



NOTICE OF PUBLIC MEETING

Monday, October 22, 2018

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)

Times listed in parentheses are only estimates.

Call to Order and Roll Call

Mayor:

- Acceptance and/or Receipt of Minutes
- Calendar, Announcements and Reports (5)

Council:

- Liaison Reports and Concerns (10)

Public Works:

- Iona Bonneville Sewer District (IBSD) Sewer Service Annexation Discussion (15)

Police:

- Training: Understanding Local Gang Activity (45)
- Police Personnel Manual Introduction (15)

Parks and Recreation:

- 2018 War Bonnet Roundup Rodeo Follow-up Report (5)
- Future of Sandy Downs Briefing (15)
 - Master Plan
 - 4-H Build-out
 - Proposition 1

Municipal Services:

- Proposed City Flag Policies Discussion (35)

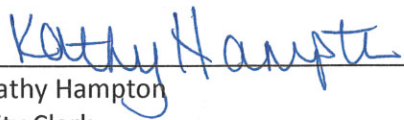
Presentation:

- Community Partnership Grant Committee Report (35)

Airport:

- Operations Briefing (35)
 - Air Service Development Plans and Incentives
 - Passenger Leakage Study

DATED this 19th day of October, 2018


Kathy Hampton
City Clerk



Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes

Wednesday, May 15, 2018

16

Carl 10-12-18

The Idaho Falls Civic Center for the Performing Arts Committee met in a regular committee meeting on Tuesday, May 15, 2018 at the Municipal Services Director's Office, 308 Constitution Way, Idaho Falls, Idaho 83401 at 1:30 pm.

Wednesday

Carl 10-12-18

In attendance:

Arthur Kull, Idaho Falls Civic Center for the Performing Arts Committee Member
Anne Staton-Voilleque, Idaho Falls Civic Center for the Performing Arts Committee Member
Carrie Scheid, Idaho Falls Civic Center for the Performing Arts Committee Member
Bonnee Taggart, Idaho Falls Civic Center for the Performing Arts Committee Member

Others Present:

Chandra Witt, General Services Administrator
Ed Morgan, Civic Auditorium Manager
Brandi Newton, Idaho Falls Arts Council
Carol Johnson, Interior Designer and guest of committee
Greg Croft, Resin Architecture

Chair Arthur Kull called the meeting to order at 1:30 p.m.

Public Comment:

None

Approval of Minutes:

Chair Arthur Kull called for approval of the minutes for April 9, 2018 and May 2, 2018. Bonnie Taggart made motion to approve and Anne Voilleque seconded the motion. Motion carried.

Phase I Renovation Railing & Grill

Carol Johnson provided a schematic design of the railing and grills that will be part of the renovation. A quote was given to Carol from Quality Steel, to fabricate the railing and grills and installation of the railing. Quality Steel needed a professional drawing before moving forward. Greg Croft, Resin Architecture, offered to donate his time to provide the drawing to Quality Steel for a formal quote.

The committee discussed the quote from Quality Steel; and it was agreed that the committee would like Quality Steel to install if they fabricated the railing, instead of adding more scope of work to Big-D, Contractor for Phase 1 Renovation. The amount of the quote was discussed; a motion was made by Carrie Scheid to approve the estimated quote with the new quote not to



Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes

Wednesday, May 15, 2018

16 C. Kull 10-12-18

exceed more than 10% of the original quote. The motion was seconded by Bonnee Taggart. Motion carried.

Marquee Design Update


Ed Morgan and Carol Johnson provided an update regarding the Marquee. Ed had worked with Community Development regarding the code associated with the Marquee and found that in order to keep the height of the current Marquee, the original structure could not be changed. Carol Johnson provided a new design for the committee to review and stated that she would work with an Architect to determine structure design and materials needed.

Discussion of Recognition Plaque Design

Committee Chair Anne Voilleque stated that Roy Reynolds is working on the plaque design and would most likely be attending the next meeting to discuss the design.

The meeting adjourned at 2:15 p.m.


Chandra Witt, General Service Administrator
Filling in for Committee Secretary


Arthur Kull, Chair

Idaho Falls Sister City Meeting Minutes

Monday, September 24, 2018

Members in Attendance: Cal & Cindy Ozaki, Paul & Sheri Hansen, Brian & Julie Wartchow, Edward & Cheryl Zaladonis, Val Haddon, Jim & Nancy Thorsen, Nan Hong, Bill Toth, Reggie & Isoke Fuller, Kevin & Joan Fuhrman, Lisa & Jerry Sehlke, Kris & Chelsea Schneider, Kirsten & Bryce Shurtliff, David & Carole Walters, Kay Rohrdanz, Lynda Ulschmid, Linda Milam, Clark Kido, Brad Cramer, and Litton Power

Guests in Attendance: Tom Hally, President of the City Council – will represent the city at the Welcome Reception

Minutes: Approved as amended.

Treasurer's Report: Beginning Balance \$13,678.44. New Balance: \$15,712.20 Approved.

Business:

- Events: Cindy sent around invoice sheets for member meals for the visit. All members participating should complete a sheet and submit a check for the total to Sister City.
- Lisa passed out signup sheets for the events that our members want to attend. ACTION –please notify add your name to events you will attend. Also please indicate if you can act as a driver for delegation members for events you will attend.
- Clark Kido gave an update on the friendship garden. He indicated that several organizations that had previously borrowed Japanese Koi flags will make a \$50 donation each time they use them. The Ski Patrol will donate \$200 for 4 events. Reminder regarding JACL Bento Box fundraiser.
- Edward Zaladonis reported that he has secured a lovely Bonsi tree from his brother to display in the Pavilion. He also indicated that he has been working on a back-door entrance.
- Cindy reported that the Japanese display in the Library needs attention prior to visiting with delegates (during home stay weekend). Edward volunteered to check and make improvements as possible.
- Media: Litton reported that he has been working on publicity for the visit. He is working to get the Idaho Falls Sister City page linked to several Idaho Falls organizations' pages (Downtown Development, Japanese Pavilion, etc.) During the visit, be sure to post pictures and tag participants and friends, this is a good way to elicit interest in Sister City membership! Dave Eaton is working with Discover Magazine to include both adult and sister city organizations in the listing of cultural activities in the magazine. We also discussed the lack of signage for the friendship garden. Tom Hally offered to talk to the Parks & Recreation director to see if the Friendship Garden can be included on City/Park signs.
- Cindy and members reviewed Japanese customs and simple language phrases. Members are encouraged to have fun interacting with our guests, and not to stress too much about language barriers.
- Delegation Visit/ Schedule was reviewed and refined. **Watch for Cindy's email with an updated schedule:**
 - Arrival: The delegates arrive on Friday, Oct. 5th. We will greet them at the airport and meet their homestay families. The potluck Turkey dinner has been moved to the Senior Citizen's Center. Nancy sent out signup sheets for the pot luck. Sister City will purchase whatever members are not able to contribute. Home stay begins Friday.
 - Saturday, Oct. 6th - Tailgate Party and ISU/UI Football game: Remind delegates to bring the ISU swag from the gift bags. Plans for a tour are still tentative. Chris sent out a flyer with

pertinent information regarding timing and location for parking and tailgate party. While the stadium is covered, it may be a good idea to bring stadium blankets, set pads, etc. Talk with members to arrange carpools and designated drivers.

- Sunday and Monday homestays. Home stay hosts are responsible for ensuring their guest(s) have transportation to all activities (even if you cannot attend) – Paul Hansen will help make alternate arrangements if you need them. Members can coordinate with each other on doing group events if they desire. Edward has arranged for pistol shooting on Sunday if your delegate is interested. Please have delegates checking into the Hilton Garden Inn there Monday by 7pm after feeding them dinner. The interpreter is staying with Paul and Sheri Hansen if you need help.
- City Day, 9 Oct: Business dress. Please meet at the hotel by 8:15am (punctuality is a must!) the schedule includes the following: (1) We will start with a picture at 8:30 then a meet and greet with the Mayor and City Council Members in the Council Chambers from until ~9:30. (2) Fire Station 1 Tour 9:45 to 10:45, (3) Broadway Tour 11:05-11:45, (4) Lunch-. (5) a tour of the Friendship Garden and the Visitor's center. The Community Reception will be that evening at 6:00 pm at the Art Museum (Dress is Business). Bring umbrellas if the weather will be cloudy.
- Wednesday 10 Oct will include the INL tour (IF members attending include Cal, Litton, Carole, Lynda, Kirsten, and Nan), Lunch at Frosty Gator, visit to the Humanitarian Center, Teton Toyota, and Mexican dinner with the youth group (at the Skyline Activity Center)
- Bus Trip: Thursday, 10 Oct – Meet at the Hilton Garden Inn at 6:45am (Cindy is checking to see if it is ok to leave vehicles parked there all day). We will visit Grand Teton park -stops will be determined based upon the weather– Brian Wartchow has a recommended itinerary.
- Friday, 12 Oct – Home tours, Thunder Ridge High School and College of Eastern Idaho. Evening event pizza dinner at Lucy's and IF Symphony Rehearsal.
- Farewell Brunch: Idaho Brewing Company.
- Farewell Party: Cindy has booked the Sandpiper for Saturday, Oct 13th, 5:30. (Dress is Business Casual)
- Farewell Departure Breakfast: Their flight leaves on Sunday at 7:29 am. We will have a small breakfast in the small meeting room by the departure gate consisting of coffee, tea, juice. Great Harvest has offered to donate muffins etc. to share.
- General reminders:
 - Perhaps we can get shoe covers for the home tours.
 - Home stay hosts are responsible for ensuring their guest(s) have transportation to all activities (even if you cannot attend) – Paul Hansen will help make alternate arrangements if you need them.
 - Sheri has been working on Name badges and a phone list. She will provide them before the visit.
 - If your plans change, and you will not be able to attend as planned – Please send the event coordinator a text, email or phone call.
 - This should be a great visit. Thanks to everyone for pitching in to get things done!

The next time we get together will be to greet our guests on Friday, October 5th!

**Idaho Falls Sister Cities Youth Meeting
October 3, 2018**

Attendees:

Peter Cebull	Tate Corbridge	Sam Hawker	Kenda Peck	Whitney St. Michel
Melinda Cebull	David Eaton	Lori Kidwell	Dallin Peck	Jackie Sugai
Nicholas Cebull	Katie Eaton	Jorge Padron	Nathan Peck	
Jackson Corbridge	Kylie Eaton	Gabe Padron	Anna St. Michel	

Business Section of the Meeting

Minutes:

The September 17th meeting minutes were provided to the group by email. David motioned to approve the meeting minutes and Kendra seconded the motion.

Adult Japanese Delegation Visit:

The group will be hosting a dinner for the adult Japanese delegation on October 10th at the Park and Rec facility on Skyline Dr. The dinner will start at 6 p.m. Whitney has several Mexican decorations she will bring for our taco dinner. **Kendra will contact people to let them know if she wants them to bring food earlier than 5:30.** The facility kitchen is available to us all day, and there are refrigerators if you need to drop food off early. Another group will be using the room near the kitchen. **David will make signs to help everyone get to the correct room. Kendra will bring student posters & slideshow items.**

A welcome speech will be given by Tate and Gabe. They will get the speech to Kendra by Saturday.

A sign-up sheet was sent around for people to help with the meal.

I can help (5:30 pm – 9 pm)

Whitney St. Michel	Tate Corbridge	Jackie Sugai	Kendra Peck
Candice Aicher	Melinda Cebull	Peter Cebull	Nicholas Cebull
Gabe Padron	Jackson Corbridge	Brennan Corbridge	Whitney St. Michel
Jorge Padron	Katie Eaton	David Eaton	Jo Gallegos
Anna St. Michel			

I can bring: (Note: Plan to serve around 50 -60 unless we hear otherwise.)

Taco Meat	Cebull 5lbs -beef 5lbs – chicken	Kendra Peck
Spanish/Mexican rice 2 or 3 – Serve 15-20 each	Candice Aicher	
Refried beans 2 or 3 – Serve 15-20 each	Whitney St. Michel	
Grated Mexican/Cheddar Cheese (5lb bag at Sam's ~\$13)	Candice Aicher	
Salsa (large size enough for 50)	Jackie Sugai	
3 lb Sour cream (\$4.48 at Sam's)	Kendra Peck	

Guacamole (~10 at Sam's)		
Diced tomatoes, chopped onions, & shredded lettuce	Jo Gallegos	
Flour Tortillas (taco size) (40 pack ~\$5 at Sam's) need 1	Jackie Sugai	
Hard taco shells	Jorge Padron	
Tortilla Chips	Jorge Padron	
Nacho Cheese (Sam's ~\$7) ?	Whitney St. Michel	
Large Green Salad & Dressing or Large veggie tray (each should feed 20) – need 2	Katie Eaton	
Large Fruit trays (I have large trays)	Lori Kidwell	
Desserts feed 20 (Mexican themed if possible)	Whitney St. Michel	Katie Eaton
Desserts feed 20 (Mexican themed if possible)	Jo Gallegos	
Coolers w/ Lemonade & Water (1 of each)	Jorge Padron	
I won't be able to help, but I'd like to donate \$	Wendy Boring	

Cindy Ozaki asked if any of our student would be available to babysit on October 9th and/or October 13th. The adult group has a member with 4- and 8-year old boys. It would be difficult for them to attend the welcome and farewell parties. Anna and Kylie volunteered.

JACL Bento Box Fundraise:

The JACL has asked our group to help with their bento box fundraiser. The fundraiser will be on October 20th. Students learned how to fold samurai hats and cranes to put in the Bento boxes. Students took home origami paper and should **bring the folded origami to the October 15th meeting**. If you are able to sell tickets, **bring the order form and money to the adult dinner on October 10th**. The following people signed up to help. **If you would like to help, contact David Eaton or sign-up at the next meeting.**

Early Shift: 8 a.m. – 11 a.m.

Melinda Cebull Nicholas Cebull Peter Cebull Dave Archer Tate Corbridge
Gabe Padron

Later Shift: 11 a.m. – 2 p.m.

Candice Aicher Kohan Davis David Eaton Kylie Eaton Kendra Peck
Dallin Peck Nathan Peck Elliot Boring Wendy Boring

Taiko Drumming Class for Students

Janet Youngblood has offered to provide a Taiko class for any interested students. She would like to have at least six students in the class. Kylie Eaton and possibly Dallin, Nathan, and Spencer Peck are

interested. The group decided to wait until after the recruiting meeting to see if more people are interested. Janet did say she would be willing to teach parents too. **Let David know if you are interested in the Taiko class.**

Recruiting New Members:

The group decided to have an informational meeting on October 15th. Kendra received permission to hang flyers at D91 schools. Dave will ask at the D93 office. The following students will take flyers.

Nicholas Cebull – Idaho Falls	Sam Hawker – Eagle Rock	Anna St. Michel – Skyline
Dallin Peck – Compass	Nathan Peck – Taylorview	
Katie Eaton – Shelly & American Heritage		Kendra Peck – Watersprings

Dallin Peck and Nicholas will present the information from a PowerPoint about our group.

City Meeting

People from the group met with P.J. and Mason from the Idaho Falls Park and Rec Department to find out how our groups could work together more. The city will let us use the ice ring from 7 p.m. to 10 p.m. on December 29th for our Winter Carnival. They discussed ways to promote the group and our Cherry Blossom Raffle Dinner fundraiser. It was suggested we try to schedule a Taiko in the park concert in conjunction with the raffle/dinner to have more activities the same night. If we want to do this, we need to get the information to P.J. and Mason in the January timeframe.

Mason asked if the group was happy with the arrangements at last year's rodeo. The group was very happy with the reserved seats. He said if we would like to do this next summer we should let him know by April. He also offered a behind the scene tour.

The city has been very supportive of our group. They offered to provide tickets to the museums, zoo, and other city activities to support our raffle.

Student Meeting

Dallin explained how to fold cranes and other students helped people learn to fold origami.

A motion to adjourn was made by Kendra and seconded by Katie.



MEMORANDUM

TO: Rebecca Casper, Mayor

FROM: Bryce Johnson Chief of Police

DATE: October 19, 2018

RE: Council Work Session Item – Police Personnel Manual

For Council review, the proposed Police Personnel Manual.

RECOMMENDED ACTION: The Idaho Falls Police Department respectfully requests that the City Council and Mayor review the proposed Police Personnel Manual, or take other action as deemed necessary.

/as
Johnson MEMO-037.2018 Work Session item- Police Personnel Manual

I. Purpose

In recognition of the unique role played by the Idaho Falls Police Department (IFPD) in service to the community, this Policy is intended to increase general efficiency, to promote harmonious and collaborative relations within the Department, and to protect the rights, well-being, safety, and security of Department employees.

This Police Personnel Policy is the result of collaboration among City employees and is intended to promote the highest ideals and values of the Department. This Policy is not and shall not be considered or interpreted as a collective bargaining agreement between the City and any employee or group of employees, whether formally or informally organized. The Council has reviewed and approved this Policy.

II. Application and Interpretation of this Policy

A. The provisions of this Police Personnel Policy shall apply to all Idaho Falls Police Department employees except where it is specifically indicated that the provision applies only to certain Department employees. Additionally, the City Personnel Policy manual shall continue to apply to all Police Department employees, except where a provision of this Police Personnel Policy is more specific, in which case a Police Department employee shall be subject to this Police Personnel Policy. The City Director of Human Resources is authorized by the Council to interpret which Personnel Policy shall be applied to a Police Department employee if an uncertainty or dispute arises about the application of this Police Personnel Policy.

B. Calculating Time.

“Day” as used in this Policy, shall mean one (1) twenty-four (24) hour calendar day beginning at midnight and ending twenty-four (24) hours later, whether or not the City is open for business. When time is calculated for a deadline, counting begins on the day following the date a document is required to be submitted or an event is due to occur. Where a due date falls on a day that the City is officially closed for business (e.g., a weekend or official or declared holiday), the due date is on the first date that the City is open for business following the due date.

III. Changes

Changes may be made to this Police Personnel Policy by the Council at the recommendation of the Police Department, Police Department employees, Human Resources, or Elected Officials. Department employees shall be given thirty (30) days advanced notification about proposed changes and given the opportunity, either orally or in writing, to offer comment regarding proposed changes to the Council.

IV. Management Decisions and Expectations

“Management”, as used in this Policy includes the Chief of Police, Captains, the Communications Manager, the Animal Control Director, and Lieutenants. The Police Department management staff possesses and retains the sole authority to operate and lead the Department. This authority includes, but is not limited to, the following examples:

1. Determining the mission of IFPD
2. Setting standards of Department service to be offered the public
3. Exercising control and discretion over its organization and operation
4. Disciplining or discharging non-probationary Police Officers for cause
5. Directing the work force
6. Hiring, assigning, or transferring employees
7. Determining the methods, means, and number of employees needed to carry out Department objectives
8. Introducing new or improved methods, police policies, or equipment
9. Changing existing police policies, methods, or equipment
10. Relieving employees because of lack of work
11. Taking whatever actions necessary to carry out the objective of the Department in situations of emergency
12. Establishing positions of employment and classifications for positions
13. Establishing performance standards and/or revising performance standards to determine acceptable performance levels of employees

V. Employee Expectations

1. Expectations.

- A. Employees may present their views to the Management of the Department and to the City at any time. Additionally, the Chief of Police will meet with employees (including employees from all Department Bureaus and all levels of employment in the Department) in at least three (3) separate meetings to listen to employee views and suggestions during the months of February and March of each year.

At the request of the Chief of Police or Department employees, a Human Resource Department representative will attend these meetings.

The Chief of Police will present the results of these meetings in writing to the Mayor and Department employees by April 10th annually. Any Department employee may present their ideas or concerns to the Mayor and Council if they disagree with the written recommendations as contained in the Chief's report

2. Investigations.

- A. Employees may be accompanied and assisted by a representative of their choice at all times when subject to investigation of alleged acts of misconduct. No representative shall be a person who is the subject of the same investigation. Employees shall be granted a reasonable amount of time to obtain such representation prior to any internal investigation or pre-disciplinary hearing.

Employees' access to representation does not apply to performance based, informal, routine, or unplanned discussions between employees and their supervisors.

- B. Procedures set out in this Policy will be followed by the Department during investigative interviews. Such procedures do not apply to routine, initial inquiries, coaching, counseling, instruction, or direction given to employees by their supervisors.

Prior to an internal investigative interview, employees will be advised of the following:

- a. The nature of the matter being investigated

- b. The specific allegation(s) of misconduct, if any, against the employee being interviewed
- c. The date, time, and location of the matter that gave rise to the allegation(s),
- d. All rights and obligations pertaining to the *Garrity* rule
- e. The employee's access to representation, as provided in Section 2. A. above

The interview will specifically and narrowly focus on the job related conduct of the employee.

- C. The Investigator. Persons conducting the interview will not use offensive language or threaten disciplinary action. An employee who refuses to respond to questions or submit to interviews will be informed that failure to answer questions narrowly and directly related to job-related conduct may result in disciplinary action.

Persons conducting the interview shall not be a person with significant personal, first-hand knowledge of the facts giving rise to the investigation.

Except for the Chief of Police, persons making the final disposition in an investigation may not be the person who made the initial allegations(s), either directly or indirectly.

- D. Dispositions and Time limits. Employees shall be notified in writing of the final disposition of an investigation, including a disposition of each allegation, and the disciplinary action to be administered, if applicable, within ninety (90) days following the date the Department received the allegations that form the basis of the investigation. An extension may be granted by the Chief. The employee shall be notified in writing of any such extension, the reason for the extension, and the anticipated investigation conclusion date.

In the event an employee is notified that a final disposition of an investigation includes a finding of misconduct which may result in time off without pay, demotion, or termination, a pre-disposition hearing will be held no sooner than fourteen (14) days and no later than thirty (30) days following hand delivery to the employee of notice of the pre-disposition hearing date, time, and location unless

another date for the pre-disposition hearing is otherwise mutually agreed by the employee and the Department.

- E. Access and entries into Employee Personnel Files. Employees shall, upon reasonable notice, be provided access to their own individual Internal Affairs files (only after such investigation is completed) or Personnel files.

A document adverse to an employee's employment may not be entered in their Personnel file (which is a file different from and does not include any Internal Affairs files) without the employee having first read and signed the document.

The adverse entry may be made, after the employee reads the document, even if the employee refuses to sign it. The employee's refusal to sign shall be noted on the adverse document. The employee will have fourteen (14) days from the date the employee reads and is asked to sign the adverse document within which to file a written response or comment to any adverse document entered in their personnel file. The employee's written response, if any, shall be attached to and accompany the adverse document but the adverse document shall remain in the Personnel file.

VI. Hours of Service and Overtime

The Fair Labor Standards Act (FLSA) and its regulations outline the Department's legal obligations to pay minimum wages and overtime. Nothing in this Section VI alters the calculation of employee step and grade classification, wage rate, or overtime rate.

Compensation for the employee in this Section VI, where applicable, is in addition to the regular step and grade hourly rate of pay that includes any additional hourly compensation due to longevity, language facility, and the like (referred to in this Section VI. as the employee's "hourly base rate").

1. Sworn police officers shall fall under the FLSA fourteen (14) day, eighty (80) hour work period for overtime consideration.

All other police department employees shall fall under the FLSA seven (7) day, forty (40) hour work week for overtime compensation.

2. Changes in regular work days off. If the Department fails to give an employee at least fourteen (14) days' prior notice of a change to the employee's regular days off, the Department will pay the employee for all time worked at a rate of one and one-half times the employee's hourly base rate.
3. Changes in Scheduled Hours. If IFPD fails to give employees at least fourteen (14) days' prior notice of a change to the employee's scheduled hours, the Department will pay the employee for all time worked outside the regularly scheduled hours at the rate of one and one-half times the employee's hourly base rate. This Subsection VI.3. applies to **Sworn Police Officers, Dispatch employees, and Animal Control Enforcement Officers** only.
4. All approved unscheduled hours worked by employees, such as shift extensions, shall be paid at the rate of one and one-half times the employee's hourly base rate. This Subsection VI.4. applies to **Sworn Police Officers** and **Dispatch employees** only.
5. An employee who works an extra shift, outside of their regularly scheduled hours pursuant to a grant or billable work detail (such as airport operations, DUI saturation grants, seatbelt enforcement grants, school resource functions, etc.), shall be paid actual hours worked at a rate of one and one-half times the employee's hourly base rate. This Subsection VI.5. applies to **Sworn Police Officers** and **Dispatch employees** only.
6. Compensation for Court/Administrative Proceedings. Employees shall receive compensation for a court or administrative proceeding appearance as a witness subpoenaed by the City, the State of Idaho, the United States or a party to a legal proceeding when the appearance is related to the employee's official duties as follows.

Court or administrative proceeding appearances made while on-duty shall constitute normal hours of work and will be compensated accordingly.

Employees who are required to attend court or other administrative proceedings while off-duty will be paid a minimum of four (4) hours at the rate of one and one-half times

the employee's hourly base rate. If the off-duty required attendance is for more than four (4) hours, then the employee shall be paid with actual time worked at the rate of one and one-half times the employee's hourly base rate.

If the court or other administrative proceeding starts immediately at the end of the employee's regular scheduled work shift or starts before the employee's shift ends and extends past when the employee's shift is scheduled to end, the employee will be paid for the actual time worked past the end of their shift at the rate of one and one-half the employee's hourly base rate.

If the prosecutor or subpoenaing authority does not cancel the employee's appearance request forty-eight (48) hours before the court or administrative hearing is scheduled, the employee will be paid as described in this Section VI. 6, as long as they were physically able to attend the court or administrative hearing on time. It is the employee's responsibility to call the prosecutor or subpoenaing authority not less than forty-eight (48) hours prior to the scheduled court or administrative proceeding to see whether their appearance is still required.

7. Standby. Standby is when an employee's off duty activities are restricted in such a way that they are available for an immediate return to work. Employees who are placed on standby shall be compensated with two (2) hours at the employee's hourly base rate for each twenty-four (24) hour "day" they are on standby status. This Subsection VI.7. applies to **Detectives** only.
8. Callout. Employees who have been released from their scheduled work shift and have been directed to perform work by an appropriate Bureau head or designated representative without at least twenty-four (24) hours advance notice or scheduling shall receive a minimum of two (2) hours compensation at one and one half times the employee's hourly base rate or one and one half times their overtime rate for actual hours worked, whichever is greater.

Off-duty employees who are directed to perform work at the employee's current physical location shall receive a minimum of one (1) hour compensation at one and one half times their wage rate.

9. Compensatory Time. Employees may request compensatory time off in lieu of pay for overtime, and such compensatory time may be allowed, subject to approval of the Bureau Commander.

Employees shall not accrue more than one hundred twenty (120) hours of compensatory time. Employees who have accrued one hundred twenty (120) hours of compensatory time off, shall, for additional overtime hours worked, be compensated with pay at one and one half time their regular rate of pay.

Utilization of compensatory time. Employees may use their compensatory time when staffing is sufficient to take time off. When there is not sufficient staffing to take time off, compensatory time can only be used if there is someone willing to cover the time for the employee. The Department will attempt to find someone willing to cover the time and will not order someone else to work so that an employee can take compensatory time off.

Employees may cash in up to eighty (80) hours of their accrued compensatory time at the end of each year by notifying the Office of the Chief by January 15 of that year.

10. Out of Classification work. When an employee is assigned to work temporarily for forty (40) hours or more at a position in a higher pay classification, the employee shall be compensated as if they had been moved to that higher pay classification but only during the duration of the temporary assignment. The employee will have no expectation that the temporary out of classification assignment is a promotion or is permanent.

VII. Vacation and Hold Days

1. Definitions applicable to this Section VII:

Hold day: Holiday compensation given to an employee as an extra day off with pay.

Investigations and Special Operations Bureau: A Department Bureau comprised of Major Crimes detectives, Special Investigations Unit detectives, Crime Scene and Lab technician, School Resource officers, DARE officers, Airport officers, SWAT Team selections, Bomb Squad selections, and Crowd Control Team selections.

Seniority: Cumulative time of service in the Police Department, based upon date of hire.

Time on Team Seniority: The cumulative, consecutive time of service in a given Department, Bureau, or subdivision based on the date of assignment to such Department, Bureau, or subdivision.

Sworn Personnel: A sworn police officer

Non-Sworn personnel: An employee of the Police Department who is not a sworn police officer

2. Vacation Time. Vacation time is an important benefit for Police Department employees. Vacation time can help reduce stress and improve employee performance. Employees will accrue vacation at different rates based on years of service and as calculated using the method set out in the City Personnel Manual.

3. Shift Bidding.

- a. Patrol Bureau sworn personnel assigned to Patrol Bureau will have the opportunity to bid for use of accrued vacation time annually when the Patrol Bureau shift bid is being conducted. The shift bid is done by Department Seniority. Each officer will have the opportunity during the shift bidding process to use up to, but no more than their yearly accrual of vacation time. At the conclusion of the shift bidding process and throughout that same calendar year, any vacation time that has carried over from previous years may be used on a first come, first served basis, and only when mandatory minimum staffing requirements are met for those effected shifts.

Lieutenants and Sergeants assigned to the Patrol Bureau will bid for vacation time by Department seniority according to the date of promotion with respect to their rank. This Subsection VII.3.a. applies to the **Patrol Bureau Sworn Police Officers** employees only.

- b. Investigations and Special Operations Bureau sworn police officer personnel assigned to the Investigations Bureau will have the opportunity to bid for vacation time annually based on their Time on Team Seniority. Officers assigned to the Investigations Bureau may bid up to, but no more than their yearly accrual of vacation time during this process. At the conclusion of the vacation bid process any vacation time that has

carried over from previous years may be used on a first come first served basis according to minimum staffing requirements within the Investigations Bureau.

Lieutenants and Sergeants assigned to the Investigation and Special Operations Bureau will bid for vacation time by Department Seniority according to the date of promotion with respect to their rank. This Subsection VII.3.b. applies to the **Investigation and Special Operations Bureau Sworn Police Officers employees** only.

4. Hold Days. Hold Days may be accrued instead of holiday pay for the eleven (11) official City observed holidays per year. Hold Days are also earned if an officer is on scheduled days off when an observed holiday occurs during the days off. Hold Days will be used on a day-for-day basis regardless of whether the employee acquired such Hold Day working an 8, 10, or 12 hour shift. Hold Days are available for use when staffing levels are above minimum staffing levels, as determined by Management. No employee will be allowed to carry more than eleven (11) total Hold Days at any time.

VIII. Promotions

Promotions in the Department shall be upon job performance and competitive examinations. All candidates for a promotion must meet the job requirements for the position during the testing cycle. Candidates will not be eligible for promotion until the minimum time requirements for the position have been met. Written examination(s) may be given as often as needed, as determined by the Chief, in order to establish a viable eligibility list. A minimum written test score appropriate for each examination will be determined and announced at least fourteen (14) days prior to the examination date. Notice of openings for promotions shall be posted on the Department of Human Resources web page at least fourteen (14) days prior to the date upon which the written examination for the position shall be conducted. This Subsection VIII applies to **Sworn Police Officers** only.

Tests and consideration for promotional placement may include a written examination, assessment center, and staff evaluations. The methods used and weight to be given grades

in each area utilized will be determined by the Chief and announced at least fourteen (14) days prior to the date upon which the examination is to be given.

Where two (2) or more applicants for promotion receive identical grades, their ranking on the eligible list shall be determined by preference given to employment seniority.

The total number of persons allowed to participate in the Department assessment process shall be determined in advance by the Chief. If there are more applicants than the number of positions available for testing in the assessment process, the candidates receiving the highest written exam scores shall be selected for participation in the assessment.

The finished candidate for promotion ranking will form an eligibility list for promotion to the position and will apply to all current openings existing at the time the list is established. The Chief will select, at the Chief's discretion, from the top three (3) candidates on the promotional eligibility list for a period of one (1) year following the initial promotions. Any promotion(s) made following the initial promotions for openings existing at the time the list is established will be subject to and dependent upon an interview and re-evaluation by the Chief of Police based upon the candidate's then-current performance and any pending internal investigations. At the Chief's sole discretion, the promotional eligibility list may be utilized for promotions for up to one (1) additional year following the expiration of the initial one (1) year period the promotion eligibility was established.

IX. Seniority

Seniority shall be applied as described in Section VII for shift bidding and vacation bidding, and as described in Section VIII for breaking ties in promotions. Seniority shall not be used for any other purpose in this Police Personnel Policy.

X. Grievance Procedure

Purpose.

The purpose of this grievance procedure is to maintain a productive, cooperative, efficient and experienced work force, thereby enhancing the public welfare; to not unjustifiably terminate or treat employees inappropriately; to afford the City administrative staff and employees opportunity to resolve errors, disputes, without the need for judicial intervention. This grievance procedure is the exclusive procedure to be applied to Department non-probationary sworn officers. All other Department employees shall utilize grievance procedures set out in Section XXIX of the City Personnel Policy Manual.

Grievance Defined.

“Grievance” is any complaint by a regular employee who is subject to this Grievance Procedure and related to the following:

1. A disciplinary action applied to an employee,
2. Action taken by an employee which results in unfair or discriminatory treatment, inequity, or arbitrary or capricious action relative to another employee, based on a legally protected status,
3. Any interpretation or dispute regarding the terms and conditions of this Policy, or
4. Retaliation or recrimination as result of any action by a superior that violates public policy or law.

No Retaliation.

An employee who files a grievance shall be free from restraint, interference, discrimination, or reprisal by the City, its officers or employees, for having filed a grievance.

Privacy.

All documents, records and information generated, compiled or kept in conjunction with a grievance shall be exempt from disclosure to the public to the extent allowed by the Idaho Code (especially Title 74, Chapter 1 commonly known as the “Idaho Public Records Act”). An employee who files a grievance may obtain copies of records related to a grievance pursuant to the Idaho Public Records Act.

Commencing a Grievance.

Every employee is encouraged not to file a grievance until after he or she has made a reasonable effort to resolve the subject matter of the grievance with his or her immediate supervisor or other person against whom the grievance could be filed. Examples of reasonable effort include: meeting informally with the person(s) affected to discuss the matter; engaging a supervisor to assist in resolving a matter; suggesting a compromise or resolution; self-assessment; reviewing a policy with a peer or supervisor to clarify expectations.

A grievance shall be commenced by filing the grievance with the Chief of Police. Such grievance shall be in writing and shall contain the following:

1. The name and job classification of the grievant;
2. The date of the alleged action(s) or omission(s) which form the basis of the grievance;
3. A statement of the facts, materials, and arguments supporting the grievance;
4. A list of all articles, sections, or rules of the Department, City policy, or law which are alleged to have been violated; and
5. The remedy or resolution sought.

Failure of the City to comply with the time limits specified in this grievance process shall automatically and immediately advance the grievance to the next Step in the grievance process.

Failure of a grievant to comply with the time limits specified in this grievance policy automatically and immediately results in the denial of the grievance.

The time limits herein stated may be extended only by prior written mutual agreement of the parties.

Grievance Process:

Step 1. Chief's review. The grievance process shall be initiated by submitting the written grievance to the Chief of Police within fourteen (14) days following the disputed grieved action or inaction or the date that the employee knew or should have known of the action or inaction, whichever is earlier. This requirement is meant to encourage prompt reporting and resolution of the matter grieved.

Within fourteen (14) days following the Chief's receipt of the written grievance, the Chief shall meet with the grievant (and his or her representative, if requested) to discuss the grievance.

The Chief shall provide a written response to the grievant within fourteen (14) days following such meeting.

Step 2. Mayor's review. If the grievant does not agree with the Chief's response in Step 1, the grievance may be submitted by the grievant to the Mayor within fourteen (14) days following the Chief's response.

Within fourteen (14) days following receipt of the grievance and materials from Step 1, the Mayor shall provide a written response to the grievant.

Step 3. Independent Review. If the grievant does not agree with the Mayor's response in Step 2, the grievance may be submitted for independent third-party review in the following manner:

Within twenty one (21) days following the grievant's receipt of the Mayor's response in Step 2, the grievant shall deliver a written request for independent review to the City Human Resources (HR) Director. The grievant and the HR Director shall meet to select an independent reviewer from a list of qualified reviewers within fourteen (14) days following the receipt of the demand from the grievant for such review.

The HR Director shall maintain a list of not less than five (5) qualified independent reviewers. If the parties are unable to agree upon an independent reviewer, the HR Director and grievant shall alternately strike a name from the list (the first to strike a name shall be determined by coin flip) until the name of only one (1) individual from the list remains. The remaining person shall be the independent reviewer for the grievance.

The independent reviewer shall be selected and engaged within fourteen (14) days following a meeting between the grievant and HR Director to select a reviewer. The review will commence within fourteen (14) days following the reviewer's receipt of grievance material provided by the HR Director. The failure of the reviewer to commence and to complete review within the time periods established shall result in selection of a new reviewer, who will proceed with the process outlined in this Step 3 until a review is completed.

The scope of review by the independent reviewer in Step 3 shall be limited to whether the action taken against the grievant was or resulted in something unfair, discriminatory, inequitable, arbitrary, or capricious, based upon 1. a legally protected status, or 2. whether any Department or City policy was vague, subject to misinterpretation, or erroneously or wrongly

applied to the grievant. The reviewer shall have no authority to rule contrary to, expand upon, or eliminate any terms or conditions of a Department policy or City Personnel policy.

The grievant and the City may submit materials and/or testimony in support of their relative positions, the weight, materiality, and persuasiveness of which shall be determined solely by the reviewer. The reviewer may request additional information or clarification of any party or person and may independently research the matter; however, the reviewer shall have no authority to compel production of any information nor have the authority to compel the presence or testimony of any person. The reviewer shall not attribute any adverse motive or inference to materials not proffered by the grievant or the City.

The reviewer shall be requested to provide the parties with a written statement of relevant criteria and standards and a decision justifying the reviewer's decision regarding the grievance within thirty (30) days of commencement of the review.

An informal group comprised of the Chief of Police, a representative from the HR Department and from the City Attorney's office will meet to confer about the reviewer's decision within fourteen (14) days following the City's receipt of the decision (to consider it and to take action, if any, deemed appropriate).

XI. Boot and Uniform Cleaning Allowance

All Department employees who are required by the Chief to maintain and be in an official Department uniform as part of their employment shall receive four hundred fifty dollars (\$450) annually to be paid on the first pay period of July, if employed on such date. This Subsection XI applies to **Sworn Police Officers, Animal Control, and Parking Enforcement employees** only.

XII. Career Path

Subject to approval and funding by the Council, the Department will develop and promote a Career Path Program whose purpose is to develop highly motivated, educated and skilled non-probationary Police Officers, Sergeants, Lieutenants, and Captains. This Program is intended to encourage and reward these employees for improving and expanding their law enforcement skills. The Career Path Program will be designed to be available to participants who have received an overall acceptable or better on their two (2) most recent performance evaluations. The Career Path Program will be proposed to consist of four (4) categories of

achievement: education, leadership academy, physical fitness, and skills. This Subsection XII applies to **Sworn Police Officers** only.

DRAFT



MEMORANDUM

TO: Mayor and City Council

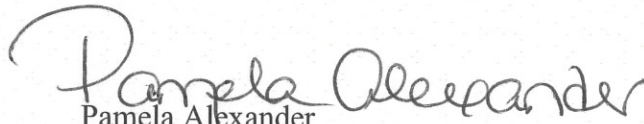
FROM: Municipal Services Department

DATE: October 18, 2018

RE: Work Session Discussion – City of Idaho Falls Flag Policies

Municipal Services respectfully requests the Mayor and City Council discuss the attached draft City of Idaho Falls flag policies to allow for standardization for the display of flags at all City locations.

Respectfully,


Pamela Alexander
Municipal Services Director

RESOLUTION NO. 2018-

A RESOLUTION OF THE CITY OF IDAHO FALLS, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, ADOPTING THE IDAHO FALLS FLAG POLICY; AND PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE.

WHEREAS, flags historically originated as military standards and were used as field signs; and

WHEREAS, the practice of flying flags outside of the context of warfare has become common with the maritime flags in the early 17th century, proclamation of possession or sovereignty in 18th century flags; and

WHEREAS, flags continue to hold great significance and power as symbolic and shared pride and values within the group the flag represents; and

WHEREAS flags can be unifying to people, represent a great symbol of pride and freedom, serve as symbolic "portrait" of a country, state, city, or group, and are given respect because of the meaning attributed to the flag as a symbol; and

WHEREAS, the National flag is given respect because citizens of the United States and others recognize and equate the country with the freedom, prosperity, values, and democracy that our National flag represents; and

WHEREAS, the National flag is specifically recognized in the "Star Spangled Banner"; and

WHEREAS, a State flag is a symbol of the unity and governance of the great state of Idaho; and

WHEREAS, the Idaho State flag contains within it many symbols of Idaho's history, aspirations, and prosperity; and

WHEREAS, the City flag is an easily recognizable symbol which is displayed to identify the commitment to community values, prosperity, growth, vision, and support of democratic principles and freedoms; and

WHEREAS, other flags carry with them the important symbolism and power and authority granted to them by virtue of their use in society; and

WHEREAS, because such flags are of great importance and send a message of that importance, the Council to establish a fair and predictable policy relative to flags displayed on City property, facilities, and buildings and grounds; and

WHEREAS, the purpose of the Flag Policy is to acknowledge the symbolic honor, pride, and identity assigned to flags and in order to show due respect and dignity for flags under the control of the City and displayed within the City limits.

NOW, THEREFORE, THE COUNCIL FOR THE CITY OF IDAHO FALLS, IDAHO,
HEREBY ORDERS AS FOLLOWS:

1. That the Flag Policy incorporated into this Resolution by inclusion of Attachment "A" is hereby adopted as the official Flag Policy of the City of Idaho Falls, Idaho.

CITY OF IDAHO FALLS, IDAHO

Rebecca L. Noah-Casper, Mayor

ATTEST:

Kathy Hampton, City Clerk
(SEAL)

STATE OF IDAHO)

) ss:

County of Bonneville)

I, KATHY HAMPTON, CITY CLERK OF THE CITY OF IDAHO FALLS, IDAHO, DO
HEREBY CERTIFY:

That the above and foregoing is a full, true and correct copy of the Resolution
entitled, "A RESOLUTION OF THE CITY OF IDAHO FALLS, IDAHO, A
MUNICIPAL CORPORATION OF THE STATE OF IDAHO, ADOPTING THE
IDAHO FALLS FLAG POLICY; AND PROVIDING THAT THIS
RESOLUTION BE EFFECTIVE UPON ITS PASSAGE."

Kathy Hampton, City Clerk

(SEAL)

CITY OF IDAHO FALLS FLAG POLICY

I. Purpose

It is the purpose of this Flag Policy to provide guidance for the display of flags at City-owned or operated facilities within City limits. The City acknowledges that flags are symbols of honor, pride and identity, and wishes to institute a Flag Policy which will show due respect and dignity for flags, while providing opportunities, when appropriate, to bestow honor or, to express a collective sense of sorrow through the action of lowering flags to half-mast.

II. Scope

This Flag Policy applies to all flags flown by the City, at municipal facilities. This Flag Policy does not apply to the City's street banners, commercial flags, or special event flags, etc., or where the City has purposely created an operating "limited public forum" that includes or allows flag display. This Flag Policy is not intended to and does not limit the City's authority to exercise "government speech", as that term is interpreted by a court of competent jurisdiction.

III. Definitions

"Flag" includes the National Flag of The United States of America (as defined by United States Code Title 4, Chapter 1), flag of the State of Idaho (as defined in Idaho Code § 46-801), and the official City of Idaho Falls flag.

"Hoist" means the act or function of raising a flag, as on a rope.

"Lower" means the act or function of taking down the flag, as on a rope.

"Half-staff" or "half-mast" means a style of flag display where the flag is flown at one width of the flag from the top. Usually done by first hoisting the flag to the top, then lowering it the width of the flag, and allowing it to remain there for a prescribed period of time.

"Municipal flag poles" includes all flagpoles on City property under the care or control of city staff.

IV. General Provisions

A. The City Clerk's office shall maintain an accurate inventory of City-maintained flags, as well as maintain a copy of "Flag Etiquette and Standards."

B. The United States Flag shall always be displayed in the position of priority.

C. Precedence Order for flags displayed will be as follows:

1. The National flag of The United States of America
2. The official flag of the State of Idaho
3. The official flag of the City of Idaho Falls, Idaho

4. Any flag specifically authorized by Resolution of the Council to be displayed on City property, pursuant to this Flag Policy.

D. Flags should not be displayed in inclement weather; however, all-weather flags may be flown on a 24-hour basis, as long as they are illuminated from sunset to sunrise.

E. Flags are not to fall, to lie on, or touch the ground when being carried or displayed. Flags can be displayed at night when flag poles are appropriately lighted. Flags at City Hall shall be all-weather flags, shall be flown on a 24-hour basis, and shall be illuminated at night.

F. Flags displayed at any City facility shall be displayed according to the official protocols recommended by the Federal Government regulations and the State of Idaho.

G. It shall be the responsibility of the City Department that is in control of the building, facility, or grounds where the flag is located to inspect the flags that fly on those flag poles for wear and tear.

H. The Department responsible for its respective flag maintenance shall report changes to flag locations or configurations to the Clerk's office.

V. Half-masting of Flags

A. Flags will be flown at half-staff position as a sign of respect and/or mourning pursuant to this Section.

B. During half-staffing, flags should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.

C. All flags displayed on City flagpoles pursuant to this Flag Policy, will be flown at half-staff on the following days:

By order of the President of the United States;

By order of the Governor of the State of Idaho;

Peace Officers Memorial Day, May 15th (sunrise until sunset);

Memorial Day, last Monday in May (sunrise until noon);

Patriot Day, September 11 (sunrise until sunset),

Korean War Veterans Armistice Day (sunrise until sunset),

National Firefighters Memorial Day (sunrise until sunset), and

Pearl Harbor Remembrance Day, December 7th (sunrise until sunset).

D. The City may bestow honors by half-masting flags on the day of the memorial service for the following occasions:

On the death of a former Mayor or a former City Council member;

In the event of the death of a federal and state government official; or

In the event of the death of a City employee or a member of the public safety community, killed in the line of duty.

E. Upon declaration by the President of the United States, or Governor, the Clerk shall coordinate the lowering of City flags to half-staff with Departments.

F. Decisions to fly flags at half-staff on City property, on occasions not provided for in this Flag Policy, will be made in consultation between the Mayor, Council, and the Clerk.

G. If a half-staffing needs to commence on a weekend or statutory holiday, flags are permitted to be lowered on Friday evening prior to the half-masting date and raised again on the Monday morning (or the regular business day immediately following any Monday, or shifting holiday).

VI. Indoor Flags

A. Indoor flags shall be displayed, at a minimum, in Council Chambers and in the Mayor's Office.

B. When on display indoors, the National Flag is accorded the place of highest honor, always positioned to its own right. It shall be placed to the right of a speaker or staging area or sanctuary. Other flags should be to the left of a speaker or staging area or sanctuary.

C. The National flag should be at the center and at the highest point of the group when a number of flags of states, localities, or societies are grouped for display.

D. When one flag is used with the National flag and the staffs are crossed, the flag of the United States shall be placed on its own right with its staff in front of the other flag.

E. When displaying the National flag against a wall, vertically or horizontally, the flag's union (stars) should be at the top, to the flag's own right, and to the observer's left.

VII. Flag Financing

A. It shall be the responsibility of the City Department that is in control of the building, facility, or grounds where there is a flagpole to pay any costs accompanying flag replacement and care.

VIII. Disposal of Unserviceable Flags

A. When the National flag or State flag deteriorates to such a condition that it no longer serves as a fitting emblem of display, it shall be disposed of in a dignified manner, preferably by burning.

Such flag disposal can be done as part of the American Legion ceremony for such unserviceable flag retirement. Many American Legion posts conduct Disposal of Unserviceable Flag Ceremonies on June 14, Flag Day, each year. Where this is not practical, the flag may be disposed of by the Boy Scouts of America or other organization or person who agrees to dispose of it with proper decorum.

IX. Special Requests for Flags

A. All requests to display any flag, other than the National flag, the State flag, or the City flag, on City owned or maintained flag poles, will be reviewed by the Mayor and Council. Flag display shall be allowed only as specifically authorized by Resolution of the Council.

DRAFT

RESOLUTION NO. 2018-

A RESOLUTION OF THE CITY OF IDAHO FALLS, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, ADOPTING THE OFFICIAL CITY OF IDAHO FALLS FLAG; AND PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE.

WHEREAS, flags historically originated as military standards, used as field signs, the practice of flying flags outside of the context of warfare became common with the maritime flags in the early 17th century; and

WHEREAS, during the 18th century flags were flown to proclaim a possession or sovereignty; and

WHEREAS, flags continue to hold great significance and power as being symbolic of shared pride and values; and

WHEREAS, the State adopted an Idaho State flag in 1907, which communicates state history, interests, resources, and values; and

WHEREAS, symbols, such as flags, build national and local pride, dependability, and sense of community; and

WHEREAS, the City recognizes the importance of communicating community pride and values; and

WHEREAS, to display in unity with the values of the National and State flags, a City flag should be recognized and adopted; and

WHEREAS, when displayed, the official City flag shall be an expression of Idaho Falls' history and shall have a prominent role in overall City branding and identification; and

WHEREAS, the City flag shall be the City seal on a medium or light blue field. The City seal portion of the flag shall be a circular diagram with the outside of the circle having the words "CITY OF IDAHO FALLS" against a white background. These words are typed in black, blocked, capital letters, with "CITY OF" on the top portion of the circular band, and the words "IDAHO FALLS" on the bottom portion of the circular band, separated by leafy branches. In the center portion of the circle, there are various color drawings, as follows: The top center of the circle has the symbol of the atom in black. In the background of the upper portion of the circle, is an orange and yellow sun rising over sawtooth-type mountains on the left and over black snow-capped Tetons from a western view on the right. The atomic symbol is located in the middle of the sunrise scene just above the rising sun. In the left lower portion of the circle is a green farm field with a plow and sledge hammer in it. The old fashioned plow is brown, with a silver blade, and the sledge hammer has a red handle and brown head. On the lower right portion of the circle is a depiction of the

Snake River falls within the City, looking to the east. The coloring of the falls is blue, black, and white. At the bottom center of the circle is a drawing of two hands, in a friendly handshake. Directly above the hands, in red, are the numbers, "1891". The clasped hands and the year 1891 are located on a black background in the shape of a rock upon which is perched a bald eagle with its wings extended facing to the right.

NOW, THEREFORE, THE COUNCIL FOR THE CITY OF IDAHO FALLS, IDAHO,
HEREBY ORDERS AS FOLLOWS:

1. The Council officially adopts and recognizes the City seal on a medium or light blue field as the official flag of the City, as depicted on Attachment "A" to this Resolution.

CITY OF IDAHO FALLS, IDAHO

Rebecca L. Noah Casper, Mayor

ATTEST:

Kathy Hampton, City Clerk
(SEAL)

STATE OF IDAHO)

) ss:

County of Bonneville)

I, KATHY HAMPTON, CITY CLERK OF THE CITY OF IDAHO FALLS, IDAHO, DO
HEREBY CERTIFY:

That the above and foregoing is a full, true and correct copy of the Resolution
entitled, "A RESOLUTION OF THE CITY OF IDAHO FALLS, IDAHO, A
MUNICIPAL CORPORATION OF THE STATE OF IDAHO, ADOPTING THE
OFFICIAL CITY OF IDAHO FALLS FLAG; AND PROVIDING THAT THIS
RESOLUTION BE EFFECTIVE UPON ITS PASSAGE."

Kathy Hampton, City Clerk

(SEAL)

Attachment "A"

The City Seal Portion of the Flag



RESOLUTION NO. 2018-

A RESOLUTION OF THE CITY OF IDAHO FALLS, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, ADOPTING THE OFFICIAL CITY OF IDAHO FALLS FLAG; AND PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE.

WHEREAS, flags historically originated as military standards, used as field signs, the practice of flying flags outside of the context of warfare became common with the maritime flags in the early 17th century; and

WHEREAS, during the 18th century flags were flown to proclaim a possession or sovereignty; and

WHEREAS, flags continue to hold great significance and power as being symbolic of shared pride and values; and

WHEREAS, the State adopted an Idaho State flag in 1907, which communicates state history, interests, resources, and values; and

WHEREAS, symbols, such as flags, build national and local pride, dependability, and sense of community; and

WHEREAS, the City recognizes the importance of communicating community pride and values; and

WHEREAS, to display in unity with the values of the National and State flags, a City flag should be recognized and adopted; and

WHEREAS, when displayed, the official City flag shall be an expression of Idaho Falls' history and shall have a prominent role in overall City branding and identification; and

WHEREAS, the City flag shall be cascading blue lines above the black block letter words "Idaho Falls" centered on a white field.

NOW, THEREFORE, THE COUNCIL FOR THE CITY OF IDAHO FALLS, IDAHO, HEREBY ORDERS AS FOLLOWS:

1. The Council officially adopts and recognizes the City flag; and
2. The City flag shall be cascading blue lines above the words "Idaho Falls" in black ink centered on a white field as shown in Attachment "A" and made a part of this Resolution ; and.

CITY OF IDAHO FALLS, IDAHO

Rebecca L. Noah Casper, Mayor

ATTEST:

Kathy Hampton, City Clerk
(SEAL)

STATE OF IDAHO)
) ss:
County of Bonneville)

I, KATHY HAMPTON, CITY CLERK OF THE CITY OF IDAHO FALLS, IDAHO, DO
HEREBY CERTIFY:

That the above and foregoing is a full, true and correct copy of the Resolution
entitled, "A RESOLUTION OF THE CITY OF IDAHO FALLS, IDAHO, A
MUNICIPAL CORPORATION OF THE STATE OF IDAHO, ADOPTING THE
OFFICIAL CITY OF IDAHO FALLS FLAG; AND PROVIDING THAT THIS
RESOLUTION BE EFFECTIVE UPON ITS PASSAGE."

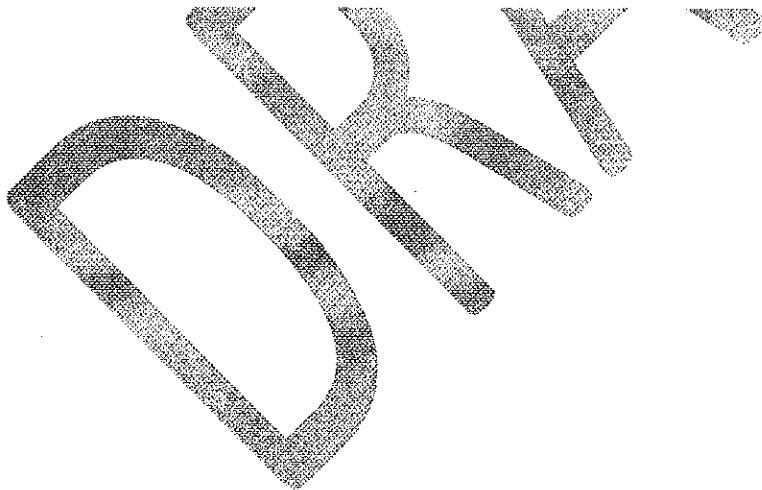
Kathy Hampton, City Clerk

(SEAL)

Attachment "A"



IDAHO FALLS



DKY

RESOLUTION NO. 2018-

A RESOLUTION OF THE CITY OF IDAHO FALLS, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, REAFFIRMING THE CITY'S SUPPORT OF THE ARMED SERVICES AND VETERANS AND ESTABLISHING A SCHEDULE FOR FLYING THE POW/MIA FLAG; AND PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE AND INSTALLATION OF APPROPRIATE SIGNAGE.

WHEREAS, the City of Idaho Falls, Idaho, owes a lasting debt of gratitude to all heroic members of our Armed Forces who have risked their safety to defend the lives and liberty of others; and

WHEREAS, the City will not forget our Nation's prisoners of war and those missing in action (POW/MIAs) and the devoted service they have bravely rendered to our country, and neither will the City fail to meet its obligations to their families; and

WHEREAS, an expression of our City's determination to keep faith with those who have so faithfully served and defended the United States; and

WHEREAS, the Council recognizes the profound suffering of those who continue to await word of the fate of their loved ones, and the Council is determined to help them gain the peace and consolation that word will bring; and

WHEREAS, City desires to display an appropriate symbol that represents the City's firm and united commitment to securing the release of any American who may still be held against their will, to obtaining the fullest possible accounting for the missing, and to repatriation of all recoverable American remains; and

WHEREAS, the City desires to display the National League of Families of American Prisoners and Missing in Southeast Asia's POW/MIA flag as an expression of the City's position regarding POW/MIA citizens on flag poles located in the War Veterans Memorial on Memorial Drive and the Vietnam Veteran's Memorial in Freeman Park and at City Hall pursuant to this Resolution; and

WHEREAS, the Council, by this Resolution, does not intend to nor does it establish a limited public forum for purposes of First Amendment expression by allowing display of the POW/MIA flag at certain City facilities; and

WHEREAS, the Council, by this Resolution, intends to promote the City's in support of the Armed Forces and veterans through the POW/MIA flag as a symbol for that message as "government speech", as that term has been interpreted by the courts.

NOW, THEREFORE, THE COUNCIL FOR THE CITY OF IDAHO FALLS, IDAHO,
HEREBY ORDERS AS FOLLOWS:

1. The POW/MIA flag shall fly in the War Veterans Memorial on Memorial Drive and the Vietnam Veteran's Memorial in Freeman Park twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year as a symbol of the City's support of the armed services and veterans.
2. The POW/MIA flag shall be on display at City Hall from dawn until dusk on Armed Forces Day, the third Saturday in May; Memorial Day, the last Monday in May; Flag Day, June 14; Independence Day, July 4; National POW/MIA Recognition Day, the third Friday in September; and Veterans Day, November 11.
3. The POW/MIA flag may fly on such other days and locations in support of the City's support of the Armed Forces and veterans as specifically declared from time to time by Resolution of the Council.

ADOPTED and effective this _____ day of August, 2018.

CITY OF IDAHO FALLS, IDAHO

Rebecca L. Noah Casper, Mayor

ATTEST

Kathy Hampton, City Clerk
(SEAL)

STATE OF IDAHO)

) ss:

County of Bonneville)

I, KATHY HAMPTON, CITY CLERK OF THE CITY OF IDAHO FALLS, IDAHO, DO
HEREBY CERTIFY:

That the above and foregoing is a full, true and correct copy of the Resolution
entitled, "A RESOLUTION OF THE CITY OF IDAHO FALLS, IDAHO, A
MUNICIPAL CORPORATION OF THE STATE OF IDAHO, REAFFIRMING
THE CITY'S SUPPORT OF THE ARMED SERVICES AND VETERANS AND
ESTABLISHING A SCHEDULE FOR FLYING THE POW/MIA FLAG; AND
PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS
PASSAGE AND INSTALLATION OF APPROPRIATE SIGNAGE."

Kathy Hampton, City Clerk

(SEAL)



Community Partnership Grant

Work Session Presentation

Funding Parameter (determined by City Council):

- \$130,000 total budget allocated for grant
- \$35,000 maximum funding possibility per applicant

2018/2019 Application Summary:

- # Applications Received: 28
- Total Amount Requested: \$472,072.13

Annual Grant Timeline:

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

Community Partnership Grant Citizen Committee:

- Purpose: detailed review and discussion of applications leading to funding recommendations made to the Idaho Falls City Council
- 2018 Committee Members:
 - Ellie Hampton
 - Caroline (Buddy) Hall
 - Eric Liester
 - Mike Richards
 - Sunny Katseanes
 - Angie Lee

Decision Criteria

- 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 budget and timetable to achieve desired results
- Extent and sources of other matching funds granted to applicant
- Funds used to support community priorities and further key governmental goals and functions
 - Learning Opportunities
 - Livable Community
 - Economic Growth and Vibrancy
 - Environmental Sustainability
 - Growth and Development
 - Infrastructure and Transportation
 - Safe and Secure Community

The Community Partnership 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 competitions
- Specialized training
- Scholarships
- Annual fund drives



MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Rick Cloutier, CM, Airport Director

DATE: October 19, 2018

RE: Council Work Session Items- Incentive Agreement, Airport Passenger Leakage Study and information on Airport Concessions Vendor

Attached for your information is the Airport Passenger Leakage Study and the Airline New Service Incentive Program.

c: City Clerk

New Service Incentive Program

Idaho Falls Regional Airport

Program Overview

Idaho Falls Regional Airport's incentive program for new and expanded airline service is open to all carriers, regardless of service type, providing new, scheduled, eligible airline service to a destination without current non-stop flights.

- > Eligible airlines shall include all carriers operating under FAA Part 121, Part 135, or Part 380 with an aircraft of at least 50 seats
- > This program includes two types of incentives: per turn charge waivers and marketing support.
- > Incentives are based on the frequency of service, adjusted for the volume of projected passengers new service will generate.

Incentives by Service Type

Year 'Round Service, Minimum Two Frequencies per Week: Flights operated continually for at least 48 weeks during the first 24 months of service, with at least two frequencies per week (defined as at least two departures per week for 48 of 52 weeks from Idaho Falls Regional Airport), shall be eligible for:

- > 100% waiver of all per turn airport use charges for 24 months from the launch of service;
- > \$ 50,000 in marketing cash in the first 12 months of service;
- > \$ 35,000 in marketing cash in the second 12 months of service.

Year 'Round Service, Minimum One Frequency per Week: Flights operated continually for at least 48 weeks during the first 24 months of service, with at least one frequency per week (defined as at least one departure per week for 48 of 52 weeks from Idaho Falls Regional Airport), shall be eligible for:

- > 100% waiver of all per turn airport use charges for 24 months from the launch of service;
- > \$ 25,000 in marketing cash in the first 12 months of service;
- > \$ 15,000 in marketing cash in the second 12 months of service.

Standard Seasonal Service (Six Months), Minimum One Frequency per Week: Flights operated continually for a standard season, defined as at least 24 weeks during the first 12 months of service, with at least one frequency per week (defined as at least one departure per week for 24 weeks from Idaho Falls Regional Airport), shall be eligible for

- > 100% waiver of all per turn airport use charges for 24 months from the launch of service;
- > \$ 20,000 in marketing cash in the first season of service.

Short Seasonal Service (Three Months), Minimum One Frequency per Week: Flights operated continually for a short season, defined as at least 12 weeks during the first 12 months of service, with at least one frequency per week (defined as at least one departure per week for 12 weeks from Idaho Falls Regional Airport), shall be eligible for

- > 100% waiver of all per turn airport use charges for 24 months from the launch of service;
- > \$ 15,000 in marketing cash in the first season of service.

Idaho Falls Regional Airport

Definitions

- > "Per turn charges" include all airline costs for landing fees, ramp use, baggage claim use, and all common use space in the airline terminal.
- > "Destination" is defined as any airport without current scheduled non-stop flights to and from Idaho Falls Regional Airport.

Incentive Terms

- > Marketing cash can either be spent by the Airport to promote the service, or spent directly by the carrier and reimbursed upon receipt of actual ad placement invoices.
- > All advertising must mention, specifically, Idaho Falls Regional Airport, the airline, and the new destination.
- > The Airport reserves the right to approve advertising placed by the carrier.
- > Annual incentives amounts will be used on a first come first served basis in accordance with the airport air development service goals.



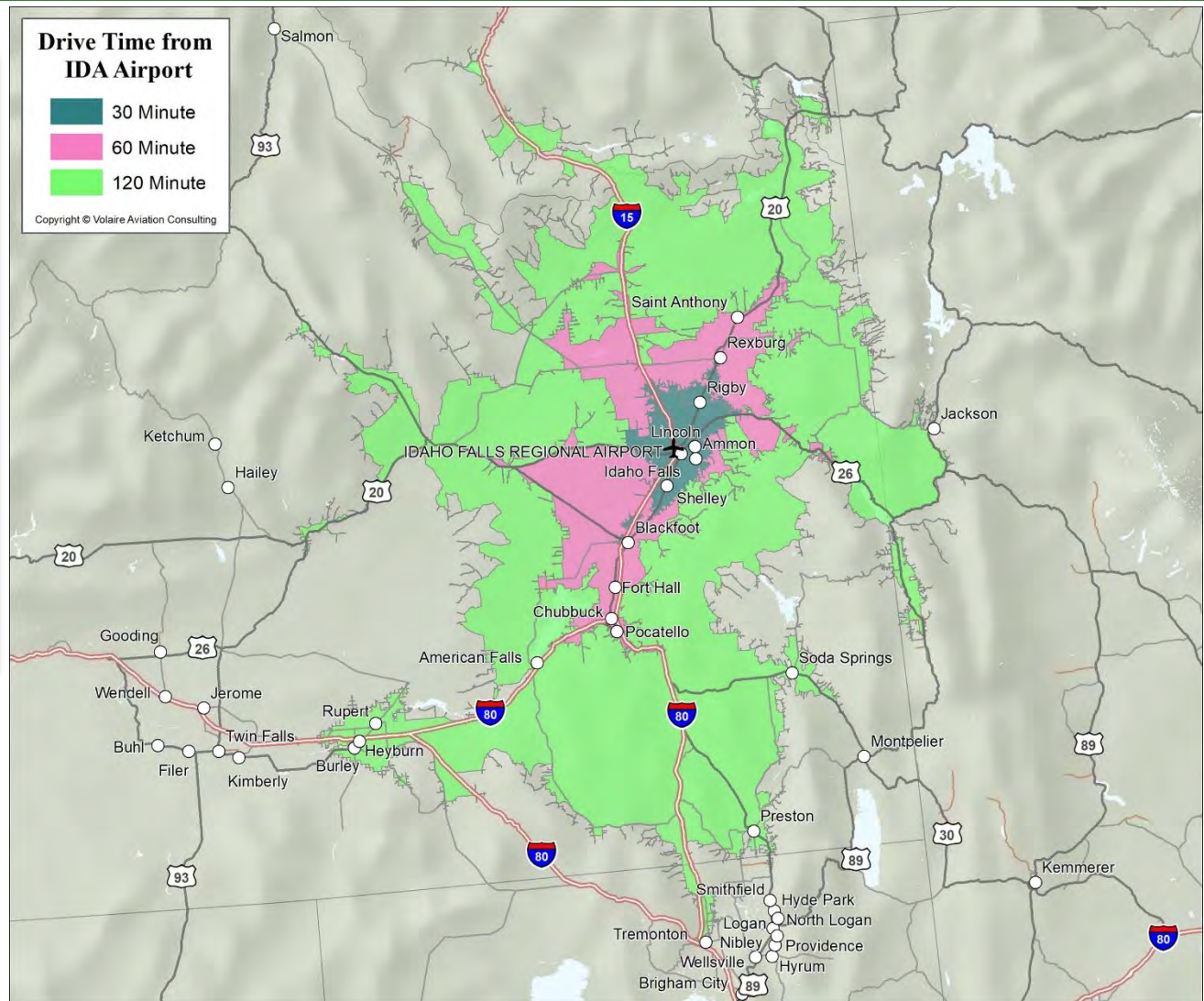
IDAHO FALLS PASSENGER RETENTION AND LEAKAGE

OCTOBER 2018



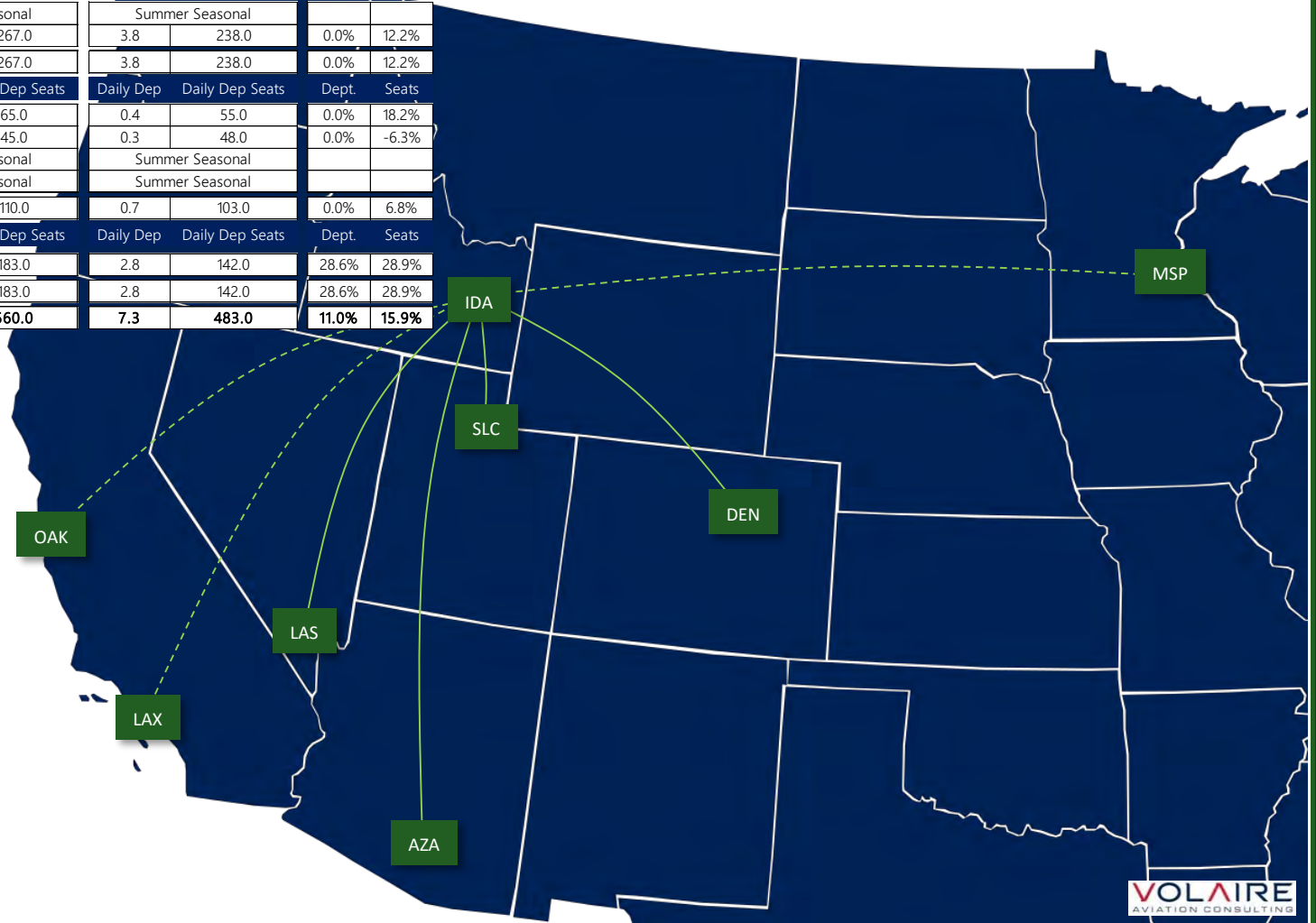
IDAHO FALLS IS ONE OF THE MORE ISOLATED AIRPORTS IN THE WEST, WITH AN EXPANDING POPULATION OF 670K WITHIN TWO HOURS

- The **Idaho Falls Regional Airport catchment area** includes the area defined by the US Census Bureau as the Idaho Falls Metropolitan Statistical Area (MSA), along with a large swath of eastern Idaho and a small section of western Wyoming.
- Due to its relative isolation, **Idaho Falls' service can draw from a very large geographic area** – farther than even the 90-minute catchment represented inside the outermost shading.
- The **60-minute Idaho Falls catchment area is home to 270,441 people** as of the latest US Census, while the **120-minute catchment area is home to 670,300 people**.
- The **nearest competing airport with low cost service is Boise**, which lies 278 miles away from Idaho Falls – a drive of 4:23.



IDAHO FALLS FALL CAPACITY IS SCHEDULED TO BE UP 15% IN 2019, DUE TO INCREASED CAPACITY ON ALL CARRIERS, WITH UNITED UP 29%

	October 2018 Capacity		October 2017 Capacity		Capacity Change	
	Daily Dep	Daily Dep Seats	Daily Dep	Daily Dep Seats	Dept.	Seats
Delta Air Lines						
Minneapolis/St. Paul MSP		Summer Seasonal		Summer Seasonal		
Salt Lake City SLC	3.8	267.0	3.8	238.0	0.0%	12.2%
Delta Total	3.8	267.0	3.8	238.0	0.0%	12.2%
Allegiant Air						
Phoenix-Mesa AZA	0.4	65.0	0.4	55.0	0.0%	18.2%
Las Vegas LAS	0.3	45.0	0.3	48.0	0.0%	-6.3%
Los Angeles LAX		Summer Seasonal		Summer Seasonal		
Oakland OAK		Summer Seasonal		Summer Seasonal		
Allegiant Total	0.7	110.0	0.7	103.0	0.0%	6.8%
United Airlines						
Denver DEN	3.6	183.0	2.8	142.0	28.6%	28.9%
United Total	3.6	183.0	2.8	142.0	28.6%	28.9%
Overall Totals	8.1	560.0	7.3	483.0	11.0%	15.9%



IDAHO FALLS REGIONAL AIRPORT RETAINS 40% OF CATCHMENT PASSENGERS WITH 50% DRIVING TO SLC, 5% DRIVING TO BOI, AND 4% DRIVING TO PIH

SOURCE: IDAHO FALLS PASSENGER RETENTION STUDY, YE1Q18, VOLAIRE AVIATION CONSULTING

BZN: 0.2%

BOI: 5.1%

IDA: 39.8%

PIH: 3.7%

JAC: 1.1%

SLC: 50.1%

Rank	Airport Code	Airport Location and Name	O&D Passengers	PDEW	Share
1	SLC	Salt Lake City International Airport	366,540	502.1	50.1%
2	IDA	Idaho Falls Regional Airport	290,664	398.2	39.8%
3	BOI	Boise Airport	37,321	51.1	5.1%
4	PIH	Pocatello Regional Airport	27,401	37.5	3.7%
5	JAC	Jackson Hole Airport	8,078	11.1	1.1%
6	BZN	Bozeman Yellowstone Int'l Airport	1,106	1.5	0.2%
All Airports			731,110	1,001.5	100.0%

VOLAIRE
AVIATION CONSULTING

AVERAGE FARES FOR THE IDAHO FALLS MARKET

SOURCE: IDAHO FALLS PASSENGER RETENTION STUDY, YE1Q18, VOLAIRE AVIATION CONSULTING

BZN: \$234

BOI: \$192

IDA: \$268

JAC: \$403

PIH: \$181

SLC: \$248

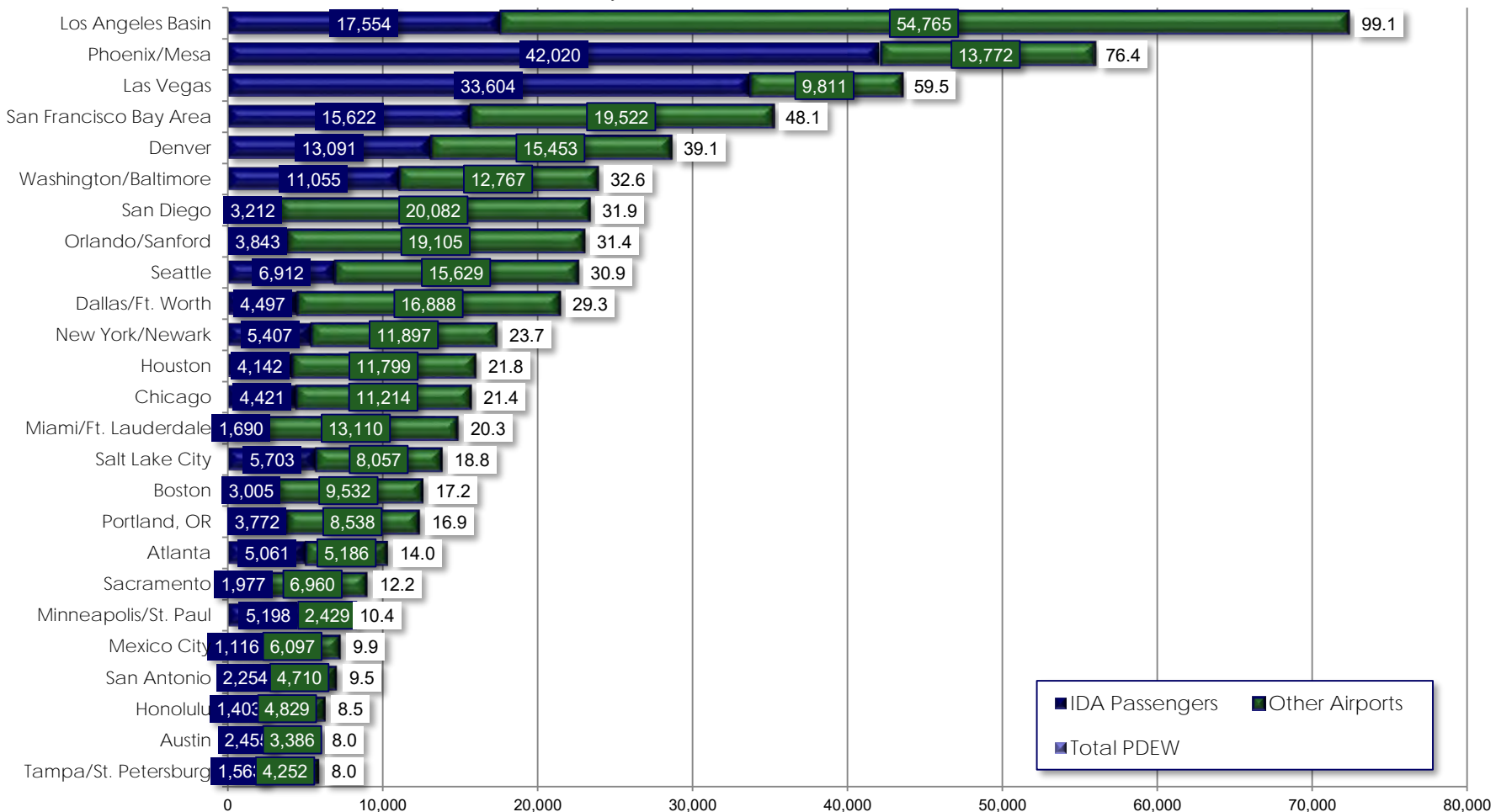
Rank	Airport Code	Airport Location and Name	RDEW	Fare
1	SLC	Salt Lake City International Airport	\$124,604	\$248
2	IDA	Idaho Falls Regional Airport	\$106,697	\$268
3	BOI	Boise Airport	\$9,804	\$192
4	PIH	Pocatello Regional Airport	\$6,803	\$181
5	JAC	Jackson Hole Airport	\$4,457	\$403
6	BZN	Bozeman Yellowstone Int'l Airport	\$354	\$234
All Airports			\$252,719	\$252

VOLAIRE
AVIATION CONSULTING

IDAHO FALLS RETAINS LESS THAN 50% OF ITS PASSENGERS IN ALL BUT THREE OF ITS TOP 25 MARKETS: PHOENIX, LAS VEGAS., AND MINNEAPOLIS/ST. PAUL

Top 25 True O&D Passenger Markets in the Idaho Falls Catchment Area

Study Period: Year Ended First Quarter 2018

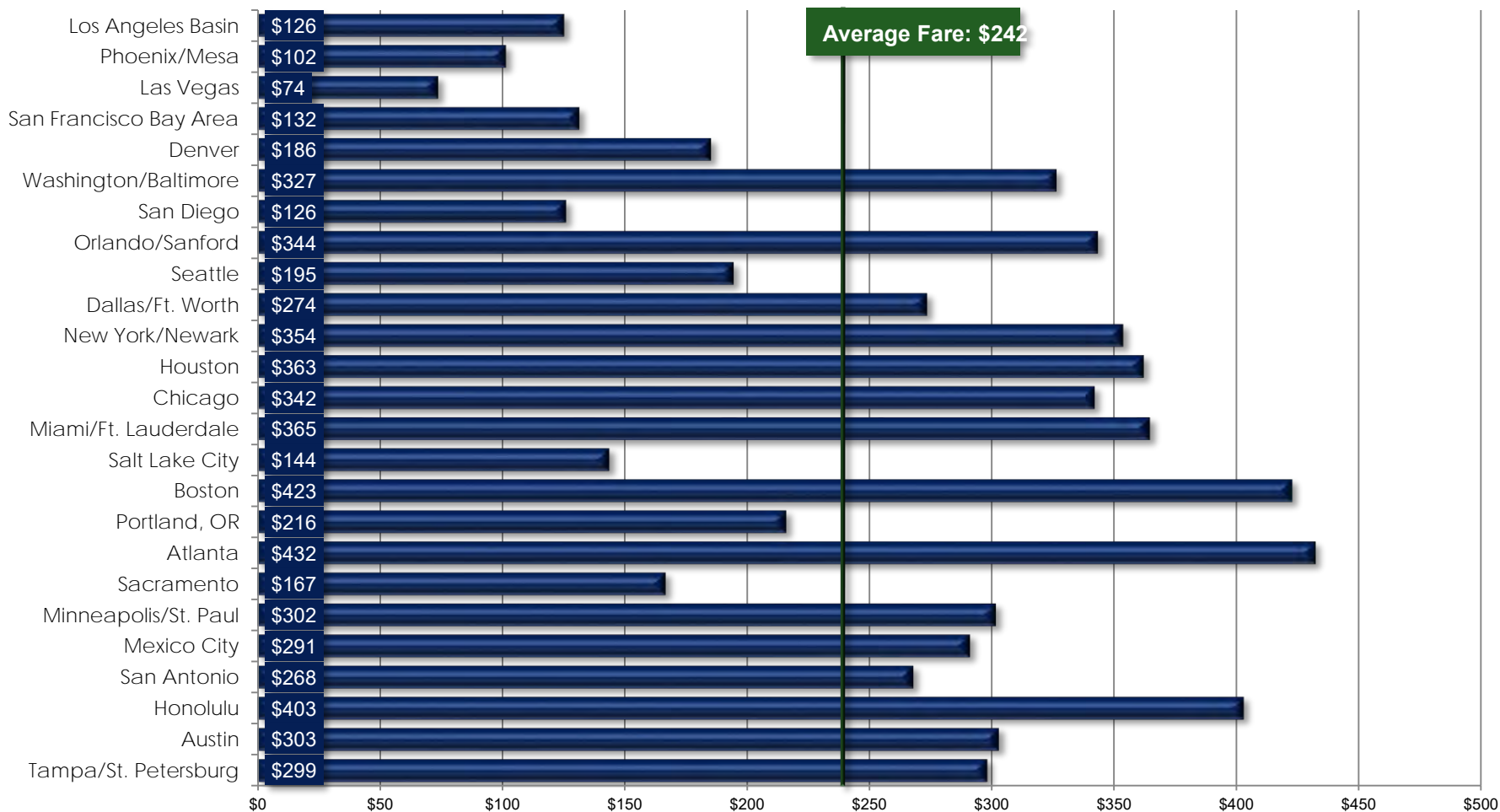


SOURCE: IDAHO FALLS PASSENGER RETENTION STUDY, YE1Q18, VOLAIRE AVIATION CONSULTING

THE AVERAGE FARE FOR IDAHO FALLS CATCHMENT AREA PASSENGERS AT ALL AIRPORTS IS \$242, WHILE THE AVERAGE FOR THOSE WHO USE IDA IS \$268

The Idaho Falls Catchment Area's Average One Way Fares to Top 25 True O&D Passenger Markets

Study Period: Year Ended First Quarter 2018

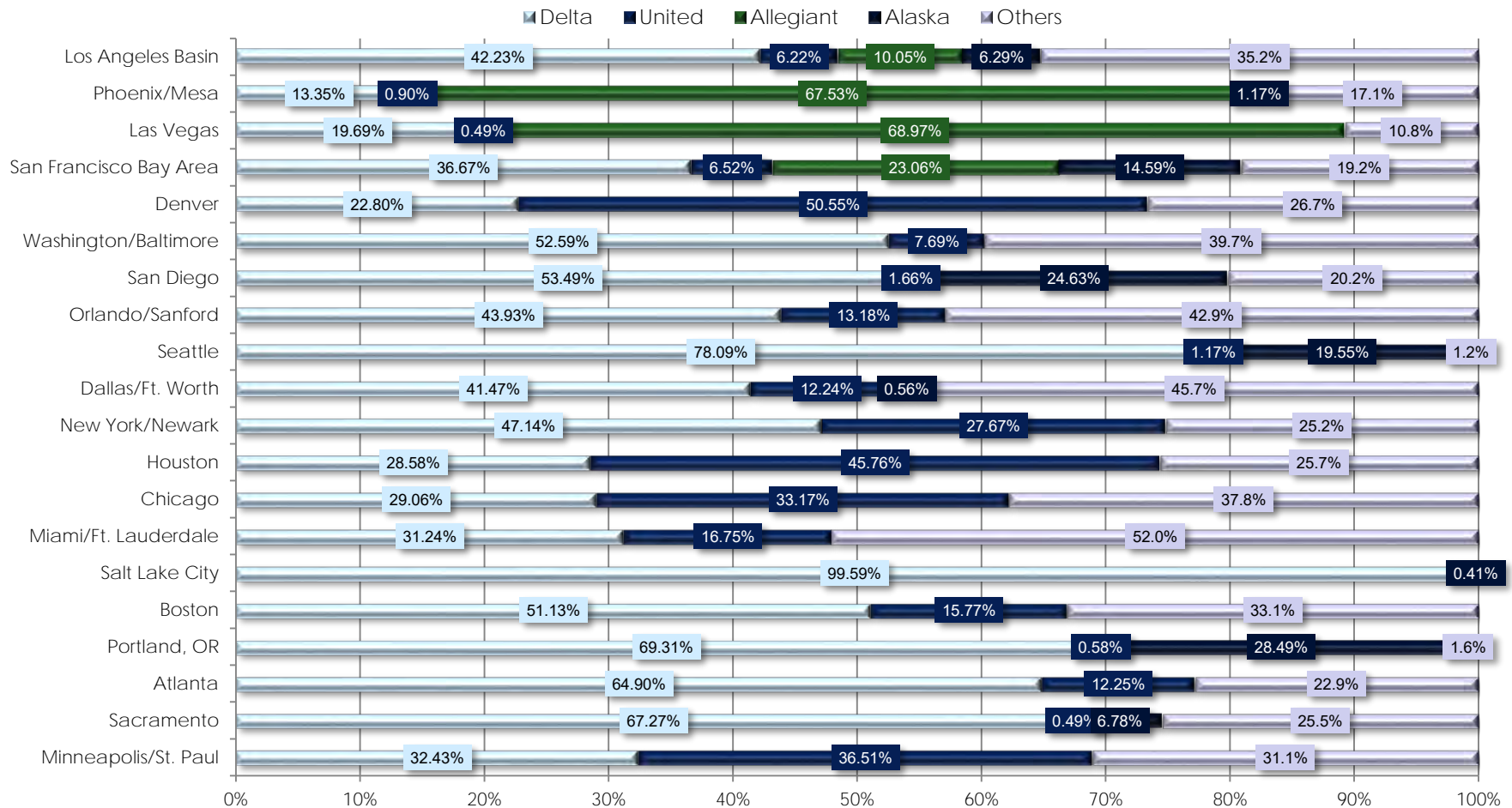


SOURCE: IDAHO FALLS PASSENGER RETENTION STUDY, YE1Q18, VOLAIRE AVIATION CONSULTING

DELTA CURRENTLY CAPTURES 44% OF IDAHO FALLS CATCHMENT AREA PASSENGERS, WHILE UNITED CAPTURES 17% AND ALLEGIENT CAPTURES 15%

The Idaho Falls Catchment Area's True Airline Market Share to Top 20 O&D Passenger Markets

Study Period: Year Ended First Quarter 2018

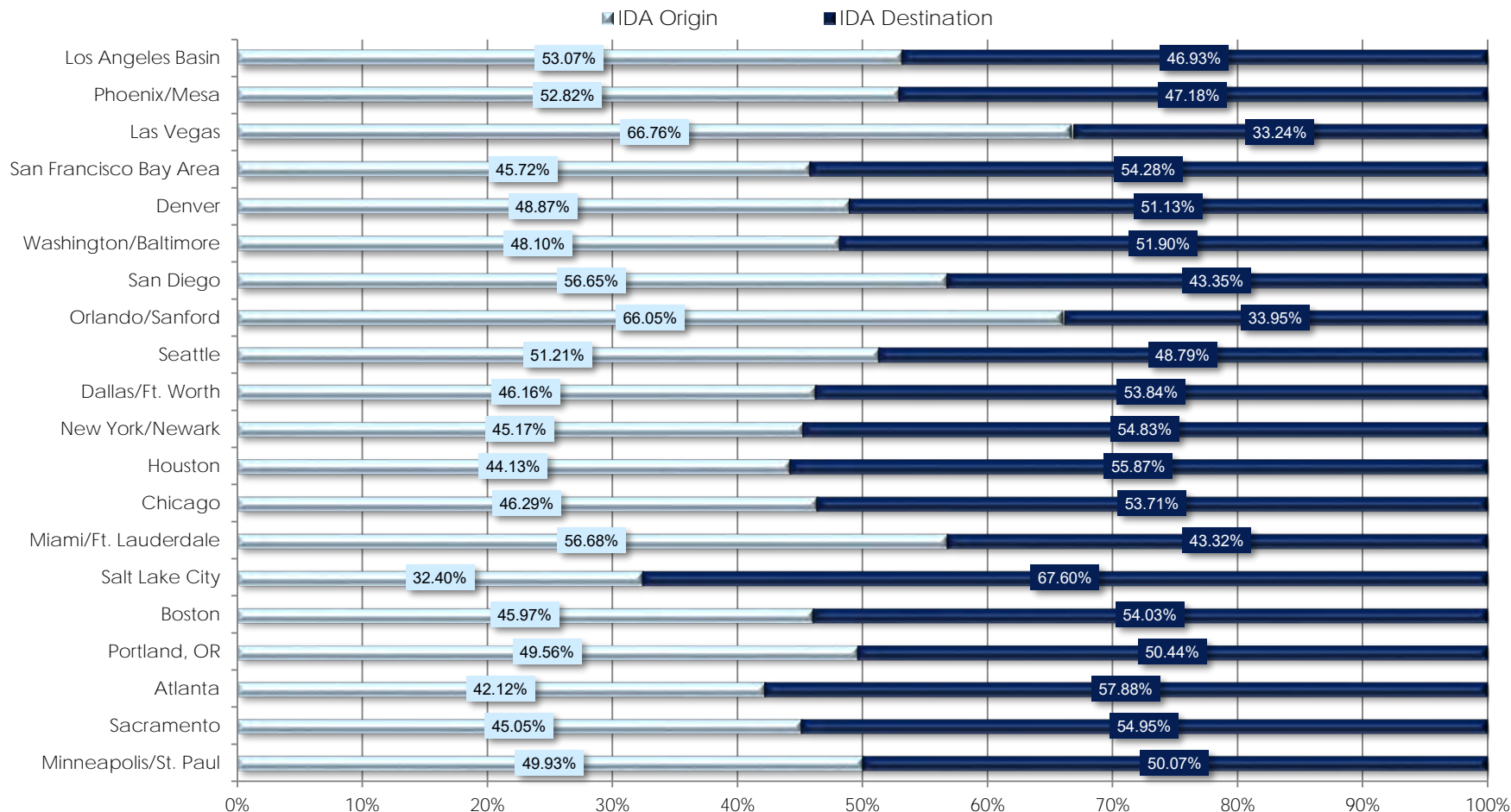


SOURCE: IDAHO FALLS PASSENGER RETENTION STUDY, YE1Q18, VOLAIRE AVIATION CONSULTING

THE IDAHO FALLS CATCHMENT AREA IS THE ORIGIN OF 51.6% OF PASSENGERS, WHILE 48.4% ARE DESTINED FOR IDAHO FALLS

Point of Origin for Idaho Falls Catchment Area O&D Passengers in Top 20 Markets

Study Period: Year Ended First Quarter 2018



SOURCE: IDAHO FALLS PASSENGER RETENTION STUDY, YE1Q18, VOLAIRE AVIATION CONSULTING



RICK CLOUTIER, CM

AIRPORT DIRECTOR

IDAHO FALLS REGIONAL AIRPORT

2140 NORTH SKYLINE DRIVE

IDAHO FALLS, IDAHO 83402

(208) 612-8224

RCLOUTIER@IDAHOFALLSIDAHO.GOV

