

City Council "Work Meeting"

May 01, 2014

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CITY OF
REXBURG
America's Family Community

May 01, 2014

Mayor Richard Woodland

Council Members:

President Sally Smith Jordan Busby
Donna Benfield Jerry Merrill
Christopher Mann Brad Wolfe

City Staff:

Stephen Zollinger – City Attorney
Richard Horner – Finance Officer
John Millar – Public Works Director
Val Christensen – Community Development Director
Scott Johnson – Economic Development Director
Blair Kay – City Clerk

1. **8:00 A.M. City Hall**
2. **Roll Call of Council Members:**

Attending: Council President Smith, Council Member Benfield, Council Member Mann, Council Member Busby, Council Member Merrill, Council Member Wolfe, and Mayor Woodland.

3. **8:15 A.M. Department Reviews**

A. Department presentations: Goals for the next five years

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I. Madison Fire Department:

Fire Chief Child reviewed the Madison Fire Department Goals from 2014 to 2020.



2014-2020 Growth Plan

- *Increased: Population; Fire Calls; EMS Calls (See second sheet)*
- *Additional Fulltime Employees by 2020: 10=26 (one additional inspector)(national average is one fire fighter per 1,000 in population served- we are currently grossly under staffed)*

- *Second Floor on Station providing classroom space, additional bed rooms, additional office space, an emergency operations center for the City and County*
- *Student Live-in Program to augment need of additional employees. (Apartment in building behind station)*
- *Large buildings being built are a tremendous burden on fire response and require much more in the way of staffing*
- *Training Tower facility*
- *Maintain Critical Care Status and Structural & Wild-land Fire Certifications*
- *Maintain current ISO Rating of three*
- *Increased construction requires increase inspections both on new construction as well as yearly inspections. At least one additional fulltime inspector will be needed.*
- *Equipment (Rolling Stock)-the current replacement schedule is suitable and will handle our needs if followed.*
- *Paid Call-Increase involvement/Maintain Interest/ Increase in number*
- *Growth in wild-land firefighting program to augment operational cost of three entities*
- *Critical to maintain the Emergency Services relationships with the three entities*

*Our Goal, Our Mission, Our Purpose
To Maintain a State of Readiness in:
and Courage.*

*Our People, Our Equipment, Operational Accuracy,
and Administration.*

*Our Core Values
Integrity, Honor, Pride*

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II. Police Department

Police Chief Shane Turman reviewed a detailed list of accomplishments from 2010 to 2013 showing each assigned task by a priority level from low to high. Training is a big part of the Rexburg Police Department including FBI training, investigating fires with the Madison County Fire Department and other duties range from animal control to drug enforcement. Other initiatives include a new records system, a Valor, Honor, Purple Heart program, upgrades in the evidence room, oversee the RADD program, support the Madison School District with Community Police Officers; also, their Honor Guard tasks:

Their web site <http://rexburgpolice.com/divisions/honor.cfm> explains their mission: “The mission of the Rexburg Police Department Honor Guard is to represent the Police Department at funerals, parades, ceremonial functions, and

other special events. The Rexburg Police Department Honor Guard serves at the discretion of the Chief of Police. The Honor Guard will represent the Rexburg Police Department and serve as ambassadors of the City of Rexburg at events on the local, state, and national level. The Honor Guard will render honors to deceased department personnel, local officials and service members whenever possible. The Honor Guard will endeavor to render honors and provide support to members of the Law Enforcement and public safety community killed in the line of duty, wherever the need may occur. It is our intention to assist all officers and their families during their time of emotional duress from the loss or debilitating injury of their loved one. The Rexburg Police Department Honor Guard and its members strive to represent the highest standards of integrity, professionalism, and dedication to duty. The Honor Guard will promote honor, professionalism and integrity through its image and conduct at all times by holding the Rexburg Police Department's core values to the highest degree.”

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III. Community Development

CD Permit Technician Amanda Saurey gave the following report on the Community Development Department:

The Community Development Department is comprised of the Building Department and Planning and Zoning Department. It is headed by the Community Development Director who is also the Building Official and the City Planner.

Building Department (4 Inspectors, Permit Technician, and 1 Intern)

During 2013, the Building Department received permits that totaled almost 200 million in valuation. Most of these projects are ongoing and will require inspections throughout 2014 and some into 2015. As a result of the increase in building, the inspectors who were “loaned out” to other departments have been brought back into the Building Department. Bret Stoddard the Electrical Inspector had been charging out about 50% of his time to Public Works. Ted Dye had been moved under Public Works and was doing Building Maintenance. Don Allen was a Water Department employee who did Plumbing Inspections when called. These three inspectors are now working full time for the Building Department.

This year Community Development implemented new permitting software (CityWorks). The new product allows the inspectors to input data directly into their palm pads. Previously, the inspectors were writing out paper inspection tickets and leaving them on the job site. Then at the end of the day they would

have to return to their offices and hand enter the info into the inspection program. It was determined that the time savings could be about 20%. With the new system almost in place the Community Development Director decided not to replace an inspector who had retired (John Berry). We are waiting for IT to finish the terminal session so that the software can perform as advertised. Currently we are struggling to keep up with inspections and have had to use overtime to stay current.

We do not anticipate the same amount of apartment permits as we experienced in the last 12 months (5000 beds). However, there seems to be an increase in the Commercial and in Single Family Homes. The University is planning a new Science Building. Wal-Mart is coming along with many other Commercial projects (Scott Johnson). If the University continues to grow, we think that permitting will again start to increase and we will not have a serious dip in permitting like we saw after the Recession.

Planning and Zoning (Enforcement Officer/Assistant Planner, P&Z Coordinator, and 1 intern)

As with the Building Department, Planning and Zoning has been equally busy processing land use requests. There has been a surge in requests after a slight winter lull. The Community Development Director, Public Works Director, Planning/Building Staff and the Planning and Zoning Commission recently completed a year and a half review of the Rexburg Development Code. The changes have been submitted to the City Council and are to be taken to Public Hearing for codification.

Currently the Community Development Director is working on a Parks Plan. A great deal of the initial study has been completed. Winston Dyer has been asked and has accepted to head a committee that will work with the Director to determine the direction to proceed. The makeup of the committee has not yet been determined. The mayor has agreed to help supply some names. At least one of the City Council and one member of the P&Z Commission should be part of the committee.

Val Christensen, the Community Development Director is currently taking planning classes at the American Planning Association Conference in Atlanta. Natalie Powell performs zoning enforcement but is also acting as an Assistant Planner. Both of these individuals are actively studying Planning Methods.

IV. Customer Support Services:

REXBURG Historically a Family Community

City Clerk Blair Kay indicated the Customer Support Services Department is continually adding historical records to the web for public access. The goal is to continue to provide historical records to the public by converting hard copy records to electronic records. To date the employees in the Customer Services Department have typed the entire city list of ordinances back to the beginning of city government in Rexburg and made them available on the web at **Rexburg.org**.



City Clerk Kay said his department works as a team to be a pleasant experience for city residents and others who come to City Hall to conduct their business.

TEAM BUILDING

We believe the Customer Services Department is a unique team with many opportunities to enhance the attitudes and opinions the public have concerning the City of Rexburg. We have a select team of Customer Service Specialists that cover City Hall from 7:30 A.M. to 5:00 P.M... In order to maintain full and effective coverage, it is necessary to have the Customer Service Specialists on three different

schedules which are rotated weekly. There must be constant coverage at the front desk all day and throughout the year. Between taking customer payments, the Customer Service Specialists work on selected projects to help Rexburg's City Government become more transparent. Our department is responsible for the city records; so, we spend a lot of time working on old records for public access. The Customer Services Team works hard to maintain a pleasant face at the front counter to continue the warm friendly atmosphere for the customer. We assist other departments with their projects and record searches when requested. We love the opportunity to serve the public in this capacity.

FIVE YEAR PLAN

1. Convert old City Council minutes to electronic files for public access on "rexburg.org".
2. Continue to pull in records and agreements from other city departments for permanent storage.
3. Have a photo gallery of city employees and current and historical pictures of Rexburg's, parks, venues, and events with a description.
4. Keep records update and current.
5. Continue our team objective to maintain a warm friendly atmosphere for our customers; where our customers feel comfortable sharing their question, suggestion and concerns.

CUSTOMER SUPPORT SERVICE DEPARTMENT

January 02, 2014

12:00 P.M.

Customer Services Staff Meeting

- A. Review four year goals
- B. Work load for 2014
- C. Destruction of Records

2014 GOALS FOR THE NEXT 4 YEARS

1. Maintain an "Event Roster" for reference at the Front Desk.
2. Maintain Web Documents
3. Train everyone working at the Front Desk on equipment and software for coverage.
 - Learn the receipting system

- Learn the details of business licenses
- 4. Practice a Spanish word/phrase each month.
 - Make a guide of words or phrases that we can pull out to use if we need to help a customer.
- 5. Keep the calendar on Outlook updated.
 - When a person is not going to be at work that day or week, we need to make sure it is put on the calendar so everyone can see it.
- 6. Try to be more informed about projects going on around the city.
 - Get the information from the city clerk each week after the department head staff meetings.
 - Read/skim through the minutes of the council and planning & zoning minutes.
- 7. Be more prepared with information on hand to better answer questions.
 - Have brochures and maps near our desks.
- 8. Learn how to use laserfiche.
 - This will help us look up ordinances and contracts.
- 9. Learn to do more things with Excel and Word.
 - If someone learns something new with excel or word, make sure to share the information so everyone can use it.
- 10. Make sure to learn all of the information about a utility account before calling on the radio to sanitation, water, and other departments.
 - For instance with the sanitation department learn what color container they have and when they are supposed to be picked up before calling the drivers.
 - For the water department find out address and get a name and phone number in case the department needs to call them back.
- 11. Student Interns:
 - Dig Line and other documents loaded to Laser Fiche
 - Maintain Records including retyping resolutions, ordinances, etc.
 - Maintain Forms on the Web with an “EMAIL SUBMIT” button.

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V. Finance Department:

Finance Department Goals for Next 5 Years:

- New 401K Plan (May 16, 2014)
 - Provides more online capabilities and resources to help the employee manage their investment portfolios. For Example: Loan and enrollment notification process will become paperless.

- Reduces the workload of our payroll clerk and costs should go down as the fund portfolio grows. For Example: No more manual input and reporting. Employees can perform more functions online.
- Provides more investment options. For Example: Target Funds, Real Estate, Small and Mid-cap options in addition to our prior options.
- Possible New Software-We suggest saving for it now, so we are ready to purchase it in the future if necessary
 - Would be coordinated in conjunction with other departments
- We would like to continue to enhance our website
 - HR- Process to complete new hire paperwork or get employment forms online
 - Finance- Frequently asked questions-Utility bills and Special Assessments
- Continue to streamline our processes to become more efficient
 - We have tripled in our transactions over the last 8 years and only added 1 employee
 - Made possible with joint efforts from other departments, new POS systems, and a greater online presence for receipting payments
- Enhanced monthly reports for City Council members and public
 - Dashboard Monthly report and more useful reports online
- Go paperless on Dept. Head and City Council approval of bills
 - Would require scanning bills in advance, rather than after receiving approvals

VI. Recreation Department:

Recreation Director Bob Yeatman reviewed his goals for the next five years.

Recreational Activities:

- Continue to improve current programs and activities
- Research and look to providing a diverse group of programs and activities offering something for the entire population of Rexburg
- Attend conferences and classes which provide insight into new trends in recreation and sports.
- Upgrade equipment for our soccer league (goals, field markers)
- Maintain a good relationship with Madison County Schools and continue to have access to their facilities, while also teaming with local businesses (The

Zone) to provide additional courts/facilities for our leagues.

- Continue to work with area sports groups providing field usage, equipment and coordinating scheduling between leagues.

Rexburg Rapids:

- Develop a swimming team representing Rexburg Rapids – this season we are beginning a Kids Swim Club Program (non-competitive)
- Look at adding additional amenities to maintain and potentially increase our attendance numbers. We are hoping to add a Hot Tub with a capacity between 30-40 persons, while also potentially adding another amenity which would offer additional opportunities for patrons from 12-Adult.
- Continued growth of our swimming lesson program, strive to have every available exclusive evening rental booked and continue looking for ways to draw college students to Rexburg Rapids.

Races/Events:

- Grow and improve our existing races and events, while adding additional races and events throughout the year.
- Expand tournaments in Rexburg: Soccer, Tennis, Basketball, Baseball/Softball, Rugby, Ultimate Frisbee, Foot-golf and Volleyball and Races: Criterium's, (*A **crit**erium, or **crit**, is a [bike race](#) held on a short course (usually less than 1 mile), often run on closed-off city center streets).* etc.
- Teaming with other area races for Tri-Fecta events, offering competitors an opportunity to race in three local races in three months.

Carousel/Splash Park:

- Recoat Splash Park equipment with a gel coating that will bring back vibrancy of colors and protect surfaces moving forward
- Restore floor of the Centennial Carousel, add carriage lighting inside of building and additional lighting at doors.
- Currently working on a brochure which documents the carousels past through present.
- Install borders along existing flower beds.

Future Facilities:

- Install play boulder area at Rexburg Rapids/ Community Garden Location.
- Based upon early returns, expanding our facilities to include a 4-Plex Baseball/Softball Complex, complete the area of Riverside Park-

north of canal and behind Kmart to be additional soccer fields, adding an Indoor Recreational Facility which would allow us to offer indoor soccer, tennis, volleyball, basketball, baseball and class rooms for programs.

VII. Technology Coordination Services:

Technology Coordinator Kevin Giles reviewed his technology goals capital expenditures goals with City Council and Mayor Woodland.

Technology Coordination Services Kelvin Giles, Technology Coordinator

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TCS Department
Capital Plan Overview – FY2015 through FY2019

The TCS Department utilizes a ticketing application to track and manage our efforts. This “TCS Application” groups all of our efforts into one of five categories, as follows:

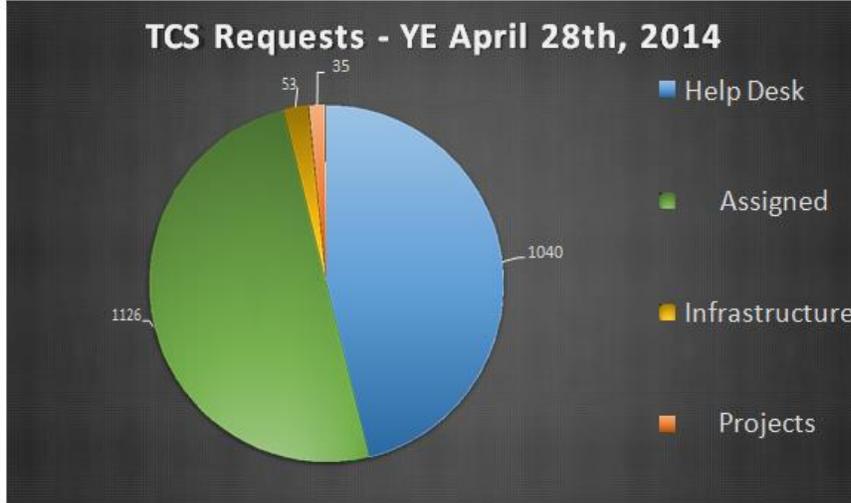
- 1) **HELP DESK** – Efforts to support end-users and the end-point technical devices (computers, printers, etc.) of the City.
- 2) **Assigned** – Requests to “Add To” or “Change” existing end-point devices, requests to rectify compromised end-point devices, or requests that require specific understanding and experience from a specific member of our team.
- 3) **Infrastructure** – The time we spend maintaining the integrity of Rexburg City Technology Infrastructure, or the time we spend responding to “outages” (sometimes when our integrity maintenance efforts were not sufficient), and responding to threats that could compromise our infrastructure or our data.
- 4) **Projects** – The time we spend renovating or expanding existing Technology Infrastructure (Servers and Distribution), and Systems. Projects of significance completed during the past year include:
 - a) **New CoR Website** – In January, the City completed a fifteen month effort to launch a new website. There have been two subsequent releases adding features and functionality to that website.
 - b) **Online Time Card Application** – The 28-day pay schedule for the RPD was added to the City Time Card System. A new release that will support the Paid Call Staff of the MFD will be released during the next month.
 - c) **Enterprise Wi-Fi** – Centrally managed Wi-Fi Networks now cover City Hall, the Police Department, the Fire Department, Rexburg Rapids (office area only), the Animal Shelter and the Romance Theater. Features include a

- “Guest” Network and a “CoR” Network dedicated to City Domain Devices.
- d) **Virtual Platform Expansion** – Our virtual platform has been expanded to include dedicated hosts for Terminals Servers and DMZ Servers.
 - e) **Server Virtualization** – Continued the effort to virtualize legacy servers. At this point in time, sixteen of nineteen legacy servers have been virtualized or replaced by new virtual servers (all but three of the City’s legacy servers have been virtualized, due to specific Department considerations). In the past year, six new virtual servers have been deployed, including four Terminal Servers.
 - f) **Domain Controller Redundancy** – We now have redundant Domain Controllers (a total of three), including one virtualized DC and two physical appliances.
 - g) **Network Configuration Standardization** – Significant effort has been spent to “clean up” and “standardize: the configuration of our Network distribution components, and eliminate artifacts and remnants of legacy efforts that were contributing to degraded performance and reliability.
 - h) **Intrusion System Detection** – With the assistance of Dr. Rigby from BYU, we have deployed an IDS that monitors all of our Network traffic and alerts us to potential threats or other activity that could compromise our Technology Infrastructure.
 - i) **Infrastructure Monitoring** – We have also implemented an Infrastructure monitoring system that monitors the health of all internal Technology Infrastructure hardware. In the future, this system will also monitor end-point devices, including the status of printer consumables.
 - j) **Surveillance Expansion** – Nine (of sixteen) City Hall Surveillance Cameras have been replaced with digital cameras that can be monitored from our central management system. The Animal Shelter was also added to the City’s Surveillance System.

At this point in time, there is very little need to expand our Technology Infrastructure, except as required to support additional Systems and Technology desired by specific Departments.

- 5) Operational – The time we spend organizing and enhancing our efforts (TCS Department Staff Meetings, Industry Training, etc.) and responding to responsibilities associated with working for the City of Rexburg (Handbook Reviews, Risk Assessments, Safety Meetings, Employee Committee Meetings, Insurance mandated Training and Presentations, etc.).

The following graphic depicts the ratio of requests in the various categories of responsibility for the TCS Department:

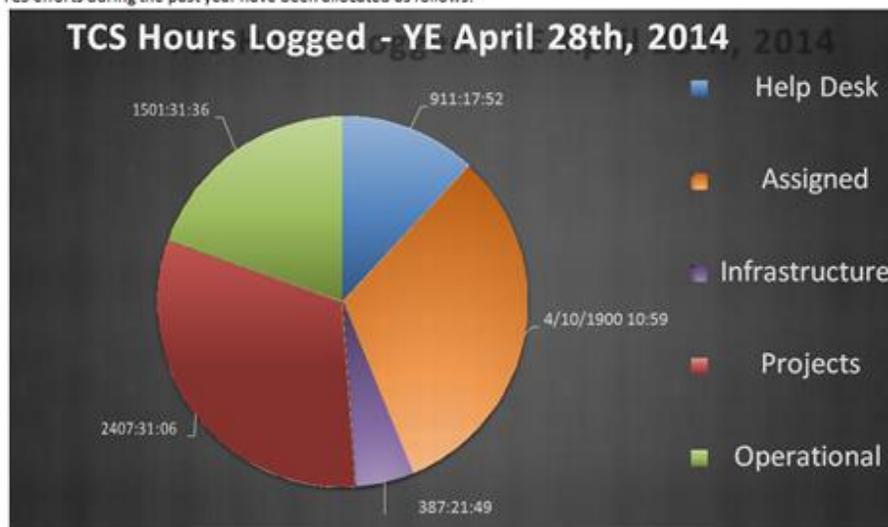


	Requests	Percentage of Total Requests	Total Time / Category	Percentage of Total Time	Average Time / Request
HELP DESK	1040	46.14%	911:17:52	11.92%	0:52:34
Assigned	1126	49.96%	2434:59:46	31.86%	2:09:45
Infrastructure	53	2.35%	387:21:49	5.07%	7:18:31
Projects	35	1.55%	2407:31:06	31.50%	68:47:10
Operational			1501:31:36	19.65%	
Totals:	2254		7642:42:09		

I have proposed a Capital Plan for the TCS Department that is based largely on maintaining and adding redundancy to existing infrastructure. In general, the budget requested on average for the next five years, is 11.27% lower than the average of the previous two years (and during years 2-5 is 14.38% lower than the average of the previous two years).

My plan provides an annual allowance for both Server and Distribution Infrastructure (highlighted in blue below) designed to add redundancy to existing systems during each of the next five years. Beyond year five, I anticipate a similar budgetary requirement to start replacing dated equipment.

TCS efforts during the past year have been allocated as follows:



	Requests	Percentage of Total Requests	Total Time / Category	Percentage of Total Time	Average Time / Request
HELP DESK	1040	46.14%	911:17:52	11.92%	0:52:34
Assigned	1126	49.96%	2434:59:46	31.86%	2:09:45
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Operational			1501:31:36	19.65%	
Totals:	2254		7642:42:09		

During FY2015, I have proposed budget allowance for furniture and fixtures for our TCS Department work areas and for the build out of the additional space that has been allocated to our Department. To offset these expenses we are proposing reductions to budget for workstations, software licenses and travel and training for FR2015.

Item	20	20	20	20	20	20	20
Department Workstations	1,8	1,8		90	1,8	90	1,8
Software Licenses	2,1	1,5		3,0	3,5	3,0	3,5
Firewall		6,2					
City - Hall Copier	10,						
Virtual Host (Terminal Servers)	4,0						
Server (Maintenance and Redundancy)			13,	13,	13,	13,	13,
Network (Maintenance and Redundancy)		7,4	7,5	7,5	7,5	7,5	7,5
TCS Department - Additional Area Build out			9,0				
Data Center Renovations	9,1	7,0					
Travel and Training		12,	4,5	9,0	9,0	9,0	9,0
Virtual Host (DMZ)		4,8					
Enterprise Wi-Fi	3,4						
TCS Department - HVAC Inadequacies	1,4						
Laptop Computers	1,9						
TCS Department - Work Area Improvements (Cabinets/Counters)			7,0				
Monitoring Systems	1,5			1,5		1,5	
City Hall - Media Room Renovations	4,8						
	40,	40,	41,	34,	34,	34,	34,

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VIII. Parks Department

Parks Director Greg McInnes indicated his dedication to the city parks and the preparations for the upcoming season are in full swing. They help other departments with spring and fall cleanup; help Rexburg Rapids, help the Street Department, trim or remove trees as necessary, etc.

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IX. GIS Department

GIS Coordinator Craig Rindlisbacher was not available. The GIS Department message on Rexburg.org states: We live in a world where information is easily available. In fact, information is so invasive in our lives that it is becoming information overload. From powerful interactive maps and persuasive apps to the user friendly ArcGIS Online cloud service, Madison - Rexburg GIS is making information relevant to our decision makers, community members and business people.

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X. Legal Department

City Attorney Zollinger explained his roles as providing legal advice to Staff and Elected Officials.

XI. 9:30 A.M. City Council “DRIVE AROUND”

City Council and Mayor Woodland started their city tour by visiting the following sites in Rexburg.

a. **Points of Interest to Visit:**

1. **BYU-I Cogeneration Plant – 91 W Viking Dr.**

Public Works Director Millar explained the Cogeneration Plant will be fired by natural gas replacing the current coal fired heating plant.



2. **Mountain Lofts Complex – 538 S 2nd W**

Public Works Director Millar explained Mountain Lofts is the 2nd of two new single student complexes in Rexburg with parking garages built into the projects. Each complex will house over 1,000 single students for BYU-I. This complex will have two gathering areas (court yards) inside the building complex. As noted in this picture, the parking garage connects to the housing complex.



Mountain Lofts Complex will house 1,070 students. They plan to be completed in September, 2014 for the fall semester.

3. Mesa Falls complex ingress and egress review - 940 South 5th West



Mesa Falls is married housing and it will build out with 17 (24-plex) buildings with 408 units in Phase One.



Council Member Busby was concerned with the ingress and egress of the development. The project has been issuing occupancy permits as the buildings were completed. The street system is not fully developed at this time leaving only one street to access with two entries onto 5th West. Public Works Director Millar indicated the south access to University Blvd has not been constructed in this phase; a future street connection will be possible into a commercial development that is directly west of this development.

4. AvantGuard – 366 Grand Loop

Economic Development Director Scott Johnson toured the facility with City Council and Mayor Woodland. The company expanded to Rexburg two years ago with initial services being offered out of the 2nd story office space at City Hall. The company built this new facility in Rexburg to take advantage of the multiple language skill from students at BYU-I. They have other facilities in Ogden, Utah.

“AvantGuard is among the few wholesale alarm monitoring companies that have 2 fully redundant UL Listed central station monitoring locations. We have invested heavily to achieve this capability to ensure your customers alarm signals will never be lost.” They service 30,000 fire and security alarms every month; and 50, 000 medical alarms monthly

AvantGuard’s new building in Rexburg.



“AvantGuard Monitoring Centers is the industry leader in providing alarm and central station monitoring services to independent dealers across North America.”



LUNCH at the Senior Citizen’s Center.

The Senior Citizens Center offers lunch to the public Monday through Friday with a reduced rate for citizens 65 years old. The City Council and Mayor Woodland enjoyed visiting with patrons as they enjoyed an excellent lunch.



We serve a fantastic lunch weekdays from 12:00 until 12:30. The cost is \$4.00 for those 60 and over. For those under 60 the cost is \$5.00. We believe you'll have a hard time finding a better lunch for \$5.00

We know your money is tight. We serve this meal at the lowest possible price; we want you to be able to meet your nutritional needs without causing any financial hardship.

5. Carriage Cove Rehabilitation Facility – 414 W 1st N



City Attorney Zollinger took the City Council and Mayor Woodland on a tour of Carriage Cove where hospital patients can spend up to 100 day in rehabilitation. The facility is a wonderful addition to patient care in Rexburg. Historically, patients had to travel to Idaho Falls for patient rehabilitation care.

6. Wal-Mart project update at 2nd East and Moody Rd – John Millar

Public Works Director Millar reviewed the location of the new Super Wal-Mart Store that is being processed for a future building permit. The location is at the NE corner of the Salem Hwy (2nd East) and Moody Road.

7. Possible Teton River Crossing at 5th W or 3rd E – John Millar

Public Works Director Millar reviewed two possible river crossings to locate a future bridge over the Teton River. The first location that would have fewer wetland exposure issues was 3rd East behind Albertsons. This possible crossing would extend 3rd East north up to 7th North. The second possible river crossing at 5th West would connect to cemetery road across the Teton River.

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8. Comprehensive Plan review for possible changes – Scott Johnson

XII. **Economic Director Scott Johnson** reviewed some areas in the City of Rexburg that could be part of a future annexation or land use change. There is a need for more Light Industrial land use to allow for more business development. There is also a need for an additional city park. Downtown parking will continue to see additional pressure as businesses start to locate in the downtown corridor where a lot of interest has been expressed. The downtown area has been planned for retail business; however, other diversified business is looking to expand in the downtown area.

9. Three or four possible locations for a dog park. (The animal shelter has land on the east side of the building that was reviewed during tour.)

10. Review ordinance controlling the number of chickens allowed in Rexburg. (Deferred)

Council Member Merrill left the meeting for an appointment.

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XIII. **Transportation Master Plan** Engineering Contract approval – John Millar

Public Works Director Millar presented the Engineering Services Agreement to the City Council for approval. This study is for professional services for a Transportation Master Plan Study for Madison County.

ENGINEERING SERVICES AGREEMENT
(Summarized)

THIS AGREEMENT, made and entered into this _____ day of 2014, by and between City of Rexburg and Madison County, hereinafter called "OWNER" and HORROCKS ENGINEERS, INC., a Utah corporation, hereinafter referred to as "ENGINEER" hereby acknowledge and reduce in writing an AGREEMENT made on or about the above date.

SECTION 1 - PROFESSIONAL SERVICES

MONTHLY PROGRESS BILLINGS. CONTRACT MAXIMUM. For all services and materials pertinent hereto the ENGINEER shall bill the OWNER monthly at the specific billing rates for each staff type indicated on the attached projected labor hours and costs schedule (ATTACHMENT) for the actual number of hours worked by employees and the actual number of equipment hours or units used, up to a maximum of \$145,140.00 and \$2,196 per railroad crossing review. The rates charged for services are based on the ENGINEER's current Fee Schedule which is modified annually on March 1st. All services rendered after a new Fee Schedule is in effect shall be billed to OWNER at the new rates.

The City of Rexburg, Sugar City and Madison County and the members of the Regional Planning Organization (RPO), herein described as the owner, has joined to prepare a traffic analysis and master plan for Rexburg, Sugar City and Madison County Idaho. The purpose of this planning study is to assist county/city in defining needed infrastructure modifications to manage surface traffic for the study period. An LHTAC funded transportation plan was

completed by Madison County in 2004. One of the elements of this proposed study will be to analyze what has been completed from the 2004 planning document and to determine if those modifications met the needs as defined in the study. The proposed study will update traffic and transportation system conditions, define current and near term transportation system improvements and recommend, rank and develop capital improvements to facilitate anticipated current and future traffic problems. The study to be developed is being funded with local funds, but the study will meet federal criteria for transportation planning for future federal funding or projects. The goals of the study and associated tasks are:

Proposed Scope of Work

The scope of work includes data collection, meeting attendance, traffic analysis, traffic studies, document preparation associated with the following scope to develop this plan. The costs associated with each task assume that a travel demand model will be developed as part of the scope outlined on page 9 of this document. If a travel demand model is not developed, the associated costs for the Existing Conditions Analysis and Future Conditions will increase to \$21,942 and \$21,153 respectively.

Existing Conditions Analysis

Review of 2004 Transportation Master Plan \$13,838 (City/County)

Horrocks will conduct a thorough review of the 2004 Transportation Master Plan and will use it as the basis for the development of the new TMP.

Future Conditions \$13,341 (City/County) Goals and Objectives

Establish clear goals and objectives through coordination with the steering committee and other stakeholders. These goals will be presented in the TMP and referenced throughout the document.

Transportation Plan Guidelines

School Zone Planning \$26,352 (City/County)

Horrocks will review the City/County guidelines for school zone planning with reference to state and federal regulations. Horrocks will also establish areas for potential improvements to the school zones in the study area.

Deliverable: Access Management Standards

Railroad Crossing Review per crossing \$2,196 (City/County)
 Horrocks will evaluate the safety of any railroad crossing in the study area and identify deficiencies in signing and striping, warning signals, barriers, sight distance, and roadway geometry. If any deficiencies are identified, improvement recommendations will be made.

Deliverable: Railroad Crossing Improvement Recommendations

Sugar City Interchange \$4,490 (Sugar City)

Horrocks will evaluate the existing conditions of the interchange of Main Street and US-20 in Sugar City. The analysis will include data collection, operations, geometry review and safety. We will also evaluate the projected future growth at the intersection and determine what, if any, improvements need to be made to mitigate future or existing deficiencies in operations and/or safety. A conceptual design will be provided for any alternatives that will mitigate the discovered deficiencies.

Deliverable: Conceptual design for any necessary mitigation

Capital Improvements Plan

Future Transportation Needs \$17,275 (City/County)

Horrocks will identify and describe the future transportation needs for the area.

Deliverable: Future Transportation Needs Table

Deliverable: 5 Conceptual Reports for solutions to specific areas of concern

Associated Tasks

Steering Committee Coordination \$69,844 (City/County)

Horrocks project management team will meet monthly with the steering committee to report on progress and gain feedback on work performed so far. It is desirable that these meetings be a work session where decision makers can provide "buy-in" for completed tasks.

Deliverable: All data available in GIS format

Total Fee for Project \$145,140 + \$2,196 per
railroad crossing review

Travel Model Development \$100,000 (ITD)

The following represents a summary of the tasks associated with a travel model development task. If the County/City decides they wish to develop a robust and sustainable travel demand model for the region, we will provide a more detailed scope and cost estimate for this particular task.

Review of neighboring jurisdiction models

Review the travel demand modeling options used by the surrounding jurisdictions to ensure compatibility of models and data with other agencies.

Cost analysis

Compare the relative costs of the travel demand modeling solutions on the market.

Review of available technical skills in area

Review the technical expertise available in the area for each of the modeling solutions available.

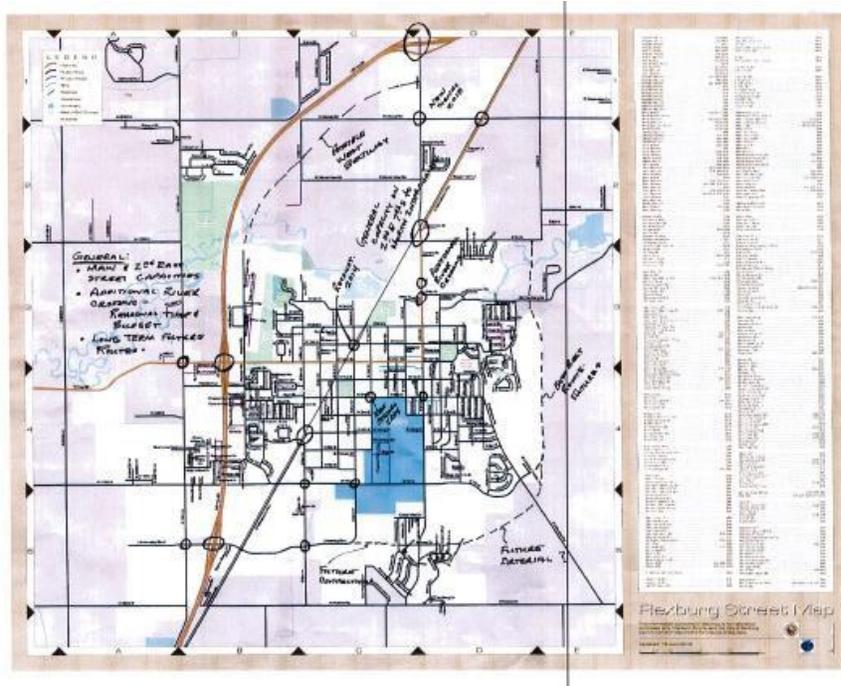
Assessment of program capabilities

Assess the capabilities of the available travel demand modeling software options and their ease of use.

Travel Demand Model Creation

Once the appropriate Travel Demand Modeling software solution is agreed upon, Horrocks will build a travel demand model network of links and nodes, which can be used to project travel demand into the future. This model will include all of the relevant data required to be accurate and easy to use including road classifications, lane configurations, user characteristics, transit facilities, traffic analysis zones, socio-economic data, and land use data.

Deliverable: Travel Demand Modeling Software recommendation memo
Travel Demand Model.



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Public Works Director Millar reviewed his five year plan with City Council.

Public works 5 Year Plan:

Discussion on streets.

Streets: The street department has an evolving 5 year plan that is approved by the city council each year as we get into deciding what projects we will try to complete in the next year or two. This plan is adjusted as we accomplish various projects or as we have changes in the direction of the needed improvements.

We have just signed a contract with Horrocks Engineering to complete a Transportation Study jointly with Madison County, Sugar City and the Idaho Transportation Department (ITD). This study will provide us with much needed detail on determining our five (5), ten (10) and twenty year (20) year plans.

The reality that we must face at some point is that we are falling behind each year on the condition of our streets. We have been able to accomplish work on major streets, such as 5th west, Pioneer Road, 7th South, 2nd west and south 3rd east, and others. The problem is that as we finish one area we have two areas that need major repairs that we cannot make headway on. Streets such as 2nd north from 5 west to 4th east, the south end of 5th west, 4th south from the railroad to 2nd west, south 2nd east, 4th west

by Smith Park, the Starlight Addition, the Ricks Wade addition, north 2nd east north of the railroad tracks and many others that continue to deteriorate faster than we can keep patching them.

Rough estimates completed by the Engineering Department show that we are in need of at least \$1,000,000 in additional street funding to just maintain an adequate program to keep the streets in good condition into the future. Several years ago we tried to pass a tax override but were unsuccessful. It may be time to revisit this issue to determine if there is public support for street improvements.

Discussion on wastewater: There are several people qualified or licensed in the city to manage wastewater. The federal requirement is to have at least two qualified (with class three license) operators in the jurisdiction.

Wastewater: Last year we completed the second phase of a three phase project to increase the capacity of the wastewater treatment plant by 50%. The work completed to date has met that goal. The final phase is now under design and will probably include the installation of a solar drying system for the bio-solids generated by the treatment process. This project will cost approximately \$4.5 million and will be started this summer. We are still evaluating other systems that might be a better option and we are nearing a conclusion on the direction we choose to head. Once this project is completed we will have the capacity to treat the wastewater from a population of over 35,000.

The collection system is in good shape and we will be replacing various lines as they are needed, but nothing major. If the area north of the city continues, at some point we will have to increase the capacity of the line between Sugar City and Rexburg. Preliminary engineering has been completed on the construction of a new transmission line that would collect the flows from Sugar City, Teton, Dickerson Foods and other flows and would transport the flows down the new pressure line that would be constructed along US-20, where it would connect to a new line to the treatment plant. The preliminary estimate for this transmission line is approximately \$1,000,000.

Discussion on the water system: The last water system upgrade was completed in 1971. The well capacity is reaching full utilization. The water has never been treated for contamination up to this point.

Water: The latest contact with the Idaho Department of Water Resources (DEQ) is that they are proposing to give us a new water right for up to 16.7 cfs or 7,500 gallons per minute, with the limitation that we can pump no more than 500 million gallons total of new water. This will cover the short fall in supply for at least the next five (5) years and possible up to (10). With this new right we will be able to use the new well and booster system that we have constructed below the elevated water tower last year. We are also looking at a new well, reservoir and booster station out by the high school, and a new well at the north well located on 7th north. We are in the final review of a Water Study that is being completed by Keller Engineering. This will

define areas where we need to increase existing water lines or add. As a result of this study we have been preliminarily offered a \$7.5 to \$9.5 million dollar loan from the Idaho DEQ at 1.75% interest with a \$625,000 loan reduction (grant). When the study is completed we will need to decide to accept the loan or not.

To comply with the requirements of the new water right we are being required to accurately measure and record the flow rate and quantity from each well and summarize a combined flow rate at all times. These meters have been ordered and will be installed within the next month.

With the improvements anticipated by the draft water study we will have capacity in the infrastructure for at least the next twenty (20) years. We also have a healthy reserve in the water capital account to replace various water lines in the city that periodically need replacement or upgrading.

Engineering: The Engineering Department has been formally turned over to Keith Davidson and he is now the City Engineer. The department is well staffed and it is not anticipated that any additional staffing or changes will be required in the next five (5) years. However there will be some reassignments required when I retire within that time window.

Sanitation: We currently are waiting on a new collection truck for the sanitation department. Within the next five (5) years the department will likely be required to add an additional route and truck to the department. Presently we serve the city with two (2) commercial trucks and one residential truck. We will probably need to add a third commercial truck.

A possible change we are exploring is the construction of a gasification plant to transform out convert waste into energy. We looked at possible alternatives in Germany two years ago and are still exploring the feasibility of this alternative. If this is successful we would likely try to do a regional facility and include all users in the upper valley. Anticipated costs for a facility would be around ten (10) million dollars and would possibly be accomplished using a public – private partnership.

Discussion on shop activities: There will be a proposal to build a new shop for the Public Works Department.

Shop: The city shop is currently at capacity and is in need of an expansion to the building. In a joint meeting with the Madison EMS, the police, streets and the shop it was decided to look at the construction of a new shop/street equipment building and then transferring the old water shop by the fire station to the fire department and moving the police storage in to the existing street shop and constructing a new street department/maintenance shop north of the existing street shop. This was evaluated as a possible proposal to the city council during the budgeting process.

Within the next five (5) years we will probably be looking at three of the existing employees retiring. The challenge for the shop will be the replacement of people. This will be an item that we need to start on long before they leave.

Discussion on the need to approve Rexburg’s portion of the Transportation Master Plan for Madison County, Sugar City, and Rexburg. Rexburg’s portion of the cost will be \$75,000.

Council President Smith moved to approve the Transportation Master Plan Engineering Contract; Council Member Wolfe seconded the motion; Mayor Woodland asked for a vote:

Those voting aye

Council President Smith
Council Member Benfield
Council Member Mann
Council Member Wolfe

Those voting nay

None

The motion carried.

Mayor’s Business:

Mayor Woodland asked for City Council approval to transfer \$1,000 from the Mayor/Council budget to the Police Department to buy chairs.

Council Member Busby moved to approve the transfer of \$1,000 from the Mayor/Council Budget to the Police Department to buy chairs; Council Member Benfield seconded the motion; Mayor Woodland asked for a vote:

Those voting aye

Council President Smith
Council Member Benfield
Council Member Mann
Council Member Wolfe

Those voting nay

None

The motion carried.

Adjourned at 3:30 P.M.

APPROVED:

Richard S. Woodland, Mayor

Attest:

Blair D. Kay, City Clerk