



**NOTICE OF PUBLIC MEETING**  
**Monday, October 23, 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)

**Library:**

- Library Resolution Discussion (15)

**Human Resources:**

- Proposed Changes to Vacation and Sick Leave Policies Discussion (45)

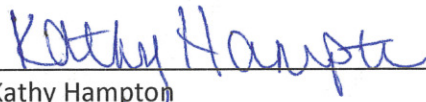
**Mayor's Office:**

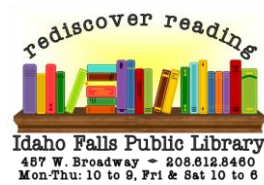
- Community Development Grants Committee Report (45)

**Community Development Services:**

- Area of Impact Discussion (60)

DATED this 20<sup>th</sup> day of October, 2017

  
Kathy Hampton  
City Clerk



TO: Honorable Mayor Rebecca Casper and Idaho Falls City Council

FROM: Robert Wright, Idaho Falls Public Library Director

Date: October 19, 2017

RE: Library Resolution

Honorable Mayor and City Council Members:

Please find attached a copy of a resolution clarifying the relationship between the Mayor, City Council and the Idaho Falls Public Library Board of Trustees.

The purpose of the resolution is to:

- Help future Mayors, Council Members, City departments and Library Board Trustees understand the powers, duties, and responsibilities of the Idaho Falls Public Library Board of Trustees as it relates to the City.
- Clarify that Library Trustees are acting as stewards of the City Library and that the Library building, grounds, materials, furnishings, books, etc. belong to the City of Idaho Falls.
- Set a per item expenditure limit and reference other relevant City resolutions.

## **RESOLUTION NO. 2017 –**

A RESOLUTION OF THE CITY OF IDAHO FALLS, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, GRANTING APPROVAL TO IDAHO FALLS PUBLIC LIBRARY BOARD OF TRUSTEES FOR CERTAIN LIBRARY BOARD PRACTICES; AND PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

WHEREAS, pursuant to Idaho Code, Title 33 Chapter 26, the City authorizes and approves the Idaho Falls Public Library (Library) budget annually; and

WHEREAS, the Library budget includes funding for various Library projects; and

WHEREAS, the Idaho Falls Public Library Board of Trustees (Library Board) understands that all Library buildings, furnishings, materials, and other assets belong to the City; and

WHEREAS, the Library Board acknowledges and affirms that it acts as steward of the City's Library building, furnishings, materials, and other assets; and

WHEREAS, the Library Board is granted, under Idaho Code Section 33-2607, authority to control and manage Library buildings, furnishings, materials, and assets; and

WHEREAS, specific Council approval of Library Board practices is within the spirit and letter of Idaho Code Section 33-2607 and will promote City and Library efficiency and effectiveness.

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

1. The Idaho Falls Public Library Board of Trustees or their designee (including, but not limited to, the Library Director) is granted approval to make decisions concerning and exercise the following powers, duties, and practices:

- (a) To control and expend money budgeted for the Library, including costs of maintenance of all Library structures, facilities, furniture, library materials, apparatus, computers, and other appliances used exclusively to provide Library services not in excess of fifty thousand dollars (\$50,000) per item; and
- (b) To accept or decline gifts of money or personal property not in excess of fifty thousand dollars (\$50,000) in value, in accordance with Library policy and pursuant to the City naming policy established in Resolution 2017-20; and
- (c) To purchase personal property for Library use not in excess of fifty thousand dollars (\$50,000) per item or contrary to City Resolution 2017-23; and

- (d) To sell, exchange, or otherwise dispose of Library materials (including books, audio, and video recordings, written materials, etc.) when no longer required by the Library because such are, in the opinion of the Idaho Public Library Board of Trustees or the Library Director, surplus, duplicates, worn out, of little or no practical utility, or otherwise unneeded for Library purposes and disposal is accomplished pursuant to the City's surplus policies established in Resolution 2015-01.
- (e) To exercise such other powers, not inconsistent with law, necessary for the orderly and efficient management of the Library.

2. Nothing in this Resolution shall alter or amend Idaho Code Section 33-2607.

ADOPTED and effective this \_\_\_\_ day October, 2017.

CITY OF IDAHO FALLS, IDAHO

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Rebecca L. Noah Casper, Mayor

ATTEST:

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Kathy Hampton, City Clerk

(SEAL)



## Community Support Grant

10/23/17 Work Session Presentation

### **Funding Parameters (determined by City Council):**

- \$130,000 total City of Idaho Falls FY17/18 budget allocated for Community Support Grant
- \$35,000 maximum funding possibility per applicant

### **Annual Grant Timeline:**

- Application Process Publicly Announced: May
- Grant Application Open: June 1-June 30
- Administrative Review and Processing: July
- Citizen Committee Meetings: August-September
- Idaho Falls City Council Discussions: October
- Funds Announced and Distributed: November

### **FY 2017/2018 Application Summary:**

- # Applications Received: 19
- Total Amount Requested: \$275,618.26

### **Community Support Grant Citizen Committee:**

- Purpose: detailed review and discussion of applications leading to funding recommendations made to the Idaho Falls City Council
- 2017 Committee Members:
  - Ellie Hampton
  - Caroline (Buddy) Hall
  - Eric Liester
  - Bonnee Taggart
  - Sunny Katseanes
  - Angie Lee



# City of Idaho Falls Community Support Grant

## About

The Community Support Grant is managed by the Idaho Falls Mayor and City Council. The City of Idaho Falls makes grants within the guidelines provided and reserves the right to change the guidelines at any time. Exceptions to these guidelines are made solely at the discretion of the Mayor and City Council.

## Grant Eligibility

The City of Idaho Falls Community Support Grants are awarded to publicly supported and tax-exempt nonprofit organizations, institutions, and public agencies within the grant service area. The grant service area is defined as Bonneville County, with substantive benefits to City of Idaho Falls residents. The City of Idaho Falls does not make grants directly to individuals. To be eligible for support, applicants must have written confirmation from the Internal Revenue Service of tax-exempt status under Section 501(c)(3), (c)(4), (c)(6) or (c)(19). School districts are eligible if within the service area.

The grants are intended to supplement city services and/or support key community objectives relating to transportation, environment, community safety, science, education, arts and culture, and economic growth and vibrancy. The grant does not support:

- Any church, sectarian, or religious society
- Political or legislative action groups
- Projects that have already been completed
- Individual participation in trips, tours, workshops, contests, or competition
- Specialized training
- Scholarships
- Annual fund drives

## Grant Submission

The City of Idaho Falls reviews and makes grant selections annually. The grant cycle coincides with the city's fiscal year which runs October 1-September 30. Grant cycles are publicly announced, and deadline dates can be obtained by contacting the City of Idaho Falls at (208) 612-8777, or by visiting the city website at [www.idahofallsidaho.gov](http://www.idahofallsidaho.gov). Grant applications must meet the announced deadline to be considered.

## Grant Evaluation

Grant funds are subject to availability in the City budget. City Council members will be looking for grant opportunities where funds will be used to support community priorities and further key governmental goals and functions as designated by city leaders. The Community Support Grant is a competitive process, and funding is not guaranteed to remain constant in future years. Applying organizations who

have received funding in the past are advised not to rely on Community Support Grant funds when forming annual budgets.

The City of Idaho Falls considers the following factors when reviewing grant applications:

- Economic Impact to the City of Idaho Falls
- Eligibility - 501(c)(3), (c)(4), (c)(6) or (c)(19) letter of verification
- Need addressed in proposal
- Adequacy of the total project budget and timetable to achieve desired results
- Extent and sources of other matching funds granted to applicant

### **Grant Report**

Awarded organizations will be required to complete and submit a bi-annual grant report, to be evaluated by the Idaho Falls City Council. This report will be due twice a year, once between March 1 – 31, and again between September 1 – 30. The report will include a project timeline, budget and expenditure information, and achieved outcomes. A uniform template is provided to the awarded organizations for this report.

### **Annual Timeline**

Application Process Publicly Announced: May

Grant Application Open: June 1-June 30

Administrative Review and Processing: July-September

Idaho Falls City Council Discussions: October

Funds Announced and Distributed: November

### **Contact Information**

Office of the Mayor

308 Constitution way

Idaho Falls, Idaho 83402

(208) 612-8777

[www.idahofallsidaho.gov](http://www.idahofallsidaho.gov)

# Grant Application

Thank you for your interest in the City of Idaho Falls Community Support Grant. To start the grant process, please complete the following application. Carefully read and follow all instructions. If additional space is needed, please write “see attached” in the space provided and attach documentation when submitting the application.

Organization Name	
Mailing Address	
City, State, Zip	
Contact Person	
Title	
E-mail Address	
Phone	

**Cover Letter**

Signed and dated cover letter with grant year, amount requested (not to exceed \$35,000), reason for request, and contact data. Please include the cover letter as an attached document when submitting the application.

**Internal Revenue Service Tax Exempt Letter**

The IRS tax except letter verifies that the organization is not a private foundation and is exempt from taxation under Section 501(c)(3), (c)(4), (c)(6) or (c)(19) of the Internal Revenue Service Code. Please include the letter as an attached document when submitting the application.

**Organizational Information**

Description of organization requesting funds including a summary of background, purpose, and organization objectives:

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Past history (up to 5 years) of City of Idaho Falls grant requests in descending chronological order with amounts requested and granted:

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Explanation of other funding sources (outside City of Idaho Falls grant) that have been received or attempted:

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Are matching funds available if grant is awarded? If yes, at what percentage or amount of funds are matched and what organization is providing the matching funds?

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**Funding Description**

Complete description of project, task, or goal funds are expected to be used for:

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Identification of specific outcomes related to project, task, or goal:

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Timeline for implementation of funds including starting date and expected completion date:

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**Itemized Budget**

Itemized project budget showing how major expenses are estimated and how grant funds are to be spent:

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Explanation of why requesting organization cannot assume the cost of the project from existing resources:

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Explanation of how project will be maintained after grant funds are expended:

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## **Economic Impact**

What is the projected economic impact this project, task, or goal will have on the City of Idaho Falls or greater Idaho Falls community? Be as detailed as possible and include quantitative (\$) data:

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## **Community Objectives**

Explain how the project will supplement city services and/or support key community objectives relating to transportation, environment, community safety, science, education, arts and culture, and economic growth and vibrancy.

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**E-mail completed application and attached documentation to [dbriggs@idahofallsidaho.gov](mailto:dbriggs@idahofallsidaho.gov)  
E-mail subject line: Community Support Grant Application**

**Comprehensive Plan.** The Bonneville County Comprehensive Plan shall apply to the area of impact. The Comprehensive Plan maps of each jurisdiction were reviewed and found to be generally compatible with each other. Idaho Falls should make minor adjustments to its Comprehensive Plan map within the area of impact to be more consistent with Bonneville County's Comprehensive Plan, as outlined below. Future amendments to the City of Idaho Falls and Bonneville County Comprehensive Plan, within the area of impact, should be coordinated between Bonneville County and the City of Idaho Falls, where possible.

Recommended changes to the Idaho Falls Comprehensive Plan map:

1. Idaho Falls should amend its Comprehensive Plan to reduce the size of the plan area to more closely match the boundaries of the area of impact.
2. Idaho Falls should amend its Comprehensive Plan in the area along Lincoln Road, generally between 15<sup>th</sup> East and 25<sup>th</sup> East to match the Bonneville County's designation.
3. Idaho Falls should amend its Comprehensive Plan in the area south of Sunnyside, west of the Carriage Gate Subdivision to match the County's "industrial" designation.
4. Idaho Falls should add a commercial node to their Comprehensive Plan map at the intersection of 65<sup>th</sup> South and 15<sup>th</sup> East.

**Zoning Ordinance.** Bonneville County should amend its Zoning Ordinance, within the area of impact, to be compatible with Idaho Falls Comprehensive Zoning Ordinance, as outlined below. The amended Zoning ordinance of Bonneville County shall apply to the area of impact.

Recommended changes to the Bonneville County Zoning Ordinance:

1. Add a minimum landscaping requirement of 20% of the total lot area as is done in the County's C-2 Zone within the C-1, HC-1, P-B, I&M-1 Zones.
2. Remove hatcheries as an allowed use within the C-2 Zone.

**Subdivision Ordinance.** The Bonneville County Subdivision Ordinance shall apply to the area of impact. The Idaho Falls and Bonneville County Public Works Departments should review and compare City and County infrastructure standards and determine whether amendments are necessary to make the County standards compatible with City standards within the area of impact.

**Development Agreements.** Bonneville County should enter into development agreements with owners, tenants, and developers of property located within the area of impact. The purpose of these development agreements should be to address the implementation of standards for development in the area of impact, as agreed to by Bonneville County and the City of Idaho Falls. Development agreements for properties requesting a utility service from the City of Idaho Falls should include language requiring the property to be annexed upon the property becoming contiguous to the City's corporate limits.

**Annexations.** City of Idaho Falls should adopt a written annexation policy as part of the area of city impact agreement. Annexations to the City of Idaho Falls shall be in accordance with Idaho Code. When land is proposed for rezoning in the area of impact and such land is eligible for annexation per

State Code, Section 50-222(i.e. is contiguous to city limits), Bonneville County should not approve requests for rezoning unless the applicant has filed a request for annexation and initial zoning, of a similar zone, to the City of Idaho Falls and the City has denied the request.

**Utility Extensions.** In its sole discretion, the City of Idaho Falls may offer to provide utilities to properties within the area of impact. If such service is requested, the cost to extend and connect to such utilities shall be borne entirely by the applicant, developer, or recipient of the services unless otherwise agreed. The City should provide for a cost recovery program to reimburse the developer for installing new infrastructure that will be used by other future developments. As a prerequisite for service, any recipient of City utilities in the area of impact shall enter into a development agreement requiring the property to be annexed immediately upon the property becoming contiguous to the City's corporate limits. Electric utilities may be provided pursuant to agreements with Rocky Mountain Power and Idaho Code.

**Existing Developments.** When developments approved by Bonneville County, (including phased development), are annexed into the City of Idaho Falls, prior to completion of all of the phases, they may continue to develop remaining phases according to the standards established at the time of approval. If City of Idaho Falls utilities are requested, the City may require any necessary upgrades to utility infrastructure in order to meet City standards. Tax supported infrastructure shall be grandfathered upon annexation.

**Administration and Enforcement.** Bonneville County shall be responsible for administration and enforcement this agreement. Final decision making authority in the area of impact shall be retained by Bonneville County.

The Bonneville County Planning and Zoning Commission shall act as the Planning and Zoning Commission for unincorporated areas within the area of impact. The Bonneville County Commissioners shall appoint one resident of the City or its impact area as a representative to the Bonneville County Planning and Zoning Commission. The City Council may submit nominations for the Bonneville County Planning and Zoning Commission to the Chair of the Board of County Commissioners.

At least twenty (20) days prior to the Bonneville County Commission or Planning and Zoning Commission taking action on an applications for rezones, conditional use permits, comprehensive plan changes, and subdivision plats, the Zoning Administrator of Bonneville County should submit those application materials to the City Community Development Services Department for review and comment.

**City Review.** For any development which includes utilities that will be connected to the City of Idaho Falls utilities, Bonneville County shall forward all improvement drawings, development agreements, and final plats to the City of Idaho Falls for review and comment on those items that will be connected to City of Idaho Falls utilities or maintained by the City. The City of Idaho Falls will return comments to Bonneville County within fifteen (15) days of receipt. Bonneville County shall forward City of Idaho Falls comments to the applicant for corrections. If the City of Idaho Falls comments and corrections regarding utility infrastructure and connections are not made and enforced by Bonneville County and infrastructure is not built

and inspected to City approved standards, the City of Idaho Falls may reject acceptance of the infrastructure improvements and not provide utility service to the development. Bonneville County shall allow the City to inspect any of the installed infrastructure for compliance.

**Renegotiation.** Renegotiation shall follow the procedures outlined in Idaho Code Section 67-6526.

**Periodic Review.** Bonneville County and the City of Idaho Falls Planning and Zoning Commissions should meet at least annually and on an "as needed basis" to review growth and development within the area of impact, the City of Idaho Falls, and Bonneville County. At such meetings the Planning and Zoning Commissions may recommend that Bonneville County and the City of Idaho Falls revise part or all of the area of impact agreement or to not revise the agreement. If it is determined by the two Planning Commissions that only minor changes are needed and are jointly agreed to by the two Planning Commissions then a simple hearing schedule process may be used to make those changes (rather than implementing the full renegotiation process).

**Severability.** The provisions of this ordinance are severable. In the event, any provision hereof is determined to be unenforceable or invalid, such determination shall not affect the validity of the remaining provisions.

**Effective Date.** This ordinance shall be in full force and effect from and after its execution by both the City and County and passage and publication as required by law.