

City Council Meeting

December 03, 2014

35 North 1st East
Rexburg, ID 83440

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CITY OF
REXBURG
America's Family Community

December 03, 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
Matt Nielson – Finance Officer
John Millar – Public Works Director
Val Christensen – Community Development Director
Scott Johnson – Economic Development Director
Blair Kay – City Clerk

7:00 P.M. City Hall – Pledge to the Flag

Troop 405 led the pledge.

Ian Zollinger said the prayer.

Roll Call of Council Members:

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

Presentations: NONE

Committee Liaison Assignments for 2014:

A. Council Member Christopher Mann: *Golf Board · Emergency Services Board · MYAB*

Council Member Mann reported Emergency Services Board did not meet, however he met with them today to discuss the progress of the Fire Station addition. The brick for the upper floor will not be here until January. Emergency Services was quiet with hardly any emergency calls this Thanksgiving Holiday.

MYAB met today to decorate the carousel for Santa at the Carousel; on Monday, December 8th there will be free carousel rides that night. Council Member thanked The Standard Journal for helping with the advertisement of the event. The MYAB is also helping with shop with a cop. They started a coin fundraiser at the Madison High School with the proceeds going to shop with a cop.

The Golf Board met to discuss the progress of the fence being installed at the Municipal Golf Course. There was discussion regarding the installation of a new sign and name change of the Municipal Golf Course. Council Member Mann thanked Chief Finance Officer Nielson for his service on the Golf Board.

B. Council Member Jordan Busby: *GIS Oversight · Airport Board · Traffic & Safety*

Council Member Busby reported the GIS committee will meet at the end of December. The Airport Board did not meet. The Traffic and Safety Committee met they asked if they need City Council authorization to create a Facebook page. City Attorney Zollinger said the committee needs

City Council approval if the committee is asking for money to fund the project. Council Member Busby said they are not requesting any funds at this time.

Council Member Busby said ITD is conducting a traffic study at the off ramps coming into the city. Public Works Director Millar will have more information regarding the study at the next meeting.

C. Council Member Donna Benfield: *Police · Trails of Madison County · IBC · Teton Flood Museum Committee*

Council Member Benfield reported she spoke with Police Chief Turman. He said Officer Frei recently graduated from the police academy. He took the top honors in shooting. Officer Jordan Jensen recently helped out a community member who had personal items stolen. The community member called Police Chief Turman to thank Officer Jensen for a wonderful job.

The Trails of Madison County met to discuss the bike park. They will save money by designing the park in house. They hope to install water lines to keep the track wet. There will be a cost of about \$20,000 to install the water lines. City Engineer Davidson will work on a bid for the installation of the water lines.

D. Council Member Smith: *Legacy Flight Museum · Rexburg Arts Council (Romance Theatre & Tabernacle Civic Center, Orchestra) · M.E.P.I.*

Council President Smith reported The Legacy Flight Museum has not met. The Rexburg Tabernacle and Romance Theater are busy this month. She invited all to attend the Christmas Carol at the Romance, December 12th-20th and 22nd and the Messiah, December 19th and 20th at the Tabernacle. M.E.P.I. did not met, however; the business completion is scheduled for tomorrow with Youth and Adult competitions.

E. Council Member Jerry Merrill: *School Board · Parks & Recreation · Urban Renewal Agency*

Council Member Merrill reported via telephone. The Recreation Department is working on SnowFest and The Cupid Cup. SnowFest will be in held January 31st and the Cupid Cup sometime in February. The School Board and Urban Renewal Agency have not met.

Mayor Woodland joined the meeting 7:14 p.m. He thanked Council Member Merrill for joining the meeting via telephone.

F. **Council Member Brad Wolfe:** *Planning & Zoning · Beautification Committee*

Council Member Wolfe reported Planning and Zoning met two weeks ago. They discussed a couple of items one being the rezone being presented in tonight's meeting. They discussed a PUD (Planned Unit Development) located within the block bordered by North Center, East 2nd North, North 1st East, and East 1st North. The area is zoned LDR2. There is currently no development going on at the location.

Council Member Wolfe asked Economic Director Johnson to report on the International Economic Development Conference he attended in Fort Worth Texas.

Economic Director Johnson indicated the conference is a large conference; there were about 5,000 people in attendance from all over the US. He said there were Governors to general Economic Directors attending the conference. The conference serves to inform and learn what is happening economically all over the US and internationally. One of the key issues is workforce to give you an idea the head of The Manufacturing Association for Texas said currently there are a million job openings in advanced manufacturing. He said these job openings have been opened for over a year. He also explained the nuances with advanced manufacturing it's not just the welding side, but the science behind it now. This is frightening because we don't have the workforce to fill the positions, however; positive because there are jobs out there if we start to make the demand happen. .

Economic Director Johnson said the most prudent information for us was in the last session. There was a panel of about 30 people, with the top site selection companies on the panel. The majority of the time in the United States, corporations uses a private site selection company; to determine where their company is going to move or expand. The panel also had foreign direct

investment individuals and business economists. We then listened to the head of the top site selection company of the United States. He shared the following information. The majority of the time most companies come to us and tell us generally what they are looking for, we then take national data and run it through our proprietary system. Our system then indicates where the company needs to go. He also stated rarely do they go to State or local levels for placement of these companies.

Economic Director Johnson said he questioned their method and pointed out some flaws with their process. If they looked at our state currently based on national data for education, Idaho rates dead last in the US. He pointed out this is a fundamental problem national data is based on dollars spent per student not on attainment. The next thing he pointed out is that they didn't get granular enough at a local level to understand more, for example our local School District has 99% graduation rate and 85% college placement rate. Economic Director Johnson challenged them to find this percentage anywhere in the United States, however; when they only look at national data and don't get granular enough we don't show up. The other example he used is unemployment rates. When you look at Rexburg a town of about 30,000 people we have a 4.6% unemployment rate on national level. He indicated based on their system, they wouldn't consider Rexburg. The head of the site selection company indicated Economic Director Johnson was correct based on national data it appears there are only about 50 people that need employment.

Economic Director Johnson said the problem is this is incorrect data half of the population in Rexburg are full time college students and even if they are looking they don't show up on the national data. Economic Director Johnson stated over the past year the Idaho State Labor Department, Brigham Young University Idaho and his office have done some studies which shows there is a 23% unemployment rate. They had the opportunity to meet with most of the panel after the meeting to go over the challenges the City of Rexburg faces. They invited us to meet with them at a later date, however; we are planning to invite them to come here next summer.

Economic Director Johnson invited City Council Members to the Business Competition taking place tomorrow. He is very excited with those competing this year. The past winners of the Business Competition are doing well Citius Composites continues to grow, Syphon Sound is working on their next round of products.

Economic Director Johnson reviewed new businesses coming to Rexburg. SSI is currently located in the basement at Hemming Village They are a call center and hope to employ nearly 200 employees. The company moved to Rexburg from Utah.

Zylun Insights is a market research firm. He has been working with them fairly closely for the past six months. They are currently employing nearly 120 employees due to limited office space. They are looking for additional office space to employ 450 employees 50 of these positions are corporate positions.

Artco is adding 100 call center jobs. Economic Director Johnson said he is also working with other local employers, such as Monkey Bars they are expanding. They are currently working on their new facility here in Rexburg.

Print Space is a 3D printing company from Washington. Economic Director Johnson said he has been working with them too. They have received their first round of funding. He is working on locating office space for them.

Council Member Busby asked regarding SSI and Zylun Insights hours of operation. Economic Director Johnson indicated SSI will have full time and part time hours. When Zylun Insights reaches their full potential 50 jobs will be high paying jobs.

Mayor's Report: Commented on letters received by BYU-I students regarding winter road conditions in Rexburg.

Council Member Busby questioned how the Street Department prioritizes which streets get sanded when there are slippery road conditions. Public Works Director Millar indicated the busy intersections are the main priority and then busy streets such as South 2nd East and 2nd South are also high priority streets.

Public Hearings: – NONE

Items for Consideration:

- A. Rezone 252, 260, and 274 West 1st North, and 118 North 3rd West from Low Density Residential 2 (LDR2) to High Density Residential 1 (HDR1).

Excerpt from November 20th Planning and Zoning meeting: “Applicant Jonathan McMullin, 3944 South 2000 West, the applicant, presented the proposal to rezone the specified property from LDR2 to HDR1. The property was shown on the overhead screen. There are 4 parcels as stated. The Comprehensive Plan supports this type of change. He owns 252 West 1st North, and 3 other properties with different owners are included in this request. Signed, notarized Affidavits of Legal Interest are part of the application. There are commercial and multi-family properties in this area. Storage units are directly to the east of his property, and there is also a mechanic shop. He purchased his property with the idea of developing it, but from previous experience he felt it would be better to speak to his neighbors (3 who are part of this request) and get them onboard. Rental properties are to the north.”



Johnathan McMullin from Lyman presented the proposal for a zone change to his property. He has affidavits from three other property owners also proposing the zone change from LDR2 (Low Density Residential 2) to HDR1 (High Density Residential 1). He indicated the possible benefits to this zone change. The zone change will bring additional married student housing closer to the city core. There are several shopping centers including Broulims, and city parks surrounding the property. Mr. McMullin indicated the location is in an established area. There would be benefits to the newly married students with the older generations to interact and teach lifelong lessons. The development would bring revitalization to the area. There is empty space behind his property and Don Allen’s property; it has been a weed patch for a while the development would make it clean and neat. There are safety concerns; there are sheds behind his property that need fixed and in Don Allen’s property there are trees that need trimmed. The new construction will take care of these safety concerns.

Community Development Director Christensen reviewed the infill chart. He was asked by the Planning and Zoning Commission, what the highest possible score could be. The perfect score is 53.4; any of these properties are not perfect each have unique challenges with distance to infrastructure, distance to amenities and different street access. This property scored high on street access because it has two different directions to come in to. When you look at the existing houses, if there was a project put in; there is enough distance between the houses and property lines. The property scored well with distance from established neighborhoods, because the property is surrounded on two sides by light industrial.

INFILL CHART:

AREA		SCORING																							
Description	Location	Acre age	Current Zoning	Units/ Acre	Comp Plan	Max Units per Acre	Suggest Zoning	Units/ Acre	Units as Zoned	Units Possible	Units Recommended	Distance from Neighborhoods	*.9	% Vacant or Under	*.83	Infra-structure	*.7	Amenity Location	*.69	Street Access	*.69	Hist	*.53	Size	Rank
Zollinger	41 E 1st N	2.8	LDR2	8.7	Nei/Com/MU	42	MU2	30	24	116	83	3	2.7	9	7.5	8	5.6	8	5.5	7	4.8	10	5.3	2.8	34
Mickelson	156 N 1st W	1.3	HDR1	30	Mod-High Res	42	HDR2	42	38	53	53	2	1.8	5	4.2	7.5	5.3	9	6.2	6	4.1	10	5.3	1.3	28
Old Junior High	Main	5.7	CBD	40	DTC/MU	42	CBD	40	229	241	229	10	9.0	2	1.7	10	7.0	10	6.9	8	5.5	5	2.7	5.7	38
Wolfe	230 W Main	4.0	CBC/LDR2	3.5	DTC/MU	42	MU2	30	14	170	121	5	4.5	9	7.5	7	4.9	9	6.2	8	5.2	10	5.3	4.0	38
Kingston/Eckersell	155 N 1st W	1.8	LI	0	LI	0	MU2	30	0	54	10	9.0	2	1.7	9.5	6.7	8	5.5	7	5.1	5	2.7	1.8	32	
Boise/Robertson	420 W 2nd N	1.8	HDR1	30	Mod-High Res	42	HDR2	42	53	74	74	5	4.5	10	8.3	7	4.9	4	2.8	7	4.5	10	5.3	1.8	32
Wight	336 W Main	0.5	MDR1	16	Mod-High Res	42	HDR1	30	8	21	15	3	2.7	10	8.3	5.5	3.9	7	4.8	6	4.4	10	5.3	0.5	30
Snell	17 S 4th W	1.1	MDR1	16	Mod-High Res	42	HDR1	30	18	46	33	3	2.7	5	4.2	7.5	5.3	7	4.8	6	3.9	10	5.3	1.1	27
Brickyard	127 S 5th W	9.5	MDR2/LI	10	Mod-High Res	42	HDR1	30	95	399	285	5	4.5	5	4.2	8.5	6.0	6	4.1	6	4.2	10	5.3	9.5	38
Jared	273 S 5th W	3.1	MDR2/LI	20	Mod-High Res	42	HDR1	42	61	129	129	10	9.0	5	4.2	9	6.3	5	3.5	7	5.0	10	5.3	3.1	36
Loveland	249 S 3rd W	1.5	MDR2	20	Mod-High Res	42	HDR1	30	29	61	44	10	9.0	3	2.5	6.5	4.6	9	6.2	7	4.9	10	5.3	1.5	34
Nelson	211 W 3rd S	2.2	MDR1	16	Nei/Com/MU	42	MU2	42	36	94	94	2	1.8	8	6.6	9.5	6.7	9	6.2	7	4.9	3	1.6	2.2	30
Scott/Clay	415 W 6th S	1.3	HDR2	42	Mod-High Res	42	HDR2	42	53	53	53	5	4.5	5	4.2	8.5	6.0	0	0.0	5	3.2	10	5.3	1.3	24
Anderson/Barrick	117 S 2nd E	2.1	LDR3	10.89	Low-Mod/Single	20	MDR2	20	23	42	42	5	4.5	9	7.5	7.5	5.3	8	5.5	7	5.1	10	5.3	2.1	35
Jonathan	252 W 1st N	1.5	LDR2	8.7	Mod-High Res	42	HDR1	30	13	63	45	8	7	5	4.2	8	5.6	8	5.5	8	5.5	10	5.3	1.5	35

Mayor Woodland asked how this particular property scored compared to other properties. Community Development Director Christensen said this project score is average.

Community Development Director Christensen reviewed the staff review.

Staff Review:

Community Development Department

I. BACKGROUND

The Rexburg Development Code allows for the Commission to make recommendations to the City Council regarding whether or not the property should or should not be rezoned based on the criteria found in section §6.13. The owner of the property located at 260 West 1st North did not request to have their property changed. The City included it so that it did not create an island. Case No. 14 00487
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II. SITE DESCRIPTION

The total area involved in this re-zoning request is identified as approximately 2 acres, which if approved will result in changing the zone from Low Density Residential 2 (LDR2) to High Density Residential 1 (HDR1).

III. ANALYSIS

If approved, this rezone will result in changing Low Density Residential 2 to High Density Residential 1. The request would require the Commission and City Council to review the proposal against one set of criteria, for the request to rezone. Below, staff has provided all the criteria listed by Ordinance No. 1115 (Development Code) that are required to be addressed, followed by staff's analysis of each criterion. Criteria Rezone Requests (§6.13):

a. Be in conformance with the City's Comprehensive Plan and the City Development Code.

The Comprehensive Plan identifies the land use designation for the property as Moderate - High Density Residential. The HDR1 zone is allowed under this designation.

b. The capacity of existing public streets, water and sewer facilities, storm drainage facilities, solid waste collection and disposal, and other utilities.

The City Engineer did not have a concern.

c. The capacity of existing public services, including but not limited to, public safety services, public emergency services, schools, and parks and recreational services.

The City Engineer did not have a concern.

d. The potential for nuisances or health and safety hazards that may adversely affect adjoining properties.

Staff has reviewed and does not feel the change will have a negative effect.

e. Recent changes in land use on adjoining properties or in the neighborhood of the map revision.

None

f. Meets the requirements of the Comprehensive Plan.

See paragraph a.

IV. STAFF RECOMMENDATION

If the Planning and Zoning Commission determines that the change is in the best interest of the City of Rexburg and the adjoining neighborhoods are not adversely affected, Staff requests that the Planning and Zoning Commission recommend that the City Council process the requested zone change.

Council President Smith questioned the increase from LDR2 to HDR1. She asked what the buffer would be and what the property is transitioning from and to.

Council President Smith also questioned the reason why medium density was not requested. Community Development Director Christensen said Planning and Zoning and the public did not question the density of the rezone. He said there were two parties at the Planning and Zoning meeting that opposed the rezone.

Council President Smith indicated she is concerned with the high density of this rezone. She asked if this would be a good transition. Community Development Director Christensen said in a perfect process you would see rezoning in steps from single family housing, go medium density housing, than to high density housing, than either to commercial or light industrial. He said at the border from that process this rezone would meet the criteria.

Community Development Director Christensen indicated the Infill Redevelopment Ordinance has all of the buffering requirements and set-backs that this property will have to follow. As far as set-backs for example; if the developer determines to build three units, because they have the street access and most likely they will not build in the front of the property. The buffering requirements would be met in the back of the property. There are different requirements between rear yards and front yards.

Community Development Director Christensen said when we are considering a zone change we aren't looking at those specifics because the specifics will be covered when we find out what they are. We don't have the specifics of this development.

Council Member Busby asked if the set-back requirements for medium density residential the same as high density residential. Community Development Director Christensen stated the set-back requirements are the same.

Council President Smith asked where the closest existing high density development is from where this property is located.

Mr. McMullin said directly to the North and to the West there are two other complexes that are high density. He said Mr. Hanna's property in close proximity to his property is medium density. The majority of the homes are rentals. There are storage units directly behind his property and from the railroad tracks is considered light industrial. He said as far as staging out the buffers this whole block is broken between open space and rentals

Mr. McMullin said there are developments surrounding his property that is not conducive to a directly small neighborhood. He said there is low density slowly working into, the broken redeveloping renewing area, working up to high density, which is working into the city core. He believes it is ideal for the growth of the city.

Council Member Mann said he is concerned with the additional traffic this development could bring. He said this particular quadrant is isolated compared to others, when it comes to traffic patterns.

Council Member Mann stated the surrounding neighbors are concerned with the changes in their neighborhood. He indicated he is also concerned with the high density request.

Council Member Wolfe stated the surrounding neighbors recommended to Planning and Zoning to blanket a large area from high density. He didn't believe this property would have been on the neighbor's request had they made the request

Mayor Woodland said there were improvements made at the intersection on 1st North. These changes made it safer for pedestrians and traffic flow.

Council Member Wolfe said most likely there will be improvements made with traffic flowing going north and south from the property.

Mayor Woodland indicated there is property there that has been vacant for a long time. He stated if we believe in infill this property is a place in town where infill would be appropriate.

Council Member Wolfe moved to approve the rezone of 252, 260, and 274 West 1st North, and 118 North 3rd West from Low Density Residential 2 (LDR2) to High Density Residential 1 (HDR1); Council Member Smith seconded the motion; Mayor Woodland asked for a vote:

Those voting aye

Council President Smith
Council Member Benfield
Council Member Wolfe

Those voting nay

Council Member Mann
Council Member Busby

The motion carried.

Staff Reports:

A. Public Works: – John Millar

1. Approve purchase of a new backhoe

Public Works Director Millar reviewed the bids from vendors for a new backhoe.

Street Department Backhoe Bid Summary:

Pioneer Equipment: Case 590 SN	\$118,000.00
Western States Cat: 420 IT	\$108,483.00
Honnen Equipment 310 SK	\$85,757.00*

*This machine does not meet the specifications in numerous areas. This is a smaller machine and will not meet the needs of the street department.

Recommend purchasing Cat 420 IT

Trade in has been offered at \$32,000 by Western States and \$20,000 with Honnen
Budget was set at \$100,000 net.

Public Works Director Millar recommended awarding Cat with the bid and going ahead and trading in their existing backhoe. Cat offered \$32,000 in trade, which he believes is a fair offer.

Council Member Busby moved to approve the purchase of a new backhoe as discussed; Council Member Benfield seconded the motion; Mayor Woodland asked for a vote:

Those voting aye

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

Those voting nay

None

The motion carried.

Public Works Director Millar also requested to surplus the 2002 Case 590.

Council Member Busby moved to approve the surplus of the 2002 Case 590; Council Member Benfield seconded the motion; Mayor Woodland asked for a vote:

Those voting aye

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

Those voting nay

None

The motion carried.

Public Works Director Millar reported on the trip to London England he and Mayor took. He said they toured new to the United States wastewater treatment facilities. Public Works Director indicated, England has a completely different method of wastewater management than the United States, it has all been privatized. There are six companies that process all of England's wastewater. He said they toured all six treatment plants. The treatment plants have the method that we are interested in to process our bio-solids. The method is a comparatively simple process. England has been using the process for thirteen years.

Public Works Director Millar reviewed the process they have used to treat domestic wastewater to household food waste. The people in Bristol England put all of their food waste in a bags, it then gets picked up every two week. They process 160 tons of food waste a day. The process turns the food waste into a liquid; the liquid gets ran through a digester. This is used to run generators; with the final product being soil amendment. The soil amendment is then turned to market. They have 85% reduction in solids.

Public Works Director Millar stated the company is anxious to start a project in the United States. They are interested in our treatment plant because it is a small project and very clean. Aqua Engineering is putting together additional information for a future City Council meeting.

Public Works Director Millar said the process gets us to what is termed class "A" bio-solids. Class "A" bio-solids have minimal restrictions on the byproduct use. There would be a lot of byproduct use for farming as an amendment to soil. There is also a lot of nutrient value left in the material.

Public Works Director Millar indicated the projected cost is within the budget previously disused.

Council Member Busby asked how this project ties into the existing upgrades done at the wastewater plant.

Public Works Director Millar said the project would utilize everything already out at the treatment plant. The existing aerobic digesters, we would install a concert lid on them and go aerobic in the absence of oxygen. The byproduct of this process would be methane gas. The methane gas would be used to heat the wastewater. The wastewater goes through pasteurization to kill off micro-organisms. We would us the heat for additional drying of the bio-solids. The process fits well with what we already have.

Council member Mann asked if the EPA standard in the United State is comparable to the standards in London England.

Public Works Director Millar said the standards are comparable to those of the United States.

Council Member Smith asked why the need to go outside the United States to tour these facility. She wondered how the rest of the United States handles wastewater. Public Works Director Millar said the process is similar to our process.

Discussion regarding the process of wastewater in the United States.

C. Finance Department: Matt Nielson

1. Review the 2014 year-end Financial Reports

Financial Officer Matt Nielson reviewed the Budget Summary Report and the Treasurers Summary Report for 2014.

CITY OF REXBURG

FY 2014

BUDGET SUMMARY REPORT

12 months ending 9/30/2014

Unaudited Report After Staff Year End Adjustments

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EXPENDITURES	BUDGET	ACTUAL	100%
OPERATING EXPENDITURES			
Mayor & Council & MYAB	281,000	268,392	96%
Economic Development	206,800	195,787	95%
Arts	257,300	268,070	104%
Customer Services	295,600	297,921	101%
Information Technology	405,800	371,803	92%
Financial Management	795,600	777,369	98%
Legal Services	221,600	225,669	102%
Planning & Zoning	160,600	150,740	94%
Building Safety	861,000	618,881	72%
GIS	459,000	388,080	85%
Emergency Services	3,801,100	2,624,625	69%
Golf Courses	470,900	435,773	93%
Parks & Ball Diamonds	1,241,300	1,211,055	98%
Recreation Administration & Programs	342,900	329,228	96%
Riverside Aquatic Center	474,100	383,405	81%
Miscellaneous: MYAB, Airport, Legacy Flight Museum	177,800	139,274	78%
Police Department			
Administration Division & Fund 09	1,079,800	1,039,423	96%
Patrol Division & Funds 13	1,905,500	1,842,626	97%
Investigations Division	642,200	618,819	96%
Community Services Division & Funds 08,11,14	544,100	522,061	96%
Total Police Department	4,171,800	4,022,929	96%
Public Works			
Public Works Director & Engineering	584,000	481,781	82%
Shop	464,900	363,785	78%
Sanitation	1,666,800	1,636,051	98%
Water	1,974,700	1,956,378	99%
Wastewater	3,781,900	3,286,724	87%
Street Operations	1,898,300	1,618,484	85%
Street Repair Contracts	1,435,000	1,065,565	74%
Total Public Works	11,805,800	10,408,768	88%
TOTAL OPERATING EXPENDITURES	26,429,600	23,117,769	87%
NON-OPERATING EXPENDITURES			
General Fund Contingency	45,700		0%
General & Street Fund Transfers	1,845,500	2,028,290	110%
Construction 06,30,31,32,36,39,41,42,44,46,49,51-58,82,85	10,902,900	3,057,668	28%
Contributed Capital	3,600,000	258,174	7%
Capital Reserve Funds 07,18,20,33,34,35,38	8,222,700	2,682,196	33%
LID Debt Service Funds 59-69	271,200	123,771	46%
Trust & RLF Funds 15,16,19,21,22,90,91	957,200	621,479	65%
TOTAL NON-OPERATING EXPENDITURES	25,845,200	8,771,578	34%
TOTAL EXPENDITURES FOR ALL FUNDS	52,274,800	31,889,347	61%

CITY OF REXBURG

FY 2014

Unaudited Report After Staff Year End Adjustments

BUDGET SUMMARY REPORT

12 months ending 9/30/2014

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REVENUES

OPERATING REVENUES

	BUDGET	ACTUAL	100%
Fund Balances for Operations	1,214,600		0%
Property Tax	3,385,200	3,321,468	98%
Interest	163,200	188,655	116%
State Taxes & Grants	2,066,200	2,142,631	104%
Miscellaneous	594,400	657,675	111%
Utility Charges	7,599,800	8,054,644	106%
Permits & Licenses	735,600	1,017,323	138%
Franchise Fees	1,526,600	1,577,645	103%
Parks, Recreation, Museums, Arts	1,100,700	914,355	83%
County Road Tax	650,000	724,367	111%
Operating Contributions	3,583,500	3,880,855	108%
Interfund Charges for Services	3,642,400	3,303,705	91%
Fund Transfers for Operations	1,100,900	1,129,879	103%
Federal Grants	752,200	345,008	46%
Reimbursements			0%
Contingent Revenues for Operations	0	0	0%
TOTAL OPERATING REVENUES	28,115,300	27,258,210	97%
NON-OPERATING REVENUES			
Contributed Capital	3,600,000	1,356,313	38%
Construction Funds	10,412,500	2,393,834	23%
Capital Reserve Funds	8,222,700	2,781,884	34%
LID Funds	271,200	322,053	119%
Trust Funds	897,700	724,955	81%
Fund Transfers In	755,400	1,443,063	191%
TOTAL NON-OPERATING REVENUES	24,159,500	9,022,102	37%
TOTAL REVENUES ALL FUNDS	52,274,800	36,280,312	69%

OPERATIONS SUMMARY

TOTAL OPERATING REVENUES	28,115,300	27,258,210	97%
TOTAL OPERATING EXPENDITURES	26,429,600	23,117,769	87%
---NET OPERATIONS	1,685,700	4,140,441	9%

NON-OPERATIONS SUMMARY

TOTAL NON-OPERATING REVENUES	24,159,500	9,022,102	37%
TOTAL CAPITAL EXPENDITURES	25,845,200	8,771,578	34%
---NET CAPITAL TRANSACTIONS	-1,685,700	250,524	3%

TOTAL ALL REVENUES	52,274,800	36,280,312	69%
TOTAL ALL EXPENDITURES	52,274,800	31,889,347	61%
NET ALL REVENUES OVER EXPENDITURES		4,390,965	8%

CITY OF REXBURG

FY 2014

CASH BALANCE REPORT

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CASH & INVESTMENTS*	BALANCE AS OF	
	9/30/2014	
Bank Of Commerce Legacy Flight Museum Checking	23,211	
Beehive Credit Union CD	249,194	
Cash On Hand	1,050	
Citizens Community Bank CDARS	3,889,429	
Citizens CD	252,134	
Citizens Community Bank Checking	1,148	
Fire District Cash & Investments	1,156,783	
Revolving Loan Fund Checking	142,430	
State Diversified Bond Fund	7,041,579	
State Local Government Investment Pool	2,023,946	
Wells Fargo Bank Police Checking	68,197	\$45,034 was actually city money paid back in Oct
Zions Bank Collateralized Acct	3,797,119	
Zions Direct Auction	1,105,131	
Zions Bank General Checking	324,077	
Zions Bank Payroll Checking	16,434	
TOTAL	20,069,863	* Per Bank Statements

CITY OF REXBURG
TREASURER'S EXPENDITURE REPORT BY FUND*
FISCAL YEAR TO DATE ENDING 09/30/14 @ 100% of the Fiscal Year 2014

#	FUND	WAGES	CAPITAL	OTHER	TOTAL	BUDGET	BUDGET	END BAL.
01	GENERAL	3,852,289	1,049,452	4,560,907	9,462,648	9,759,500	97%	2,892,259
02	STREET OPERATIONS	456,135	84,702	1,843,477	2,384,314	2,653,700	90%	
03	RECREATION	29,742		127,544	157,286	176,100	89%	
04	TABERNACLE (Aud./Museum)	14,947	35,116	46,829	96,892	105,900	91%	
05	TABERNACLE ORCHESTRA	344	434	6,468	7,246	7,500	97%	-5,597
07	POLICE IMPACT FEES			125	125	40,000	0%	-201
08	POLICE D.A.R.E.			14,550	14,550	18,800	77%	-5,074
09	POLICE DRUG INTERD./EDUC.		23,000	10,358	33,358	33,900	98%	3,002
13	POLICE SMALL GRANTS	39,100	4,892	19,303	63,295	62,200	102%	3,095
14	POLICE ANIMAL CONTROL	49,492		48,969	98,461	108,800	90%	
17	FIRE OPERATIONS	1,231,264	47,671	1,159,937	2,438,872	2,698,700	90%	
18	JOINT FIRE EQUIPMENT		473,517	0	473,517	621,000	76%	117,401
19	MADISON FIRE DISTRICT		7,040	555,222	562,262	803,600	70%	1,040,096
20	FIRE IMPACT FEES			30,000	30,000	54,700	55%	55,032
21	ESD REXBURG EMPLOYEE			24,969	24,969	39,700	63%	34,481
22	REVOLVING LOAN		14,628	0	14,628	59,500	25%	1,279,187
23	REXBURG RAPIDS	148,595		234,810	383,405	474,100	81%	172,683
24	LEGACY FLIGHT MUSEUM	42		72,503	72,545	129,200	56%	49,615
25	UTILITY(Garbage,Water,Sewer)	853,369	1,523,365	4,502,420	6,879,154	9,023,400	76%	32,428,921
28	BUILDING SAFETY/P&Z	402,961	51,826	314,834	769,621	1,021,600	75%	760,492
29	GEOGRAPHIC INFORMATION SYS.	194,479	26,157	167,444	388,080	459,000	85%	
32	ESD FIRE STATION ADDITION		128,915	0	128,915		0%	-128,915
33	STREET IMPACT FEES			502,739	502,739	325,000	155%	
34	WATER CAPITAL RESERVE			441,581	441,581	3,000,000	15%	1,259,074
35	SEWER CAPITAL RESERVE			763,176	763,176	3,411,000	22%	2,875,622
36	ARTS PROMULGATION			26,318	26,318	142,500	18%	80,339
37	FIRE PARAMEDIC CARE UNIT	111,327	3,594	70,831	185,752	1,102,400	17%	162,916
38	PARKS IMPACT FEES		471,056	0	471,056	771,000	61%	936,484
39	TRAILS OF MADISON COUNTY			0		100,000	0%	
40	ROMANCE THEATER	23,738	13,842	39,366	76,946	65,000	118%	
41	RIVERSIDE PARK CONSTRUCTION		2,533	0	2,533	300,000	1%	78,980
42	WATER TANK AND WELL		410,360	0	410,360	2,500,000	16%	
43	STREET REPAIR CONTRACTS		436,901	628,664	1,065,565	1,435,000	74%	757,056
44	STREET NEW CONSTRUCTION		643,321	123,672	766,993	2,300,000	33%	364,724
45	MAYOR'S YOUTH COMMITTEE			4,035	4,035	3,500	115%	2,691
46	SEWER & WATER LINE EXTENSION		116,212	363	116,575	1,000,000	12%	
47	AIRPORT OPERATIONS	5,722		22,322	28,044	21,500	130%	-5,585
48	AIRPORT CONSTRUCTION		75,576	0	75,576	1,424,000	5%	24,935
50	GOLF COURSE OPERATIONS	1,004	45,928	388,841	435,773	470,900	93%	1,351,872
51	GOLF COURSE CONSTRUCTION			670	670	60,000	1%	-627,285
52	SEWER PLANT CONSTRUCTION		518,813	0	518,813	3,500,000	15%	846,695
53-59	LID CONSTRUCTION FUNDS		958,550	1,912	960,462	1,300,000	74%	-101,095
60-79	LID DEBT SERVICE FUNDS			123,771	123,771	271,200	46%	-128,115
81	REXBURG ARTS COUNCIL FUND	21,387		65,598	86,985	78,900	110%	
82	BROADBAND FIBER INITIATIVE		14,117	0	14,117		0%	283
83	EI BUSINESS COMPETITION			13,235	13,235	11,200	118%	-6,556
85	COMMUNITY SAFETY LIGHTING		227,301	67,200	294,501	276,400	107%	49,655
90	VETERANS MEMORIAL		594	0	594	6,000	10%	5,198
91	SHOP WITH A COP			9,955	9,955	19,100	52%	11,547
92	ESD ARCHER EMPLOYEE			0		12,500	0%	
93	ESD PIPES & DRUMS			9,068	9,068	16,800	54%	5,069
TOTAL		7,435,937	7,409,413	17,043,986	31,889,336	52,274,800	61%	46,640,981

Citizens are invited to inspect the detailed supporting records of the above financial statement.

*Unaudited Report After Staff Year End Adjustments

Council Member Busby asked regarding the expenditures with animal control, does it include all expense to run the facility. Chief Finance Officer Nielson said it includes all expenses, however; it doesn't include any involvement by Lieutenant Colin Erickson of the Rexburg Police Department

Council Member Busby asked for clarification with wage expenditures at the Legacy Flight Museum. CFO Nielson explained the work done at the Legacy Flight Museum is mainly volunteer work

Council Member Mann questioned the park impact fees carry over. He asked if some of the funds have been committed for future projects. CFO Nielson said yes some of the funds in the park impact fees will be used for the baseball diamonds in the next few years

Mayor Woodland commended the Rexburg Police Department for gathering donations for Shop with a Cop. He said the purchase for the gifts for the children will be purchased at Wal-Mart.

Council President Smith asked if the Tabernacle Orchestra has paid back any of the funds used for the timpani drums. CFO Nielson said some of the funds have been paid back. Arts Council Committee Member Roger Harris was in the audience. He indicated he brought in over \$170.00 today. Council President Smith suggested The Tabernacle Orchestra announce the donations made at the concerts are for the timpani drums.

2. Suggested Vehicle use policy pertaining to 5% ICRMP Discount:

Financial Officer Matt Nielson reviewed suggested changes to the City's Employee Handbook for vehicle use. He referred to the Vehicle Policy Section for suggested changes which were highlighted in red; (603 Use of City Equipment and Vehicles):

603 USE OF CITY EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines, and possess the proper driver's license to operate such equipment.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Employees should fill out maintenance reports and follow department policies as to equipment maintenance. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

*The improper, careless, negligent, destructive, **discourteous, illegal**, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment. This includes the operation of city*

*vehicles or equipment while under the influence of **alcohol, illness, fatigue, Injury**, illegal drugs or legal drugs that affect an employee's ability to drive.*

Department Heads are required to obtain and retain a copy of each employee's valid driver's license at least once per year (preferably in January of each year) if that employee drives a city or personal vehicle while on duty. Each such driver shall participate in vehicle safety and defensive driving training as required by their department.

The driver of a city vehicle, or any other vehicle being used for city business is prohibited from using a mobile communication device, cell phone or computer of any type to initiate a call or text requiring use of the device key pad while the vehicle is in motion. Drivers must be safely parked before using phone or mobile computer equipment, for other than voice communications. A mobile communication device is defined as "a text messaging device or a wireless, two-way communication device designed to receive and transmit voice or text communication". This does not apply to work-related two-way radios. Exception: Sworn law enforcement officers may use mobile communication devices in specific tactical situations as allowed by their department.

Eating while driving or operating City vehicles or equipment is not allowed; City vehicles must be safely parked when the driver is consuming food or beverages, except for drinking legal beverages in cars and pickups.

Certain employees may use city vehicles while on and off the job. This is at the convenience of the City, as the employer, and as an aid in the performance of their jobs. Employees on call after regularly scheduled hours of work may be provided a city vehicle to take home. Other employees, who are allowed the use of City vehicles both on and off the job, are given this benefit due to the nature of their work and service to the City.

Positions that are permitted by the City Council to take a City vehicle home, subject to Department Head approval:

Police Officers

Madison Fire Department

Chiefs

Public Works Department

employees on call Public

Works Foremen
Parks Foreman and Assistant
Foreman Building Inspectors

These positions are also allowed to have family members ride in the vehicle and do personal business in the vehicle when the employee is on call.

Employees are prohibited from allowing any non-employee (e.g., family members, friends, etc.) to drive or be driven in a City vehicle, except for authorized out-of-town travel, emergency situations, people with whom the employee is doing City business, or except as approved by the City Council and following department policy. Otherwise, employees are prohibited from using any City vehicle for personal use. Employees are subjecting themselves to disciplinary action by the city as well as substantial personal liability when they do not adhere to this policy.

All transportation of non-employees in City vehicles and personal use of City equipment shall be subject to prior authorization by the Mayor.

The City maintains third-party liability and property damage insurance coverage. Employees who drive their personal vehicles on agency business are subject to the requirements of this policy including:

- 1) Maintaining auto liability insurance with minimum state limits.
- 2) Providing proof of liability insurance to the Finance Dept. on an annual basis.
- 3) Maintain vehicle in a safe operating condition when driven on agency business.

~~Employees who use their personal vehicles for official business are encouraged to carry adequate, current, personal liability insurance as well.~~

All employees using a City vehicle for commuting to and from work must use one of the following methods to determine the value of that specific commuting use. That value is required to be added to the employee's reportable, taxable income for federal and state income tax purposes.

The \$3.00 Per day Rule:

This is only usable when all personal use is limited to commuting only. This rule requires no records be kept except for days when commuting does not occur, such as when an employee is on vacation or is sick. The number of days used for personal use during the calendar year is multiplied by \$3.00 and the resulting product is that amount reported as taxable income.

EXAMPLE: An employee has 260 working days, less 27 days during the year for vacation and holidays. The difference of 233 commuting days is multiplied by \$3.00 (per day) and the total of \$699.00 per year is the reportable income for the employee.

The Standard Mileage Rate:

This is applied when a vehicle must be used for city business over 50% of the time. Under this rule, the vehicle must be driven at least 10,000 miles during any year. Records of actual dates and the number of miles driven for personal use each day are required to be kept. The annual number of personal miles is multiplied by the current R.S. Mileage rate then in effect for that reporting year. The resulting product is the amount the employee must report as taxable income for the year.

Council Member Mann moved to approve changes to the City's Employee Handbook for vehicle use; (603 Use of City Equipment and Vehicles): Council President Smith seconded the motion; Mayor Woodland asked for a vote:

Those voting aye

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

Those voting nay

None

The motion carried.

D. Community Development: Val Christensen

1. Review the November, 2014 Building Permit Report

Community Development Director Christensen reviewed the November Building Permit Report:

November 2014 Rexburg Building Permits								
Permit #	Permit Type	Project Name	Project Address	Parcel Number	Issued Date	Applicant	Contractor Name	Valuation
14-00475	BLD-SFRA	Single Family Residential Garage Addition	143 East 1st North	RPRRXB10214670	11/3/2014	Cambria Hazard	Owner/Lessee - Cambria Hazard	\$ 17,665
14-00479	BLD-SFR	Single Family Residential	643 Mill Stream Street	RPRSTNB3020210	11/5/2014	SDH Construction	SDH Construction	\$ 263,442
14-00458	BLD-SFR	Single Family Residential	610 Wheatland Drive	RPRHRVH2040100	10-Nov-14	Brett Jensen Construction	Brett Jensen Construction, Inc.	\$ 460,733
14-00470	BLD-COMR	BYU-I Aux Service Phase II-Remodel	525 South Center St	RPRXBCA0309010	12-Nov-14	BYU-Idaho	Owner/Lessee - BYU-Idaho	\$ 89,690
14-00512	BLD-SFRR	Single Family Residential Remodel	437 West 6th South	RPR000K0070080	12-Nov-14	Intellivest, Inc.	Intellivest, Inc.	\$ 3,500
14-00535	BLD-SFR	Single Family Residential - Duplex	369 West 3rd South	RPR005E0110191	26-Nov-14	Blake Willis	Owner/Lessee - Blake Willis	\$ 15,000
14-00457	BLD-SFR	Single Family Residential	1109 Greenside Loop	RPRPNBK2010080	26-Nov-14	Gil Shirley Construction	Gil J. Shirley Construction	\$ 408,285
Total								\$ 1,258,315.00

Amanda Sausey
 Community Development
 Permit Coordinator
 Phone: (208) 372-2341
 Fax: (208) 359-3022
 Inspection Hotline: (208) 372-2344
 Email: amandas@rexburg.org



Council Member Busby asked if 369 W. 3rd S. is new construction, Community Development Director Christensen said it's changing a unit into a duplex.

Community Development Director Christensen said next month they will review plans for the BYU-Idaho University's Science Center. He is anticipating a busy month.

Calendared Bills and Tabled Items:

A. USE ACTION™ – BILLS RECOMMENDED/APPROVED IN A LAND USE PUBLIC HEARING PROCEDURE: – NONE

B. BILL Introduction: – NONE

C. First Reading: Those items which are being introduced for first reading: – NONE

D. Second Reading: Those items which have been first read:

1. **Ordinance 1122** - Rezoning 117 South 2nd East; and 204, 216, and 230 East 1st South from Low Density Residential 3 (LDR3) to Mixed Use 2 (MU2).

Discussion:

Council Member Wolfe moved to second read Ordinance 1122 to rezone 117 South 2nd East; and 204, 216, and 230 East 1st South from Low Density Residential 3 (LDR3) to Mixed Use 2 (MU2); Council Member Smith seconded the motion; Mayor Woodland asked for a vote:

Those voting aye

Council President Smith
 Council Member Merrill
 Council Member Wolfe

Those voting nay

Council Member Busby
 Council Member Benfield
 Council Member Mann

The vote count on the motion was tied requiring Mayor Woodland to vote to break the tie.

Mayor Woodland voted to approve the second reading of Ordinance 1122.

The motion carried.

2. **Third Reading:** Those items which have been second read: – NONE

Consent Calendar: The consent calendar includes items which require formal City Council Action; however they are typically routine or not of great controversy. Individual Council members may ask that any specific item be removed from the consent calendar for discussion in greater detail. Explanatory information is included in the City Council's agenda packet regarding these items.

- A. Minutes from November 19, 2014 meeting
- B. Approve the City of Rexburg Bills

Council Member Wolfe moved to approve the Consent Calendar and pay the bills; Council Member Busby seconded the motion; Mayor Woodland asked for a vote:

Those voting aye

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

Those voting nay

None

The motion carried.

Adjourned at 8:27 P.M.

APPROVED:

Richard S. Woodland, Mayor

Attest:

Marianna Gonzalez, Deputy City Clerk