



CITY COUNCIL AGENDA

City of Idaho Falls
Regular City Council Meeting
680 Park Avenue

Thursday

March 28, 2024

7:30 p.m.

Mayor

Rebecca Casper

City Council

Lisa Burtenshaw

Council President

John Radford

Council Seat 5

Jim Freeman

Council Seat 6

Michelle Ziel Dingman

Council Seat 1

Jim Francis

Council Seat 4

Kirk Larsen

Council Seat 3



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



City Council Meeting

Agenda

680 Park Avenue
Idaho Falls, ID 83402

Thursday, March 28, 2024

7:30 PM

City Council Chambers

City Council Agenda:

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

Please see guidelines above.

4. Consent Agenda.

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 **24-176**

Attachments: BOA Memo_S. Larson
BOA Memo_T. Boyle
IFPL Memo_M. Lund
CITY CODE TITLE 2 CH 3 BOA
CITY CODE TITLE 2 CH 1 IFPL

B. Idaho Falls Power

- 1) IFP 24-19 Sugarmill Substation Upgrade - Transformer Purchase **24-179**

Attachments: IFP 24-19 Bid tabulation Final

- 2) Idaho Falls Power Board Meeting Minutes - March 2024 **24-186**

Attachments: 2024 0313 IFP Special Board Meeting minutes draft

C. Municipal Services

- 1) Impact Fee Advisory Committee 2023 Annual Report **24-177**

Attachments: Impact Fee Committee - Year End Report for 2023

- 2) IF-24-12, Purchase of Superpave Hot Mix Asphalt for Public Works **24-180**

Attachments: Tabulation Bid IF-24-12 Superpave Hot Mix Asphalt

- 3) IF-24-13, 2024 Concrete Replacement for Public Works **24-181**

Attachments: Tabulation Bid IF-24-13 2023 Concrete Replacement (002)

- 4) IF-24-11, 2024 Water Line Surface Repair for Public Works **24-182**

Attachments: Tabulation Bid IF-24-11 2024 Water Line Surface Repair

- 5) IF-24-08, Electrical & Variable Frequency Drive Equipment for Well 13 Project **24-183**

Attachments: Tabulation Bid IF-24-08 Electrical & Variable Frequency Drive Equipment

- 6) Treasurer's Report for January 2024 **24-184**

Attachments: January 2024 Treasurer's Report

D. Office of the City Clerk

- 1) Minutes from Special Meeting-Budget Planning Meeting **24-185**

Attachments: 2024 0223 Budget Planning Meeting - 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. Public Works

- 1) Bid Rejection - Brodbeck's Addition Water Line Improvements 2024 **24-178**

On Tuesday, March 18, 2024, bids were received and opened for the Brodbeck's Addition Water Line Improvements 2024 project. A tabulation of bid results is attached.

The only bid received was \$1,181,821.50 over the engineer's estimate. Public Works staff reviewed the bid and concluded that contract award is not in the best interest of the city.

Action Item:

Reject the single bid received for the Brodbeck's Addition Water Line Improvements 2024 project (or take other action deemed appropriate).

Attachments: Bid Tab-WTR-2024-05

- 6. Announcements.**
- 7. Adjournment.**

File #: 24-176

City Council Meeting

FROM: Rebecca Casper
DATE: Friday, March 15, 2024
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.)

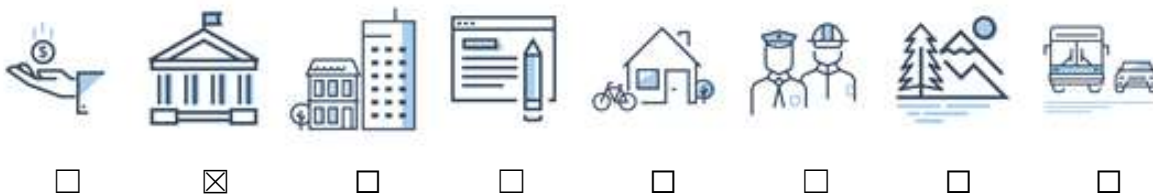
Give consent to the new appointments of Scott Larson and Trevor Boyle to the Board of Adjustment, and to the reappointment of Mary Lund to the Idaho Falls Public Library Board of Trustees pursuant to Title 2 of Idaho Falls City Code.

Description, Background Information & Purpose

Name	Status	Committee, Board, or Commission	Capacity
Scott Larson	New Appointment	Board of Adjustment	Voting Board Member
Trevor Boyle	New Appointment	Board of Adjustment	Voting Board Member
Mary Lund	Reappointment	IFPL Board of Trustees	Voting Trustee

Attached for your review please find citizen applications from new appointees Scott Larson and Trevor Boyle, memoranda from Community Development Services Director Wade Sanner, memoranda from Idaho Falls Public Library Board of Trustees Chair Rodd Rapp, and Title 2 documents in reference to these appointments/reappointments.

Alignment with City & Department Planning Objectives



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

Interdepartmental Coordination

The appointment process included interviews of each new appointee.

Fiscal Impact

None. Service on City Boards, Commissions, and Committees is voluntary. Activities and expenses necessary for the proper function of these boards, commissions, and committees will be accounted for within the appropriate agency or

department budget.

Legal Review

N/A



MEMORANDUM

TO: Honorable Mayor Casper

FROM: Wade Sanner, CDS Director

DATE: February 21, 2024

RE: Board and Commission Appointment Recommendations

The City of Idaho Falls currently has one vacancy on our Board of Adjustment. Understanding that the appointment of members to the Board of Adjustment is under the purview of the mayor, the Community Development Services Department would like to recommend the appointment of Mr. Scott Larson to the Board of Adjustment. Naysha Foster and I have reviewed Mr. Larson's applications and interviewed him on 02/09/24.

Mr. Scott Larson has bachelor's and master's degree in political science and history and has been educator for the last 7 years. His knowledge and commitment to public service will be a great asset to the Board of Adjustment in their decision-making capacity and interactions with the public.

Board of Adjustment Recommended Appointment and Term:

Scott Larson Term ending December 31, 2029

Let me know if you have any further questions. Thank you for your help in this matter.

Sincerely,

Wade Sanner, AICP
Community Development Services Director



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@idahofallsidaho.gov.

Name:	Scott Larson		
Mailing Address:	453 10th Street		
City, State, Zip:	Idaho Falls, ID, 83404		
Email Address:	larsons@d93.k12.id.us		
Daytime Phone:		<input type="checkbox"/> Message? <input type="checkbox"/> Text?	
Evening Phone:		<input type="checkbox"/> Message? <input type="checkbox"/> Text?	
Cell Phone:	(208)569-5960	<input type="checkbox"/> Message? <input checked="" type="checkbox"/> Text?	

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

As a school teacher, I teach kids about the value of serving their communities. I've always been interested in politics, and I owe it to my students to lead by example and get more involved. I love Idaho Falls, and have been a resident for the vast majority of my life. After college, I did social work in the community, and for the last 7.5 years, I've served in the role as a high school social studies teacher.

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

I'm a great communicator, who deals with people from all different backgrounds. I'm known for being a high-character, friendly, and hard-working person, who dedicates myself to the passions that I follow. I understand that I'd have a lot to learn, but I'm humble, I work hard, I ask lots of questions, and I'm well known in the community for being someone who is easy to get along with, and displays great leadership abilities.

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

My undergrad was from ISU in political science, and my masters was a dual-program of history and political science from ISU. I have served my community in different capacities for a decade, I'm honest, hard-working, have a great sense of humor, and have a drive to better myself and to be an asset to my community and for those who I'll hopefully be lucky enough to serve with.

FOR OFFICE USE ONLY:

Date received by Mayor's Office:	Date appointed:
City Division(s) application forwarded to:	Board, Committee or Commission appointed to:

	<u>Length of Term (Years)</u>	<u>Meeting Frequency</u>
Mayor's Office		
<input type="checkbox"/> Sister Cities Committee	Three (3)	As Needed
<input type="checkbox"/> Veteran's Committee	As Needed	As Needed
<input type="checkbox"/> Citizen Review Committee ¹	One (1)	As Needed
Fire Department		
<input type="checkbox"/> Fire Code Appeals Board	Five(5)	Yearly/As Needed
Human Resources		
<input type="checkbox"/> Library Board	Five(5)	Monthly/As Needed
Municipal Services		
<input type="checkbox"/> Civic Center for the Performing Arts Committee	Two(2)	As Needed
Parks and Recreation		
<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
Planning and Building		
<input type="checkbox"/> Board of Adjustment	Five(5)	2 nd 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 ²	Three(3)	1 st Thursday
<input type="checkbox"/> ADA Advisory Board ³	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 rd Thursday
<input type="checkbox"/> Mechanical Appeals Board	Three(3)	As Needed
<input checked="" type="checkbox"/> Planning Commission ⁴	Six(6)	1 st Tuesday
<input type="checkbox"/> Plumbing Appeals Board	Three(3)	As Needed
Police Department		
<input type="checkbox"/> Police Department Building Committee	As Needed	As Needed
<input type="checkbox"/> Traffic Safety Committee	Two(2)	As Needed
Regional Committees		
<input type="checkbox"/> Bonneville Metropolitan Planning Organization (BMPO)		
<input type="checkbox"/> Targhee Regional Public Transportation Association (TRPTA)		

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

SCOTT D. LARSON

453 10TH Street, Idaho Falls, ID 83404 | (C) 208-569-5960 |Larsons@d93.k12.id.us

PROFESSIONAL SUMMARY

A committed professional and teacher, dedicated to the students of Thunder Ridge (current) and Rigby High School for the last 7+ years. I am regarded for the use of engaging lessons and activities, while adhering to established rules and routines. Ensures the classroom environment is conducive to learning and establishing quality relationships.

ATTRIBUTES

- *Developed original, quality curriculum for twelve separate courses*
- *Established a great relationship with students*
- *Respected teacher and professional*
- *High levels of content knowledge*
- *Serve on several committees and leadership positions*
- *Warm demeanor with students and colleagues*

TEACHING HISTORY

August 2021-Curent

Teacher | Bonneville County School District #93-Thunder Ridge High School | Idaho Falls, Idaho

- Have taught/continue to teach the following subjects: Political Science 1101 (ISU), Political Science 1102/2202 (ISU), Civil War, Cold War, US History 10, US History 11, World History, Rock and Roll History, The World We Live In, History Essentials.

AUGUST 2016-August 2021

Teacher | Jefferson School District #251-Rigby High School | Rigby, Idaho

- Have taught and continue to teach the following subjects: U.S. History A (Colonies through Progressive Era), U.S. History B (Roaring 20s through Present Day), Contemporary World Issues, Political Science 1101, Political Science 2202, Government A, Government B, World History A, and World History B.
- Currently serving on two committees/boards:

1. **Positive Behavioral Interventions and Supports Board:** Enables schools, districts, and states to build systems capacity for implementing a multi-tiered approach to social, emotional, and behavior support.
 2. **Sources of Strength Committee:** Seeks to prevent suicide by increasing help-seeking behaviors and promoting connections between peers and caring adults.
- Developed and currently conduct an after-school program: Offers students of differing cultural and economic backgrounds an environment of acceptance and extracurricular activities with peers and adults.
 - Regularly attend extracurricular school activities: band/choir concerts, drama productions, and sporting events, demonstrating an interest in the wellbeing and success of the student body, as well as loyalty to the school.

OCTOBER 2014-MAY 2015

Preferred Substitute Teacher | NEISD | San Antonio, TX | Filled in for absent teachers, moderated classroom instructions, and taught lessons for various subject areas.

FORMER WORK HISTORY

March 2014-August 2018 | Server | Sandpiper | Idaho Falls, ID | Took customer orders, minor food preparation, money management.

November 2014-August 2015 | Head Bartender | Eddy's Tavern | San Antonio, TX | Prepared and created new drinks, customer service, managed front-of-house issues pertaining to the day-to-day operations of the business.

February 2014-July 2014 | PSR Worker | Integrated Health Care and Counseling | Idaho Falls, ID | Worked with clients to overcome obstacles in their everyday lives that occur as a result of their wide-range of mental disorders.

December 2011-March 2014 | PSR Worker | Lean on Me Agency | Idaho Falls, ID | Worked with clients to overcome obstacles in their everyday lives that occur as a result of their wide-range of mental disorders.

May 2011-December 2011 | PSR Worker | Behavioral Treatment Center | Pocatello, ID | Worked with clients to overcome obstacles in their everyday lives that occur as a result of their wide-range of mental disorders.

May 2009-December 2011 | Server | Applebee's | Pocatello, ID | Took customer orders, minor food preparation, money management.

May 2006-December 2009 | Developmental Technician | Development Workshop | Idaho Falls, ID | Taught life skills to the developmentally disabled. Assisted individuals in dealing with others and developing a vocation.

December 2007-August 2008 | Developmental Technician | Allies Family Solutions | Pocatello, ID | Developmental work with Autistic children. Assisted with developmental life skills for vocational, educational, and home living.

EDUCATION

Master's Degree, Idaho State University, June 2018 to 2020, Interdisciplinary Studies (Political Science, History)

Idaho State University, January 2005 to December 2010

Bachelor of Science Degree, Awarded in December 2010

Major in Political Science, Minor in History

Texas Teachers' Certification (Social Studies, Grades 7-12), Awarded in 2015

Certified Public Relations Counselor (CPRC) Certification, Awarded in 2012



MEMORANDUM

TO: Honorable Mayor Casper

FROM: Wade Sanner, CDS Director

DATE: February 21, 2024

RE: Board and Commission Appointment Recommendations

The City of Idaho Falls currently has one vacancy on our Board of Adjustment. Understanding that the appointment of members to the Board of Adjustment is under the purview of the mayor, the Community Development Services Department would like to recommend the appointment of Mr. Trevor Boyle to the Board of Adjustment. Naysha Foster and I have reviewed Mr. Boyle's applications and interviewed him on 02/09/24. Staff feels that Mr. Boyle's expertise in Human Resources and leadership skills would be a great asset to the Board of Adjustment.

Mr. Trevor Boyle has bachelor's degree in nursing and human resources and has a broad wealth of experience in conflict resolution, healthcare, recruiting, and management. This broad knowledge will be a great asset to the Board of Adjustment in their decision-making capacity and interactions with the public.

Board of Adjustment Recommended Appointment and Term:

Trevor Boyle Term ending December 31, 2029

Let me know if you have any further questions. Thank you for your help in this matter.

Sincerely,

Wade Sanner, AICP
Community Development Services Director



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.

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Name:	Trevor Boyle		
Mailing Address:	209 west 18th Street		
City, State, Zip:	Idaho Falls		
Email Address:	trev360@gmail.com		
Daytime Phone:	3609898395	<input type="checkbox"/> Message?	<input checked="" type="checkbox"/> Text?
Evening Phone:	3609898395	<input type="checkbox"/> Message?	<input checked="" type="checkbox"/> Text?
Cell Phone:	3609898395	<input type="checkbox"/> Message?	<input checked="" type="checkbox"/> Text?

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

I have a strong motivation to continue to see positive changes within the city. As all US cities grow its so important to make sure its planned and zoned in a way to allow density and profitable growth. I want to help Idaho Falls prevent urban sprawl and keep the city profitable and affordable by helping the city have more mixed use areas.

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

I'm admittedly only a hobbiest but have read our comp plan as well as multiple books on city development like "Small Towns" and "Confessions of a recovering engineer" both by Charles Marohn Jr. as well as several others and have a real passion for planning and zoning.

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

I have a bachelor's in HR and am familiar with litigious work and scrutinizing details I'm currently a HR manager for a global brand with a team of 5. I work closely with many stake holders from all levels of my company and I feel these skills will lend themselves very well to this comitee.

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Fire Department		
<input type="checkbox"/> Fire Code Appeals Board	Five (5)	Yearly/As Needed
Library		
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Municipal Services		
<input type="checkbox"/> Civic Center for the Performing Arts Committee	Two (2)	As Needed
Parks and Recreation		
<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
Community Development Services		
<input type="checkbox"/> Board of Adjustment	Five (5)	2 nd 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
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<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 rd Thursday
<input type="checkbox"/> Mechanical Appeals Board	Three (3)	As Needed
<input checked="" type="checkbox"/> Planning Commission	Six (6)	1 st Tuesday
<input type="checkbox"/> Plumbing Appeals Board	Three (3)	As Needed
Public Works		
<input type="checkbox"/> Impact Fee Advisory Committee	Three (Staggered Terms)	As Needed
Regional Committees		
<input type="checkbox"/> Bonneville Metropolitan Planning Organization		
Other		
<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

TREVOR D. BOYLE

HUMAN RESOURCES SUPERVISOR

CONTACT

🏠 209 W 18th Street, Idaho Falls, ID
☎ (360) 989 8395
✉ Trev360@gmail.com
in LinkedIn.com/in/TrevorDBoyle

EDUCATION

BA OF HUMAN RESOURCES
Western Governors University

BA OF NURSING
Joyce University
2019-2021 - Completed 2 years

SKILLS

- **Professional**
 - Team Leadership/Management
 - Project Management
 - Full Cycle Recruiting
 - Conducting Interviews
 - Conducting Offer Negotiations
 - Working with Little Direction
 - Staying Positive in High Pressure Situations
- **Personal**
 - Land Conservation Advocate
 - Rock Climbing
 - Flag Design

PROFILE

Energetic Human Resources Specialist with 5+ years of experience working within HR teams, effectively managing multiple recruitment and retention priorities. With a deep understanding of the IT industry and the challenges it faces.

WORK EXPERIENCE

HUMAN RESOURCES SUPERVISOR
Maximus / Remote / February 2023 - Current

- Manage a team of 4 HR Generalists supporting roughly 600 employees.

HUMAN RESOURCES SPECIALIST
Maximus / Remote / July 2021 - February 2023

- Managed a full recruitment cycle for multiple company projects. Assisted in keeping multiple government projects fully staffed with over 4000 employees throughout the projects with a retention rate of over 90%.
- Hired Project Managers, Operations Managers, IT Managers and Staff, Senior Financial Specialists, Report Analysts, and other various positions as needed.
- Managed and created SOP's for internal and external job boards and ATS (ICIMS), Indeed, LinkedIn.
- Assisted in filling active roles within the CAUI HR team.

PROGRAM MANAGER - Healthcare and Recruiting
Citizen Access Residential Resources / Washington / 2020 - 2021

- Oversaw all operations in Southern Washington with approx. 15 clients and 30 medical and support professionals.
- Initiated full cycle recruiting for Home Health Aids, CMA's, CNA's, DSP's and Senior Staff.
- Handled all client medical records in our southern region. Worked to ensure HIPAA compliance in conjunction with State Agents.

TREVOR D. BOYLE

HUMAN RESOURCES SUPERVISOR

SKILLS

- Technical
- Microsoft Office
- Workday
- ICIMS & Peoplefluent ATS
- LinkedIn
- Indeed
- ZipRecruiter
- DaVinci Resolve
- Mychart and various EHR's

WORK EXPERIENCE

TEAM MANAGER

North Eastern Services / Utah / 2018 - 2020

- Handled the recruitment, onboarding and training of entry level employees.
- Oversaw the day to day operations of one operating site.

TALENT ACQUISITION SPECIALIST

Black Forest Construction / Utah / 2016 - 2018

- Sourced Resumes, Conducted phone screenings/interviews.
- Utilized an ATS System in the recruiting process (Peoplefluent).
- Hired On site General Contractors, Warehouse Managers, and general staff.

ACHIEVEMENTS & CERTIFICATIONS

CUSTOMER SERVICE AWARD

Maximus / Idaho / October 2023

PROFESSIONAL IN HUMAN RESOURCES: RECRUITING

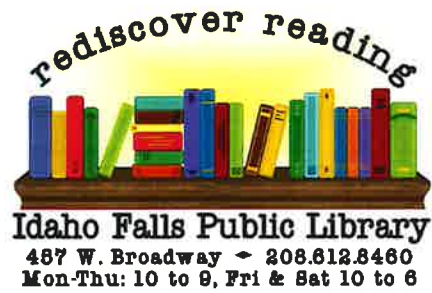
Skillsoft / Idaho / July 2022

EXPERT INSIGHTS ON PERFORMANCE MANAGEMENT & MEASUREMENT

Skillsoft / Idaho / July 2022

TEAM PLAYER AWARD

Black Forest Construction / Utah / Jun. 2017



Mayor Rebecca Casper
308 Constitution Ave
Idaho Falls, Idaho 83402

12 March 2024

RE: Reappointment of Mary Lund as a Library Trustee

Mayor Casper:

It is respectfully requested that Mary Lund be reappointed to the Idaho Falls Public Library Board of Trustees for the term of April 1, 2024 through March 31, 2029.

As the previous chair of the library board Mrs. Lund's insight and life experience has been very useful to the Library Board in making policy and budget decisions for the Library. Mrs. Lund has professional, institutional and historical knowledge that will be essential in moving the Library forward in the coming five years.

Mrs. Lund's leadership as board chair during the separation of the Library from the County Library District was essential in helping the library continue to serve the residents of Idaho Falls. Her continued service on the board will help the library maintain balance while we adjust services to improve our citizen's experience.

Please let me know if you have further concerns or questions concerning this reappointment.

Sincerely,


Rodd Rapp (Mar 12, 2024 11:55 MDT)

Rodd Rapp
Chair, Idaho Falls Public Library

CHAPTER 3

BOARD OF ADJUSTMENT

SECTION:

- 2-3-1: Establishment
- 2-3-2: Purpose
- 2-3-3: Duties
- 2-3-4: Organization
- 2-3-5: Term of Office
- 2-3-6: Removal
- 2-3-7: Vacancy
- 2-3-8: Attendance
- 2-3-9: Open Meetings
- 2-3-10: Minutes
- 2-3-11: No Compensation
- 2-3-12: Indebtedness

2-3-1: **ESTABLISHMENT:** The Idaho Falls Board of Adjustment (“Board”) is hereby established. The Mayor, with the consent of the Council, shall appoint five (5) members to serve on the Board. Members of the Board shall be residents and electors of the City. A member of the Council, the Mayor, or an appointed officer of the City shall not serve as a member of the Board. (Ord. 3541, 9-14-23)

2-3-2: **PURPOSE:** The purpose of the Board is to act as an independent fact-finding and decision-making body in order to uphold the principles of the Zoning Code and other City Codes; to act as an appellate body when directed, or act as the City’s Board of Appeals where provided for by an International Code Council building or another construction-related code that has been adopted by the Council; and to provide insight and adjustment when the Code is applied to a specific parcel of land, where necessary, and within the law. (Ord. 3541, 9-14-23)

2-3-3: **DUTIES:** The Board shall have such duties and authority as set forth in the Zoning Code and this Code, including when it is acting as the City’s Board of Appeals where provided for by an International Code Council building or another construction-related code that has been adopted by the Council, and shall perform all other duties as required by State law or as directed by the Council. (Ord. 3541, 9-14-23)

2-3-4: **ORGANIZATION:** During the first meeting of each calendar year, the Board shall elect from its membership, by majority, a person to act as Chair and a person to act as Vice-Chair. The Chair and Vice-Chair shall serve until replaced or re-elected. The Chair shall preside at all meetings. If the Chair is absent or unable to act at any meeting, the Vice-Chair shall preside.

2-3-5: **TERM OF OFFICE:** Members of the Board shall be appointed for a term of five (5) years. Terms shall expire on December 31 of the fifth year following their appointment. Not more than two (2) members' terms shall expire in any one (1) year. Committee members may

be reappointed.

2-3-6: REMOVAL: A Board member may be removed from the Board by the Mayor and at the Chair's request, following two (2) consecutive meeting absences unexcused by the Chair or at any time by the majority vote of the Council.

2-3-7: VACANCY: The Mayor, with consent of the Council, shall appoint a qualified person to fill the unexpired term of any member of the Board in the event of a vacancy.

2-3-8: ATTENDANCE: A quorum of Board members shall be present in order for purposes of conducting the business of the Board. Non-voting members present at meetings shall not be considered in determining the number required for a quorum or whether a quorum is present. (Ord. 3540, 9-14-23)

2-3-9: OPEN MEETINGS: All meetings of the Board shall be open to the public and shall follow the requirements of the Idaho Open Meeting law.

2-3-10: MINUTES: The Board shall keep minutes of its proceedings, including the vote of each member on every presented issue. The meeting minutes and other records of the Board shall be open to the public.

2-3-11: NO COMPENSATION: Board members shall receive no compensation for their service on the Board; however, expenses for equipment and supplies necessary for the Board to conduct its business shall be allowed by the Council.

2-3-12: INDEBTEDNESS: Nothing herein conveys or otherwise delegates authority to the Board to incur any liability, obligation, or indebtedness on behalf of the City without the express, written authorization of the Council.

CHAPTER 1 LIBRARY BOARD

SECTION:

- 2-1-1: Establishment
- 2-1-2: Purpose
- 2-1-3: Duties
- 2-1-4: Organization
- 2-1-5: Term of Office
- 2-1-6: Removal
- 2-1-7: Vacancy
- 2-1-8: Attendance
- 2-1-9: Open Meetings
- 2-1-10: Minutes
- 2-1-11: No Compensation
- 2-1-12: Exclusive Control of Library Funds and Property
- 2-1-13: Reports of Trustees
- 2-1-14: Library to be Free
- 2-1-15: Library Employees

2-1-1: **ESTABLISHMENT:** The Idaho Falls Library Board of Trustees (“Board”) is hereby established. The Mayor, with the consent of the Council, shall appoint a Board of five (5) Library trustees for the Library.

2-1-2: **PURPOSE:** In a non-partisan manner, the Library promotes the establishment and development of free library service for all City residents and assures an informed electorate by enabling the provision of free local library service, in the present and in the future, to children in their formative years and to adults for their continuing education, subject to such reasonable rules and regulations as the Board may find necessary to adopt.

2-1-3: **DUTIES:** The Board of the Library shall have the following duties:

- A. To establish bylaws for its own governance;
- B. To establish policies and rules of use for the governance of the Library or libraries under its control; to exclude from the use of the Library any and all persons who violate such rules;
- C. To establish, locate, maintain and have custody of Libraries to serve the City, and to provide suitable rooms, structures, facilities, furniture, apparatus and appliances necessary for Library service;
- D. With the approval of the Council:
 - 1. to acquire real property by purchase, gift, devise, lease or otherwise;

2. to own and hold real and personal property and to construct buildings for the use and purposes of the Library;
 3. to sell, exchange or otherwise dispose of real or personal property when no longer required by the Library; and
 4. to insure the real and personal property of the Library;
- E. To prepare and adopt a budget for review and approval by the Council;
 - F. To control the expenditures of money budgeted for the Library;
 - G. To accept or decline gifts of money or personal property, in accordance with Library policy, and under such terms as may be a condition of the gift;
 - H. To hire, supervise and evaluate the Library Director;
 - I. To establish policies for the purchase and distribution of Library materials;
 - J. To attend all meetings of the Board;
 - K. To maintain legal records of all Board business; and
 - L. To exercise such other powers, not inconsistent with law, necessary for the orderly and efficient management of the Library.

2-1-4: ORGANIZATION: Every Board trustee shall be a resident of the City. A member of the Council, the Mayor, or an appointed officer of the City shall not be one (1) of the five (5) appointed trustees of the Board, but each year, the Council shall appoint one (1) of its members to be a liaison to the Board, without voting rights. Appointment to the Board shall be made solely upon consideration of the ability of such appointees to serve the interests of the people, without regard to sex, age, race, nationality, religion, disability, political affiliation, sexual orientation, or gender identity/expression.

2-1-5: TERM OF OFFICE: A Board trustee shall hold office for five (5) years. The term of a trustee shall run from January 1 through December 31. The term of not more than one (1) Board member shall expire in any one (1) calendar year. Appointments to complete unexpired terms shall be for the remainder of the term only.

2-1-6: REMOVAL: Any trustee may be removed by the Council by the unanimous vote of all its members.

2-1-7: VACANCY: The Board shall report all vacancies to the Mayor within five (5) working days. All appointments to fill vacancies shall be made in the same manner as appointments are originally made.

2-1-8: ATTENDANCE: A quorum of Board members shall be present in order for purposes of conducting the business of the Board. Non-voting members present at meetings shall not be considered in determining the number required for a quorum or whether a quorum is present. (Ord. 3540, 9-14-23)

2-1-9: OPEN MEETINGS: All meetings of the Board shall be open to the public and shall follow the requirements of the Idaho Open Meeting law.

2-1-10: MINUTES: The Board shall keep minutes of its proceedings, including the vote of each voting member on every presented issue. The meeting minutes and other records of the Board shall be open to the public.

2-1-11: NO COMPENSATION: Board members shall receive no compensation for their service on the Board, but may receive their actual and necessary budgeted expenses while engaged in authorized business of the Library.

2-1-12: EXCLUSIVE CONTROL OF LIBRARY FUNDS AND PROPERTY: The Board shall prepare and adopt an annual budget, stating anticipated revenues and expenditures, indicating what support and maintenance of the Library will be required for review and approval by the Council for the ensuing year.

All funds for the Library shall be in the custody of the City Finance Manager/Treasurer and shall be used only for Library purposes. The Board shall have control of Library expenditures. Money shall be paid for Library purposes, only upon properly authenticated vouchers of the Board. The Board shall not make expenditures or incur indebtedness in any year in excess of the amount appropriated for Library purposes. The Board may hold a separate checking account to be used to pay petty cash expenses of the Library. This account shall be audited along with other Library funds. (Ord. 3547, 10-26-23)

2-1-13: REPORTS OF TRUSTEES: The Board shall annually, not later than the first day of January, file with the State Library Board, a report of the operation of the Library for the fiscal year just ended. The report shall be of such form and contain such information as the State Library Board may require, but in all cases, must include a complete accounting of all financial transactions for the fiscal year being reported. The Board shall also report to the Council and Mayor as requested or required.

2-1-14: LIBRARY TO BE FREE: The Library shall be free for the use of the inhabitants of the City; provided, however, nothing herein shall prohibit the charging of any fee for use by persons who do not reside within the City. Nothing herein shall prevent the execution of any contract with any school district, library district, county or other governmental unit whose service area or territory is located wholly or partially outside the City, for the purpose of providing Library services to non-residents residing within such governmental units. Nothing herein shall prohibit the charging of any reasonable fee for: (i) interlibrary loan services or line service charges, or (ii) use of computer equipment, peripheral devices, software, audio-visual or video equipment, microfilm or microfiche devices; fax machines, photocopiers, printers, or other electronic equipment or devices not customarily used or associated with the use of printed media, or (iii)

for the temporary use of any room or facility in the Library for group meetings or any other purpose other than for reading or general use of Library services, equipment or facilities.

2-1-15: LIBRARY EMPLOYEES: With the recommendation of the Library Director, the Board shall budget to hire employees, as may be necessary for the operation of the Library in accordance with City policies and procedures. The Library Director shall hire or oversee the hiring of all Library employees (other than the Library Director) based on policies, procedures, and job descriptions of the City. Library employees shall be considered employees of the City and shall be subject to the Personnel Policy, classifications, and other rules, regulations and ordinances adopted by the Council.

File #: 24-179

City Council Meeting

FROM: Bear Prairie, General Manager
DATE: Wednesday, March 20, 2024
DEPARTMENT: Idaho Falls Power

Subject

IFP 24-19 Sugarmill Substation Upgrade - Transformer Purchase

Council Action Desired

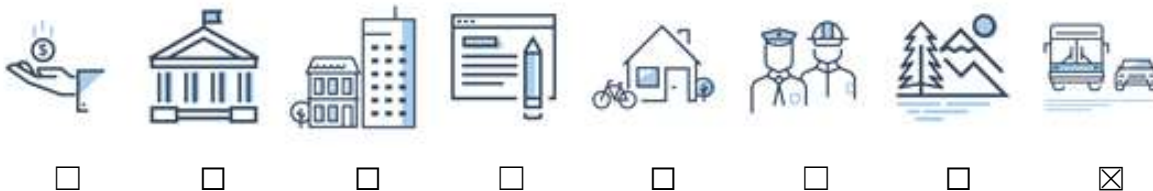
- ☐ Ordinance ☐ Resolution ☐ Public Hearing
☒ Other Action (Approval, Authorization, Ratification, etc.)

Accept and approve the bid award to Virginia - Georgia Transformer of Roanoke, Virginia to purchase a new 46/12.5 Kv transformer for the Sugarmill Substation for a total price of \$1,452,000 (or take other action deemed appropriate).

Description, Background Information & Purpose

Idaho Falls Power (IFP) solicited bids from qualified vendors to purchase a 46/12.5 Kv transformer for the Sugarmill Substation Upgrade. Four bids were received with Virginia - Georgia Transformer being the lowest responsive, responsible bidder. The base bid was \$1,431,000 with a spare parts add-on of \$21,000 for a total not-to-exceed cost of \$1,452,000.00.

Alignment with City & Department Planning Objectives



This action supports our readiness to improve aging infrastructure and ensure long-term reliability and also supports the reliability element of IFP's Strategic Plan.

Interdepartmental Coordination

IFP worked with the Legal Department.

Fiscal Impact

This purchase is in the 2023/24 CIP Budget.

Legal Review

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

Idaho Falls Power

Bid Tabulation

Project: IFP Ind Sugarmill Tranformer

Submitted: Richard Malloy - Engineering and Compliance Manager

IFP 24-19

March 15, 2024

Description	Bidder	Lead Time	Bidder	Lead Time	Bidder	Lead Time	Bidder	Lead Time
46/12.5 Kv Transformer	OTC	150 weeks	WEG	130-140 weeks	Virginia	75-80 weeks	Triton/Daelim	48-52 weeks
Base Bid	\$ 1,476,245.00		\$ 1,605,955.00		\$ 1,431,000.00		\$ 1,741,940.00	
Other Costs	\$ 46,643.00		\$ 19,900.00		\$ -		\$ 60,500.00	
Spare Parts	\$ 10,458.00		\$ 6,810.00		\$ 21,000.00		\$ 46,540.00	
Total Cost	\$ 1,533,346.00		\$ 1,632,665.00		\$ 1,452,000.00		\$ 1,848,980.00	
Signed Certificate of Eligibility	yes		yes		yes		yes	
Bid Award Recommendation					\$ 1,452,000.00			



Memorandum

File #: 24-186

City Council Meeting

FROM: Bear Prairie, General Manager
DATE: Friday, March 22, 2024
DEPARTMENT: Idaho Falls Power

Subject

Idaho Falls Power Board Meeting Minutes - March 2024

Council Action Desired

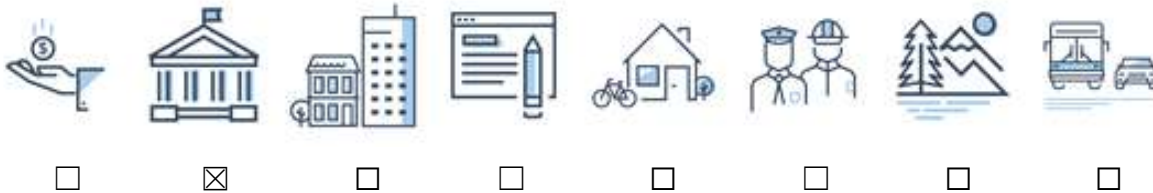
- ☐ Ordinance ☐ Resolution ☐ Public Hearing
☐ Other Action (Approval, Authorization, Ratification, etc.)

Approve the Idaho Falls Power Board Meeting minutes from March 13, 2024 (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 requested action is in accordance with Idaho Code § 74-205(1) and supports good governance by demonstrating sound management and promoting trust and transparency.

Interdepartmental Coordination

n/a

Fiscal Impact

n/a

Legal Review

n/a

March 13, 2024 Unapproved

The Idaho Falls Power Board of the City of Idaho Falls met Wednesday, March 13, 2024, 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:

Board Member Michelle Ziel-Dingman
Board Member Jim Francis
Board Member John Radford (Joined via Zoom)
Board Member Jim Freeman
Board Member Kirk Larsen

There were absent:

Mayor Rebecca L. Noah Casper
Board Member Lisa Burtenshaw

Also present:

Bear Prairie, IFP General Manager (GM)
Stephen Boorman, IFP Assistant General Manager (AGM)
Michael Kirkham, City of Idaho Falls Attorney
Josh Roos, IFP Chief Financial Officer (CFO)
Richard Malloy, Engineering and Compliance Manager
Jace Yancey, Operations Technology Manager
Linda Lundquist, IFP Board Secretary

Acting Board Chair Michelle Ziel-Dingman called the meeting to order at 7:48 a.m.

Calendar, Announcements, Events and Updates

Acting Board Chair Ziel-Dingman acknowledged that having received the Friday update ahead of the full Board packet was efficient and helpful. The new process was appreciated by other Board Members. Board Member Freeman mentioned that the recent American Public Power Association's (APPA) Legislative Conference in Washington D.C. seemed less productive with the U.S. Congress being out of town and Board Member Radford commented that his conversation with Representative Simpson had been positive and pointed out that Rep. Simpson continues to lend his support to Idaho's energy initiatives. GM Prairie explained the Upper Rip Rap memo that will be presented to the City Council this week in his absence. There were no questions or comments from the Board.

Board Policy No. 5 (Financial Stability & Credit Worthiness) Review

GM Prairie reviewed the reasons for the policy. Board Member Francis asked if IFP's investments are separated from city investments and CFO Roos stated that the money is pooled together with the entire city. Board Member Francis asked about the status of IFP's current credit rating and GM Prairie said the utility carries a *rare* AA credit rating from Fitch, which is typically reserved for utilities with 300-400 thousand plus customers. Board Member Freeman asked what the borrowing interest rate was when the loan was made, compared to now. CFO Roos said the interest rate was originally at one point eight percent (1.8%) and pointed out is now well over five percent (5%). Board Member Larsen asked if the ratings for IFP are linked to the *city's* creditworthiness and GM Prairie said *no* and explained that the first round of bonds in 1979 were general obligation bonds (which obligated the entire city) and were later refinanced in the early 80s to revenue bonds (which obligated the utility only). AGM Boorman explained the difference between obligation and revenue bonds and the public voting requirements. GM Prairie explained how rating companies evaluate policies to make sure there is a history and clear line of practice. Board Member Larsen asked if the policy restricts the city from pulling money from the utility to cover expenses/debt and Board

March 13, 2024 Unapproved

Member Freeman said it would be considered a loan and City Attorney Kirkham agreed that “borrowed” is more appropriate terminology. Board Member Francis asked if the power purchase agreement (PPA) policy provisions affect the proposed geothermal PPA and GM Prairie said he felt the phrasing in the policy seemed somewhat broad when referring to seasonal operations (which are the smaller trade transactions that the GM usually manages) and pointed out that larger transactions are put before the City Council for ratification/approval.

Q1 Financial/Annual Report/2023 Operations

Q1 Financial - CFO Roos reviewed IFP’s balance sheet noting the cash standing and explained the winterized fund that was combined into the bottom line. He reviewed IFP’s year-over-year assets and bond payment and noted the bond doesn’t need to be paid until September 2024 and will continue to accrue interest until a payment is made. CFO Roos said IFP still owes around \$16 million and has about 12 years to pay the balance but said he is in no hurry as the interest rate is so reasonable. Board Member Francis asked about the *outflow resources* line item and CFO Roos said it’s for funds committed to the Public Employee Retirement System of Idaho (PERSI) retirement pensions. CFO Roos reviewed IFP’s income statement and pointed out that even though rates and demand are higher, the numbers are soft overall due to a mild winter. He added that additional financial statements are included in the packet. GM Prairie explained that CFO Roos reviews the utility retail numbers while he reviews the wholesale numbers and stated that overall, nothing is too abnormal. He explained that the reason the revenue was a quarter million under projection was due to a warm December compared to a very cold December 2022. GM Prairie compared Bonneville Power Administration’s (BPA) contract to market pricing and cautioned that this year is expected to be a rough water year for the Columbia River Basin (currently 82% of the average). He continued to explain that the Canadian Rockies are experiencing the worst year/s in over 50 years of snowpack in contrast to the Snake River which has rebounded to about 99% of its average. GM Prairie said the teacups (reservoir graphs) are all near full and noted that water will need to start moving down the river. He said that the El Nino weather pattern (dry and mild) seems to be transitioning to increased moisture in the north (Canada), where it’s needed.

GM Prairie reviewed year-over-year peak loads that show load-growth is outpacing customer growth due in part to the manufacturing of electric products and equipment, work trucks, vehicles, home heating, etc. He explained that artificial intelligence (AI) is causing demand for the construction of massive data centers, which carry loads upward of 500 megawatts (MW). Board Member Radford commented that evolving and more efficient technology continues to drive load. GM Prairie agreed and gave the example of LED lighting (which consumes up to 90% *less* energy than incandescent bulbs), and lowers power bills, but consumers tend to leave the lights on more for convenience; consumption can then remain the same. CFO Roos reviewed the hydro insurance policy and noted a \$38 million increase from the previous year due to the plants’ increased value. GM Prairie said the renewal period will be in May and explained that he has been considering removing flood and earthquake coverage because the value doesn’t seem worth spending \$18 – 20 thousand when the Federal Emergency Management Agency (FEMA) steps in to cover natural disaster events and added that insurers are tending to back away from covering for outlier events. AGM Boorman explained that Starr Tech has been the utility’s policyholder for many years because there aren’t many agencies who will insure hydro plants (which are rare and have relatively small policies) but are raising rates steadily year-over-year. He shared that he’d met with brokers in Texas recently and learned that as the utility increases in value (nearing \$500 million) more insurance carriers are taking an interest in quoting a policy. GM Prairie said there will be more information available in May.

Mr. Yancey gave a cyber security update and noted the ALBERT tool (a government-funded entity intrusion detection system) offers smaller entities 24/7/365 security for about \$50 thousand per year, with small utilities in mind. He explained that they take a “snapshot” of the utility and if anything deviates from the norm then the utility gets a notification. Mr. Yancey said the new outage management system (OMS) that

March 13, 2024 Unapproved

is currently being implemented has a large impact on cyber security and GM Prairie added that the system is the backbone of utility. Mr. Yancey reported that the software implementation, which is expected to run through August, has been going very well. Board Member Freeman asked how the last storm affected the current OMS and wondered if it handled things better due to fiber connectivity. Mr. Yancey said that OMS has been one of the utility's biggest struggles and explained that the recent storm was more about single-meter outages and not widespread outages. GM Prairie explained how the OMS looks for commonality in the system and reports an outage for the entire area and pointed out that better software will report more specifically what is occurring. Board Member Francis asked who is responsible if a tree rips a meter off a house and GM Prairie said if there is physical damage, the meter base is part of the home and therefore the responsibility of the owner to have it repaired and pointed out that most of the longer outages in the last storm were due in part to owners waiting for electricians. Mr. Yancey added that he is aware of some Ammon residents who had been out of power for up to four days. He explained that physical security is what occurs at the physical site like cameras on the substations and fiber huts and said that he is working with Genetec to add more cameras inside the huts this year.

GM Prairie reviewed the power supply costs and pointed out that pricing has calmed down a bit and said the Snake River has improved but cautioned that the summer could be a different story. He explained that time-of-day peaks are continuing to increase and pointed out that heavy load positions have fallen off due to natural gas prices decreasing. GM Prairie commented that IFP is a unique utility because the utility has its own generation. Board Member Francis asked how much generation would be added in when the Gem State contract ends and GM Prairie said that sometime in July, 18 MW would be added back into IFP's generation and would remain forever. He explained that the general fund payment partially goes to traffic and explained that as traffic grows the city continues to invest in the traffic system, which saves millions on street improvements. Board Member Francis commented that traffic improvements have been noticeable, and GM Prairie explained how the traffic engineer watches the live feed for traffic issues/backups and abnormal patterns and will often drive to the site to see how best to correct the problem to keep traffic flowing. Board Member Francis said he likes the consistency of the six-point five percent (6.5%) payment to the general fund. GM Prairie said he'd been meeting with key account customers like Busch and Eastern Idaho Regional Medical Center (EIRMC) and has told them that he is working hard to keep rate increases at or below the rate of inflation. GM Prairie pointed out the revenue was about \$3 million under projection so money was transferred from the rate stabilization fund, leaving a balance of \$22 million, per policy. He added that there will likely not be a power cost adjustment (PCA) this year. He explained the customer exchange/buyout situations where the policy stipulates that IFP pays 100% of the infrastructure cost and 50% of the buyout cost and is shown on the customer's bill as a surcharge. He added that the *service address* (in case the buyout customer moves) pays the balance off over time and pointed out that for most customers is a *net* for the customer due to IFP's low utility rates. GM Prairie said the utility industry is booming as companies are electrifying so many things, which leaves the industry short as utilities find ways to build out infrastructure. He talked about hiring trends and commented that retirement benefits like PERSI are not as big of a recruiting tool as they once were with younger people. He commented that hiring challenges continue to be single-employee risk positions and competition for skilled employees and key positions. He keeps the organizational chart fluid to meet utility needs. GM Prairie said that inflation and supply chain issues, employee morale, software systems, power supply, unprecedented market volatility, the BPA contract, and the construction of the peaking plant continue to be his areas of focus.

Mr. Malloy gave an overview of the Federal Energy Regulatory Commission (FERC) relicensing project and said the next step in the process was for stakeholders to file the *development of study plans* with FERC by May 2023. He explained that the review of the plans will take up to two years to complete, and information from the studies will determine actions related to resource conservation, recreation, land uses, etc. Mr. Malloy said that the final applications will be reviewed in 2026 and by 2029, IFP should expect to be under a new 40-year contract. Board Member Ziel-Dingman asked what kind of responses IFP gets from

March 13, 2024 Unapproved

the stakeholder outreach and Mr. Malloy said that the Bureau of Land Management (BLM) is questioning downstream sedimentation and how to pass more dirt and trees downstream, etc. and GM Prairie said that state parks and recreation has deferred to the city parks and recreation since most of the parks are in the city. Board Member Freeman asked when/how Gem State was determined a high hazard project and Mr. Malloy said he was not sure when Gem State was designated high hazard. He explained that any house downstream of a hydro project that might take in two feet of inundation water at ground floor (An inundation study determines that the headwater that is largely contained in the banks of the river – 14ft head.) is designated high hazard. He said that hazard status can change as neighboring communities get developed like the newer house built near the Upper Dam. Board Member Freeman asked if rip rap is part of high status, Mr. Malloy said rip rap is a standard maintenance procedure to address erosion. GM Prairie reviewed the safety statistics that illustrate how the utility has improved in attitude and safety culture in the past four years.

He reviewed the fiber statistics and pointed out the take rate is likely close to 31% and said the utility needs to continue marketing and providing excellent customer service. Mr. Yancey estimated that there are around 500 customers to get passed by the end of May with the remaining 1500 to be completed sometime in 2024. He explained that many of the last areas of town are tough areas with bad underground situations. He said that 650 miles of pass-by cable with 140,000 feet of underground infrastructure was put in last year and noted that will be a lot to maintain. Mr. Roos pointed out that the fiber balance sheet reflects a revenue of just under \$89 thousand and said as soon as the revenue exceeds expenditures (just under \$1 million) fiber will begin to pay back its loan to power. Board Member Larsen asked if fiber is considered when looking at power for a credit rating and GM Prairie said that Fitch was very interested in what fiber's dark network cashflow was, but now that the lit network is built out and the utility keeps driving the numbers. GM Prairie reviewed the geographic information system (GIS) links for fiber and said that the Board will be set up with logins and explained how the take rate isn't perfect because of multiple meter ownership situations.

IBEW Negotiation Update

GM Prairie said that bargaining negotiations will begin on March 18, 2024, and conclude with a new contract before the April Board meeting for approval by the Board. The existing contract expires early May 2024.

PILOT Time-of-Day Net-Metering Rate Discussion

GM Prairie reviewed Wasatch Group's fourplex project, (focused on automation) and gave their proposed development overview to help manage their demand, which includes using software and batteries to help reduce their demand to zero through time-of-day net-metering rates and put their energy surplus back into IFP's grid through demand charging. GM Prairie said the pilot project may be a first-of-kind in the industry. He explained that Wasatch's goal is to get low rates and stay out of IFP's peak and pointed out that is good because growing peaks require additional expensive infrastructure to be built. Board Members Francis and Larsen suggested the memo should come before the City Council on the regular agenda so the benefits to the community can be explained in detail.

IFP Strategic Planning

Board Member Francis asked if there are too many bullet points to manage and GM Prairie said not necessarily and said that he views them as a roadmap to reaching the goal. The Board completed revisions to the last section entitled *Our Aspirations for 2028*.

Utility Reports

Grant Update – CFO Roos said an agreement for the electric vehicle (EV) Grant came back and will be reviewed by the city legal department and subsequently brought to the City Council for approval and pointed out that no work can be started until the grant is approved.

March 13, 2024 Unapproved

There being no further business, the meeting adjourned at 11:35 a.m.

s/ Linda Lundquist

Linda Lundquist, BOARD SECRETARY

s/ Rebecca L. Noah Casper

Rebecca L. Noah Casper, MAYOR

Memorandum

File #: 24-177

City Council Meeting

FROM: Pam Alexander, Impact Fee Administrator
DATE: Wednesday, March 20, 2024
DEPARTMENT: Municipal Services

Subject

Impact Fee Advisory Committee 2023 Annual Report

Council Action Desired

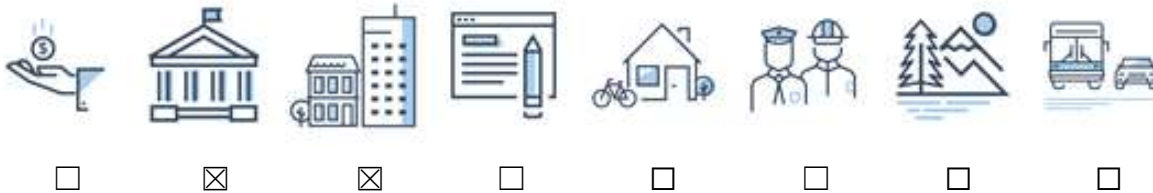
- ☐ Ordinance ☐ Resolution ☐ Public Hearing
☒ Other Action (Approval, Authorization, Ratification, etc.)

Accept and approve the Impact Fee Advisory Committee 2023 Annual Report (or take other action deemed appropriate).

Description, Background Information & Purpose

An Impact Fee Advisory Committee annual report is required pursuant to City Code 2-12-10. An overview of the annual report was provided at the Monday, March 25, 2024, City Council work session.

Alignment with City & Department Planning Objectives



Submitting an Impact Fee Advisory Committee annual report supports the well-planned growth and development community-oriented result to collaborate to improve long-term planning coordination and economic development.

Interdepartmental Coordination

Not applicable

Fiscal Impact

Not applicable

Legal Review

The Legal Department concurs that the desired Council action is compliant with Title2, Chapter 12 of City Code.

March 14, 2024

Idaho Falls City Council
308 Constitution Way
Idaho Falls, ID 83402

RE: Impact Fee Advisory Committee – Year-End 2023 Report

Dear City Council Members:

Pursuant to Idaho City Code Chapter 12, Sections 2-12-3(D) and 2-12-10 Minutes, the Idaho Falls Impact Fee Advisory Committee is pleased to present this annual year-end report for 2023.

While the committee has not identified any perceived inequities in implementing the capital improvements plan or in imposing the development impact fees pursuant to city code provisions, we do have some recommendations for the city council to consider moving forward:

First, with the collection of the fees, there should be a formal process for requesting funds for projects. These projects should demonstrate the project is tied to the growth needs of the city. We recommend the following items be included in the process:

1. A project can be recommended when sufficient funds in the category are available. It only makes sense that there should be enough money in the category to fund the project.
2. Funds are to be used in the areas directly impacted by the proposed project. Other than Fire/EMS services, the services are limited to the city of Idaho Falls.
3. The project should be directly related to one of the categories: Parks, Transportation, Police, Fire/EMS.
4. The department chair should make recommendation(s) with city staff for city council's final review and approval.
5. For every project, a strong rational nexus between the impact and services/project provided should be established. The connection must be made between the demand generated by the project and the fees that will be spent on that project.
6. The project needs to be infrastructure related. Impact fees are a one-time resource, and we want an asset that is going to last. Projects should have a long-term life and substantially help the city and its residents.

Second, there should be some public reporting and research on the outstanding balances. These are impact fees that are due but have not yet been collected, as the permits have stalled for different reasons. We recommend the city council direct staff to examine:

- The nature of the outstanding balances and the reasons why these permits have not been pursued to completion.
- Is it due to the cost of the impact fees?
- Are the fees assisting with the control of growth in an orderly manner?

Third, the City should report the balances at the end of each fiscal year in the different categories. Both the revenue collected and the outstanding balances, as well as the projects and funds that have been spent in the different categories, should be reported.

Fourth, we recommend that we examine the balances and the revenue collected and see if there are any abnormalities.

- Do fees match up with projects needed in that category?
- Is there a category that collects more funds than is needed?
- Does the fee match the demand in that category? Is there an allowance for funds to be transferred to another category where the need is apparent?

Fifth, regarding the tracking and enforcing impact fee waiver requirements, the committee recommends the city council amend the existing ordinance to provide mechanisms to ensure compliance with affordable housing standards on projects where impact fee waivers are granted. If deed restrictions are not an option, we recommend city staff begin recording a memorandum of understanding that outlines the affordable housing requirements applicable to the property whenever a fee waiver is granted to include where the funds are coming from and an annual verification and reporting process of compliance to the affordable housing waiver terms for a minimum period of eight (8) years from the date granted. This memorandum of understanding is recommended to be recorded at the County to ensure title companies are aware of the property restriction. This will help ensure future buyers and lenders are made aware they will be required to comply with affordable housing standards to maintain the waiver of impact fees upon receipt of a title commitment.

Thanks very much for your consideration of these recommendations.

Sincerely,

Idaho Falls Impact Fee Advisory Committee

Memorandum

File #: 24-180

City Council Meeting

FROM: Pam Alexander, Municipal Services Director
DATE: Thursday, March 21, 2024
DEPARTMENT: Municipal Services

Subject

IF-24-12, Purchase of Superpave Hot Mix Asphalt for Public Works

Council Action Desired

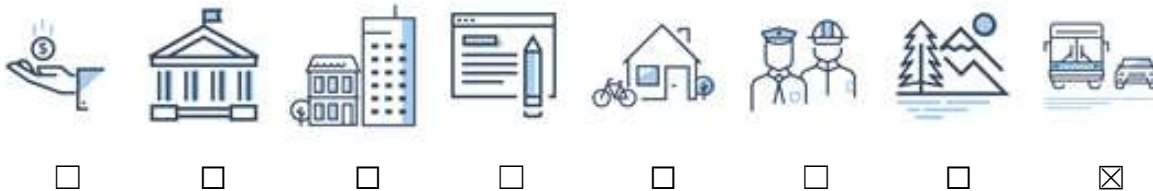
- ☐ Ordinance
 ☐ Resolution
 ☐ Public Hearing
 ☒ Other Action (Approval, Authorization, Ratification, etc.)

Accept and approve the lowest responsive responsible bidder, H-K Contractors, for a total of \$183,850.00 (or take other action deemed appropriate).

Description, Background Information & Purpose

Two bids were received for the purchase of Superpave hot mix asphalt to be used to repair and maintain city streets.

Alignment with City & Department Planning Objectives



This purchase supports the reliable public infrastructure and transportation community-oriented result by maintaining city streets.

Interdepartmental Coordination

Public Works concurs with the award recommendation.

Fiscal Impact

Sufficient funding is available within the 2023/24 Public Works, Streets Division operating budget.

Legal Review

The Legal Department concurs that the Council action is within State Statute.

City of Idaho Falls

Municipal Services Department

Bid Tabulation

Project:

Superpave Hot Mix Asphalt

Number:

IF-24-12

Submitted:

Municipal Services Finance Division

Date:

March 20, 2024

Item Number	Reference Number	Description	Estimated Quantity	Unit	H-K Contractors Idaho Falls, ID			Sunroc Idaho Falls, ID		
					Unit Price	Total Amount	Exceptions	Unit Price	Total Amount	Exceptions
1	Product 1	SP2 3/4" HMA	100	Ton	\$74.50	\$7,450.00			N/A	NONE
2	Product 2	SP2 1/2" HMA	2,400	Ton	\$73.50	\$176,400.00		\$79.50	\$190,800.00	
TOTAL						\$183,850.00			\$190,800.00	

Memorandum

File #: 24-181

City Council Meeting

FROM: Pam Alexander, Municipal Services Director
DATE: Thursday, March 21, 2024
DEPARTMENT: Municipal Services

Subject

IF-24-13, 2024 Concrete Replacement for Public Works

Council Action Desired

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

Accept and approve the lowest responsive responsible bidder, CAP, LLC, for a total of \$344,500.00 (or take other action deemed appropriate).

Description, Background Information & Purpose

Two bids were received. The total recommended contract award is based on a three-year average of concrete work completed, with CAP, LLC being the lowest bidder.

Alignment with City & Department Planning Objectives



The purchase of concrete supports the reliable public infrastructure and transportation community-oriented result by replacing concrete as needed.

Interdepartmental Coordination

Public Works concurs with the award recommendation.

Fiscal Impact

Sufficient funding is within the 2023/24 Public Works, Streets Division operating budget.

Legal Review

The Legal Department concurs that the desired Council action complies with State Statute.

City of Idaho Falls
Municipal Services Department
Bid Tabulation

Project: 2024 Concrete Replacement Number: IF-24-13
Submitted: Municipal Services Finance Division Date: March 20, 2024

Item Number	Description	Unit	CAP, LLC Idaho Falls, ID		4S Concrete IdahoFalls, ID	
			Unit Price	Exceptions	Unit Price	Exceptions
1	Placement of curb and gutter	Linear Foot	\$41.00	NONE	\$40.00	NONE
2	Placement of 4" Concrete	Square Foot	\$7.50		\$7.05	
3	Placement of 5" Concrete	Square Foot	\$7.75		\$7.55	
4	Placement of 6" Concrete	Square Foot	\$8.00		\$8.00	
5	Placement of 7" Concrete	Square Foot	\$8.50		\$11.10	
6	Placement of 8" Concrete with Rebar	Square Foot	\$16.00		\$15.95	
7	Install Detectable Warning Panel (City Furnished)	Each	\$400.00		\$400.00	

CAP LLC			4S Concrete & Const.		
	Unit Price	Total Est.	Unit Price	Total Est.	
C&G LF	3200	\$41.00 \$ 131,200.00	\$40.00	\$ 128,000.00	
4" SF	13500	\$7.50 \$ 101,250.00	\$7.05	\$ 95,175.00	
5" SF	3000	\$7.75 \$ 23,250.00	\$7.55	\$ 22,650.00	
6" SF	0	\$8.00 \$ -	\$8.00	\$ -	
7" SF	4800	\$8.50 \$ 40,800.00	\$11.10	\$ 53,280.00	
8" SF	1500	\$16.00 \$ 24,000.00	\$15.95	\$ 23,925.00	
DW Panels	60	\$400.00 \$ 24,000.00	\$400.00	\$ 24,000.00	
\$ 344,500.00			\$ 347,030.00		

Memorandum

File #: 24-182

City Council Meeting

FROM: Pam Alexander, Municipal Services Director
DATE: Thursday, March 21, 2024
DEPARTMENT: Municipal Services

Subject

IF-24-11, 2024 Water Line Surface Repair for Public Works

Council Action Desired

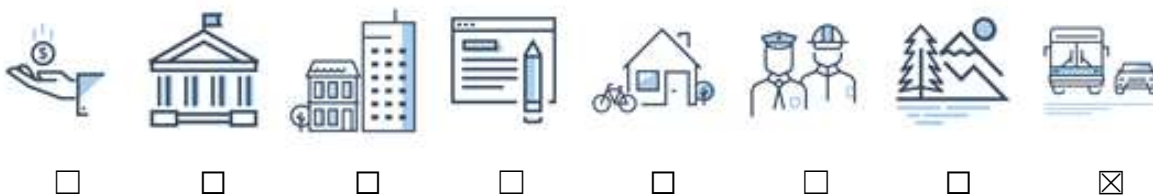
- ☐ Ordinance
 ☐ Resolution
 ☐ Public Hearing
 ☒ Other Action (Approval, Authorization, Ratification, etc.)

Accept and approve the lowest responsive responsible bidder, JM Concrete, for a total of \$761,330.00 (or take other action deemed appropriate).

Description, Background Information & Purpose

A total of three bids were received with JM Concrete being the lowest bid based on 2023 project quantities. This purchase includes various units of curb and gutter, concrete, rebar, and plant mix to support water line surface repair projects.

Alignment with City & Department Planning Objectives



This purchase supports the community-oriented result of reliable public infrastructure by providing materials required for water line surface repair projects throughout the city.

Interdepartmental Coordination

Public Works concurs with the award recommendation.

Fiscal Impact

Sufficient funding is within the 2023/24 Public Works, Water Division operating budget.

Legal Review

The Legal Department concurs that the desired Council action complies with State Statute.

City of Idaho Falls

Municipal Services Department Bid Tabulation

Project: 2024 Water Line Surface Repair **Number:** IF-24-11
Submitted: Municipal Services Finance Division **Date:** March 19, 2024

Item Number	Description	Unit	Cook Grading & Paving Idaho Falls, ID		Knife River Idaho Falls, ID		JM Concrete Idaho Falls, ID	
			Unit Price	Exceptions	Unit Price	Exceptions	Unit Price	Exceptions
1	Placement of Curb and Gutter	Linear Foot	\$62.00	NONE	\$70.00	NONE	\$59.00	NONE
2	Placement of 4" Concrete	Square Foot	\$20.25		\$25.00		\$20.00	
3	Placement of 5" Concrete	Square Foot	\$21.00		\$35.00		\$20.00	
4	Placement of 7" Concrete	Square Foot	\$25.00		\$40.00		\$25.00	
5	Placement of 8" Concrete with Rebar	Square Foot	\$50.00		\$60.00		\$35.00	
6	Plant Mix	Square Yard	\$99.50		\$115.00		\$100.00	

<u>2023 Units</u>		JM Concrete		Knife River		Cook Grading & Paving	
		Unit Price	Total Est.	Unit Price	Total Est.	Unit Price	Total Est.
C&G LF	1700	\$ 59.00	\$ 104,430.00	\$ 70.00	\$ 123,900.00	\$ 62.00	\$ 109,740.00
4" SF	10,300	\$ 20.00	\$ 206,000.00	\$ 25.00	\$ 257,500.00	\$ 20.25	\$ 208,575.00
5" SF	120	\$ 20.00	\$ 2,400.00	\$ 35.00	\$ 4,200.00	\$ 21.00	\$ 2,520.00
7" SF	0	\$ 25.00	\$ -	\$ 40.00	\$ -	\$ 25.00	
8" SF	0	\$ 35.00	\$ -	\$ 60.00	\$ -	\$ 50.00	
Plant Mix	4485	\$ 100.00	\$ 448,500.00	\$ 115.00	\$ 515,775.00	\$ 99.50	\$ 446,257.50
			\$ 761,330.00		\$ 901,375.00		\$ 767,092.50

Memorandum

File #: 24-183

City Council Meeting

FROM: Pam Alexander, Municipal Services Director
DATE: Thursday, March 21, 2024
DEPARTMENT: Municipal Services

Subject

IF-24-08, Electrical & Variable Frequency Drive Equipment for Well 13 Project

Council Action Desired

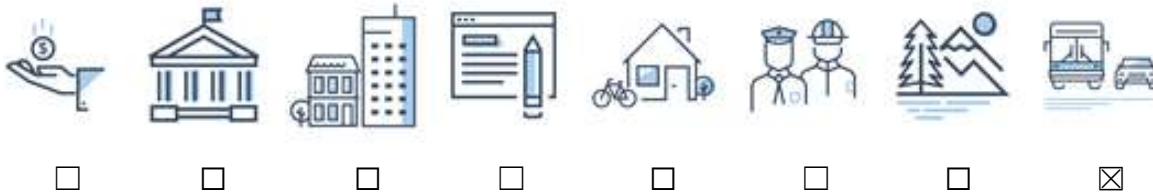
- ☐ Ordinance ☐ Resolution ☐ Public Hearing
☒ Other Action (Approval, Authorization, Ratification, etc.)

Accept and approve the lowest, responsive, responsible bids for items 1-4 to D&S Electric for a total of \$87,300.00 and items 5-8 to L&S Electric for a total of \$48,955.00 (or take other action deemed appropriate).

Description, Background Information & Purpose

This purchase is to replace electrical and variable frequency drive equipment for the Water Well 13 project.

Alignment with City & Department Planning Objectives



The purchase of the equipment supports the reliable public infrastructure and transportation community-oriented result by replacing equipment that has reached its useful life and scheduled for replacement.

Interdepartmental Coordination

Public Works concurs with the award recommendation.

Fiscal Impact

Funds to replace the equipment are within the 2023/24 Public Works, Water Division capital project budget.

Legal Review

The Legal Department concurs that the desired Council action complies with State Statute.

City of Idaho Falls

Municipal Services Department

Bid Tabulation

Project: Electrical & Variable Frequency Drive Equipment

Number: IF-24-08

Submitted: Municipal Services Finance Division

Date: March 14, 2024

Item Number	Reference Number	Description	Estimated Quantity	Lump Sum	D&S Electric Idaho Falls, ID		L&S Electric Schofield, WI	
					Total Amount	Exceptions	Total Amount	Exceptions
1	SP-1	Well 13B Disconnect	1	LS	Lump Sum Bid	None	\$2,620.00	None
2	SP-2	Motor Control Center	1	LS	Lump Sum Bid		\$90,790.00	
3	SP-3	Lighting Transformer	1	LS	Lump Sum Bid		\$3,295.00	
4	SP-4	Lighting Panelboard	1	LS	Lump Sum Bid		\$3,260.00	
5	SP-5	Variable Frequency Drive - Pump 1	1	LS	No Bid		\$11,110.00	
6	SP-6	Variable Frequency Drive - Pump 2	1	LS	No Bid		\$8,175.00	
7	SP-7	Variable Frequency Drive - Existing Pump 3	1	LS	No Bid		\$13,065.00	
8	SP-8	Variable Frequency Drive - Pump 4	1	LS	No Bid		\$8,175.00	
		Installation/Start Up Fee			\$7,350.00		\$8,430.00	
9	Addendum #1				Yes		Yes	
9	Addendum #2				Yes		Yes	
TOTAL					\$79,950.00	None	\$40,525.00	None

TOTAL Including Startup

\$87,300.00

\$48,955.00



Memorandum

File #: 24-184

City Council Meeting

FROM: Mark Hagedorn, City Treasurer

DATE: Thursday, March 21, 2024

DEPARTMENT: Municipal Services

Subject

Treasurer’s Report for January 2024

Council Action Desired

☐ Ordinance☐ Resolution☐ Public Hearing

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









Accept and approve the Treasurer’s Report for the month-ending January 2024 or take other action deemed appropriate.

Description, Background Information & Purpose

A monthly Treasurer’s Report is required for City Council review and approval pursuant to Idaho Statutes Title 50-208. The attached document is the Treasurer’s report for January 2024.

For the month-ending January 2024, cash and investments total \$181.6M. Total fiscal year to date receipts received and reconciled to the general ledger were reported at \$94.3M, which includes revenues of \$44.5M for charges for services and intergovernmental revenues of \$37.1M. Total fiscal year to date distributions reconciled to the general ledger were reported at \$71.1M, which includes salary and benefits of \$25.4M, operating costs of \$33.2M, and capital acquisition/construction costs of \$16.4M.

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 of Idaho Falls

Treasurers Report

January 31, 2024

Table of Contents

Page 1	Bank Reconciliation- Showing Bank and Ledger Balances
Page 2	Cash by Fund- Showing the balances for the reported month in comparison to previous years
Page 3	Revenue and Expense Summary, presenting significant categories in relation to the overall budget
Page 4	Summary of Significant Adjustments- presenting a list of adjustments made by Finance office

Prepared BY: Mark Hagedorn, City Treasurer



City of Idaho Falls
Bank Reconciliation Summary
January 31, 2024

Account By Institution:	Beginning Bank Balances	Deposits	Withdrawals	Ending Bank Balances
Mountain West- Workers Comp	\$ 100,000	\$ -	\$ -	\$ 100,000
Bank of Idaho 8013	2,000,000	10,616,351	(10,616,351)	2,000,000
Bank of Idaho 1952	2,701,966	69,797	-	2,771,763
Bank of Idaho 2720	2,000,000	6,408,459	(6,408,459)	2,000,000
Bank of Idaho 2746	-	9,316,386	(9,316,386)	-
Bank of Idaho 2845	2,147,621	33,485,737	(32,564,140)	3,069,217
Bank of Idaho 2886	1,108,113	44,126,900	(43,407,424)	1,827,589
Frontier Bank 0590	-	500	-	500
Wells Fargo 0017	2,479,640	91,368,131	(88,291,335)	5,556,436
Wells Fargo 0962	-	123,878	(123,878)	-
Wells Fargo 4394	-	544,813	(544,813)	-
Wells Fargo 7687	-	397,826	(397,826)	-
Investment Portfolio	153,613,548	90,793,132	(63,274,274)	181,132,406
Total Financial Institution Balances	\$ 166,150,887	\$ 287,251,410	\$ (254,944,886)	\$ 198,457,912
Reconciling Items	Beginning	Deposits	Withdrawals / Market Value	Ending
Current Reconciling Items	\$ (7,562,236)	\$ (11,912,853)	\$ 2,634,605	\$ (16,840,484)
Next Month's Reconciling Items				(17,750.00)
Total Reconciled Balances	\$ 158,588,652	\$ 275,338,557	\$ (252,310,281)	\$ 181,599,678
General Accounting Ledger	Beginning Ledger Balances	Debits	Credits	Ending Ledger Balances
Cash (Accounts 101 and 102)	\$ 83,920,069	\$ 41,626,160	\$ (18,288,844)	\$ 107,206,285
Designated/Restricted Cash (106 and 107)	57,706,053	58,732	(260,736)	57,504,049
MERF Cash (105)	17,152,566	557,025	(820,246)	16,889,345
				-
Total General Ledger Balances	\$ 158,778,688	\$ 42,241,917	\$ (19,369,826)	\$ 181,599,679



Summary of Cash by Fund and Year

#	FUND	Jan-21	Jan-22	Jan-23	Jan-24
1	GENERAL	20,399,719	30,771,237	35,176,219	33,485,331
10	STREET	5,290,028	5,493,102	9,477,557	13,051,588
11	RECREATION	73,719	939,552	340,238	397,278
12	LIBRARY	4,562,227	4,469,169	4,820,998	4,753,434
13	AIRPORT PFC/CFC FUND	-	898,452	2,190,694	2,799,904
14	MUNICIPAL EQUIP. REPLCMT.	5,176,874	216,517	-	-
15	EL. LT. WEATHERIZATION FD	3,503,030	3,774,252	(10,708)	-
16	BUSINESS IMPRV. DISTRICT	95,448	47,543	37,691	44,126
18	GOLF	(621,618)	(496,495)	(306,475)	(317,209)
19	RISK MANAGEMENT	3,145,204	3,585,404	3,853,589	4,366,449
20	SELF-INSURANCE FD.	4,628,885	4,602,757	4,555,187	4,676,508
21	AIRPORT CFC	-	-	-	425,058
23	EMERGENCY MEDICAL SERVICES	(1,581,593)	(686,150)	747,099	1,984,742
24	WILDLAND	212,306	839,510	675,434	968,161
32	POLICE IMPACT FEES	-	-	68,819	544,032
33	FIRE IMPACT FEES	-	-	21,831	325,645
34	PARKS IMPACT FEES	-	-	51,469	788,046
35	STREETS IMPACT FEES	-	-	266,247	2,303,576
41	MUNICIPAL CAPITAL IMP.	2,550,992	2,594,583	2,756,304	3,099,060
42	STREET CAPITAL IMPROVEMENT	986,921	890,093	850,706	723,069
43	BRIDGE & ARTERIAL STREET	961,122	849,259	965,120	1,189,052
45	SURFACE DRAINAGE	230,696	193,957	162,787	671
46	TRAFFIC LIGHT CAPITAL IMPRV.	1,098,357	1,313,566	1,220,325	1,381,767
47	PARKS CAPITAL IMPROVEMENT	2,640	140,354	(315,872)	(150,792)
49	ZOO CAPITAL IMPROVEMENT	300,295	441,550	515,131	739,515.37
50	CIVIC AUDITORIUM CAPITAL IMP.	204,586	203,499	204,870	214,077
51	GOLF CAPITAL IMP.	318,451	534,283	154,983	166,642
52	POLICE CAPITAL IMPROVEMENT	-	(1,153,136)	(2,007,923)	(4,105,513)
60	AIRPORT	939,571	208,505	(502,864)	(1,289,674)
61	WATER	13,674,200	17,490,448	19,759,307	24,315,403
62	SANITATION	5,244,744	5,883,906	6,245,643	6,982,257
64	IDAHO FALLS POWER	50,334,626	29,000,249	56,706,118	49,985,023
67	FIBER	485,465	1,444,871	832,372	1,001,459
68	WASTEWATER	25,891,705	29,118,397	33,268,628	26,750,994
	TOTAL	25,891,705	143,609,234	182,781,525	181,599,679



City of Idaho Falls
Monthly Revenue and Expense Summary
January 31, 2024

Revenue

Fund Type	Taxes / Intergovernmental	Charges for Services	Permits / Fees	Interest	Other Financing Sources	Total	Budget	%
General Fund	\$ 25,487,412	\$ 645,709	\$ 883,996	\$ 510,838	\$ 1,010,764	\$ 28,538,718	\$ 69,830,459	40.87%
Special Revenue Funds	8,321,410	2,903,960	4,700	466,345	795,289	\$ 12,491,704	\$ 31,788,219	39.30%
Internal Service Funds	-	-	-	236,022	1,415,364	\$ 1,651,386	\$ 3,180,000	51.93%
Impact Fee Funds	-	-	2,136,862	67,676	-	\$ 2,204,538	\$ 3,225,353	68.35%
Capital Improvement Funds	825,012	102,117	-	184,938	25,050	\$ 1,137,117	\$ 15,554,624	7.31%
Enterprise Funds	2,424,721	40,913,991	-	3,033,958	1,920,253	\$ 48,292,922	\$ 152,957,171	31.57%
Total	\$ 37,058,555	\$ 44,565,777	\$ 3,025,557	\$ 4,499,777	\$ 5,166,719	\$ 94,316,385	\$ 276,535,826	34.11%

Expenditures

Fund Type	Personnel Cost	Operating Expense	Capital	Debt	Interfund	Total	Budget	%
General Fund	\$ 14,765,492	\$ 6,564,628	\$ 1,706,549	\$ -	\$ (4,575,602)	\$ 18,461,067	\$ 73,679,587	25.06%
Special Revenue Funds	3,779,680	3,240,066	869,628	-	(36,707)	7,852,667	\$ 36,895,269	21.28%
Internal Service Funds	25,483	879,525	-	-	-	905,008	\$ 21,269,912	4.25%
Impact Fee Funds	-	-	854	-	-	854	\$ 3,225,353	0.03%
Capital Improvement Funds	-	61,279	3,315,413	-	(31,233)	3,345,459	\$ 18,417,911	18.16%
Enterprise Funds	6,807,325	22,421,254	10,511,558	1,314,336	(558,899)	40,495,573	\$ 185,995,512	21.77%
Total	\$ 25,377,980	\$ 33,166,751	\$ 16,404,002	\$ 1,314,336	\$ (5,202,441)	\$ 71,060,628	\$ 339,483,544	20.93%



City of Idaho Falls
Summary of Significant Adjustments
January 31, 2024

The transparency of financial adjustments is crucial for maintaining trust and accountability, particularly in the governmental sector. Financial adjustments refer to changes made to financial statements or records to correct errors, account for new information, or comply with accounting standards. Transparency in financial adjustments involves providing clear and comprehensive information about the nature, reasons, and impact of the adjustments. The Finance Division is committed to providing a high level of transparency with the adjustments made to budget line items and purchase orders. Budget and purchasing type adjustments do not require Council approval unless they create an authorization to spend above \$75,000. Typically, budget adjustments are not considered authorizations to spend unless they add to the overall budget of the City or Department.

Significant Budget Adjustments

**No significant budget adjustments
occurred in the month of January, 2024.**



Memorandum

File #: 24-185

City Council Meeting

FROM:Corrin Wilde, City Clerk

DATE:Thursday, March 21, 2024

DEPARTMENT:Mayor's Office

Subject

Minutes from Special Meeting-Budget Planning Meeting

Council Action Desired

☐ Ordinance☐ Resolution☐ Public Hearing









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

Approve the Minutes from 23 March 2024 Budget Planning Meeting (or take other action deemed necessary).

Description, Background Information & Purpose

Attached are the 23 March 2024 Budget Planning Meeting minutes.

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

February 23, 2024 Budget Planning Meeting

The City Council of the City of Idaho Falls met in the Budget Planning Meeting, on Friday, February 23, 2024, at the College of Eastern Idaho located at 600 S. 25th East, #306 Building 3 in Idaho Falls at 8:30 AM.

Call to Order and Roll Call

There were present:

Mayor Rebecca L. Noah Casper
Council President Michelle Ziel-Dingman
Councilor John Radford (Joined at 8:41 AM)
Councilor Kirk Larsen (Joined at 8:45 AM)
Councilor Jim Freeman
Councilor Jim Francis
Councilor Lisa Burtenshaw

Also present:

Dr. Rick Aman, President, CEI (College of Eastern Idaho)
Dr. Lori Barber, Vice President of Academic and Student Affairs, CEI
Pam Alexander, Municipal Services Director
Mark Hagedorn, Finance Manager / Treasurer
Margaret Wimborne, Chief of Staff
Eric Grossarth, Public Information Officer
Catherine Smith, Economic Development Administrator
Carla Thinnies, Assistant, Mayor's Office
Michael Kirkham, City Attorney
Corrin Wilde, City Clerk

Mayor Casper called the meeting to order at 8:30 AM with the following items:

Guest Presenters - "Futuring" Presentation and Q&A, Dr. Rick Aman, President, CEI, and Dr. Lori Barber, Vice President of Academic and Student Affairs.

Mayor Casper introduced Dr. Rick Aman and Dr. Lori Barber from the College of Eastern Idaho to share their insights on "Futuring" as an approach to long-term planning.

Dr. Rick Aman began the presentation by comparing strategic planning and futuring. He explained that strategic planning often looks to the recent past to predict the near future, while futuring takes a longer view by considering emerging trends.

Dr. Lori Barber then provided further details on the differences between the two approaches. She noted strategic planning typically has a 1–5-year horizon, while futuring looks 5-10 years ahead. Futuring also takes a more proactive stance through scenario planning and back-casting techniques.

The speakers emphasized there are three potential futures for organizations: plausible, probable, and preferable. Intentional futuring allows organizations to shape their preferred future. Environmental scanning of factors like politics, technology, and demographics was highlighted as important for futuring.

Rapid technology adoption rates were given as an example of how trends can quickly change industries. The speakers stressed the value of creating a culture of inquiry through open questioning. Failing fast through iterative initiatives was presented as another key futuring principle.

In closing, Dr. Aman discussed how their community college practices futuring twice yearly. He highlighted predicting trends to adjust current actions and having an annual "Nostradamus Award" for accurate predictions.

February 23, 2024 Budget Planning Meeting

City Council Members - Presentation, Consideration, and Discussion: 2024-25 City Priorities and Aspirations by City Department.

Public Works:

The Council Members discussed setting priorities for the Public Works Department. They considered implementing a high-capacity roadway loop around the city, addressing safety issues on county roads within city limits, developing multi-year capital project plans aligned with funding sources, making public transportation financially sustainable, building a new water department headquarters, seeking innovative recycling solutions, preparing residents for upcoming water metering through conservation education, pursuing sustainability initiatives for natural resources like water and methane recapture, and implementing trails, streetscapes, and other projects to reduce resource use and improve safety. The Council Members aimed to coordinate infrastructure projects and funding through strategic planning while improving transportation options and traffic issues. Council members discussed implementing the high-capacity roadway loop around the city. The discussion was about building a loop road to alleviate traffic congestion by providing an alternate route and reducing traffic passing through the city. The Council agreed this high-capacity roadway study and implementation should be a key infrastructure project for the public works department to pursue.

The Council members highlighted two key priorities for the Public Works Department: creating a financially viable public transportation plan and ensuring the sustainable management of resources, which encompasses recycling, water, water meters, water use messaging, and streetscapes.

Fire Department:

Council Members engaged in a thoughtful discussion to establish clear priorities. Their considerations included Training, Fire Prevention Resources, constructing a fire training center, and establishing a Northside station. Additionally, they emphasized the importance of maintaining a 5-minute and 40-second response time citywide. The Council expressed interest in strengthening relationships with the union and explored the idea of a regional training center. Notably, their key priorities for the Fire Department are the establishment of a Regional Training Center, which could potentially include amenities shared with the Idaho Falls Police Department and the development of a comprehensive plan for the Northside Station.

Police Department:

The Council Members engaged in a comprehensive discussion regarding the priorities for the Police Department. Their deliberations encompassed several key areas, including patrol, community policing, and public information dissemination. They emphasized the importance of making community policing a top priority and establishing a dedicated traffic enforcement system. Additionally, they sought to expand code enforcement efforts and prioritize neighborhood policing plans. Ensuring a balanced approach between leadership/management and patrol/detectives was a central consideration. The Council Members emphasized the need to be visible and engaged within the community. Furthermore, they aimed to enhance the public perception of code enforcement, recognizing their hard work, and addressing misconceptions. Integrating parks, recreation, and public works into code enforcement and community policing initiatives was also discussed. A multi-year capital budget plan was proposed, along with addressing specific incidents related to code enforcement. Lastly, the Council Members advocated for community proactive policing, backed by measurable metrics, to effectively prevent petty crimes and respond to incidents. The Council members highlighted two key priorities for the Police Department: Community Neighborhood Policing, and Code Enforcement - develop messaging to make the community aware of City's standards.

Parks and Recreation:

The Council Members engaged in a comprehensive discussion to establish clear priorities for the Parks and Recreation department. Their considerations included:

Implementing a master plan for Tautphaus Park.

Developing capital improvement plans for the entire parks system, encompassing Tautphaus Park, the zoo, trail systems, and Heritage Park.

Creating a plan to introduce splash pads in various sectors of the town.

February 23, 2024 Budget Planning Meeting

Designing a community recreation center.

Seeking a balanced approach when collaborating with private entities.

Addressing water conservation.

Promoting accessible sports, such as pickleball.

Exploring the need for an RV park at Sandy Downs.

Considering the establishment of another ice arena.

Developing community-building programs.

The Council members emphasized three key priorities for Parks and Recreation:

1. Community Center: Focusing on amenities that foster community engagement beyond mere fitness.
2. Right-sizing user fees: Ensuring a fiscally responsible approach.
3. Implementing existing plans: Including facilities like Heritage Park, Tautphaus Park, the Zoo, Funland, and the trail network.

Community Development Services:

The Council Members engaged in a comprehensive discussion regarding the Community Development Services Department's priorities. Their considerations spanned several critical areas, including housing diversity, business vitality, and community engagement. They emphasized the need to address missing middle housing, enhance affordable housing options, and promote increased housing availability. Additionally, they encouraged a vibrant mix of businesses, neighborhoods, and public spaces, emphasizing the importance of winter activities and festivals. To streamline processes, the Council Members proposed formalizing an expedited plan review and permitting system, involving collaboration with public works, fire, and power departments. Building stronger relationships within the development community and improving the timeliness of building plan reviews were key objectives. The Council Members also aimed to educate the public about multi-family housing and enhance the overall permitting and inspection speed. Ultimately, their vision was to redefine the residential and commercial development process within the City of Idaho Falls.

The Council members emphasized two key priorities for the Community Development Services Department:

1. Expedite and improve permitting and review process
2. Improve housing options in Idaho Falls

Human Resources and Legal Department:

The Council Members engaged in a comprehensive discussion about setting priorities for the organization. Their considerations spanned several critical areas, including salary structures, employee learning and development, and human resources practices across major departments. They emphasized the need for innovative health insurance solutions, long-term benefits planning, and effective communication of exit interview data. Additionally, they aimed to foster a culture of accountability, motivate high performance, and encourage a sense of public service among employees. The Council Members also advocated for maintaining consistent salary schedules while limiting collective bargaining to existing departments. These priorities collectively contribute to the organization's vision of efficient and effective governance. The Council members emphasized two key priorities for the Human Resources and Legal Department:

1. Promote culture of accountability and public service
2. Develop a health insurance and benefits sustainability plan

Municipal Services:

The Council Members engaged in a comprehensive discussion to establish clear priorities for the Municipal Services Department. Their considerations included:

- Citywide accounting.
- Creating a financially sustainable policy for impact fee waivers to support affordable housing.
- Commitment to the full costs through a Maintenance Plan.
- Ensuring accountability within departments during budget processes.
- Developing and implementing a building stewardship program.
- Conducting further research to refine housing-related fee waiver/reduction ordinances.
- Completing the Frontier Center's lobby construction, scheduled to begin in 2024.

February 23, 2024 Budget Planning Meeting

- Exploring the role of a Tech Czar within the Tech Department.

The Council members emphasized two key priorities for the Municipal Services Department: Budget Process Improvements and Develop a Building Stewardship Plan.

City Finance Team: Presentation, Consideration, and Discussion: 2024-25 Budget Forecast of Revenues and High-level Expenses.

Mark Hagedorn and Director Pam Alexander presented the 2024-2025 Budget Forecast. Mr. Hagedorn begins the presentation with the 2025 Budget estimate – City-Wide Revenue. He says that they do predict that taxes will go up. He says intergovernmental Revenue was higher last year jumping from 41 million to 72 million partly due to some anticipated larger grants throughout some of the enterprise funds and doesn't know how that will work out this year and is the reason it has been adjusted down. Mr. Hagedorn presented the following slides:

2025 BUDGET ESTIMATE– CITY-WIDE REVENUE

Revenue	2022 Actual	2023 Actual	2024 Budget	2025 Estimate
Taxes and Franchises	\$ 40,718,163	\$ 42,906,896	\$ 45,438,088	\$ 47,200,000
Intergovernmental Revenue	33,355,053	41,403,641	72,900,826	55,000,000
Gov't Charges for Services	14,609,235	13,577,730	13,366,317	13,500,000
Enterprise Charges for Services	106,092,011	115,987,514	113,861,984	119,000,000
Permits and Fees	1,804,920	1,351,340	1,351,655	14,000,000
Impact Fees	206,289	1,588,221	3,225,353	3,500,000
Interest Revenue	(4,215,601)	4,734,471	3,036,250	3,500,000
Contributions	1,234,279	796,652	5,155,000	1,500,000
Miscellaneous	3,719,075	4,401,413	3,568,353	3,600,000
Other Financing sources	14,157,992	20,361,210	14,632,000	25,000,000
Total Revenues	\$ 211,681,417	\$ 247,109,087	\$ 276,535,826	\$ 285,800,000

2025 BUDGET ESTIMATE– GENERAL FUND REVENUE

Revenue	2022 Actual	2023 Actual	2024 Budget	2025 Estimate
Taxes and Franchises	\$ 31,564,959	\$ 33,456,901	\$ 35,703,246	\$ 37,750,000
Intergovernmental Revenue	17,979,092	21,631,364	25,741,010	28,000,000
Gov't Charges for Services	2,574,057	2,824,432	3,214,948	3,600,000
Permits and Fees	1,776,965	1,333,467	1,336,655	1,400,000
Interest Revenue	(800,980)	647,083	620,000	750,000
Contributions	245,104	387,974	2,721,500	350,000
Miscellaneous	730,673	563,758	493,100	500,000
Other Financing sources	(452,842)	1,087,535	-	-
Total Revenues	\$ 53,617,027	\$ 61,932,513	\$ 69,830,459	\$ 72,350,000

Sales tax from the state is in the intergovernmental and can include grants, state funds, and agreements for ambulance services from Bonneville County it is from one government to another government. Mr. Hagedorn then talked about the general fund having a slight increase in taxes and pointed out that a little less than half of the general fund intergovernmental Revenue is state sales tax specific such as Alcohol, and state share revenue, and includes anything that comes from the state.

In preparation for the upcoming Financial Year 2024-2025, the preliminary property tax calculations have been outlined below:

February 23, 2024 Budget Planning Meeting

2024-2025 Property Tax Levy Calculation:

Mr. Hagedorn outlined how the calculation for the 2024-2025 property tax be presented (see Below). He discussed new construction and annexation as amounts that the County would furnish and the amounts he has presented as estimates. The allowable statutory amount of 3% is presented as well as not presenting any amounts coming from foregone. Total amount Mr. Hagedorn is estimating is \$46,991,361.

2022-2023 Property Tax Levy	\$	44,838,088
2022-2023 Personal Property Replacement & Agriculture Equipment		469,411
Total 2022-2023 Property Tax Revenue	\$	45,307,499

New Growth - Net Taxable Value

Add 2023 New Annexations:	\$	4,000,000	0.005156153	20,625
Add 2023 New Construction:	\$	150,000,000	0.005156153	773,423

2023- 2024 Personal Property Replacement & Agriculture Equipment	(469,411)
2023 - 2024 Certified Property Tax With Current Growth:	45,632,136

Add Statutory Allowable Increase - (3% of the highest of the last 3 years certified property tax)		
\$ 45,307,499	3.00%	1,359,225

Prior years foregone amount:	\$	6,511,393
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Total amount that can be levied:	53,502,754
Amount of available tax revenue not levied:	(6,511,393)

Property Tax Revenue	\$	46,991,361
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2025 budget estimate for city-wide expenditures:

1. Total Projected Expenditure:

- The budget estimate for the year 2025 is set at **\$321,750,000**.
- This comprehensive figure encompasses various categories of expenses critical for the functioning of the city.

2. Breakdown of Expenditures:

- Wages and Benefits: An allocation of \$97,000,000 is earmarked for employee compensation.
- Operating Expenses: The city expects to spend approximately \$120,000,000 on day-to-day operations.
- Capital Outlay: Investments in infrastructure and development are estimated at \$100,000,000.
- MERF Allocation: The Machine Equipment Replacement Fund (MERF) will receive around \$9,500,000.
- Debt Service Payments: The city plans to allocate \$3,250,000 for servicing existing debts.
- Miscellaneous Expenses: An additional \$8,000,000 is set aside for various other needs.
- Transfers: There will be a transfer of \$(16,000), reflecting an outflow.

Total Expenditures \$321,750,000.

2025 BUDGET ESTIMATE– CITY-WIDE EXPENDITURES

Expenditures	2022 Actual	2023 Actual	2024 Budget	2025 Estimate
Wage/Benefits	\$ 74,860,921	\$ 81,960,710	\$ 91,550,896	\$ 97,000,000
Operating Expenses	80,255,844	93,600,128	141,216,690	120,000,000
Capital Outlay	48,664,776	52,862,901	102,199,960	100,000,000
MERF Allocation	3,921,400	7,637,611	8,797,999	9,500,000
Debt Service Payments	5,907,918	3,612,231	3,250,000	3,250,000
Miscellaneous	6,439,008	7,578,777	8,040,682	8,000,000
Transfers	(14,263,440)	(15,230,645)	(15,572,683)	(16,000,000)
Total Expenditures	\$ 205,786,427	\$ 232,021,712	\$ 339,483,544	\$ 321,750,000

2025 budget estimate for General Fund Expenditures:

1. Total Projected Expenditure:

- The budget estimate for the year 2025 is set at \$74,700,000.
- This comprehensive figure encompasses various categories of expenses critical for the functioning of the city.

2. Breakdown of Expenditures:

- Wages and Benefits: An allocation of \$54,500,000 is earmarked for employee compensation.
- Operating Expenses: The city expects to spend approximately \$26,600,000 on day-to-day operations.
- Capital Outlay: Investments in infrastructure and development are estimated at \$1,000,000.
- MERF Allocation: The Municipal Employees' Retirement Fund (MERF) will receive around \$6,000,000.
- Debt Service Payments: The city plans to allocate \$2,000,000 for servicing existing debts.
- Miscellaneous Expenses: An additional \$600,000 is set aside for various other needs.

2025 BUDGET ESTIMATE– GENERAL FUND EXPENDITURES

Expenditures	2022 Actual	2023 Actual	2024 Budget	2025 Estimate
Wage/Benefits	\$ 43,719,508	\$ 47,085,268	51,483,306	54,500,000
Operating Expenses	16,061,388	18,596,784	27,593,052	26,600,000
Capital Outlay	4,158,572	1,340,495	771,500	1,000,000
MERF Allocation	1,339,300	3,308,401	5,194,296	6,000,000
Debt Service Payments	1,998,598	1,996,239	2,000,000	2,000,000
Misc Expense	791,178	1,579,743	521,158	600,000
Transfers	(13,597,974)	(14,006,709)	(15,122,683)	(16,000,000)
Total Expenditures	\$ 54,470,570	\$ 59,900,221	\$ 72,440,629	\$ 74,700,000

Health Insurance increased by 20%

- City-wide 3.1 million
- General Fund 1.9 million

Wages

- City-Wide Step and Grade Costs- 1.6 million

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- General Fund Step and Grade Costs- .97 million

Major Expenditures (Governmental Funds)

- Police Complex Debt Payment (Police- Offset by Impact Fee Funds)
- Lease Payments (MERF Funds)
- ERP Software Project
- ARPA Funds

Discussion:

- Budget Planning Assumptions
- Councilor Burtenshaw sought clarity on assumptions for a 3% budget increase and a 20% insurance cost buffer. Mayor Casper and Councilor Radford agreed on the direction but wanted maximum certainty in budget planning. Councilor Burtenshaw explained salary savings could stabilize finances.
- Councilor Francis expressed difficulty with using stabilization funds that cannot be replaced when needed.
- City Budget, Insurance, Reserves
- Mark Hagedorn clarified capital funds are used for capital purchases, not reserves. He explained efforts to accumulate funds to offset bad insurance years. Mr. Hagedorn focused on reducing city risk rather than lobbying for employees only.
- Budget Process and Reallocation
- The Council discussed the budget process and the Council's decision-making role. Councilor Burtenshaw provided direction on potential salary savings and a 20% insurance increase. Mr. Hagedorn clarified the health insurance plan is a 10% increase.
- Direction to Staff
- The Council directed staff to review the salary savings policy. conduct a deep dive into insurance plans and options, and update the budget assumptions. Staff will bring recommendations on the actual insurance rate increase and use of stabilization funds. Eighty percent of police impact fees will pay for a portion of the payment on the Police Complex.

The discussion concluded with staff understanding the budget planning assumptions and direction provided by the Council. The next steps are for staff to update the budget model and return to the Council with recommendations.

City Elected Officials - Consideration and Discussion of Citywide Priorities, Aspirations, and Capacities:

- 1. Community Engagement and Relationships:**
 - Improve county relationships: Strengthen collaboration with neighboring counties for mutual benefit.
 - Foster a positive employee culture: Create an inclusive and supportive work environment.
- 2. Infrastructure and Technology:**
 - Enhance IT and CYBER security programs: Safeguard critical systems and data.
 - Invest in data and technology: Leverage technology for efficient governance.
 - Aging infrastructure: Address maintenance needs for pipes, poles, wires, and concrete.
- 3. Community Development and Well-Being:**
 - People-centric development: Prioritize pedestrian-friendly corridors and neighborhoods.
 - Combat loneliness: Invest in community events and social experiences.
 - Revitalize communities: Transform neglected areas into vibrant spaces.
 - Expand library services: Promote education and access to knowledge.
- 4. Strategic Planning and Vision:**
 - Define growth trajectory: Plan for sustainable and balanced development.
 - Strategic plan dissemination: Communicate our vision to the public.
 - Innovation District and Tech Hub: Foster creativity and economic growth.

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- Develop Drought Resilience: Prepare for water scarcity challenges.
- 5. **Effective Governance and Transparency:**
 - Collective bargaining clarity: Ensure fairness and transparency.
 - Impact fee administration: Manage fees efficiently for infrastructure development.
 - City of Kindness: Promote compassion and community spirit.
 - Grant management expertise: Secure funding for essential projects.
- 6. **Environmental Stewardship and Sustainability:**
 - Mitigate legislative risks: Monitor legislation impacting our city.
 - Connect our Community: Maintain and enhance our community plan.
 - CUSP implementation follow-through: Execute our sustainability plan.
 - 1-15 Connector: Improve transportation connectivity.

Council members discussed how these priorities can be implemented and will bring this information to the Directors for their evaluation. Further planning and recommendation discussions will be forthcoming. Council President Burtenshaw pointed out that Council members thought about these priorities and wrote them down over a week on their own and upon coming together have found that there is great consensus making these priorities a meaningful direction.

There being no further business, the meeting adjourned at 3:52 PM

s/Corrin Wilde
Corrin Wilde, City Clerk

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

Memorandum

File #: 24-178

City Council Meeting

FROM: Chris H Fredericksen, Public Works Director
DATE: Wednesday, March 20, 2024
DEPARTMENT: Public Works

Subject

Bid Rejection - Brodbeck's Addition Water Line Improvements 2024

Council Action Desired

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

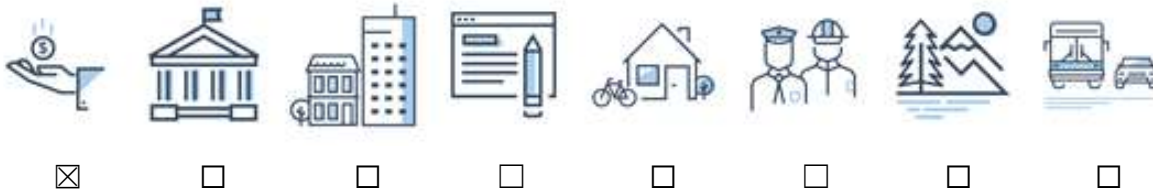
Reject the single bid received for the Brodbeck's Addition Water Line Improvements 2024 project (or take other action deemed appropriate).

Description, Background Information & Purpose

On Tuesday, March 18, 2024, bids were received and opened for the Brodbeck's Addition Water Line Improvements 2024 project. A tabulation of bid results is attached.

The only bid received was \$1,181,821.50 over the engineer's estimate. Public Works staff reviewed the bid and concluded that contract award is not in the best interest of the city.

Alignment with City & Department Planning Objectives



This action supports the community-oriented result of good governance by rejecting a bid for this project that greatly exceeds the engineer's estimate.

Interdepartmental Coordination

N/A

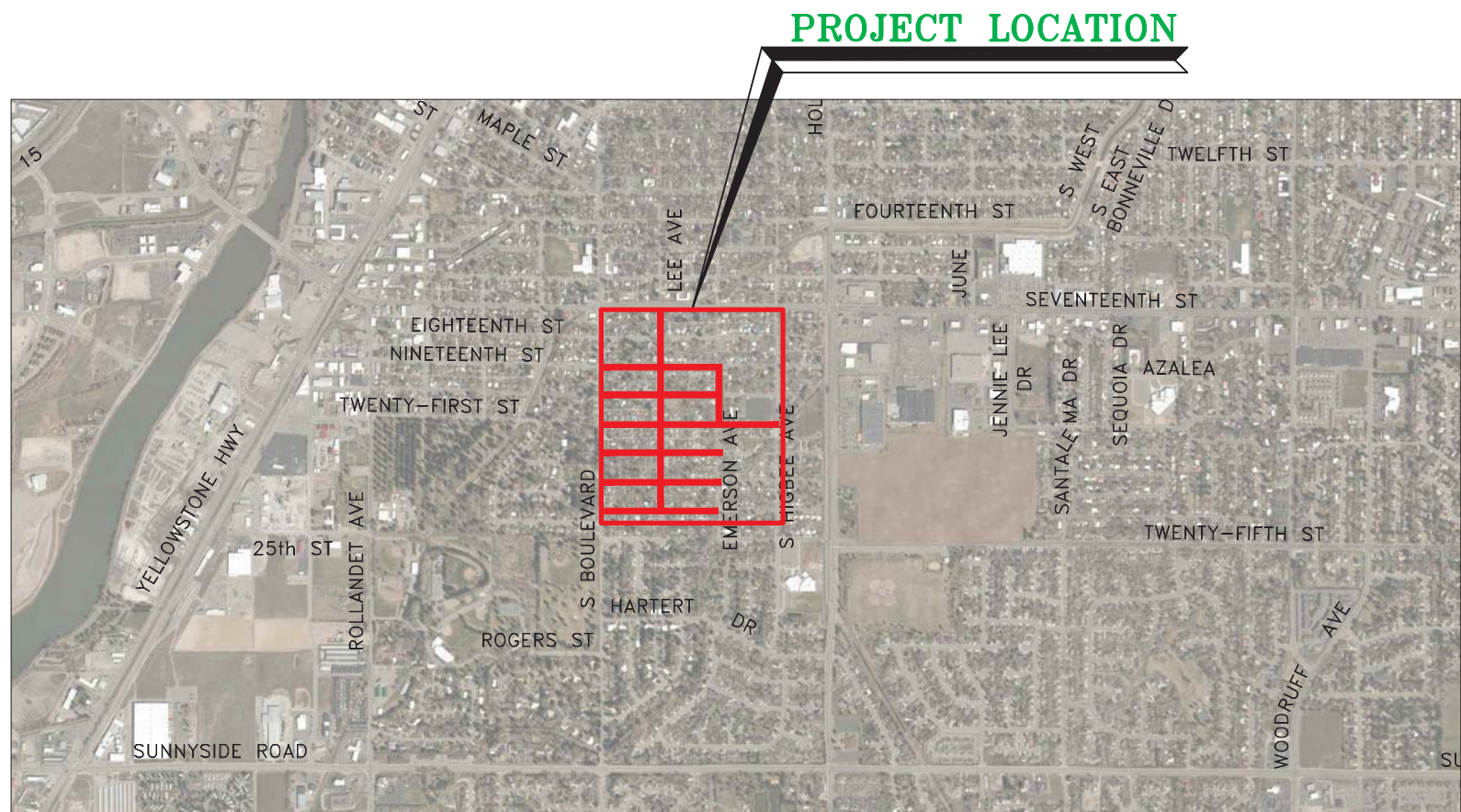
Fiscal Impact

The single bid received is above allocated amounts for the Water, Wastewater and Street Division budgets.

Legal Review

The Legal Department reviewed the bid process and concurred that the Council action desired is compliant with the Idaho State Statute.

BRODBECKS ADDITION WATER
LINE REPLACEMENTS 2024
CITY PROJECT # 2-38-30-1-WTR-2024-05



MAYOR

Rebecca L. Noah Casper

CITY COUNCIL

Michelle Ziel-Dingman
Lisa Burtenshaw
Kirk Larsen

Jim Francis
John B. Radford
Jim Freeman

ENGINEERING DIVISION

PUBLIC WORKS DIRECTOR

Chris H. Fredericksen, P.E.

CITY ENGINEER

Kent J. Fugal, P.E., PTOE

2024



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Date: 2024.03.01 17:47:58-07'00'

AS BUILT DATE / BY:

SCALE SHOWN IS FOR
SHEET 11 x 17 ONLY

ENGINEERING
DIVISION



BRODBECKS ADDITION WATER
LINE REPLACEMENTS 2024

TITLE PAGE

CHECKED BY:
DESIGN TEAM

DESIGN TECH:
DESIGN TEAM

DATE PLOTTED:
3/1/2024

SHEET NO.
1 OF 47

City of Idaho Falls

Engineering Division

Engineer's Estimate

Project: Brodbeck's Addition Water Line Replacement 2024

Number: 2-38-30-1-WTR-2024-05

Submitted: **Date:** March 12, 2024

Reference Number	Description	Estimated Quantity	Unit	Engineer's Estimate		Knife River Corporation	
				Unit Price	Total Amount	Unit Price	Total Amount
DIVISION 200 - EARTHWORK							
201.4.1.D.1	Removal of Sidewalk	919	SY	\$20.00	\$18,380.00	\$15.00	\$13,785.00
201.4.1.E.1	Removal of Curb and Gutter	5483	LF	\$15.00	\$82,245.00	\$7.00	\$38,381.00
201.4.1.F.1.a	Removal of Hydrant	7	EA	\$1,500.00	\$10,500.00	\$720.00	\$5,040.00
201.4.1.F.1.b	Removal of Inlet Box	19	EA	\$1,200.00	\$22,800.00	\$515.00	\$9,785.00
202.4.1.A.1	Excavation	14469	CY	\$25.00	\$361,725.00	\$22.00	\$318,318.00
DIVISION 300 - TRENCHING							
307.4.1.A.1	Miscellaneous Surface Restoration (Landscaping)	1197	LF	\$50.00	\$59,850.00	\$21.00	\$25,137.00
307.4.1.F.1	Type "P" Surface Restoration (Asphalt Roadway)	5445	LF	\$50.00	\$272,250.00	\$90.00	\$490,050.00
DIVISION 400 - WATER							
401.4.1.A.1	8" Water Main Pipe	9192	LF	\$60.00	\$551,520.00	\$42.00	\$386,064.00
401.4.1.A.1.b	12" Water Main Pipe	94	LF	\$80.00	\$7,520.00	\$46.00	\$4,324.00
401.4.1.C.1	Temporary Water Service	1	LS	\$90,000.00	\$90,000.00	\$200,000.00	\$200,000.00
402.4.1.A.1	8" Valve	39	EA	\$1,000.00	\$39,000.00	\$1,015.00	\$39,585.00
402.4.1.A.1.b	12" Butterfly Valve	2	EA	\$1,500.00	\$3,000.00	\$1,350.00	\$2,700.00
403.4.1.A.1	Hydrant	12	EA	\$3,000.00	\$36,000.00	\$3,300.00	\$39,600.00
403.4.1.C.1	Relocate Existing Hydrant	1	EA	\$4,500.00	\$4,500.00	\$3,000.00	\$3,000.00
404.4.1.B.1.a	Replace Water Service, Size 1"	184	EA	\$2,800.00	\$515,200.00	\$4,000.00	\$736,000.00
404.4.1.B.1.b	Replace Water Service, Size 1.5"	3	EA	\$3,100.00	\$9,300.00	\$4,000.00	\$12,000.00
404.4.1.B.1.c	Replace Water Service, Size 2"	2	EA	\$3,400.00	\$6,800.00	\$4,300.00	\$8,600.00
DIVISION 600 - CULVERTS & STORM DRAINS							
601.4.1.A.5.a	8" Storm Drain Pipe	14	LF	\$50.00	\$700.00	\$88.00	\$1,232.00
601.4.1.A.5.b	12" Storm Drain Pipe	2119	LF	\$70.00	\$148,330.00	\$76.00	\$161,044.00
601.4.1.A.5.c	18" Storm Drain Pipe	3296	LF	\$90.00	\$296,640.00	\$92.00	\$303,232.00
601.4.1.A.5.d	36" Perforated Storm Drain Pipe	1000	LF	\$120.00	\$120,000.00	\$80.00	\$80,000.00
601.4.1.A.5.e	18" Storm Drain Pipe, C900	299	LF	\$145.00	\$43,355.00	\$130.00	\$38,870.00
601.4.1.A.5.f	12" Storm Drain Pipe, C900	51	LF	\$125.00	\$6,375.00	\$115.00	\$5,865.00
602.4.1.A.1.a	Storm Drain Manhole Type A	37	EA	\$6,000.00	\$222,000.00	\$6,000.00	\$222,000.00
602.4.1.A.1.b	Storm Drain Shallow Manhole Type A	19	EA	\$6,000.00	\$114,000.00	\$5,300.00	\$100,700.00
602.4.1.F.1	Catch Basin – Type IV (2' X 3')	41	EA	\$3,500.00	\$143,500.00	\$4,950.00	\$202,950.00
DIVISION 700 - CONCRETE							
706.4.1.A.7	Curb and Gutter, Type Standard	5491	LF	\$60.00	\$329,460.00	\$65.00	\$356,915.00
706.4.1.E.1.a	Concrete Sidewalks, thickness 4"	20	SY	\$120.00	\$2,400.00	\$190.00	\$3,800.00
706.4.1.E.1.b	Concrete Sidewalks, thickness 5"	898	SY	\$140.00	\$125,720.00	\$150.00	\$134,700.00
DIVISION 800 - AGGREGATES & ASPHALT							
801.4.1.A.1	6" Minus Uncrushed Aggregate Base	4495	CY	\$40.00	\$179,800.00	\$41.00	\$184,295.00

801.4.1.C.1	Uncrushed Drain Rock, 3"	3850	CY	\$40.00	\$154,000.00	\$58.00	\$223,300.00
802.4.1.A.1	Crushed Aggregate for Base, Type 1	4095	CY	\$50.00	\$204,750.00	\$66.00	\$270,270.00
810.4.1.A.1	Plant Mix Pavement 3/4", PG 58-34	3413	TON	\$125.00	\$426,625.00	\$120.00	\$409,560.00
DIVISION 1000 - CONSTRUCTION STORMWATER BMP's							
1001.4.1.A.1	Sediment Control	1	LS	\$14,000.00	\$14,000.00	\$30,000.00	\$30,000.00
DIVISION 1100 - TRAFFIC SIGNALS & STREET LIGHTING							
1105.4.1.F.1	Remove and Replace Traffic Sign	1	EA	\$1,000.00	\$1,000.00	\$1,320.00	\$1,320.00
DIVISION 2000 - MISCELLANEOUS							
2010.4.1.A.1	Mobilization	1	LS	\$500,000.00	\$500,000.00	\$1,265,000.00	\$1,265,000.00
2030.4.1.A.1	Manhole, Adjust to Grade	10	EA	\$1,300.00	\$13,000.00	\$1,250.00	\$12,500.00
2030.4.1.C.1	Valve Box, Adjust to Grade	2	EA	\$500.00	\$1,000.00	\$1,100.00	\$2,200.00
2050.4.1.A.1	Drainage Geotextile	5120	SY	\$2.75	\$14,080.00	\$2.00	\$10,240.00
2050.4.1.C.1	Subgrade Separation Geotextile	24551	SY	\$2.50	\$61,377.50	\$2.00	\$49,102.00
2052.4.1.B.1	Repair Sprinkler System	1	LS	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
SPECIAL PROVISIONS							
S0250A	Water Service Boring	248	LF	\$90.00	\$22,320.00	\$60.00	\$14,880.00
S0250B	Water Service Boring With Rock	20	LF	\$130.00	\$2,600.00	\$155.00	\$3,100.00
TOTAL					\$5,262,622.50		\$6,444,444.00