



NOTICE OF PUBLIC MEETING

Monday, May 22, 2017
CITY COUNCIL CHAMBERS
680 Park Avenue
Idaho Falls, ID 83402
3:00 p.m.

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

SPECIAL MEETING (Council Work Session)

Call to Order and Roll Call

Mayor and Council:

- Acceptance and/or Receipt of Minutes
- Calendar, Announcements and Reports (15)

Human Resources:

- Budget Workshop Part III: Health Insurance Recommendations (30)
- Personnel Policy Update (15)

Community Development Services:

- Idaho Falls Downtown Development Corporation (IFDDC) Business Improvement District (BID) Request and Presentation (15)

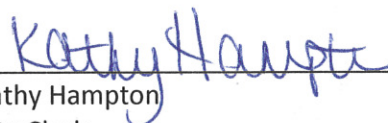
Fire Department, Parks and Recreation, Police Department, Public Works:

- Independence Day Planning (30)

Agency Reports:

- Targhee Regional Public Transportation Authority (TRPTA) (30)
- Historic Preservation Commission (15)

DATED this 19th day of May, 2017



Kathy Hampton
City Clerk

Idaho Falls Sister Cities Youth Meeting
April 17, 2017

Attendees:

Jenna Bauer	Victoria Estrada	Ian Finnigan	Dallin Peck
Karen Bauer	Mario Estrada 2	Karen Finnigan	Laurie Retallic
Elliot Boring	Dave Eaton	Teddy Matranga	Whitney St. Michel
Melinda Cebull	Katie Eaton	David Matranga	Ian St. Michel
Peter Cebull	Kylie Eaton	Kendra Peck	Anna St. Michel
Nicholas Cebull	Elly Finnigan	Nathan Peck	Stephanie Van Ausdeln

Business Section of the Meeting

Minutes:

The business section of the minutes from the April 5th meeting were provided to the group by email and Dallin read the student section. Karen Bauer motioned to approve the minutes and Victoria seconded her motion.

Points: A printed spreadsheet with members' points for volunteering and attending meetings was sent around for members to review. Members were asked to make sure all of their points were recorded correctly and mark any changes in red.

Fundraisers:

- **Raffle Dinner Update:** Peter reported the group made \$2069 from the raffle. We have not received the money from Snow Eagle yet.
- **City Funds:** Peter reported we received \$3500 from the city.
- **Garage Sale:** Wendy was unable to attend the meeting. Melinda reported the garage sale will be May 20th at 7 am – noon at Wendy Boring's house 2667 Limerick St in Shamrock Park. Contact Wendy at 520-0229 or boringwendy505@gmail.com if you have questions or need her to coordinate donation pick-ups. **Melinda or Wendy will send out flyers about the garage sale. Wendy will provide more information about setup times at the next meeting.**

Friendship Garden: Judy Sydel has been out of the country, and she will get with Kendra and schedule a time for our group to volunteer with clean-up.

Japanese Exchange: Whitney told the group the Japanese are coming July 27th to August 7th. The group discussed possible activities during the visit. The following items were mentioned:

- Spelunking – Possible at Craters of the Moon
- Mayor's Visit – **Dave Eaton will check into scheduling with the mayor's office.**
- Police Station/Fire Station
- Activity at Rigby Lake – paddle boating, canoe, swimming, BBQ
- Rafting at Island Park – Last time we rented rafts at Mack's Inn. They do not take reservations.
- Fort Hall Museum
- Museum of Idaho

- Spud Museum
- Idahoan Food Tour
- INL Tour CAES and/or Cyber Security Training area
- Rodeo
- City tour – Police station and Fire station
- Archery
- EBR1
- Melaleuca tour

People were asked to come up with ideas for the next meeting. It was suggested we ask the Japanese what they are interested in doing. Melinda mentioned last time we had a little trouble with translating. We may want to have some translators available and provide some of the speeches in advance.

Student Section of the Meeting

During this meeting we went over the song and sang up until they split into Aladdin and Jasmine parts. We also went to the end a couple of times.

<https://docs.google.com/document/d/1AlpppXkM1liEJTJxoD9ch-0XknhZqFJquKWRSYMKWNc/preview>

Motion to adjourn was made by Victoria Estrada and seconded by Mario Estrada.

**Idaho Falls Sister Cities Youth Board Meeting
April 26, 2017**

Attendees:

Wendy Boring
Melinda Cebull

Peter Cebull
Katie Eaton

David Eaton
Kendra Peck

Whitney St. Michel

Criteria for Selecting Students to go to Japan:

We are lucky to have 26 students in our group this year. We will only be able to take 15 or 16 students to Japan. The board is working to clearly define selection criteria so all of the members will understand how we will select the members who go to Japan.

- Requirements from the Bylaws

- 13 – 18 years old at the time of the trip
- In good standing (Code of Conduct, Medical Forms, Application Form)
- Attend 50% of the meetings & activities
- Valid overseas health insurance
- Passport

- Considerations from the Bylaws

- Students point accumulation
- Longevity in the organization
- Students who have not been to Japan yet
- Age (younger students will have opportunities to go later)
- Record of adherence to the Code of Conduct.

A student must meet all of the requirements stated in the bylaws and shown above. For the students who meets the requirements, the board will look at the student and parent points accumulated. If there is more than one student in a family, the parent's points will be split evenly between their students who are eligible to go to Japan. Tickets are purchased in the February/March timeframe. The decision on who will go will be made at the end of January so tickets can be purchased. Points to decide who will go will be based on points accrued until January of the year before the trip. Students will continue to accrue points up until the time of the trip for reimbursements.

- Students who have not been to Japan and will be too old to go in the future will be awarded extra points (10% more or a set amount i.e.10 points).
- Students who have been to Japan will have points deducted (10% or a set amount i.e. 10 points) for each time they have been to Japan.

Note the point addition and deductions are only used for deciding who goes to Japan and will have no effect on funds reimbursed.

Example: (Each student has 100 points)

Student A has been to Japan once	$100 - (1 * 10)$	90
Student B has been to Japan twice	$100 - (2 * 10)$	80
Student C has not been to Japan but could go later	100	100
Student D has not been and will not be able to go next time	$100 + 10$	110

The above adjustments will be made to the student totals and the top 15 or 16 students will go to Japan. Dave will look at the points from 2016 and make a recommendation to the board on whether to use a percentage of the points or a set amount of points.

Garage Sale:

Wendy will bring sign-up sheets to the next meeting. We can use as many people as possible to help with setup on May 19th at 4 pm. She will have 2 hour shifts from 6:30 to 12:30 on May 20th. Points will be given for helping with setup and helping on the day of the sale. Note: The bylaws state a person will receive one point for 4 hours in the same day. Whitney will modify the raffle donation receipt so it can be used if a person wants to track donations for tax purposes. We will have a bake sale if people wish to donate baked items.

Town and Country:

Melinda asked if we wanted to keep gift cards on hand to sell to people who want one right away. No decision was made. We will not keep extras on hand until the board decides on an amount.

Newsletter:

Kendra has the newsletter completed. Peter offered to edit it before we place it on our Facebook page and website.

Team INL, Fluor Grants:

We will ask at the meeting to see if anyone is willing to request a Team INL donation to help with hosting. Dave Eaton will see if Fluor has any community grants or donations.

Hosting:

Kendra mentioned she had a list of the Japanese students coming to Idaho. She forwarded the information to the rest of the board. The Japanese want to learn another song and Kendra will discuss this with the group at our next meeting. Kendra said the Japanese would like to provide information (family, hobbies, interests, ..) for all of the students coming to Idaho and involved in their group. They would like our students to provide information to them too. Whitney has a calendar with a few of the main events scheduled, and she will present it to the group and have them help fill in the other dates with activities. The board will meet on May 9th after we have a better idea of the hosting activities to assign points for coordinating the different events during hosting. People will be able to sign-up to help with the hosting activities. Whitney plans to send an email with the names of the people who have signed up to host and a host preference form to bring to the next meeting.



MEMORANDUM

TO: Rebecca Casper, Mayor
FROM: Ryan Tew, Human Resource Department Director
DATE: May 18, 2017
RE: Wages and Benefits Discussion

The Human Resources Department respectfully requests that a portion of the May 22nd City Council Work Session be allocated for a discussion of wages and benefits.

At the April 24, 2017 work session, A.J. Argyle informed the City Council that Blue Cross of Idaho had agreed to a 0% cost increase for the city's health insurance plan in fiscal year 2017/2018. Because of this 0% increase, the Human Resources Department recommends that for fiscal year 2017/2018 no changes be made to the employer/employee premiums and that no health/dental plan changes be implemented.

Approximate discussion time: 15 minutes

ATTACHED: Summary of health insurance information presented at the April 24, 2017 City Council Work Session

April 2017 City Council Health Insurance Presentation Notes

- The City is insured on a One Way Retention Agreement
 - This has the benefits of self-insurance without the risk.
 - PPACA taxes are the only drawback to this arrangement
- Current Premiums and Percentages are listed below.
 - Keep in mind H.S.A. premiums are not included in this calculation

2016-2017	Employee PPO	Employee HSA	Total PPO	Percentage of Total Premium	Total HSA	Percentage of Total Premium
Employee	\$51.15	\$0.00	\$558.78	90.85%	498.47	100.00%
Employee & Spouse	\$122.59	\$29.29	\$1,202.72	89.81%	1072.92	97.27%
Employee + 1 Child	\$76.00	\$9.92	\$776.99	90.22%	693.14	98.57%
Employee + 2 + Children	\$111.06	\$24.69	\$1,101.60	89.92%	982.71	97.49%
Family	\$182.23	\$52.52	\$1,713.63	89.37%	1528.68	96.56%

- City's Large Claimant Experience History
 - During the 2015 Calendar Year 2.9% of your population has incurred 58.3% of your claims
 - During the 2014 Calendar Year 2.9% of your population has incurred 52.3% of your claims
 - During the 2013 Calendar Year 3.6% of your population incurred 65% of your claims
 - During the 2012 Calendar Year 8.2% of your population incurred 62% of your claims
- Notable Changes to the Plan
 - 2007 Increased deductible from \$100 to \$250
 - 2010 moved from a \$250 deductible wraparound plan to a \$250 Basic and Major Medical deductible. This eliminated first dollar DXL, Ambulance, Outpatient services etc...
Also terminated 4th quarter carryover
 - 2013 Combined the Basic and Major Medical Deductible increasing it to \$500 overall
 - 2014 Changed Coinsurance to 50%, Increased Dr. Copay to \$30, and added ER copay of \$100.
October 2014 rolled out H.S.A.
 - 2015 Changed deductible to \$1000 and added 3 Tier drug structure. Negotiated 9.72% Increase to 4% on 8/15. Moved to Blue Cross's formulary 4/1/16.
 - Negotiated 12% Increase to 2.98%

- Why the move to the H.S.A. and the large increase in deductible
 - Met with the mayor in 2014 and determined that if we continued on the current trajectory that we were going to hit the Cadillac tax
 - Hence the reason for the HSA and the increase to the deductible and the PPO
 - Mayor wanted to take the focus off of benefits and move the focus to wages.
 - Didn't want employees seeking employment at the City of Idaho Falls strictly for benefits
 - This would lead to more sick employees and family members.
- City Contributions compared to National Trends
 - 62% of employees pay more than 0% and less than 25% of the premium for single coverage
 - 12% of employees make no contribution to their plan for single coverage
 - 45% of employees pay more than 0% and less than 25% of the premium for family coverage
 - 15% of employees pay more than 50% of the premium for family coverage
 - 3% of employees make no contribution to their plan for family coverage
 - Covered workers on average contribute 18% of the total premium for Single coverage
 - Covered workers on average contribute 30% of the total premium for Family coverage
 - The average employee contribution for single coverage is \$1,129
 - The average employee contribution for family is \$5,277
 - Currently the city charges \$0 for the H.S.A. and \$613.80 (9.15%) for the PPO annually for employee only premium.
 - The city charges \$630.24 (3.44%) annually for the H.S.A. and \$2186.76 (10.63%) for the PPO for family premium
 - The average deductible is \$1,478 for single coverage (up \$160 from last year)
 - 48% of covered workers are enrolled in PPO's (decreased 4% compared to 2015)
 - Over the last two years PPO's have decreased 10%
 - 29% of covered workers are enrolled in a HDHP like an H.S.A. (increased 5% compared to 2015)
 - Over the last two years HDHP have increased by 8%
 - 39% of plans that have more than 200 employees have a deductible of at least \$1,000
 - 45% of workers in large firms have a deductible of \$1000 or greater
 - 18% of plans have an out of pocket maximum of \$6000 or greater
 - 68% of plans have an out of pocket maximum between \$2000 and \$6000
 - 14% of plans have an out of pocket maximum of \$2000 or less.
 - The City PPO has an out of pocket maximum of \$1500 for an individual
 - The City H.S.A. has an out of pocket maximum of \$4000 for an individual
 - 56% of employers offer insurance to their employees up from 55% last year but down from 57% two years ago; and 61% three years prior
- National Trend Spouse Coverage
 - 5% of large firms say that spouses are ineligible to enroll if a spouse is offered coverage from another source
 - 12% of firms offering coverage to spouses have a higher contribution or cost sharing for spouses who are eligible for coverage from another source
 - 10% of firms offering coverage give additional compensation to employees who choose to enroll in their spouse's plan

- H.S.A. National Trends
 - 7% of covered workers in an H.S.A. have a contribution equal to the single deductible
 - 28% of covered workers in an H.S.A. have a contribution that would reduce their deductible to less than \$1,000
 - The City's contribution lowers the individual deductible to less than \$1,000 not including the premium savings
- Rx National Trends
 - 81% of plans had a three tier or more drug formulary in 2015
 - Average Cost
 - Tier 1 \$11
 - Tier 2 \$31
 - Tier 3 \$54
 - Tier 4 \$93
 - City's Rx is
 - Tier 1 \$10
 - Tier 2 \$30
 - Tier 3 \$50
- Wellness Trends
 - 83% of employers that offer benefits offer at least one wellness program (weight loss program, gym membership discount or onsite facilities, biometric screening, smoking cessation, personal health coaching, flu shots, EAP etc...)
 - 59% of plans with over 200 employees offer a health risk assessment
 - 54% of plans provide financial incentive for doing so
 - 53% of large firms offer the opportunity to complete biometric screening
 - 14% offer a reward or penalty for completing the biometric screening
 - 16% of large firms report collecting health information from employees through wearable devices such as Fitbit or Apple Watch
 - 42% that offer a health and wellness program offer employees financial incentive including one or a combination of:
 - 34% lower premiums or cost sharing
 - 76% cash contributions to H.S.A. or merchandise
 - 14% some other type of incentive
 - 26% have a maximum financial incentive of \$150 or less
 - 35% have a maximum financial incentive of \$150 to \$500
 - 23% have a maximum financial incentive of \$500 to \$1,000
 - 9% have a maximum financial incentive of \$1,000 to \$2,000
 - 7% have a maximum financial incentive greater than \$2000
 - The City has a \$1,000 incentive on both the PPO and H.S.A.



MEMORANDUM

TO: Rebecca Casper, Mayor
FROM: Ryan Tew, Human Resource Department Director
DATE: May 18, 2017
RE: Proposed Change to City's Personnel Policy Manual

The Human Resources Department respectfully requests that a portion of the May 22nd City Council Work Session be allocated for a discussion of a proposed change to the City's Personnel Policy Manual. The affected part of the manual is Section XXIX – GRIEVANCE PROCEDURES.

The recommended change comes as part of the Human Resource Department's ongoing review of the grievance procedures. I am proposing the addition of Section J as seen in the attached document. The addition of this section recognizes the former Civil Service Rules "for cause" review.

WORK SESSION PURPOSE: to consider the proposal to modify the City's Personnel Policy Manual, specifically Section XXIX – GRIEVANCE PROCEDURES.

Approximate discussion time: 15 minutes

COUNCIL AGENDA ACTION: Schedule a vote of the proposed change at the May 25, 2017 City Council meeting

ATTACHED: Section XXIX of the City of Idaho Falls Personnel Policy Manual with proposed change.

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XXIX. GRIEVANCE PROCEDURES:

A. The purpose of this grievance procedure is to ensure the City maintains a productive, cooperative efficient and experienced work force, thereby enhancing the public welfare. Its purpose is also to protect the interests of the City by ensuring that capable and productive employees are not unjustifiably terminated or treated inappropriately by their superiors and to ensure the City and its administrative staff and employees are afforded an opportunity to resolve errors and disputes without the need for judicial intervention. **NOTHING HEREIN SHALL BE CONSTRUED TO GRANT AN EMPLOYEE ANY RIGHT OR EXPECTATION OF CONTINUED EMPLOYMENT, TO LIMIT THE REASONS FOR WHICH AN EMPLOYEE MAY BE DISCHARGED, TO SPECIFY THE DURATION OF EMPLOYMENT OR TO IMPLY AN EMPLOYEE MAY ONLY BE TERMINATED FOR CAUSE.**

B. For the purposes hereof, a grievance is defined as any complaint by a regular employee, other than a Division Director, concerning the following:

1. A disciplinary action taken against an employee;
2. Any action taken by an employee or Supervisor which results in unfair or discriminatory treatment, inequity or arbitrary or capricious action relative to an employee;
3. Any interpretation or dispute regarding the terms and conditions of this Policy;
4. Retaliation or recrimination as a result of any action by a superior which violates public policy or law.

C. A grievance shall not include complaints concerning non-personnel matters generally affecting the operation of a division or department of the City, complaints concerning the efficiency with which a division or department is run and complaints concerning nonpersonnel matters relating to the formulation of public policy or other matters requiring administrative discretion that do not otherwise conflict with the terms of this Policy.

D. All employees who file grievances shall be free from restraint, interference, discrimination or reprisal by the City, its officers or employees.

E. All documents, records and information generated, compiled or kept in conjunction with a grievance shall be exempt from disclosure to the public pursuant to the provisions of the Idaho Public Records Act, Idaho Code Section 9-340(36), provided, however, an employee who files a grievance may obtain copies of any such records pursuant to Idaho Code Section 9-342.

F. Subject to the provisions of this policy regarding discrimination and harassment, no employee shall file a grievance unless he or she has made a reasonable effort to resolve the subject of the grievance with his or her immediate supervisor or other person against whom the grievance is filed.

G. All grievances shall be commenced by filing the grievance with an Initial Hearing Officer ("IHO"). The IHO shall be the Division Director for the Division out of which the grievance arises. Such grievance shall be in writing and shall contain a succinct summary of the pertinent facts and a statement that the complaint is filed pursuant to the grievance procedure set forth herein. All

grievances shall be filed within five (5) working days after the occurrence of the act giving rise to the grievance. Upon the filing of the grievance, the IHO shall forthwith commence his or her investigation, review the grievance and render an oral decision as soon as reasonably possible after the grievance is filed. In conducting the investigation, the IHO may consult with any employee or person having knowledge of the circumstances of the grievance.

H. Any employee may appeal the decision of an IHO by filing a Notice of Appeal with the Mayor. Such Notice of Appeal shall be physically filed within five (5) working days of the date the decision of the IHO was delivered to the employee. Such Notice of Appeal shall contain a brief statement of the employee's intent to appeal the decision and shall also contain a copy of the original grievance and a copy of or brief summary of the decision rendered by the IHO. Upon the receipt of a Notice of Appeal, the Mayor shall appoint a Final Hearing Panel ("FHP") consisting of any Division Director who did not act as the IHO and one member of the City Council. The City Attorney may counsel with and provide legal advice to the FHP, but shall have no vote with respect to the rendering of any decision by the FHP.

I. As soon as the FHP has been appointed, the panel shall convene for the purpose of determining whether the matter can be resolved informally or whether the resolution of the matter requires a hearing. If the panel concludes the matter can be resolved informally they may conduct such investigation as they deem appropriate including but not limited to conducting a review of written documents and undertaking informal discussions with the parties or other persons who may have relevant information concerning the matter. After conducting such informal review the panel shall issue its decision in an expeditious manner. If the panel concludes the matter requires a hearing then it shall promptly set a date, time and place for a hearing and shall send a written notice of hearing to the grievant and the IHO. At the hearing, the complaining employee may present testimony and evidence concerning the grievance and examine and cross-examine witnesses. The FHP may require the attendance of any employee having knowledge of the matter and any employee who refuses to appear at the request of the FHP shall be deemed guilty of insubordination. A transcribable, verbatim record of the proceedings shall be kept and maintained by the City for a period of at least six (6) months thereafter. The hearing shall be conducted in an informal manner, without adherence to formal rules of evidence. During or following the conclusion of the hearing, the FHP shall consider the testimony and evidence presented at the hearing and shall base its decision solely thereupon. At the conclusion of the hearing, the FHP may consult with the City Attorney concerning the applicable law. The FHP shall render a written decision and deliver a written copy thereof to the complaining employee as soon as possible, but in no event later than thirty (30) working days after the conclusion of the hearing. All decisions of the FHP shall be final.

J. Every investigation and decision related to a removal, suspension, demotion or discharge of a police officer who was employed by the City before April 30, 2017, and who successfully completed a twelve (12) month probationary period shall include a determination of whether the removal, suspension, demotion or discharge was for political or religious reasons or was made in good faith and for cause.

K. This Grievance procedure shall be the sole and exclusive method by which employee grievances are considered and resolved. In the event an employee fails to file a grievance or fails to properly or timely follow the procedure contemplated herein, the grievance shall be deemed waived.

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