

CITY OF IDAHO FALLS, IDAHO
COUNCIL MEETING AGENDA
REGULAR MEETING

Thursday, December 11, 2014

7:30 p.m.

COUNCIL CHAMBERS
680 PARK AVENUE

The Mayor, City Council, and Staff welcome you to tonight's meeting. We appreciate and encourage public participation. If you wish to comment on a matter that is NOT on the Agenda, you should comment during Agenda Item Number 3. If you do not know whether the Mayor will allow comments on an Item on tonight's Agenda (other than during a public hearing), your comments should be made during Agenda Item Number 3. An amendment to this Agenda may be made upon passage of a motion that states the reason for the amendment and the good faith reason that the Agenda item was not included in the original Agenda posting. Note: Items listed under "ACTION" in this agenda are suggested outcomes; however, these matters have not yet been decided. City Council Meetings are live streamed at www.idahofallsideaho.gov, then archived. Thank you for your interest in City Government.

1. **Call to Order and Roll Call.**
2. **Pledge of Allegiance.**
3. **Public Comment and Mayor's Response Time (Limit 15 Minutes):** *This is the opportunity for members of the public to speak to the City Council regarding matters that are NOT on the Agenda; NOT noticed for a public hearing; NOT currently pending before the Planning Commission or Board of Adjustment; NOT the subject of a pending enforcement action; and NOT relative to a City personnel matter. If you want to speak, please state your name and address for the record and please limit your remarks to three (3) minutes. The Mayor and/or staff may respond to comments from a previous meeting. NOTE: The Mayor may exercise discretion to decide if and when to allow public comment on an Agenda Item that does not include a public hearing. If the Mayor determines that your comments may be made later in the meeting, she will let you know when you may make your comments.*
4. **CONSENT AGENDA:** Any item will be removed from the Consent Agenda at the request of any member of the Council and that item will be considered separately later. Approval by roll call vote:
 - a. Items from the City Clerk:
 1. Approval of Minutes from the November 21, 2014 Special Council Meeting, the November 24, 2014 Council Work Session, and the November 25, 2014 Regular Council Meeting.
 2. Approval of License Applications, including BEER LICENSES to Albertson's LLC (17th Street No. 138), Albertson's LLC (West Broadway No. 145), Ameritel Inns dba Hampton Inn, Applebee's Grill and Bar, Berry Oil Exxons/Sunnyside Travel Plaza, Boozer Quick Stop, Bowlero/Stonefield Inc., Buck's, Buffalo Wild Wings Grill and Bar, Casa Jaliscos Inc., Common Cents Food Store (17th Street), Common Cents Food Store (Boulevard), Common Cents Food Store (Broadway No. 2),

Common Cents Food Store (Broadway), Copper Rill Restaurant, Eagle's Lodge, Get-N-Go Convenience Store, Holiday Oil, Idaho Falls Arts Council, Intermountain Racing Entertainment LLC, Iron Mule Saloon, Jacksons No. 73, Jaliscos, JWG Inc. dba Karen's Park Avenue Club, KC's Food Mart-J S C Enterprises, Las Pulgas Cantina and Dance Hall, Los Albertos Inc., Maverik Country Store (Yellowstone Avenue No. 185), Maverik Country Store (Broadway No. 239), Maverik Country Store (Woodruff Avenue No. 396), Midget Market, New Yummy House, Pachangas, Puerto Vallarta Inc. Al Di, Roadrunner Pit Stop, Sam's Club No. 6345, Seventeenth Street Gas and Wash, Shari's of Idaho Falls No. 244, Skyline Lanes Inc., Snake Bite, Snow Eagle Brewing and Grill, Tandoori Oven, Tobacco Connection No. 15, Tobacco Connection No. 30, The Celt, The Zone, Walmart No. 5494, and Winco Foods, all carrying the required approvals.

3. Approval of the Monthly Expenditure Summary for the month of November, 2014.
4. Approval of Monthly Treasurer's Report for the month of November, 2014.
5. Request for Council ratification for the publication of legal notices calling for public hearings on December 11, 2014.

b. Item from the Public Works Division:

1. Request for authorization to advertise to receive bids for Well 15 Fencing.

c. Items from the Municipal Services Division:

1. Soccer Complex Farm Lease: This is a proposed Lease Agreement between the City of Idaho Falls and John Hesse for City-owned property located at the Soccer Complex on West Broadway. The City Attorney and Parks and Recreation Director have reviewed and approved the Lease Agreement. Municipal Services respectfully requests that the Council approve said Lease Agreement and authorize the Mayor to execute the documents.
2. Statement of Qualifications for New Fire Station: This provides for a Statement of Qualifications requesting performance data from architectural-engineering firms to provide design services for the new Fire Station. The City Attorney has prepared and approved said documents. The Municipal Services Director and the Fire Chief respectfully request that the Council and Mayor authorize to advertise and receive the Statement of Qualifications proposals for the new Fire Station.

3. **Purchase of Replacement Firewalls to Update the City's Network Security:** The Municipal Services Division respectfully requests authorization to purchase firewalls, software, and support to update the City's network security from Advanced Systems Group in the lump sum amount of \$113,697.55 from the State of Idaho Bid No. SBPO1373-02.

ACTION: To approve all items on the Consent Agenda according to the recommendations presented.

5. **REGULAR AGENDA:**

A. **Mayor Casper:**

1. **Center for Priority Based Budgeting:** On October 17 and November 21, 2014, the Center for Priority Based Budgeting provided Strategic Planning Work Sessions for the Mayor, City Council, and Division Directors. Phase I (October 17) primarily corresponded with "Step 1" of the Priority Based Budgeting Process identifying the "Results" of the City. The primary deliverable for Phase I included the City's "Results" as well as an orientation to the PBB process, and a facilitated presentation by Kathie Novak to engage Council in a discussion of strategic roles and responsibilities. Phase II (November 21) primarily corresponded with "Step 2" of the Priority Based Budget process defining specifically for the City "how" their "Results" are defined, what success looks like, and how they are each achieved. In addition, the City's staff received in-depth training on "Step 3" of the Priority Based Budgeting process, which is the development of a Program inventory. The total amount for Phase I and Phase II from the Center of Priority Based Budgeting is \$10,000.00 (plus travel expenses). Given the completion of Phase I and Phase II that can be directly leveraged toward the completion of this process, the total proposed budget for Phase III of this Project is \$30,000.00 plus travel expenses (plus travel expenses).

ACTION: To authorize payment to the Center for Priority Based Budgeting for Phase I and Phase II of the Strategic Planning Work Sessions in the amount of \$10,000.00, and to authorize the continuation of Phase III with the Center for Priority Based Budgeting in the amount of \$30,000.00 (or take other action deemed appropriate).

B. **Fire Division:**

1. **County Ambulance Service Agreements:** This is Jefferson County Ambulance Service Agreement. Jefferson County has approved their budget, approving the dollar amount listed. The EMS Service Agreements maintain Emergency Medical Services Funding from the respective Ambulance taxing districts from each County's Agreement. The Idaho Falls Fire Department utilizes this funding to operate the Emergency Medical Service within our operating area. The Service Agreements each show an increase in funding related to increases for service from each County this Fiscal Year and the Jefferson County portion accounts for a total of \$137,616.00 in County Rescue for the City of Idaho Falls Ambulance Fund. The Fire Department requests Council approval of this Jefferson County Ambulance Service Agreement and give authorization for the Mayor and Fire Chief to execute the necessary documents.

ACTION: To approve the Ambulance Service Agreement between the City of Idaho Falls and Jefferson County and give authorization for the Mayor and Fire Chief to execute the necessary documents (or take other action deemed appropriate).

2. **Memorandum of Understanding with Upper Snake Interagency Wildfire Group:** This is the Annual Memorandum of Understanding for the Upper Snake Interagency Wildfire Group. This document, along with the Operations Plan, work in conjunction to provide regional fire service agencies the ability and ease of mutual aid for fire mitigation/suppression emergencies, training and emergency related exercises. Entering into this cooperation will benefit the Idaho Falls Fire Department and the citizens we protect with additional resources through mutual aid. The Fire Department requests Council approval of this Memorandum of Understanding and authorization for the Mayor and Fire Chief to execute the necessary documents.

ACTION: To approve the Memorandum of Understanding with Upper Snake Interagency Wildfire Group and give authorization for the Mayor and Fire Chief to execute the necessary documents (or take other action deemed appropriate).

C. **Police Division:**

1. **Wine Ordinance Amendment:** This Ordinance Amendment represents City of Idaho Falls Code Section 4-4-10. The current Ordinance prohibits anyone under the age of 21 to serve or sell wine; whereas, the City Ordinance for service and sales of beer and liquor are in conformity with State Statute that allows persons 19 years of age and older to serve and sell. The recommended change to the current City Ordinance makes all alcohol related ordinances consistent with State Law and the City's Beer and Liquor Ordinances.

ACTION: To approve the Ordinance under the suspension of rules requiring three complete and separate readings and that it be read by title and published by summary (or consider the Ordinance on the first reading and that it be read by title, or reject the Ordinance).

2. **Parking Ordinance Amendment:** This Ordinance Amendment represents City of Idaho Falls Code Section 9-4-24 and 9-4-25. The recommended change to the current City Ordinance formalizes the process for the public to contest parking violations. It also removes the drivers' license suspension for failure to pay parking violation fees which is no longer permitted by State Code.

ACTION: To approve the Ordinance under the suspension of rules requiring three complete and separate readings and that it be read by title and published by summary (or consider the Ordinance on the first reading and that it be read by title, or reject the Ordinance).

3. **Memorandum of Understanding between Bonneville County Sheriff's Office and Idaho Falls Police Department for Special Investigations Unit Task Force:** The Idaho Falls Police Department and Bonneville County Sheriff's Office joined together to create a Special Investigations Task Force (SIU) for the purposes of investigating narcotics activities and vice crimes within Bonneville County. The current Memorandum of Understanding was signed in 2011. The increased cost of narcotics purchases and decreased income from seizures and restitution has resulted in fewer purchases by the task force. Undercover narcotics purchases are the primary means used to build an evidentiary case for prosecution. Without continued funding, the task force will become ineffective in their efforts to identify and prosecute illegal narcotics enterprises. This agreement reallocates the monies received from forfeitures and seizures from the agency to the SIU

task force fund which is used to purchase narcotics. All monies received from narcotics seizures and forfeitures are required to be used in the furtherance of narcotics investigations. The current amount designated to the SIU account is 25% from each agency's share of the seizure or restitution received. This Memorandum of Understanding increases that amount to 90%. All other conditions of the MOU remain the same other than some clarifying language.

ACTION: To approve the Memorandum of Understanding between Bonneville County Sheriff's Office and the Idaho Falls Police Department for Special Investigations Unit Task Force and give authorization for the Mayor and Police Chief to execute the necessary documents (or take other action deemed appropriate).

D. Public Works Division:

1. Idaho Transportation Department State/Local Agreement - West Snake River Greenbelt: This is a State/Local Agreement for Project Development with the Idaho Transportation Department and accompanying Resolution with respect to the West Snake River Greenbelt Project. The total estimated cost of this project is \$865,000.00. Local participation for the project is approximately \$500,000.00, of which, \$400,000.00 will be contributed by the Idaho Falls Redevelopment Agency. Remaining participation will in large part be from City in-kind work for design and construction administration. The agreement also requires an initial match check of \$500.00 to reimburse the State for estimated expenses. The agreement has been reviewed by the City Attorney. Public Works recommends adoption of the Resolution, approval of the Agreement, and authorization for the Mayor and City Clerk to sign the necessary documents.

ACTION: To adopt the Resolution for the West Side River Greenbelt Project Development, approve the State/Local Agreement with the Idaho Transportation Department, and give authorization for the Mayor and City Clerk to execute the necessary documents (or take other action deemed appropriate).

2. Easement Vacation Request - Block 1, Lot 10, Ashment Addition, Division No. 5: As earlier authorized, the City Attorney has prepared the attached documents to vacate a portion of a utility easement within Block 1, Lot 10, of the Ashment Addition, Division No. 5. Public Works recommends approval of the easement vacation and authorization for the Mayor and City Clerk to execute the necessary documents.

ACTION: To approve the Ordinance under the suspension of rules requiring three complete and separate readings and that it be read by title and published by summary (or consider the Ordinance on the first reading and that it be read by title, or reject the Ordinance).

3. Task Order for Sanitary Sewer Modeling with Murray, Smith and Associates: This is a proposed Task Order with Murray, Smith and Associates (MSA) to update and calibrate the existing sanitary sewer system hydraulic model and to develop system analysis and Capital Improvement Program (CIP) technical memoranda for the City. The work under this task order will supplement the Collection System Report prepared by MSA in 2011. The total compensation amount for this Task Order is not-to-exceed \$79,082.00. Public Works recommends approval of this Task Order and authorization for the Mayor and City Clerk to sign the necessary documents.

ACTION: To approve the Task Order for Sanitary Sewer Modeling with Murray, Smith and Associates and give authorization for the Mayor and City Clerk to execute the necessary documents (or take other action deemed appropriate).

4. **Water System Supervisory Control and Data Acquisition (SCADA) – Annual Maintenance Purchase Order:** This is a proposed Purchase Order with SKM, Inc. to support and program changes for the Water Department’s Supervisory Control and Data Acquisition (SCADA) System on an as-needed basis for an amount not-to-exceed \$15,000.00. The proposed purchase order has been reviewed by the City Attorney. Public Works recommends approval of this Purchase Order and give authorization for the Mayor and City Clerk to sign necessary documents.

ACTION: To approve the Water System Supervisory Control and Data Acquisition (SCADA) Annual Maintenance Purchase Order with SKM, Inc. in a not-to-exceed amount of \$15,000.00 and give authorization for the Mayor and City Clerk to execute the necessary documents (or take other action deemed appropriate).

E. Parks and Recreation Division:

1. **Connecting Our Community Bicycle and Pedestrian Plan:** This is a DRAFT Connecting Our Community (COC) Plan in which the Parks and Recreation and Public Works Divisions have been working on in cooperation with the Bonneville Metropolitan Planning Organization (BMPO). In addition, more than 1,500 residents have contributed to this planning effort through attendance at numerous public meetings, by completing surveys, comment cards and through input at the project website www.connectidahofalls.com. The Parks and Recreation Division is respectfully requesting approval of the Resolution adopting the Connecting Our Community Plan and give authorization for the Mayor and City Clerk to execute the necessary documents.

ACTION: To approve the Resolution adopting the Connecting Our Community Plan and give authorization for the Mayor and City Clerk to execute the necessary documents (or take other action deemed appropriate).

F. Human Resources Division:

1. **Professional Services Agreement with Personnel Systems and Services, Inc.:** This is an Agreement to update the City’s Pay Administrative System and evaluate the City’s total compensation practices. The last wage study was completed in 2009. It is important to evaluate the City’s compensation system to ensure that we have a competitive compensation and benefits package. Some positions are extremely sensitive to the market. There is limited flexibility with the current pay system. The proposed study will include a proposed updated compensation philosophy. It will also include various proposed pay system options. If approved, it is anticipated that the study will be completed by April 2015. The Human Resources Division recommends the City enter into an Agreement with Personnel Systems and Services, Inc. to complete a comprehensive wage study to ensure wages and benefits are competitive with the market.

ACTION: To approve the Professional Services Agreement with Personnel Systems and Services, Inc. for the purpose of completing a comprehensive labor market wage study and creating a pay plan which reflects the City’s pay progression philosophy and authorize the Mayor and City Clerk to execute the necessary documents.

6. Public Hearing – Resolution Approving Intergovernmental Agreement with Bonneville County Ordinance, Approving Urban Renewal Plan for Eagle Ridge Urban Renewal Project: This is the Resolution and Intergovernmental Agreement with Bonneville County providing for the roles and responsibilities between Bonneville County and the City and providing for areas outside the City limits to be included within the Eagle Ridge Urban Renewal Area. The Bonneville County Commissioners signed the Agreement in November and passed the Ordinance ratifying the Agreement in the first week of December, 2014. Also, there is the Ordinance approving the Urban Renewal Plan for the Eagle Ridge Urban Renewal Project. The plan was the subject of a Council Work Session on November 10, 2014. Prior to the Work Session, the Planning Commission reviewed the plan and found it to be consistent with the Idaho Falls 2013 Comprehensive Plan. The Redevelopment Agency approved the plan on October 16, 2014, by Resolution. The notice for the public hearing before the City Council was published on November 2 and November 23. The Idaho Falls Redevelopment Agency respectfully requests Council approval of the attached Resolution and Intergovernmental Agreement. After approval of the Resolution and Agreement, the Agency respectfully requests approval of the Ordinance approving the plan.

ACTION: The following recommendations in sequential order (or take other action deemed appropriate):

- a. To approve the Resolution providing for an Intergovernmental Agreement for roles and responsibilities under Idaho Code Section 50-2906 between Bonneville County, Idaho and the City of Idaho Falls, Idaho; providing for areas outside the City limits to be included within an Urban Renewal Area as the County consents and gives authorization for the Mayor and City Clerk to execute the necessary documents.
- b. To approve the Ordinance approving the Urban Renewal Plan for the Eagle Ridge Urban Renewal Project, which Plan includes revenue allocation financing provisions; authorizing the City Clerk to transmit a copy of this Ordinance and other required information to County and State Officials; approving the summary of the Ordinance under the suspension of the rules requiring three complete readings and that it be read by title and published by summary.

7. Public Hearing – Annexation Prior to Platting, Initial Zoning of I & M-1, RLS Investments: This is the application for Annexation Prior to Platting, Initial Zoning of I & M-1 (Industrial and Manufacturing), Annexation Ordinance, Zoning Ordinance and Reasoned Statement of Relevant Criteria and Standards for RLS Investments. The Planning Commission considered this application at its October 7, 2014 Meeting and recommended approval by unanimous vote. Staff concurs with this recommendation. This item is now being submitted to the Mayor and City Council for consideration.

ACTION: The following recommendations in sequential order (or take other action deemed appropriate):

- a. To approve the Annexation Agreement Prior to Platting with RLS Investments, and give authorization for the Mayor and City Clerk to execute the necessary documents.

b. To approve the Ordinance annexing a Metes and Bounds Legal Description for a Metes and Bounds Legal Description of 1.744 Acres in the Northeast Quarter of Section 8 and the West Half of Section 9, Township 2 North, Range 38, East of the Boise Meridian, Bonneville County, Idaho, under the suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary (or consider the Ordinance on the first reading and that it be read by title, or reject the Ordinance).

c. To approve the Reasoned Statement of Relevant Criteria and Standards for the Annexation of property located generally at the northwest corner of the intersection of St. Leon Road (15th East) and Yellowstone Avenue (U. S. Highway 26), and south of 33rd North (Iona Road) and give authorization for the Mayor to execute the necessary documents.

d. To approve the Ordinance assigning a Comprehensive Plan Designation of Railroad Related Industrial and establishing the initial zoning of I & M-1 (Industrial and Manufacturing) for a Metes and Bounds Legal Description of 1.744 Acres in the Northeast Quarter of Section 8 and the West Half of Section 9, Township 2 North, Range 38, East of the Boise Meridian, Bonneville County, Idaho, under the suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary (or consider the Ordinance on the first reading and that it be read by title, or reject the Ordinance), that the Comprehensive Plan be amended to include the area annexed herewith, and that the City Planner be instructed to reflect said annexation, zoning, and amendment to the Comprehensive Plan on the Comprehensive Plan and Zoning Maps located in the Planning Office.

e. To approve the Reasoned Statement of Relevant Criteria and Standards for the Initial Zoning of I & M-1 Industrial and Manufacturing for property located generally at the northwest corner of the intersection of St. Leon Road (15th East) and Yellowstone Avenue (U. S. Highway 26), and south of 33rd North (Iona Road), and give authorization for the Mayor to execute the necessary documents.

8. Public Hearing - Annexation Prior to Platting and Initial Zoning of C-1, Porter Canal: This is the application for Annexation Prior to Platting, Initial Zoning of C-1 (Limited Business), Annexation Ordinance, Zoning Ordinance, and Reasoned Statement of Relevant Criteria and Standards for a portion of the Porter Canal. The Planning Commission considered this application at its November 5, 2014 Meeting and recommended approval by unanimous vote. Staff concurs with this recommendation. This item is now being submitted to the Mayor and City Council for consideration.

ACTION: The following recommendations in sequential order (or take other action deemed appropriate):

a. To approve the Ordinance annexing a Metes and Bounds Legal Description of 3.394 Acres in the Southwest Corner of Section 24, Township 2 North, Range 37, East of the Boise Meridian, Bonneville County, Idaho, under the suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary (or consider the Ordinance on the first reading and that it be read by title, or reject the Ordinance).

b. To approve the Reasoned Statement of Relevant Criteria and Standards for the Annexation of property located generally south, southeast of Pioneer Road, north and adjacent to Whitewater Drive, west of the Snake River, and give authorization for the Mayor to execute the necessary documents.

c. To approve the Ordinance assigning a Comprehensive Plan Designation of Greenbelt Mixed Uses and establishing the initial zoning of C-1 (Limited Business) for a Metes and Bounds Legal Description of 3.394 Acres in the Southwest Corner of Section 24, Township 2 North, Range 37, East of the Boise Meridian, Bonneville County, Idaho, under the suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary (or consider the Ordinance on the first reading and that it be read by title, or reject the Ordinance), that the Comprehensive Plan be amended to include the area annexed herewith, and that the City Planner be instructed to reflect said annexation, zoning, and amendment to the Comprehensive Plan on the Comprehensive Plan and Zoning Maps located in the Planning Office.

d. To approve the Reasoned Statement of Relevant Criteria and Standards for the Initial Zoning of C-1 Limited Business for Property located generally south, southeast of Pioneer Road, north and adjacent to Whitewater Drive, west of the Snake River, and give authorization for the Mayor to execute the necessary documents.

9. Public Hearing – Rezoning from C-1 (Limited Business) with a PT-2 (Planned Transition-2) Overlay to C-1 (Limited Business) – Lots 19-24, Block 37, Crows Addition: This is the application for rezoning from C-1 with a PT-2 Overlay to C-1, Zoning Ordinance, and Reasoned Statement of Relevant Criteria and Standards for RLS Investments. The Planning Commission considered this application at its November 5, 2014 Meeting and recommended approval by 5-1. Staff concurs with this recommendation. This item is now being submitted to the Mayor and City Council for consideration.

ACTION: The following recommendation in sequential order (or take other actions deemed appropriate):

a. To approve the rezoning of Lots 19-24, Block 37, Crows Addition from C-1 Zone with a PT-2 Overlay Zone to C-1 Zone, and approve the Rezoning Ordinance under the suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary (or consider the Ordinance on the first reading and that it be read by title, or reject the Ordinance).

b. To approve the Reasoned Statement of Relevant Criteria and Standards for the Zoning Amendment from Limited Business Zone (C-1) with Planned Unit Transition Overlay Zone (PT-2) to C-1, removing the Overlay, for Lots 19-24, Block 37, Crows Addition of the City of Idaho Falls, Idaho.

10. Public Hearing – Annexation with Initial Zoning of I & M-1 (Industrial and Manufacturing) (Quarter Circle) – WITHDRAWN BY THE APPLICANT.

Motion to Adjourn.

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 Rosemarie Anderson at Telephone Number 612-8414 or the ADA Coordinator Lisa Farris at Telephone Number 612-8323 as soon as possible and they will make every effort to adequately meet your needs.