idaho Falls Business Assistance Corp	Staggering Terms	Quarterly/As Needed
<input type="checkbox"/> Idaho Falls Redevelopment Agency	Five (5)	3 <sup>rd</sup> Thursday
<input type="checkbox"/> Mechanical Appeals Board	Three (3)	As Needed
<input type="checkbox"/> Planning Commission	Six (6)	1 <sup>st</sup> Tuesday
<input type="checkbox"/> Plumbing Appeals Board	Three (3)	As Needed
<b>Public Works</b>		
<input checked="" type="checkbox"/> Impact Fee Advisory Committee	Three (Staggered Terms)	As Needed
<b>Regional Committees</b>		
<input type="checkbox"/> Bonneville Metropolitan Planning Organization		
<b>Other</b>		
<input type="checkbox"/>		

1Where not specifically required by law, City of Idaho Falls residents will be given preference. 2Four (4) members shall have professional training or experience in the disciplines of architecture, history, architectural history, urban planning, archaeology, engineering, law, or other historic preservation-related disciplines. 3All members shall be a person with a disability or have a demonstrated interest, competence or knowledge of disabilities. 4One (1) member shall be a Bonneville County resident residing within the area of city impact. Please note: Those who stand to receive a direct financial benefit from a particular position, who are involved in litigation with a relevant city department, and who are not city residents may be declared ineligible to serve on a committee. Any information supplied may be subject to disclosure under the Idaho Public Records Law §§ 9-337 through 9-350



## MEMORANDUM

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TO: Carla Bruington

FROM: Bud Cranor

DATE: November 13, 2023

RE: Board and Commission Appointments

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Attached, please find the application for the following individual for consideration to be appointed by the Mayor & City Council to serve on the following City of Idaho Falls Boards, Commissions or Committees, per City Code, Title 2:

**Julie Anglesey                      Impact Fee Advisory Committee**

Ms. Anglesey has been recommended for service and has filled out the citizen application to serve on the above committee. She has also been interviewed regarding her interest and capacity to serve and advised of the expectations and duties associated with service on a city board, committee, or commission.

After reviewing her application and meeting with her individually, I recommend her name be placed on an upcoming City Council Agenda and that she be appointed to serve by the Mayor & City Council.



# Memorandum

File #: 23-320

City Council Meeting

**FROM:** Bruce Young, Assistant Director Finance & Administration  
**DATE:** Tuesday, November 21, 2023  
**DEPARTMENT:** Airport

## Subject

Authorize payment for the second year of the three-year agreement for Aircraft Rescue and Firefighting Services at the Idaho Falls Regional Airport with Pro-Tec Fire Services.

## Council Action Desired

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

Airport requests that City Council authorize the use of budgeted funds for Aircraft Rescue and Firefighting (ARFF) services with Pro-Tec for the 2024 fiscal year.

## Description, Background Information & Purpose

The purpose of this professional services agreement is to obtain services and support for the Airport's Rescue and Firefighting (ARFF) requirements as prescribed by the Federal Aviation Administration (FAA). Pro-Tec Fire Service will provide service to the Idaho Falls Regional Airport to ensure compliance with FAA regulatory requirements and the overall safe operation of the Airport.

## Alignment with City & Department Planning Objectives



The action supports community-oriented results including a well-managed Airport, fiscal responsibility, public safety, and excellent public transportation infrastructure.

## Interdepartmental Coordination

Airport coordinated with Idaho Falls Fire Department, Municipal Services, and Legal last year with the original agreement.

## Fiscal Impact

The not-to-exceed amount of \$719,325.00 for year two of this contract is included in the Airport's approved FY2023-224 operating budget.

**Legal Review**

The Legal Department has reviewed the agreement and concurs the Council action is within state statute.

**AGREEMENT FOR PROFESSIONAL SERVICES TO PERFORM AIRCRAFT  
RESCUE FIREFIGHTING SERVICES BETWEEN PRO-TEC FIRE  
SERVICES AND THE CITY OF IDAHO FALLS, IDAHO**

This AGREEMENT FOR PROFESSIONAL SERVICES TO PERFORM AIRCRAFT RESCUE FIREFIGHTING SERVICES BETWEEN PRO-TEC FIRE SERVICES AND THE CITY OF IDAHO FALLS, IDAHO ("AGREEMENT"), made and entered into this 14 day of JULY, 2022, between City of Idaho Falls, Idaho, a municipal corporation, whose address is P.O. Box 50220, Idaho Falls, Idaho 83405 ("CITY"), and Pro-Tec Fire Services, LTD., a Wisconsin Limited Company, whose address is 3433 West College Avenue, Appleton, Wisconsin 54915 ("CONTRACTOR").

**WITNESSETH:**

Whereas, CITY desires to accept a proposal to provide the Idaho Falls Regional Airport ("Airport") professional Aircraft Rescue Firefighting Services; and

WHEREAS, CONTRACTOR has broad experience providing Aircraft Rescue Firefighting Services; and

WHEREAS, CITY wishes CONTRACTOR to complete the Scope of Work pursuant to this Agreement.

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

**SECTION I: SCOPE OF WORK**

CONTRACTORS Responsibilities:

CONTRACTOR shall provide to CITY Aircraft Rescue Firefighting Services ("ARFF") for CITY's Airport (Idaho Falls Regional Airport). CONTRACTOR shall provide all staffing required to maintain any time, every day ARFF service (24/7/365) and immediately respond to emergencies at the Airport. It is imperative that CONTRACTOR supply sufficient staffing levels meet the requirements set by the FAA and FAR Part 139 and to support all ARFF. Staffing shall include, at a minimum, the following:

- One (1) Fire Chief, working a 40-hour administrative work week
- Three (3) Captains each working a 24-hour shift
- Three (3) Firefighters each working a 24-hour shift

All staffing provided under this Agreement shall require, at a minimum, equivalent training to those required by Idaho State and CITY's regulations as well as the standards established by the FAA.

As part of CONTRACTOR's responsibilities, CONTRACTOR shall also provide its staff with all

necessary certifications and training that are required by FAR 139, including, but not limited to, an annual live-fire training. CONTRACTOR shall be responsible for all its own employee costs, including payroll taxes, unemployment insurance, and other benefit costs. CONTRACTOR shall provide its own employees with uniforms. CITY shall have the right to review and approve of all uniforms. CITY's approval shall not be unreasonably withheld.

CONTRACTOR shall also provide the following:

- An annual Airport Emergency Plan Review. This review shall include a Table-Top exercise training for all agencies included in the plan. CONTRACTOR shall document the training in a manner that is deemed acceptable by the FAA.
- Triennial and Table-Top Exercise Planning. CONTRACTOR shall plan, coordinate, and conduct all training exercises prescribed by Part 139 and the Airport Emergency Plan adopted by CITY.
- Airport Self-Inspection Program Compliance. CONTRACTOR shall conduct all airfield inspections required by Part 139.327. These inspections shall be documented by CONTRACTOR on the forms prescribed by the Airport Certification Manual. CONTRACTOR shall ensure that all its employees are trained and certified to perform these inspections on a minimum of an annual basis.
- Fuel Farm / Mobile Fueler Inspections. CONTRACTOR shall inspect fueling agents, fuel farms, and mobile refueler units that operate on the airport for compliance with Airport and FAA regulations, including FAR Part 139.321(d), as needed to ensure compliance with NFPA 407 or upon request by the Airport Administration.
- Notices to Airmen (NOTAMs). CONTRACTOR shall manage the airport's NOTAM program, in accordance with Part 139.339, using a flight service or an automated NOTAM system to post NOTAMs, as directed by Airport Administration.
- First Aid / CPR / AED Training. CONTRACTOR shall provide airport staff and tenants with CPR and First Aid training on an annual basis, including how to use an Automatic External Defibrillator (AED), making use of either American Heart Association or American Red Cross training materials. CONTRACTOR shall also provide CPR and First Aid training on a as-needed basis for new airport staff hires and new tenants. CONTRACTOR shall provide disaster preparedness training upon CITY's request.
- Community Emergency Response Team (CERT) Training. CONTRACTOR Shall facilitate and train airport and community volunteers on how to respond to emergencies on the airport and in the community upon request from Airport Administration.
- Local Area Community and Technical Colleges. CONTRACTOR shall use its best efforts to build CONTRACTOR's partnerships with local area higher education institutions, including, but not limited to, Eastern Idaho Community College. These partnership should



focus on teaching local students in Fire Science Technology programs about ARFF and high expansion foam systems.

- Weekly Automatic External Defibrillator Inspections. CONTRACTOR shall inspect all Automatic External Defibrillators (AED) in the Airport's terminal and Airport-owned facilities on a weekly basis. CONTRACTOR shall document all inspections in its daily activity log, as well as in the inspection documentation for the AED. In the event that CONTRACTOR identifies an AED that needs service or maintenance, CONTRACTOR shall report the issue to Airport Administration for immediate correction.
- Incident Command Training. CONTRACTOR shall conduct FEMA and State-approved Incident Command System training, including ICS 100,200, 300, 400, 700, 800 or additional ICS/NIMS courses as required or as would be required for Airport compliance with Incident Command System, for airport staff and tenants. CONTRACTOR shall ensure that all training will satisfy the Airport's obligations with the federal guidelines.
- Fire Prevention Inspection and Programs. CONTRACTOR shall conduct periodic fire prevention inspections at all airport facilities, noting any deficiencies, all of which will be reported to Airport Administration for correction. The frequency and depth of these inspections shall meet any applicable FAA recommendations or guidelines. In addition, CONTRACTOR shall conduct fire prevention programs for the airport staff and tenants throughout the year
- Fire Extinguisher Inspections. CONTRACTOR shall inspect all fire extinguishers at the airport monthly or as needed. CONTRACTOR shall either replace a faulty extinguisher with one provided by the airport or contact the fire extinguisher contractor directly to re-service the extinguisher. CONTRACTOR shall provide fire extinguisher training for airport staff and tenants, ensuring that all participants know how to operate a fire extinguisher safely and quickly. CONTRACTOR shall assist Airport in developing a fire extinguisher training burn trainer and securing outside funding by applying for grants or developing other sources of funding.
- Storm Water Pollution Prevention Program. CONTRACTOR shall assist in a Storm Water Pollution Prevention Program at Airport by inspecting stormwater retention ponds and drainage systems. If requested by CITY, CONTRACTOR shall take over responsibility for the Storm Water Pollution Prevention Program
- Grants. CONTRACTOR shall assist CITY in receiving and securing grants funds to purchase equipment. CONTRACTOR shall also, on its own efforts, research and discover grants that would promote airport operations, including ARFF operations.
- Wildlife Management. CONTRACTOR shall conduct wildlife assessments during daily airfield inspections. When directed by CITY, airport operations, or the traffic control tower CONTRACTOR shall take appropriate actions to respond to wildlife on the airfield, as outlined in the Wildlife Airport Management plan. CONTRACTOR shall create a plan to reduce the risk of wildlife coming into contact with aircraft.

- Public Relations. CONTRACTOR shall provide public relations for the airport, as it pertains to aircraft rescue firefighting. Public relations duties may include conducting general public tours, maintain membership with local firefighting organizations, providing courtesy fire prevention inspection for airport tenant operations, assisting with military and veteran organizations, participating in dignitary visits, and other public relations outreach as requested by CITY.

#### CITY's Responsibilities:

CITY shall provide the following:

- An Aircraft Rescue Firefighting Station

CITY shall provide and pay for all water, gas, sewer, and electrical utilities associated with the operation of the building. All other utility services shall be the responsibility of CONTRACTOR. CITY shall also provide and maintain all existing furniture and fixtures (stove/oven/refrigerator). CONTRACTOR shall provide all other items, supplies, or inventory necessary for the operation of the Fire Station.

CITY shall have all right and access to the station, including, utilization as an Emergency Operation Center, relocation of Air Traffic Control services, or for other emergency or temporary needs, as determined by the Airport Manager. The station shall be maintained in a neat and clean appearance and condition at all times. CONTRACTOR shall be responsible for the removal of weeds, debris, snow, and ice from the station. Any changes, alterations, or improvements shall be first submitted to the Airport Manager for written approval prior to the commencement of work. Nothing in this Agreement shall be deemed to create or convey CONTRACTOR a property or possessory interest in the station.

Contractor shall secure the station and control unauthorized access to the Air Operations Area at all times from the station.

CONTRACTOR shall also provide all station business and telecommunications equipment, which shall include, but is not limited to, telephones, fax machines, cell phones, internet connection, office supplies, office software, computers, furnishings, and Emergency Reporting Software. It shall be the responsibility of CONTRACTOR to maintain records of purchase or ownership of CONTRACTOR's equipment sufficient to identify CONTRACTOR's equipment. CONTRACTOR shall maintain an inventory sheet of CONTRACTOR's Equipment sufficient to maintain an accurate inventory of the same.

Upon expiration or termination of this Agreement, CONTRACTOR shall remove all CONTRACTOR owned property and return the station to its original condition.

- Personal Protective Equipment

CITY shall provide fire turnout gear sufficient to meet the minimum standards required by



FAR Part 139.

- Self-Contained Breathing Apparatus ("SCBA")

CITY shall provide six (6) SCBA units. In addition, CITY shall also provide one (1) face piece per employee, as in order to meet NFPA fit testing standards. It shall be CONTRACTOR's responsibility to provide daily inspections and to ensure all scheduled and preventive maintenance occurs. CONTRACTOR shall maintain accurate documentation for scheduled and preventive maintenance of all SCBA units. It shall be CONTRACTOR's responsibility to pay for all repairs for items that are preventative or regularly scheduled maintenance or regularly scheduled replacement. CITY shall be responsible for all other maintenance, repair, or replacement.

- All Aircraft Rescue Firefighting vehicles

CITY shall provide and maintain all Aircraft Rescue Firefighting vehicles necessary to meet the current firefighting index established by 14 CFR part 139.315 through 139.319 applicable to the Airport. The current vehicles include (1) 2011 Oshkosh Primary Response Vehicle, and (2) a 1997 Oshkosh Backup Response Vehicle.

CITY shall also provide and maintain a fire command vehicle.

It is the expectation of the Parties that the vehicles provided under this Agreement are to be utilized for ARFF services at the airport, however, nothing in this Agreement shall prohibit CONTRACTOR from entering into mutual aid agreements, provided that the Airport Director shall approve all mutual aid agreements and the minimum ARFF standards established by FAA and FAR Part 139 are constantly maintained at the Airport.

In the event that any vehicle provided by CITY under this Agreement is used off of the Airport property, CONTRACTOR agrees to observe all the rules of the road established by Idaho Code Title 49, Chapter 6.

- All gear, tools, radios, and supplies that, in CITY's determination, are reasonably required to meet FAR 139 compliance.

CITY shall also pay all related routine building, personal protective equipment, SCBA, and vehicle maintenance costs.

## **SECTION II:**

### **A. Independent Contractor.**

The contracting Parties warrant by their signature that no employer/employee relationship is established between CONTRACTOR and CITY by the terms of this AGREEMENT. It is understood by the Parties hereto that CONTRACTOR is an independent contractor and



as such neither it nor its 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. The not-to-exceed cost for CONTRACTOR's services under this Agreement and as described in Section I, Scope of Work, shall be as follows:

- i. Year 1: a not to exceed amount of Six Hundred Ninety Five Thousand dollars (\$695,000.00).
- ii. Year 2: a not to exceed amount of Seven Hundred Nineteen Thousand Three Hundred and Twenty Five dollars (\$719,325.00).
- iii. Year 3: a not to exceed amount of Seven Hundred Forty Eight Thousand dollars (\$748,000.00).

Payment shall be payable upon Contractor's monthly invoice at 1/12 annual rate. CITY shall pay invoiced amounts within thirty (30) days.

C. Term

The term of this Agreement shall begin at the execution of this Agreement for a three (3) calendar year term. CITY shall have the option to renew this Agreement for two (2) consecutive three (3) year terms, upon the same terms and conditions herein. Such option extension(s) shall be exercised by delivering a written notice of CITY's intent to exercise such option extension(s) at least ninety (90) days prior to the expiration of the initial term or a successive term, as the case may be. In the event that such option extension is exercised, the Parties shall negotiate the fee for continuing services in good faith, all other terms of this Agreement shall be preserved unless adjusted by a mutual written agreement and in accordance with the terms of this Agreement.

**SECTION III:**

A. Termination of Agreement.

Either Party may terminate this AGREEMENT with sixty (60) days' written notice without cause and without further liability to either Party except as designated by this section. In the event of termination, CONTRACTOR shall be paid for services performed to termination date, based upon the work completed.

B. Fund Availability.

Financial obligations of CITY, payable after the current fiscal year, are contingent upon

funds for that purpose being appropriated, budgeted, and otherwise made available. This Agreement contemplates CITY utilizing local, state, or federal funds to meet its obligations herein. The Parties acknowledge and agree that this Agreement shall be contingent upon the availability and allocation of funds being made for this Contract. CITY reserves the right to cancel the contract at the end of each fiscal year if the Idaho Falls City Council does not budget sufficient funds to extend the contract.

In the event that the FAA or any other government agency modifies the requirements for ARFF services, the Parties may modify this Agreement.

C. Extent of Agreement.

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

D. CONTRACTOR'S Insurance.

In the performance of professional services, CONTRACTOR shall use that degree of care and skill ordinarily exercised under similar circumstances by members of its profession; and no other warranty, either expressed or implied, is made in connection with rendering CONTRACTOR's services.

CONTRACTOR shall provide insurance on all CONTRACTOR's vehicles that may be used on or adjacent to the Airport boundaries or used pursuant to this Agreement in the amount of One Million Dollars (\$1,000,000) for each person for Bodily Injury Liability and One Million Dollars (\$1,000,000) for each accident. Property Damage Liability shall also be covered in the amount of One Million Dollars (\$1,000,000) per accident. CONTRACTOR shall also furnish Comprehensive Coverage and Collision on any and all CONTRACTOR vehicles.

CITY shall provide insurance on CITY-owned vehicles, including ARFF vehicles.

CONTRACTOR shall maintain a General Liability for Bodily Injury and Property Damage Insurance to the extent of Five Million Dollars (\$5,000,000) of Bodily Injury Liability to each person and Five Million Dollars (\$5,000,000) for each accident. Property Liability requirements shall be Five Million Dollars (\$5,000,000) aggregate.

For all insurances required under this Agreement, CONTRACTOR shall deliver certificates to show CITY, its officials, officers, employees and agents as additional named insured and with an endorsement prohibiting cancellation without providing thirty (30) calendar days written notice to CITY.

CONTRACTOR shall also furnish Workmen's Compensation as required by the laws of the State of Idaho covering all persons employed by CONTRACTOR in the performance of this Agreement.

E. Indemnification.

CONTRACTOR 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 CONTRACTOR in the performance of professional services under this AGREEMENT, to the extent that CONTRACTOR is responsible for such damages, liabilities, and costs on a comparative basis of fault and responsibility between CONTRACTOR and CITY. CONTRACTOR shall not be obligated to indemnify CITY for CITY's sole negligence.

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 CONTRACTOR 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 the professional services, 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. CONTRACTOR may not subcontract or assign its 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. Non-discrimination.

CONTRACTOR 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, or national origin.

IN WITNESS WHEREOF, the Parties hereto have executed the foregoing AGREEMENT as indicated above.

ATTEST:

"CITY"

City of Idaho Falls, Idaho

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



"CONTRACTOR"

By Bill Hershman  
Bill Hershman, President



STATE OF IDAHO

) ss.

County of Bonneville )

On this 14 day of July, 2022, before me, the undersigned, a notary public for Idaho, personally appeared Rebecca L. Noah Casper, 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.



Carla Bruington  
Notary Public of Idaho  
Residing at: Idaho Falls  
My Commission Expires: 03-09-2026

STATE OF Wisconsin )  
 ) ss:  
County of Dataganie )

On this 18th day of July, 2022, before me, the undersigned, a notary public, in and for said State, personally appeared William Hershman, known or identified to me to be the President for Pro-Tec Fire Services, and whose name is subscribed to the within instrument and acknowledged to me that they are authorized to execute the same for and on behalf of Pro-Tec Fire Services.

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



HR MCGILL CAHAK

Notary Public of Wisconsin

Residing at: 3433 W. College Ave., Appleton, WI 54914

My Commission Expires: 01/30/2024

# Memorandum

File #: 23-325

City Council Meeting

**FROM:** Ron Elliott, Interim Director, Idaho Falls Regional Airport  
**DATE:** Tuesday, November 21, 2023  
**DEPARTMENT:** Airport

## Subject

Approval of Amendment #2 on the Land Acquisition Services for the Johnson Property Project.

## Council Action Desired

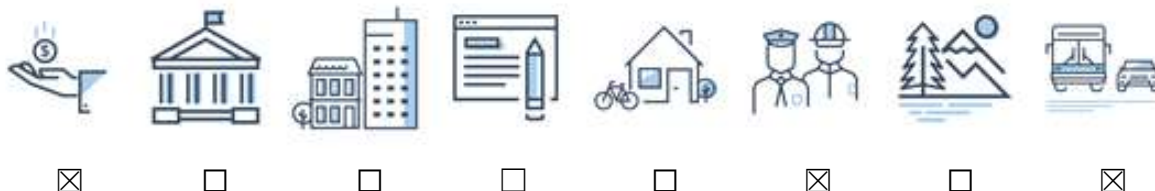
- ☐ Ordinance ☐ Resolution ☐ Public Hearing  
☒ Other Action (Approval, Authorization, Ratification, etc.)

Approve Amendment #2 for Land Acquisition Services and authorize the Mayor and City Clerk to execute the agreement (or take other action deemed appropriate).

## Description, Background Information & Purpose

The Johnson property farmland located northeast of the airport has been designated as part of the airport protection area. The airport began the process of acquiring the property in 2020. Delay in determining the value of the property has caused the project to exceed the original and Amendment #1 contract amounts. Additional services through Ardurra (T-O Engineers) are required to complete the acquisition. The total cost of the acquisition services will be \$99,405.98. To-date the Airport has expended \$87,322.13, making the value of Amendment #2 approximately \$12,083.85.

## Alignment with City & Department Planning Objectives



The action supports the community-oriented results including protecting the approaches at the Airport, fiscal responsibility, and public transportation infrastructure.

## Interdepartmental Coordination

The Legal Department has assisted the Airport throughout this project.

## Fiscal Impact

The additional requested funds will come from the Airport budgeted AIP account and will be reimbursable through the FAA.

**Legal Review**

The Legal Department concurs that this Council action is within state statute.



**EXHIBIT E – AMENDMENT #2  
WORK ORDER 20-01  
IDAHO FALLS REGIONAL AIRPORT (IDA)  
IDAHO FALLS, IDAHO  
LAND ACQUISITION SERVICES – JOHNSON PROPERTY**

**BACKGROUND:**

This Amendment (#2) is attached to and incorporated into Work Order 20-01 for land acquisition services for land near the Idaho Falls Regional Airport (IDA) known as the Johnson Property. This amendment modifies the original Scope of Work by adding additional time for legal assistance for the ongoing condemnation case regarding the Johnson Property

**ADDITIONS TO THE SCOPE OF PROFESSIONAL SERVICES:**

Tasks 1.2, 1.6, 5.1, 5.2, 5.3, 5.4, and 5.5 described in Work Order 20-01 will be amended to include additional hours for the additional contract time.

**MODIFICATIONS TO THE FEE ESTIMATE:**

Fees for services provided under this Amendment will be determined under the Time and Materials basis. Fees have been calculated using the current Fee Schedule. A detailed Fee Proposal dated October 2, 2023 is attached as Exhibit B. Revised total fees for this project are summarized below:

<b>Tasks 1-5</b>	<b>Previous</b>	<b>Revised</b>	<b>Change</b>
Labor	\$56,375.45	\$67,179.98	\$10,804.53
Subconsultants	\$25,810.00	\$25,810.00	\$0.00
Expenses	\$5,488.00	\$6,416.00	\$928.00
<b>Total</b>	<b>\$87,673.45</b>	<b>\$99,405.98</b>	<b>\$11,732.53</b>

**IN WITNESS WHEREOF, Client and Consultant have made and executed this AMENDMENT #1 to Work Order 20-01 the day and year first above written.**

FOR: CITY OF IDAHO FALLS,

\_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

FOR: T-O ENGINEERS, LLC.

\_\_\_\_\_

By: Nathan Cuvala, P.E.

Title: Project Manager

Date: \_\_\_\_\_

# EXHIBIT B

Idaho Falls Regional Airport			Land Acquisition	
Work Order #20-01 - Amendment #2			Johnson Legacy Property	
Hours & Fees Summary			October 2, 2023	
Tasks 1-5, Time and Materials				
1. Personnel Costs				
Classification	Title	Hours	Rate/Hour	Cost
Prin	Principal	2	\$67.72	\$135.44
PM	Project Manager	66.5	\$54.80	\$3,644.20
PM	Project Manager - Amended	176	\$66.59	\$11,719.84
PE	Project Engineer	0	\$44.50	\$0.00
PL	Planner	38	\$31.25	\$1,187.50
CT	CADD Technician	10	\$19.63	\$196.30
EPM	Environmental Project Manager	11	\$41.15	\$452.65
EP	Environmental Planner	39	\$31.42	\$1,225.38
EE	Environmental Engineer	23	\$25.26	\$580.98
SM	Survey Manager	3	\$52.10	\$156.30
PS	Project Surveyor	30	\$45.36	\$1,360.80
OS	Office Surveyor	52	\$35.68	\$1,855.36
FS	Field Surveyor	30	\$26.00	\$780.00
Adm.	Administrative Assistant	18	\$15.29	\$275.22
Adm.	Administrative Assistant - Amended	12	\$29.81	\$357.72
Totals:		510.5		\$23,927.69
		Overhead		\$29,816.29
		Profit		\$13,436.00
		Total Labor		\$67,179.98
		Original Labor		\$32,919.77
		Amended Labor		\$34,260.21
		Labor Multiplier		2.81
2. Subconsultant Fees				
Appriaser (Valbridge)				\$7,500.00
Review Appraiser (Thompson Associates)				\$1,500.00
Negotiator				\$3,200.00
Appriasal Update (Valbridge)				\$7,500.00
Property Owner Appraisal Review (Morse & Company)				\$5,500.00
Subconsultant Assumption of Risk & Liability				\$610.00
Total, Subconsultant Fees:				\$25,810.00
Original, Subconsultant Fees:				\$12,810.00
Amended, Subconsultant Fees:				\$13,000.00
3. Reimbursable Expenses				
Description	Number	Unit Cost	Cost	
Vehicle Travel (Per Mile)	3,300	\$0.65	\$2,145.00	
Rental Vehicles - (Per Day)	0	\$0.00	\$0.00	
Lodging (Per Night)	8	\$150.00	\$1,200.00	
Meals (Day Trips - Per Day)	2	\$33.00	\$66.00	
Per Diem (On Site Personnel - Per Day)	11	\$55.00	\$605.00	
EDR Environmental Report (Each)	1	\$400.00	\$400.00	
Title Reports (Each)	1	\$550.00	\$550.00	
GPS Equipment (Per Hour)	20	\$65.00	\$1,300.00	
Shipping, Postage, Telephone, Misc. (Lump Sum)	1	\$150.00	\$150.00	
Total, Reimbursable Expenses			\$6,416.00	
Original, Reimbursable Expenses			\$4,188.00	
Amended, Reimbursable Expenses			\$2,228.00	
TOTAL FEE, ALL TASKS (1+2+3):				\$99,405.98
ORIGINAL FEE, ALL TASKS (1+2+3):				\$49,917.77
AMENDED FEE, ALL TASKS (1+2+3):				\$49,488.21

# EXHIBIT B

Idaho Falls Regional Airport															Land Acquisition	
Work Order #20-01 - Amendment #2															Johnson Legacy Property	
Labor Worksheet															October 2, 2023	
Task	Description	Personnel Hours														Labor Cost
		Prin	PM	PE	PL	CT	EPM	EP	EE	SM	PS	OS	FS	Adm.	Total	
		DM	NC	CS	WR	RF	JG	TB	ZS	SF	LC	AP	AW	SW		
			\$67		\$31									\$30		
	2022 Rates															
	2019 Rates	\$68	\$55	\$45	\$31	\$20	\$41	\$31	\$25	\$52	\$45	\$36	\$26	\$15	Hours	
<b>Task 1 - Administration</b>																
1.1	Prepare SOW and Project Approach	1	6												7	\$397
1.2	Prepare Fee and Work Order	1	4											2	7	\$318
1.2.1	Prepare Amendment		8												8	\$533
1.3	Assist with FAA Cost Analysis		4												4	\$219
1.4	Sub-Consultant Agreements		6											6	12	\$421
1.5	Coordinate with Owner and FAA		4												4	\$219
1.6	Project Management		12											8	20	\$780
1.6.1	Additional Project Management		16											12	28	\$1,423
<b>Subtotal, Task 1</b>		<b>2</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>90</b>	<b>\$4,309</b>
<b>Task 2 - Land Acquisition Services</b>																
2.1	Prepare Land Acquisition Exhibits		2		4	4									10	\$313
2.2	Environmental Review															
2.2.1	Develop Project Description		0.5		1		1								2.5	\$100
2.2.2	Evaluate Resource Categories		1		2		4	16							23	\$785
2.2.3	Submit Draft and Final CATEX		2		4										6	\$235
2.3	Prepare Phase 1 ESA															
2.3.1	Records Research						2	6	6					2	16	\$453
2.3.2	Conduct Onsite Assessment						1	13	13						27	\$778
2.3.3	Prepare Phase 1 ESA Report		0.5		1		2	4	4						11.5	\$368
2.3.4	Coordinate with FAA, Owner, Appraiser and Landowner		1		2		1								4	\$158
2.4	Property Owner Meeting/Coordination		8		4										12	\$563
2.5	Coordinate with Appraiser		2		4										6	\$235
2.6	Coordinate with Review Appraiser		1		2										3	\$117
2.7	Coordinate with Negotiator		2		4										6	\$235
2.8	Coordinate with Owner and FAA		4		4										8	\$344
<b>Subtotal, Task 2</b>		<b>0</b>	<b>24</b>	<b>0</b>	<b>32</b>	<b>4</b>	<b>11</b>	<b>39</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>135</b>	<b>\$4,683</b>
<b>Task 3 - Property Survey Services</b>																
3.1	Record of Survey															
3.1.1	Records Research and Title Review		0.5							1	8				9.5	\$442
3.1.2	Field Survey		0.5								2	15	15		32.5	\$1,043
3.1.3	Boundary Analysis and Development		0.5								6				6.5	\$300
3.1.4	Prepare Record of Survey for Johnson Legacy Property		1							1	4	12			18	\$717
3.1.5	Set Property Boundary Monuments for Johnson Legacy Property										4	15	15		34	\$1,107
3.1.6	Prepare Corner Perpetuations and File Record of Surveys									1	2	4			7	\$286
3.1.7	Coordinate with Owner and Landowner		2								2				4	\$200
3.2	Prepare Legal Descriptions (Assume 2 required)															
3.2.1	Prepare Draft Legal Descriptions (2) for Review		0.5								1	4			5.5	\$215
3.2.2	Prepare Final Legal Descriptions (2)		0.5								1	2			3.5	\$144

# EXHIBIT B

Idaho Falls Regional Airport															Land Acquisition	
Work Order #20-01 - Amendment #2															Johnson Legacy Property	
Labor Worksheet															October 2, 2023	
Task	Description	Personnel Hours														Labor Cost
		Prin	PM	PE	PL	CT	EPM	EP	EE	SM	PS	OS	FS	Adm.	Total	
		DM	NC	CS	WR	RF	JG	TB	ZS	SF	LC	AP	AW	SW		
			\$67		\$31									\$30		
	2022 Rates															
	2019 Rates	\$68	\$55	\$45	\$31	\$20	\$41	\$31	\$25	\$52	\$45	\$36	\$26	\$15	Hours	
3.3	Update Airport Property Map		1		2	6									9	\$235
<b>Subtotal, Task 3</b>		<b>0</b>	<b>6.5</b>	<b>0</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>30</b>	<b>52</b>	<b>30</b>	<b>0</b>	<b>129.5</b>	<b>\$4,689</b>
<b>Task 4 - FAA Grant Administration (Not included at this time)</b>																
4.1	Grant Administration/FAA Coordination															
4.1.1	Prepare FAA Grant Application														0	\$0
4.1.2	Prepare Quarterly Performance Reports														0	\$0
4.1.3	Prepare Requests for Reimbursements														0	\$0
4.1.4	Sprepare Sponsor Certifications														0	\$0
4.1.5	Prepare Annual FAA Reports														0	\$0
4.1.6	Prepare Final Engineer's Report - Land														0	\$0
4.1.7	Assist with Closeout Documentation														0	\$0
4.2	Assist with Audits														0	\$0
<b>Subtotal, Task 4</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>
<b>Task 5 - Legal Assistance</b>																
5.1	Prepare For and Attend Mediation		16												16	\$1,065
5.2	Prepare Declaration for Eminent Domain		60		4										64	\$4,120
5.3	Prepare for and Attend Court Hearing		48												48	\$3,196
5.4	Update Appraisal Report per Legal Counsel		16												16	\$1,065
5.5	Review Appraisal Report		12												12	\$799
<b>Subtotal, Task 4</b>		<b>0</b>	<b>152</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>156</b>	<b>\$10,247</b>
<b>TOTAL, ALL TASKS</b>		<b>2</b>	<b>242.5</b>	<b>0</b>	<b>38</b>	<b>10</b>	<b>11</b>	<b>39</b>	<b>23</b>	<b>3</b>	<b>30</b>	<b>52</b>	<b>30</b>	<b>30</b>	<b>510.5</b>	<b>\$23,928</b>

# Memorandum

File #: 23-316

City Council Meeting

**FROM:** Bear Prairie, General Manager  
**DATE:** Thursday, November 2, 2023  
**DEPARTMENT:** Idaho Falls Power

## Subject

IFP 24-03 Three-Reel Turret Trailer

## Council Action Desired

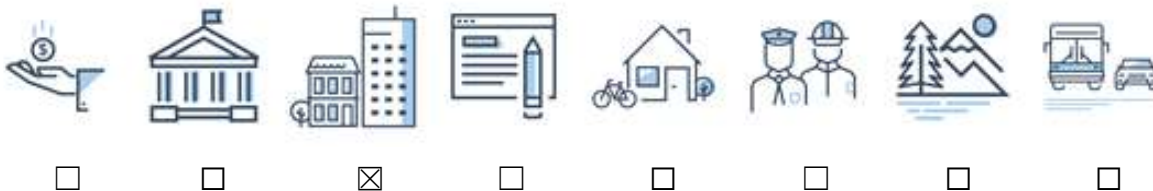
- ☐ Ordinance
 ☐ Resolution
 ☐ Public Hearing
 ☒ Other Action (Approval, Authorization, Ratification, etc.)

Accept and approve the bid from Elevated Trailer Sales for a three-reel turret trailer for a total amount of \$90,500.00 (or take other action deemed appropriate).

## Description, Background Information & Purpose

Idaho Falls Power solicited bids from qualified vendors for this specialized trailer. Three bids were received with Elevated Trailer Sales being the lowest responsive, responsible bidder. The original lowest priced bid was unresponsive and when contacted, they subsequently retracted their bid. The second lowest bid could not meet the construction schedule timeline, so the third bid was selected.

## Alignment with City & Department Planning Objectives



This action supports our readiness for well-planned growth and development by ensuring reliable public infrastructure and supports the growth element of the IFP Strategic Plan.

## Interdepartmental Coordination

Legal Department

## Fiscal Impact

This purchase is budgeted for in the 2023/24 Idaho Falls Power budget.

## Legal Review

The Legal Department concurs that this purchase is within state statute.

Idaho Falls Power												
Bid Tabulation												
Project:	3 Reel Turret Trailer			Number:		IFP 24-03						
Submitted:	Krista Thornton Facility Services Manager			Date:		11/2/2023						
				Elevated Sales			Georgia Underground			Global Rental Company		
	Description	Quantity	Unit	Unit Cost	Total Amount	Delivery Time	Unit Cost	Total Amount	Delivery Time	Unit Cost	Total Amount	Delivery Time
1	3 Reel Turret Trailer	1	each	\$ 90,500.00	\$ 90,500.00	Jan-24	\$ 45,681.95	\$ 45,681.95	16 Weeks	\$ 70,111.00	\$ 70,111.00	Oct-24

Recommended Award                      Elevated Sales

Sub Total                      \$     90,500.00





Date:	10/12/2023
Customer:	Idaho Falls Power
Project Name:	3 Place Turret
Freight Terms:	Included in Price
FOB:	

**TOTAL: \$90,500.00**

**30 DAYS.**

# Terms & Conditions

Pricing is good for 30 days. All equipment quoted subject to availability.

Elevated Transport LLC is not responsible for consequential, special, incidental, or indirect damages of any nature or kind, including but not limited to delays in delivery, loss of profit, and cost of power purchases, whether those damages are claimed in contract, negligence, strict or products liability, or otherwise. Any resulting litigation associated with these terms & conditions shall be conducted in the State of Idaho

Prices are subject to change without notice. Unless otherwise specified, prices will be the prices in effect at the time of written order acknowledgement by Elevated Transport subject to adjustment for subsequent changes directed by the Customer and/or mutually agreed upon escalation formula.

All orders are non cancellable, non returnable unless an agreement is worked out by the Customer and Elevated Transport. Conditions of any returns will be specified by Elevated Transport.

Buyer may delay or reschedule shipment without penalty if the delay is within 30 days of the original scheduled delivery date. Delays beyond 30 days may require invoicing, payment and storage charges.

Seller will make a good faith effort to complete delivery of the products and services on the scheduled date, but seller assumes no responsibility or liability for inability to deliver for reasons beyond the control of the Seller, unless otherwise agreed in writing. The seller is not liable for any incidental, consequential or liquidated damages arising from delays or failure to give notice of delay.

Pricing is good for items specifically listed in the above/attached bills of material only.

Discrepancies between the drawings/specifications provided by the customer, and this bill of material, are the responsibility of the customer.

This sale is expressly conditioned upon Customer's acceptance of the terms and conditions stated above. If not previously given, Customer's payment or acceptance of Product, whichever occurs first, is conclusive to this acceptance.

Elevated Transport makes no warranty, express or implied, whether of merchantability, suitability, or fitness for a particular purpose, application or otherwise.

# Memorandum

File #: 23-327

City Council Meeting

**FROM:** Bear Prairie, General Manager  
**DATE:** Tuesday, November 14, 2023  
**DEPARTMENT:** Idaho Falls Power

## Subject

York Substation Structural Steel - Klute Steel

## Council Action Desired

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

Accept and approve the bid from Klute Steel to provide structural steel for the York Substation upgrade for a total amount of \$136,968.98 (or take other action deemed appropriate).

## Description, Background Information & Purpose

Idaho Falls Power solicited bids from qualified vendors to provide structural steel per engineered drawings for the York Substation upgrades. The engineer's estimated costs are \$100,000. Two bids were received with Klute Steel being the lowest responsive, responsible bidder.

## Alignment with City & Department Planning Objectives



This action supports our readiness for reliable public infrastructure by improving public infrastructure and facilities, ensuring long-term reliability and supports the reliability element of the IFP Strategic Plan.

## Interdepartmental Coordination

Legal Department

## Fiscal Impact

This purchase is budgeted for in the 2023/24 Idaho Falls Power CIP Budget.

## Legal Review

The Legal Department concurs that this purchase is within state statute.

Idaho Falls Power									
Bid Tabulation									
Project: York Structural Steel					Number:				
Submitted: Richard Malloy					Date: November 2, 2023				
	Description	Estimated Quantity	Unit	Bidder		Bidder		Bidder	
1	York sub structural steel	1	1	Klute	Total Amount \$	Bodec	Total Amount \$	Blackwater	Total Amount Late response
	Acknowledgement of Addendums Yes/No	N/A		N/A	\$136,968.98	N/A	\$185,430	N/A	Not responsive
Recommend award to Klute							\$136,968.98		

# Memorandum

File #: 23-328

City Council Meeting

**FROM:** Bear Prairie, General Manager  
**DATE:** Tuesday, November 14, 2023  
**DEPARTMENT:** Idaho Falls Power

## Subject

IFP Bucket Truck Purchase - Altec

## Council Action Desired

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

Accept and approve Sourcewell's Contract # 110421-ALT to purchase two bucket trucks for a combined amount of \$669,658.50 (or take other action deemed appropriate).

## Description, Background Information & Purpose

Idaho Falls Power (IFP) uses state contract pricing for utility bucket trucks. One of the trucks requested for purchase is a *pre-owned* electric hybrid totaling \$292,779. IFP can take delivery of the used truck this month if approved. The other truck requires placing an order for a *new* electric hybrid for \$376,879.50 with a 3-year lead time.

## Alignment with City & Department Planning Objectives



This action supports our readiness for reliable public infrastructure and transportation by acquiring new equipment that replaces aging equipment that is past its useful life. This action supports the reliability element of the IFP Strategic Plan.

## Interdepartmental Coordination

Legal Department

## Fiscal Impact

This purchase is budgeted for in the 2023/24 Idaho Falls Power budget.

## Legal Review

The Legal Department concurs that this purchase is within state statute.

**Quoted for:** City of Idaho Falls  
**Quoted by:** Paige Morris  
**Phone:** / **Email:** 509-590-5615 / mike.mattson@altec.com  
**Altec Account Manager:** Mike Mattson

REFERENCE ALTEC MODEL		Sourcewell Price
TA60	Articulating Telescopic Aerial Device with Material Handling (Insulated)	\$281,876

**(A.) SOURCEWELL OPTIONS ON CONTRACT (Unit)**

1			
2			
3			
4			

**(A1.) SOURCEWELL OPTIONS ON CONTRACT (General)**

1	SL	COMPARTMENT LIGHTS in Body Compartments - Strip LED (Per Compartment)	\$1,998
2	SPOT3	FOUR (4) POINT STROBE SYSTEM (LED)	\$843
3	HYBRID-M	HYBRID READY UNIT: For material handling, single platform machines. Unit will be manufactured with all the necessary components including modules and controls to interface to a hybrid system.	\$9,640
4	JEMS-LE	JEMS LE Jobsite Anti-Idle - Compatible with AA, AN, AM, L, LR, and TA Models (Requires JEMS Connect Selection from "Connected Products")	\$57,150
5	JEMS-DM	JEMS Defrost Mode (Requires Engine-Off Heat and Air Conditioning)	\$260
6	JEMS-EOAC	JEMS Engine-Off Air Conditioning	\$6,542
7	JEMS-EOH	JEMS Engine-Off Heat	\$963
8	JEMS-LE-JC	JEMS LE Mobile/Jobsite Charge	\$7,166
9	JEMS-ACPC	JEMS 25ft Adapter Cord for 110-120VAC For Plug-In Charging	\$809
10	CONN-S-L	Single Connected with Lifetime access (eg JEMS Connect OR E-Series)	\$3,780
<b>SOURCEWELL OPTIONS TOTAL:</b>			<b>\$366,438</b>

**(B.) OPEN MARKET ITEMS (Customer Requested)**

1	UNIT	24" Platform Elevator and Extension Dependent Load Chart	\$6,595
2	UNIT & HYDRAULIC ACC		\$0
3	BODY		\$0
4	BODY & CHASSIS ACC		\$0
5	ELECTRICAL		\$0
6	FINISHING		\$0
7	CHASSIS		\$0
8	OTHER	Purchase Demo 037-79959811	-\$80,254
<b>OPEN MARKET OPTIONS TOTAL:</b>			<b>-\$73,659</b>

**SUB-TOTAL FOR UNIT/BODY/CHASSIS: \$292,779.00**  
**Delivery to Customer:**  
**Extended Warranty: \$0.00**  
**TOTAL FOR UNIT/BODY/CHASSIS: \$292,779.00**

**(C.) ADDITIONAL ITEMS (items are not included in total above)**

1		Price for compartment lights is for 9 compartments	
2			
3			
4			

**\*\*Pricing valid for 45 days\*\***

**NOTES**

**PRICING:** Altec will make every effort to honor this quotation, subject to the following provisions. Prices for equipment with production start dates 12 months and beyond are budgetary only due to irregular cost inflation and market volatility. These prices will be reviewed based on market conditions and confirmed closer to the production date. Quotes and orders with chassis model year beyond the current open order bank, should be considered estimates only. Altec's turn-key pricing is subject to change in accordance with chassis pricing received from the OEM. Chassis model year, specifications and price will be reviewed and confirmed when specific model year information becomes available from the OEM and that chassis price difference will be passed through to the customer.

**PAINT COLOR:** White to match chassis, unless otherwise specified

**WARRANTY:** Standard Altec Warranty for Aerials and Derricks - One (1) year parts warranty One (1) year labor warranty Ninety (90)

**TO ORDER:** To order, please contact the Altec Account Manager listed above.

**CHASSIS:** Per Altec Commercial Standard

**DELIVERY:** No later than **39-41** months ARO, FOB Customer Location

**TERMS:** Net 30 days

**BEST VALUE:** Altec boasts the following "Best Value" features: Altec ISO Grip Controls for Extra Protection, Only Lifetime Warranty on Structural Components in Industry, Largest Service Network in Industry (Domestic and Overseas), Altec SENTRY Web/CD Based Training, Dedicated/Direct Gov't Sales Manager, In-Service Training with Every Order.

**TRADE-IN:** Please ask your Altec Account Manager for more information

**BUILD LOCATION:** St. Joseph, MO



**Quoted for:** City of Idaho Falls  
**Quoted by:** Paige Morris  
**Phone:** / **Email:** 509-590-5615 / mike.mattson@altec.com  
**Altec Account Manager:** Mike Mattson

REFERENCE ALTEC MODEL		Sourcewell Price
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1			
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10	CONN-S-L	Single Connected with Lifetime access (eg JEMS Connect OR E-Series)	\$3,780
<b>SOURCEWELL OPTIONS TOTAL:</b>			<b>\$366,438</b>

**(B.) OPEN MARKET ITEMS (Customer Requested)**

1	UNIT	24" Platform Elevator and Extension Dependent Load Chart	\$6,595
2	UNIT & HYDRAULIC ACC		\$0
3	BODY		\$0
4	BODY & CHASSIS ACC		\$0
5	ELECTRICAL		\$0
6	FINISHING		\$0
7	CHASSIS		\$0
8	OTHER		\$0
<b>OPEN MARKET OPTIONS TOTAL:</b>			<b>\$6,595</b>

**SUB-TOTAL FOR UNIT/BODY/CHASSIS: \$373,033.00**  
**Delivery to Customer: \$3,846.50**  
**Extended Warranty: \$0.00**  
**TOTAL FOR UNIT/BODY/CHASSIS: \$376,879.50**

**(C.) ADDITIONAL ITEMS (items are not included in total above)**

1		Price for compartment lights is for 9 compartments	
2		Price is subject to Altec and Chassis OEM Model Year Changeover	
3			
4			

**\*\*Pricing valid for 45 days\*\***

**NOTES**

**PRICING:** Altec will make every effort to honor this quotation, subject to the following provisions. Prices for equipment with production start dates 12 months and beyond are budgetary only due to irregular cost inflation and market volatility. These prices will be reviewed based on market conditions and confirmed closer to the production date. Quotes and orders with chassis model year beyond the current open order bank, should be considered estimates only. Altec's turn-key pricing is subject to change in accordance with chassis pricing received from the OEM. Chassis model year, specifications and price will be reviewed and confirmed when specific model year information becomes available from the OEM and that chassis price difference will be passed through to the customer.

**PAINT COLOR:** White to match chassis, unless otherwise specified

**WARRANTY:** Standard Altec Warranty for Aerials and Derricks - One (1) year parts warranty One (1) year labor warranty Ninety (90)

**TO ORDER:** To order, please contact the Altec Account Manager listed above.

**CHASSIS:** Per Altec Commercial Standard

**DELIVERY:** No later than **39-41** months ARO, FOB Customer Location

**TERMS:** Net 30 days

**BEST VALUE:** Altec boasts the following "Best Value" features: Altec ISO Grip Controls for Extra Protection, Only Lifetime Warranty on Structural Components in Industry, Largest Service Network in Industry (Domestic and Overseas), Altec SENTRY Web/CD Based Training, Dedicated/Direct Gov't Sales Manager, In-Service Training with Every Order.

**TRADE-IN:** Please ask your Altec Account Manager for more information

**BUILD LOCATION:** St. Joseph, MO

### Unit / Body Specifications

- Altec model TA60 telescopic articulating aerial device  
working height: 64.8 Ft  
side reach: 40.1 Ft
- Automatic upper boom stow
- Single two-man end-mounted platform with jib/winch
- Platform liner
- Engine start/stop with secondary stowage system
- Electric over hydraulic outrigger controls
- A-frame outriggers with flat-shoes and safety interlock system
- Mod A-frame outriggers with fixed shoes and safety interlock system
- Platform cover
- Hook, material handling, 1-ton with latch
- Electric over hydraulic outrigger controls
- Aerial service line body, 160 inch L, hotstick shelf, 29 inch L tailshelf
- Swivel style pintle hitch
- Altec yellow nylon outrigger pad, 18 x 18 x 0.63 in, with handle
- Complete LED FMVSS lighting package
- Amber LED strobe light
- Multi-point grounding system
- Backup camera system
- 7-Way trailer receptacle, pin type
- Electric trailer brake controller
- Standard Altec warranty: one (1) year parts, one (1) year labor, ninety (90) days travel and limited lifetime structural
- Platform Elevator
- JEMS

### Chassis Specifications

- 2022 Freightliner M2-106  
VIN: 3ALACXFC9NDMZ1449
- Set back axle
- 4x2 drive train
- 110 in CA
- 33,000 lb GVWR
- 14,600 lb FAWR
- 21,000 lb RAWR
- Cummins B6.7
- 250 HP engine rating
- Allison 3500 RDS automatic transmission

### Options



Price: \$ 292,779

Options: \$

Delivery: \$ Included

Total: \$ 292,779  
(Excluding Taxes)

# Memorandum

File #: 23-339

City Council Meeting

**FROM:** Bear Prairie, General Manager  
**DATE:** Thursday, November 16, 2023  
**DEPARTMENT:** Idaho Falls Power

## Subject

Idaho Falls Power Board Meeting Minutes - November 2023

## Council Action Desired

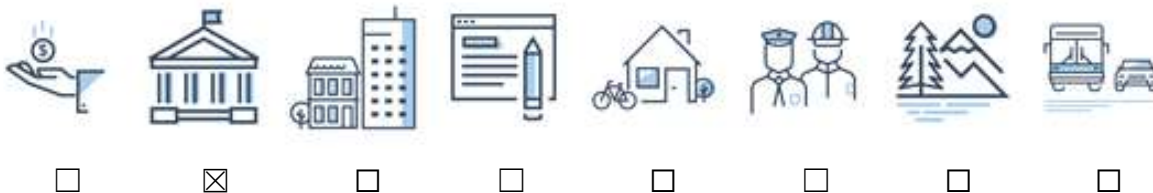
- ☐ Ordinance
 ☐ Resolution
 ☐ Public Hearing
 ☒ Other Action (Approval, Authorization, Ratification, etc.)

Approve the Idaho Falls Power Board Meeting minutes from 8 November 2023 (or take other action deemed appropriate).

## Description, Background Information & Purpose

The Idaho Open Meeting Law requires the governing body of a public agency to record written minutes for all public meetings.

## Alignment with City & Department Planning Objectives



The action is in accordance with Idaho Code § 74-205(1) and supports good governance by demonstrating sound management and enabling trust and transparency.

## Interdepartmental Coordination

n/a

## Fiscal Impact

n/a

## Legal Review

n/a

### November 8, 2023 Unapproved

The Idaho Falls Power Board of the City of Idaho Falls met Wednesday, November 8, 2023, at the Idaho Falls Power Boardroom, 140 S. Capital, Idaho Falls, Idaho at 7:45 a.m.

#### Call to Order, Roll Call, and Announcements:

There were present:

Mayor Rebecca L Noah Casper

Board Member Michelle Ziel-Dingman

Board Member Tom Hally

Board Member Jim Francis

Board Member Jim Freeman

Board Member John Radford (arrived at 7:54 a.m., left at 10:29 a.m., joined by phone at 10:29 a.m.)

Board Member Lisa Burtenshaw (arrived at 7:48 a.m.)

Also present:

Bear Prairie, Idaho Falls Power (IFP) General Manager

Stephen Boorman, IFP Assistant General Manager (AGM)

Randy Fife, City of Idaho Falls Attorney

Richard Malloy, IFP Engineering and Compliance Manager

Josh Roos, IFP Chief Financial Officer

Catherine Smith, Community Development Administrator

Linda Lundquist, IFP Board Secretary

Mayor Casper called the meeting to order at 7:46 a.m.

#### Calendar, Announcements, Events and Updates

There was an election discussion, whereby one Council Member was retained, one was re-elected to office and there was a newly elected Council Member who will replace Councilman Hally's seat for the City of Idaho Falls. It was decided on to swap the UAMPS Annual December Meeting dates with the December Board meeting dates and shorten the December 2023 Special Board meeting to two hours. General Manager (GM) Prairie pointed out the fiber repairs are complete from a recent and expensive squirrel chew in IFP's yard and gave the status of the Upper Plant's runner hub refurbishment and electrical upgrades. He reviewed IFP's City Council consent agenda items and pointed out that residential transformers have stabilized in pricing but now have longer lead-times and mentioned that the price of medium-sized transformers has increased by up to 100 percent. Board Member Hally stated that he'd like to have that item moved to the regular agenda for an explanation to the public. GM Prairie described and demonstrated the type of conductor wire that he is requesting the Council's approval to purchase to stay on top of lead times. Assistant General Manager (AGM) Boorman talked about the wire reel trailer purchase that will appear on the late November Council agenda and pointed out that the lowest unresponsive bidder has withdrawn their bid.

#### Sponsorship & Advertising Outreach Opportunities

GM Prairie explained the importance of keeping Idaho Falls Power's and Idaho Falls Fiber's names in the public eye and continue to educate around the energy efficiency opportunities and all the various products and services offered to the community while also being conscious of the costs of this outreach. He explained the marketing/advertising that is in place for the Idaho Falls Symphony, featuring the *Mariachi Christmas*, with tickets that will be donated to Idaho Fall's families through local nonprofit organizations with a focus on the Hispanic community which the utility has struggled to engage with. GM Prairie pointed out that there are growing advertising needs for fiber because fiber is in a competitive market. Board Member Radford is interested in advertising over social media and GM Prairie said that social media is also a platform for Fiber's *community connected* campaign and has robust social media advertising but is open to doing

### November 8, 2023 Unapproved

something different if they have details. Board Member Ziel-Dingman agrees on the importance of educating and informing via advertising, and feels fiber is still very competitive and that IFP needs to continue advertising until the take rate is in the 90 percentiles. There was a discussion on the Zamboni at the Event Center and how effective the fiber/power advertising is for the Spud King's power plays and other possible advertising opportunities for Zamboni rides, etc. Mayor Casper explained the Frontier Center's current fundraising campaign strategies. Board Member Burtenshaw said it would be a very small contribution for fiber advertising if there are opportunities. GM Prairie pointed out some instances where he trades services for advertising. Board Member Hally suggested giving customers an opportunity to donate when paying their bills. Mayor Casper noted there could be billing limitations with the current software. GM Prairie pointed out that there is already a donation option when customers pay and that he wouldn't want to confuse customers with too many options. Board Member Burtenshaw said she is satisfied with having had the conversation. City Attorney Fife gave some clarifications for when the City is speaking and pointed out that power/fiber has a broader place to advertise since it is owned by the City.

### Peaking Plant RFP Review and Discussion

GM Prairie gave a general overview and recap to date. Mr. Malloy explained the evaluative matrix for determining the best bidder and reviewed their bottom-line costs for the project and pointed out the base bid and options that IFP requires. Board Member Francis asked if the bottom-line pricing includes the emissions requirements and Mr. Malloy said he'd cover that in a slide. He reviewed the proposed design models. Board Member Radford asked for clarification on how nine megawatts (MW) of output capability applies. Mayor Casper asked if the bidders provided what was asked for as far as size and design and commented that she was impressed that the military has used ESI Construction for one of their plants and thinks it should be factored into the scoring. GM Prairie, AGM Boorman and Mr. Malloy noted that experience is already a scoring factor. Mr. Malloy showed an aerial of the 136-acre site and GM Prairie explained that the adjacent property owner is willing to sell his property at the original pricing (11-12 acres) to square off and clean up the property lines, which would provide better spur line rail access points. Mr. Malloy reviewed the emissions graphs and explained the treatment methodology options. GM Prairie pointed out that IFP isn't legally required to provide any treatments based on the Department of Environmental Quality (DEQ) and Environmental Protection Agency (EPA) requirements for the permits/requirements and pointed out that this doesn't mean we don't want to do this for other reasons. Mr. Malloy reviewed the emissions control capabilities and reviewed the capital expenditure costs based on emissions control technology options. GM Prairie explained that there will be additional operating and maintenance costs for emissions controls if the Board chooses to go this route. Board Member Francis asked if the emissions output would matter to Idaho National Laboratory (INL) if they eventually joined the research lab. Mayor Casper said she'd expect that INL would follow their zero-carbon commitment but reminded everyone they are not paying for anything on this and are not partnering on this at all yet to do research and cautioned the Board to not let what-ifs cloud decisions on what needs to be done for Idaho Falls Power. Mr. Malloy reviewed costs based on different emission treatments provided by ESI Construction. Board Member Burtenshaw asked if IFP can afford the project and GM Prairie said yes and explained the financing/contracting process that this would not put undue pressure on rates because the utility is already buying expensive power from the market, and this will help offset those costs and should lower costs overall. Board Member Francis asked if ESI's pricing would increase by adding in treatments and Mr. Malloy said yes, that he's done his best to compare apples to apples between the bids that included treatment as standard compared to it being an option. He summarized the DEQ air permitting process and timeline and explained that IFP cannot begin construction until permitted. Board Member Francis asked if Lehi opted for the full emission treatment and GM Prairie said yes and AGM Boorman pointed out Lehi is also adjacent to houses in comparison to where IFP's plant will be situated toward the center of the 136-acre property and where the emissions would be expected to fall off appropriately per regulation. GM Prairie pointed out on the overhead map the easements that could be purchased to bring in the gas line and explained that high pressure gas lines are about the same construction cost as transmission lines (\$1 million per mile).



### November 8, 2023 Unapproved

There was a discussion on the Idaho Transportation Department's (ITD) road improvement schedule, which may be occurring the same time as the peaking plant's construction.

GM Prairie explained natural gas pricing and pointed out that Idaho Falls straddles two regions whereby pricing could be capitalized upon and reviewed the operating economics chart. He pointed out that gas can be purchased in the forward market as is done for electric to hedge out expected higher pricing in certain seasons/time of the year. Board Member Francis asked for clarification on Lazard's cost comparisons and GM Prairie said there are a lot of assumptions made in modeling comparisons and gave a realistic example for IFP. He pointed out that while there are varying factors, obtaining peak energy will continue to be a challenge for the entire industry and pointed out that it remains less expensive to create our own energy than relying on a volatile market in a lot of cases and certainly in the market we have seen the past few years, and mentioned that he doesn't foresee this getting better with the resources being built in the region and dispatchable resource retirements. GM Prairie said that a 10-year depreciation plan, will lower current power supply costs potentially by a million dollars per year, plus, IFP will own the asset. Mayor Casper said the savings seems like a no-brainer and a win-win situation and summed up with; the cost estimates are in and have been compared and the savings are in check. She then reviewed the Board's options to move forward. AGM Boorman pointed out there are more details to iron out and report back, once it's decided on to proceed. Board Member Francis is for full emissions package options and seven generation units, because of the economics. Board Members Hally, Radford and Burtenshaw are for full emissions and penciling in the costs and Board Member Radford would like some language that transitions to hydrogen (clean fuels technology). AGM Boorman said we are well-documented to transition to clean fuels technology as that technology becomes functionally and financially viable. Mayor Casper is for six or seven generation sets, whatever makes sense ultimately and with full emissions. She noted there won't be an official vote until the contract is presented in a public City Council meeting. Board Member Francis wants a vote on the final contract and give the public a chance to hear about the project and voice their opinions. GM Prairie recapped that he is hearing clear support for the plant and to continue fine tuning IFP's generation needs and its corresponding pricing and bring more details back to the December Board meeting and following Council meeting for a formal action to proceed. Board Member Francis asked if the building design would need to be changed if seven units are chosen and GM Prairie said no.

A motion was made by Board Chair Mayor Casper that directs staff to continue to proceed and refine a contract with ESI Construction (based on their proposal), continue to conduct engineering for six to seven units with full emissions, and bring to an upcoming City Council meeting for a formal vote to proceed. The motion was moved by Board Member Freeman and seconded by Board Member Hally. Motion carried with unanimous approval.

### Board Policy No. 3 – Board Training

Mayor Casper asked if there are any concerns about the policy and Board Member Francis asked if anyone was opposed to inviting the newly elected City Council Member to the December 2023 Board Meeting. There was no opposition and no suggestions to revise the policy.

### Board Training Plan & Board Schedule

GM Prairie and Mayor Casper reviewed drafted board schedule and organizational membership meetings for 2024. There were no scheduling conflicts for the meetings at this time and Mayor Casper said the Board schedule will be further considered at the December 2023 annual calendaring meeting. She noted that dates could possibly be revised due to known or identified Council conflicts or travel schedules, vacations, etc.

### Board Self-Evaluation Process Review

Board Member Radford stated that the Board has been refining the survey for the past few years and that he continues to bring the survey questions for Board review every year for refinement and suggested that

### November 8, 2023 Unapproved

now is the time to offer needed changes. GM Prairie gave the timeline to distribute and take the survey, and then compile the results ahead of the February Board review. Board Member Radford would like a comparison from the prior year in the final review. Mayor Casper would like to add open ended comments to each question and at the end. She gave an overview of what to expect in this afternoon's Special Council meeting and asked for the Board's approval to have the Board Secretary to take notes, and invite the City's Public Information Officer, Assistant City Attorney, the City Economic Development Administrator, and IFP's senior staff. GM Prairie advised that the Board needs to register for event in order to receive the meeting link.

#### IFP Strategic Planning

The Board continued to discuss and refine the IFP Strategic Plan. They worked through the *Enabling Capabilities* and *Strategic Opportunities* sections and will begin the next session with *Aspirations 2028*.

#### Utility Reports

*Safety Metrics* – GM Prairie said there will be a third section added to the safety metrics graph moving forward and explained the reasoning for it.

*Fiber* – GM Prairie pointed out that fiber continues to move forward at a fast pace with about a 33% overall take rate and would like to grow over the next years to a 65-70% take rate as a stretch goal, but is still attainable and noted that the system is very scalable for future growth. AGM Boorman added that the utility has had a great fall construction window.

*Funding Grants - GRIP Grant* – GM Prairie explained that most of the federal awards went to wildfire and hurricane mitigation projects and added that this was the first of three rounds of funding and noted that IFP is in a good position to pursue future funding calls. He said that IFP was encouraged by Department of Energy (DOE) to submit a full application for a long-duration battery storage call they put in on. He gave an update that the crews were working ahead of schedule on the alley demolition and refurbishment yesterday in the downtown area of Idaho Falls.

#### Organizational Membership Reports

*PPC* – GM Prairie stated that overall, he is adamantly opposed to entering California's organized market any further and especially if they want to go full Regional Transmission Organization (RTO) due to governance concerns with the California Independent System Operator (CAISO) being governed for the benefit of California and no other members per se. He said the Bonneville Power Administration (BPA) Administrator will review all comments and release a final record of decision in the Spring 2024.

*Energy Northwest* – GM Prairie said they are asking for BPA customers to put money together for a small modular reactor (SMR) study.

*Fish* – GM Prairie said the White House continues to push on breaching the dams and to distrust the science and noted they are putting pressure on the National Oceanic and Atmospheric Administration (NOAA) fisheries to refrain from commenting.

There being no further business, the meeting adjourned at 11:48am.

s/ Linda Lundquist

Linda Lundquist, BOARD SECRETARY

s/ Rebecca L. Noah Casper

Rebecca L. Noah Casper, MAYOR

# Memorandum

File #: 23-319

City Council Meeting

**FROM:** Pam Alexander, Municipal Services Director  
**DATE:** Wednesday, November 8, 2023  
**DEPARTMENT:** Municipal Services

## Subject

Bid IDA-24-0001, IDA Fire Station Roof Replacement

## Council Action Desired

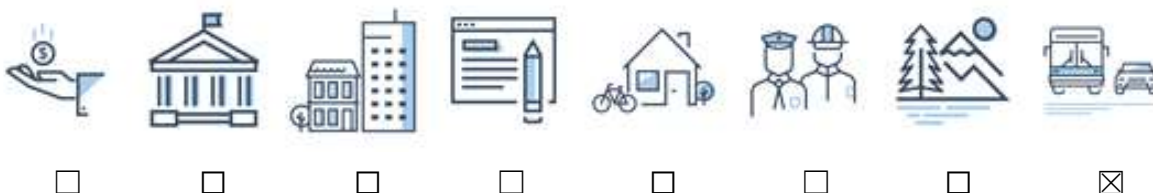
- ☐ Ordinance
 ☐ Resolution
 ☐ Public Hearing
 ☒ Other Action (Approval, Authorization, Ratification, etc.)

Accept and approve the lowest responsive responsible bid from Thomas D. Robison Roofing for a total of \$222,969.00 (or take other action deemed appropriate).

## Description, Background Information & Purpose

The Idaho Falls Regional Airport Fire Station was built in 1991. The original single-ply ballasted roof is 32 years old and has exceeded its useful life. On November 6, 2023, bids were opened for the IDA Fire Station Roof Replacement. Only one bid was received. The roof replacement will be scheduled for the Spring/Summer of 2024.

## Alignment with City & Department Planning Objectives



The Airport Fire Station reroof supports the reliable public transportation community-oriented result by replacing building infrastructure that has reached its useful life.

## Interdepartmental Coordination

Idaho Falls Airport Department concurs with the award recommendation.

## Fiscal Impact

Funds for the roof replacement are within the 2023/24 Airport approved capital project budget.

## Legal Review

The Legal Department concurs that this purchase is within state statute.

City of Idaho Falls Municipal Services Department Bid Tabulation															
<b>Project:</b> IDA Fire Station Roof Replacement		<b>Number:</b> IDA-24-0001													
<b>Submitted:</b> Municipal Services Finance Division		<b>Date:</b> November 6, 2023													
Item Number	Reference Number	Description	Estimated Quantity	Unit	Engineer's Estimate		Thomas D. Robison Roofing Blackfoot, ID			Tremco			BFC Diversified		
					Unit Price	Total Amount	Unit Price	Total Amount	Exceptions/ Pre-Bid Mtg	Unit Price	Total Amount	Exceptions/ Pre-Bid Mtg	Unit Price	Total Amount	Exceptions/ Pre-Bid Mtg
1	Area I	IDA Fire Station Roof Replacement	1	EA	N/A	N/A	\$99,369.00	\$99,369.00 Includes Tax	No Exceptions/ Yes-PreBid Mtg	NO BID			NO BID		
	Area 2,3,4	Add- On to base bid	1	EA	N/A	N/A	\$123,600.00	\$123,600.00	Includes Exterior Access ladders w/security gate						
	Addendum #1	Addendum #1 (signed)							YES						
		TOTAL						\$222,969.00							

# Memorandum

File #: 23-324

City Council Meeting

**FROM:** Pam Alexander, Municipal Services Director  
**DATE:** Monday, November 13, 2023  
**DEPARTMENT:** Municipal Services

## Subject

Replacement of Turf Equipment for Parks and Recreation, Sage Lakes, and Sand Creek Golf Courses

## Council Action Desired

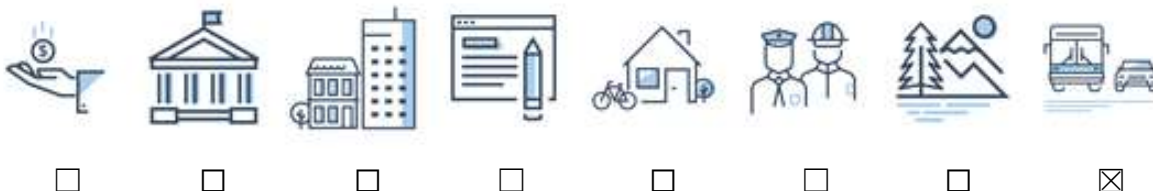
- ☐ Ordinance ☐ Resolution ☐ Public Hearing  
☒ Other Action (Approval, Authorization, Ratification, etc.)

Accept and approve the quote received for turf equipment from Rocky Mountain Turf (RMT) Equipment for a total of \$93,994.00 (or take other action deemed appropriate).

## Description, Background Information & Purpose

This purchase will replace unit 9506, a 2014 Jacobsen Greens King IV Plus with 3,091 hours and unit 880, a 1999 Greens King IV with 3,887 hours. Both units have reached their useful life and are recommended for replacement. Unit 9506 will be replaced with a 2018 Jacobsen SLF 530-reel mower. Unit 880 will be replaced with a 2019 Jacobsen HR 600 wide area rotary mower. Both used mowers have been inspected by golf and fleet maintenance technicians for purchase. The purchase of the used mowers is excluded from bidding under Idaho Statute 67-2803(8), procurement of used personal property.

## Alignment with City & Department Planning Objectives



This purchase supports the reliable public infrastructure and transportation community-oriented result by acquiring or replacing equipment required in the field.

## Interdepartmental Coordination

The Parks and Recreation Golf Division and the Municipal Services Fleet Maintenance Division concur with the recommendation for replacement.

## Fiscal Impact

Funds to purchase the turf equipment are within the 2023/24 Parks and Recreation, Golf Division Municipal Equipment



Replacement Fund (MERF).

**Legal Review**

The Legal Department concurs that this purchase is within state statute §67-2803(8).



**RMT**  
EQUIPMENT

*Rep. above*

4225 South 500 West  
Murray, UT 84123  
(801) 261-2100 • Toll Free (800) 733-7114  
Fax: (801) 262-9740  
[www.rmtequipment.com](http://www.rmtequipment.com)

Please Remit To:

RMT Equipment  
PO Box 57246  
Salt Lake City, UT 84157

Ship To: IN STORE PICKUP

Branch 01 - SALT LAKE CITY		
Date 10/31/2023	Time 12:12:24 (O)	Page 1
Account No IDAHO008	Phone No 2086128244	Inv No 05 E05804
Ship Via		Purchase Order
Tax ID No DUE ON RECEIPT		
BRODY CHILDS		Salesperson 161 / GB1

Invoice To: IDAHO FALLS CITY CORPORATION \*\*  
P.O. BOX 50220  
IDAHO FALLS ID 83401

### EQUIPMENT

Description

Amount

Stock #: 001875      Serial #: 7000643  
**New 2018 JC SLF530**  
New 2018 JACOBSEN SLF530 SLF530 3WD SLICK TIRES  
.  
.  
All 5 Reels Included (\$8000 Value)

43997.00

*Rep. above*

\*\*\*\*INCLUDING THE FOLLOWING ATTACHMENTS\*\*\*\*

=====

New JACOBSEN 62298 8 BLADE 18" REEL (2 001882 622987701341
New JACOBSEN 62298 8 BLADE 18" REEL (2 001885 622987701344
New JACOBSEN 62859 8 BLADE 18" REEL (3 001892 628597700812
New JACOBSEN 62859 8 BLADE 18" REEL (3 001893 628597701151
New JACOBSEN 62859 8 BLADE 18" REEL (3 001894 628597701152

Stock #: TR100531      Serial #: MR100531  
**Used 2019 JC HR600**  
Used 2019 JACOBSEN HR600 HR600 WIDE AREA ROTARY MOWER  
.  
.  
10% Discount Applied

49997.00

*Rep. above*  
*0000 PA*  
*11/13/23*

Subtotal: 93994.00  
Total (ON ACCOUNT): 93994.00

Terms: Due on receipt

All claims for shortage, damage, etc., must be made in 30 days from date of delivery. Seller retains ownership of merchandise until payment is received. Parts or assemblies will not be received for credit, if returned without our permission, but will be held for disposition of the sender for 30 days. All returns are subject to a 15% restocking fee - All electrical parts and special order items are non-returnable. Buyer agrees to pay all reasonable collection costs, including attorney fees. A service charge of 1.5% per month will be assessed on all past due invoices. Any equipment left over 60 days from repair completion will be sold.

# Memorandum

File #: 23-330

City Council Meeting

**FROM:** Mark Hagedorn, City Treasurer  
**DATE:** Tuesday, September 5, 2023  
**DEPARTMENT:** Municipal Services

## Subject

Treasurer's Report for July 2023

## Council Action Desired

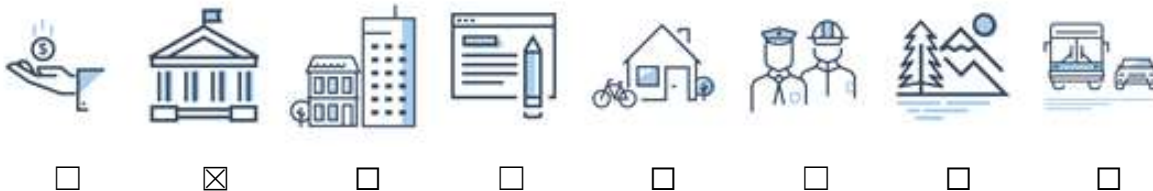
- ☐ Ordinance
 ☐ Resolution
 ☐ Public Hearing
 ☒ Other Action (Approval, Authorization, Ratification, etc.)

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

## Description, Background Information & Purpose

A monthly Treasurer's Report is required within pursuant to Resolution 2018-06 for City Council review and approval. For the month-ending July 2023, total cash, and investments total \$169.9M. Total receipts received and reconciled to the general ledger were reported at \$40.6M, which includes revenues of \$30.4M and interdepartmental transfers of \$10.2M. Total distributions reconciled to the general ledger were reported at \$30.4M, which includes salary and benefits of \$6.6M, operating costs of \$8.6M, capital acquisition/construction costs of \$2.8M, and interdepartmental transfers of \$12.4M. As reported in the attached investment report, the total investments reconciled to the general fund were reported at \$166.9M.

## Alignment with City & Department Planning Objectives



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

## Interdepartmental Coordination

Not applicable.

## Fiscal Impact

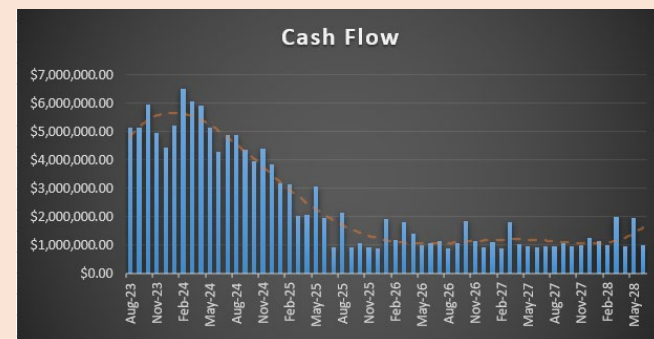
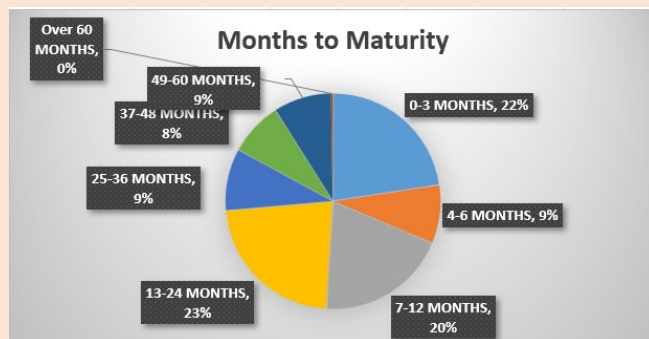
Not applicable.

**Legal Review**

Not applicable.

# July 2023 Investments Maturity

MONTH	AMOUNT	%
0-3 MONTHS	\$ 37,702,201.02	22.60%
4-6 MONTHS	\$ 14,573,984.75	8.73%
7-12 MONTHS	\$ 32,742,906.75	19.62%
13-24 MONTHS	\$ 37,839,632.10	22.68%
25-36 MONTHS	\$ 15,452,808.30	9.26%
37-48 MONTHS	\$ 13,547,608.46	8.12%
49-60 MONTHS	\$ 14,555,382.59	8.72%
Over 60 MONTHS	\$ 441,019.03	0.26%
Total	\$ 166,855,543.00	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 26 percent of the portfolio invested beyond 24 months.



# July 2023 Types of Investments

TYPE	AMOUNT	%
Agency	\$ 42,661,119.80	25.57%
Bonds	\$ 60,178,623.01	36.07%
CD's	\$ 28,130,125.69	16.86%
LGIP	\$ 970,382.27	0.58%
Money Market	\$ 110,110.20	0.07%
Treasury	\$ 34,805,172.03	20.86%
Cash	\$ 10.00	0.00%
Total	\$ 166,855,543.00	100.00%

BROKER	AMOUNT	%
LGIP	\$ 970,382.27	0.58%
Wells Fargo	\$ 158,197,600.45	94.81%
Bank of Commerce	\$ 1,015,923.34	0.61%
Key Bank	\$ -	0.00%
Idaaho Central CU	\$ 4,637,952.77	2.78%
EICU	\$ 2,033,684.17	1.22%
Total	\$ 166,855,543.00	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

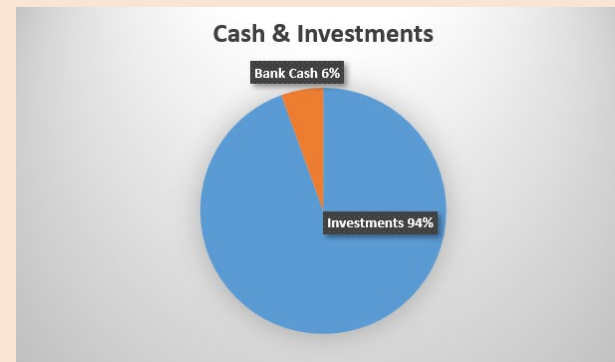
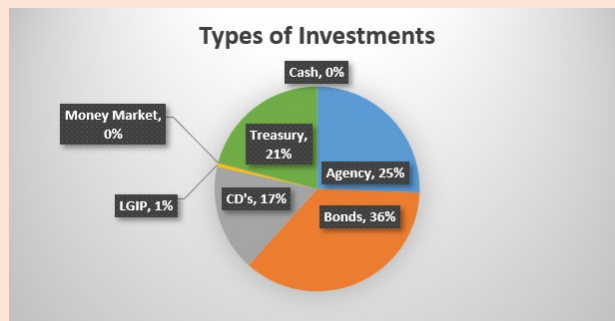
2022: \$142.2M

2023: \$166.9M

- Total Cash & Investment

2022: \$148.8M

2023: \$176.6M





City-Wide Actual Cash & Investments by Fund

FY 2022-2023 July

#	FUND	Beginning Cash & Investments	Interest Earned	Total Receipts	Total Disbursements	Ending Cash & Investments
1	GENERAL	22,184,517	76,798	15,602,777	6,412,425	31,374,869
10	STREET	9,268,813	33,520	2,266,652	1,328,454	10,207,010
11	RECREATION	113,797	412	378,137	216,762	275,172
12	LIBRARY	3,745,999	13,547	919,711	200,157	4,465,554
13	AIRPORT PFC FUND	1,995,753	-	107,782	-	2,103,536
14	MUNICIPAL EQUIP. REPLCMT.	-	-	-	-	-
15	EL. LT. WEATHERIZATION FD	-	-	-	-	-
16	BUSINESS IMPRV. DISTRICT	33,438	121	28,029	-	61,467
18	GOLF	(136,198)	(493)	510,815	501,157	(126,540)
19	RISK MANAGEMENT	4,036,901	14,599	235,724	165,317	4,107,307
20	SELF-INSURANCE FD.	4,591,806	16,606	24,738	-	4,616,545
21	AIRPORT CFC FUND	121,842	-	50,371	-	172,213
23	EMERGENCY MEDICAL SERVICES	1,725,543	6,240	509,108	604,034	1,630,617
24	WILDLAND	782,588	2,830	4,216	6,245	780,559
32	POLICE IMPACT FEES	153,783	556	49,322	-	203,105
33	FIRE IMPACT FEES	53,610	194	8,650	-	62,260
34	PARKS IMPACT FEES	133,731	484	153,079	42,302	244,509
35	STREETS IMPACT FEES	632,208	2,286	206,320	-	838,528
41	MUNICIPAL CAPITAL IMP.	2,786,417	10,077	278,019	-	3,064,436
42	STREET CAPITAL IMPROVEMENT	958,790	3,467	64,549	119,730	903,609
43	BRIDGE & ARTERIAL STREET	906,462	3,278	123,406	-	1,029,868
45	SURFACE DRAINAGE	166,436	602	5,164	715	170,885
46	TRAFFIC LIGHT CAPITAL IMPRV.	1,235,969	4,470	43,864	8,188	1,271,645
47	PARKS CAPITAL IMPROVEMENT	(86,392)	(312)	-	21,077	(107,468)
49	ZOO CAPITAL IMPROVEMENT	622,928	2,253	49,583	15,400	657,111
50	CIVIC AUDITORIUM CAPITAL IMP.	206,535	747	1,113	-	207,647
51	GOLF CAPITAL IMP.	338,038	1,222	33,416	-	371,455
52	POLICE CAPITAL IMPROVEMENT	(887,379)	-	955,966	996,174	(927,588)
60	AIRPORT	419,879	1,518	535,279	499,948	455,211
61	WATER	21,894,121	79,178	1,409,717	1,619,606	21,684,232
62	SANITATION	6,608,751	23,900	598,651	402,370	6,805,032
64	IDAHO FALLS POWER	52,518,572	188,721	12,387,514	11,383,614	53,522,472
67	FIBER	972,677	3,518	357,731	689,430	640,978
68	WASTEWATER	29,468,123	106,569	2,798,941	5,206,649	27,060,415
TOTAL		167,568,059	596,909	40,698,343	30,439,753	177,826,650

FY 2021-2022 July

Ending Cash & Investments
35,309,304
9,130,497
231,004
4,289,950
1,580,652
-
3,700,992
112,376
(48,220)
3,111,313
4,542,913
-
669,783
464,244
2,402
1,868
6,514
13,368
2,577,278
790,713
918,045
201,837
1,255,796
(50,913)
368,214
201,297
97,774
(1,890)
1,059,279
19,272,233
5,612,350
37,573,742
313,704
30,595,960
163,904,379



## City-Wide Anticipated Revenue to Actual by Fund

FY 2022-2023 July

#	Fund	Adjusted Budget	July 2023 Receipts	YTD Total Receipts	Difference-Unreceived Revenue	% of Actual to Budget
1	GENERAL FUND	64,377,027	13,829,431	56,017,930	(8,359,097)	87.02%
10	STREET FUND	8,285,900	1,717,179	9,554,892	1,268,992	115.32%
11	RECREATION FUND	2,522,188	368,611	2,192,384	(329,804)	86.92%
12	LIBRARY FUND	2,946,465	909,717	2,831,602	(114,863)	96.10%
13	AIRPORT PFC FUND	-	107,782	232,395	232,395	-
14	MERF Fund	-	-	-	-	-
15	EL PUBLIC PURPOSE FUND	-	-	-	-	-
16	BUS IMP DISTRICT	115,000	28,029	88,985	(26,015)	77.38%
18	GOLF FUND	3,402,314	348,866	2,596,981	(805,333)	76.33%
19	RISK MANAGEMENT FUND	2,266,553	241,635	2,470,907	204,354	109.02%
20	HEALTH INSURANCE FUND	50,000	24,738	109,827	59,827	219.65%
21	AIRPORT CFC FUND	0	50,371	172,213	172,213	-
23	EMERGENCY MEDICAL SERVICE	8,310,404	750,928	8,361,734	51,330	100.62%
24	WILDLAND FIRE	1,500,000	4,216	702,913	(797,087)	46.86%
32	POLICE IMPACT FEES	843,077	49,322	171,769	(671,308)	20.37%
33	FIRE IMPACT FEES	452,282	8,650	49,337	(402,945)	10.91%
34	PARKS & REC IMPACT FEES	900,706	131,928	232,823	(667,883)	25.85%
35	STREETS IMPACT FEES	2,500,000	206,320	709,396	(1,790,604)	28.38%
41	MUNICIPAL CAP IMP	1,290,618	278,019	849,333	(441,285)	65.81%
42	STREET CAP IMP	4,491,000	11,773	872,952	(3,618,048)	19.44%
43	BRIDGE & ARTERIAL FUND	0	60,937	289,869	289,869	0.00%
45	SURFACE DRAINANGE FUND	0	897	10,357	10,357	0.00%
46	TRAFFIC LIGHT CAP IMP	436,600	43,864	428,029	(8,571)	98.04%
47	PARKS CAP IMP	90,000	(312)	284,679	194,679	316.31%
48	FIRE CAP IMP	401,524	133,571	389,997	(11,527)	97.13%
49	ZOO CAP IMP	1,850,000	41,883	332,116	(1,517,884)	17.95%
50	CIVIC AUDITORIUM CAP IMP	400,000	1,113	7,937	(392,063)	1.98%
51	GOLF CAP IMP	291,600	33,416	256,332	(35,268)	87.91%
52	POLICE CAP IMP	30,000,000	955,966	11,467,636	(18,532,364)	38.23%
60	AIRPORT FUND	27,732,166	549,587	12,093,938	(15,638,228)	43.61%
61	WATER FUND	13,609,500	1,315,410	11,769,115	(1,840,385)	86.48%
62	SANITATION FUND	5,300,000	553,927	5,114,184	(185,816)	96.49%
64	ELECTRIC LIGHT FUND	66,607,920	6,123,578	63,976,134	(2,631,786)	96.05%
67	FIBER	3,750,000	380,999	2,846,389	(903,611)	75.90%
68	WASTEWATER	12,650,000	1,173,881	12,124,797	(525,203)	95.85%
	TOTAL	267,372,844	30,436,231	209,609,881	(57,762,963)	78.40%

FY 2021-2022 July

Adjusted Budget	YTD Total Receipts	Difference-Unreceived Revenue	% of Actual to Budget
53,588,052	50,641,507	(2,946,545)	94.50%
7,940,709	10,296,540	2,355,831	129.67%
3,434,554	1,876,065	(1,558,489)	54.62%
3,641,394	3,250,921	(390,473)	89.28%
-	1,037,824	1,037,824	-
2,419,100	-	(2,419,100)	0.00%
1,208,000	380,205	(827,795)	31.47%
90,000	91,316	1,316	101.46%
3,010,540	2,712,914	(297,626)	90.11%
1,955,503	1,334,240	(621,263)	68.23%
50,000	(66,017)	(116,017)	-132.03%
-	-	-	-
7,097,114	7,027,576	(69,538)	99.02%
1,200,000	1,168,217	(31,783)	97.35%
-	2,402	2,402	0.00%
-	1,868	1,868	0.00%
-	6,514	6,514	0.00%
-	13,368	13,368	0.00%
810,618	728,638	(81,980)	89.89%
307,000	66,776	(240,224)	21.75%
160,000	147,670	(12,330)	92.29%
41,500	18,845	(22,655)	45.41%
436,596	307,495	(129,101)	70.43%
65,000	1,263,394	1,198,394	1943.68%
401,524	422,472	20,948	105.22%
2,000,000	120,678	(1,879,322)	6.03%
200,000	(3,291)	(203,291)	-1.65%
291,600	249,068	(42,532)	85.41%
30,000,000	4,885,237	(25,114,763)	16.28%
14,947,300	5,383,038	(9,564,262)	36.01%
11,762,500	11,671,721	(90,779)	99.23%
5,214,000	5,160,471	(53,529)	98.97%
68,045,982	56,270,904	(11,775,078)	82.70%
1,251,455	1,973,343	721,888	157.68%
12,874,000	11,210,173	(1,663,827)	87.08%
234,444,041	179,652,092	(54,791,949)	76.63%



General Fund Revenue to Actual

FY 2022-2023 July

Description	Adjusted Budget	YTD Total Receipts	Difference-Unreceived Revenue	% of Actual to Budget
TAXES AND FRANCHISES	33,960,945	32,918,235	(1,042,710)	96.93%
LICENSES & PERMITS REVENUE	1,562,026	1,078,643	(483,383)	69.05%
FEDERAL GRANTS	3,370,000	1,364,573	(2,005,427)	40.49%
STATE GRANTS	4,631,918	1,631,983	(2,999,935)	35.23%
STATE SHARED REVENUES	9,617,693	7,414,113	(2,203,580)	77.09%
LOCAL SHARED REVENUES	3,030,792	2,933,462	(97,330)	96.79%
PAYMENT IN-LIEU-TAX	4,727,834	3,935,699	(792,135)	83.25%
CHARGES FOR SERVICES- GENERAL	584,350	770,403	186,053	131.84%
CHARGES FOR SERVICES-STREET&ROADWAY	-	215	215	-
CHARGES FOR SERVICES-ZOO	851,650	485,041	(366,609)	56.95%
CHARGES FOR SERVICES-PARKS	362,500	219,154	(143,346)	60.46%
CHARGES FOR SERVICES-CEMETERY	190,000	115,342	(74,658)	60.71%
CHARGES FOR SERVICES-ANIMAL CONTROL	116,000	81,281	(34,719)	70.07%
CHARGES FOR SERVICES-COMMUNITY FACILITIES	127,500	141,652	14,152	111.10%
FINES & FORFEITURES	255,600	137,415	(118,185)	53.76%
INTEREST INCOME	230,000	505,805	275,805	219.92%
RENTALS & LEASES	101,000	88,151	(12,849)	87.28%
REFUNDS	202,887	80,418	(122,469)	39.64%
CONTRIBUTIONS--PRIVATE SOURCES	110,085	276,217	166,132	250.91%
OTHER MISCELLANEOUS REV.	344,247	314,897	(29,350)	91.47%
MERF DEPRECIATION	-	1,525,250	1,525,250	-
OTHER FINANCING SOURCES	-	(18.00)	(18)	-
GENERAL FUND TOTAL	64,377,027	56,017,930.05	(8,359,097)	87.02%

FY 2021-2022 July

Adjusted Budget	YTD Total Receipts	Difference-Unreceived Revenue	% of Actual to Budget
32,239,503	31,118,599	(1,120,904)	96.52%
1,388,500	1,470,433	81,933	105.90%
355,555	16,433	(339,122)	4.62%
2,154,325	970,923	(1,183,402)	45.07%
7,257,712	8,447,564	1,189,852	116.39%
2,305,546	2,257,501	(48,045)	97.92%
4,635,075	3,852,897	(782,178)	83.12%
535,500	656,973	121,473	122.68%
-	160	160	0.00%
722,253	532,761	(189,492)	73.76%
370,000	245,300	(124,700)	66.30%
175,000	142,195	(32,805)	81.25%
116,000	71,602	(44,398)	61.73%
128,000	71,895	(56,105)	56.17%
258,000	175,165	(82,835)	67.89%
130,000	(415,407)	(545,407)	-319.54%
111,000	77,144	(33,856)	69.50%
212,000	301,894	89,894	142.40%
360,550	132,811	(227,739)	36.84%
588,533	518,581	(69,952)	88.11%
-	1,116,083	1,116,083	-
(455,000)	(1,120,000)	(665,000)	246.15%
53,588,052	50,641,507	(2,946,545)	94.50%



General Fund Expenditures-Budget to Actual by Category

FY 2022-2023 July

	Category	Adjusted Budget	July 2023 Expenses	YTD Total Expenses	% of Actual to Budget	Encumbrances	YTD Total Expenses w/ Encumbrances	Difference-Remaining Expense
	Salaries and Wages	33,459,834	2,718,792	25,773,952	77.03%	-	25,773,952	7,685,882
	Benefits	15,475,528	1,130,664	11,197,183	72.35%	14,731	11,211,914	4,263,614
	Current Operating Expense	23,779,391	1,541,579	15,410,852	64.81%	3,258,659	18,669,511	5,109,880
	Capital Outlay	2,416,904	3,528	1,166,040	48.25%	310,442	1,476,482	940,422
	Depreciation	3,423,791	152,525	2,947,989	86.10%	257,123.50	3,205,112	218,679
	Debt Service	2,000,000	-	480,847	24.04%		480,847	1,519,153
	Interfund Transfers	(13,724,093)	(1,247,581)	(11,020,842)	80.30%		(11,020,842)	(2,703,251)
	TOTAL	66,831,355	4,299,506	45,956,021	68.76%	3,840,955	49,796,976	17,034,379

Based on Months  
Based on Payroll

83.33%  
80.77%

FY 2021-2022 July

Adjusted Budget	YTD Total Expenses	% of Actual to Budget
30,551,277	23,930,584	78.33%
14,470,536	10,776,879	74.47%
17,555,558	11,035,243	62.86%
2,984,039	2,002,650	67.11%
1,339,300	1,116,083	83.33%
2,000,000	501,798	25.09%
(12,569,426)	(10,050,052)	79.96%
56,331,284	39,313,186	69.79%



General Fund Expenditures- Budget to Actual by Department

FY 2022-2023 July

#	Department	Adjusted Budget	June 2023 Expenses	YTD Total Expenses	% of Actual to Adj. Budget	Encumbrance	YTD Total Expenses w/ Encumbrances	Difference- Remaining Expense
1	MAYOR & COUNCIL	793,402	35,669	494,778	62.36%	34,329	529,107	264,295
1	LEGAL	414,370	30,627	305,698	73.77%	3,667	309,365	105,005
1	MUNICIPAL SERVICES	6,969,895	299,709	3,388,214	48.61%	1,349,536	4,737,750	2,232,145
1	COMMUNITY DEVELOPMENT	4,510,809	211,972	3,003,836	66.59%	56,435	3,060,271	1,450,538
1	HUMAN RESOURCES	469,025	27,543	350,696	74.77%	12,856	363,552	105,473
1	POLICE	23,001,698	1,526,133	16,341,954	71.05%	493,762	16,835,716	6,165,982
1	FIRE	14,807,357	1,030,050	11,984,826	80.94%	427,640	12,412,466	2,394,891
1	PARKS	12,339,169	1,019,238	7,992,617	64.77%	874,283	8,866,900	3,472,269
1	GENERAL FUND PUBLIC WORKS	3,525,630	118,566	2,093,402	59.38%	588,444	2,681,846	843,784
	TOTAL	66,831,355	4,299,506	45,956,021	68.76%	3,840,953	49,796,974	17,034,381

Based on Months

83.33%

Based on Payroll

80.77%

FY 2021-2022 July

Adjusted Budget	YTD Total Expenses	% of Actual to Adj. Budget
863,012	423,096	49.03%
423,563	380,151	89.75%
5,049,336	4,012,146	79.46%
3,779,653	2,303,437	60.94%
390,102	267,650	68.61%
20,141,629	14,082,794	69.92%
13,406,241	10,615,978	79.19%
10,206,824	6,431,290	63.01%
2,070,924	796,644	38.47%
56,331,284	39,313,186	69.79%





City-Wide Expenditures-Budget to Actual by Category

FY 2022-2023 July

	Category	Adjusted Budget	July 2023 Expenses	YTD Total Expenses	% of Actual to Budget	Encumbrances	YTD Total Expenses w/ Encumbrances	Difference-Remaining Expense
	Salaries and Wages	58,246,147	4,666,710	44,851,879	77.00%	-	44,851,879	13,394,268
	Benefits	26,028,971	1,916,201	19,280,891	74.07%	25,988	19,306,878	6,722,093
	Current Operating Expense	130,381,061	8,622,455	79,345,616	60.86%	8,795,944	88,141,560	42,239,501
	Capital Outlay	121,687,393	2,022,166	40,765,255	33.50%	39,271,146	80,036,401	41,650,992
	Depreciation	9,185,823	731,150	6,896,458	75.08%	1,043,800.72	7,940,259	1,245,564
	Debt Service	2,061,000	20,338	900,738	43.70%	-	900,738	1,160,262
	Interfund Transfers	(14,174,093)	(1,459,998)	(11,634,373)	82.08%	-	(11,634,373)	(2,539,720)
	TOTAL	333,416,302	16,519,022	180,406,464	54.11%	49,136,879	229,543,343	103,872,959

FY 2021-2022 July

Adjusted Budget	YTD Total Expenses	% of Actual to Budget
53,680,389	41,146,500	76.65%
24,132,008	18,283,205	75.76%
114,053,156	64,538,580	56.59%
104,907,445	32,278,992	30.77%
3,953,400	3,267,833	82.66%
3,134,765	2,057,566	65.64%
(8,969,426)	(10,427,213)	116.25%
294,891,737	151,145,463	51.25%



## City-Wide Expenditures-Budget to Actual by Fund

FY 2022-2023 July

#	Fund	Adjusted Budget	July 2023 Expenses	YTD Total Expenses	% of Actual to Budget	Encumbrances	YTD Total Expenses w/ Encumbrances	Difference-Remaining Expense
1	GENERAL FUND	66,831,355	4,299,506	45,956,021	68.76%	3,840,953	49,796,974	17,034,381
10	STREET FUND	10,017,196	1,478,994	6,445,569	64.35%	1,359,753	7,805,322	2,211,874
11	RECREATION FUND	2,522,348	192,908	1,928,572	76.46%	33,006	1,961,578	560,770
12	LIBRARY FUND	2,983,203	213,607	2,234,831	74.91%	326,311	2,561,142	422,061
13	AIRPORT PFC FUND	-	-	-	-	-	-	-
14	MERF Fund	-	-	-	-	-	-	-
15	EL PUBLIC PURPOSE FUND	-	-	-	-	-	-	-
16	BUS IMP DISTRICT	115,000	-	140,500	122.17%	-	140,500	(25,500)
18	GOLF FUND	3,449,920	392,134	2,778,224	80.53%	261,570	3,039,794	410,126
19	RISK MANAGEMENT FUND	4,228,629	109,544	1,817,512	42.98%	79,954	1,897,466	2,331,163
20	HEALTH INSURANCE FUND	100,000	-	400	0.40%	-	400	99,600
23	EMERGENCY MEDICAL SERVICE	8,797,818	584,246	7,284,752	82.80%	78,251	7,363,003	1,434,815
24	WILDLAND FIRE	1,493,964	16,407	172,870	11.57%	82,818	255,687	1,238,277
32	POLICE IMPACT FEES	843,077	-	-	-	-	-	843,077
33	FIRE IMPACT FEES	452,282	-	-	-	-	-	452,282
34	PARKS & REC IMPACT FEES	900,706	-	21,151	2.35%	30,509	51,660	849,046
35	STREETS IMPACT FEES	2,500,000	-	-	-	-	-	2,500,000
41	MUNICIPAL CAP IMP	2,000,000	10,047	70,506	-	45,839	116,344	1,883,656
42	STREET CAP IMP	4,657,998	6,607	755,941	16.23%	211,222	967,163	3,690,835
43	BRIDGE & ARTERIAL FUND	585,282	3	189,305	32.34%	-	189,305	395,977
45	SURFACE DRAINANGE FUND	250,000	49,355	50,070	20.03%	2,695	52,765	197,235
46	TRAFFIC LIGHT CAP IMP	990,000	3,338	413,096	41.73%	35,781	448,876	541,124
47	PARKS CAP IMP	16,897	7,446	54,140	320.41%	90,063	144,203	(127,306)
48	FIRE CAP IMP	-	-	-	-	-	-	-
49	ZOO CAP IMP	1,863,320	-	152,125	8.16%	26,592	178,717	1,684,603
50	CIVIC AUDITORIUM CAP IMP	600,000	-	-	-	-	-	600,000
51	GOLF CAP IMP	316,698	-	18,998	6.00%	74,036	93,034	223,664
52	POLICE CAP IMP	30,000,000	2,173	10,438,029	34.79%	8,754,057	19,192,086	10,807,914
90	CONTINGENCY	16,805,810	-	-	-	-	-	16,805,810
60	AIRPORT FUND	27,859,859	435,817	13,821,938	49.61%	2,855,830	16,677,768	11,182,091
61	WATER FUND	23,129,218	891,162	6,844,346	29.59%	10,763,719	17,608,065	5,521,153
62	SANITATION FUND	5,837,496	318,511	3,931,593	67.35%	640,237	4,571,830	1,265,666
64	ELECTRIC LIGHT FUND	78,784,577	5,797,128	57,135,118	72.52%	4,374,025	61,509,143	17,275,434
67	FIBER	7,543,209	347,065	6,558,726	86.95%	1,107,596	7,666,322	(123,113)
68	WASTEWATER	26,940,440	1,363,024	11,192,135	41.54%	14,062,061	25,254,196	1,686,244
	TOTAL	333,416,302	16,519,022	180,406,464	54.11%	49,136,876	229,543,341	103,872,961

FY 2021-2022 July

Adjusted Budget	YTD Total Expenses	% of Actual to Budget
56,331,284	39,313,186	69.79%
9,603,761	5,160,778	53.74%
3,487,819	2,681,190	76.87%
4,464,135	2,608,150	58.42%
-	-	-
-	-	-
1,208,000	220,820	18.28%
85,000	85,500	100.59%
3,116,067	2,495,942	80.10%
3,914,496	1,691,889	43.22%
60,000	20,000	33.33%
6,936,750	5,279,445	76.11%
1,039,132	756,723	72.82%
-	-	-
-	-	-
-	-	-
-	-	-
1,080,831	400,171	37.02%
4,750,000	86,066	1.81%
350,000	32,543	9.30%
50,000	808	1.62%
545,000	293,441.51	53.84%
292,919	426,237	145.51%
-	-	-
1,872,523	156,863	8.38%
200,000	-	-
275,000	734,024	266.92%
30,000,000	3,733,991	12.45%
14,077,791	-	-
14,982,017	5,323,726	35.53%
19,547,021	6,471,747	33.11%
6,333,350	4,916,395	77.63%
82,487,907	56,588,090	68.60%
6,293,260	4,237,002	67.33%
21,507,174	7,430,738	34.55%
294,891,737	151,145,463	51.25%

# Memorandum

File #: 23-335

City Council Meeting

**FROM:** Mark Hagedorn, City Finance Manager / Treasurer  
**DATE:** Tuesday, October 10, 2023  
**DEPARTMENT:** Municipal Services

## Subject

Treasurer's Report for August 2023

## Council Action Desired

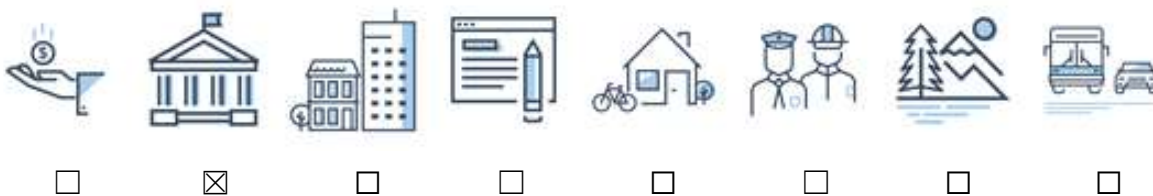
- ☐ Ordinance ☐ Resolution ☐ Public Hearing  
☒ Other Action (Approval, Authorization, Ratification, etc.)

Accept and approve the Treasurer's Report for the month-ending August 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 August 2023, total cash, and investments total \$176.2M. Total receipts received and reconciled to the general ledger were reported at \$27.4M, which includes revenues of \$19.3M and interdepartmental transfers of \$8.1M. Total distributions reconciled to the general ledger were reported at \$28.9M, which includes salary and benefits of \$6.8M, operating costs of \$10.1M, capital acquisition/construction costs of \$1.2M, debt service of 2.7M, and interdepartmental transfers of \$8.1M. As reported in the attached investment report, the total investments reconciled to the general fund were reported at \$162.4M.

## Alignment with City & Department Planning Objectives



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

## Interdepartmental Coordination

Not applicable.

## Fiscal Impact

Not applicable.

**Legal Review**

Not applicable.



City-Wide Actual Cash & Investments by Fund

FY 2022-2023 August

#	FUND	Beginning Cash & Investments	Interest Earned	Total Receipts	Total Disbursements	Ending Cash & Investments
1	GENERAL	31,374,869	86,094	6,145,640	8,845,889	28,674,620
10	STREET	10,207,010	28,021	1,910,209	1,579,247	10,537,972
11	RECREATION	275,172	755	161,405	186,630	249,948
12	LIBRARY	4,465,554	12,259	39,792	200,328	4,305,017
13	AIRPORT PFC FUND	2,103,536	5,775	184,779	-	2,288,315
15	EL. LT. WEATHERIZATION FD	-	-	-	-	-
16	BUSINESS IMPRV. DISTRICT	61,467	169	214	-	61,681
18	GOLF	(126,540)	(347)	777,427	444,856	206,031
19	RISK MANAGEMENT	3,983,670	11,276	369,829	179,407	4,174,093
20	SELF-INSURANCE FD.	4,616,545	12,674	16,073	1,400	4,631,217
21	AIRPORT CFC FUND	172,213	473	54,937	-	227,150
23	EMERGENCY MEDICAL SERVICES	1,630,617	4,476	1,080,884	761,480	1,950,020
24	WILDLAND	780,559	2,143	28,634	19,438	789,755
32	POLICE IMPACT FEES	203,105	558	37,701	-	240,806
33	FIRE IMPACT FEES	62,260	171	68,382	-	130,642
34	PARKS IMPACT FEES	244,509	671	38,395	29,655	253,248
35	STREETS IMPACT FEES	838,528	2,302	139,474	-	978,002
41	MUNICIPAL CAPITAL IMP.	3,064,436	8,413	13,667	10,047	3,068,055
42	STREET CAPITAL IMPROVEMENT	903,609	2,481	3,146	160,529	746,226
43	BRIDGE & ARTERIAL STREET	1,029,868	2,827	31,936	3	1,061,801
45	SURFACE DRAINAGE	170,885	469	595	49,355	122,125
46	TRAFFIC LIGHT CAPITAL IMPRV.	1,271,645	3,491	41,632	3,708	1,309,569
47	PARKS CAPITAL IMPROVEMENT	(107,468)	(295)	7,141	9,877	(110,205)
49	ZOO CAPITAL IMPROVEMENT	657,111	1,804	39,051	-	696,161
50	CIVIC AUDITORIUM CAPITAL IMP.	207,647	570	723	-	208,370
51	GOLF CAPITAL IMP.	371,455	1,020	59,689	2,193	428,951
52	POLICE CAPITAL IMPROVEMENT	(927,588)	-	2,173	5,845	(931,261)
60	AIRPORT	455,211	1,250	848,296	1,401,653	(98,146)
61	WATER	21,684,232	59,529	1,503,212	1,291,221	21,896,223
62	SANITATION	6,805,032	18,682	698,728	546,531	6,957,229
64	IDAHO FALLS POWER	53,522,472	146,933	10,837,776	11,135,576	53,224,672
67	FIBER	640,978	1,760	820,133	870,147	590,964
68	WASTEWATER	27,060,415	74,288	1,404,164	1,127,988	27,336,590
TOTAL		177,703,013	490,689	27,365,835	28,863,004	176,205,844

FY 2021-2022  
August

Ending Cash & Investments
31,611,229
8,855,614
154,534
4,261,833
1,686,800
-
3,753,865
111,955
157,536
3,252,717
4,525,890
841,286
586,474
10,090
8,093
28,752
61,558
2,433,172
759,855
928,861
184,807
1,286,369
(31,868)
385,160
200,543
137,969
(1,276,115)
3,587,194
19,738,031
5,847,005
38,465,863
255,187
30,946,563
163,756,817



## City-Wide Anticipated Revenue to Actual by Fund

FY 2022-2023 August

#	Fund	Adjusted Budget	August 2023 Receipts	YTD Total Receipts	Difference- Unreceived Revenue	% of Actual to Budget
1	GENERAL FUND	64,377,027	3,617,586	59,635,516	(4,741,511)	93%
10	STREET FUND	8,285,900	1,856,177	11,411,069	3,125,169	138%
11	RECREATION FUND	2,522,188	147,589	2,339,973	(182,215)	93%
12	LIBRARY FUND	2,946,465	31,807	2,863,409	(83,056)	97%
13	AIRPORT PFC FUND	-	184,779	417,174	417,174	-
14	MERF Fund	-	-	-	-	-
15	EL PUBLIC PURPOSE FUND	-	-	-	-	-
16	BUS IMP DISTRICT	115,000	214	89,199	(25,801)	78%
18	GOLF FUND	3,402,314	665,469	3,262,450	(139,864)	96%
19	RISK MANAGEMENT FUND	2,266,553	379,689	2,850,596	584,043	126%
20	HEALTH INSURANCE FUND	50,000	16,073	125,899	75,899	252%
21	AIRPORT CFC FUND	-	54,937	227,150	227,150	-
23	EMERGENCY MEDICAL SERVICE	8,310,404	754,941	9,116,675	806,271	110%
24	WILDLAND FIRE	1,500,000	28,634	731,546	(768,454)	49%
32	POLICE IMPACT FEES	843,077	37,701	209,471	(633,606)	25%
33	FIRE IMPACT FEES	452,282	68,382	117,719	(334,563)	26%
34	PARKS & REC IMPACT FEES	900,706	38,395	271,218	(629,488)	30%
35	STREETS IMPACT FEES	2,500,000	139,474	848,871	(1,651,130)	34%
41	MUNICIPAL CAP IMP	1,290,618	13,667	863,000	(427,618)	67%
42	STREET CAP IMP	4,491,000	3,146	876,098	(3,614,902)	20%
43	BRIDGE & ARTERIAL FUND	-	3,586	293,454	293,454	-
45	SURFACE DRAINAGE FUND	-	595	10,952	10,952	-
46	TRAFFIC LIGHT CAP IMP	436,600	41,632	469,662	33,062	108%
47	PARKS CAP IMP	90,000	6,846	291,525	201,525	324%
48	FIRE CAP IMP	401,524	1,522	391,520	(10,004)	98%
49	ZOO CAP IMP	1,850,000	39,051	371,167	(1,478,833)	20%
50	CIVIC AUDITORIUM CAP IMP	400,000	723	8,659	(391,341)	2%
51	GOLF CAP IMP	291,600	59,689	316,021	24,421	108%
52	POLICE CAP IMP	30,000,000	-	11,467,636	(18,532,364)	38%
60	AIRPORT FUND	27,732,166	837,524	12,931,462	(14,800,704)	47%
61	WATER FUND	13,609,500	1,319,348	13,088,463	(521,037)	96%
62	SANITATION FUND	5,300,000	534,500	5,648,684	348,684	107%
64	ELECTRIC LIGHT FUND	66,607,920	6,768,378	70,744,512	4,136,592	106%
67	FIBER	3,750,000	316,006	3,162,395	(587,605)	84%
68	WASTEWATER	12,650,000	1,269,232	13,394,029	744,029	106%
	TOTAL	267,372,844	19,237,292	228,847,173	(38,525,671)	86%

FY 2021-2022 August

Adjusted Budget	YTD Total Receipts	Difference- Unreceived Revenue	% of Actual to Budget
53,588,052	52,348,709	(1,239,343)	98%
7,940,709	10,404,631	2,463,922	131%
3,434,554	2,000,085	(1,434,469)	58%
3,641,394	3,536,909	(104,485)	97%
-	1,143,972	1,143,972	-
2,419,100	-	(2,419,100)	-
1,208,000	441,495	(766,505)	37%
90,000	90,894	894	101%
3,010,540	3,219,043	208,503	107%
1,955,503	1,461,878	(493,625)	75%
50,000	(83,040)	(133,040)	-166%
-	-	-	-
7,097,114	7,797,793	700,679	110%
1,200,000	1,299,963	99,963	108%
-	10,090	10,090	-
-	8,093	8,093	-
-	28,752	28,752	-
-	61,558	61,558	-
810,618	722,520	(88,098)	89%
307,000	63,813	(243,187)	21%
160,000	161,963	1,963	101%
41,500	20,980	(20,520)	51%
436,596	338,255	(98,341)	77%
65,000	1,282,539	1,217,539	1973%
401,524	424,448	22,924	106%
2,000,000	148,313	(1,851,687)	7%
200,000	(4,045)	(204,045)	-2%
291,600	289,263	(2,337)	99%
30,000,000	5,725,440	(24,274,560)	19%
14,947,300	8,330,760	(6,616,540)	56%
11,762,500	12,833,489	1,070,989	109%
5,214,000	5,702,932	488,932	109%
68,045,982	62,541,453	(5,504,529)	92%
1,251,455	2,191,747	940,292	175%
12,874,000	12,281,777	(592,223)	95%
234,444,041	196,826,470	(37,617,571)	84%





General Fund Revenue to Actual

FY 2022-2023 August

Description	Adjusted Budget	YTD Total Receipts	Difference-Unreceived Revenue	% of Actual to Budget
TAXES AND FRANCHISES	33,960,945	33,045,880	(915,065)	97%
LICENSES & PERMITS REVENUE	1,562,026	1,209,849	(352,177)	77%
FEDERAL GRANTS	3,370,000	1,450,702	(1,919,298)	43%
STATE GRANTS	4,631,918	1,699,420	(2,932,498)	37%
STATE SHARED REVENUES	9,617,693	9,254,489	(363,204)	96%
LOCAL SHARED REVENUES	3,030,792	2,963,846	(66,946)	98%
PAYMENT IN-LIEU-TAX	4,727,834	4,329,268	(398,566)	92%
CHARGES FOR SERVICES- GENERAL	584,350	825,609	241,259	141%
CHARGES FOR SERVICES-STREET&ROADWAY	-	215	215	-
CHARGES FOR SERVICES-ZOO	851,650	701,300	(150,350)	82%
CHARGES FOR SERVICES-PARKS	362,500	459,431	96,931	127%
CHARGES FOR SERVICES-CEMETERY	190,000	187,632	(2,368)	99%
CHARGES FOR SERVICES-ANIMAL CONTROL	116,000	92,757	(23,243)	80%
CHARGES FOR SERVICES-COMMUNITY FACILITIES	127,500	156,867	29,367	123%
FINES & FORFEITURES	255,600	164,083	(91,517)	64%
INTEREST INCOME	230,000	614,988	384,988	267%
RENTALS & LEASES	101,000	111,047	10,047	110%
REFUNDS	202,887	123,169	(79,718)	61%
CONTRIBUTIONS--PRIVATE SOURCES	110,085	289,767	179,682	263%
OTHER MISCELLANEOUS REV.	344,247	277,441	(66,806)	81%
MERF DEPRECIATION	-	1,677,775	1,677,775	-
OTHER FINANCING SOURCES	-	(19)	(19)	-
GENERAL FUND TOTAL	64,377,027	59,635,516	(4,741,511)	93%

FY 2021-2022 August

Adjusted Budget	YTD Total Receipts	Difference-Unreceived Revenue	% of Actual to Budget
32,239,503	31,261,133	(978,370)	97%
1,388,500	1,632,602	244,102	118%
355,555	16,433	(339,122)	5%
2,154,325	1,512,501	(641,824)	70%
7,257,712	8,658,774	1,401,062	119%
2,305,546	2,262,462	(43,084)	98%
4,635,075	4,238,737	(396,338)	91%
535,500	723,276	187,776	135%
-	160	160	-
722,253	673,527	(48,726)	93%
370,000	431,099	61,099	117%
175,000	169,568	(5,432)	97%
116,000	81,848	(34,152)	71%
128,000	116,696	(11,304)	91%
258,000	190,798	(67,202)	74%
130,000	(548,617)	(678,617)	-422%
111,000	89,498	(21,502)	81%
212,000	36,170	(175,830)	17%
360,550	161,104	(199,446)	45%
588,533	533,246	(55,287)	91%
-	1,227,692	1,227,692	-
(455,000)	(1,120,000)	(665,000)	246%
53,588,052	52,348,709	(1,239,343)	98%



## City-Wide Expenditures-Budget to Actual by Fund

FY 2022-2023 August

#	Fund	Adjusted Budget	August 2023 Expenses	YTD Total Expenses	% of Actual to Budget	Encumbrances	YTD Total Expenses w/ Encumbrances	Difference-Remaining Expense
1	GENERAL FUND	66,831,355	6,350,480	52,295,808	78%	3,288,259	55,584,066	11,247,289
10	STREET FUND	10,017,196	719,963	7,165,532	72%	1,167,145	8,332,678	1,684,518
11	RECREATION FUND	2,522,348	173,801	2,100,303	83%	30,667	2,130,970	391,378
12	LIBRARY FUND	2,983,203	163,496	2,398,051	80%	324,895	2,722,946	260,257
13	AIRPORT PFC FUND	-	-	-	-	-	-	-
14	MERF Fund	-	-	-	-	-	-	-
15	EL PUBLIC PURPOSE FUND	-	-	-	-	-	-	-
16	BUS IMP DISTRICT	115,000	-	140,500	122%	-	140,500	(25,500)
18	GOLF FUND	3,449,920	433,014	3,210,019	93%	187,407	3,397,426	52,494
19	RISK MANAGEMENT FUND	4,228,629	272,510	2,213,658	52%	206,829	2,420,487	1,808,142
20	HEALTH INSURANCE FUND	100,000	1,400	1,800	2%	-	1,800	98,200
23	EMERGENCY MEDICAL SERVICE	8,797,818	724,458	8,009,210	91%	77,822	8,087,032	710,786
24	WILDLAND FIRE	1,493,964	9,276	213,606	14%	44,607	258,213	1,235,751
32	POLICE IMPACT FEES	843,077	-	-	-	-	-	843,077
33	FIRE IMPACT FEES	452,282	-	-	-	-	-	452,282
34	PARKS & REC IMPACT FEES	900,706	29,655	50,806	6%	854	51,660	849,046
35	STREETS IMPACT FEES	2,500,000	-	-	-	-	-	2,500,000
41	MUNICIPAL CAP IMP	2,000,000	4,815	75,321	-	541,024	616,344	1,383,656
42	STREET CAP IMP	4,657,998	173,076	929,017	20%	41,242	970,260	3,687,738
43	BRIDGE & ARTERIAL FUND	585,282	-	189,305	32%	240,000	429,305	155,977
45	SURFACE DRAINAGE FUND	250,000	-	50,070	20%	2,695	52,765	197,235
46	TRAFFIC LIGHT CAP IMP	990,000	16,576	429,671	43%	111,628	541,300	448,700
47	PARKS CAP IMP	16,897	9,582	63,722	377%	65,899	129,621	(112,724)
48	FIRE CAP IMP	-	-	-	-	-	-	-
49	ZOO CAP IMP	1,863,320	-	152,125	8%	25,596	177,721	1,685,599
50	CIVIC AUDITORIUM CAP IMP	600,000	-	-	-	-	-	600,000
51	GOLF CAP IMP	316,698	21,190	40,188	13%	52,846	93,034	223,664
52	POLICE CAP IMP	30,000,000	1,523,479	11,961,508	40%	7,307,277	19,268,785	10,731,215
90	CONTINGENCY	16,805,810	-	-	-	-	-	16,805,810
60	AIRPORT FUND	27,859,859	1,303,643	15,122,890	54%	2,508,005	17,630,894	10,228,965
61	WATER FUND	23,129,218	1,060,037	7,904,318	34%	10,457,025	18,361,343	4,767,875
62	SANITATION FUND	5,837,496	438,424	4,341,477	74%	568,945	4,910,422	927,074
64	ELECTRIC LIGHT FUND	78,784,577	9,401,325	66,535,869	84%	4,538,769	71,074,638	7,709,939
67	FIBER	7,543,209	719,793	7,278,556	96%	766,088	8,044,644	(501,435)
68	WASTEWATER	26,940,440	1,158,919	12,420,674	46%	13,568,937	25,989,611	950,829
	TOTAL	333,416,302	24,708,913	205,294,004	62%	46,124,461	251,418,465	81,997,837

Based on Months

92%

Based on Payroll

88%

FY 2021-2022 August

Adjusted Budget	YTD Total Expenses	% of Actual to Budget
56,366,784	44,806,966	79%
9,603,761	5,529,120	58%
3,495,319	2,877,972	82%
4,464,135	2,922,255	65%
-	-	-
-	-	-
1,208,000	243,017	20%
85,500	85,500	100%
3,116,067	2,843,033	91%
3,914,496	1,667,987	43%
60,000	20,000	33%
6,936,750	5,900,324	85%
1,039,132	763,507	73%
-	-	-
-	-	-
-	-	-
-	-	-
1,080,831	538,159	50%
4,750,000	113,961	2%
350,000	32,543	9%
50,000	17,509	35%
545,000	293,441.51	54%
292,919	426,338	146%
-	-	-
1,872,523	167,551	9%
200,000	-	-
275,000	734,024	267%
30,000,000	5,848,420	19%
14,034,791	-	-
14,982,017	5,828,719	39%
19,547,021	7,209,282	37%
6,333,350	5,281,771	83%
82,487,907	61,348,094	74%
6,293,260	4,676,136	74%
21,507,174	8,266,244	38%
294,891,737	168,441,874	57%



City-Wide Expenditures-Budget to Actual by Category

FY 2022-2023 August

	Category	Adjusted Budget	August 2023 Expenses	YTD Total Expenses	% of Actual to Budget	Encumbrances	YTD Total Expenses w/ Encumbrances	Difference-Remaining Expense
	Salaries and Wages	58,270,767	4,849,585	49,701,464	85%	5,968	49,707,432	8,563,335
	Benefits	26,026,988	1,954,570	21,235,672	82%	22,526	21,258,198	4,768,790
	Current Operating Expense	130,997,723	10,143,908	89,667,939	68%	7,762,814	97,430,753	33,566,970
	Capital Outlay	121,192,923	5,664,240	46,429,495	38%	37,325,152	83,754,647	37,438,276
	Depreciation	9,142,294	382,640	7,279,098	80%	1,008,001	8,287,099	855,195
	Debt Service	2,061,000	2,697,935	3,598,672	175%	-	3,598,672	(1,537,672)
	Interfund Transfers	(14,275,393)	(983,964)	(12,618,337)	88%	-	(12,618,337)	(1,657,056)
	TOTAL	333,416,302	24,708,913	205,294,004	62%	46,124,461	251,418,465	81,997,837

Based on Months 92%

Based on Payroll 88%

FY 2021-2022 August

Adjusted Budget	YTD Total Expenses	% of Actual to Budget
53,691,208	45,433,615	85%
24,119,594	20,114,076	83%
114,216,893	71,734,463	63%
103,645,303	36,399,484	35%
6,953,400	3,594,617	52%
4,234,765	2,064,346	49%
(8,969,426)	(10,898,724)	122%
297,891,737	168,441,874	57%



General Fund Expenditures-Budget to Actual by Category

FY 2022-2023 August

	Category	Adjusted Budget	August 2023 Expenses	YTD Total Expenses	% of Actual to Budget	Encumbrances	YTD Total Expenses w/ Encumbrances	Difference-Remaining Expense
	Salaries and Wages	33,484,454	2,692,250	28,466,201	85%	-	28,466,201	5,018,253
	Benefits	15,473,545	1,111,395	12,308,578	80%	14,830	12,323,408	3,150,137
	Current Operating Expense	23,862,324	1,820,879	17,221,038	72%	2,742,585	19,963,623	3,898,701
	Capital Outlay	2,412,634	41,500	1,207,540	50%	273,720	1,481,260	931,374
	Depreciation	3,423,791	152,525	3,100,514	91%	257,123.50	3,357,637	66,154
	Debt Service	2,000,000	1,515,393	1,996,239	100%	-	1,996,239	3,761
	Interfund Transfers	(13,825,393)	(983,462)	(12,004,304)	87%	-	(12,004,304)	(1,821,089)
	TOTAL	66,831,355	6,350,480	52,295,808	78%	3,288,259	55,584,066	11,247,289

Based on Months


92%

Based on Payroll

88%

FY 2021-2022 August

Adjusted Budget	YTD Total Expenses	% of Actual to Budget
30,562,096	26,422,534	86%
14,458,122	11,852,055	82%
17,591,894	13,132,360	75%
2,984,798	2,192,091	73%
1,339,300	1,227,692	92%
2,000,000	501,798	25%
(12,569,426)	(10,521,564)	84%
56,366,784	44,806,966	79%

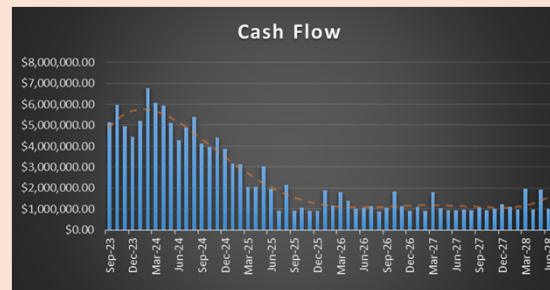
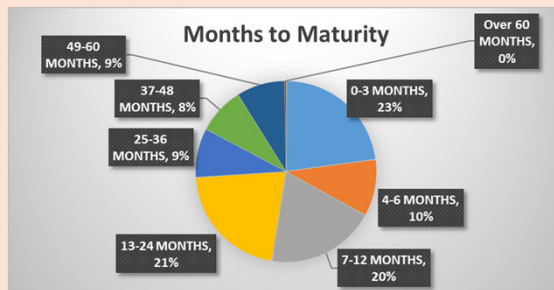
<div>  General Fund Expenditures- Budget to Actual by Department </div>									
FY 2022-2023 August									
#	Department	Budget	Adjusted Budget	August 2023 Expenses	YTD Total Expenses	% of Actual to Adj. Budget	Encumbrance	YTD Total Expenses w/ Encumbrances	Difference- Remaining Expense
1	MAYOR & COUNCIL	775,139	793,402	31,946	526,725	66%	23,870	550,595	242,807
1	LEGAL	423,563	414,370	30,061	335,759	81%	2,685	338,445	75,925
1	MUNICIPAL SERVICES	4,792,976	6,969,895	468,444	3,855,416	55%	1,165,625	5,021,041	1,948,854
1	COMMUNITY DEVELOPMENT	3,768,298	4,510,809	237,732	3,241,568	72%	1,827	3,243,395	1,267,414
1	HUMAN RESOURCES	420,102	469,025	6,260	356,955	76%	8,226	365,182	103,843
1	POLICE	19,545,470	23,001,698	3,028,162	19,369,702	84%	401,921	19,771,623	3,230,075
1	FIRE	12,437,645	14,807,357	1,116,286	13,100,284	88%	430,334	13,530,618	1,276,739
1	PARKS	9,960,645	12,339,169	1,222,400	9,206,808	75%	728,678	9,935,487	2,403,682
1	GENERAL FUND PUBLIC WORKS	1,464,214	3,525,630	209,188	2,302,590	65%	525,092	2,827,681	697,949
	TOTAL	53,588,052	66,831,355	6,350,480	52,295,808	78%	3,288,259	55,584,066	11,247,289

Based on Months 92%  
Based on Payroll 88%

FY 2021-2022 August		
Adjusted Budget	YTD Total Expenses	% of Actual to Adj. Budget
863,012	396,511	46%
423,563	407,466	96%
5,049,336	4,620,990	92%
3,779,653	2,583,244	68%
390,102	295,783	76%
20,141,629	15,531,754	77%
13,406,241	11,743,763	88%
10,206,824	7,795,258	76%
2,106,424	1,432,198	68%
56,366,784	44,806,966	79%

# August 2023 Investments Maturity

MONTH	AMOUNT	%
0-3 MONTHS	\$ 37,189,196.98	22.89%
4-6 MONTHS	\$ 16,414,385.47	10.10%
7-12 MONTHS	\$ 31,674,159.55	19.50%
13-24 MONTHS	\$ 34,916,661.18	21.49%
25-36 MONTHS	\$ 14,189,723.30	8.73%
37-48 MONTHS	\$ 13,623,615.48	8.39%
49-60 MONTHS	\$ 14,027,957.99	8.63%
Over 60 MONTHS	\$ 434,469.39	0.27%
Total	\$ 162,470,169.34	100.00%



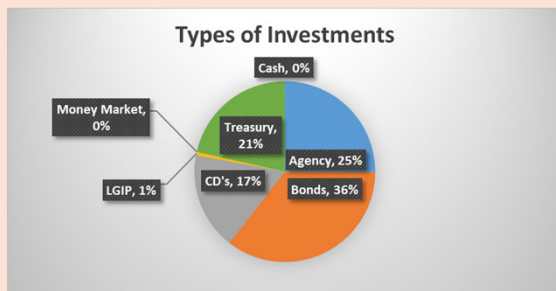
- COIF Investment Policy states that no more than 25 percent of the portfolio may be invested beyond 24 months.
- Currently the City has 26 percent of the portfolio invested beyond 24 months.



# August 2023 Types of Investments

TYPE	AMOUNT	%
Agency	\$ 40,724,258.08	25.07%
Bonds	\$ 57,658,076.79	35.49%
CD's	\$ 28,238,314.24	17.38%
LGIP	\$ 974,440.91	0.60%
Money Market	\$ 108,901.50	0.07%
Treasury	\$ 34,766,157.82	21.40%
Cash	\$ 20.00	0.00%
Total	\$ 162,470,169.34	100.00%

BROKER	AMOUNT	%
LGIP	\$ 974,440.91	0.60%
Wells Fargo	\$ 152,302,659.16	93.74%
Bank of Commerce	\$ 1,521,432.33	0.94%
Idaho Central CU	\$ 4,637,952.77	2.85%
EICU	\$ 2,033,684.17	1.25%
Westmark CU	\$ 1,000,000.00	0.62%
Total	\$ 162,470,169.34	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: \$154.5M

2023: \$162.4M

- Total Cash & Investment

2022: \$163.7M

2023: \$176.2M

# Memorandum

File #: 23-336

City Council Meeting

**FROM:** Mark Hagedorn, Finance Manager / Treasurer  
**DATE:** Thursday, November 2, 2023  
**DEPARTMENT:** Municipal Services

## Subject

Treasurer's Report for September 2023

## Council Action Desired

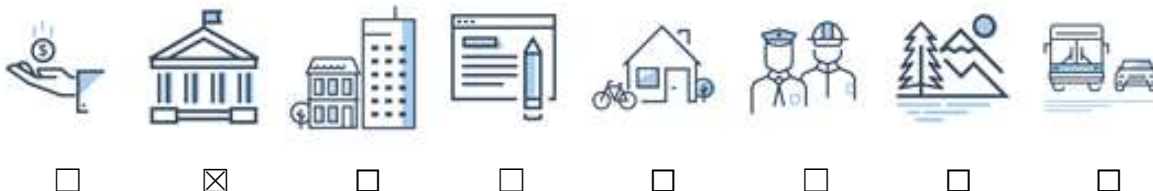
- ☐ Ordinance
 ☐ Resolution
 ☐ Public Hearing
 ☒ Other Action (Approval, Authorization, Ratification, etc.)

Accept and approve the Treasurer's Report for the month-ending September 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 September 2023, total cash, and investments total \$165.3. Total receipts received and reconciled to the general ledger were reported at \$27.9M, which includes revenues of \$18.1M and interdepartmental transfers of \$9.8M. Total distributions reconciled to the general ledger were reported at \$38.8M, which includes salary and benefits of \$11M, operating costs of \$11.5M, capital acquisition/construction costs of \$6.5M, and interdepartmental transfers of \$9.8M. As reported in the attached investment report, the total investments reconciled to the general fund were reported at \$158.1M.

## Alignment with City & Department Planning Objectives



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

## Interdepartmental Coordination


Not applicable.

## Fiscal Impact

Not applicable.

**Legal Review**

Not applicable.

<div>  <div> City-Wide Actual Cash &amp; Investments by Fund  FY 2022-2023 September </div> </div>							FY 2021-2022 September
#	FUND	Beginning Cash & Investments	Interest Earned	Total Receipts	Total Disbursements	Ending Cash & Investments	Ending Cash & Investments
1	GENERAL	28,674,620	56,726	8,363,575	12,651,208	24,386,988	23,627,204
10	STREET	10,537,972	21,849	1,243,211	2,234,700	9,546,483	6,973,002
11	RECREATION	249,948	518	110,150	241,612	118,485	43,800
12	LIBRARY	4,305,017	8,926	46,121	298,775	4,052,363	3,953,379
13	AIRPORT PFC FUND	2,288,315	-	24,680	13,466	2,299,530	1,863,476
15	EL. LT. WEATHERIZATION FD	-	-	-	-	-	3,694,492
16	BUSINESS IMPRV. DISTRICT	61,681	128	1,250	86	62,845	112,519
18	GOLF	206,031	427	534,481	457,303	283,209	181,167
19	RISK MANAGEMENT	4,174,093	8,654	279,096	251,011	4,202,178	3,375,965
20	SELF-INSURANCE FD.	4,631,217	9,602	9,602	56,449	4,584,371	4,488,655
21	AIRPORT CFC FUND	227,150	471	52,398	316	279,233	-
23	EMERGENCY MEDICAL SERVICES	1,950,020	4,043	1,028,142	980,311	1,997,851	1,428,250
24	WILDLAND	789,755	1,637	45,876	667,797	167,833	37,285
32	POLICE IMPACT FEES	240,806	499	31,421	335	271,892	31,207
33	FIRE IMPACT FEES	130,642	271	9,789	182	140,249	12,870
34	PARKS IMPACT FEES	253,248	525	11,649	6,610	258,287	32,702
35	STREETS IMPACT FEES	978,002	2,028	110,546	1,362	1,087,187	128,603
41	MUNICIPAL CAPITAL IMP.	3,068,055	6,361	217,351	210,707	3,074,699	2,363,380
42	STREET CAPITAL IMPROVEMENT	746,226	1,547	20,220	38,866	727,579	777,961
43	BRIDGE & ARTERIAL STREET	1,061,801	2,202	66,698	241,479	887,021	926,981
45	SURFACE DRAINAGE	122,125	253	253	170	122,208	158,160
46	TRAFFIC LIGHT CAPITAL IMPRV.	1,309,569	2,715	39,920	20,247	1,329,243	1,250,700
47	PARKS CAPITAL IMPROVEMENT	(110,205)	(228)	2,699	43,568	(151,074)	(27,590)
49	ZOO CAPITAL IMPROVEMENT	696,161	1,443	11,975	1,024	707,113	487,758
50	CIVIC AUDITORIUM CAPITAL IMP.	208,370	432	432	290	208,512	198,893
51	GOLF CAPITAL IMP.	428,951	889	43,043	294,595	177,399	133,571
52	POLICE CAPITAL IMPROVEMENT	(931,261)	-	2,965,379	2,074,321	(40,203)	(556,800)
60	AIRPORT	(98,146)	(204)	788,205	2,126,697	(1,436,638)	3,772,530
61	WATER	21,896,223	45,399	1,325,538	1,936,213	21,285,548	19,262,093
62	SANITATION	6,957,229	14,425	523,073	585,759	6,894,543	5,670,843
64	IDAHO FALLS POWER	53,224,672	109,725	6,033,578	8,839,531	50,418,718	37,138,549
67	FIBER	590,964	1,225	482,815	524,866	548,913	580,773
68	WASTEWATER	27,336,590	56,679	1,486,030	1,986,313	26,836,307	29,340,876
TOTAL		176,205,844	359,170	25,909,199	36,786,171	165,328,872	151,463,255



## City-Wide Anticipated Revenue to Actual by Fund

FY 2022-2023 September

#	Fund	Adjusted Budget	September 2023 Receipts	YTD Total Receipts	Difference- Unreceived Revenue	% of Actual to Budget
1	GENERAL FUND	64,377,027	2,296,968	62,950,249	(1,426,778)	98%
10	STREET FUND	8,285,900	198,263	11,609,332	3,323,432	140%
11	RECREATION FUND	2,522,188	84,355	2,424,328	(97,860)	96%
12	LIBRARY FUND	2,946,465	39,850	2,903,259	(43,206)	99%
13	AIRPORT PFC FUND	-	11,214	428,389	428,389	-
14	MERF Fund	-	-	-	-	-
15	EL PUBLIC PURPOSE FUND	-	-	-	-	-
16	BUS IMP DISTRICT	115,000	1,165	90,364	(24,636)	79%
18	GOLF FUND	3,402,314	489,665	3,752,115	349,801	110%
19	RISK MANAGEMENT FUND	2,266,553	228,079	3,078,676	812,123	136%
20	HEALTH INSURANCE FUND	50,000	3,153	129,053	79,053	258%
21	AIRPORT CFC FUND	-	52,082	279,233	279,233	-
23	EMERGENCY MEDICAL SERVICE	8,310,404	690,982	9,807,657	1,497,253	118%
24	WILDLAND FIRE	1,500,000	33,800	765,346	(734,654)	51%
32	POLICE IMPACT FEES	843,077	31,086	240,557	(602,520)	29%
33	FIRE IMPACT FEES	452,282	9,608	127,326	(324,956)	28%
34	PARKS & REC IMPACT FEES	900,706	11,296	282,514	(618,192)	31%
35	STREETS IMPACT FEES	2,500,000	109,185	958,055	(1,541,945)	38%
41	MUNICIPAL CAP IMP	1,290,618	11,859	874,859	(415,759)	68%
42	STREET CAP IMP	4,491,000	2,912	879,011	(3,611,989)	20%
43	BRIDGE & ARTERIAL FUND	-	723	294,177	294,177	-
45	SURFACE DRAINAGE FUND	-	83	11,035	11,035	-
46	TRAFFIC LIGHT CAP IMP	436,600	38,097	507,758	71,158	116%
47	PARKS CAP IMP	90,000	2,471	293,996	203,996	327%
48	FIRE CAP IMP	401,524	4,962	396,481	(5,043)	99%
49	ZOO CAP IMP	1,850,000	11,006	382,173	(1,467,827)	21%
50	CIVIC AUDITORIUM CAP IMP	400,000	142	8,801	(391,199)	2%
51	GOLF CAP IMP	291,600	(232,555)	83,466	(208,134)	29%
52	POLICE CAP IMP	30,000,000	2,561,855	14,029,491	(15,970,509)	47%
60	AIRPORT FUND	27,732,166	656,231	14,605,458	(13,126,708)	53%
61	WATER FUND	13,609,500	1,244,836	14,333,299	723,799	105%
62	SANITATION FUND	5,300,000	515,339	6,164,023	864,023	116%
64	ELECTRIC LIGHT FUND	66,607,920	6,402,477	77,146,989	10,539,069	116%
67	FIBER	3,750,000	318,451	3,480,846	(269,154)	93%
68	WASTEWATER	12,650,000	1,301,689	14,695,718	2,045,718	116%
	TOTAL	267,372,844	17,131,329	248,014,033	(19,358,811)	93%

FY 2021-2022 September

Adjusted Budget	YTD Total Receipts	Difference- Unreceived Revenue	% of Actual to Budget
53,588,052	53,617,027	28,975	100%
7,940,709	10,499,974	2,559,265	132%
3,434,554	2,099,813	(1,334,741)	61%
3,641,394	3,528,102	(113,292)	97%
-	1,320,648	1,320,648	-
2,419,100	-	(2,419,100)	-
1,208,000	459,493	(748,507)	38%
90,000	91,459	1,459	102%
3,010,540	3,634,190	623,650	121%
1,955,503	1,733,265	(222,238)	89%
50,000	(120,275)	(170,275)	-241%
-	-	-	-
7,097,114	8,527,006	1,429,892	120%
1,200,000	1,476,461	276,461	123%
-	31,207	31,207	-
-	12,870	12,870	-
-	32,702	32,702	-
-	128,603	128,603	-
810,618	710,039	(100,579)	88%
307,000	110,354	(196,646)	36%
160,000	177,258	17,258	111%
41,500	21,226	(20,274)	51%
436,596	363,138	(73,458)	83%
65,000	1,286,818	1,221,818	1980%
401,524	388,153	(13,371)	97%
2,000,000	255,921	(1,744,079)	13%
200,000	(5,695)	(205,695)	-3%
291,600	542,908	251,308	186%
30,000,000	7,002,736	(22,997,264)	23%
14,947,300	9,215,558	(5,731,742)	62%
11,762,500	13,828,121	2,065,621	118%
5,214,000	6,226,756	1,012,756	119%
68,045,982	68,719,719	673,737	101%
1,251,455	2,487,441	1,235,986	199%
12,874,000	13,210,627	336,627	103%
234,444,041	211,613,623	(22,830,418)	90%



General Fund Revenue to Actual

FY 2022-2023 September

Description	Adjusted Budget	YTD Total Receipts	Difference-Unreceived Revenue	% of Actual to Budget
TAXES AND FRANCHISES	33,960,945	33,456,901	(504,044)	99%
LICENSES & PERMITS REVENUE	1,562,026	1,333,467	(228,559)	85%
FEDERAL GRANTS	3,370,000	1,682,304	(1,687,696)	50%
STATE GRANTS	4,631,918	2,789,758	(1,842,160)	60%
STATE SHARED REVENUES	9,617,693	9,254,489	(363,204)	96%
LOCAL SHARED REVENUES	3,030,792	3,181,974	151,182	105%
PAYMENT IN-LIEU-TAX	4,727,834	4,722,838	(4,996)	100%
CHARGES FOR SERVICES- GENERAL	584,350	894,144	309,794	153%
CHARGES FOR SERVICES-STREET&ROADWAY	-	215	215	-
CHARGES FOR SERVICES-ZOO	851,650	765,323	(86,327)	90%
CHARGES FOR SERVICES-PARKS	362,500	521,354	158,854	144%
CHARGES FOR SERVICES-CEMETERY	190,000	203,707	13,707	107%
CHARGES FOR SERVICES-ANIMAL CONTROL	116,000	98,807	(17,193)	85%
CHARGES FOR SERVICES-COMMUNITY FACILITIES	127,500	161,968	34,468	127%
FINES & FORFEITURES	255,600	178,914	(76,686)	70%
INTEREST INCOME	230,000	647,083	417,083	281%
RENTALS & LEASES	101,000	116,874	15,874	116%
REFUNDS	202,887	123,169	(79,718)	61%
CONTRIBUTIONS--PRIVATE SOURCES	110,085	387,974	277,889	352%
OTHER MISCELLANEOUS REV.	344,247	323,715	(20,532)	94%
MERF DEPRECIATION	-	1,830,300	1,830,300	-
OTHER FINANCING SOURCES	-	274,971	274,971	-
GENERAL FUND TOTAL	64,377,027	62,950,249	(1,426,778)	98%

FY 2021-2022 September

Adjusted Budget	YTD Total Receipts	Difference-Unreceived Revenue	% of Actual to Budget
32,239,503	31,564,959	(674,544)	98%
1,388,500	1,776,965	388,465	128%
355,555	676,986	321,431	190%
2,154,325	1,593,603	(560,722)	74%
7,257,712	8,658,774	1,401,062	119%
2,305,546	2,425,152	119,606	105%
4,635,075	4,624,577	(10,498)	100%
535,500	747,380	211,880	140%
-	-	-	-
722,253	704,753	(17,500)	98%
370,000	509,386	139,386	138%
175,000	200,500	25,500	115%
116,000	88,286	(27,714)	76%
128,000	119,983	(8,017)	94%
258,000	203,769	(54,232)	79%
120,000	(800,980)	(920,980)	-667%
111,000	92,941	(18,059)	84%
212,000	74,613	(137,387)	35%
360,550	245,104	(115,446)	68%
588,533	563,119	(25,414)	96%
-	1,339,300	1,339,300	-
(455,000)	(1,792,142)	(1,337,142)	394%
53,578,052	53,617,027	38,975	100%





## City-Wide Expenditures-Budget to Actual by Fund

FY 2022-2023 September

#	Fund	Adjusted Budget	September 2023 Expenses	YTD Total Expenses	% of Actual to Budget	Encumbrances	YTD Total Expenses w/ Encumbrances	Difference-Remaining Expense
1	GENERAL FUND	66,831,355	7,605,004	59,900,812	90%	1,748,581	61,649,392	5,181,963
10	STREET FUND	10,017,196	1,159,339	8,324,872	83%	562,631	8,887,503	1,129,693
11	RECREATION FUND	2,522,348	252,934	2,353,237	93%	285	2,353,522	168,826
12	LIBRARY FUND	2,983,203	367,449	2,765,500	93%	200,903	2,966,403	16,800
13	AIRPORT PFC FUND	-	-	-	-	-	-	-
14	MERF Fund	-	-	-	-	-	-	-
15	EL PUBLIC PURPOSE FUND	-	-	-	-	-	-	-
16	BUS IMP DISTRICT	115,000	-	140,500	122%	-	140,500	(25,500)
18	GOLF FUND	3,449,920	380,860	3,590,879	104%	1,946	3,592,826	(142,906)
19	RISK MANAGEMENT FUND	4,228,629	182,523	2,396,181	57%	325,269	2,721,450	1,507,179
20	HEALTH INSURANCE FUND	100,000	-	1,800	2%	-	1,800	98,200
23	EMERGENCY MEDICAL SERVICE	8,797,818	664,805	8,674,014	99%	1,914	8,675,929	121,889
24	WILDLAND FIRE	1,493,964	645,323	858,930	57%	11,914	870,844	623,120
32	POLICE IMPACT FEES	843,077	-	-	-	-	-	843,077
33	FIRE IMPACT FEES	452,282	-	-	-	-	-	452,282
34	PARKS & REC IMPACT FEES	900,706	6,258	57,064	6%	854	57,918	842,788
35	STREETS IMPACT FEES	2,500,000	-	-	-	-	-	2,500,000
41	MUNICIPAL CAP IMP	2,000,000	377,690	453,010	-	180,322	633,332	1,366,668
42	STREET CAP IMP	4,657,998	9,034	938,051	20%	41,953	980,004	3,677,994
43	BRIDGE & ARTERIAL FUND	585,282	(80,934)	108,371	19%	-	108,371	476,911
45	SURFACE DRAINAGE FUND	250,000	-	50,070	20%	2,695	52,765	197,235
46	TRAFFIC LIGHT CAP IMP	990,000	46,426	476,098	48%	73,799	549,897	440,103
47	PARKS CAP IMP	16,897	43,340	107,062	634%	24,339	131,401	(114,504)
48	FIRE CAP IMP	-	-	-	-	-	-	-
49	ZOO CAP IMP	1,863,320	(13,049)	139,076	7%	22,596	161,672	1,701,648
50	CIVIC AUDITORIUM CAP IMP	600,000	-	-	-	-	-	600,000
51	GOLF CAP IMP	316,698	40,481	80,669	25%	12,365	93,034	223,664
52	POLICE CAP IMP	30,000,000	1,970,738	13,932,245	46%	5,317,078	19,249,323	10,750,677
90	CONTINGENCY	16,805,810	-	-	-	-	-	16,805,810
60	AIRPORT FUND	27,859,859	898,515	16,043,907	58%	1,960,040	18,003,947	9,855,912
61	WATER FUND	23,129,218	2,476,553	10,381,457	45%	9,664,424	20,045,881	3,083,337
62	SANITATION FUND	5,837,496	554,308	4,895,785	84%	128,656	5,024,441	813,055
64	ELECTRIC LIGHT FUND	78,784,577	6,632,516	73,169,421	93%	3,056,199	76,225,620	2,558,957
67	FIBER	7,543,209	745,882	8,024,438	106%	2,346,235	10,370,673	(2,827,464)
68	WASTEWATER	26,940,440	1,737,872	14,156,574	53%	12,324,748	26,481,322	459,118
	TOTAL	333,416,302	26,703,866	232,020,021	70%	38,009,748	270,029,769	63,386,533

Based on Months

100%

Based on Payroll

100%

FY 2021-2022 September

Adjusted Budget	YTD Total Expenses	% of Actual to Budget
58,545,662	54,470,570	93%
9,603,761	8,410,291	88%
3,495,319	3,127,488	89%
4,464,135	3,353,338	75%
-	-	-
-	-	-
1,208,000	290,795	24%
85,500	85,500	100%
3,116,067	3,339,581	107%
3,914,496	1,846,450	47%
60,000	10,000	17%
6,936,750	6,425,809	93%
1,039,132	1,493,879	144%
-	-	-
-	-	-
-	-	-
-	-	-
1,080,831	693,010	64%
4,750,000	143,566	3%
350,000	30,424	9%
50,000	45,398	91%
545,000	356,463.94	65%
292,919	736,756	252%
-	-	-
1,872,523	210,206	11%
200,000	-	-
275,000	992,067	361%
30,000,000	7,808,968	26%
11,855,913	-	-
14,982,017	6,676,118	45%
19,547,021	11,183,612	57%
6,333,350	5,990,492	95%
82,487,907	69,866,181	85%
6,293,260	6,555,310	104%
21,507,174	11,644,152	54%
294,891,737	205,786,427	70%



City-Wide Expenditures-Budget to Actual by Category

FY 2022-2023 September

	Category	Adjusted Budget	September 2023 Expenses	YTD Total Expenses	% of Actual to Budget	Encumbrances	YTD Total Expenses w/ Encumbrances	Difference-Remaining Expense
	Salaries and Wages	58,180,761	8,063,941	57,765,405	99%	-	57,765,405	415,356
	Benefits	25,822,488	2,959,634	24,195,305	94%	8,604	24,203,909	1,618,579
	Current Operating Expense	131,321,114	11,485,997	101,176,087	77%	4,120,722	105,296,809	26,024,305
	Capital Outlay	121,164,038	6,433,405	52,862,901	44%	32,872,497	85,735,397	35,428,641
	Depreciation	9,142,294	358,512	7,637,611	84%	1,007,926	8,645,537	496,757
	Debt Service	2,061,000	14,685	3,613,358	175%	-	3,613,358	(1,552,358)
	Interfund Transfers	(14,275,393)	(2,612,309)	(15,230,645)	107%	-	(15,230,645)	955,252
	TOTAL	333,416,302	26,703,866	232,020,021	70%	38,009,749	270,029,769	63,386,533

Based on Months


100%

Based on Payroll

100%


FY 2021-2022 September

Adjusted Budget	YTD Total Expenses	% of Actual to Budget
53,691,208	52,678,088	98%
24,119,594	22,182,833	92%
112,674,425	86,694,851	77%
105,187,771	48,664,776	46%
3,953,400	3,921,400	99%
4,234,765	5,907,918	140%
(8,969,426)	(14,263,440)	159%
294,891,737	205,786,427	70%

<div>  <div>General Fund Expenditures- Budget to Actual by Department</div> </div>								
#	Department	Adjusted Budget	September 2023 Expenses	YTD Total Expenses	% of Actual to Adj. Budget	Encumbrance	YTD Total Expenses w/ Encumbrances	Difference- Remaining Expense
1	MAYOR & COUNCIL	793,402	124,138	650,863	82%	3,600	654,463	138,939
1	LEGAL	414,370	51,912	388,517	94%	220	388,736	25,634
1	MUNICIPAL SERVICES	6,969,895	289,049	4,144,465	59%	630,653	4,775,118	2,194,777
1	COMMUNITY DEVELOPMENT	4,510,809	89,993	3,331,561	74%	(86,150)	3,245,411	1,265,398
1	HUMAN RESOURCES	469,025	27,160	384,116	82%	283	384,399	84,626
1	POLICE	23,001,698	2,704,326	22,076,367	96%	135,707	22,212,075	789,623
1	FIRE	14,807,357	1,676,835	14,777,119	100%	327,014	15,104,133	(296,776)
1	PARKS	12,339,169	1,358,403	10,565,212	86%	460,417	11,025,628	1,313,541
1	GENERAL FUND PUBLIC WORKS	3,525,630	303,062	2,605,652	74%	276,837	2,882,489	643,141
	NON-DEPARTMENTAL	-	976,940	976,940		-	976,940	(976,940)
	TOTAL	66,831,355	7,601,819	59,900,812	90%	1,748,581	61,649,392	5,181,963

Based on Months 100%  
Based on Payroll 100%

FY 2021-2022 September		
Adjusted Budget	YTD Total Expenses	% of Actual to Adj. Budget
863,012	436,903	51%
423,563	451,291	107%
5,049,336	3,973,990	79%
3,779,653	2,903,206	77%
390,102	347,600	89%
20,141,629	19,453,687	97%
15,585,119	15,520,028	100%
10,206,824	9,696,798	95%
2,106,424	1,687,066	80%
58,545,662	54,470,570	93%

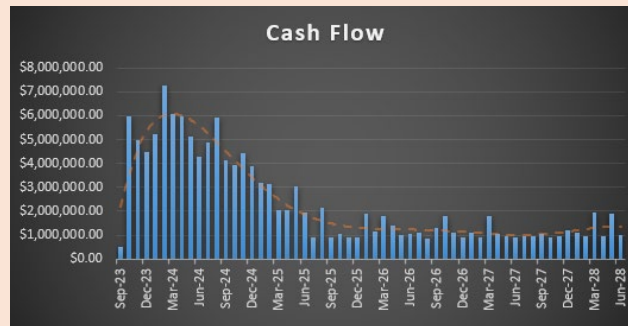
<div>  <div>General Fund Expenditures-Budget to Actual by Category</div> </div>								
FY 2022-2023 September								
	Category	Adjusted Budget	September 2023 Expenses	YTD Total Expenses	% of Actual to Budget	Encumbrances	YTD Total Expenses w/ Encumbrances	Difference-Remaining Expense
	Salaries and Wages	33,427,448	4,582,486	33,048,687	99%	-	33,048,687	378,761
	Benefits	15,269,045	1,728,002	14,036,581	92%	8,604	14,045,184	1,223,861
	Current Operating Expense	24,118,215	2,952,303	20,176,526	84%	1,475,054	21,651,580	2,466,635
	Capital Outlay	2,418,249	132,955	1,340,495	55%	7,800	1,348,295	1,069,954
	Depreciation	3,423,791	207,887	3,308,401	97%	257,123.50	3,565,525	(141,734)
	Debt Service	2,000,000	590	1,996,829	100%	-	1,996,829	3,171
	Interfund Transfers	(13,825,393)	(2,002,405)	(14,006,709)	101%	-	(14,006,709)	181,316
	TOTAL	66,831,355	7,601,819	59,900,811	90%	1,748,581	61,649,393	5,181,962

Based on Months 100%  
Based on Payroll 100%

FY 2021-2022 September		
Adjusted Budget	YTD Total Expenses	% of Actual to Budget
30,562,096	30,646,120	100%
14,458,122	13,073,388	90%
18,231,324	16,852,566	92%
2,524,246	4,158,572	165%
1,339,300	1,339,300	100%
2,000,000	1,998,598	100%
(12,569,426)	(13,597,974)	108%
56,545,662	54,470,570	96%

# September 2023 Investments Maturity

MONTH	AMOUNT	%
0-3 MONTHS	\$ 36,289,905.24	22.96%
4-6 MONTHS	\$ 18,561,071.38	11.74%
7-12 MONTHS	\$ 30,298,690.91	19.17%
13-24 MONTHS	\$ 31,707,499.22	20.06%
25-36 MONTHS	\$ 14,531,203.28	9.19%
37-48 MONTHS	\$ 13,492,198.26	8.54%
49-60 MONTHS	\$ 12,773,635.18	8.08%
Over 60 MONTHS	\$ 417,707.21	0.26%
Total	\$ 158,071,910.68	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 26 percent of the portfolio invested beyond 24 months.

# September 2023 Types of Investments

TYPE	AMOUNT	%
Agency	\$ 39,657,085.16	25.09%
Bonds	\$ 57,046,502.56	36.09%
CD's	\$ 28,515,647.19	18.04%
LGIP	\$ 978,718.60	0.62%
Money Market	\$ 105,228.00	0.07%
Treasury	\$ 31,768,719.17	20.10%
Cash	\$ 10.00	0.00%
Total	\$ 158,071,910.68	100.00%

BROKER	AMOUNT	%
LGIP	\$ 978,718.60	0.62%
Wells Fargo	\$147,865,466.67	93.54%
Bank of Commerce	\$ 1,526,911.59	0.97%
Westmark	\$ 1,003,752.06	0.63%
Idaaho Central CU	\$ 4,637,952.77	2.93%
EICU	\$ 2,059,108.99	1.30%
Total	\$158,071,910.68	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

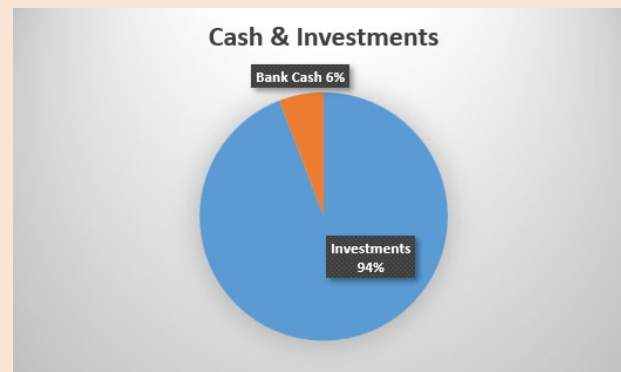
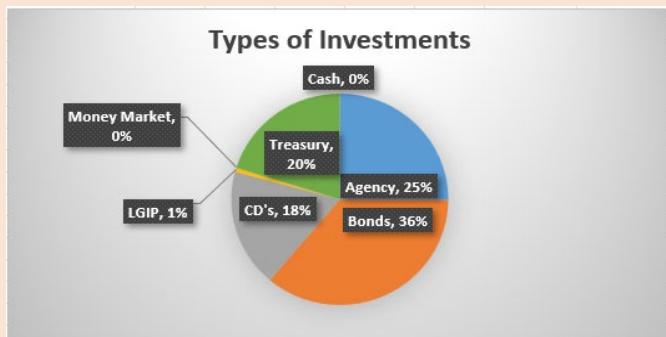
2022: \$146.8M

2023: \$158.1M

- Total Cash & Investment

2022: \$153.9M

2023: \$167.9M



# Memorandum

File #: 23-338

City Council Meeting

**FROM:** Chief Bryce Johnson  
**DATE:** Thursday, November 16, 2023  
**DEPARTMENT:** Police Department

## Subject

Lease Payment for Law Enforcement Building

## Council Action Desired

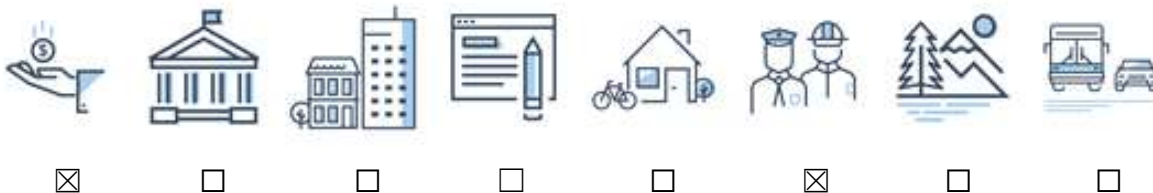
- ☐ Ordinance ☐ Resolution ☐ Public Hearing  
☒ Other Action (Approval, Authorization, Ratification, etc.)

Authorize payment of the lease for the Law Enforcement Building for fiscal year 2023

## Description, Background Information & Purpose

A lease was negotiated and signed for the Idaho Falls Police Department's use of space in the Law Enforcement Building owned by Bonneville County. The agreed upon lease payment is \$127,108.68 for fiscal year 2022-23. This lease payment was budgeted for and approved as part of the 2023 budget and will be drawn from the FY2022-23 budget.

## Alignment with City & Department Planning Objectives



Click or tap here to enter text.

## Interdepartmental Coordination

Municipal Services assisted with the lease agreement and the billing process. Municipal Services has given assurance that the payment can be made out of the FY2022-23 funds.

## Fiscal Impact

\$127,108.68

## Legal Review

n/a



## BONNEVILLE COUNTY

ATTN: Lisa Santos  
605 N Capital Ave  
Idaho Falls, ID 83402  
208-529-1350 X1356  
[lsantos@co.bonneville.id.us](mailto:lsantos@co.bonneville.id.us)

## INVOICE

DATE: October 1, 2023  
INVOICE # FY 2023

Bill To:  
CITY OF IDAHO FALLS  
ATTN: Accounts Payable  
PO Box 50220  
Idaho Falls, ID 83405  
208-612-8495  
[DANelson@idahofalls.gov](mailto:DANelson@idahofalls.gov)

DESCRIPTION	QUANTITY	RATE	TOTAL
<b>Law Enforcement Building Rental Agreement</b>			\$ -
10/01/2022 - 09/30/2023 FY2023	12.00	\$10,592.39	\$ 127,108.68
			\$ -
PLEASE MAKE CHECKS PAYABLE TO: <b>BONNEVILLE COUNTY</b>			\$ -
			\$ -
<i>To insure proper credit to your account, please include a copy of the invoice along with your check and mail to: ATTN: LISA SANTOS</i>			\$ -
			\$ -
			\$ -
			\$ -
CHARGE CODE: CITYIF ORG CODE: 1001099 OBJ CODE: 44090			\$ -
SUBTOTAL			\$ 127,108.68
TAX RATE			
SALES TAX			\$ -
OTHER			
TOTAL			\$ 127,108.68

# Memorandum

File #: 23-326

City Council Meeting

**FROM:** Corrin Wilde, City Clerk  
**DATE:** Tuesday, November 14, 2023  
**DEPARTMENT:** Mayor's Office

## Subject

Minutes from Council Meetings

## Council Action Desired

☐ Ordinance ☐ Resolution ☐ Public Hearing

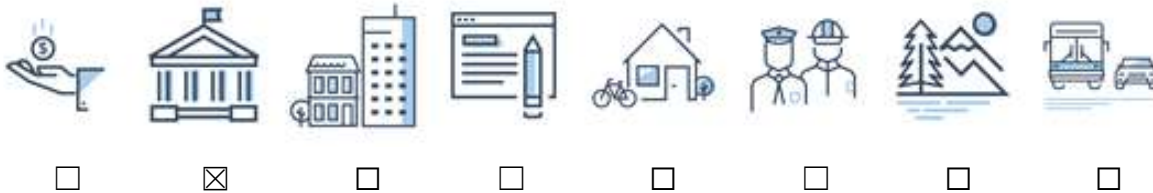
☒ Other Action (Approval, Authorization, Ratification, etc.)

Approve the Minutes from 8 November 2023 City Council Special Meeting.

## Description, Background Information & Purpose

These are the 8 November 2023 City Council Special Meeting.

## Alignment with City & Department Planning Objectives



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

## Interdepartmental Coordination

N/A

## Fiscal Impact

N/A

## Legal Review

N/A

**November 8, 2023 Unapproved**

The City of Idaho Falls City Council met Wednesday, November 8, 2023, at the Idaho Falls Power Boardroom, 140 S. Capital, Idaho Falls, Idaho at 2:10 p.m.

**Call to Order, Roll Call, and Announcements:**

There were present:

Mayor Rebecca L Noah Casper

Board Member Michelle Ziel-Dingman

Board Member Tom Hally

Board Member Jim Francis

Board Member Jim Freeman

Board Member Lisa Burtenshaw (left at 3:24 p.m.)

Board Member John Radford (via online, left at 3:04 p.m.)

Also present:

Bear Prairie, Idaho Falls Power (IFP) General Manager

Randy Fife, City of Idaho Falls City Attorney

Michael Kirkham, City of Idaho Falls Assistant City Attorney

Catherine Smith, Economic Development Administrator

Eric Grossarth, Public Information Officer

Josh Roos, IFP Chief Financial Officer

Linda Lundquist, IFP Board Secretary

Mayor Casper called the meeting to order at 2:10 p.m.

**Executive Session**

There being no further business, the meeting adjourned at 3:29 p.m.

s/ Linda Lundquist

Linda Lundquist, BOARD SECRETARY

s/ Rebecca L. Noah Casper

Rebecca L. Noah Casper, MAYOR

# Memorandum

File #: 23-322

City Council Meeting

**FROM:** Ron Elliott, Interim Director, Idaho Falls Regional Airport  
**DATE:** Friday, November 17, 2023  
**DEPARTMENT:** Airport

## Subject

Approval of Change Order on CM/GC Contract for Airport Terminal Expansion and Renovation Project - Clayco, Inc.

## Council Action Desired

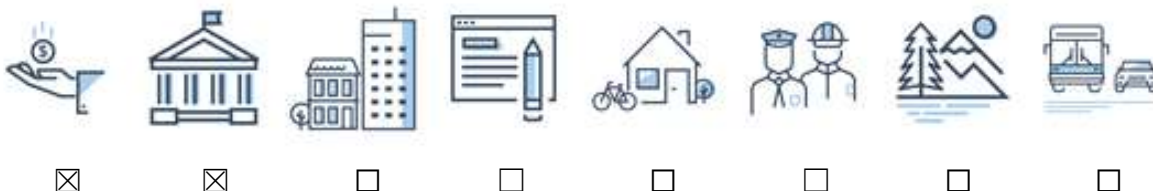
- ☐ Ordinance ☐ Resolution ☐ Public Hearing  
☒ Other Action (Approval, Authorization, Ratification, etc.)

Approve the change order for additional preconstruction services and authorize the Mayor and City Clerk to execute the necessary documents (or take other action deemed appropriate).

## Description, Background Information & Purpose

Clayco, Inc., was selected as the Airport's Construction Manager/General Contractor (CMGC) for the next phased terminal construction project. Phase I (preconstruction services) was to conclude with the start of construction, originally scheduled for September 2023. However, Phase II (construction) was pushed back and rescheduled for April 2024-primarily to avoid the weather-related difficulties associated with a winter schedule. This change order will cover both the seven-month delay and the cost of additional design drawing packages.

## Alignment with City & Department Planning Objectives



This project supports the reliable public infrastructure and transportation community-oriented result by creating a safe and secure airport for users of the airport.

## Interdepartmental Coordination

Both the Airport and the Legal Departments coordinated in the development of the original proposed agreement.

## Fiscal Impact

The full Terminal Expansion and Renovation Project (all phases) will be funded by a series of Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grants. Some grants have already been awarded to IDA while others are pending. Funding for the preconstruction phase and the change orders requested today is included in the IDA

FY2023-24 budget.

**Legal Review**

The Legal Department concurs that this Council action is within state statute.

**107362 - Idaho Falls Terminal Renovation, RC-42634**

**Idaho Falls Regional Airport**

2140 N Skyline Drive

Idaho Falls, ID 83402

**Contract Date:** 7/10/2023

**Change Order Date:** 11/2/2023

**Contract #:** 001

**PMWeb System CO#:** 001

**The Contract is hereby revised by the following items:**

COR	CE#	Amount
0		\$179,382.00
		<b>\$179,382.00</b>

Note: The Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case, a Change Order is executed to supersede the Construction Change Order.

The original Contract Value was . . . . .	\$360,000.00
Sum of changes by prior Contract Change Orders . . . . .	\$0.00
The Contract Value prior to this Contract Change Order was . . . . .	\$360,000.00
The Contract value will be changed by this Contract Change Order in the amount of . . . . .	<b>\$179,382.00</b>
The new Contract Value including this Contract Change Order will be . . . . .	\$539,382.00
The Contract duration will be changed by . . . . .	0 Days
The revised Substantial completion date as of this Contract change order is . . . . .	

**Clayco, Inc.**

**Kyle Eldred**

2199 Innerbelt Business Center Drive

Overland, MO 63114

Print Name:

Signature:

Date:

**Idaho Falls Regional Airport**

**Rebecca Casper**

2140 N Skyline Drive

Idaho Falls, ID 83402

Print Name:

Signature:

Date:



THE ART & SCIENCE OF BUILDING

35 East Wacker Drive  
Suite 1300  
Chicago, Illinois 60601

p 312 658 0747  
f 312 890 7528  
[claycorp.com](http://claycorp.com)

Mr. Rick Cloutier  
Executive Director  
Idaho Falls Regional Airport  
2140 N. Skyline Drive  
Idaho Falls, ID 83402

Dear Rick,

Clayco is committed and excited to deliver the Idaho Falls Regional Airport (IDA) Terminal Expansion and Renovation project. As you are aware, the anticipated Pre-Construction services schedule and project phasing outlined in the Request for Proposals (RFP) has changed over the past six (6) months. Pre-Construction services indicated in the RFP for Priority Phase 1A were to conclude upon construction commencement of Priority 1A – Phase 1 (by the end of September 2023). From that point, estimating and project management were requested to be covered within the Construction Supervision Cost.

However, the updated, current construction commencement date based on the progress of the preconstruction phase for Priority 1A – Phase 1 is now planned for April 2024. Based upon this revised date, there is a gap of seven (7) months where continued services will be required without a means to cover the costs. In addition, we anticipate completing six (6) full estimates for design drawing packages instead of the four (4) contemplated with the RFP, a requirement for two (2) additional estimates.

Clayco has been working diligently to try and find the most cost-effective way for IDA to cover these additional requested services. We are excited that, after evaluating our current cost position to date, we believe we can extend our services through November 2023 at no additional cost to IDA to assist with the preconstruction and procurement services gap. However, to continue services from December 2023 to April 2024 we will need additional funding to cover the balance of additional time and deliverables required.

Upon review, please find the below request for the additional services discussed:

- Preconstruction Services Extension and Procurement Phase Service \$179,382

The project currently has great momentum and team chemistry so we would like to resolve this issue quickly to avoid disrupting the great progress we're making. Let us know if you have any additional questions or clarifications and we will address them as soon as possible. We are excited to continue working our way towards the GMP and executing this very exciting project. Again, thank you and your team for this opportunity.

Sincerely,

Mac Glinn

Senior Vice President



				Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	Aug-23	
Staff Name	Preconstruction Staff	Weeks	Avg/Wk							
Eric Dickerson	Project Director - Precon	21	16.00	1	1	1	1	1		
Kyle Eldred	Project Manager - Precon	21	40.00	1	1	1	1	1		
TBD	Project Engineer - Precon	4	16.00			1				
Kurt Jaeger	Executive Estimator	4	2.00					1		
Brian Daniel	Director of Precon	8	8.00	1				1		
Taeho Lee	Sr Estimator	10	16.00	1		0.5		1		
TBD	Estimator	8	8.00	1				1		
TBD	MEPPF Estimator	8	6.00	1				1		
Robin Whitmer	Scheduler - Precon	13	4.00	1		1		1		

Hours	Rate (\$/hr)	Cost
336	\$ 130.27	\$ 43,771
840	\$ 109.83	\$ 92,257
64	\$ 49.55	\$ 3,171
8	\$ 179.27	\$ 1,434
64	\$ 126.00	\$ 8,064
160	\$ 99.75	\$ 15,960
64	\$ 68.25	\$ 4,368
48	\$ 99.75	\$ 4,788
52	\$ 107.09	\$ 5,569

\$ 179,382

# Memorandum

File #: 23-321

City Council Meeting

**FROM:** Chris H Fredericksen  
**DATE:** Wednesday, November 8, 2023  
**DEPARTMENT:** Public Works

## Subject

Resolution to Adopt a Revised Snow and Ice Control Policies and Procedures Manual

## Council Action Desired

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

Adopt the Resolution to revise the City of Idaho Falls Snow and Ice Control Policies and Procedures Manual which has been updated to reflect current snow removal practices (or take other action deemed appropriate).

## Description, Background Information & Purpose

Attached is a proposed Resolution to amend the City of Idaho Falls Snow and Ice Control Policies and Procedures Manual. The policy has been updated to reflect minor changes, account for newly annexed streets and includes the latest Cooperative Agreement for Maintenance with the Idaho Transportation Department.

## Alignment with City & Department Planning Objectives



The Resolution supports the community-oriented results of a livable community and reliable public infrastructure and transportation.

## Interdepartmental Coordination

Interdepartmental coordination has taken place as required to accommodate proposed changes to policy.

## Fiscal Impact

There are no anticipated fiscal impacts due to proposed modifications to the existing policies and procedure manual.

## Legal Review

The proposed Resolution was drafted by the Legal Department.

2023-078

RESOLUTION NO. 2023 -

A RESOLUTION OF THE CITY OF IDAHO FALLS, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, REVISING A UNIFORM SNOW AND ICE CONTROL POLICIES AND PROCEDURES MANUAL AND PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW.

WHEREAS, snow and ice fall, creation, and accumulation are common events within the City annually; and

WHEREAS, the City desires to remove such snow or ice in a safe, economical, efficient, and predictable manner; and

WHEREAS, removal of such snow and/or ice is complicated, time consuming, and may interrupt with the normal traffic and parking activities; and

WHEREAS, the Council wishes to clarify the manner and timing of such snow and ice removal; and

WHEREAS, the Council has adopted an Ordinance that facilitates the adoption of a Snow and Ice Control Policies and Procedures Manual in order to regulate the timing and manner in which snow and ice would be removed from public streets within the City; and

WHEREAS, in order to implement the policies and procedures contained in the Ordinance the Council desires to revise this Snow and Ice Control Policies and Procedures Manual, attached to this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF IDAHO FALLS, IDAHO, AS FOLLOWS:

1. The City Council hereby revises the Snow and Ice Control Policies and Procedures Manual attached to this Resolution as Exhibit "A".

ADOPTED and effective this \_\_\_\_\_ day of November, 2023.

CITY OF IDAHO FALLS, IDAHO

\_\_\_\_\_  
Rebecca L. Noah Casper, Mayor

ATTEST:

By \_\_\_\_\_  
Corrin Wilde, City Clerk (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, REVISING A UNIFORM SNOW AND ICE CONTROL POLICIES AND PROCEDURES MANUAL AND PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW."

\_\_\_\_\_  
Corrin Wilde, City Clerk

(SEAL)



# **SNOW AND ICE CONTROL POLICIES AND PROCEDURES MANUAL**







# **SNOW & ICE CONTROL POLICIES AND PROCEDURES MANUAL**

## **IDAHO FALLS PUBLIC WORKS**

(Revised November 2023)

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# I. INTRODUCTION

## PURPOSE

The purpose of this manual is to establish an acceptable policy and operational procedures for snow and ice control on public streets under the jurisdiction of the City of Idaho Falls. This policy provides a uniform understanding of the priorities and procedures used to combat accumulation of snow and ice on City streets.

## OBJECTIVE

The objective of these policies and procedures is to provide adequate traction for vehicles properly equipped for winter driving conditions. Priority is given to streets which carry the largest traffic volume. Limited resources preclude service on lower priority streets until higher priority streets have been completed. It should be expected that during storms of high intensity or long duration and during non-regular working hours, drivers on lower priority streets will encounter snow-packed or icy conditions. Snow and ice control operations will continue during regular hours and/or until all streets have passable pavement or when plowing and sanding is no longer effective.

## SCOPE

This policy applies only to public streets under the jurisdiction of Idaho Falls and agreements with Bonneville County and Idaho Transportation Department. The City has over 783 lane miles of arterial, collector and residential streets that it maintains.

Snow removal for some state highways is provided by the Idaho Transportation Department (ITD) and include US-20 and I-15 within city limits.

In order to provide for efficient snow removal services on urban streets, the City has entered into a cooperative maintenance agreement with the Idaho Transportation Department. Under this agreement, Idaho Falls is responsible for snow and ice control on Broadway, Yellowstone, Northgate Mile, Sunnyside Road and Holmes Avenue within City limits. The agreement is included within the appendices.

Snow removal from City-owned parking lots is provided by the Parks and Recreation Department or private contractors.

City ordinance assigns the responsibility of sidewalk snow removal to the adjacent property owner. (*Idaho Falls City Code Title 8 Chapter 10*)

## II. POLICIES

### RESPONSIBILITY

The responsibility for implementing the snow and ice control policy lies with the Street Superintendent, or his designee during off hours. The Public Works Director may choose to authorize the use of additional resources when conditions warrant.

### TRAINING

Prior to the start of the snow season, the Street Division will conduct training for personnel that will be involved in snow control activities. The training will consist of classroom and hands-on equipment training, including the operation of sanders, snowplows, front-end loaders and other equipment as needed.

### WEATHER MONITORING

Street Division supervisors will use the National Weather Service daily forecasts to monitor weather conditions and will schedule snowplow crews based on these forecasts.

### COMMENCEMENT OF OPERATIONS

The Street Division will monitor conditions whenever there is potential of ice or snow conditions developing on City roadways. The Police Department also reports icy conditions to the Street Division after regular working hours. When snow or ice begins accumulating on the streets the Street Superintendent, or his designee during off hours, will authorize commencement of plowing and/or sanding operations as conditions warrant

### PRIORITIES

A limited number of resources and the need to provide the greatest level of safety and benefit to the traveling public, in an efficient manner, necessitate that priority be given to certain heavily used streets above others more minor in nature. Therefore, streets with higher use have a higher priority for snow removal service. Minor streets which require proportionally more time for snow removal for the amount of traffic served have lower priority.

City streets have been divided into the following three snow removal priority categories:

**PRIORITY 1:** These are arterial and major collector streets, generally with a right-of-way width exceeding 60 feet and average daily traffic greater than 5,000 and includes approximately 234 lane miles.

**PRIORITY 2:** These are generally minor collector streets, typically with a pavement width of at least 43 feet. Included in this category are streets serving

emergency response facilities, schools and streets with hills and sharp curves where low traction may cause hazardous driving conditions and includes approximately 115 lane miles.

**PRIORITY 3:** All other streets not designated as either Priority 1 or 2 streets, split into Zone A and B, and includes approximately 434 lane miles.

Street priority snow removal maps are included in the appendix and are available for review on the City's website.

## DEVIATIONS FROM POLICY

Deviations from standard policies and procedures may occur due to unusual or extraordinary circumstances. Every winter storm has unique characteristics such as storm intensity, duration, wind, temperature and moisture content that influence the methodology used in response to each storm.

Deviations and exceptions from the general priorities and procedures may be made when, in the judgment of the responsible authority, such deviations will best support meeting established objectives and ensuring public safety.



### III. OPERATIONS PLAN

#### EQUIPMENT RESOURCES

The Street Division has a variety of equipment to utilize in snow removal activities. Equipment includes six (6) large snowplows, six (6) pickup trucks with plows, six (6) salt trucks five (5) equipped with plows, three (3) brine trucks two (2) equipped with plows, two (2) snow loaders, four (4) front-end loaders two (2) equipped with a plow one (1) equipped with a snowblower, two (2) backhoes one (1) equipped with a plow and four (4) motor graders equipped with gates that can be used in snow and ice removal. Whenever plows are active, Fleet Maintenance personnel are called in to support the operation and to make necessary mechanical repairs.

The Street Division also utilizes equipment from other Divisions to assist with snow removal activities. This equipment includes two (2) large snowplows, four (4) backhoes, one (1) front-end loader and eight (8) pickup trucks with plows.

**IDAHO FALLS STREET DIVISION SNOW REMOVAL EQUIPMENT**

Quantity	Type	Equipped with Snowplow	Equipped with Spreader
6	10-Wheelers	Yes	
2	Loader	Yes	
2	Loaders		
2	Snow Loaders		
1	Snowblower		
4	Graders		
1	Backhoe	Yes	
1	Backhoe		
1	Flusher/Sander	Yes	Yes
1	Flusher/Sander		Yes
4	Single Axle V-box	Yes	Yes
6	Pickups	Yes	
1	Single Axle Brine Trucks		
2	Single Axle Brine Truck	Yes	
2	10-Wheelers from other Divisions	Yes	
4	Backhoes from other Divisions		
1	Loader from other Divisions		
8	Pickups from other Divisions	Yes	

## STAFFING

There are 23 employees who work full time for the Street Division. These employees include 20 operators and a foreman that operate plows, sanders, graders, backhoes, snow loaders and front-end loaders for snow removal. The Street Division Superintendent and Office Assistant support snow removal operations by logging and dispatching service requests. The City's Public Information Officers are also utilized during snow removal operations to communicate information to the public and media.

### STREET DIVISION SNOW REMOVAL SHIFTS

Schedule	Shifts	Number of Employees
<b>Normal Daily Schedule*</b> Monday through Friday	Day Shift: 8:00 a.m. to 4:30 p.m.	19 Employees
	Swing Shift: 4:00 p.m. to 12:00 a.m.	2 Employees
	Night Shift: 12:00 a.m. to 8:00 a.m.	2 Employees
<b>Snow Schedule*</b> 24 hours / 7 days per week	Shift 1: 8:00 a.m. to 8:00 p.m.	11 Employees
	Shift 2: 8:00 p.m. to 8:00 a.m.	10 Employees
Office Staff	8:00 a.m. to 4:30 p.m. afterhours as needed	2 Employees

**\*Due to the nature of snow and ice control activities, Street Division supervisors will change schedules as needed to complete snow and ice control activities.**

## RESPONSE PLAN

When weather forecasts indicate a pending storm is anticipated to deposit snow within the City, the Street Division will begin applying salt-brine to Priority 1 and 2 streets to aid in ice and snow control.

Priority 1 streets are the first streets that receive plowing and salting. Once Priority 1 streets are deemed safe for travel during or after a snow event, snow removal operations shift to Priority 2 streets. Once Priority 2 streets have been addressed focus is shifted to Priority 3 streets that are completed during normal daily schedule hours. If there is a snow accumulation of more than **four (4) inches** on the road, plows will continue snow removal activities on Priority 3 streets during off hours. If during snow removal operations

on lower priority streets, conditions deteriorate on Priority 1 or 2 streets, focus will be shifted back to these higher priority streets as necessitated by the snow event.

## ZONE A

Zone A is the Priority 3 area within the City bounded by and including the following streets:

Starting at the corner of East 1st Street and Holmes Avenue; thence running south along Holmes Avenue to East 17th Street; thence running west along 17th Street and along Pancheri Drive to the Snake River; thence running north along the east bank of the Snake River to West Elva Street; thence running east along Elva Street to the railroad tracks; thence running south along the railroad tracks to East 1st Street; thence running east along 1st Street to the point of beginning (excluding the Downtown Area, Nighttime Snow Removal Streets, and any Priority 1 or 2 street within such area).

## ZONE A PARKING RESTRICTIONS AND PLOWING

Due to the narrowness and abundance of on-street parking Zone A is completed in a two-day period with north-south street and east-west streets plowed on alternating days.

North-south streets are considered any street running in a direction within 10 degrees of true north (e.g., Water Ave., Alice Ave., Cottage Place, Lee Ave., Sage Ave.)

East-west streets are considered any street running in a direction within 10 degrees of true east and west (e.g., 2<sup>nd</sup> Street, L Street, Maple Street)

Parking restrictions for Zone A are as follows:

North-South Streets. Beginning at a Snow Event, no parking from eight o'clock (8:00) a.m. local time until five o'clock (5:00) p.m. local time on any even calendar day of the month (e.g., two, four, six, eight, ...) or until snow removal activities are determined by the Street Superintendent to be completed for the Snow Event.

East-West Streets. Beginning at a Snow Event, no parking from eight o'clock (8:00) a.m. local time until five o'clock (5:00) p.m. local time on any odd calendar day of the month (e.g. one, three, five, seven, ...) or until snow removal activities are determined by the Street Superintendent to be completed for the Snow Event.

Due to the narrowness of Zone A streets vehicles parked in violation of these restrictions will be relocated to the nearest opposing direction street (e.g. vehicle

relocated from an East-West street to a North-South Street or vice-versa). Every effort will be made to give a minimum of 24-hour notice to Zone A residents of these restrictions.

Informational press releases, media interviews, social media posts, text alerts, City website notifications, and other notifications as deemed appropriate will be used to notify Zone A residents.

## CONTINUATION AND COMPLETION

Although no snow event is exactly the same, it usually takes 12-24 hours AFTER the snow stops falling to plow and salt Priority 1 and 2 streets.

Residential streets generally take an additional 48 hours to plow, assuming there are no interruptions to move back to Priority 1 or 2 streets.

During major storms, traffic on low-priority streets usually causes the snow to become packed or icy, before it can be plowed. In this case it may take days or even weeks to remove the packed snow and ice from these streets. When snow has become compacted on low-priority streets and plowing is ineffective due to low ambient temperatures, nighttime sanding and plowing operations may be discontinued until normal working hours and the normal duty schedule is resumed.

## PRE-STORM APPLICATION OF SALT BRINE

The Street Division will begin applying salt-brine to Priority 1 and 2 streets to aid in snow removal when weather forecasts indicate a pending storm is anticipated to deposit snow within the City. This application can generally be completed within 16 hours utilizing three (3) truck mounted applicators. This application helps prevent the bonding of snow and ice to the road surface on these higher priority streets.

## SALT AND SANDING

Salting is generally completed in conjunction with plowing in conformance with the priority road response system. Sanding alone is conducted when roads are icy, or plowing is ineffective on snow-packed roads and in residential areas.

Once operations have begun, salting will continue until the priority streets have had traction restored. Depending on the weather conditions, arterial and collector streets may receive multiple applications along with other high use intersections or streets with inclines.

## MATERIALS

For salting operations, salt will be used in different amounts, depending on pavement/air temperature and the amount of precipitation. For sanding operations

generally, a mixture consisting of four (4) parts sand to one (1) part salt is used to prevent the sand from clumping and/or freezing.

## SALT STORAGE

The salt storage facility at 2575 Hemmert Avenue has a capacity of approximately 2,000 tons. Orders for salt delivery are regularly made to keep the storage facility at capacity.

## BRIDGES

The Street Division is responsible for the maintenance of 55 bridges within City limits. Bridges often become icy before the adjacent streets because the ambient air temperature is lower beneath the bridges than the ground temperature beneath the pavement. Bridges are monitored for icy conditions by Street Division personnel during normal working hours and after-hours by the Police Department.

Salt brine is usually applied to bridge decks on Priority 1 and 2 streets before a snow or ice event to prevent the snow and ice from bonding to the bridge deck. If ice is present, salt or a salt and sand mixture may be spread to increase traction and melt ice.

## CUL-DE-SACS

In an effort to become more efficient, crews will make one (1) to two (2) passes around the perimeter of the cul-de-sac with a snowplow, pushing the snow to the middle of the cul-de-sac. Snow will be removed from the cul-de-sac at a later date by Street Division employees during the normal daily schedule. This is a low priority activity that is generally the last activity to be completed after every snow event.

## LOADING AND HAULING OF SNOW

Loading and hauling snow from City streets is the most expensive and time-consuming snow removal activity undertaken by the Street Division. This practice is minimized to the maximum extent possible and will only be implemented when there are no other alternatives to keep streets open, to maintain access to adjacent properties or other extenuating circumstances. A map depicting the method of snow removal is included within the appendices. This map will be reviewed and updated on an annual basis.

## PUBLIC RELATIONS

Providing information to the public is a vital part of the snow removal process. Residents need to know how they can help facilitate snow removal and what to expect in terms of a response by the Street Division to winter storms. Messages sent to the public can range from simple requests to remove parked vehicles from the street to notification of street closures, or other severe conditions.

Prior to snow season each year, the City will convey information regarding how to sign up

for notifications, where to find information, parking restrictions, sidewalk snow removal requirements, prohibitions against throwing or blowing snow on to City streets and snow removal priorities.

During storms, the Street Division office will be staffed appropriately to manage requests for service according to storm intensity.

The Street Division will work closely with the City's Public Information Officers to convey information regarding snow removal activities as needed and to request resident compliance with snow removal parking restrictions.

To sign up for notifications from the City of Idaho Falls, including snow removal parking restrictions, go to [www.idahofalls.gov](http://www.idahofalls.gov), click on the blue SIGN UP button, and follow the instructions on the page.

## DISPATCHING REQUESTS FOR SERVICE

Since snowplow operators are already trained to follow priorities established by policies and procedures contained herein, it is inefficient to respond to individual concerns before allowing operators to respond in accordance with existing policies.

Telephone operators will log requests for service and periodically forward these logs to snow removal supervisors for review and potential action. Supervisors will use these logs to direct operators to areas of concern, after they have achieved the goals established within existing snow removal policies.

Supervisors will be notified immediately of hazardous conditions or new snow accumulation on higher priority streets, roadways impacted by drifting snow or other emergency conditions.

## IV. OPERATIONAL PROCEDURES FOR DIFFERENT STORM INTENSITIES

The following procedures describe implementation of the Operations Plan for various storm intensities. These procedures are intended as an aide to supervisors and management staff to ensure essential actions are taken. Variations to these procedures may be made by the Street Superintendent, or his designate, to best meet the demands of changing storm events. These procedures will also help provide residents with a better understanding of how the City manages snow removal.

### MINOR SNOW EVENT

A minor snow event is generally defined as two to four (2-4) inches of accumulation of snow within the roadway

Resources will be committed to Priority 1 streets first. No additional resources will be brought in for lower-priority roads. Only after Priority 1 streets are cleared will available resources be shifted to Priority 2 streets. Similarly, the same resources will be used to serve Priority 3 streets only after goals have been met on Priority 1 and 2 streets.

**Priority 1 - Arterial and Major Collector Streets:** Twenty-four hours per day, seven (7) days per week, when needed. Generally cleared within 24 hours after the end of the storm.

**Priority 2 - Minor Collectors and Special Need Streets:** After Priority 1 streets are completed. Twenty-four hours per day, seven (7) days per week, when needed. Generally cleared within 12-24 hours after the end of the storm.

**Priority 3 - All Other Non-Priority 1 and 2 Streets:** After Priority 1 and 2 streets are completed. Regular hours only. Generally cleared within 72 hours after the end of the storm.

### AUTHORITY

The Street Superintendent or his designee during off-hours has the authority to call-out and direct snow removal resources.

### ADDITIONAL RESOURCES NEEDED

- Overtime authorization
- Up to 36 employees from other divisions split into two (2) crews, 12-hour shifts of eighteen (18) employees per crew to operate snowplows and sanders
- 12-14 contractor supplied trucks for snow removal

## PUBLIC INFORMATION

Requests for service will be handled by the Street Division Office Assistant.

Informational press releases, media interviews, social media posts, text alerts, City website notifications, and other notifications as deemed appropriate that may include requesting snow removal parking compliance will be coordinated through the City's Public Information Officers.

## MODERATE SNOW EVENT

A moderate snow event is generally defined as four to eight (4 - 8) inches of accumulation of snow within the roadway.

Resources will be committed to Priority 1 streets first. Only after Priority 1 streets are cleared will available resources be shifted to Priority 2 streets. Similarly, the same resources will be used to serve Priority 3 streets, only after needs have been met on Priority 1 and 2 streets.

**Priority 1 - Arterial and Major Collector Streets:** Twenty-four hours per day, seven (7) days per week, when needed. Generally cleared within 24 hours after the end of the storm

**Priority 2 - Minor Collectors and Special Need Streets:** After Priority 1 streets are complete. Twenty-four hours per day, seven (7) days per week, when needed. Generally cleared within 12-24 hours after the end of the storm.

**Priority 3 - All Other Non-Priority 1 and 2 Streets:** After Priority 1 and 2 streets are completed. Twenty-four hours per day, seven (7) days per week, when needed. Generally cleared within 72 hours after the end of the storm.

## AUTHORITY

The Street Superintendent or his designee during off-hours has the authority to call-out and direct snow removal resources.

## ADDITIONAL RESOURCES NEEDED

- Overtime authorization
- Up to 36 employees from other divisions split into two (2) crews, 12-hour shifts of eighteen (18) employees per crew, to operate snowplows and sanders



- 12-14 contractor supplied trucks for snow removal
- Additional contracted operators & equipment (graders, plows, etc.) may be used

## PUBLIC INFORMATION

Requests for service will be handled by the Street Division Office Assistant.

Informational press releases, media interviews, social media posts, text alerts, City website notifications, and other notifications as deemed appropriate that may include requesting snow removal parking compliance will be coordinated through the City's Public Information Officers.

## HEAVY SNOW EVENT

A heavy snow event is generally defined as eight to twelve (8 -12) inches of accumulation of snow within the roadway.

Street Division resources will be committed to Priority 1 streets first. Additional resources, as described below, will be brought in to clear lower-priority roads. Only after Priority 1 streets are cleared, will all resources be shifted to Priority 2 streets. All resources will be used to serve Priority 3 Streets only after needs have been met on Priority 1 and 2 streets.

**Priority 1 - Arterial and Major Collector Streets:** Twenty-four hours per day, seven (7) days per week, when needed. Generally cleared within 24 hours after the end of the storm.

**Priority 2 - Minor Collectors and Special Need Streets:** After Priority 1 streets are completed. Twenty-four hours per day, seven (7) days per week, when needed. Generally cleared within 24-48 hours after the end of the storm.

**Priority 3 - All Other Non-Priority 1 and 2 Streets:** After Priority 1 and 2 streets are completed. Twenty-four hours per day, seven (7) days per week, when needed. Generally cleared within 72 hours after the end of the storm.

During major storms, traffic on low-priority streets usually causes the snow to become packed or icy, before it can be plowed. In these cases, it may take days or even weeks to remove the packed snow and ice from these streets.

## AUTHORITY

The Street Superintendent or his designee during off-hours has the authority to call-out

and direct snow removal resources.

## ADDITIONAL RESOURCES NEEDED

- Overtime authorization
- Up to 36 employees from other divisions split into two (2) crews, 12-hour shifts of eighteen (18) employees per crew, to operate snowplows and sanders
- Additional employee from Sanitation Division to assist Street Division with calls as needed
- 12-14 contractor supplied trucks for snow removal
- Additional contracted operators & snow removal equipment as required

## PUBLIC INFORMATION

Requests for service will be handled by the Street and Sanitation Division Office Assistants.

Informational press releases, media interviews, social media posts, text alerts, City website notifications, and other notifications as deemed appropriate that may include requesting snow removal parking compliance will be coordinated through the City's Public Information Officers.

## SNOW EMERGENCY

A snow emergency is generally defined as more than twelve (12) inches of snow within the roadway.

Resources will be committed to Priority 1 streets first. Additional resources, as described below, will be brought in to clear lower-priority roads. Only after Priority 1 streets are cleared, will all resources be shifted to Priority 2 streets. All resources will be used to serve Priority 3 streets only after needs have been met on Priority 1 and 2 streets.

**Priority 1 - Arterial and Major Collector Streets:** Twenty-four hours per day, seven (7) days per week, when needed. Generally cleared within 24 hours after the end of the storm.

**Priority 2 - Minor Collectors and Special Need Streets:** After Priority 1 streets are completed. Twenty-four hours per day, seven (7) days per week, when needed. Generally cleared within 24-48 hours after the end of the storm.

**Priority 3 - All Other Non-Priority 1 and 2 Streets:** After Priority 1 and 2 streets are completed. Twenty-four hours per day, seven (7) days per week, when needed. Generally cleared within 72 hours after the end of the storm.

## AUTHORITY

The Street Superintendent or his designee during off-hours has the authority to call-out and direct snow removal resources. The Public Works Director authorizes additional resources from within the Department and coordinates press releases and other public information updates through the City's Public Information Officers. The Public Works Director may also seek assistance from other Departments within the City to provide additional labor to meet the conditions.

## ADDITIONAL RESOURCES NEEDED

- Overtime authorization
- Up to 36 employees from other divisions split into two (2) crews, 12-hour shifts of eighteen (18) employees per crew, to operate snowplows and sanders
- Additional employee from Sanitation Division to assist Street Division with calls
- 12-14 contractor supplied trucks for snow removal
- Additional contracted operators & snow removal equipment as required

## PUBLIC INFORMATION

Requests for service will be handled by the Street and Sanitation Division Office Assistants.

Informational press releases, media interviews, social media posts, text alerts, City website notifications, and other notifications as deemed appropriate that may include requesting snow removal parking compliance will be coordinated through the City's Public Information Officers.

## V. PUBLIC INFORMATION

### ON-STREET PARKING

It is dangerous and difficult to plow narrow streets that are congested with parked vehicles. Plowing around parked cars limits the effectiveness of snow removal activities. Some narrow streets may not be plowed if equipment cannot safely drive down them. The most helpful thing residents can do to facilitate snow removal is to move vehicles off the street and encourage their neighbors to do the same.

To facilitate snow removal, City ordinance prohibits on-street parking whenever there is a qualifying Snow Event. A Snow Event is an occurrence in which more than two (2) inches of snow accumulates on the roadway as determined by the City and as posted on the City's official website ([www.idahofalls.gov](http://www.idahofalls.gov)). Any vehicles parked on streets within Idaho Falls after a Snow Event will be subject to ticketing, relocation, and towing in accordance with snow removal parking restrictions. Visit the City website for updates and more information (*Idaho Falls City Code Title 9 Chapter 5*)

### SNOW BLOWING

Blowing, throwing or pushing snow from driveways and walks into the street creates additional work for snowplow operators and may create significant traffic hazards. Some businesses and residents have pushed large piles of snow into the street, hoping it would melt quickly. The snow pile is a hazard itself, but the ice created when the melting snow refreezes can make the situation even more dangerous. Move snow onto landscaped areas in the yard or parking lot. City Code prohibits placing snow upon any public street, sidewalk, easement, right-of-way, or public way, alleyway or sidewalk. (*Idaho Falls City Code Title 8 Chapter 10*)

### CUL-DE-SACS

There are approximately 462 cul-de-sacs in Idaho Falls. It takes considerably longer to clear snow from cul-de-sacs than other "uninterrupted" stretches of City streets. Because of the high cost-to-benefit ratio, cul-de-sacs and dead-end streets have the lowest priority for snow removal. Cul-de-sacs will be plowed, but it will likely be several days after a major storm ends before snow is removed from the middle of cul-de-sac.

### SIDEWALKS

Snowplow operators try to avoid placing snow on sidewalks, but in some instances this may not be possible. The adjacent property owner is responsible to keep sidewalks clear.

## **WHAT CAN I DO IF I AM ELDERLY AND/OR DISABLED AND CAN'T SHOVEL SNOW FROM MY SIDEWALK?**

The City does not have the resources to provide snow removal from sidewalks. Please plan to make arrangements with a relative, friend or neighbor for help. If you, your business, organization, family or other volunteer group would like to assist with sidewalk snow removal in our community, we would recommend starting a snow removal volunteer project through [www.justserve.org](http://www.justserve.org). Once a project is created, those who need assistance can go to this website to find assistance.

## **RESIDENTIAL DRIVEWAYS**

One of the most frequent concerns in the removal of snow from public streets is snow being deposited at the approach to residential driveways during plowing operations. As plows travel along streets, the snow accumulated on the plow blade has no place to go but on to the adjacent street landscaping areas and in driveways. The more snow that has fallen, the greater the problem encountered. As a service to the residents of Idaho Falls, an approximate 10-foot-wide section will be opened by City crews at the driveway approach to allow access from the driveway to the street in case of an emergency.

Residents can help this situation by piling snow they have shoveled from their driveways on to the right side facing the street, instead of placing it on both sides at the end of the driveway. By doing so operators can avoid carrying piles from the “upstream” portion of the street back across driveways.

## **ALLEYWAYS**

Alleyways are plowed on an as needed basis by the Sanitation Division for sanitation vehicles only.

## **MAIL DELIVERY**

City snow removal operators make every effort to remove snow as close to the curb as practical and to provide access to mailboxes for postal carriers. However, it is not always possible to provide ideal conditions and not damage mailboxes with the size and type of equipment the City operates. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident.

If there is an accumulation of snow blocking your mailbox, either remove the snow or set out a temporary box, bucket, plastic tub or garbage receptacle that can be reached by your letter carrier and label it with your address and the words “U.S. Mail.”

## **BROKEN TREE LIMBS**

During heavy storms, tree limbs may be broken. Please call (208) 612-8490 to report limbs blocking traffic.

Broken limbs outside the roadway are the responsibility of the tree owner. Limbs can be cut and bundled for bulky waste pickup. Call the Sanitation Division to schedule pickup at (208) 612-8491. Branches and limbs must be tied in bundles less than four (4) feet in length and not more than 50 pounds in weight per bundle.

## PROPERTY DAMAGE CLAIMS

Incidents involving contact between City equipment and private property typically occur within the public right-of-way. Although the public right-of-way is maintained by the adjacent property owner, there are times when the right-of-way is the only available space to store excess snow removed from the roads. A City right-of-way is an easement which is a privilege or a right, distinct from ownership. It is commonly defined as roadways and alleys however sidewalks, curbs and gutters, landscaping and parking strips, and driveway approaches are included in public rights-of-way. Those areas may be necessary to serve as excess snow storage, therefore, actions taken by operators can occasionally result in property damage, particularly during blizzard conditions or night-time snow plowing.

In the event of damage to private property during snow removal, the property owner should file a claim with the City Clerk's Office by calling (208) 612-8415 or a claim form can be printed off from the City of Idaho Falls website: [idahofalls.gov](http://idahofalls.gov). It can then be filled out, and returned to the City Clerk's office in person, by mail, fax or e-mail. The claim will then be reviewed to determine if the damage was a result of impact with a plow blade or other piece of equipment. It should be noted that mailboxes should be constructed solidly to withstand the force of snow rolling off a plow.

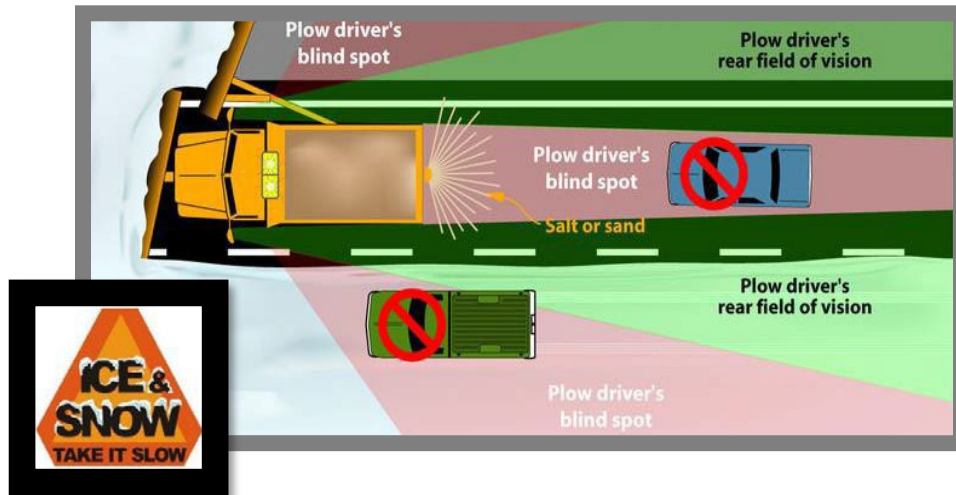
The weight of accumulating snow may cause damage to structures. Such damage is the responsibility of the resident and their insurance company.

### City of Idaho Falls Clerk's Office

Physical Address:	308 Constitution Way Idaho Falls ID, 83402
Mailing Address:	P.O. Box 50220 Idaho Falls, ID 83405
E-mail:	<a href="mailto:ifclerk@idahofalls.gov">ifclerk@idahofalls.gov</a>
Phone:	(208) 612-8415
Fax:	(208) 612-8560

## SAFETY TIPS

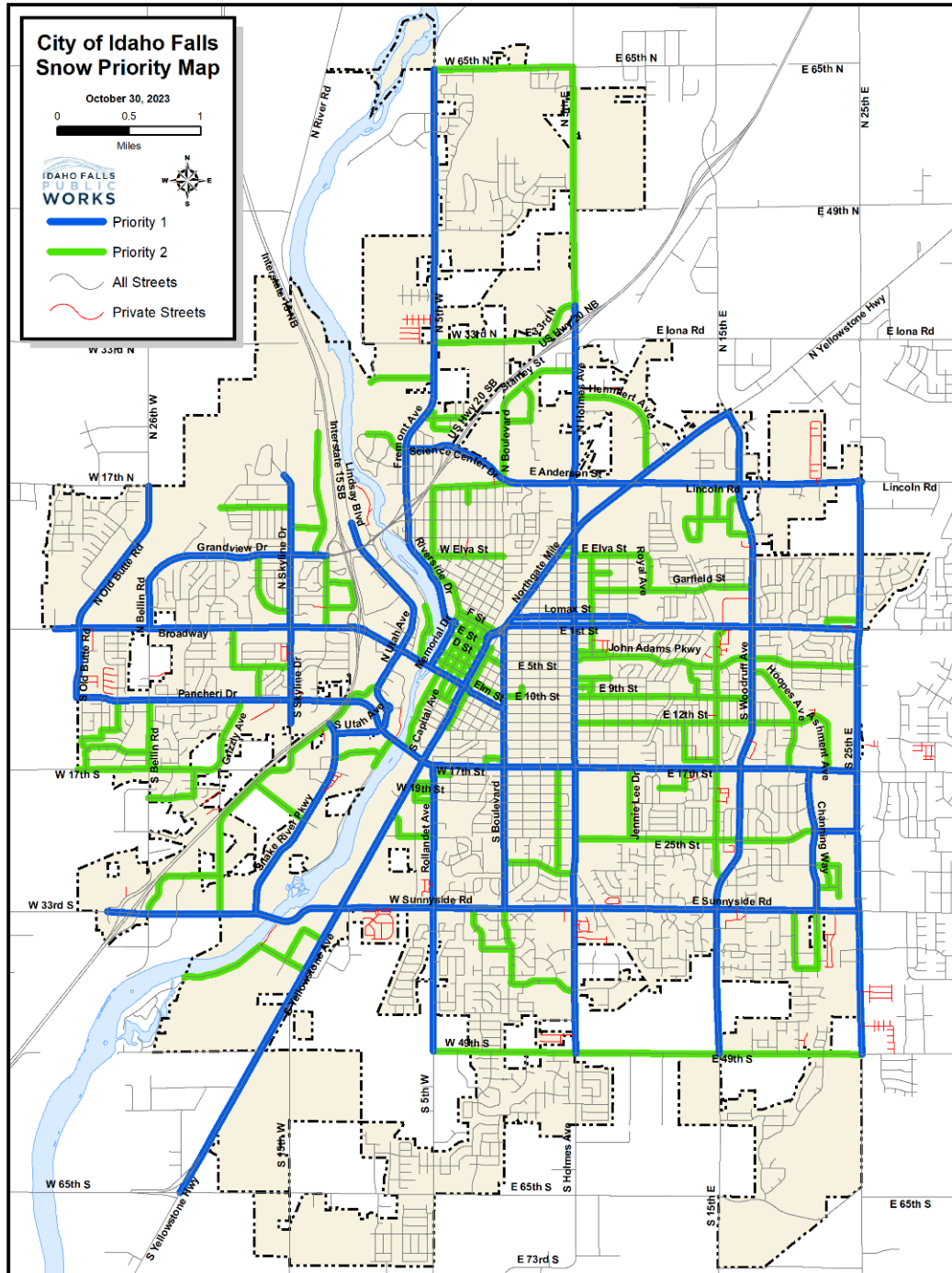
- When trucks are plowing snow and spreading sanding material, stay back from the vehicle 100 feet to avoid problems.
- Plow trucks often have to back up. There are blind spots in the mirrors. For your safety, do not pull up directly behind them. They may not be able to see you.
- When cleaning driveways or parking lots, do not put snow in the street. This can cause problems for other motorists.
- Plow trucks generally push snow to the passenger side of the truck (right side when looking at it from the rear). Never attempt to pass a truck on the right since there can be much more snow on that side of the vehicle.





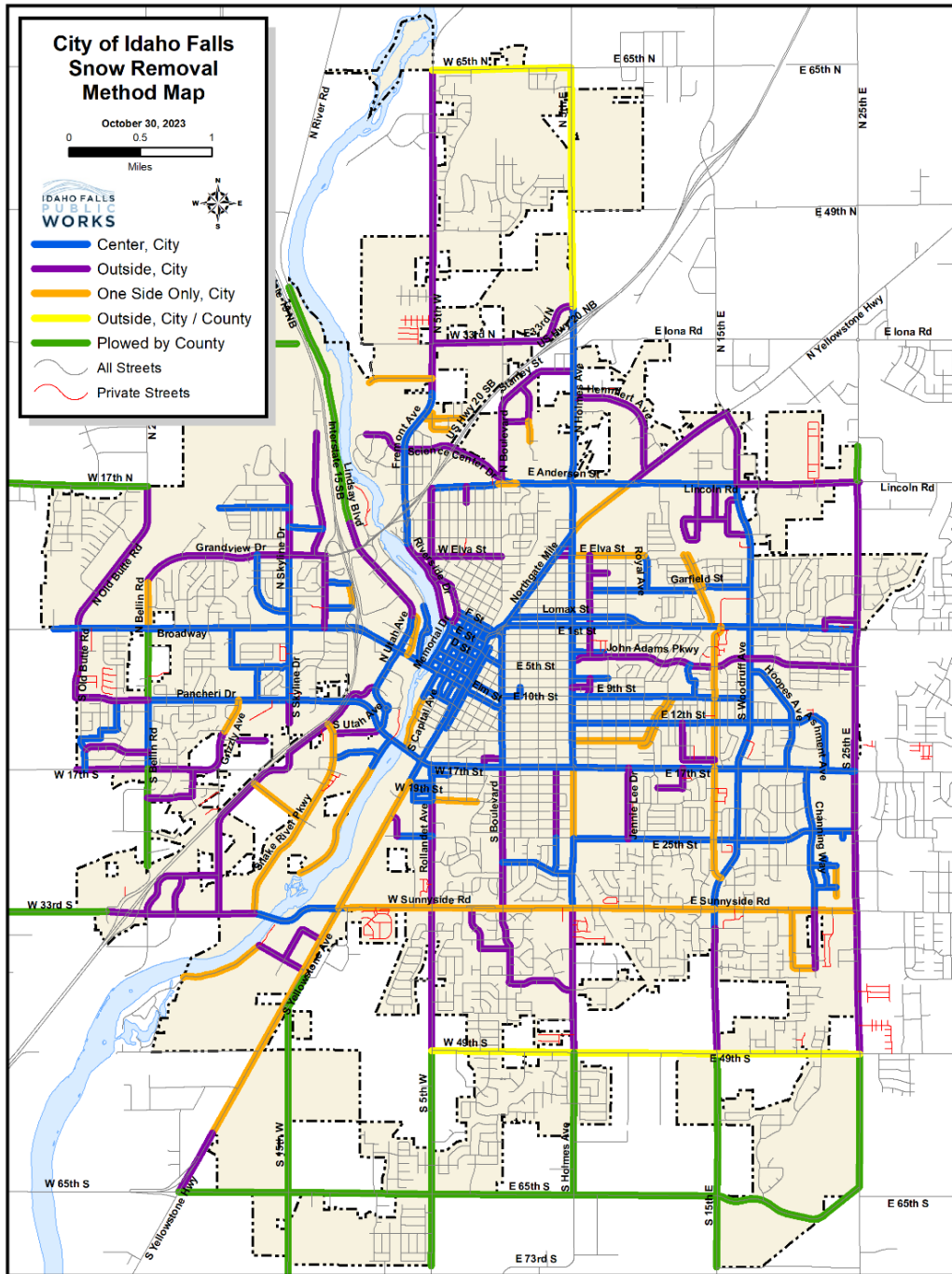
## VI. APPENDICES

### A. Snow Priority Map





## B. Snow Removal Method Map



## C. Idaho Transportation Department Maintenance Agreement



## Cooperative Agreement For Maintenance Of State Highway I-15, I-15B, US 20, US 20B, US 26, & US 91

THIS AGREEMENT, made and executed in duplicate this 26 day of January, 2023, by and between the IDAHO TRANSPORTATION DEPARTMENT, hereinafter called the "State," and the CITY OF IDAHO FALLS, hereinafter referred to as the "City."

### WITNESSETH:

#### 1. RECITALS

The parties desire to provide for the maintenance of state highway routes within the City as provided in *Idaho Code, Section 40-310(5)*, and to arrange herein for the particular maintenance functions to be performed by the City and those to be performed by the State and to specify the terms and conditions under which such work will be performed.

#### 2. AGREEMENT

This agreement shall supersede previous Cooperative Maintenance Agreements. In consideration of the mutual covenants and premises herein contained, it is agreed that the City will perform such maintenance work as is specifically delegated to and the State will perform those particular functions of maintenance delegated to it on the state highway routes or portions thereof as hereinafter described under Sections 13, 17, and 17-a hereof or as said sections may be subsequently modified with the written consent of the parties hereto acting by and through their authorized representatives.

#### 3. MAINTENANCE DEFINED

Maintenance is defined as follows:

- a. The preservation and keeping of right-of-way and each type of roadway, structure, and facility in the safe and usable condition to which it has been improved or constructed, but does not include reconstruction or other improvement.
- b. Provisions as necessary for the safety and convenience of traffic and the upkeep of traffic control devices.
- c. The general utility services such as roadside planting and vegetation control.
- d. The special or emergency maintenance or repair necessitated by accidents or by storms or other weather conditions, slides, settlements, or other unusual or unexpected damage to a roadway, structure or facility.
- e. Upkeep of illumination fixtures on the streets, roads, highways, and bridges, which are required for the safety of persons using the said streets, roads, highways, and bridges.

#### 4. DEGREE OF MAINTENANCE

The degree and type of maintenance for each highway or portion thereof shall mean doing the work and furnishing the materials and equipment to maintain the highway facility herein described in a manner as near as practicable to the standard in which they were originally constructed and subsequently improved.

#### 5. LEGAL RELATIONS AND RESPONSIBILITIES

Nothing in the provisions of this agreement is intended to affect the legal liability of either party to the contract by imposing any standard of care respecting the maintenance of state highways different from the standard of care imposed by law.

It is understood and agreed that neither the State, nor any officer, agent, servant, or employee thereof is responsible for any damage or liability occurring by reason of anything done or omitted to be done by the City

or in connection with any work, authority or jurisdiction delegated to the City under this Agreement for Maintenance. The City, its officers, agents, servants, or employees, shall not be responsible for any damage or liability arising in connection with work to be performed by the State which is not otherwise delegated to the City.

6. HIGHWAY

Highway, as used herein, includes the entire right-of-way which is secured or reserved for use in the construction and maintenance of the traveled way and roadsides as hereinafter described.

7. ROADWAY

Roadway means the area between the inside face of curbs or the area between the flow lines of paved gutters; otherwise, the entire width within the highway which is improved for vehicular use including improved shoulders and side slopes, if they exist.

8. IMPROVED ROADSIDES

Improved roadside is the area between the roadway, as defined under Section 7, and the right-of-way boundary lines, including curb and sidewalk.

Curb relates to a timber, concrete, asphalt, or masonry structure separating or otherwise delineating the roadway from the remainder of the highway and shall include paved gutters. Medians that separate the roadways for traffic in opposite directions are considered a part of the improved roadsides. Sidewalk applies to the paved or otherwise improved surface area between the face of curb or edge of roadway and right-of-way boundary, including paved entrances or driveways.

9. UNIMPROVED ROADSIDES

Unimproved roadsides relate to the area between the roadway and right-of-way boundary wherein curbs and sidewalks do not exist.

10. BRIDGES

Bridges are structures that span more than 20 feet measured between abutments along the centerline of the street and multiple span structures where the individual spans are in excess of 10 feet measured from center-to-center of supports along the centerline of the street. All other cross-drainage structures shall be classified as culverts.

11. TRAFFIC CONTROL DEVICES

Traffic control devices include all signs, pavement markings, and highway illumination placed on or adjacent to the street or highway for the regulations, guidance, warning and aid of pedestrian and traffic movement thereon. Traffic signals will be treated under a separate agreement.

12. FRONTAGE ROADS

Frontage roads are roads constructed on either side of the highway to provide authorized road access to adjacent properties in lieu of access directly from the highway.

13. ROUTINE MAINTENANCE

Routine maintenance to be performed on the roadway or roadsides shall consist of such work as patching, spot sealing, crack sealing, snow plowing, snow removal, sanding, care of drainage, upkeep and repair of bridges, culverts, curbs, benches and sidewalks, street sweeping and cleaning, repair of damage and cleaning up after storms and traffic accidents, control of roadside vegetation, care of landscaped areas, planters, trees or other

ornamental plantings, and upkeep and operation of traffic control devices, all in the manner as hereinafter specified.

**a. Roadway**

- (1) Surface Repair: The patching of holes, depressed areas, spot sealing, undersealing, etc.
- (2) Crack Sealing: The cleaning, filling, and sealing of cracks in pavement with sealing compounds.
- (3) Sweeping and Cleaning: The removal of dirt or litter normally coming onto the roadway from action of traffic or from natural causes, such as flood and storm debris.
- (4) Snow Removal: The removal of snow from the roadway by plowing, sweeping, and hauling and shall include applying sand and/or salt when required. The hauling away of snow need only apply on those highway sections where snow storage is limited or at such times when accumulations become greater than storage area capacity.
- (5) Utilities: Including manholes, boxes or other appurtenances shall be maintained by their owners.
- (6) Storm Sewers: Shall be kept clean and free from debris; traps and sumps cleaned as required after each storm.
- (7) Culverts: Shall be kept clean and free from debris; inlets and outlets shall be kept free of debris and growing grass or brush.

**b. Bridges**

Shall be inspected in accordance with the national inspection standards of *U.S. Code, Section 116(d), Title 23*, administered by the State. Bridges designed to AASHTO H-20 or better standards must be inspected on a frequency not to exceed two years. Bridges that are posted for restricted weight limits and/or designed to AASHTO HS-15 or less will be inspected on an annual basis. Inspections are to be accomplished by a qualified inspector. The State's district engineer shall be immediately notified of major defects. See current edition of *AASHTO Manual for Maintenance Inspection of Bridges* for inspector's qualifications, inspection reporting procedures, and structural analysis for load capacity of bridges.

**c. Improved Roadsides**

- (1) Curbs: Shall be kept in repair by cleaning, patching, lifting, and aligning.
- (2) Sidewalks: Shall be kept in repair by cleaning, patching, lifting, aligning, and regrading if of gravel or other non-cemented material.
- (3) Lawn or Grass Areas: Shall be kept mowed, watered, edges trimmed, and the watering operations shall not flood or sprinkle on the roadway.
- (4) Trees and Plantings: Shall be kept trimmed with dead material removed and hazardous limbs pruned. This agreement shall not be construed as restricting, prohibiting or otherwise relieving the City of the responsibility for inspection and upkeep of trees in a manner that will insure maximum safety to both vehicular and pedestrian traffic or to restrict or relieve the City from following the same policy and procedure generally followed by it with respect to streets of the City in the matter of requiring sidewalk repairs and control of vegetation to be made by or at the expense of abutting owners who are under legal obligation to perform such work.
- (5) Benches and Planters: Shall be kept in repair by cleaning, patching, aligning, and painting.

**d. Unimproved Roadsides**

- (1) Ditchings: Foreslopes, backslopes, and ditches shall be bladed and ditched regularly as required to keep as near as possible to the original typical cross section.

- (2) Cleaning: Foreslopes and backslopes shall be mowed as required. Trees and shrubs shall be kept trimmed, dead material removed, and hazardous limbs pruned, waterways shall be kept free of debris.

e. **Traffic Control Devices**

Traffic control devices installed and maintained on the urban extensions of the State Highway System shall be in conformance with the recommendations and specifications of the current *Manual on Uniform Traffic Control Devices for Streets and Highways* as approved by the American Association of State Highway and Transportation Officials (AASHTO) and as adopted by the Idaho Transportation Department. The maintenance to be performed on these items shall consist of furnishing all necessary labor, material, services, and equipment to install, replace, operate, and/or repair in accordance with this agreement.

All traffic control devices installed inside the full control of access limits of the Interstate Highway System shall be the responsibility of the State.

- (1) Route Guide Signing: This includes all official designation guide signs at junctions of the urban extensions of the State Highway System, all entering community signs and all U.S. or State Highway System route markers necessary to properly identify and keep the motorist sure of the routes.
- (2) Other Guide Signs: This includes all other guide signs of an informational nature identifying streets, city parks, landmarks, and items of geographical or cultural interest that the community desires to sign.
- (3) Warning Signs: These will include all signs used to indicate conditions that are actually or potentially hazardous to users of the highway or street.
- (4) Speed Signs: These will include all regulatory signs to indicate speed limits that have been designated in accordance with statutory provisions.
- (5) Other Regulatory Signs: These will include all regulatory signs, other than the speed sign and lane control sign which are used to indicate the required method of traffic movement or use of the public highway or street.
- (6) Highway Lighting: This includes all fixed illumination of the roadway or sidewalks for purposes of providing better visibility of persons, vehicles, or roadway features. All highway lighting shall be installed and maintained in accordance with current policies of the State. Maintenance shall include all upkeep of supports, interconnecting service, electrical energy costs, cleaning, lamp renewal, and associated labor and material costs required to maintain the lighting system in continuous nighttime operation.
- (7) Lane-Line Markings: These will include those lines dividing the roadway between traffic moving in opposite directions, lane-lines separating two or more lanes of traffic moving in the same direction, painted channelization, pavement edge markings, and no passing barrier lines where required.
- (8) Other Pavement Markings: These include all stop lines, crosswalk lines, parking space limits and word and symbol marking set into or applied upon the pavement surface or curbing or objects within or adjacent to the roadway for the purpose of regulating or warning traffic.

14. **ENCROACHMENT PERMITS**

If the State delegates authority to issue encroachment permits to the City, the authority shall pertain to all parts of the highway or street throughout the particular length indicated under Section 17 and/or 17-a of this agreement. Authority to issue encroachment permits shall not be assigned to the City unless they have

adequate ordinances governing the encroachments together with an administrative organization and procedure capable of enforcing the ordinances.

Permits shall be issued on a form provided by the State and the City will furnish a copy of each permit to the State. The City agrees to follow current policies of the State regarding encroachment unless the City, by ordinance or other regulation, imposes more restrictive regulations as stated below. Prior approval of the State shall be secured before any permit is issued for the original installation of any utility line, driveway, or other permanent encroachment within the highway right-of-way.

If the City, by ordinance or other regulation, imposes more restrictive regulations and requirements regarding signs, marquees and/or driveways than above set forth or as provided in current State policies, nothing in these provisions shall be construed to prevent the City from enforcing such restrictive regulations in the granting or refusing of permits with respect to any State Highway. Where authority to issue encroachment permits is retained by the State, all local ordinances which are more restrictive than State policy will be observed. When authority to issue Encroachment permits is retained by the State, approval of the City will be secured prior to the issuance of a permit. State permit forms will be used and a copy will be forwarded to the City for its record.

The City or State shall comply with its usual policy with respect to collecting costs from permittees in such cases as fees or charges are made by the City or State for encroachment work on streets or highways.

No signs, billboards or structures other than those authorized and installed by the State or the City as necessary for the regulating, warning, and guiding of traffic shall be permitted within or to overhang the right-of-way of any State Highway, except in accordance with these provisions:

- a. Signs or marquees extending over the sidewalk and right-of-way may be installed on a permitted basis in business districts only, subject to the following restrictions:
  - No sign or marquee shall be permitted to project over the roadway nor to extend beyond a vertical line located 18 inches outside the inside face of the curb.
  - Signs extending over the sidewalk area shall have no part thereof less than 12 feet above sidewalk or ground level. Marquees extending over the sidewalk area shall have no part thereof less than eight feet above sidewalk or ground level.
- b. Displays or signs overhanging the right-of-way may be authorized on a permit basis only outside of business districts when the display is placed flat against and supported by the building and providing it does not extend more than 12 inches into the right-of-way.
- c. All signs and marquees shall conform to the city building and/or sign code excepting that minimum clearance requirements as herein specified must be complied with.

They shall at all times be maintained in a good appearing and structurally safe condition. Any existing sign or marquee suspended or projected over any portion of State Highway right-of-way, which constitutes a hazard, shall be immediately repaired or removed.

- d. Signs or displays will not be permitted which resemble, hide, or because of their color, interfere with the effectiveness of traffic signals and other traffic control devices. Illuminated signs or displays containing red, yellow, or green lights will not be permitted to overhang the right-of-way.
- e. Temporary municipal decorations may be installed and suspended over the State Highway on a permit basis only. They shall not be permitted in locations that interfere with the visibility and effectiveness of traffic control devices.

It is understood that none of the provisions listed above (a. to e. inclusive) will be in conflict the Beautification of Highways Act of 1966, *Idaho Code, Section 40, Chapter 28*.

- f. Use of state highway right-of-way for benches, planters, and trees is subject to the following conditions:
- Benches, planters, and trees must be at least 18 inches from the face of the curb. When benches, planters, and trees are placed on sidewalks, there must be a four-foot open space for pedestrians and bicyclists measured at a right angle from the edge of the sidewalk, or as an alternative, spacing that meets city-approved standards.
  - Benches, planters, and trees should not obstruct crosswalks or wheelchair ramps, or force pedestrians into the street by their placement.
  - Benches, planters, and trees should not be placed so as to impede the sight distance of vehicles using the highway.
  - Benches, planters, and trees shall not bear markings or signs that resemble official traffic signs.
  - Cities allowing benches, planters, and trees on state highway right-of-way agree to indemnify, defend regardless of outcome, and hold harmless, ITD from all accidents or occurrences resulting in damage to property, injury, or loss of life related to bench placement on highway right-of-way within the city.

## 15. TRANSPORTATION PERMITS

Transportation permits will be required on State Highways for all vehicles and their loads that exceed legal limitations. If authority to issue transportation permits is delegated to the City, such authority shall pertain only to travel that originates and terminates within the City corporate limits.

## 16. ROUTE DESCRIPTION

<u>Route No.</u>	<u>Milepost</u>	<u>Length Miles</u>	<u>Description of Routing</u>
1. <b>I-15 BUS.</b> <b>001380</b>	2.732 to 6.315	3.583	S Yellowstone Ave from SCL to Broadway
<b>US-26</b> <b>002240</b>	333.044 to 335.779	2.735	N Yellowstone Hwy/Northgate Mile from Broadway to NCL
2. <b>I-15 BUS.</b> <b>001380</b>	6.315 to 7.230	0.915	Broadway from N Yellowstone Ave to ramps on I-15
<b>US-20</b> <b>002070</b>	305.026 to 306.900	1.874	Broadway from WCL to SB on and offramps I-15
3. <b>I-15</b> <b>001330</b>	115.988 to 120.908	4.920	I-15 from SCL to NCL includes John Hole Interchange Structure
4. <b>US-20</b> <b>002070</b>	307.45 to 308.705	1.255	US-20 from N Saturn Ave to NCL
5. <b>US-20 BUS.</b> <b>West. 002073</b>	2.270 to 3.715	1.445	N Holmes Ave from Northgate Mile to centerline US-20
<b>US-20 BUS.</b> <b>004140</b>	1.430 to 1.478	0.048	N 5th E from centerline US-20 to WB on and off ramps

6. **I-15 BUS.** 103.821 to 105.403 1.582 W Sunnyside Rd from I-15 to S Yellowstone Ave  
**030881**

## 17. DELEGATION OF MAINTENANCE

The maintenance work to be performed by the City or State shall conform to the provisions hereof and shall include those operations as hereinafter indicated.

Maintenance Function	Agency to Perform Work				
	Route No. 1	Route No. 2	Route No. 3	Route No. 4	Route No.
<b>ROADWAY</b>					
1. Surface Repair	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	
2. Crack Sealing	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	
3. Sweeping and Cleaning	<u>C</u>	<u>C</u>	<u>S</u>	<u>S</u>	
4. Snow Removal	<u>C</u>	<u>C</u>	<u>S</u>	<u>S</u>	
5. Utilities	<u>C</u>	<u>C</u>	<u>S</u>	<u>C</u>	
6. Culverts	<u>C</u>	<u>C</u>	<u>S</u>	<u>S</u>	
7. Storm Sewers	<u>C</u>	<u>C</u>	<u>S</u>	<u>C</u>	
<b>BRIDGES</b>					
1. Main Structure	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	
2. Pedestrian Walks	<u>C-3</u>	<u>C-3</u>	<u>C-3</u>	<u>C-3</u>	
3. Railings	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	
<b>IMPROVED ROADSIDES</b>					
1. Curbs	<u>C</u>	<u>C</u>	<u>S</u>	<u>S</u>	
2. Sidewalk	<u>C</u>	<u>C</u>	<u>N/A</u>	<u>C</u>	
3. Lawn or Grass Areas	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	
4. Trees and Planting	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	
5. Medians	<u>C</u>	<u>C</u>	<u>S</u>	<u>S</u>	
6. Benches and Planters	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	
<b>UNIMPROVED ROADSIDES</b>					
1. Ditching	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	



2. Cleaning	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>      </u>
3. Weed Eradication	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>      </u>

**TRAFFIC CONTROL DEVICES**

1. Route Guide Signs	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>      </u>
2. Other Guide Signs	<u>C</u>	<u>C</u>	<u>S</u>	<u>S</u>	<u>      </u>
3. Warning Signs	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>      </u>
4. Speed Signs	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>      </u>
5. Other Regulatory Signs	<u>S-5, 9</u>	<u>S-5, 9</u>	<u>S</u>	<u>S</u>	<u>      </u>
6. Highway Lighting	<u>C-1</u>	<u>C-1</u>	<u>S-1</u>	<u>C-1</u>	<u>      </u>
7. Lane-Line Markings	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>      </u>

**Other Pavement Markings**

1. Parking Space Limits	<u>C</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>      </u>
2. Crosswalks	<u>S-7</u>	<u>S-7</u>	<u>N/A</u>	<u>S-7</u>	<u>      </u>
3. Stop Bars	<u>S-6</u>	<u>S-6</u>	<u>S-6</u>	<u>S-6</u>	<u>      </u>
4. School Crossing	<u>S</u>	<u>S</u>	<u>N/A</u>	<u>S</u>	<u>      </u>
5. Railroad Crossing	<u>S</u>	<u>S</u>	<u>N/A</u>	<u>N/A</u>	<u>      </u>
6. Lane Control	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>      </u>

ISSUE PERMIT ENCROACHMENTS	<u>S-4</u>	<u>S-4</u>	<u>S</u>	<u>S</u>	<u>      </u>
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ISSUE PERMITS TRANSPORTATION	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>      </u>
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**Maintenance Function**

**Agency to Perform Work**

<b>ROADWAY</b>	<b>Route No. 5</b>	<b>Route No. 6</b>	<b>Route No.</b>	<b>Route No.</b>	<b>Route No.</b>
1. Surface Repair	<u>S</u>	<u>S</u>	<u>      </u>	<u>      </u>	<u>      </u>
2. Crack Sealing	<u>S</u>	<u>S</u>	<u>      </u>	<u>      </u>	<u>      </u>
3. Sweeping and Cleaning	<u>C</u>	<u>C</u>	<u>      </u>	<u>      </u>	<u>      </u>
4. Snow Removal	<u>C</u>	<u>C</u>	<u>      </u>	<u>      </u>	<u>      </u>
5. Utilities	<u>C</u>	<u>C</u>	<u>      </u>	<u>      </u>	<u>      </u>

6. Culverts C C \_\_\_\_\_

7. Storm Sewers C C \_\_\_\_\_

#### BRIDGES

1. Main Structure S S \_\_\_\_\_

2. Pedestrian Walks C-3 C-3 \_\_\_\_\_

3. Railings S S \_\_\_\_\_

#### IMPROVED ROADSIDES

1. Curbs C C \_\_\_\_\_

2. Sidewalk C C-2 \_\_\_\_\_

3. Lawn or Grass Areas C C \_\_\_\_\_

4. Trees and Planting C C \_\_\_\_\_

5. Medians C C \_\_\_\_\_

6. Benches and Planters C C \_\_\_\_\_

#### UNIMPROVED ROADSIDES

1. Ditching S S \_\_\_\_\_

2. Cleaning S S \_\_\_\_\_

3. Weed Eradication S S \_\_\_\_\_

#### TRAFFIC CONTROL DEVICES

1. Route Guide Signs S S \_\_\_\_\_

2. Other Guide Signs C C \_\_\_\_\_

3. Warning Signs C C \_\_\_\_\_

4. Speed Signs S S \_\_\_\_\_

5. Other Regulatory Signs C-5, 9 C-5, 9 \_\_\_\_\_

6. Highway Lighting C-1.8 C-1 \_\_\_\_\_

7. Lane-Line Markings S S \_\_\_\_\_

#### Other Pavement Markings

1. Parking Space Limits C C \_\_\_\_\_

2. Crosswalks S-7 S-7 \_\_\_\_\_

3. Stop Bars	<u>S-6</u>	<u>S-6</u>	<u>          </u>	<u>          </u>	<u>          </u>
4. School Crossing	<u>S</u>	<u>N/A</u>	<u>          </u>	<u>          </u>	<u>          </u>
5. Railroad Crossing	<u>N/A</u>	<u>C</u>	<u>          </u>	<u>          </u>	<u>          </u>
6. Lane Control	<u>S</u>	<u>S</u>	<u>          </u>	<u>          </u>	<u>          </u>
ISSUE PERMIT ENCROACHMENTS	<u>S-4</u>	<u>S</u>	<u>          </u>	<u>          </u>	<u>          </u>
ISSUE PERMITS TRANSPOTATION	<u>S</u>	<u>S</u>	<u>          </u>	<u>          </u>	<u>          </u>

• **DELEGATION OF MAINTENANCE CONTINUED:**

1. Illumination maintenance to be addressed in the City/State Traffic Signal & Roadway Illumination Maintenance Agreement.
2. Includes Bike path from Snake River west.
3. Except Structural Repair; non surface repair as they are the responsibility of the State.
4. City needs copy of permit.
5. Through traffic control – side street lane control by City.
6. Side street stop bars by City.
7. City to maintain side street crosswalk and stop bars.
8. Except IC-310 Ramps.
9. State to maintain street name and lane control signs on all traffic signals.

**18. DELEGATION OF COSTS**

All agencies shall bear all costs of maintenance obligations assigned to them under this agreement.

**19. SUBSEQUENT IMPROVEMENTS**

When a highway section or portion thereof is improved to urban standards, i.e., with curbs, sidewalks, etc., the delegation of maintenance shall automatically change to conform to the provisions as provided for similar sections under this agreement.

**20. TERM OF AGREEMENT**

This agreement shall become effective January 26, 2023 and shall remain in full force and effect until amended or terminated.

The agreement as above may be amended upon the mutual consent of the parties thereto.

The agreement as above may be terminated at any time upon 30 days' written notice by either party thereof to the other.

IN WITNESS WHEREOF, the parties have set their hands the day and year first above written.

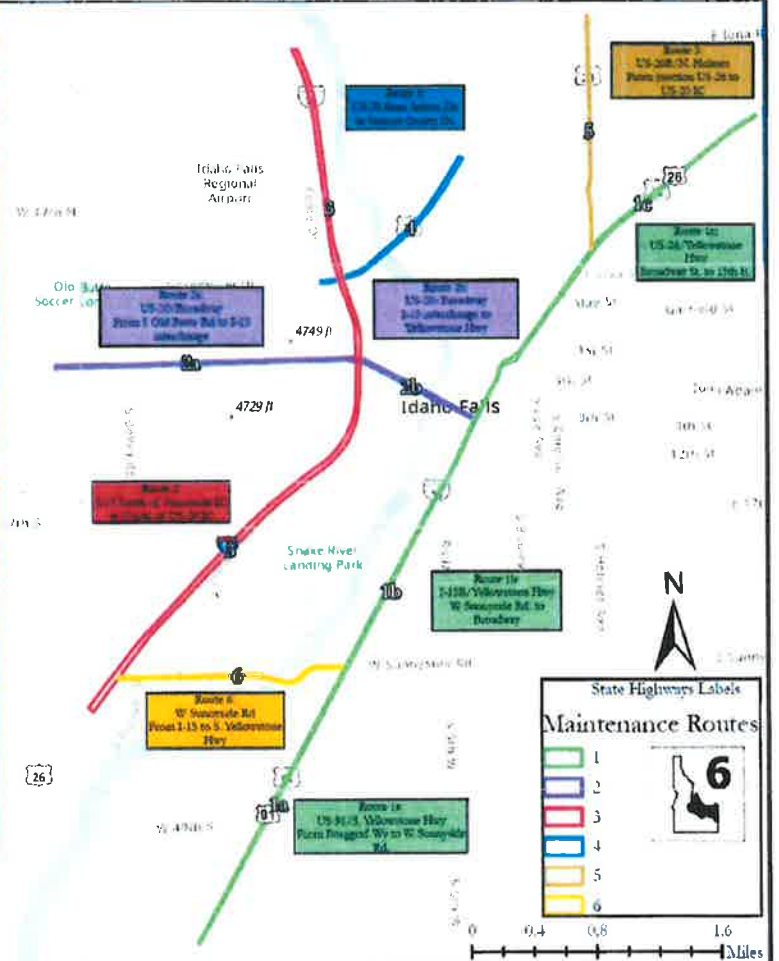
**ITD Recommendation and Approval**

District Engineer's Signature
Maintenance Supervisor's Signature
Highway Operations Manager's Signature

**City/County**

City/County Name
Mayor/Commissioner's Signature
City/County Clerk's Signature

Maintenance Function	Route 1	Route 2	Route 3	Route 4	Route 5	Route 6
Surface Repair	S	S	S	S	S	S
Crack Sealing	S	S	S	S	S	S
Sweeping and Cleaning	C	C	S	S	C	C
Snow Removal	C	C	S	S	C	C
Utilities	C	C	S	C	C	C
Culverts	C	C	S	S	C	C
Storm Sewers	C	C	S	C	C	C
Main Bridge Structure	S	S	S	S	S	S
Bridge Pedestrian Walks	C-3	C-3	C-3	C-3	C-3	C-3
Bridge Railings	S	S	S	S	S	S
Curbs	C	C	S	S	C	C
Sidewalk	C	C	N/A	C	C	C-2
Lawn/Ground	C	C	C	C	C	C
Trees/Planting	C	C	C	C	C	C
Medians	C	C	S	S	C	C
Benches and Planters	C	C	C	C	C	C
Ditching	S	S	S	S	S	S
Cleaning	S	S	S	S	S	S
Weed Eradication	S	S	S	S	S	S
Route Guide Signs	S	S	S	S	S	S
Other Guide Signs	C	C	S	S	C	C
Warning Signs	S	S	S	S	C	C
Speed Signs	S	S	S	S	S	S
Other Regulatory Signs	S-5,9	S-5,9	S	S	C-5,9	C-5,9
Highway Lighting	C-1	C-1	S-1	C-1	C-1,8	C-1
Lane-Line Markings	S	S	S	S	S	S
Parking Space Limits	C	N/A	N/A	N/A	C	C
Crosswalks	S-7	S-7	S-7	S-7	S-7	S-7
Stop Bars	S-6	S-6	S-6	S-6	S-6	S-6
School Crossing	S	S	N/A	S	S	N/A
Railroad Crossing	S	S	N/A	N/A	N/A	C
Lane Control	S	S	S	S	S	S
Encroachment Permitting	S-4	S-4	S	S	S-4	S
Transportation Permitting	S	S	S	S	S	S

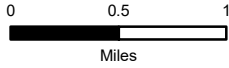


## Proposed Snow Priority and Method Changes 2023-2024

<i>Route</i>	<i>From</i>	<i>To</i>	<i>Current Method</i>	<i>Proposed Method</i>	<i>Current Priority</i>	<i>Proposed Priority</i>	<i>Reason</i>
E 65th N	N 5th W	N 5th E	County	City/County Outside	N/A	2	City/County Agreement
N 5th E	E 33rd N	E 65th N	County	City/County Outside	N/A	2	City/County Agreement
E 33rd N	N 5th W	N 5th E	City/County	City Outside	2	2	City/County Agreement
W 33rd N	N 5th W	End	County	City Outside	N/A	3	City/County Agreement
Bingham Ave.	W Anderson St	W Crowley St	Outside	Outside	3	2	Hill requires upgraded priority plowing
College St	N Freeman Ave	Wabash Ave	Outside	Outside	3	2	Hill requires upgraded priority plowing
E 8th St	S Boulevard	S Lee Ave	Outside	Outside	2	3	Can't plow as a priority 2 in zone A due to vehicles parked on street
South Fork Blvd	Pioneer Dr	Sunnyside Rd	Outside	Outside	3	2	Additional traffic volume
Glen Koester Ln	Wastewater Admin Building	Gem Lake Rd	N/A	One Side	N/A	2	County road connection
Crestwood Ln	Sunnyside Rd	Washington Pk	Outside	Outside	3	2	Turn lane added and increased traffic volume
49th S	S 5th W	S 25th E	County	City/County Outside	N/A	2	City/County Agreement

# City of Idaho Falls Snow Priority Map

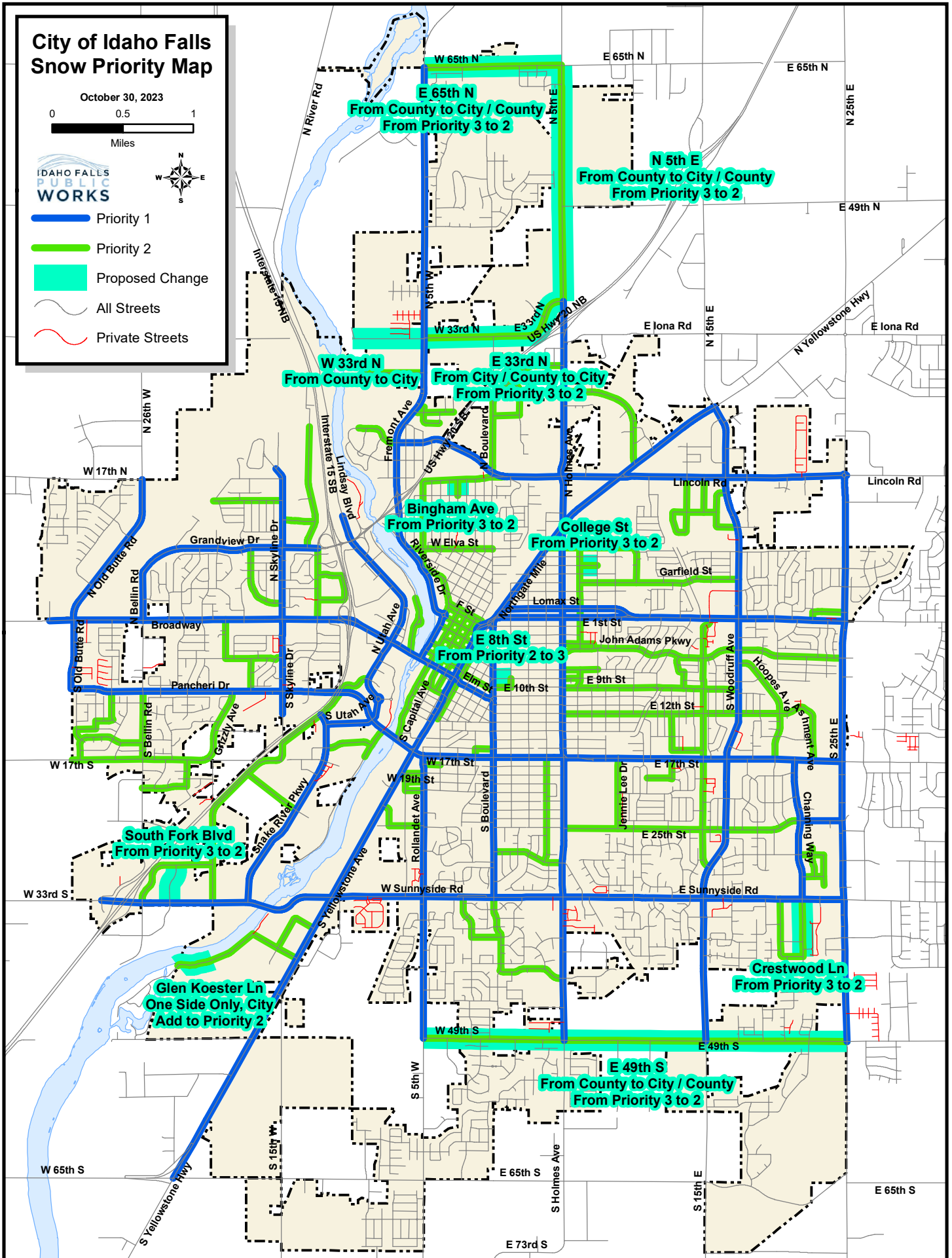
October 30, 2023



IDAHO FALLS  
PUBLIC  
WORKS



- Priority 1
- Priority 2
- Proposed Change
- All Streets
- Private Streets





# City of Idaho Falls Snow Removal Method Map

October 30, 2023

0 0.5 1  
Miles

IDAHO FALLS  
PUBLIC  
WORKS

Center, City  
Outside, City  
One Side Only, City  
Outside, City / County  
Plowed by County  
Proposed Change  
All Streets  
Private Streets

A horizontal scale bar with a black outline. It is divided into two equal segments by a vertical line. The left segment is filled with solid black, and the right segment is white. Above the bar, the numbers 0, 0.5, and 1 are positioned at the left end, the division line, and the right end, respectively. Below the bar, the word "Miles" is centered.



- 
- The map illustrates the City of Lincoln's proposed street priority changes. The streets are color-coded to represent different priority levels: green for Priority 1, blue for Priority 2, orange for Priority 3, and purple for Priority 4. The map shows a grid of streets with various changes indicated by color shifts and text labels. Key changes include:
- Bingham Ave**: From Priority 3 to 2
  - College St**: From Priority 3 to 2
  - E 8th St**: From Priority 2 to 3
  - South Fork Blvd**: From Priority 3 to 2
  - Glen Koester Ln**: One Side Only, City Add to Priority 2
  - Crestwood Ln**: From Priority 3 to 2
  - E 49th S**: From County to City / County, Priority 3 to 2
- The map also shows the location of the city limits, with the city boundary indicated by a dashed line. The map includes labels for major roads, such as W 17th N, W 17th S, W 33rd S, W 65th S, W 73rd S, S 5th W, S 15th W, S 5th E, S 15th E, S 25th E, S 35th E, S 45th S, S 55th S, S 65th S, S 75th S, S 85th S, S 95th S, S 105th S, S 115th S, S 125th S, S 135th S, S 145th S, S 155th S, S 165th S, S 175th S, S 185th S, S 195th S, S 205th S, S 215th S, S 225th S, S 235th S, S 245th S, S 255th S, S 265th S, S 275th S, S 285th S, S 295th S, S 305th S, S 315th S, S 325th S, S 335th S, S 345th S, S 355th S, S 365th S, S 375th S, S 385th S, S 395th S, S 405th S, S 415th S, S 425th S, S 435th S, S 445th S, S 455th S, S 465th S, S 475th S, S 485th S, S 495th S, S 505th S, S 515th S, S 525th S, S 535th S, S 545th S, S 555th S, S 565th S, S 575th S, S 585th S, S 595th S, S 605th S, S 615th S, S 625th S, S 635th S, S 645th S, S 655th S, S 665th S, S 675th S, S 685th S, S 695th S, S 705th S, S 715th S, S 725th S, S 735th S, S 745th S, S 755th S, S 765th S, S 775th S, S 785th S, S 795th S, S 805th S, S 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