



NOTICE OF PUBLIC MEETING

Monday, February 11, 2019

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

Human Resources;

Municipal Services:

-2017/18 Annual Workers Compensation Presentation (60)

Municipal Services:

-Election Reform Discussion (60)

Presentation:

-Targhee Regional Public Transportation Authority (TRPTA)
In-kind Service Request Discussion and Consideration (30)

Mayor:

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

Council:

-Liaison Reports and Concerns (10)

Idaho Falls Power:

-Line Clearance Program (5)

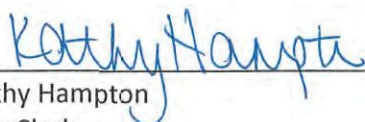
Community Development Services;

Parks and Recreation;

Public Works:

-Tree Trimming Ordinance Enforcement Discussion (30)

DATED this 8th of February, 2019


Kathy Hampton
City Clerk

City of Idaho Falls

Partially Self-Funded Workers' Compensation Overview



Workers' Compensation Options for Public Entities

- In Idaho, Public Entities have two choices when it comes to workers compensation.
 - Purchase a fully-insured program through the Idaho State Insurance Fund.
 - Become approved as a qualified self-insurer through the Idaho Industrial Commission.
- To date, 8 public entities have elected partially self-funded model and left the State Insurance Fund.

Why Partial Self-Funding

- Cost Savings
- Improved Claims Service
- Safety and Loss Control Support

Cost Savings

- Since October 1, 2012 of the partially-self funded program, the City has realized a savings of approximately \$2,074,670 as compared to the premium it would have paid to the Idaho State Insurance Fund.
- That number is valued as of September 30, 2018 and will fluctuate as losses develop.

Self-Insured Program Savings

	10/1/2012 - 10/1/2013	10/1/2013 - 10/1/2014	10/1/2014 - 10/1/2015	10/1/2015 - 10/1/2016	10/1/2016 - 10/1/2017	10/1/2017 - 10/1/2018
WC Premium	\$ 1,343,416	\$ 1,368,222	\$ 1,389,000	\$ 1,313,920	\$ 1,065,537	\$ 1,142,938
Total Cost of Claims	\$ 991,695	\$ 468,598	\$ 518,084	\$ 649,615	\$ 945,349	\$ 466,298
Claims Adjusting Fees	\$ 53,460	\$ 55,068	\$ 52,800	\$ 57,600	\$ 67,300	\$ 62,220
WC Excess Premium	\$ 93,209	\$ 110,675	\$ 128,651	\$ 141,529	\$ 137,455	\$ 137,455
Total Premium Tax	\$ 19,838	\$ 22,225	\$ 22,402	\$ 23,129	\$ 22,103	\$ 22,876
WC Bond Premium	\$ 7,455	\$ 7,455	\$ 7,455	\$ 7,455	\$ 7,455	\$ 7,455
Actuarial Fee	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	\$ 6,000
Consulting/Broker Fee	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000
Total Cost	\$ 1,201,657	\$ 700,021	\$ 765,391	\$ 921,328	\$ 1,221,662	\$ 738,304
Estimated Savings	\$ 141,759	\$ 668,201	\$ 623,609	\$ 392,592	\$ (156,125)	\$ 404,634
TOTAL						\$2,074,670

Improved Claims Service

- As part of the program, the City engaged with a Third Party Claims adjuster, Idaho Intermountain Claims.
- According to studies performed by the Idaho Industrial Commission, self-funded employers in Idaho pay, on average, about 50% less per indemnity claim than Idaho State Insurance Fund clients.

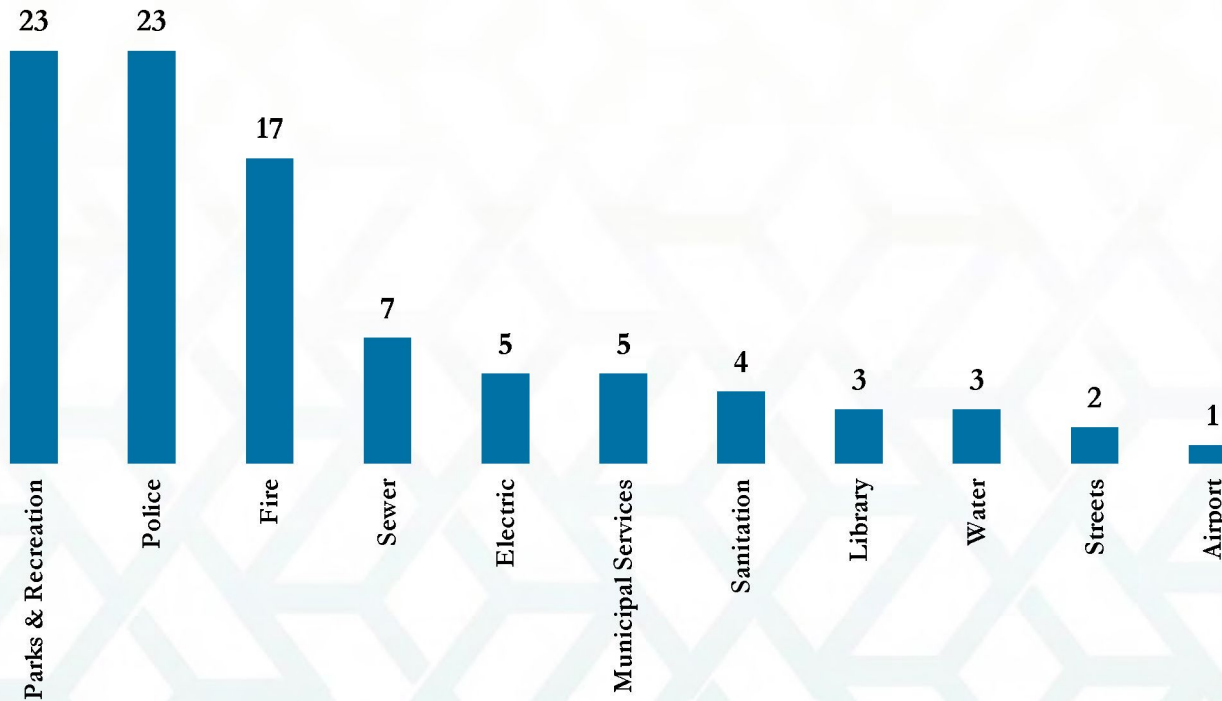
Safety and Loss Control Services

- Moreton & Company partners with the City to provide Safety and Loss Control services. Our dedicated staff of professionals provide:
 - Loss analysis and trending on a quarterly basis
 - Industrial hygiene services to the City
 - Safety training
 - Safety materials and programs

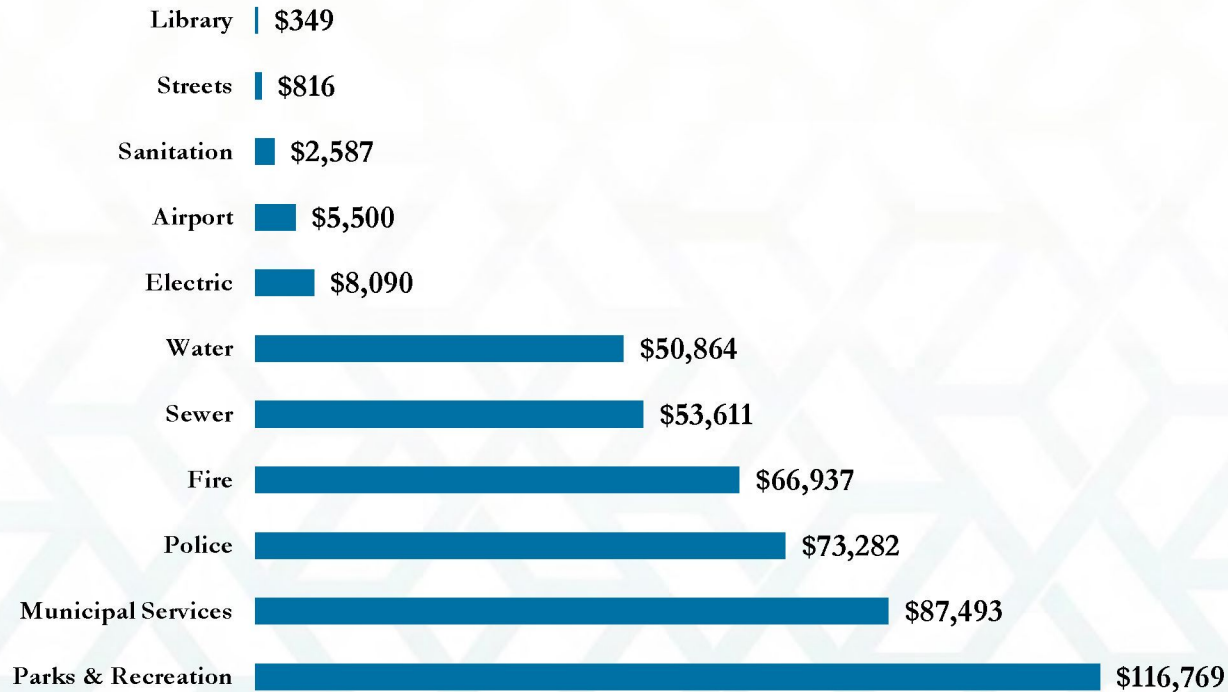
Excess Insurance

- The program is set up for the City to self-insure a portion of their claims, and then an excess insurance policy is purchased to protect against catastrophic claims.
- The City retains the first \$500,000 of any occurrence resulting in employee injury.
- The excess coverage also provides aggregate coverage should total claims in a year exceed \$2,318,288.

Number of Claims by Department (3 Year History)



Cost of Claims by Department (3 year history)



Funding for Future Losses

- It becomes very important that the City maintain a loss paying reserve that can meet the liabilities associated with this program.
- Actuarial studies can be performed to provide the City with an estimate of adequate funding levels for the loss paying fund.



Questions?



MORETON & COMPANY



Bonds ■ Benefits ■ Insurance ■ Risk Management

AN EMPLOYEE-OWNED COMPANY



City Council Meeting Presentation

About The Hartwell Corporation

- Founded in 1963 by Ralph M. Hartwell
- Headquartered in Idaho Falls with offices in Caldwell and Boise
- Became 100% Employee owned in 2012
- 50 employee-owners with 24 employees in the Idaho Falls office
- One of the largest, privately owned independent insurance agencies in Idaho

Your Service Team



DeRay Perry, CPCU, AFSB
Risk Management Advisor
deray@thehartwellcorp.com



Todd Mary
President
todd@thehartwellcorp.com



Staci Matheson, CPIW, AINS
Risk Management Advisor
staci@thehartwellcorp.com



Audrey Subin, AINS
Account Executive
audrey@thehartwellcorp.com



Eileen Braden
Claims Representative
eileen@thehartwellcorp.com

THE HARTWELL CORPORATION

Bonds ■ Benefits ■ Insurance ■ Risk Management

AN EMPLOYEE-OWNED COMPANY



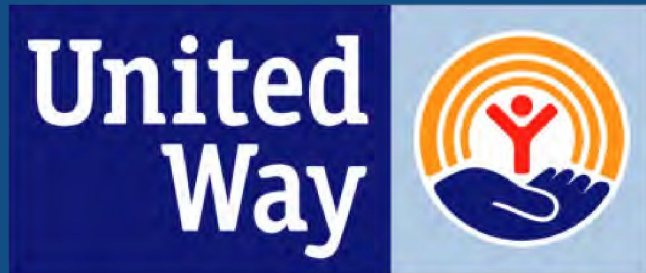
ICRMP

Member Owned, Member Driven

Committed to Community

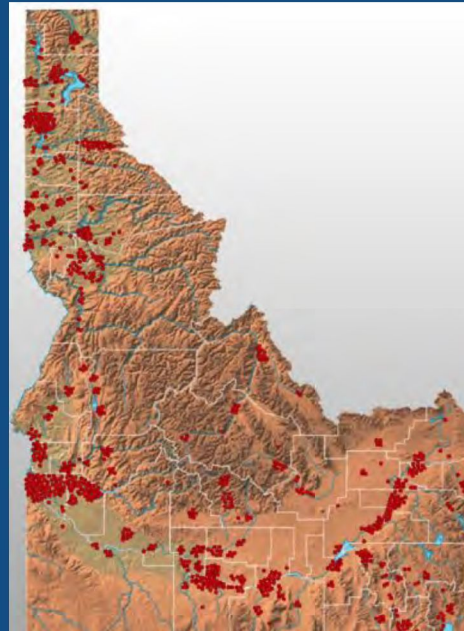


Kiwanis®



Idaho Counties Risk Management Program

- ICRMP was formed in 1985 by several counties to remedy the lack of specialized, affordable private insurance available to local governments.
- ICRMP is a member-owned and governed, self insurance and risk management pool serving ONLY Idaho Members operating as a Joint Powers Authority.
- 957 Members including:
 - Counties
 - Cities
 - School Districts
 - Community Colleges
 - Special Purpose Districts



Public Entity Expertise

- City of Idaho Falls became an Idaho Counties Risk Management Program (ICRMP) member in 2003 with The Hartwell Corporation as your agent.
- With over 30 years of experience serving public entities, The Hartwell Corporation presently writes 81 public entities in addition to the City of Idaho Falls including:
 - **Bonneville County**
 - **College of Eastern Idaho**
 - **Idaho Falls Auditorium District**
 - **Pocatello Housing Authority**
 - **Canyon County**
 - **City of Caldwell**
 - **Boise Project**
 - **College of Western Idaho**

Member Owned, Member Driven

- ICRMP is the primary source of property & casualty loss protection for Idaho's public entities.
- Governed by a 10 member Board of Directors comprised of elected officials from each side of the state.
- Longevity and Stability are at the heart of the ICRMP mission.
- More than “just” insurance
- MANY PROFESSIONAL SERVICES
AND MEMBER BENEFITS!!!



Legal Consulting



Carl Ericson
Risk Management Legal Counsel

Conference Workshops



THE
HARTWELL
CORPORATION

Bonds ■ Benefits ■ Insurance ■ Risk Management

AN EMPLOYEE-OWNED COMPANY

 **ICRMP**
Member Owned, Member Driven

Appraisal Service and Online Training



THE
HARTWELL
CORPORATION

Bonds • Benefits • Insurance • Risk Management

AN EMPLOYEE-OWNED COMPANY

 **ICRMP**
Member Owned, Member Driven

Coverages Included

- Property
- Liability
- Aviation Liability for Idaho Falls Regional Airport (\$50 Million limits)
- Builders Risk (up to \$2 Million)
- Cyber Liability
- Flood
- Earth Movement
- Bonding as Required by Idaho Code
- Special Events
- Medical Directors/EMTs/paramedics
- Animal Mortality for Service Animals
- Mechanical Breakdown
- Crime/Employee Theft/Embezzlement
- Jails and Law Enforcement Liability
- Public Officials
- Employee Benefits Liability
- Drones
- Operational Disruption Expenses
- Fire Suppression
- Employment Practices Liability
- Sexual Molestation
- Chemical Spraying
- Terrorism
- Public Land Fire Suppression

Questions



City of Idaho Falls

Risk Management Committee
City Council Work Session
Monday, February 11, 2019



Risk Management Committee

- Worker's Compensation Review Committee (Risk Management Committee) was organized on July 25, 2013 and consists of Risk Manager, Division Director of Claimant, Municipal Services Director, City Attorney, and Controller. Currently the Risk Manager has \$5,000 settlement authority and the committee is authorized to settle claims up to \$50,000.
- Committee meets with Moreton Insurance and Intermountain claims on a quarterly basis.
 - Review claims and Trends
 - Discuss and schedule trainings for identified risks
- Meet on a semi regular basis and/or as need to resolve time sensitive issues and review policies.

Fund Balance Summary

	<u>FY 2018</u>	<u>FY 2017</u>	<u>FY 2016</u>	<u>FY 2015</u>
<i>Premiums Transferred to the Fund</i>	\$ 1,170,426.65	\$ 1,150,123.02	\$ 1,278,624.02	\$ 1,776,903.54
<i>Workers Compensation Claims</i>				
Paid Losses	(147,433.58)	(767,579.42)	(611,287.33)	(384,127.45)
Reserved Losses	(305,855.37)	(180,847.11)	(40,579.68)	(134,161.54)
Recoveries	275.82	3,080.01	2,252.12	205.44
<i>Insurance Costs</i>				
Excess Insurance Policy	(157,658.00)	(177,028.00)	(140,600.00)	(165,639.00)
Claims Processing & Handling	(62,220.00)	(72,100.00)	(52,800.00)	(57,600.00)
Taxes/Bond/Fees	(40,713.19)	(54,096.25)	(54,879.19)	(33,740.73)
<i>Total Gain(Loss) for Period</i>	<u>\$ 456,822.33</u>	<u>\$ (98,447.75)</u>	<u>\$ 380,729.94</u>	<u>\$ 1,001,840.26</u>
<i>Accumulative Gain(loss)- Reserve for Future Claims</i>	<u>\$ 2,200,536.74</u>	<u>\$ 1,743,714.41</u>	<u>\$ 1,842,162.16</u>	<u>\$ 1,461,432.22</u>

Budgeting

- Workers' compensation is allocated by per \$ of payroll
- A rate for each job class code is derived by a combination of a fixed and variable rate.
 - Fixed rate consists of all the costs associated with running self insurance
 - Variable rate consists of 7 years claim history, subtracting the high and low years, and dividing by total claims.

Human Resources Process

- Notified of accident through Supervisors Report of Accident
- Complete FROI (First Report of Incident) on Intermountain Claims Website
- Start a case file that is maintained in HR
- Ongoing communication with Employee, Department, Intermountain Claims, and Mountain View Occupational Health
- Review employee AOD (Accident on Duty) time for extended injuries
- Request a Risk Management Working Group meeting for cases that need review

Five Year Plan

- Update Risk Management Committee and authorization
- Review and revise Occupational Injury section of the Personnel Policy
- Dedicated funds for the promotion of work place safety.
- Inter-departmental light duty program
- Safety Officer/Claims Coordinator Position funded by Self Insurance Fund
- More toward an actuarial based budgeting



Thank You

Municipal Services Department



TRPTA Information

**Idaho Falls City Council
Discussion
02/11/19**

TRPTA Leadership

Directors

David Radford (Bonneville County)
605 N. Capital, Idaho Falls, ID 83402
(208) 529-1360
dradford@co.bonneville.id.us

Michael O'Bleness (City of Idaho Falls appointee)
535 W. 25th Street, Idaho Falls, ID 83402
(208) 524-1550, ext 106
mike.obleness@dwinc.org

Rance Bare (Bonneville County appointee)
1445 Scorpious Drive, Idaho Falls, ID 83402
(208) 524-1790
silvertip1940@gmail.com

Mayor Jerry Merrill (City of Rexburg)
35 N. 1st E., Rexburg, ID 83440
(208) 359-3020
mayor@rexburg.org

~~Jim Freeman~~ (City of Idaho Falls)
308 Constitution, Idaho Falls, ID 83402
jfreeman@idahofallsidaho.gov

Ann Rydalch (City of Ammon appointee)
(208) 221-6002
arydalch@msn.com

Vacant (City of Driggs)

Vacant (City of St. Anthony)

Vacant (City of Iona)

Vacant (Teton County appointee)

Executive Committee

Michael O'Bleness(Chair)

Rance Bare (Secretary)

Administrative Staff

Amanda Ely
General Manager
1810 W. Broadway #7, Idaho Falls, ID 83402
(208) 535-0356
aely@trpta.net

Bob FitzGibbons
Assistant General Manager
1810 W. Broadway #7, Idaho Falls, ID 83402
(208) 535-0356
bfitzgibbons@trpta.net

TRPTA Background Information

Targhee Regional Public Transportation Authority (TRPTA) is a regional public transit authority established in accordance with Idaho Code Title 40, Chapter 21. The Board of Directors is composed of elected officials and/or their duly appointed representatives. It is the duty of the Board of Directors to fulfill its responsibilities as mandated by the State of Idaho Code.

Mission Statement

Targhee Regional Public Transportation Authority seeks to provide the highest level of transit and customer service in the safest, most efficient manner possible to the greatest number of citizens at the lowest possible cost.

To this end, the Board of Directors and all employees shall conduct themselves in a professional manner; shall at all times endeavor to provide the highest level of safety and security for the public, passengers, and staff; seek new opportunities to improve and/or expand services; and shall endeavor to coordinate public transit services with other agencies, organizations, and transit providers.

History

TRPTA is a legal, governmental entity as established by Idaho Code. It was voted into existence by the voters of Bonneville County in 1994. During the first years of its existence, it contracted for urban transit services with a non-profit transportation provider.

On July 1, 2002, it started operating its own buses as the P.T.A. or Public Transit Authority transit service, with four new routes and no bus facility. In October 2002, its four buses had a total of 800 passenger boardings. In October 2003, there were 2,500 passenger boardings. In July 2003, a transit facility located at 1810 W. Broadway, Idaho Falls, ID was purchased. The service is growing at a steady rate and gaining greater public awareness and acceptance. This growth and changing public attitude toward transit are the result of hard work on the part of all the employees and their desire to provide the best possible service to their customers.

July 3, 2006 was a momentous day for public transportation, not only in Idaho Falls but for the counties of Bonneville, Lemhi, Butte, Clark, Custer, Jefferson, Madison, Fremont, and Teton. On that date, TRPTA purchased the assets of CART, Inc., hired its staff, and assumed all of the transportation services previously provided by CART, Inc.

Targhee Regional Public Transportation Authority



TRPTA

HOURS OF OPERATION

7:00 a.m. - 5:30 p.m.
Monday through Friday

ADMINISTRATIVE HOURS

8:00 a.m. - 4:00 p.m.
Monday through Friday
(208) 529-1489



Equipped

1810 W Broadway #7, Idaho Falls ID, 83402

Idaho Falls/Rexburg Route Fares

General Public	\$6.00/each way (Transfers included)
Students with picture ID (6+)	\$4.00/each way
Half fare with ID (Seniors 65+)	\$3.00/each way
10 Ride Punch Cards (General Public)	\$45.00
Student 10 Ride Punch Cards	\$35.00
Half fare 10 Ride Punch Cards (Seniors 65+)	\$25.00
Children 5 years and under	Free (Must be accompanied by an adult 12+)
Complementary Paratransit	\$3.50/trip

The American's with Disability Act requires an Origin-to-Destination service comparable to the Fixed Route service by use of a separate vehicle to ADA individuals who meet Complementary Paratransit Eligibility requirements. Origin-to-destination service means providing service from a passenger's origin to the passenger's destination. TRPTA shall provide complementary paratransit service to origins and destinations within corridors with a width of three-fourths of a mile on each side of each fixed route.

For Title VI/ADA complaints call (208) 535-0356 ext. 118, 119 or FTA Civil Rights Officer 915 Second Ave. Suite 3142 Seattle, WA 98174, (206) 220-7954 or Title VI Officer 1810 W Broadway St. #7 Idaho Falls, ID 83402

Fixed Route Fares

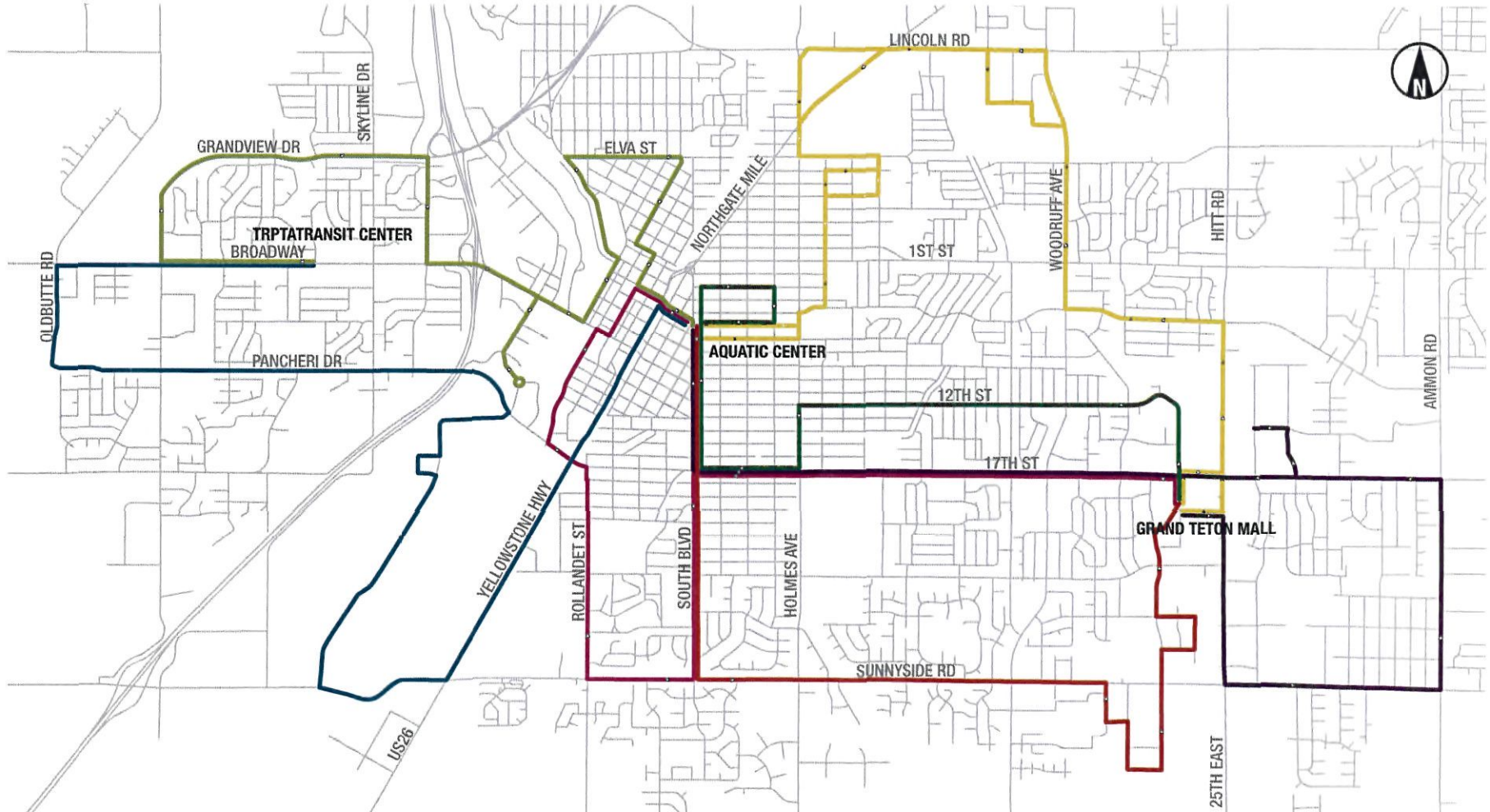
General Public	\$1.75/each way (Transfers included)
Students with picture ID (6+)	\$0.75/each way
Half fare with ID (Seniors 65+)	\$0.75/each way
10 Ride Punch Cards (General Public)	\$17.50 (General Public)
Student 10 Ride Punch Cards	\$7.50 (All other riders)
Children 5 years and under	Free (Must be accompanied by an adult 12+)
Complementary Paratransit	\$3.50/trip

Must pay with cash or money order only

TRPTA is closed and does not operate on all major holidays:
New Years, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas

ADVERTISE ON US
For details, call (208) 535-0356

www.trpta.org



LIME

Inbound / Transit Center → Aquatic Center

From	To
Transit Center	7:00a 5:00p
Budget Rental Trucks	7:02 5:02
Grandview*	7:04 5:04
Saturn/Mountain View	7:06 5:06
Walmart*	7:08 5:08
Community Care*	7:10 5:10
Memorial/A	7:13 5:13
Memorial/F	7:14 5:14
Civilian Park	7:16 5:16
Elva/Canal	7:17 5:17
Riverside Senior Housing	7:18 5:18
City Annex	7:20 5:20
Aquatic Center	7:25 5:25

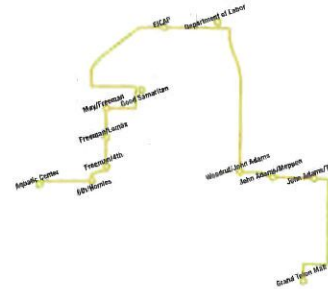
* Grand View
Serving across from Community Church
Walmart
Corner of Houston Street
Community Care
Corner of Utah



YELLOW ROUTE

Inbound / Mall → Aquatic Center

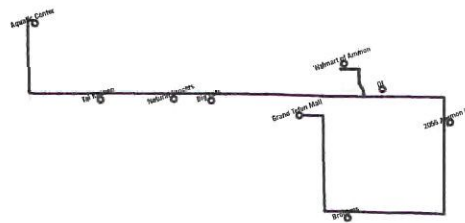
From	To
Grand Teton Mall	7:00a 5:00p
John Adams/Tyra	7:05 5:05
John Adams/Meppen	7:06 5:06
John Adams/Woodruff	7:07 5:07
Department of Labor	7:11 5:11
EICAP	7:12 5:12
Good Samaritan/840 E Elva	7:17 5:17
May/Freeman	7:19 5:19
Freeman/Lomax	7:21 5:21
Freeman/4th	7:22 5:22
6th/Holmes	7:23 5:23
Aquatic Center	7:25 5:25



PURPLE

Inbound / Mall → Aquatic Center

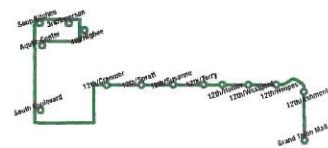
From	To
Grand Teton Mall	7:00a 5:00p
Brouillets	7:06 5:06
LDS Church (2055 S Ammon Rd)	7:10 5:10
DI	7:12 5:12
Walmart of Ammon	7:18 5:18
Commercial Tire/Big Lots	7:22 5:22
Pay Day Title Loans/Natural Grocers	7:23 5:23
Tai Kitchen	7:25 5:25
Aquatic Center	7:28 5:28



GREEN ROUTE

Inbound / Mall → Aquatic Center

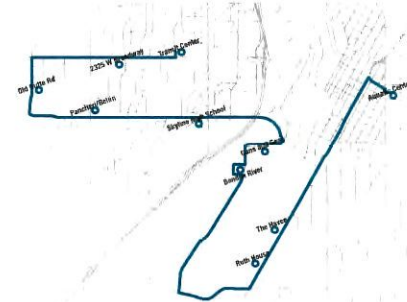
From	To
Grand Teton Mall	7:00a 5:00p
12th/Ashment	7:03 5:03
12th/Hoopes	7:05 5:05
12th/Westgard	7:06 5:06
12th/Homer	7:07 5:07
12th/Terry	7:08 5:08
12th/Susanne	7:09 5:09
12th/Spratt	7:10 5:10
12th/Cranmer	7:11 5:11
South Boulevard*	7:14 5:14
Soup Kitchen	7:16 5:16
3rd/Emerson	7:18 5:18
4th/Holmes	7:22 5:22
Aquatic Center	7:25 5:25



BLUE

Outbound / Aquatic Center → Transit Center

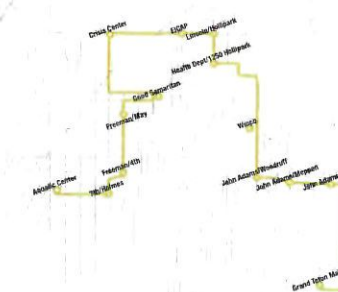
From	To
Aquatic Center	7:30a 5:30p
Haven	7:34 5:34
Ruth House	7:35 5:35
Bandon River	7:41 5:41
Gun's & Gear	7:43 5:43
Skyline High School*	7:46 5:46
Pancher/Bellin	7:48 5:48
Old Butte Rd*	7:49 5:49
2325 W Broadway	7:51 5:51
Transit Center	7:55 5:55



YELLOW ROUTE

Outbound / Aquatic Center → Mall

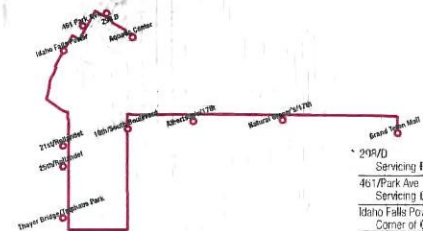
From	To
Aquatic Center	7:30a 5:30p
7th/Holmes	7:31 5:31
Freeman/4th	7:32 5:32
Freeman/Lomax	7:33 5:33
May/Freeman	7:34 5:34
Good Samaritan/840 E Elva	7:35 5:35
Crisis Center*	7:39 5:39
EICAP (across the street)	7:41 5:41
Lincoln/Hollipark*	7:42 5:42
Health Dept/1250 Hollipark	7:43 5:43
Winco	7:46 5:46
John Adams/Woodruff	7:48 5:48
John Adams/Meppen	7:48 5:48
John Adams/Tyra	7:50 5:50
Grand Teton Mall	7:55 5:55



PINK

Outbound / Aquatic Center → Transit Center

From	To
Aquatic Center	7:30a 5:30p
298 D*	7:32 5:32
461 Park Ave*	7:33 5:33
Idaho Falls Power*	7:36 5:36
21st/Rollandet*	7:40 5:40
25th/Rollandet*	7:40 5:40
Thayer Bridge/Tautphaus Park	7:41 5:41
19th/South Boulevard	7:45 5:45
Albertson's/17th	7:48 5:48
Natural Grocer's/17th	7:50 5:50
Bank of Commerce/17th	7:53 5:53
Grand Teton Mall	7:56 5:56

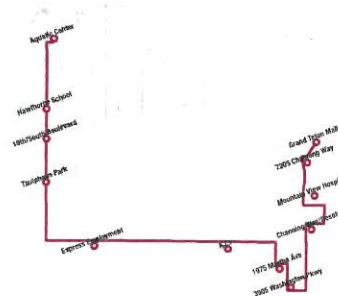


* 21st/D
Serving Frosty Gator
461 Park Ave
Serving Centre Two
Idaho Falls Power
Corner of Cliff/Capitol
21st/Rollandet
Serving Senior Center
25th/Rollandet
Serving DWI

RED ROUTE

Outbound / Aquatic Center → Mall

From	To
Aquatic Center	7:30a 5:30p
Hawthorne School	7:32 5:32
19th/South Boulevard	7:35 5:35
Tautphaus Park	7:35 5:35
Express Employment	7:40 5:40
KJ's	7:42 5:42
1975 Martha Ave	7:44 5:44
3905 Washington Pkwy	7:45 5:45
Channing Way/Desoto	7:48 5:48
Mountain View Hospital*	7:50 5:50
2205 Channing Way*	7:52 5:52
Grand Teton Mall	7:55 5:55



TRPTA Local Support

**City of Idaho Falls Payments
2015-2019**

TRPTA Payment History

2015-present

2015-16

1st & 2nd Quarter	\$ 54,900.00
3rd & 4th Quarter	\$ 54,900.00
	\$ 109,800.00

2016-17

1st Quarter	\$ 27,450.00
2nd Quarter	\$ 27,450.00
3rd Quarter	\$ 27,450.00
4th Quarter	\$ 27,450.00
	\$ 109,800.00

2017-18

1st Quarter (Oct-Dec)	\$ 27,450.00
2nd Quarter (Jan-Mar)	\$ 42,550.00
3rd Quarter (Apr-Jun)	\$ 35,000.00
4th Quarter (July-Sept)	\$ 35,000.00
	\$ 140,000.00

1st Quarter invoice billed incorrectly, added the additional \$7550 to 2nd Quarter invoice.

2018-19

1st Quarter (Oct-Dec)	\$ 35,000.00
2nd Quarter (Jan-Mar)	\$ 35,000.00
3rd Quarter (Apr-Jun)	
4th Quarter (July-Sept)	

TRPTA Request

for

In-kind Services/Support

and

IF Departmental Responses

Human Resources

Legal Services

Municipal Services



TRPTA

www.trpta.org

Targhee Regional Public Transportation Authority

1810 West Broadway #7 Idaho Falls, Idaho 83402

Phone: 208 535-0356 Fax: 208 524-0216

January 3, 2019

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

Dear City Council:

This letter is to outline a request from TRPTA for in-kind contributions of staff hours towards administrative job tasks. This contribution will be used to reduce TRPTA's administrative expenses and provide in-kind match for its federally funded grant program in the urbanized area. The Federal Transit Administration requires TRPTA to identify in-kind match sources for approval prior to adding it to a grant.

TRPTA will need to program indirect cost funds for FY19 as soon as the Congress passes the Transportation Bill with authority to spend. At this time, TRPTA is paying 100% of its indirect cost expense until the Bill is passed.

In late 2016, TRPTA hired three (3) administrative staff to help provide a separation of duties within its administrative duties in Federal Transit Administration (FTA) guidelines. In 2017 the expenses began to fully show on TRPTA's bottom-line, however, due to some back payments for general and administration from FTA, TRPTA survived the fiscal year. In March of 2018, TRPTA's largest source of local matching revenues (Non-Emergency Medical Transportation (NEMT) administered from a statewide brokerage adopted by the Idaho Department of Health and Welfare, took yet another decline. This would be the third broker and decline in Medicaid revenue that TRPTA has experienced in the past five years, thus making it harder to maintain any increased cost such as administration.

TRPTA's 5307 Small Urbanized Area grant that provides federal funding for the Bonneville County areas of Idaho Falls, Ammon, Ucon and Iona does not allow for indirect expenses without approval from FTA. In 2016, FTA approved a percentage of indirect expense billing for TRPTA. This percentage does not allow for all indirect expenses to be billed. TRPTA is left with approximately seven (7) months of indirect cost that cannot be billed. In FY18 a little over \$150,000 in indirect cost expense, in which, TRPTA paid 100%. Without, an increase in Medicaid or other revenues TRPTA cannot survive another year with this type deficit.

Currently, management is working on securing a regional brokerage Pilot with Idaho Department of Health and Welfare that could infuse TRPTA with local match. This

could take three months to a year if they are all fully receptive to the idea.

In the interim, TRPTA's request to the City Council will reduce cost for the following positions or expense: procurement, information technology, attorney services, Human Resources related job tasks such as employee relations and payroll.

Procurement tasks will vary based on the need to procure goods and services. Currently, the Procurement Specialist place up to three (3) formal/informal bids per year and gather bids for approximately ten (10) purchases over \$5000 each year. The estimated time involved in the three (3) formal/informal bids processes is ten (10) hours each from start to finish. The estimated time for the ten (10) purchases over \$5000 is approximately three (3) hours each from start to finish including all documentation and vendor calls/meetings and bid openings. There is a chance that there will be at least one (1) large procurement over \$100,000 for vehicles every five (5) years. One will be needed in FY19 that could utilize options so that only one bid will be needed. The estimated time for this type procurement would be fifteen (15) hours per procurement from beginning to purchase and delivery. Total hours for procurement task are an estimated 40 hours per year.

Job Description:

- Create RFP, RFQ, ITB as needed for review by management and the Board of Directors and/or attorney
- Participate in bid openings and selection process as needed
- Create contracts as needed
- Respond to vendors if needed during the bid process

Information Technology tasks will vary based on need. TRPTA's mainframe, server and equipment has been maintained by IDEACOM locally over the past nine years. They have provided approximately 100 hours of service over the past year for various issues such as software updates, printer issues, computer installs, monthly overall system checks for viruses etc.... They have also installed several pieces of equipment to the mainframe. Total hours for IT is an estimated 40 hours for the year for various task.

Job Description:

- Monthly review of IT system (check for abnormal activity, bugs and other series threats to the system)
- Install updates and necessary equipment updates as needed
- Make recommendations and/or changes to system as technologies change and/or new technologies become available

Attorney services would vary between reviewing and revising contracts and bids for legality as well as reviewing administrative and employee related manuals. TRPTA

would need advice on employee and business-related issues throughout the year. The estimated total hours for the year are fifty (50).

Job Description:

- Review and advise on contracts
- Respond to customer, vendor and/or employee related and board of director related legal issues
- Review and sign annual Certifications and Assurance document for Federal Transit Administration.

Human Resources services would include assistance with employee-related issues such as discipline, co-worker-to-co-worker incidents, employee-management related issues. Review operational processes and manuals and payroll processing bi-weekly. Total estimated hours are 100 hours per year.

Job Description:

- Review and recommend revision to TRPTA's Personnel Policy Manual for recommendation to management and the Board of Directors.
- Respond to employee request for issues related to employment and/or payroll
- Process payroll for up to 45 employees bi-weekly

Although, TRPTA's fiscal year started on October 1, 2018, I understand that a decision can not be made immediately. However, I do appreciate your consideration.

Please let me know if you have any further questions, comments or concerns. You may contact me at aely@trpta.net or 208-535-0356 ext 110

Respectfully,



Amanda Ely
General Manager, TRPTA

TRPTA In-kind Services

Departmental Responses

Human Resources

Legal Services

Municipal Services


IDAHO FALLS

MEMORANDUM

TO: Mayor Rebecca L. Noah Casper

FROM: Randall Fife, City Attorney

DATE: Thursday, January 31, 2019

RE: TRPTA request for in-kind services from City Attorney's office

The City can legally provide in-kind services to Targhee Regional Public Transportation Authority (TRPTA). Pursuant to Idaho Code 40-2110, a city can enter into an agreement to provide in-kind services to maintain a regional public transportation authority. However, the City is limited in the types of legal services it may provide to TRPTA by the Idaho Rules of Professional Conduct (IRPC).

Rule 1.7 of the IRPC provides that a lawyer may not represent a client if the representation involves a concurrent conflict of interest. A concurrent conflict of interest will exist if the representation will be directly adverse to another client, or there is a significant risk that representation of the client will be materially limited by the lawyer's responsibilities to another client.

To determine if there is a significant risk that representation of the client will be materially limited, one must consider the likelihood the difference in interests will eventuate, and if it does, whether it will materially interfere with the lawyer's independent professional judgment in considering alternatives or foreclose courses of action that reasonably should be pursued on behalf of the client.

Notwithstanding an existence of a concurrent conflict of interest, a lawyer may still represent a client if the following conditions are satisfied: 1) the lawyer reasonably believes that he will be able to provide competent and diligent representation to each affected client, 2) the representation is not prohibited by law, 3) the representation does not involve the assertion of a claim by one client against another client represented by the lawyer in the same litigation or other proceeding, and 4) each affected client gives informed consent, confirmed in writing.

Currently, there is no directly adverse conflict between TRPTA and the City; however, there is a risk that TRPTA's representation could be materially limited by the City Attorney's responsibilities to the City. Because of this risk, the City should treat the situation as if a concurrent conflict of interest exists, which would require the City Attorney to make sure the 4 conditions listed above are satisfied. In the event the conditions are able to be satisfied, the City Attorney could provide legal services to TRPTA.

If the City decides it would like to provide legal services to TRPTA, I would recommend the City require TRPTA to consult independent legal counsel on the general risks and potential alternatives available to the proposed representation, as the more comprehensive the explanation given, the greater likelihood TRPTA will be deemed to have the requisite understanding necessary to consent. Additionally, the City would need TRPTA to sign a consent form that also acknowledged and explained the risks involved.

As a practical matter, I am concerned about the appearance that the City is an "insider" with TRPTA and, thus, gets better treatment than the other entities that contract with TRPTA and that it could appear that the City is taking an adversarial position where the legal tasks involve other contracting members.

Additionally, it will be difficult for the City to do only fifty (50) hours of work. That will be used up in a very short period of time, so it is likely that more time than that would be expended even if the City hands off the legal matter. Along with this is the problem of our office trying to conserve the fifty (50) hours by shorting the client to keep within the fifty (50) hours.



MEMORANDUM

TO: Rebecca Casper, Mayor
FROM: Ryan Tew, Human Resource Department Director
DATE: January 17, 2019
RE: TRPTA In-Kind Request – HR Services

Mayor,

This is a response to your request for an assessment of the City's Human Resource Department's ability to provide HR services for TRPTA.

TRPTA has estimated that HR services for them would take 100 hours per year. I am certain that estimate is very low.

The Idaho Falls HR Department currently expends an average of 12.8 hours per employee per year. 12.8 multiplied by 45 (the number of TRPTA employees) equals 576 hours per year. Even if we cut the average hours per employee by half and say that the TRPTA employees would only require 6.4 hours per employee per year, they would still require a total of 288 hours per year.

The average hourly pay in the City's HR Department is \$35.26. \$35.26 multiplied by 288 hours equals **\$10,160.64**. That is my best estimate of the annual cost for us to assume the HR responsibilities of TRPTA.

Note that the TRPTA estimate of 100 hours for HR includes payroll activities, which is done by Municipal Services here at the City.

Of course, if asked, our Department would assume the HR role for TRPTA. However, since we are small and still understaffed, we would definitely feel the impact and it would affect the quality of service we provide to the rest of the City.

Please let me know if you have questions.

Ryan



MEMORANDUM

TO: Mayor Casper

FROM: Pamela Alexander, Municipal Services Director

DATE: January 31, 2019

RE: Targhee Regional Public Transit Authority (TRPTA) Proposal for In-Kind Services

The Municipal Services Department staff reviewed the Targhee Regional Public Transit Authority (TRPTA) proposal for in-kind services for procurement, information technology and payroll. Based on the review of the proposal and follow up emails from the General Manager of TRPTA Municipal Services is providing the following analysis.

Procurement – the procurement function as requested in the proposal cannot be added to the current workload of the Purchasing Agent. On average the Purchasing division processes over 90 purchase orders a week from eleven departments and does not include requests for bids, quotes and bid tabulations. Most of these requests, specifically Idaho Falls Power and Public Works are given priority since the requests are time sensitive to meet City Council agenda due dates. The additional workload would require at least a half-time position to be added at an estimated hourly cost of \$14.06 not including benefits and potential overtime costs to ensure our internal customer's needs are met as well as providing coordination and oversight for the TRPTA procurement activities.

Information Technology – based on the review of the request and the current relationship with TRPTA's contractor, IDEACOM, it is not advisable for the City to enter into an agreement to manage TRPTA's information technology needs. The estimate of 40 hours for the year for the various tasks are believed to be under-estimated. IDEACOM has been TRPTA's service provider for at least nine years with familiarity with the system. Should the City consider taking over the provider's responsibilities and enter into a service level agreement with TRPTA, the City would need to dedicate a full-time position to manage this effort at an estimated hourly cost of \$40.00, not including benefits.

Payroll – TRPTA currently has a contractor to provide payroll services for approximately 40-45 staff on a biweekly basis using the Time Clock Plus system. The City's current system does not integrate with this system. Staff reviewed the option to merge their employee data with the City's current system, however this not advisable since the TRPTA employees are not City employees as well as the system does not have the ability to differentiate payroll between two tax identification numbers. Municipal Services processes payroll for over 676 permanent employees and 255 temporary employees with only 2.5 staff members. Reviewing options for other payroll processing options for an additional 40-45 more employees is not feasible with the current resources, both technology and staffing the department.

TRPTA

Short Range Transit Plan

http://www.trpta.org/wp-content/uploads/TRPTA_ShortRangeTransitPlan_10.18.17-reduced.pdf

Moving Forward: Targhee Regional Public Transportation Authority's Short Range Transit Plan



September 2017

Prepared for
Targhee Regional Public Transportation Authority (TRPTA) and
Bonneville Metropolitan Planning Organization (BMPO)



Prepared by
KFH Group, Inc.
Bethesda, Maryland

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Chapter 1

Overview of Targhee Regional Public Transportation Authority

INTRODUCTION

This document presents the Short Range Transit Plan (S RTP) for Targhee Regional Public Transportation Authority (TRPTA). This plan is the culmination of a planning process that involved determining the transit needs in the TRPTA service area, analyzing existing transportation services and their ability to meet those needs, and recommending both organizational and service initiatives aimed at improving service delivery. This S RTP provides a short-term vision of public transportation for the region, and includes strategies that will help guide transportation decisions over the next five years.

The planning process was guided by the TRPTA Board of Directors, as well as a project advisory committee that included key community stakeholders. The TRPTA Board of Directors approved this plan on October 12, 2017.

The S RTP planning process was conducted simultaneously with the development of a Public Transit-Human Service Plan (PTHSP), and the advisory committee met periodically to review interim documents, to provide input on transportation needs and potential improvements, and to guide the overall direction of both planning efforts. A list of the agencies that participated on the project advisory committee is provided in Appendix A. It is anticipated that the S RTP and the PTHSP will be used in conjunction, and will serve as blueprints and practical documents for future discussions and efforts in the region to improve mobility.

PLAN CONTENTS

This S RTP is structured in the following order to address all plan requirements:

- **Chapter 1: Overview of TRPTA** (this chapter) provides background information on the organization and an overview of the services provided through the system. .
- **Chapter 2: Existing Transportation Services** details current services operated by TRPTA, with a particular focus on the fixed routes provided in the Idaho Falls area. It also includes information on other transportation providers in the region.
- **Chapter 3: Transit Needs Analysis** provides an assessment of current and potential transit needs in the region. This assessment results from a rider survey and community

outreach events, major components of planning efforts that helped to identify unmet transportation needs. This chapter also includes analysis of demographic trends and current land uses, and appropriate information from other plans.

- **Chapter 4: Service and Organizational Alternatives** discusses options that were developed to improve current transit services for consideration by local stakeholders and the community.
- **Chapter 5: Operations Plan** discusses operational considerations and provides a summary of projected services to be provided by TRPTA over the next five years.
- **Chapter 6: Capital Plan** discusses capital considerations and provides a capital improvement plan.
- **Chapter 7: Financial Plan** discusses financial considerations and provides a financial plan with capital and operating budget forecasts.
- **Chapter 8: Monitoring and Evaluation** proposes a process for periodically monitoring progress in implementing this plan, particularly for assessing and evaluating services.

BACKGROUND

TRPTA was established under Idaho Code Title 40, Chapter 21 as a regional public transportation authority in 1996. TRPTA's mission statement states that authority "seeks to provide the highest level of transit and customer service in the safest, most efficient manner possible to the greatest number of citizens at the lowest possible cost".

HISTORY¹

TRPTA is a legal, governmental entity as established by Idaho Code. It was voted into existence by the voters of Bonneville County in 1994. During the first years of its existence, it contracted for urban transit services with a non-profit transportation provider. On July 1, 2002, it started operating its own buses as the P.T.A. or Public Transit Authority transit service, with four new routes and no bus facility. In July 2003, a transit facility located at 1810 W. Broadway, Idaho Falls was purchased. On July 3, 2006 TRPTA purchased the assets of CART, Inc., hired its staff, and assumed all of the transportation services previously provided by CART, Inc.

¹ TRPTA Website

GOVERNANCE AND ORGANIZATIONAL STRUCTURE

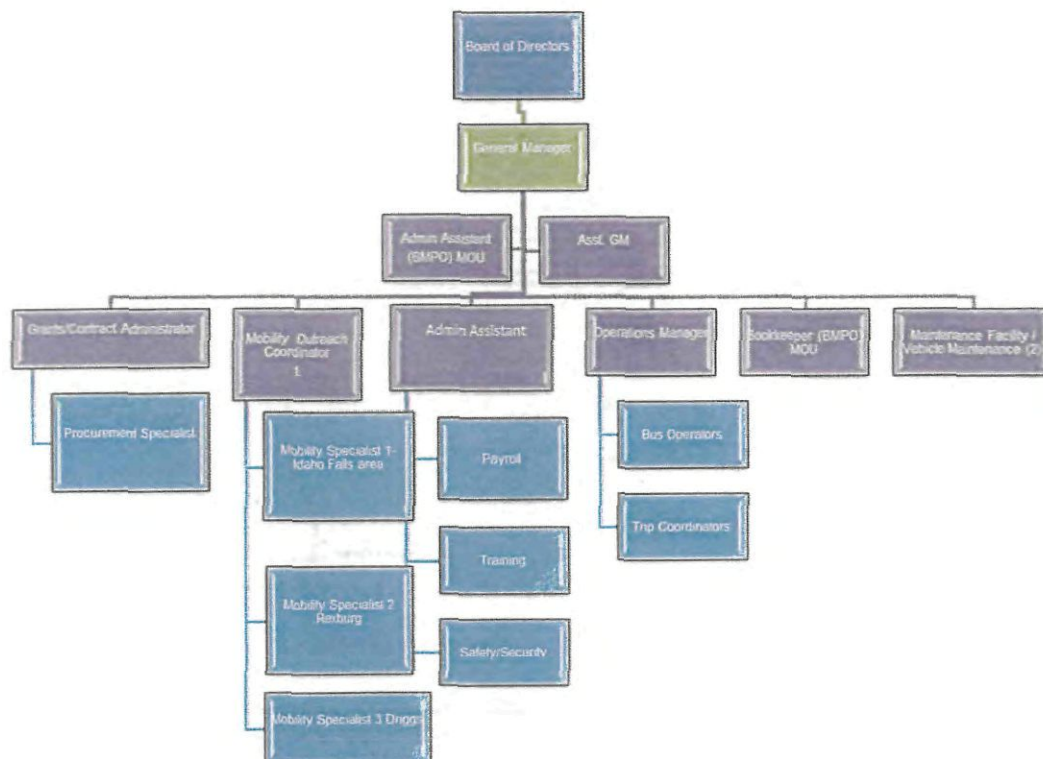
Idaho Code requires that an authority have a governing board appointed by and serving at the pleasure of the governing bodies of counties, incorporated cities and highway districts located wholly or partially within the authority. TRPTA is governed by a Board of Directors that consists of representatives from the following jurisdictions or communities:

- Bonneville County (2 representatives)
- City of Idaho Falls (2 representatives)
- City of Ammon
- City of Iona
- City of Ucon
- City of St. Anthony
- City of Rexburg

The current composition of the TRPTA Board of Directors is included in Appendix B.

The organizational structure for the agency is shown in Figure 1- 1.

Figure 1- 1: Organizational Structure



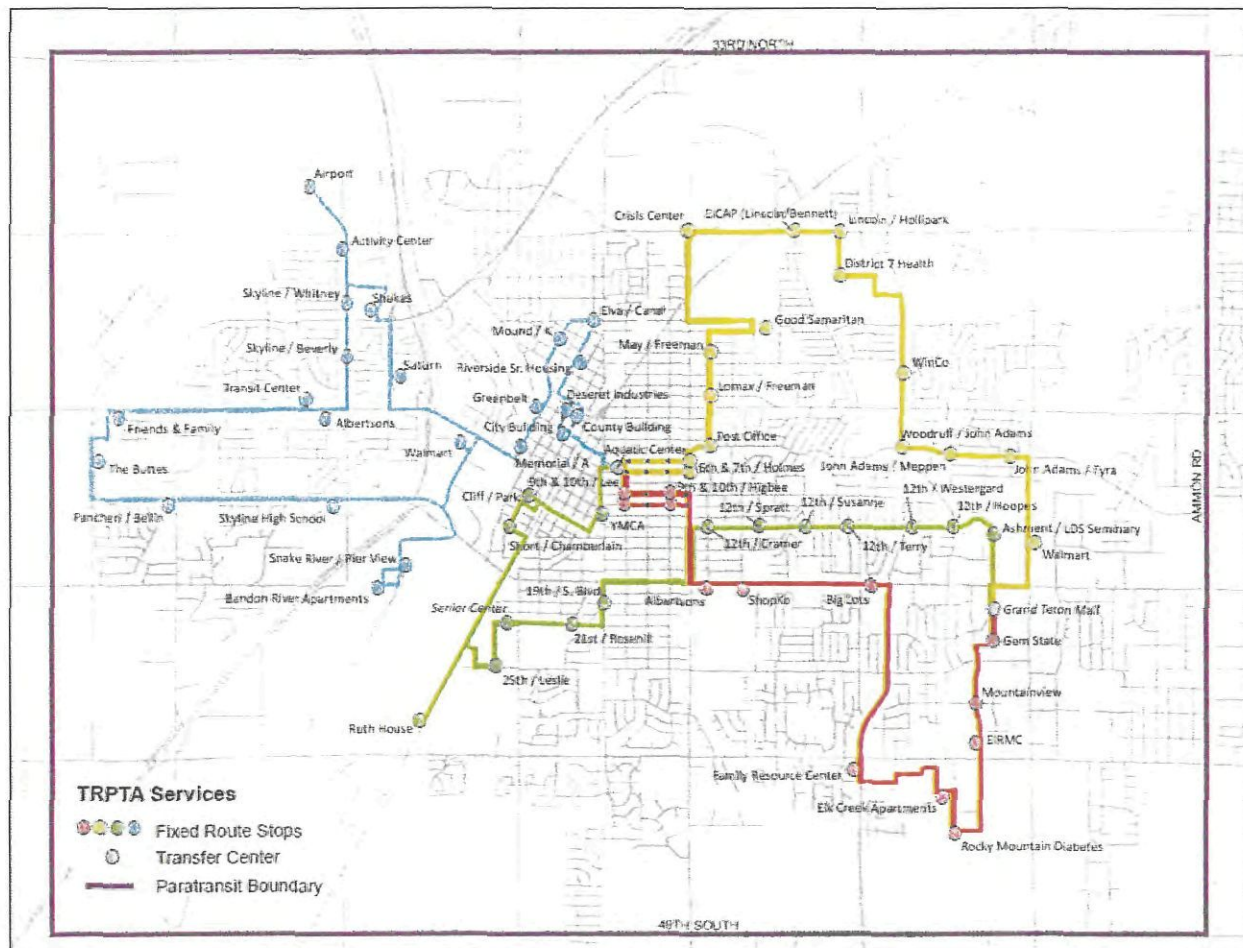
OVERVIEW OF TRANSIT SERVICES PROVIDED AND AREAS SERVED

TRPTA operates a variety of transportation services to meet mobility needs in the region. The following section provides an overview of the public transit services operated by the organization.

Fixed Routes

TRPTA has a core service consisting of four fixed routes in the City of Idaho Falls. The Blue, Green, Red, and Yellow Routes operate Monday through Friday between 7:00 a.m. and 5:30 p.m. ADA Paratransit service within a $\frac{3}{4}$ mile of the four fixed routes is available for customers who cannot access fixed route stops due to a disability. These routes as depicted on the TRPTA website are shown in Figure 1-2, and detailed in Chapter 2 of this plan.

Figure 1-2: TRPTA Fixed Routes



Demand Response Services

TRPTA provides the following demand response services for the general public:

- Idaho Falls: Demand Response (curb-to-curb) service only for customers traveling to/from origins and destinations outside of, into and/or around the ADA paratransit boundaries. Reservations must be made by 4:00 p.m. the prior day.
- Rexburg: Demand Response (door-to-door) service only. Rides must be scheduled the prior day by 4:00 p.m.
- Driggs: Demand Response (door-to-door) service only. Rides must be scheduled the prior day by 4:00 p.m.

Demand response services are coordinated with various specialized services, primarily Non-Emergency Medical Transportation (NEMT) provided through an agreement with Veyo (the broker for NEMT under contract to the State of Idaho that is funded through Medicaid).

Feeder Services

TRPTA operates the following feeder services that provide connections between outlying communities to Idaho Falls (and the fixed route system) and between communities, Monday through Friday:

- Ammon feeder: Commuter fixed schedule service with three inbound trips in the morning and three outbound trips in the afternoon/evening.
- Rexburg/St Anthony: Limited fixed schedule service that makes five round trips from 7:00 a.m. to 4:15 p.m.
- Iona/Idaho Falls: Fixed schedule service that provides two morning and one afternoon inbound trips and two afternoon outbound trips.
- During the summer of 2016 TRPTA began a new service connecting Idaho Falls to Rexburg. The service completes four round trips per day. The route also serves Rigby and Ucon. Service operates on weekdays.
- Rexburg/Driggs: Limited fixed schedule service operating one morning and one afternoon round trip.

FARE STRUCTURE

The current fare structure for the various TRPTA routes and services is provided in Table 1-1.

Table 1-1: TRPTA Fare Structure

Fixed Routes	Fares
General Public (transfers included)	\$1.75
Seniors (ages 60+) with picture ID (transfers included)	\$0.75
Students with picture ID (transfers included)	\$0.75
Disabled riders with TRPTA ID (transfers included)	\$0.75
Children ages 5 and under	Free
10 Ride Punch Cards (general public)	\$17.50
10 Ride Punch Card (all other riders)	\$7.50
Demand Services	
General Public	\$6.00
Paratransit	\$3.50
Feeder and Other Services	
Ammon Route (connections to fixed routes)	Free
Rexburg-Driggs	\$12.00
Rexburg-Victor	\$15.00
Rexburg-Saint Anthony	\$3.00
Iona-Idaho Falls	\$6.00

Source: TRPTA brochure

EXISTING FLEET

TRPTA's existing fleet as of FY 2016 is provided in Table 1-2. As indicated in the inventory, 23 vehicles in the fleet have over 100,000 miles, and six have over 200,000 miles. This inventory served as a key component of the capital plan that included in Chapter 6 of this SRTP.

Table 1-2: Existing TRPTA Vehicle Fleet FY 2016

Year	Vehicle	Year End Odometer	Location	Mode of Service	Anticipated Replacement Year	Seating	Wheelchairs
2005	273	257,675	Idaho Falls	Route	2017	18	2
2007	214	216,830	Idaho Falls	Route	2017-18	18	4
2008	822	223,250	Idaho Falls	Route	2017-18	18	4
2008	824	216,965	Idaho Falls	Route	2017-18	18	4
2009	758	109,572	Idaho Falls	Demand	2017	10	2
2009	799	128,405	Idaho Falls	Demand	2017	10	2

Year	Vehicle	Year End Odometer	Location	Mode of Service	Anticipated Replacement Year	Seating	Wheelchairs
2009	304	132,407	Idaho Falls	Demand	2017	10	2
2009	480	220,624	Idaho Falls	Demand	2017-18	20	4
2009	479	193,834	Idaho Falls	Route	2018	16	3
2009	275	165,603	Idaho Falls	Demand	2019	16	3
2009	274	156,782	Idaho Falls	Demand	2018	16	3
2009	277	159,220	Idaho Falls	Demand	2018	16	3
2009	276	168,157	Idaho Falls	Demand	2018	16	3
2009	478	216,868	Idaho Falls	Route	2017-18	16	3
2010	845	127,418	Driggs	Demand	2019	14	2
2010	846	122,907	Rexburg	Demand	2019	14	2
2010	847	94,840	Rexburg	Demand	2021	14	2
2010	844	110,507	Rexburg	Demand	2021	14	2
2010	839	76,474	Rexburg	Demand	2017	12	2
2010	840	76,474	Idaho Falls	Demand	2021	14	2
2010	298	123,539	Rexburg	Demand	2020	16	3
2010	297	129,376	Idaho Falls	Demand	2020	16	3
2010	803	117,830	Driggs	Demand	2021	16	3
2010	799F	113,691	Idaho Falls	Demand	2021	14	2
2010	800	195,274	Idaho Falls	Demand	2019	18	3
2010	801	83,072	Idaho Falls	Demand	2021	16	3
2010	802	92,426	Driggs	Demand	2019	16	3
2012	357	66,674	Idaho Falls	Demand	2021	14	2
2012	374	62,806	Idaho Falls	Demand	2021	14	2
2012	474	46,494	Driggs	Demand	2021	14	2
2012	829	92,426	Rexburg	Demand	2017	14	2
2012	865	97,122	Rexburg	Demand	2021	14	2
2012	879	38,219	Rexburg	Demand	2021	14	2
2012	998	34,033	Rexburg	Demand	2022	14	2
2015	4799	7,267	Car		2021	5	
2015	5281	8,259	Car		2021	5	
2015	5937	7,375	Car		2021	5	
	900	136,581	Idaho Falls	Demand	2020	16	3

Source: TRPTA

Chapter 7

Financial Plan

INTRODUCTION

This chapter provides a financial plan for funding existing and proposed TRPTA services for the five-year planning period. The financial plan addresses both operations and capital budgets, focusing on financially constrained project recommendations.

It should be noted that there are currently a number of unknown factors that will likely affect transit finance over the course of this planning period, including the future economic condition of the region and the State of Idaho, the availability of funding from the federal programs, and local sources.

OPERATING EXPENSES AND FUNDING SOURCES

Table 7-1 provides a financial plan for the operation of TRPTA public transit services through the five-year plan. The top half of the table summarizes annual revenue hours of service for the existing transit program and recommended service projects. The bottom half of the table provides operating cost estimates and funding sources associated with these service projects.

A variety of assumptions were used in developing the operating cost and funding estimates. These include:

- Implementation years are based on the estimated years included in Chapter 5. Actual implementation will be based on funding availability.
- Operating costs are initially based on FY2016 costs. The financial plan for operations assumes a 4% annual inflation rate to project operating expenses associated with maintaining the current level of service and service expansions.
- The funding source amounts are based on the net operating deficit. The net operating deficit is calculated by subtracting the projected farebox revenues from the total operating expenses.
- The projected farebox recovery rate of 2.35% is based on FY2016 data. Since no fare increases are anticipated, this rate was used throughout the planning period.

Table 7-1: TRPTA Financial Plan for Operations

Projects ⁽¹⁾	Year 1	Year 2	Year 3	Year 4	Year 5
Projected Incremental Annual Revenue Hours					
Existing Transit Services	28,974	28,974	28,974	28,974	28,974
Modify Idaho Falls Routes ⁽²⁾	-	-	-	-	-
Implement Ammon Route	-	-	2,860	2,860	2,860
Implement Saturday Service	-	-	-	2,288	2,288
Implement Downtown Circulator	-	-	-	-	624
Implement Airport Route	-	-	-	-	1,040
Total Transit Revenue Hours	28,974	28,974	31,834	34,122	35,786
Projects	Year 1	Year 2	Year 3	Year 4	Year 5
Projected Operating Expenses					
Cost Per Revenue Hour ⁽³⁾	\$62.54	\$65.04	\$67.64	\$70.35	\$73.16
Existing Transit Services	\$1,812,034	\$1,884,515	\$1,959,896	\$2,038,292	\$2,119,823
Modify Idaho Falls Routes ⁽¹⁾	-	-	-	-	-
Implement Ammon Route	-	-	\$193,460	\$201,198	\$209,246
Implement Saturday Service	-	-	-	\$160,958	\$167,397
Implement Downtown Circulator	-	-	-	-	\$45,654
Implement Airport Route	-	-	-	-	\$76,089
Total Projected Operating Expenses	\$1,812,034	\$1,884,515	\$2,153,356	\$2,400,448	\$2,618,209
Anticipated Funding Sources	Year 1	Year 2	Year 3	Year 4	Year 5
Federal ⁽⁴⁾					
	\$884,726	\$920,115	\$1,051,376	\$1,172,019	\$1,278,341
Service Revenues (Contracts)					
	\$548,530	\$570,471	\$651,853	\$726,652	\$792,571
Local					
Local Contribution	\$336,196	\$349,644	\$399,523	\$445,367	\$485,769
Revenues - Farebox ⁽⁵⁾	\$42,583	\$44,286	\$50,604	\$56,411	\$61,528
Total Projected Operating Revenues	\$1,812,034	\$1,884,515	\$2,153,356	\$2,400,448	\$2,618,209

(1) Implementation years are estimated. Implementation will be based on funding availability.

(2) Modified route system would remain within current service hours.

(3) Based initially on FY2016 cost per hour; then assumes a 4% annual inflation rate.

(4) Assumes 50% federal share.

(5) Based on FY2016 recovery rate of 2.35%.

VEHICLE REPLACEMENT, CAPITAL EXPENSES AND FUNDING SOURCES

Table 7-2 provides a financial plan for vehicle replacement and expansion for the five-year plan. The assumptions involved in developing the capital cost and funding estimates involved the following:

- Incorporating capital needs detailed in Chapter 6.
- Using estimated vehicle costs.
- Estimating cost amounts for technology upgrades and for installing shelters at appropriate locations.

Table 7-2: TRPTA Financial Plan for Capital

Capital Need ⁽¹⁾	Year 1	Year 2	Year 3	Year 4	Year 5
Vehicle Replacement					
Light-Duty Bus ⁽²⁾	\$702,000	\$ -	\$234,000	\$858,000	\$390,000
Heavy-Duty Transit Bus ⁽³⁾	\$ -	\$2,100,000	\$ -	\$ -	\$ -
Support Vehicle ⁽⁴⁾	\$ -	\$ -	\$ -	\$ 90,000	\$ -
Vehicle Replacement Total	\$702,000	\$2,100,000	\$234,000	\$948,000	\$390,000
Vehicle Expansion					
Light-Duty Bus	\$ -	\$ -	\$ 78,000	\$ -	\$ 78,000
Trolley ⁽⁵⁾	\$ -	\$ -	\$ -	\$ -	\$100,000
Vehicle Expansion Total	\$ -	\$ -	\$ 78,000	\$ -	\$178,000
Equipment					
Computers and Printers	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 15,000
Equipment Sub Total	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 15,000
Facilities					
Bus Shelters	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Facilities Total	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Capital Needs Total	\$727,000	\$2,110,000	\$337,000	\$958,000	\$593,000
Anticipated Funding Sources ⁽⁶⁾					
Federal	\$581,600	\$1,688,000	\$269,600	\$766,400	\$474,400
Local	\$145,400	\$ 422,000	\$ 67,400	\$191,600	\$118,600
Total Funding	\$727,000	\$2,110,000	\$337,000	\$958,000	\$593,000

(1) Implementation years are estimated. Implementation will be based on funding availability.

(2) Assumes cost of \$78,000 per light-duty bus. Actual cost will vary.

(3) Assumes replacement vehicles in Year 2 would be heavy duty buses for fixed routes.

Assumes cost of \$525,000 per heavy-duty bus. Actual cost will vary.

(4) Assumes cost of \$30,000 per service vehicle. Actual cost will vary.

(5) Assumes cost of \$100,000 for trolley. Actual cost will vary.

(6) Assumes 80% federal, 20% local.



MEMORANDUM

TO: Honorable Mayor and Council

FROM: Brad Cramer, Director

DATE: February 6, 2019

RE: February 5, 2019, Planning Commission Action

Planning Commission took the following action during the February 5, 2019 meeting.

1. **PLAT18-033: FINAL PLAT. Silverleaf Estates Division 4.** Generally south of W 17th N, west of N 26th W, north of W Broadway and east of N 35th W. On February 5, 2019, the Planning and Zoning Commission recommended, to the Mayor and City Council approval of the final plat.
2. **PLAT18-035: FINAL PLAT. Carriagegate Division 7.** Generally south of W Sunnyside Rd., west of S 5th W, north of W 49th S extended and east of S Yellowstone Hwy. On February 5, 2019, the Planning and Zoning Commission recommended, to the Mayor and City Council approval of the final plat.
3. **PLAT18-036: FINAL PLAT. Fremont Avenue Subdivision first Amended.** Generally south of Science Center Dr., west of Fremont Ave., north of US Hwy 20 and east of the Snake River. On February 5, 2019 the Planning and Zoning Commission recommended to the Mayor and City Council approval of the final plat as presented.
4. **PLAT18-037: FINAL PLAT. Taylor Crossing on the River Division 10.** Generally south of Broadway, west of the Snake River, north of Pancheri Dr., and east of S Utah Ave. On February 5, 2019, the Planning and Zoning Commission recommended, to the Mayor and City Council approval of the final plat.
5. **RZON18-020: ORDINANCE AMENDMENT. Conditional Use Permits to be heard by the BOA.** On February 5, 2019 the Planning and Zoning Commission recommended to the Mayor and City Council approval of the amendments to the Comprehensive Zoning Ordinance as presented.
6. **PLAT18-034 FINAL PLAT: Hidden Bridge Subdivision Division 1.** Generally south of E 20th St., west of S Holmes Ave., north of E 22nd St and east of S Higbee Ave. On February 5, 2019 the Planning and Zoning Commission recommended to the Mayor and City Council approval of the final plat as presented.
7. **PLAT17-34: FINAL PLAT. Carlyle-Erma Subdivision Division 4.** Generally south of Lincoln Road, west of N 25th E, north E 1st St, and east of N Woodruff Ave. On February 5, 2019 the Planning and Zoning Commission recommended to the Mayor and City Council approval of the final plat as presented.

RECOMMENDED COUNCIL ACTION: To receive recommendation(s) from the Planning and Zoning Commission pursuant to the Local Land Use Planning Act (LLUPA).

PC Action 2/5/2019



PARKS & RECREATION COMMISSION MEETING
JANUARY 7, 2019
ACTIVITY CENTER
12:00 Noon

ATTENDANCE:

Members in Attendance: B. Combo, C. White, T. Hersh, T. Reinke, D. Pennock, J. Forbes, K. Hope, M. Hill, J. Hammon, W. Johnson, B. Lee, G. Weitzel, P. Holm

Members Not In Attendance: J. LoBuono, D. Radford, P. Lloyd

CALL TO ORDER – B. COMBO

The meeting was called to order at 12:08

APPROVAL OF MINUTES

T. Hersh motioned to approve the October 30, 2018 minutes. M. Hill seconded. All in favor.

DIRECTOR'S REPORT – G. WEITZEL

G. Weitzel reported on the following:

- The annual report is being compiled and should be available to the Commission at February's meeting.
- He listed some of the Parks & Recreation Department accomplishments of 2018 such as:
 - a. The final phase of the Signage & Wayfinding project being completed.
 - b. The successful Heritage Park groundbreaking ceremony.
 - c. The completion of the RFQ's for the Recreate I.F. project.
 - d. Completed xeriscaped projects.
 - e. Continued Sandy Down's improvements.
 - f. Eastside trail redevelopment project.
 - g. The Pinecrest trail project.
 - h. The Freeman Park shelter and playground project.
 - i. The ninety percent completion on the Maeck Education Center.
 - j. Implementation of the Connecting our Community and Idaho Canal Pathways project.
 - k. The record War Bonnet Rodeo attendance.

- l. The amazing Boo at the Zoo attendance numbers.
 - m. The Noise Park water rights purchase.
 - n. The Dunbar Park donation.
 - o. Updating of the Veteran's Memorial project.
- Key Development Goals for 2019 were discussed. Some of the goals include: Recreate I.F. Plan, Develop Phase I of the Heritage Park Master Plan, the completion of the Maeck Education Center and the February 22nd ribbon cutting, Idaho Canal project designs, and spray park designs.
 - The promotion of P.J. Holm to Assistant Director, and Chris Horsley to Recreation Superintendent was announced.
 - A short video on the benefits of accreditation was shown. The plan is to get accredited as part of the Recreate I.F. Plan. P. Holm will oversee this process.
 - The sketches from the Recreate I.F. public meeting were brought in and discussed. These sketches are being moved from facility to facility for the public to view. Going forward, there will be a random sample survey for the public. The goal is to try to get as much community feedback as possible. It was suggested to board members to engage in this effort.
 - The next public meeting regarding the Recreate I.F. Plan will be focused on getting input from user groups. We will also need to find ways to get the youth engaged.
 - Findings & Community Input Process. The polling results from the last public meeting were shown and discussed.

P. HOLM – HAPPIFEET APP

- P. Holm explained to the board how to download the Happifeet app and how to use it. He explained how this will be one of our methods to collect feedback from our citizens.

CALL FOR AGENDA ITEMS

Meeting adjourned at 1:20 p.m.

Next meeting will be held February 4, 2019.

*Recorded by:
Tracy Sessions, Clerk, Parks & Recreation*

Idaho Falls Sister City Executive Committee Board Youth Meeting-Minutes
January 9, 2019
(approved at January 14, 2019 regular meeting)

Attendees:

David Eaton	Jorge Padron
Katie Eaton	Whitney St. Michael
Lori Kidwell	Kendra Peck

New Board Members Introduction to Responsibilities

New board members Lori Kidwell, Treasurer and Jorge Padron, Historian were welcomed to the Board. Katherine Eaton was thanked for taking on her new role as Secretary. Roles and responsibilities of board members were discussed. New board members believe that they have been given all the necessary materials to carry forward their responsibilities.

Summer 2019 Exchange Visit by Students from Tokai-Mura

The visit is currently being planned for the last week of July into the first week of August 2019. There are a lot of events to plan and we need to get the students more involved in planning this year.

By-Laws

David Eaton handed out copies of the current By-laws, discussed a few minor changes that he believed were appropriate, requested that board members review the by-laws, and have comments submitted to him by the February 6 meeting.

Adjournment

Motion for adjournment was made by Lori Kidwell and seconded by Kendra Peck.

APPROVED ON FEBRUARY 6, 2019

**Idaho Falls Sister City Youth Meeting-Minutes
January 14, 2019**

Attendees:

David Eaton	Heather Medema	Jorge Padron	Kendra Peck
Katie Eaton	Charles Medema	Gabe Patron	Nathan Peck
Kylie Eaton	Whitney St. Michael	Laura Combs	Noah Carter
Jo Gallegos	Anna St. Michael	Charlotte Combs	Diane Doyle
Abby Gallegos	Rebecca Smith	Peter Cebull	Abel Doyle
Aidan Gallegos	Stephanie Van Ausdeln	Melinda Cebull	Vina Gamino
Charlotte Sur	Jackie Sugai	Nicolas Cebull	Aliyah Gamino
Lori Kidwell	Jackson Corbridge	Wendy Boring	
Sam Hawker	Tate Corbridge	Maggie Boring	

Approval of December 18, 2018 meeting minutes

Motion to approve by Whitney St. Michael seconded by Peter Cebull

Treasurer's Report

Lori will get the bank statement and report next meeting.

Report on the Board Meeting (01/09/2019)

Executive Committee Meeting was discussed. The main points were fundraiser events, advertising in the Discover magazine and skyping with students from Japan and adding a clause to the application form which that parents will check if they do not wish their child's picture on social media or Idaho Falls Sister City fundraiser events. Board members are asked to submit suggestions for revisions to the Bylaws at the next board meeting.

Discussion on the application and code of conduct form and need to have members fill out application form, code of conduct and and payment of membership dues. The January 9, 2019 minutes will be sent out to members.

All meeting times will be placed on the Idaho Falls Sister City Youth site.

Approval of Executive Committee Meeting Report was motioned by Whitney St. Michael and seconded by Jorge.

Winter Carnival Wrap-up:

The lead coordinator, Heather Medema said it was a great success. She sent out three thank you cards to the city, ice rink and Tracy. Thank you cards were made by David and signed by group members.

Lessons Learned - Communicate with Recreation Director about costs, set up, and advertising in advance. The group agreed to have the Winter Carnival again (December 2019). Advertising should be created and placed in the Idaho Falls Discover Magazine.

Gabe and David volunteered to get advertisement completed and to the Discover Magazine.

Fundraisers:

Cherry Blossom Festival is scheduled for April 25, 2019 at the 'Snow Eagle'. Advertisement for the event should be placed in the Idaho Falls "Discovery" Magazine as well as information about the Sister City Youth Group. Discussion on the fundraiser. Need volunteers for the lead coordinator which will be determined at the February meeting. Melinda will start process and assist the lead coordinator.

Other Fundraisers:

ISU is having a fundraiser April 13 at the student union building from 6pm to 9pm. Idaho Falls Tokai drummers will be participating at this event. More information will be given at the next meeting. If anyone is interested in Tokai drum lessons the class is at the Idaho Falls Recreation Center on Memorial Drive beginning at 12:30 and ending at 2:30 pm.

More information on the Paramount fundraiser will be given at the February meeting.

Summer 2019 Student Exchange Visit Planning

Whitney St. Michael stated that the Japanese Sister City group is tentatively planning on coming to Idaho Falls July 25 through August 5. The group is working on the details.

Kendra proposed to schedule a New Year's Party for the Sister City Youth group. She will find a time for the group and propose at next meeting.

Kendra is looking into dates to schedule a skype call with the Sister City group in Japan. The goal is to introduce ourselves to students there especially for those that will be coming this summer.

Student Activities

Charley suggested that our group help the Idaho Falls Library with the fish pond and plants. David will contact the Library managers and let the group know.

Students are asked to think about the topic they wish to write for for the upcoming newsletter. A signup sheet will be available at the next meeting.

A student made the observation that when the student group traveled to Japan they were given a variety of snacks during their trip. It was proposed that the group start stockpiling snacks to hand out when the Japanese students are here (around July 25).

Hanasuki is a Japanese game that is played in Japan. This game is similar to badminton. The group is asking for more badminton paddles and the "birdie".

A student is needed to help develop the website. Gab volunteered.

At the February 6 meeting students who are interested in helping with the Sister City Youth website (editing, photos, dates, etc) will be asked to signup for it.

Valentines were created by the students. The valentine cards will be sent to the Japan Student group. (If by chance students took any home with them please bring them to the next meeting and give them to Kendra Peck).

Motion for adjournment was made by Rebecca Smith and seconded by Kendra Peck.