



NOTICE OF PUBLIC MEETING

Monday, December 17, 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)

Fire:

- Idaho National Laboratory (INL) Ride-along Discussion (15)
- Budget/Overtime Review (30)

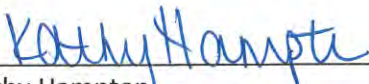
Public Works:

- Water Service Disconnect Policy Discussion (10)
- Proposed Changes to Title 8, Chapter 6, Sanitation Service (10)

Municipal Services:

- Investment Policy Discussion (15)
- Election Reform Discussion (30)

DATED this 14th day of December, 2018



Kathy Hampton
City Clerk

Public Works - Water Service Disconnect Policy



POLICY & PROCEDURE MANUAL

NUMBER: WTR-BILLING-03

SECTION: Billing

SUBJECT: Water Non-Pay Disconnect Procedure for Residential, non-Idaho Falls Power Customers

DATE: December 14, 2018

LATEST AMENDMENT DATE:

Developed by: Water Division & Utility Billing

Authorized by: David Richards and Pam Alexander

I. Purpose of the Procedure

To establish a procedure to disconnect residential water service on non-pay status accounts for non-Idaho Falls Power customers and define the disconnect procedures.

II. Procedure Statement

To outline the payment/collections process for all residential class customers that trigger actions by Utility [BillingCredit](#) staff, Utility Dispatch staff, and Water Division staff.

III. Procedure

A. Disconnect timeline description (see attached flow chart)

1. Customer receives ~~bill #Bill No.~~ 1 for services consumed in previous month and has fifteen (15) days to pay ~~bill #Bill No.~~ 1, if customer cannot make payment within fifteen (15) days they may request a Payment Extension with Utility BillingCredit.
2. If ~~bill #Bill No.~~ 2 is issued and ~~bill #Bill No.~~ 1 is not yet paid, a "past due" statementnotification in red bold lettering will appear on ~~bill #Bill No.~~ 2.
3. If not paid within fifteen (15) days after issuance of ~~bill #Bill No.~~ 2, ~~bill #Bill No.~~ 1 is now thirty (30) days past due and ~~bill #Bill No.~~ 2 is past due. At this point, if no payment is received or a ~~p~~Payment ~~e~~Extension* is not requested and granted, water service will be disconnected.

- a) *Payment Extension: ~~A~~Customers can request up to three (3) payment extensions per a rolling twelve- (12) month period; however extensions may not be requested back-to-back. ~~There is no approval process, form, etc. and the~~A customer ~~can may~~ request a payment extension over the phone, by e-mail, in person, etc. The only requirement ~~to getting for~~ a payment extension is that the customer requestings it and they shall not ~~have not~~ had more than three (3) in the past twelve (12) months. Utility BillingCredit will note the extensions on the customer's accounts in order to track number of extensions given on the account. Extensions can be requested at any point in the billing cycle. The extension gives the customer fifteen (15) additional days after the Bill No. 2 due date before service will be terminated for non-payment, ~~extending the disconnection until the issuance of Bill No. 3.~~

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

4. If a payment extension has been granted and ~~bill #~~Bill No. 1 and #Bill No. 2 have not been paid **in full** at issuance of ~~bill #~~Bill No. 3, water service will be disconnected until the full balance on account ~~balance~~ has been paid, ~~in full~~ including all applicable fees.
5. Water Division will disconnect customers for non-pay status ~~during regular business hours of~~ between 6:30 A.M. to 5:00 P.M. Monday – Friday from May 1 to September 30 (summer hours) or 8:00 A.M. to 4:30 P.M. Monday – Friday from October 1 to April 30 (winter hours)- ~~Monday – Friday~~.
6. Residential ~~W~~water service will remain disconnected (regardless of temperature) until the ~~past due~~full balance on account has been paid, ~~in full~~ including ~~(all applicable fees included)~~.
7. Water Division personnel will print a weekly list of required residential inspections to verify that customers disconnected for non-pay status have not reconnected service. Such ~~inspections~~ will occur as conditions and circumstances allow.

B. Reconnect

1. Once customer pays their City utility bill in full, Utility ~~Billing or Utility Dispatch~~Credit will notify the Water Division to request reconnection of residential water service.
2. The Water Division will generate a scheduled service order in order to meet with the customer for reconnection of residential water service.
3. The Water Division will dispatch a service operator to reconnect water service, applying a water service reconnection fee to the account. The ~~C~~customer must be present for water service to be reconnected.
4. The ~~W~~water service reconnection fee may vary dependingent upon scheduled time for reconnection; or whether the reconnection was made during regular working hours (~~see section III.A.5~~) or was outside of regular working hours.

C. ~~Inability to disconnect water due to shared services~~Shared Services

1. Water service will not be disconnected ~~in instances~~ where a customer with a past due account shares a common waterline with another customer if the disconnection of water service will impact both customers.

D. Medical extension

1. Termination of utility service may be delayed for thirty (30) days if, prior to termination, the customer presents to the City Utility ~~Billing~~Credit Office in City Hall a letter from a doctor or from a public health official with medical training stating that a medical emergency would exist or a medical condition would be aggravated if service is terminated. The letter must be signed by the person diagnosing the medical condition and must name the person(s) in the residence that will be affected. A second thirty- (30) day medical extension may be granted only where another medical extension letter is presented before the expiration of the first thirty (30) days and it states that the serious illness or medical emergency still exists. No medical extension will be extended for more than a total of sixty (60) consecutive days.

- a) Upon customer compliance with this Medical Extension policy, Utility [BillingCredit](#) will note the granting of the Medical Extension for either thirty (30) days or an additional thirty (30) days on the customer's account in Cayenta. A copy of letters in support of the Medical Extension will be kept separate from the electronic customer account information in the City Utility [BillingCredit](#) Office.
- b) Medical Extensions will be tracked in Cayenta in order to automatically trigger disconnect by showing up on the disconnect list in the event the account is not in current status upon the expiration of the extension.

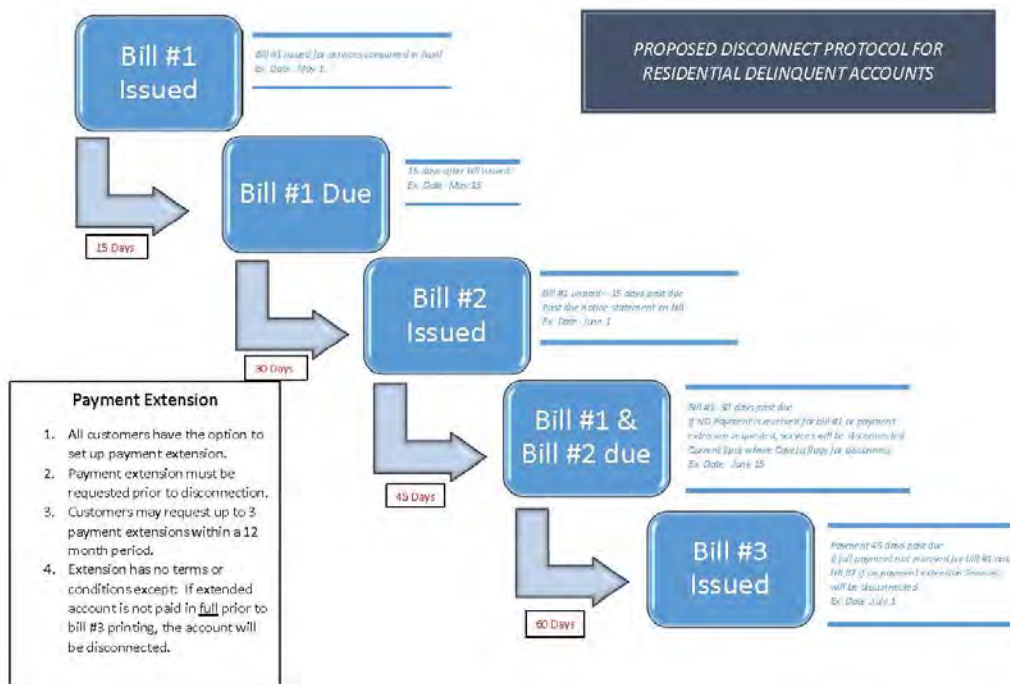
Formatted: Font: Not Italic

~~E. Verification of disconnected status~~

- ~~1. Water Division personnel will print a weekly list of inspections to verify that customers disconnected for non-pay status have not reconnected service. Inspections will occur as conditions allow.~~

IV. Reason for the Most Recent Procedure Change.

Revision	Date	Action	Name of Editor





POLICY & PROCEDURE MANUAL

NUMBER: WTR-BILLING-01

SECTION: Billing

SUBJECT: ~~Electric-Water~~ Residential Non-Pay Disconnect Procedure

DATE: ~~November 27~~December 14, 2018

LATEST AMENDMENT DATE:

Developed by: Water Division & Utility Billing

Authorized by: David Richards and Pam Alexander

I. Purpose of the Procedure

To establish a procedure to disconnect residential water service on non-pay status accounts and define the disconnect procedures.

II. Procedure Statement

To outline the payment/collections process for residential class customers served by Idaho Falls Power ([IFP](#)) that trigger actions by Utility ~~Billing~~Credit staff, Utility Dispatch staff, and Water Division staff.

III. Procedure

A. Disconnect timeline description

1. ~~Once Idaho Falls Power~~After IFP disconnects a ~~non~~-residential customer's electricity for non-pay status (refer to ~~Idaho Falls Power~~IFP's Electric ~~Non~~-Residential Non-Pay Disconnect Procedure), if the bill is not paid in full within the ~~allotted~~respective number of days ~~as~~ indicated in ~~section III.A.1.athis Policy~~, Utility ~~Billing~~Credit staff will ~~notify request that the~~ Water Division ~~to have water service~~ disconnected. residential water service to the same address.
 - a) Warm weather disconnects: Seven (7) days following the ~~electrical~~IFP disconnect date, (allowing customers time to pay their past-due bill before water is disconnected).
 - b) Cold weather disconnects: Two (2) days following the ~~electrical~~IFP disconnect date, (helping to ~~avoid~~prevent private property damage ~~of private property~~ due to the potential of frozen pipes).
2. The Water Division will generate a service order and will dispatch a service operator to disconnect residential water service and will, applying a water service disconnection fee to the past due account.
3. The Water Division will disconnect customers for non-pay status ~~during regular business hours of~~between 6:30 A.M. to 5:00 P.M. Monday – Friday from May 1 to September 30 (summer hours) or 8:00 A.M. to 4:30 P.M. Monday – Friday from October 1 to April 30 (winter hours)-Monday – Friday.
4. Residential Water service will remain disconnected (regardless of temperature) until the ~~past due~~full balance on account has been paid, including in full (all applicable fees ~~included~~).
5. Water Division personnel will print a weekly list of required residential inspections to verify that customers disconnected for non-pay status have not reconnected service. Such ~~h~~inspections will occur as conditions and circumstances allow.

B. Reconnect

1. Once a customer pays their City utility bill in full, Utility ~~Billing Credit or Utility Dispatch~~ will notify the Water Division to request reconnection of residential water service.
2. The Water Division will generate a scheduled service order in order to meet with the customer for reconnection of residential water service.
3. The Water Division will dispatch a service operator to reconnect residential water service; and will applying a water service reconnection fee to the account. The ~~C~~customer must be present for water service to be reconnected.
4. The ~~W~~water service reconnection fee may vary dependingent upon scheduled time for reconnection; or whether the reconnection was made during regular working hours (~~see section III.A.3~~) or was outside of regular working hours.

G. Shared services

C.

1. Water service will not be disconnected ~~in instances~~ where a customer with a past due account shares a common waterline with another customer such that the disconnection of water service will impact both customers.

D. Verification of disconnected status

- ~~1. Water Division personnel will print a weekly list of inspections to verify that customers disconnected for non-pay status have not reconnected service. Inspections will occur as conditions allow.~~

Formatted: Font: (Default) Arial, 12 pt

Formatted: Heading 2

IV. Reason for the Most Recent Procedure Change.

Revision	Date	Action	Name of Editor



POLICY & PROCEDURE MANUAL

NUMBER: WTR-BILLING-02

SECTION: Billing

SUBJECT: Water Non-Residential Non-Pay Disconnect Procedure

DATE: ~~November 9~~December 14, 2018

LATEST AMENDMENT DATE:

Developed by: Water Division & Utility Billing

Authorized by: David Richards & Pam Alexander

I. Purpose of the Procedure

To establish a procedure to disconnect non-residential water service on non-pay status accounts and define the disconnect procedures.

II. Procedure Statement

To outline the payment/collections process for all non-residential class customers that triggers actions by Utility BillingCredit staff, Utility Dispatch staff, and Water Division staff.

III. Procedure

A. Disconnect timeline description

1. ~~Once-After~~ Idaho Falls Power (IFP) disconnects a non-residential customer's electricity for non-pay status (refer to ~~Idaho Falls Power~~ IFP's Electric Non-Residential Non-Pay Disconnect Procedure), if the bill is not paid in full within the ~~allotted~~ respective number of days ~~as indicated in section III.A.1. at this Policy~~, Utility ~~Billing Credit~~ will ~~notify request that the~~ Water Division ~~to have~~ disconnect non-residential water service to the same address ~~disconnected~~.
 - a) *Warm weather disconnects*: Seven (7) days following the ~~electrical~~ IFP disconnect date, *(allowing customers time to pay their past-due bill before water is disconnected)*.
 - b) *Cold weather disconnects*: Two (2) days following the ~~electrical~~ IFP disconnect date, *(helping to avoid ~~prevent~~ private property damage of private property due to the potential of frozen pipes)*.
2. The Water Division will generate a service order and will dispatch a service operator to disconnect non-residential water service, ~~and will~~ applying a water service disconnection fee to the past due account.
3. The Water Division will disconnect customers for non-pay status ~~during~~ between regular business hours of 6:30 A.M. to 5:00 P.M. Monday – Friday from May 1 to September 30 (summer hours) or 8:00 A.M. to 4:30 P.M. Monday – Friday from October 1 to April 30 (winter hours) ~~Monday – Friday~~.
4. Non-residential ~~Ww~~ water service will remain disconnected (regardless of temperature) until the past due full balance on account has been paid, including full ~~(all applicable fees included)~~.
5. Water Division personnel will print a weekly list of required non-residential inspections to verify that customers disconnected for non-pay status have not reconnected service. Such ~~if~~ inspections will occur as conditions and circumstances allow.

B. Reconnect

1. Once a customer pays their City utility bill in full, Utility ~~Billing or Utility Dispatch~~Credit or Utility Dispatch will notify the Water Division to request reconnection of non-residential water service.
2. The Water Division will generate a scheduled service order in order to meet with the customer for reconnection of non-residential water service.
3. The Water Division will dispatch a service operator to reconnect non-residential water service, and will applying a water service reconnection fee to the account. The Customer must be present for water service to be reconnected.
4. The ~~W~~water service reconnection fee may vary ~~dependent~~ depending upon scheduled time for reconnection, or whether the reconnection was made during regular working hours ~~(see section III.A.3)~~ or was outside of regular working hours.

C. Shared services

1. Water service will not be disconnected ~~in instances~~ where a customer with a past due account shares a common waterline with another customer such that the disconnection of water service will impact both customers.

~~D. Verification of disconnected status~~

- ~~1. Water Division personnel will print a weekly list of inspections to verify that customers disconnected for non-pay status have not reconnected service. Inspections will occur as conditions allow.~~

IV. Reason for the Most Recent Procedure Change.

Revision	Date	Action	Name of Editor

Public Works - Proposed Changes to Sanitation Service Ordinance

CHAPTER 6

SANITATION SERVICE

SECTION:

- 8-6-1: Purpose
- 8-6-2: Application of Chapter
- 8-6-3: Solid Waste Removal Required
- 8-6-4: Definitions
- 8-6-5: Accumulation of Refuse
- 8-6-6: Deposit of Refuse on Public Property
- 8-6-7: Unlawful Use of Waste Containers
- 8-6-8: Sanitation Service ~~Charges~~ Fees
- 8-6-9: Removal of Waste
- 8-6-10: Residential Waste Containers – Regulations
- 8-6-11: Commercial Containers – Regulations
- 8-6-12: Use of Containers
- 8-6-13: Compost Piles
- 8-6-14: Collection of Waste Containers
- 8-6-15: Exceptions to Waste Removal by City
- 8-6-16: Scattering of Waste
- 8-6-17: Commercial Sanitation Services Prohibited
- ~~8-6-18: Sanitary Service Charges~~
- 8-6-198: Billing, Collection, and Termination of Utility

8-6-1: **PURPOSE:** The accumulation of waste, refuse, trash, garbage, rubbish, and other deleterious substances upon private properties, vacant lots and in streets and alleys constitutes a public nuisance and menace and contributes to the spread of infectious, contagious and epidemic diseases. It is necessary for the preservation of health, safety, sanitation, peace, and public welfare that proper and adequate regulations be adopted to require property owners and occupants to secure containers and receptacles of sufficient kind and size in which to deposit waste, refuse, trash, garbage, and rubbish for collection and removal at regular intervals. The significant cost of acquiring capital facilities, equipment, and vehicles necessary to provide removal of refuse requires the limitation of the number of providers of sanitation services within the City. The City intends to provide automated solid waste removal services to every occupant of the City except where such is impractical because of physical barriers; safety considerations; or technological or equipment limitations. (Ord. 3018, 8-27-15)

8-6-2: **APPLICATION OF CHAPTER:** This Chapter applies to the delivery of solid waste sanitation services to all residential, commercial and industrial properties within the City. (Ord. 3018, 8-27-15)

8-6-3: **SOLID WASTE REMOVAL REQUIRED:** Every occupant of property within the City shall be fully responsible to remove all waste from his or her premises unless otherwise allowed by this Chapter or specifically authorized by the City. (Ord. 3018, 8-27-15)

8-6-4: DEFINITIONS: For purposes of this Chapter, the following terms shall have the meanings ascribed below:

CONTAINER, COMMERCIAL:

A City-issued container for waste having a capacity in excess of one (1) cubic yard.

CONTAINER, RESIDENTIAL:

~~A container supplied by an occupant for waste having a capacity of thirty-two (32) gallons or less, or a~~ City-issued residential container having a capacity of ninety-six (96) gallons or less.

GARBAGE:

Any excess or leftovers resulting from the preparation, cooking, consumption, or handling of food or other edible substance, whether for human or animal consumption, including without limitation, waste from the handling, storage, and sale of produce, which are not actively being composted.

JUNK:

Any materials consisting of any mechanical appliance, vehicle, machinery, equipment or apparatus, or any parts therefrom, including without limitation, all non-functional automobiles, white goods, recreational vehicles, boats, snowmobiles, motorcycles, farming and construction equipment.

OCCUPANT:

Any person occupying, possessing or having control of real property located in the City, whether as an owner, tenant or licensee.

REFUSE:

All materials of any kind or nature, including, but not limited to, handbills, newspapers, papers, cartons, boxes, barrels, shrubs, tree trunks (other than stumps in the ground), wood, brush, weeds, branches, yard trimmings, leaves, furniture, bedding, tin cans, metals, bottles, ashes, clinkers, broken glass, broken concrete, rock, crockery, mineral waste, street sweepings, industrial waste, sawdust, lumber scraps, shavings, animal carcasses, wire and plastics.

SANITARY SERVICE:

The availability of solid waste sanitation services provided by the City.

WASTE:

Any materials or items for which there is no practical use other than for recycling, and which, is markedly offensive or unsightly, or which creates an offensive odor or is unsanitary or unsafe, attracts insects or rodents or in any way creates a public nuisance or health or safety hazard. "Waste" and "solid waste" includes garbage, junk, refuse, and weeds, as defined in this Chapter.

WEEDS:

Any plant, growing or dead, more than ten (10") inches in length or height, (as measured from the surface of the ground), except plants grown for ornamental purposes or for production of food for man or beast. Noxious plants, regardless of height, shall be considered weeds for purposes of this Chapter. (Ord. 3003, 04-23-15; Ord. 3018, 8-27-15)

8-6-5: ACCUMULATION OF REFUSE: It shall be unlawful for any occupant to accumulate or to allow the accumulation of refuse upon property under the occupant's control in a manner which is markedly offensive or unsightly, attracts insects or rodents, is unsanitary, unsafe or unhealthy or which otherwise causes a public nuisance. (Ord. 3018, 8-27-15)

8-6-6: DEPOSIT OF REFUSE ON PUBLIC PROPERTY: It shall be unlawful to deposit or bury refuse in or upon any public alley, street, park or other public property, or upon the premises of another without the consent of the occupant of such other property. (Ord. 3018, 8-27-15)

8-6-7: UNLAWFUL USE OF WASTE CONTAINERS: It shall be unlawful for any person to deposit refuse into any waste container owned or leased by another without the express or implied permission of the owner or lessee thereof. (Ord. 3018, 8-27-15)

8-6-8: SANITATION SERVICE ~~CHARGES~~FEES: There shall be assessed for each structure, located within the City, used for human occupancy, a monthly fee in an amount set from time to time by Resolution of the Council based, upon whether the service is residential or commercial; the number or size of waste containers used; and the frequency of pickup services. Solid waste sanitation services ~~for occupants of real property located within the City~~ shall be provided, subject to the payment of the ~~charges and~~ fees established from time to time by Resolution of the Council, and subject to the provisions of this Chapter. Every occupant shall pay a sanitation service ~~charge~~fee irrespective of whether waste is removed from the occupant's premises during the period for which the service is provided~~charge is made~~. (Ord. 2311, 2-25-99; Ord. 2668, 09-14-06; Ord. 2683, 12-14-06; Ord. 2751, 5-22-08; Ord. 2964, 8-14-14; Ord. 3018, 8-27-15)(~~Ord. 3018, 8-27-15~~)

8-6-9: REMOVAL OF WASTE: The City will remove waste deposited in residential and commercial waste containers in accordance with the provisions of this Chapter. The City may decline to remove waste from any container which does not meet the requirements of this Chapter or which is not placed in waste containers. Every occupant of a residential and commercial property shall have the obligation to remove all waste accumulating on property under his or her control, in accordance with this Chapter. (Ord. 3003, 04-23-15; Ord. 3018, 8-27-15)

8-6-10 RESIDENTIAL WASTE CONTAINERS – REGULATIONS: ~~Waste containers that are not provided by the City shall weigh not more than fifty (50) pounds. Such containers shall be constructed of galvanized metal or other metal or plastic material which is strong, not susceptible of corrosion, and resistant to entry or penetration by rodents,~~

~~insects, or dogs or other small animals. Each waste container shall have two (2) handles tightly secured to the container and a tight fitting lid or latchable cover. Where~~ City-provided containers are utilized for solid waste service, occupants shall contain all waste within the City-supplied containers. (Ord. 3018, 8-27-15)

8-6-11:COMMERCIAL WASTE CONTAINERS – REGULATIONS: All commercial waste containers shall consist of containers furnished by the City prior to being placed into service by the occupant. Removal of commercial waste on a basis more frequent than regularly scheduled may be accommodated when authorized by the City and where a fee is paid for more frequent removal. (Ord. 3003, 04-23-15; Ord. 3018, 8-27-15)

8-6-12:USE OF CONTAINERS: It shall be unlawful to deposit, store, or place solid waste into any waste container that ~~is not provided by the City. does not have a tight fitting or latchable lid or cover placed securely thereon.~~ Notwithstanding the foregoing, grass, leaves, weeds, and clippings from trees or ornamental shrubbery ,no longer than four feet (4'), may be placed in cardboard cartons, bushel baskets, boxes, or strong plastic garbage sacks, provided the same are securely covered or closed in a manner which prevents the contents from being blown, spilled, or strung about. The City will remove such non-standard containers provided the same do not exceed fifty (50 lbs) pounds in weight ~~or ten (10 ft2) cubic feet in volume.~~ (Ord. 3003, 04-23-15; Ord. 3018, 8-27-15)

8-6-13:COMPOST PILES: Compost piles and materials may be maintained, transported, kept, and used in any manner which does not constitute a public nuisance. (Ord. 3018, 8-27-15)

8-6-14:COLLECTION OF WASTE :

- (A) The City– will collect waste in accordance with a collection schedule it establishes. Prior to 7 a.m., local time, on the day scheduled for collection, all waste containers shall be placed ~~adjacent to the alley line of any premises on the day scheduled for pickup, or if the premises are not adjacent to an alley, then~~ at the street curb or inside edge of the sidewalk where the sidewalk is adjacent to the curb. All empty waste containers shall be withdrawn from the curb or inside edge of the sidewalk as soon as practical after removal of the waste from the container.
- (B) All waste to be collected from a City-provided container pursuant to the Chapter shall be contained within such City-provided waste container.
- (C) Every City-provided residential waste container shall remain at the address to which it is assigned ~~and~~ as distributed. Container Rrepair or replacement costs beyond normal wear and tear, to the City for to a City-provided residential wasted container shall be charged-assessed based on actual costs to the occupant for damages ~~beyond normal wear and tear.~~
- (D) City-provided solid waste containers shall be placed by the occupant at curbside, as close to the curb as possible, ~~or in an alley, if the property has alley access.~~ Such containers shall be at least three feet (3') from any obstruction, including mailboxes,

trees, shrubs, building overhangs, and utility poles. Additionally, such containers shall be placed in a location where there is unobstructed overhead clearance of at least fourteen feet (14').

- (E) At no time shall a City-provided solid waste container block or interfere with safe pedestrian, bicycle, or vehicle access to a street, alley, bike or pedestrian paths, or sidewalk (regardless of the City's established solid waste collection schedule). (Ord. 3003, 04-23-15; Ord. 3018, 8-27-15)

8-6-15:EXCEPTIONS TO WASTE REMOVAL BY CITY: The City shall have no duty to remove the following waste:

- (A) Dirt, earth, or debris from construction, building renovation, or demolition.
- (B) Appliances (including white goods), large or heavy machines, tree trunks, or other debris or waste not placed within a waste container meeting the requirements of this Chapter.
- (C) Hazardous waste, toxic chemicals, waste oils, lubricants, or any other substance harmful to life or limb; or
- (D) Dead animals; or
- (E) Waste not contained in City-provided containers, unless otherwise allowed by this Chapter or specifically authorized by the City. (Ord. 3003, 04-23-15; Ord. 3018, 8-27-15)

8-6-16:SCATTERING OF WASTE: It shall be unlawful to scatter the contents of any waste container upon any street, alley, right-of-way, or public park within the City. (Ord. 3018, 8-27-15)

8-6-17:COMMERCIAL SANITATION SERVICES PROHIBITED: It shall be unlawful for any person to conduct, engage or otherwise participate in any private business, undertaking, or enterprise for the removal or disposal of waste for pecuniary gain or profit. Nothing herein shall prohibit the use of waste for recycling purposes by any licensed recycling business, salvage yard, second-hand dealer or other similarly licensed enterprise. (Ord. 3018, 8-27-15)

~~8-6-18:SANITARY SERVICE CHARGES: There shall be assessed for each structure used for human occupancy, a monthly charge in an amount set from time to time by Resolution of the Council based, in part, upon whether the service is residential or commercial; the number or size of waste containers used; and the frequency of pickup services. (Ord. 2311, 2-25-99; Ord. 2668, 09-14-06; Ord. 2683, 12-14-06; Ord. 2751, 5-22-08; Ord. 2964, 8-14-14; Ord. 3018, 8-27-15)~~

8-6-189: BILLING, COLLECTION, AND TERMINATION OF UTILITY SERVICE: Billing, collection, and termination for utility service shall be processed pursuant to the City billing,

collection, and termination policy established by Council Resolution. (Ord. 2458, 6-12-02; Ord. 3018, 8-27-15; Ord. 3039, 11-24-16)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF IDAHO FALLS, IDAHO, AMENDING TITLE 8, CHAPTER 6 TO CLARIFY THE RESIDENTIAL SANITATION SERVICE FEE; PROVIDING SEVERABILITY, CODIFICATION, PUBLICATION BY SUMMARY, AND ESTABLISHING EFFECTIVE DATE.

WHEREAS, Idaho Code § 50-344 authorizes Idaho's cities to have the exclusive power to maintain and operate solid waste collection systems; and

WHEREAS, the City's ability to regulate the collection of waste and garbage is necessary and essential for the public's health and wellbeing; and

WHEREAS, the Idaho Supreme Court has recognized that collecting and hauling garbage is a proprietary governmental function; and

WHEREAS, the City has an organized and professional Sanitation Division that has for many years successfully ensured prompt and consistent residential garbage removal services; and

WHEREAS, the Council has, from time to time, established a sanitation service fee assessed to the occupants of the properties within the geographic limits of the City, to pay and provide for the City's garbage removal service; and

WHEREAS, the City desires that the City Code clearly reflect the responsibility for users of the City's garbage removal service to pay the sanitation service fee.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF IDAHO FALLS, IDAHO, THAT:

SECTION 1. Chapter 6 of Title 8 of the City Code of the City of Idaho Falls, Idaho, is hereby amended as follows:

8-6-4: DEFINITIONS: For purposes of this Chapter, the following terms shall have the meanings ascribed below:

CONTAINER, COMMERCIAL:

A City-issued container for waste having a capacity in excess of one (1) cubic yard.

CONTAINER, RESIDENTIAL:

~~A container supplied by an occupant for waste having a capacity of thirty two (32) gallons or less, or a~~ A City-issued residential container having a capacity of ninety-six (96) gallons or less.

...

8-6-8: ~~SANITATION SERVICE CHARGES~~FEES: There shall be assessed for each structure located within the City, used for human occupancy, a monthly fee in an amount set from time to time by Resolution of the Council based, upon whether the service is residential or commercial, the number or size of waste containers used, and the frequency of pickup services. Solid waste sanitation services ~~for occupants of real property located within the City~~ shall be provided, subject to the payment of the ~~charges and fees~~ established from time to time by Resolution of the Council, and subject to the provisions of this Chapter. Every occupant shall pay a sanitation service ~~charge fee, established from time to time by Resolution of the Council,~~ irrespective of whether waste is removed from the occupant's premises during the period for which the ~~charge is made~~service is provided.

...

8-6-10 RESIDENTIAL WASTE CONTAINERS – REGULATIONS: ~~Waste containers that are not provided by the City shall weigh not more than fifty (50) pounds. Such containers shall be constructed of galvanized metal or other metal or plastic material which is strong, not susceptible of corrosion, and resistant to entry or penetration by rodents, insects, or dogs or other small animals. Each waste container shall have two (2) handles tightly secured to the container and a tight fitting lid or latchable cover. Where~~ City-provided containers are utilized for solid waste service, occupants shall contain all waste within the City-supplied containers.

...

8-6-12: USE OF CONTAINERS: It shall be unlawful to deposit, store, or place solid waste into any waste container that ~~does not have a tight fitting or latchable lid or cover placed securely thereon~~ is not provided by the City for curbside pickup. Notwithstanding the foregoing, grass, leaves, weeds, and clippings from trees or ornamental shrubbery, no longer than four feet (4') may be placed in cardboard cartons, bushel baskets, boxes, or strong plastic garbage sacks, provided the same are securely covered or closed in a manner which prevents the contents from being blown, spilled, or strung about. The City will remove such non-standard containers provided the same do not exceed fifty (50 lbs) pounds in weight ~~or ten (10 ft²) cubic feet in volume.~~

...

8-6-14: COLLECTION OF WASTE :

- (A) The City– will collect waste in accordance with a collection schedule it establishes. Prior to 7 a.m., local time, on the day scheduled for collection, all waste containers shall be placed ~~adjacent to the alley line of any premises on the day scheduled for pickup, or if the premises are not adjacent to an alley, then at the street curb or inside edge of the sidewalk where the sidewalk is adjacent to the curb.~~ All empty waste containers shall be withdrawn from the curb or inside edge of the sidewalk as soon as practical after removal of the waste from the container.
- (B) All waste to be collected from a City-provided container pursuant to the Chapter shall be contained within such City-provided waste container.
- (C) Every City-provided residential waste container shall remain at the address to which it is assigned and as distributed. Container Repair or replacement costs beyond normal wear and tear, to the City for a City-provided residential waste container

shall be ~~charged~~ assessed based on actual costs to the occupant for damages ~~beyond normal wear and tear.~~

- (D) City-provided solid waste containers shall be placed by the occupant at curbside, as close to the curb as possible, ~~or in an alley, if the property has alley access.~~ Such containers shall be at least three feet (3') from any obstruction, including mailboxes, trees, shrubs, building overhangs, and utility poles. Additionally, such containers shall be placed in a location where there is unobstructed overhead clearance of at least fourteen feet (14').
- (E) At no time shall a City-provided solid waste container block or interfere with safe pedestrian, bicycle, or vehicle access to a street, alley, bike or pedestrian paths, or sidewalk (regardless of the City's established solid waste collection schedule).

~~8-6-18: SANITARY SERVICE CHARGES: There shall be assessed for each structure used for human occupancy, a monthly charge in an amount set from time to time by Resolution of the Council based, in part, upon whether the service is residential or commercial; the number or size of waste containers used; and the frequency of pickup services.~~

~~8-6-189: BILLING, COLLECTION, AND TERMINATION OF UTILITY SERVICE: Billing, collection, and termination for utility service shall be processed pursuant to the City billing, collection, and termination policy established by Council Resolution.~~

SECTION 2. Savings and Severability Clause. The provisions and parts of this Ordinance are intended to be severable. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

SECTION 3. Codification Clause. The City Clerk is instructed to immediately forward this Ordinance to the codifier of the official municipal code for proper revision of the Code.

SECTION 4. Publication. This Ordinance, or a summary thereof in compliance with Idaho Code, shall be published once in the official newspaper of the City, and shall take effect immediately upon its passage, approval, and publication.

SECTION 5. Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication.

PASSED by the City Council and APPROVED by the Mayor of the City of Idaho Falls, Idaho, this ____ day of October, 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 Ordinance
entitled, "AN ORDINANCE OF THE CITY OF IDAHO FALLS, IDAHO,
AMENDING TITLE 8, CHAPTER 6 TO CLARIFY THE RESIDENTIAL
SANITATION SERVICE FEE; PROVIDING SEVERABILITY,
CODIFICATION, PUBLICATION BY SUMMARY, AND ESTABLISHING
EFFECTIVE DATE."

(SEAL)

KATHY HAMPTON, CITY CLERK

DRAFT

IDAHO FALLS

MEMORANDUM

TO: Mayor and City Council

FROM: Municipal Services Department

DATE: December 13, 2018

RE: City Council Work Session Discussion: Proposed Investment Policy

Attached for City Council review and discussion is a draft of the proposed City of Idaho Falls investment policy. The proposed policy has been developed in coordination with Investment and Finance committee members to document best practices for the City's investment processes.

Respectfully,


Pamela Alexander
Municipal Services Director

INVESTMENT POLICY - DRAFT

CITY OF IDAHO FALLS

I. Policy Statement:

It is the policy of the City of Idaho Falls to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City while conforming to all State and Local statutes.

II. Scope:

This investment policy applies to all financial assets of the City of Idaho Falls. These financial assets are accounted for in the City's Comprehensive Annual Financial Report and include:

1. Funds:

- a. General Fund
- b. Special Revenue Funds
- c. Capital Project Funds
- d. Enterprise Funds
- e. Deferred Compensation Funds
- f. (Any new fund created by the City Council, unless specifically exempted by State statute)

2. Prudence:

Investments shall be made with judgment and care – under circumstances then prevailing – which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

City of Idaho Falls staff, acting in accordance with written procedures, the investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported monthly and appropriate action is taken to control adverse developments.

3. Ethics and Conflict of Interest:

City of Idaho Falls employees involved in investment transactions shall refrain from personal business activity that could conflict with the proper execution and management of the investment program and policy, or that could impair their ability to make impartial decisions. The City Treasurer and Municipal Services Director shall not undertake personal investment transactions with the same investment institution with whom business is conducted on behalf of the City.

III. General Objectives

The primary objectives, in priority order, of the City of Idaho Falls investment activities shall be:

1. Safety:

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk:

The City of Idaho Falls will minimize credit risk, the risk of loss due to the failure of the security issuer or backer by:

Limiting investments to the safest types of securities.

Use of licensed and insured financial institutions, broker/dealers, intermediaries, and advisers with which the City of Idaho Falls will do business.

Diversify the investment portfolio so that potential losses on individual securities will be minimized.

b. Interest Rate Risk

The City of Idaho Falls will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates by:

Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity;

Preference to investing operating funds in shorter-term securities, money market mutual funds, or similar investment pools.

2. Liquidity:

The investment portfolio shall remain sufficiently liquid to meet all of the operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist of securities with active secondary or resale markets.

3. Yield:

The investment portfolio shall be designated with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the

safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

A security with declining credit may be sold early to minimize loss of principal;

A security swap would improve the quality, yield, or target duration in the portfolio;

Liquidity needs of the portfolio require that a security be sold.

IV. Master Repurchase Agreement:

The Treasurer shall have on file a copy of the Master Repurchase Agreement, signed by both parties, prior to any repurchase agreement with a bank or investment institution.

V. Delegation of Authority:

Management responsibility for the investment program is granted by the Mayor and City Council to the Treasurer and Municipal Services Director. No other person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the City. The Treasurer and Municipal Services Director shall be responsible for all transactions undertaken and shall follow the guidelines and system of controls, established by the Investment and Finance Committee, to regulate investment activities.

VI. Safekeeping and Custody:

1. Authorized Financial Dealers and Institutions:

The Treasurer will maintain the list of financial institutions authorized to provide investment transactions. The Treasurer shall inform the Investment and Finance Committee of any changes to the financial institutions prior to entering into any business relationship.

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of Financial Industry Regulatory Authority (FINRA) certification (not applicable to Certificate of Deposit counterparties)
- Proof of state registration

- Certification of having read and understood and agreeing to comply with the City's investment policy
 - Evidence of adequate insurance coverage
2. Safekeeping:
- Securities will be held by a centralized independent third-party custodian selected by the entity as with all securities held in the City's name. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).
3. Internal Controls:
- The Treasurer is responsible for maintaining the recommended internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designated to provide reasonable assurance that these objectives are met.

VII. Suitable and Authorized Investments:

1. Investment Types.

The City of Idaho Falls is empowered by Idaho Code § 50-1013, to invest in the following types of securities and others as outlined in Idaho Code § 50-1013.

- a. Revenue bonds issued by the Revenue Bond Act;
- b. City coupon bonds provided under section I.C. § 50-1019;
- c. Local improvement district bonds provided under Idaho Code Chapter 17, Title 50;
- d. Time deposit accounts with public depositories;
- e. Bonds, treasury bills, interest-bearing notes, or other obligations of the United States, or those for which the faith and credit of the United States are pledged for the payment of principal and interest that include but are not limited to U.S. Treasuries and Government National Mortgage Association securities.
- f. General obligations bonds of the State of Idaho, or those for which the faith and credit of this State are pledged for the payment of principal and interest.

- g. General obligation bonds of any county, city, metropolitan water district municipal utility district, school district, or other taxing district of this State.
- h. Notes, bonds, debentures, mortgage pass-through securities or other similar obligations issued by the Farm Credit System or institutions forming a part thereof under the Farm Credit Act of 1971 and all Acts of Congress amendatory thereof or supplementary thereto as outlined in Idaho Code § 50-1013, including but not limited to the following federal agencies: Federal Farm Credit Bank, Federal Home Loan Bank, Federal Home Loan Mortgage Company, Federal National Mortgage Association.
- i. Bonds, notes or other similar obligations issued by public corporations of the State of Idaho including, but not limited to, the Idaho State Building Authority, the Idaho Housing Authority and the Idaho Water Resource Board, but such investment shall not extend beyond seven (7) days.
- j. Repurchase agreements and reverse repurchase agreements covered by any legal investment for the State of Idaho or as otherwise allowed by this section, provided that reverse repurchase agreements shall only be used for the purpose of liquidity and not for leverage or speculation.
- k. Tax anticipation bonds or notes, income and revenue anticipation bonds or notes and registered warrants of the State of Idaho or of taxing districts of the State of Idaho.
- l. Time deposit accounts and other savings accounts of state or federal savings and loan associations located within the geographical boundaries of the state in amounts not to exceed the insurance provided by the federal savings and loan corporation, including, but not limited to, accounts on which interest or dividends are paid and upon which negotiable orders of withdrawal may be drawn, and similar transaction accounts.
- m. Share, savings and deposit accounts of state and federal credit unions located within the geographic boundaries of the state in amounts not to exceed the insurance provided by the national credit union share insurance fund and/or any other share guaranty corporation, including, but not limited to accounts on which interest or dividends are paid and upon which negotiable orders of withdrawal may be drawn, and similar transaction accounts.

- n. Prime banker's acceptances and prime commercial paper rated in the highest tier (e.g. A-1, D-1 or higher) by a nationally recognized rating agency. Commercial Paper must be issued by corporations organized and operating with the U.S. and having assets in excess of \$500,000,000.
- o. Money market funds, mutual funds, or any other similar funds to include a local agency investment pool whose portfolios consist of any allowed investment as specified in this section.
- p. Bonds, debentures or notes of any corporation organized, controlled and operating within the United States which, at the time of their purchase, have an "A" rating or higher by a commonly known rating service. No more than 10 percent may be invested in any one issuer.

VIII. Investment Parameters:

1. Diversification:

The City shall diversify its investment portfolio to minimize risk of loss resulting from the overconcentration of assets, funds shall be diversified by maturity, issuer, and security type.

The following diversification limitations shall be imposed on the portfolio:

- **Maturity:** No more than xx percent of the portfolio may be invested beyond xx months, and the weighted average maturity of the portfolio shall never exceed xx years.
- **Default risk:** No more than xx percent of the overall portfolio may be invested in the securities of a single issuer, except for securities of the U.S. Treasury. No more than xx percent of the portfolio may be invested in each of the following categories of securities:
 - a) Commercial paper
 - b) Negotiable certificates of deposits
 - c) Bankers' acceptances
 - d) Any other obligation that does not bear the full faith and credit of the United States government or which is not fully collateralized or insured
- **Liquidity risk:** Based on liquidity needs, at least xx percent of the overall portfolio shall be invested in overnight instruments or in marketable securities which can be converted to cash within one day.

2. Maximum Maturities and Minimum Quality Ratings:

The City will attempt to match its investments with anticipated cash flow requirements. The City will invest all other funds not needed for immediate cash flow requirements to provide safety, liquidity, and yield.

While maturities will typically not exceed five years, the Treasurer may recommend to the Investment and Finance Committee investments that exceed five years in maturity. Investments exceeding five years will be approved by the City Council prior to purchase.

Authorized investments must have an "A" long-term rating or better or an "A-1" short-term rating or better as provided by Moody's, Fitch or Standard and Poor's. In the event that the investment is rated by more than one rating agency the investment must have at least two of the "A" ratings.

3. Reporting:

The Treasurer shall provide monthly investment reports to the Investment and Finance Committee members. The report shall include all transactions from the previous month, securities that have matured and current investments held by the City.

The Treasurer, in conjunction with the Investment and Finance Committee shall provide to the Mayor and City Council quarterly investment reports, which shall provide a clear picture of the current investment portfolio by funds.

4. Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. The market value of the portfolio shall be calculated and issued monthly to the Investment and Finance Committee.

VIII. Policy Considerations:

1. Exemptions:

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

X. Adoption:

The City investment policy shall be adopted by resolution. The Investment and Finance Committee shall review the policy annually and modifications made thereto must be adopted by resolution.