

City Council Meeting

March 16, 2016

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CITY OF
REXBURG
America's Family Community

March 16, 2016

Mayor Jerry Merrill

Council Members:

President Sally Smith Jordan Busby

Donna Benfield Tisha Flora

Christopher Mann Brad Wolfe

City Staff:

Stephen Zollinger – City Attorney

Matt Nielson – Finance Officer

Blair D. Kay – City Clerk

John Millar – Public Works Director

Val Christensen – Community Development Director

Scott Johnson – Economic Development Director

5:30 P.M. City Hall Work Meeting

A. TRPTA POLICIES AND PROCEDURES: (TRPTA is a public transportation system that services the Idaho Falls, Rexburg, and Driggs areas with demand response door-to-door service)

– Amanda Ely



Company Reference Guide

TRPTA is a government entity under Idaho Code Title 40, Chapter 21. It was voted into existence by the Bonneville County residents in 1996, and received its authorization as a grant recipient from the Governor in 1996. According to Idaho Code TRPTA purpose as an authority:

"TITLE 40 HIGHWAYS AND BRIDGES CHAPTER 21

REGIONAL PUBLIC TRANSPORTATION AUTHORITY

40-2104. PURPOSE OF AUTHORITY. The purpose of an authority created pursuant to this chapter is to establish a single governmental agency oriented entirely toward public transportation needs within each county or region that deems such an agency necessary. This authority, a political subdivision of the state of Idaho, is under the supervision of and directly responsible to local governments, and shall provide public transportation services, encourage private transportation programs and coordinate both public and private transportation programs, services and support functions."

TRPTA service areas include: Bonneville County, Madison and Teton County.

Services

- Hours of operation: Office hours 8:00 am to 4:00 pm, Service hours 7:00 am to 5:30 pm Monday thru Friday. TRPTA is closed on all major holidays (Christmas Day, New Years Day, Memorial Day, July 4th, Labor Day and Thanksgiving.)
- TRPTA operates services in 3 locations: Idaho Falls Urbanized Area, which includes the cities of Idaho Falls, Ammon, Ucon, Iona, and Bonneville County, the cities of Rexburg and Driggs.
- Idaho Falls provides a 4 bus fixed route system with a complementary paratransit service door-to-door within ¾ of a mile around each fixed route stop along with a 8 bus demand response (curb-to-curb) service.
- Rexburg (5 production buses and operators) and Driggs (2 production buses and bus operators) has demand response (curb-to-curb service)
- Demand response and paratransit services require prior day reservations.
- TRPTA uses a dispatching system with hardware and software designed to coordinate trips between customers, staff and bus operators.
- All citizens are eligible to ride.
- Seniors ride free on all services and locations due to an Area Aging grant through Eastern Idaho Community Action Partnership (EICAP).

- Paratransit eligibility is required within ¼ mile around the fixed routes. Appointments are needed.

Staffing

- Number of Employees 30: 23 Idaho Falls, 5 Rexburg, and 2 Driggs.
- Number of Administrative staff: 1 currently the General Manager
- Number of Supervisors: 1 over all bus operators and trip coordinators
- Number of mechanics: 1 located in Idaho Falls, all other areas repairs are outsourced
- Number of trip coordinators: 4 centrally located in Idaho Falls, who also double as bus operators when needed.

Facilities:

- 1 in Idaho Falls (main TRPTA office), 1 in Rexburg (rental space).

Urban §5307 Grant

The Idaho Falls urbanized area is a geographical area composed of Idaho Falls, Ammon, Iona, and the heavily populated areas in the county in close proximity to Idaho Falls. Everything outside that area is rural. This grant is administered through the Federal Transit Administration (FTA) and all grants must be in the TIP (handled by the Bonneville Metropolitan Planning Organization –BMPO) and STIP (state level planning process).

TRPTA is a direct recipient of these funds signed over by the Governor. All grant applications and reimbursements are done by TRPTA management. TRPTA’s Board approves are service level changes including fares.

This grants allows the following types of service: urban demand response (door-to-door), fixed routes, complementary paratransit, deviated fixed routes, commuter runs.

Services within the 5307 Grant

- (4) routes –Red, Blue, Green and Yellow
- 8 demand response buses (door-to-door) in Idaho Falls, which also service the Ammon area.
- Demand runs from Idaho Falls to Rigby/Idaho Falls (morning and afternoon)
- Demand runs from Idaho Falls to Shelley (morning and afternoon run)
- Demand run from Idaho Falls to Iona, 5 times daily
- Ammon Feeder Service which has published stops for pickup to be taken to the Grand Teton Mall to transfer to the Route system.

Grant Match Requirements:

All grants require matching funds from local governments, contract services, donations and other revenue sources.

- **§5307**
Operating 50% federal match /50% local match
Administration – Unmatchable without approved Indirect Cost Allocation Plan
Preventive Maintenance 80% federal match /20% local match
Capital/Facility Maintenance/Planning/Training – 80% federal match /20% local match, ADA 90% federal match /10% local match
Vehicles -85% federal match /15% local match

Urban Vehicle Requirements

In September 2009 TRPTA replaced 10 vehicles with ARRA funding. The following tables show the optimum vehicle classifications.

Rule: Urban grant funded vehicles must be used for service in the urban area – Idaho Falls urbanized are, and rural funded vehicles must be used in the rural sites – Driggs, Rexburg, Salmon, Driggs/Rexburg commuter runs.

Rural §5311 Grant

Idaho Transportation Department is the direct recipient of this rural formula grant and is responsible for collecting grant applications and assisting with decisions to fund. TRPTA’s management staff is responsible for the application process and reimbursement. ITD is responsible for oversight of 5311 and 5307 at the request of the Federal Transit Administration (FTA)

This grant allows the following services: rural demand response (door-to-door), rural route, commuter service, deviated fixed routes and commuter runs.

Services

Rexburg

- 5 FT buses, 1 PT bus demand response (door-to-door)
- Demand Response run from Rexburg to Driggs
- Demand Response run from Rexburg to St. Anthony, 5 times daily.
- Demand Response run from Rexburg to Rigby 2 times daily

Driggs

- 1 FT, 1 Seasonal FT buses for demand response (door-to-door) within Driggs
- Demand response runs between Driggs and Victor
- Demand response runs between Driggs and Tetonia.

Driggs/Rexburg Commuter

- Demand response run from Rexburg to Driggs at 7:00 am and 3:30 p.m. Stop information is published on TRPTA's website at www.trpta.org

Grant Match requirements:

- **§5311**
 - Operating 57.5% federal match /42.5% local match
 - Administration 80% federal match /20% local match
 - Preventive Maintenance 92% federal match /8% local match
 - Capital – 92% federal match /8% local match
 - Vehicles – 92% federal match /8% local match

Capital and Facility Grant §5339

This grant is a part of the MAP 21 transportation bill and is used for capital purchases of vehicle/rolling stock, or facilities and other equipment.

Match Requirements:

- Capital/Vehicles – 80% federal match /20% local match
- Vehicles purchased under the §5339 program are submitted to ITD as a statewide competitive grant process. The local match ratio is higher than the capital funding in the §5311 grant program.

Amanda Ely reviewed the TRPTA POLICIES AND PROCEDURES with City Council.

Discussion:

Ms. Ely explained the current policies and the reduction of services in Rexburg from a trip request the same day to a trip request a day in advance of the requested service. She indicated the funding sources have reduced over time causing TRPTA to reduce services from 10 buses to 5 buses in the Rexburg area. They are still looking for a fixed route system in Rexburg pending a funding source.

Council Member Wolfe reviewed the rate of \$3.00 round trip for a ride on the TRPTA bus. Medicaid has historically been the funding source for the Medicaid customer rides from the Idaho Falls area to the Rexburg, Driggs area.

Mayor Merrill reviewed the services offered by TRPTA.

Council Member Flora reviewed services that can be provided for the general public. Locally, the cost is \$1.50; however, going to Driggs would be \$12.00. Ms. Ely explained the process of calling a day ahead for a TRPTA ride.

Discussion on the public using TRPTA for the general public ridership.

Ms. Ely said the match was \$57,500 for the TRPTA service which is donated by several entities in the upper valley including Rexburg's donation of \$7,000.00. They are seeking more match money to maintain or grow the service. They try to maintain the buses the best they can with an average bus age of seven years. Every bus has to be ADA accessible.

Ms. Ely mentioned federal government audits are done every three years and a state audit every year.

Council Member Busby reviewed the costs on page seven for Rexburg. Council Member Mann asked what number TRPTA is requesting as a grant from Rexburg.

Ms. Ely provided a ridership report to the City Council for the Rexburg area of 13,953 riders in 2015.

Council Member Busby reviewed the elderly ridership including ambulatory rides. Seniors over 60 years of age in the Rexburg area ride for free which is paid by ECAP.

Mayor Merrill explained the handicap accessible service takes more time to pick up the riders. The drivers are covered by PERSI at a wage of \$9.50 per hour. They are very loyal employees.

Council Member Busby reviewed the ridership to Wal-Mart and Broulims. Ms. Ely said the Wal-Mart bus has not affected the ridership for TRPTA. Their service allows people without cars to get to the store and contribute to the economy. They are trying to get service from Rexburg to Idaho Falls. There is a lot of need to have connectivity from Rexburg to Idaho Falls for people who cannot drive.

Discussion of fixed costs for trip rides. TRPTA does not provide evening services which is problematic. Ms. Ely wants to have a communication path with donors to expand TRPTA services including coordinating with other providers.

Council Member Flora reviewed the charter for TRPTA; Ms. Ely said they are in the state government; however, the funding comes from the federal government. She reviewed the operational money and its role in the match funding process. Higher fares reduce ridership. There is no data on BYU-I student ridership because their routes are not fixed.

Mayor Merrill thanked Amanda for her presentation.

6:30 P.M. City Hall – Pledge to the Flag

Scout Troop 306 led the pledge.

Heidi Dees said the prayer.

Roll Call of Council Members:

Attending: Council President Smith, Council Member Benfield via phone conferencing, Council Member Flora, Council Member Busby, Council Member Mann, Council Member Wolfe, and Mayor Merrill.

Public Comment: not scheduled on the agenda (limit 3 minutes); issues may be considered for discussion on a future agenda. Please keep comments on point and respectful.

Steve Oakey from Rexburg offered an opinion about TRPTA; Non-profit is simply a legal designation. The TRPTA employees are paid, so it is a for profit entity. He reviewed the empty buses or restaurants, etc. it means the customers are not using the service. He thought home bound people would have options outside of TRPTA through volunteer services at no cost to the public. There are businesses in the area that offer bus service in the community without government funding. He mentioned Ervin Hill's bus service called "Safe Ride" which would provide bus services to Rexburg. This isn't the only non-government bus service; there are several operating in Rexburg. These businesses are not at this meeting asking for funding. Mr. Oakey indicated paternalism breeds dependence.

Jeff Lerwill reviewed the property off Main Street by 1st North and 2nd West for a rezone to HDR2. He would like to sell the property for residential use. The current zone is light industrial, which offers several options; however, there is a higher demand if the property is sold for residential use.

Council Member Busby asked for the address of the property, 150 North 2nd West. Mr. Lerwill indicated the property is surrounded by proposed apartment complexes to the north, east, and west.

City Attorney Zollinger said the issue will have to go before Planning and Zoning before City Council can discuss the request.

Shauna Sawyer from the Grifols Plasma Center indicated they employ 84 people. She said they received \$90,400 in donations last year. 5.6 million dollars in payroll, donor fees, and operating fees in 2015 were spent in the Rexburg local economy. She asked for additional parking for their business. She indicated the university students fill up the public parking in front of Porter's Craft Store and there is 3 hour parking in front of their business. She said her employees go out every 2 hours to move their cars so they don't get a parking ticket. Council President Smith asked how many of the 84 employees are on the same shift. There are about 50 or more employees working on the same shift. They are expanding to a second complex in Hemming Village and remodeling their current location. Council Member Flora asked Mrs. Sawyer if she had a solution. Mrs. Sawyer recommended some dedicated parking in Porter's parking lot. Their service saves lives one donation at a time. They have 400 to 450 plasma donations per day.

Presentation: None

Committee Liaison Assignments for 2016:

A. Council Member Mann: *Golf Board · Emergency Services Board · GIS Oversight. Development Workshop Board*

Council Member Mann reported the Golf Board and Emergency Services have not met. He said he drove by the golf course and the parking lot was three quarter full.

Council Member Mann asked for approval to replace the GIS Technician who is responsible for aiding in the creation, maintenance, quality assurance, and distribution of GIS data for the City and County.

GENERAL STATEMENT OF DUTIES:

The GIS Technician is responsible for aiding in the creation, maintenance, quality assurance, and distribution of GIS data for the City and County.

SUPERVISION RECEIVED:

The GIS Technician works under the direct supervision of the GIS Coordinator and in collaboration with other department staff.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Two-years of college level education in a field related to GIS and or equivalent education/work experience
- Solid background in computer technologies, with knowledge of basic hardware and software, including Microsoft Office and familiarity with web development standards
- Experience with GIS software, specifically a working knowledge of ESRI ArcMap and ArcServer 10.x, ArcGIS Online, RDBMS, HTML5, Python
- Fundamental understanding of cartographic principles and spatial reasoning
- Ability to quickly learn new software and processes
- Ability to respond effectively to data and map requests, and maintain positive working relationships with employees and the public
- Physical ability to perform essential job functions (i.e. field work, computer operation, vehicular operation with a valid driver's license, etc.)
- Work as an energetic team member and promote a positive work environment
- Ability to meet deadlines under pressure and manage multiple tasks

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

- Experience with ArcGIS Pro, Microsoft SQL, CSS3, Java Script, Visual Studio, Latitude Geographic's Geocortex Products
- Familiarity with the City of Rexburg and/or Madison County procedures, policies, and practices

- *Effective oral and written communication skills*

Discussion:

This would replace Faron Young who transferred to the Asset Management Position.

Council Member Mann moved to replace the GIS Technician who is responsible for aiding in the creation, maintenance, quality assurance, and distribution of GIS data for the City and County; Council Member Busby seconded the motion; Mayor Merrill asked for a vote:

<u>Those voting aye</u>	<u>Those voting nay</u>
Council President Smith	None
Council Member Flora	
Council Member Busby	
Council Member Mann	
Council Member Benfield	
Council Member Wolfe	

The motion carried

Council President Smith thanked Craig Rindlisbacher for the recent training that was offered to Rexburg citizens on the GIS System.

B. Council Member Busby: *· Airport Board · Traffic & Safety · Trails of Madison County*

Council Member Busby reported his committees have not met.

Greg Blacker is leaving the Traffic and Safety Committee to serve on the Planning and Zoning Commission; so, a new Traffic and Safety Committee member is needed from his area of the City. Mayor Merrill indicated the Traffic and Safety Committee members divide the City into quadrants. Mr. Blacker lived and reported on the North/West quadrant.

C. Council Member Benfield: *Police · MYAB · Parks & Recreation*

Council Member Benfield reported that Daniel Allen from the Rexburg Police Department graduated from post academy. He was awarded the top sharp shooter award in his training group. The Church of Jesus Christ of Latter-day Saints recently invited the Rexburg Police Department to participate in an active shooter and critical incident training for large crowds. A new traffic police day shift has been added to the Rexburg Police Department. There are three Office of Highway Safety grants being received a \$17,500 to prevent deaths and serious injury resulting from motor vehicle crashes, \$5,000 for safety belt enforcement, and \$1,000 for attentive driving.

Council Member Benfield reported the MYAB met today they are planning to meet with Traffic & Safety Committee to discuss the need for a crosswalk at the intersection of University Blvd. and Yellowstone Highway. The meeting is scheduled for April 6th.

Council Member Benfield reported the Recreation Department will begin registrations for their summer programs on March 30th. The Madison Baseball league registrations will end on March 20th. The Teton Dam Marathon currently has 116 participants and both the Viking Mud Run and Duathlon course layouts are being finalized. They are also working with Upper Valley Soccer Association in the scheduling of fields for this season games. The Yellowstone Cup Soccer Tournament will take place on June 9th-11th; this is the 3rd year the City Recreation Department has assisted with the event.

D. Council Member Smith: *Legacy Flight Museum · Beautification Committee · M.E.P.I.*

Council President Smith reported the Legacy Flight Museum Committee has not met; however, they have been working on the Airshow scheduled on the 3rd Saturday in June. The Beautification Committee is in the process of getting organized. Members will be working on

the upcoming Center Street project. MEPI will not meet until Monday. The Business Competition will be held May 12th. There will also be a Google Startup Weekend and other entrepreneurship events. She expressed gratitude for the entrepreneurship events; it's a great way for entrepreneurs to showcase their ideas.

E. Council Member Flora: *School Board · Rexburg Arts Council/Museum of Rexburg*

Council Member Flora reported the School Board meets tomorrow; Rexburg Arts Council met, both the Romance Theater and the Rexburg Tabernacle hosted events. Tim Ballard CEO of Operation Underground Railroad presented at the Tabernacle, it was filled with Rexburg citizens. She mentioned the five year plan to restore the buildings. There were two restoration options for the Rexburg Tabernacle. She said there is a grant to help subsidize the cost. Jackie Rawlins is working on cataloging the items stored down stairs in the museum. The Rexburg Arts Council is setting up committees to work on individual items.

Council Member Flora presented the name of Jennifer Kohler to be ratified as a new member of the Arts Council.

Council Member Flora moved to ratify Jennifer Kohler as a member of the Rexburg Arts Council; Council President Smith seconded the motion; Mayor Merrill asked for a vote:

Those voting aye

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

Those voting nay

None

The motion carried

Council Member Busby asked to have Jackie Rawlins congratulated for her work at the Tabernacle; the community is noticing her efforts.

City Attorney Zollinger mentioned the Upper Valley Idol Youth Finals will be this Friday at seven o'clock in the evening and the adult finalist will perform on Saturday at seven o'clock in the evening. Council Member Flora mentioned the Romance Theater Marquee, how it is used to advertise community events.

Council Member Busby said tickets are available for the Dutton Family Performance along with other fine arts performances.

Council Member Flora discussed proposed capital improvements to the Tabernacle and Romance Theatre.

**PROPOSED CAPITAL IMPROVEMENT PLAN FOR REXBURG
TABERNACLE CIVIC CENTER AND THE ROMANCE THEATER
(2016 - 2023)**

ROMANCE THEATER CAPITAL IMPROVEMENT PLAN

Romance Theater			
Romance	Video Projector	2016	\$7,200.00
Romance	IT Surveillance/Security Cameras	2016	\$7,300.00
Romance	IT Access Door Reader	2016	\$4,800.00
Romance	ADA Seating/Sound Booth	2016	\$5,400.00
Romance	Motorized Fly System	2016	\$7,000.00
Romance	HV/AC Set Aside	2016	\$10,000.00
			\$41,700.00
Romance	HV/AC Set Aside	2017	\$10,000.00
			\$10,000.00
Romance	Lobby/Downstairs Bathroom/Front Windows/Entrance	2018	\$140,000.00
Romance	House Lights	2018	\$6,000.00
Romance	Auditorium Painting	2018	\$2,000.00
Romance	HV/AC Set Aside	2018	\$20,000.00
			\$168,000.00
Romance	HV/AC (Cost includes set asides from prior years minus cost difference)	2019	\$30,000.00
			\$30,000.00
Romance	Add Bathroom/Remodel Green Room (under stage)	2021	\$12,000.00
Romance	Stage Fly System	2021	\$15,000.00
Romance	Windows at back of Theater	2021	\$10,000.00
			\$37,000.00
Romance	Auditorium Seating	2023	\$120,000.00
			\$120,000.00
	2016 to 2023 Capital Project Total		\$406,700.00

To the left is a cost break down for the major Capital Improvement Projects at the Romance Theater. The cost for each project after Fiscal 2016 are staff estimates. As these projects get closer we will get final bids and estimates. It is anticipated that grants and donations will help cover the costs of these projects.

2016: The projects included in Fiscal Year 2016 have been budgeted and will be completed before October 2016. These include remodeling the sound booth and adding 2 ADA compliant seats to the auditorium as well as installing security card readers and security cameras. These are scheduled for completion by the end of May of 2016.

2018: Projects include: moving the bathrooms downstairs, adding a ADA compliant family bathroom in the lobby, and reconfiguring the lobby is scheduled for fiscal year 2018. We are also planning on updating the electrical to the house lights and restoring the house lights. We will securing grants for the lobby/ bathroom remodel. We are currently looking at an Idaho Department of Commerce Community Block Grant for this project.

2019: The HV/AC is scheduled to be replaced in 2019. Currently the City spends between \$12,000 and \$14,000 a year on Heat and Lights at the Romance. In 2012 we got estimates to replace the current boiler system with a forced-air heating and air conditioner. That estimate was \$70,000 with a 7 to 10 year pay back in energy savings. In addition to the cost of running the Boiler, we pay average several thousand dollars in repairs, and inspection costs each year.

2021: The area under the stage will be remodeled in 2021 to make better use of the space. The unused windows at the rear of the building are also scheduled to be updated to match the windows at the front of the building. These will be "false windows" which will not allow light to enter the stage area.

2023: The seating in the auditorium is scheduled to be replaced in 2023.

Discussion:

F. Council Member Wolfe: *Planning & Zoning · Urban Renewal Agency · IBC*

Council Member Wolfe reported Planning & Zoning met; they discussed modifications to the Summerfield PUD (Planned Unit Development). Troy Kartchner is the developer; he would like to see better access to utilities for his development. The Planning and Zoning Task Force is continuing to meet to review building heights, parking, etc. Urban Renewal is presenting their annual report. The report is detailed and indicates how the funds are being used.

Mayor Merrill asked the public to review the new web site for Urban Renewal to review Urban Renewal projects.

Mayor Merrill handed out a booklet for the Idaho State Department it contains the Idaho State Constitution, Declaration of Independence and the United States Constitution.

Staff Reports:

A. Finance: Matt Nielson

1. Review and finalize the Budget Calendar for Fiscal Year 2017

Finance Officer Nielson reviewed the Budget Calendar and asked for a motion to accept the calendar.

**2016 BUDGET PREPARATION CALENDAR
FOR 2017 FISCAL YEAR BUDGET**

Completion
Date

March 2	Wed.	6:30 PM	Show First Draft of Budget Calendar and Meeting Schedule to Council	3/8/2016
March 8			Send Capital Improvement Plan (CIP) to Dept. Heads to update for 5 years Include new position requests due by April 1 Complete workmans comp billing and post to February & roll fwd	2/28/2016
March 16	Wed.	6:30 PM	Regular Council Meeting Review and Finalize Budget Calendar Set Public Hearing date (by motion) for Budget (July 6, 2016) at 7:00 PM Notify County Clerk by April 30th of the Budget Public Hearing Date Review City Council Drive-around date Set Mayor & Council Salaries on odd years to take effect on Jan 1 of even year Start Payroll Budgeting	
April 1	Friday	5:00 PM	CIP and new position requests due from respective departments	
April 6	Wed.		Review Proposed Cost of Living Adjustment (per Jan. CPI in Mar. rpt.)	
April 8	Friday		Redo forecasts using 6 months of data Roll forecasts to Proposed Budget Complete Payroll Budget	
April 22	Fri.		Budget screen & printouts available for year-to-date expenditures vs. budget as of March 31 (1st 6 months) and forecast of year end totals	
May 4	Wed	9:00 AM 3:00 PM 6:30 PM	City Council Drive-around and lunch from 9 am to 2:30 pm 3:00 to 4:15-Meet with Dept heads-2 to 5 min. status review for each dept. Regular Council Meeting	
May 3-4 May 10-11 May 17-20		by appt.	Departmental Meetings by appointment Including Council Liaison Committee, Mayor, Financial Officer, Department Head & Foreman	
May 25	Wed.	9:00 AM	Dept. Head review of General Fund budget supported by the General Fund to review and recommend capital requests to council and balance the General Fund budget	
June 1	Wed.	5:00 PM 6:30 PM	Council Budget Work Meetings (agenda: budget only) Special Budget Review Meeting for Council Set Tentative Budget Regular Council Meeting Advertise July 6th 7:00 PM Public Hearing in Newspaper 7 days apart on June 24th and July 1st	
July 6	Wed.	6:30 PM 7:00 PM	Regular Council Meeting Public Hearing on Budget Review any Utility Rate Increases and set public hearing for August 3rd - Advertise on July 22nd and July 29th Review Amended Budget for FY 16 and set public hearing Advertise July 20th Public Hearing for Amended Budget on July 12th and July 19th 1st Reading of Appropriation Ordinance	
July 1st or 2nd Week			Meet with Sugar & Teton on sewer rates	
July 20	Wed.	6:30 PM 7:00 PM	Regular Council Meeting Public Hearing on Amended Budget 2nd Reading of Appropriation Ordinance 1st Reading of Amended Budget	
August 3	Wed.	6:30 PM 7:00 PM	Regular Council Meeting Public Hearing on Utility Rate Increases 3rd Reading of Appropriation Ordinance Approve Utility Rate Increases by resolution, if any 2nd Reading of Amended Budget	
August 17	Wed.	6:30 PM	Regular Council Meeting 3rd Reading of Appropriation Ordinance, only if not completed already 3rd Reading of Amended Budget	
Sept 7	Wed.	6:30 PM	Regular Council Meeting 3rd Reading & Adoption of Appropriation Ordinance, if not completed already	

MEMO TO ALL DEPARTMENT HEADS:

Please review this calendar closely and write in the dates that apply to you and your supervisors.

Discussion:

Mayor Merrill questioned the time of the June 1st City Council Meeting. He asked if an hour and twenty minutes would be enough time to discuss the City budget. Chief Finance Officer Nielson said he will review how the budget was balanced, the general fund and transfers, and request for full time positions.

Chief Finance Officer Nielson mentioned there will a public hearing if there is a utility rate increase on the August 3rd City Council Meeting. It is uncertain at this time until the analyses are complete.

Council Member Busby moved to finalize the Budget Calendar for Fiscal Year 2017 Budget process as presented and set the date for a public hearing on July 6, 2016 at 7:00 P.M; Council Member Flora seconded the motion; Mayor Merrill asked for a vote:

Those voting aye

Council President Smith

Council Member Flora

Those voting nay

None

Council Member Busby
 Council Member Mann
 Council Member Benfield
 Council Member Wolfe

The motion carried

- Chief Finance Officer Nielson reviewed the Budget Summary Report ending in February.

CITY OF REXBURG
 TREASURER'S EXPENDITURE REPORT BY FUND
 FISCAL YEAR TO DATE ENDING 2/29/2016 @ 42% of the Fiscal Year 2016

#	FUND	WAGES	CAPITAL	OTHER	TOTAL	BUDGET	BUDGET	END BAL.
48	AIRPORT CONSTRUCTION		83,130	0	83,130	170,800	49%	-621,972
47	AIRPORT OPERATIONS	1,429		6,551	7,980	26,100	31%	-8,127
49	AIRPORT RESERVE			0		80,000	0%	185,000
36	ARTS PROMULGATION			10,400	10,400	210,700	5%	63,058
82	BROADBAND FIBER INITIATIVE			0		300	0%	
28	BUILDING SAFETY AND P&Z	174,934	37,898	179,797	392,629	1,662,900	24%	639,594
85	COMMUNITY SAFETY LIGHTING		3,616	32,124	35,740	295,300	12%	204,141
83	EI BUSINESS COMPETITION			0		12,500	0%	-3,124
19	FIRE DISTRICT			367,000	367,000	1,224,400	30%	638,206
21	FIRE EMPLOYEES TRUST		5,938	5,274	11,212	55,200	20%	28,761
20	FIRE IMPACT FEES			0		55,600	0%	27,197
18	FIRE JOINT EQUIPMENT			0		259,400	0%	378,837
17	FIRE OPERATIONS	506,712	22,516	564,015	1,093,243	2,765,700	40%	-342,300
37	FIRE PARAMEDIC CARE UNIT	34,493		14,936	49,429	421,700	12%	54,663
93	FIRE PIPES & DRUMS			971	971	9,800	10%	5,094
32	FIRE STATION ADDITION		160,212	0	160,212	200,000	80%	-92,672
01	GENERAL	1,703,023	181,740	1,540,661	3,425,424	10,503,900	33%	4,486,657
29	GEOGRAPHIC INFORMATION SYS.	83,763	3,807	97,528	185,098	416,700	44%	-32,753
51	GOLF COURSE CONSTRUCTION			1,472	1,472	30,100	5%	-629,765
50	GOLF COURSE OPERATIONS		17,875	96,887	114,762	448,300	26%	1,243,899
24	LEGACY FLIGHT MUSEUM		1,216	4,431	5,647	245,600	2%	54,424
53-58	LID CONSTRUCTION FUNDS		55,000	1,717	56,717	1,420,000	4%	-56,717
59-79	LID DEBT SERVICE FUNDS			0		514,300	0%	-144,769
45	MAYOR'S YOUTH COMMITTEE			1,059	1,059	6,800	16%	2,353
38	PARKS IMPACT FEES		1,605	0	1,605	470,000	0%	891,543
41	PARKS RIVERSIDE CONSTRUCTION		98,592	0	98,592	960,000	10%	-98,592
14	POLICE ANIMAL CONTROL	23,962		22,375	46,337	130,300	36%	-40,682
08	POLICE D.A.R.E.			2	2	20,500	0%	-935
09	POLICE DRUG INTERD./EDUC.			70	70	23,800	0%	19,941
07	POLICE IMPACT FEES			0		25,300	0%	-158,749
91	POLICE SHOP WITH A COP			13,024	13,024	38,000	34%	19,353
13	POLICE SMALL GRANTS	11,936	3,916	6,156	22,008	57,500	38%	-15,381
03	RECREATION PROGRAMS	12,021		28,678	40,699	189,000	22%	-6,879
22	REVOLVING LOAN		3,471	0	3,471	31,000	11%	1,262,390
94	REXBURG ARTS COUNCIL TRUST			0			0%	
81	REXBURG CULTURAL ARTS	6,849		30,469	37,318	93,900	40%	-6,145
23	REXBURG RAPIDS	2,838		17,861	20,699	536,300	4%	173,243
40	ROMANCE THEATER	5,738	8,312	15,669	29,719	83,100	36%	-29,619
25	SANITATION OPERATIONS	82,113	60,000	565,881	707,994	1,870,700	38%	1,608,733
35	SEWER CAPITAL RESERVE			66,784	66,784	3,279,900	2%	3,169,611
27	SEWER OPERATIONS	176,816	458,334	799,897	1,435,047	7,402,500	19%	18,320,734
52	SEWER PLANT CONSTRUCTION		151,718	0	151,718	3,000,000	5%	342,999
31	SHOP CONSTRUCTION		309,955	0	309,955	212,000	146%	541,154
84	STREET 2nd EAST & MOODY RD CONST.		380,737	0	380,737	6,102,000	6%	-719,305
33	STREET IMPACT FEES			0		580,000	0%	94,534
44	STREET NEW CONSTRUCTION		1,580	0	1,580	3,023,900	0%	773,776
02	STREET OPERATIONS	189,781	194,622	448,360	832,763	3,199,500	26%	546,348
43	STREET REPAIR CONTRACTS			1,705	1,705	1,607,000	0%	549,566
04	TABERNACLE (Aud. & Museum)	10,433	45	17,843	28,321	116,200	24%	-25,833
05	TABERNACLE ORCHESTRA			1,234	1,234	7,500	16%	-3,705
39	TRAILS OF MADISON COUNTY			125	125	50,000	0%	-125
90	VETERANS MEMORIAL TRUST		30	0	30	6,000	1%	5,491
34	WATER CAPITAL RESERVE			0		1,596,300	0%	1,433,689
26	WATER OPERATIONS	116,546	239,600	574,405	930,551	12,091,600	8%	14,396,794
42	WATER TANK AND WELL		144,551	0	144,551	9,196,000	2%	-144,551
TOTAL		3,143,387	2,830,016	5,535,381	11,308,764	77,035,900	15%	48,979,083

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

Chief Finance Officer Nielson reviewed Fund 48 (Airport Construction) the fund is in the negative; however, they are really close in receiving the FFA Grant. Council Member Busby questioned whether the funds from the FFA Grant would cover the entire negative amount; it will not due to funds used to cover other grant applications.

Chief Finance Officer Nielson reviewed Funds 32 (Fire Station Addition), 37 (Fire Paramedic Care Unit) and 38 (Park Impact Fees). He said Fund 32 will be closing out soon by using funds from Fund 37. He also indicated all of Fund 38 will be used when the baseball quads are built.

Council Member Busby asked about the Community Lighting funds; the fund has about \$204,141.00 he questioned how many lights could be purchased with the amount of funds in the account. Engineer Keith Davidson said the cost per light varies from \$6,000.00 to \$7,000.00. There is a LED (light emitting diode) lighting project in the works. Council Member Busby said the Rexburg Police Department had suggested twenty different locations where light posts are needed.

Mayor Merrill indicated he and Public Works Director Millar met with Rocky Mountain Power representative Tim Solomon. There is a possibility by switching to LED lighting that negotiations could be made to reduce the utility rates.

Chief Finance Officer Nielson reviewed the Budget Summary Report ending in February.

3. Monthly Finance Reports:

Chief Finance Officer Nielson reviewed the Budget Summary Report ending in February.

CITY OF REXBURG		BUDGET SUMMARY REPORT		
FY 2016		5 months ending 2/29/2016		
		Page 1		
EXPENDITURES	BUDGET	ACTUAL	42%	FORECAST
OPERATING EXPENDITURES				
Human Resources	81,500	720	1%	60,800
Mayor & Council	284,100	126,056	44%	284,100
Economic Development	238,300	100,607	42%	231,000
Arts	479,700	96,593	20%	420,700
Customer Services	347,400	130,883	38%	347,400
Information Technology	439,500	181,515	41%	439,500
Financial Management	821,800	347,174	42%	835,400
Legal Services	228,700	91,733	40%	228,700
Planning & Zoning	239,000	121,012	51%	239,700
Building Safety	1,423,900	271,617	19%	1,423,900
GIS	416,700	185,098	44%	416,700
Emergency Services	3,107,000	1,142,672	37%	3,114,600
Golf Courses	448,300	114,762	26%	451,100
Parks & Ball Diamonds	548,600	132,888	24%	552,200
Recreation Administration & Programs	449,200	135,672	30%	450,700
Riverside Aquatic Center	536,300	20,699	4%	536,300
Miscellaneous: MYAB, Airport, Legacy Flight Museum	211,000	19,276	9%	209,100
Police Department				
Administration Division & Fund 09	1,151,700	469,235	41%	1,105,600
Patrol Division & Funds 13	2,128,700	888,275	42%	2,128,700
Investigations Division	653,600	274,226	42%	653,600
Community Services Division & Funds 08,11,14	564,000	204,058	36%	564,000
Total Police Department	4,498,000	1,835,794	41%	4,451,900
Public Works				
Shop	521,400	199,978	38%	521,400
Sanitation	1,870,700	707,994	38%	1,870,700
Water	2,321,500	930,551	40%	2,321,500
Wastewater	3,662,700	1,378,150	38%	3,662,700
Street Operations	2,042,700	832,763	41%	2,017,200
Street Repair Contracts	857,000	1,705	0%	243,000
Total Public Works	11,276,000	4,051,141	36%	10,636,500
TOTAL OPERATING EXPENDITURES	26,075,000	9,105,912	35%	25,330,300
CAPITAL EXPENDITURES				
General Fund Contingency	168,500		0%	168,500
Engineering	641,600	246,926	38%	641,600
Construction 06,30,31,32,39,41,42,44,46,49,51-58,82,85	21,846,000	1,424,536	7%	23,248,791
Contributed Capital	4,150,000		0%	2,450,000
Capital Reserve Funds 07,18,20,33,34,35,38	3,078,200	68,390	2%	3,015,800
LID Debt Service Funds 59-69	1,343,200	56,890	4%	1,343,200
Trust & RLF Funds 15,16,19,21,22,90,91	706,300	28,710	4%	702,400
TOTAL CAPITAL EXPENDITURES	31,933,800	1,825,452	6%	31,570,291
Internal Transfers Out for Operations	3,173,000	302,400	10%	2,913,100
Internal Transfers Out for Capital	15,854,100	75,000	0%	17,035,200
TOTAL EXPENDITURES FOR ALL FUNDS	77,035,900	11,308,764	15%	76,848,891

REVENUES

	BUDGET	ACTUAL	42%	FORECAST
OPERATING REVENUES				
Fund Balances for Operations	1,276,600		0%	1,562,800
Property Tax	4,081,500	2,430,240	60%	4,081,500
Interest	165,800	40,951	25%	166,800
State Taxes & Grants	2,561,200	566,710	22%	2,556,200
Miscellaneous	724,200	413,463	57%	724,400
Utility Charges	8,224,000	3,358,345	41%	8,224,000
Permits & Licenses	619,500	280,731	45%	619,500
Franchise Fees	1,578,900	489,909	31%	1,588,900
Parks, Recreation, Museums, Arts, Golf	1,089,500	80,974	7%	1,067,800
County Road Tax	780,000	490,954	63%	844,000
Operating Contributions	2,706,200	923,246	34%	2,494,300
Interfund Charges for Services	2,892,300	1,170,052	40%	2,890,300
Federal Grants	453,900	25,371	6%	453,900
Contingent Revenues for Operations			0%	
TOTAL OPERATING REVENUES	27,153,600	10,270,946	38%	27,274,400
CAPITAL REVENUES				
Fund Balances for Capital	3,646,900		0%	4,284,300
Contributed Capital	3,800,000	5,400	0%	2,126,000
Engineering Billings	644,400		0%	644,400
Construction Funds	6,594,500	128,003	2%	4,604,600
Capital Reserve Funds	6,047,100	531,987	9%	6,366,600
Grants	2,352,100	0	0%	2,870,800
LID Funds	447,800	36,383	8%	357,800
Trust Funds	1,364,400	482,868	35%	1,364,900
Borrowing	5,958,000		0%	5,958,000
TOTAL CAPITAL REVENUES	30,855,200	1,184,641	4%	28,577,400
Internal Transfers In for Operations	3,173,000	302,400	10%	2,913,100
Internal Transfers In for Capital	15,854,100	75,000	0%	17,035,200
TOTAL REVENUES ALL FUNDS	77,035,900	11,832,987	15%	75,800,100

OPERATIONS SUMMARY

TOTAL OPERATING REVENUES	27,153,600	10,270,946	38%	27,274,400
TOTAL OPERATING EXPENDITURES	26,075,000	9,105,912	35%	25,330,300
--NET OPERATIONS	1,078,600	1,165,034	3%	1,944,100

CAPITAL SUMMARY

TOTAL CAPITAL REVENUES	30,855,200	1,184,641	4%	28,577,400
TOTAL CAPITAL EXPENDITURES	31,933,800	1,825,452	6%	31,570,291
--NET CAPITAL TRANSACTIONS	-1,078,600	-640,811	-2%	-2,992,891

TOTAL ALL REVENUES	77,035,900	11,832,987	15%	75,800,100
TOTAL ALL EXPENDITURES	77,035,900	11,308,764	15%	76,848,891
NET ALL REVENUES OVER EXPENDITURES	0	524,223	1%	-1,048,791

CITY OF REXBURG

FY 2016

CASH & INVESTMENT
BALANCE REPORT

Page 3

	BALANCE AS OF	Percentage
CASH & INVESTMENTS*	2/29/2016	of Portfolio
Bank of Commerce Legacy Flight Museum Checking	33,101	0.14%
Beehive Credit Union CD	250,000	1.07%
Cash On Hand	1,050	0.00%
Citizens Community Bank CDARS	2,134,764	9.16%
Citizens Community Bank Checking (RLF)	108,089	0.46%
Idaho Central Credit Union CD	250,000	1.07%
Idaho Central Credit Union Savings	25	0.00%
Moreton Asset Management Government Securities	3,614,170	15.50%
Real Estate Investments (Streets)		0.00%
State Diversified Bond Fund	7,217,180	30.95%
State Local Government Investment Pool--City	4,872,180	20.90%
State Local Government Investment Pool--Fire District	434	0.00%
Wells Fargo Bank Drug Fund Checking	19,841	0.09%
Wells Fargo Bank Fire District Checking & Savings	35,694	0.15%
Zions Bank Collateralized Acct	3,932,041	16.86%
Zions Bank Direct Auction-Agencies	665,637	2.85%
Zions Bank Direct Auction-CD	200,042	0.86%
Zions Bank General Checking	-38,338	-0.16%
Zions Bank Payroll Checking	20,558	0.09%
TOTAL	23,316,468	100.00%

Mayor Merrill asked about taking money out of the City's investments to work on street repairs. Chief Finance Officer Nielson said the funds are dedicated to specific items like water, wastewater, etc. The dedicated funds can't be used for these other items; they are restricted to that particular item. There are some investments without restrictions, for example the revolving loan fund is used to loan money to local businesses. Other investments include trust funds the City handles all of the accounting for the Madison Fire District; they generally have about two million dollars in their trust. The biggest place to take funds is from the General Fund. Council Member Wolfe asked about the possibility of borrowing money from the restricted funds. The bottom line is a \$2,000,000 amount is not accessible for transfer unless it is done as a loan.

4. Request authorization to replace Deputy Treasurer position:

DEPUTY TREASURER/STAFF ACCOUNTANT
(GRADE 19)

GENERAL STATEMENT OF DUTIES:

Monitor the banking and investment accounts and keep the City funds in balance and properly accounted for
Assist the Chief Financial Officer, do financial analysis, create Finance statements/reports, assist with the accounting for particular funds and financial sub-systems

SUPERVISION RECEIVED:

Work under the direct supervision of the Chief Finance Officer

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Bachelor's Degree in Accounting
Experience performing general ledger posting Experience with financial/accounting software
Maintain a high level of integrity and consistency
Ability to prepare complete and accurate reports and statements of a complex nature
Basic computer skills
Ability to learn new software and procedures Extensive spreadsheet experience
Intermediate experience with Microsoft Excel & Word 10 key calculator skills
Able to work well with others

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

Three years' experience in a large company performing general ledger posting Government accounting experience
Knowledge of city business practices
Quick Books experience to post Urban Renewal transactions

Finance Officer Nielson reviewed the wage range for the current employee compared to the proposed new employee with an accounting degree required. The top of the current Deputy Treasurer Employee schedule is \$55,180. The new schedule with an accounting degree would be \$69,820. There would be a six week training period for the new employee before the current employee retires.

Discussion:

Council Member Busby moved to approve the replacement of the Deputy Treasurer position as presented; Council Member Wolfe seconded the motion; Mayor Merrill asked for a vote:

Those voting aye

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

Those voting nay

None

The motion carried

B. Human Resources Department: Valeea Quigg

1. Holiday Pay Policy discussion

HR Director Valeea Quigg reviewed the policy for Holliday time off. Christmas Eve and New Year's Eve time off needs to be put into the policy verses using the Mayor's discretion. The variables currently in place are confusing when implemented each year. The current policy allows different applications to different employees. It is confusing to report on the time cards, because of the different variables between exempt, non- exempt, full-time, and part-time employees. The proposed changes are indicated in red.

City of Rexburg

Employee Handbook

Veteran's Day (November 11)
Thanksgiving (fourth Thursday in November)
Day after Thanksgiving

Christmas Eve (4 hours (5.6 hours for MFD27 Employees) of Holiday, but only when it falls on a Monday, Tuesday, Wednesday, or Thursday) ~~(The Mayor may authorize holiday leave pay up to 4 hours on Christmas Eve)~~
Christmas (December 25)

New Year's Eve (4 hours (5.6 hours for MFD27 Employees) of Holiday, but only when it falls on a Monday, Tuesday, Wednesday, or Thursday) ~~New Year's Eve (The Mayor may authorize holiday pay leave up to 4 hours on New Year's Eve)~~

According to applicable restrictions, the City will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate. An eligible employee will receive holiday pay at his or her straight-time rate for 8 hours (11.2 hours for MFD27 employees) besides other hours worked. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime. Eligible employee classification(s) for this benefit are introductory full-time and regular full-time employees.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. Holiday pay for Christmas Eve and New Year's Eve will not be given if they fall on a Friday, Saturday, or Sunday.

~~The Mayor may authorize Department Heads to close their doors and let their people go home early on Christmas eve and New Years Eve, but the time off must conform with the above policy or be granted using vacation leave or previously worked hours on the same time sheet in the same pay period. The scheduled Office Hours for Christmas Eve and New Year's Eve that fall on a Monday, Tuesday, Wednesday, or Thursday will be from 8 AM to 12 noon (Some Departments may vary slightly in this schedule, for example many Public Works departments choose to have scheduled office hours from 7 AM to 11 AM).~~

403 SICK LEAVE

The City provides paid sick leave benefits to introductory full-time and regular full-time employees for periods of temporary absence due to illnesses, injuries, or associated appointments with medical professionals.

Eligible employees may use sick leave benefits for an absence from scheduled work time due to their own illness or injury or that of a spouse or children under the age of 18, or parents or parents-in-law, regardless of where they live, or anyone else living in the employee's residence, that the employee has caretaker responsibility for, due to the inability to care for themselves as stated in writing by their physician.

With the exception of MFD27 employees, employees accrue sick leave at the rate of 8 hours per month up to a maximum end of the calendar year carryover of 480 hours. MFD27 employees accrue 11.2 hours of sick leave per month up to a maximum calendar-year-carryover of 672 hours.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of absence.

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HR Director Valeea Quigg reviewed the exempt employee treatment of leave.

411 EXEMPT EMPLOYEE TREATMENT OF LEAVE

Most Exempt Employees, and especially Department Heads, often have to work over 50 hours per week in order to accomplish their responsibilities. Exempt employees (See 204 Employment Categories) under the Federal Labor Standards Act (FLSA) are generally expected to work at least 40 hours per calendar week and do not receive overtime pay for extra hours worked.

When an exempt employee works part of a day, by FLSA rules they do not have to report any leave taken. However, when they are gone for a full day when they were scheduled to work, one day's leave should be deducted from their applicable leave balance, or their paycheck if there is no applicable leave available. Any time off of a scheduled workday should be pre-approved by that employee's supervisor.

When an Exempt employee works a non-scheduled day for at least 4 hours, they may submit documentation of that to the Human Resource Department and receive an additional day of vacation for that day. This time should only be worked with approval from the Department Head.

Because we are scheduled to work only the first ½ days on Christmas Eves or New Year's Eves that fall on Monday, Tuesday, Wednesday, or Thursday, exempt employees are not eligible to accrue a vacation day on those dates unless they work the required time after 1:00 p.m. of those days. If an exempt employee does not work those respective dates, they are not required to report vacation.

All Exempt employees should report any days off to the Human Resource Department using the City Leave Report.

The Exempt employee will not file a timesheet, unless requested by the supervisor.

HR Director Valeea Quigg reviewed the changes to the on-call & compensatory time:

505 ON-CALL & COMPENSATORY TIME

505.1 ON-CALL TIME

The City provides additional compensation or paid time off in lieu of compensation, for certain employees who are required to be available for a call back to work during times when they are otherwise not scheduled for work (otherwise referred to as comp time).

Subject to the terms and conditions of this policy, the City provides comp time for on-call work performed by MFD27, Water, Wastewater and Street Department employees, who are directed and approved to be on call. The City provides that Water, Wastewater and Street employees shall accrue four (4) hours of comp time for any weekend during which the employee is on call (2 hours for Saturday and 2 hours for Sunday). They shall also accrue four (4) hours of comp time for any holiday on call (only three (3) hours of comp time for ½ day Holidays on New Year's or Christmas Eve if granted as per the policy in section 402). No other comp time is provided for any on-call time spent during holidays or after regularly scheduled working hours during the work week. When completing routine rounds on a week day, a minimum of two hours will be paid to water and wastewater employees.

HR Director Valeea Quigg reviewed costs of the proposed changes to the Holiday Pay Policy: The proposed Holiday Policy change would cost \$3,755 annually.

**Potential Costs of the New Proposed 1/2 Day Holidays Policy for
Christmas Eve and New Years Eve**

Fulltime Employees	129
Average Wage/Hr.	\$ 23
Estimated Employees that Work on Christmas Eve and New Years Eve	
Currently	75
Percent Working	58%
Percent Not Working	42%
Hours Christmas Eve	4
Hours New Years Eve	4
Total Potential Holiday Hours/Employee	8
Total Hours/All Employees	1032

Estimated Costs	
Total Cost if all Employees Granted both Potential 1/2 Day Holidays	\$ 24,046
Existing Cost Under the Current Policy	\$ 13,980
Additional Cost*	\$ 10,066

Current Policy Cost Assuming the Mayor Grants 4 hours on both Eve's 5 of 7 years (excludes weekends)	\$ 69,900
Proposed Cost Assuming New Policy automatically grants 4 hours on both Eve's 4 of 7 Years	\$ 96,182
Additional Cost Every 7 Years	\$ 26,282
Additional Cost*/Year with New Policy	\$ 3,755

* The cost does not necessarily represent a cash outlay, but it does represent hours the employees will not be working.

Reasons For Changing the Policy:
To eliminate confusion-very difficult to administer and explain who gets the benefit
To provide consistency-some were reporting worked hours and some holiday
To provide equality to employees across departments and work schedules
To provide better planning- Payroll Calendar

Council Member Mann moved to approve the Holiday Pay changes as presented; Council President Smith seconded the motion; Mayor Merrill asked for a vote:

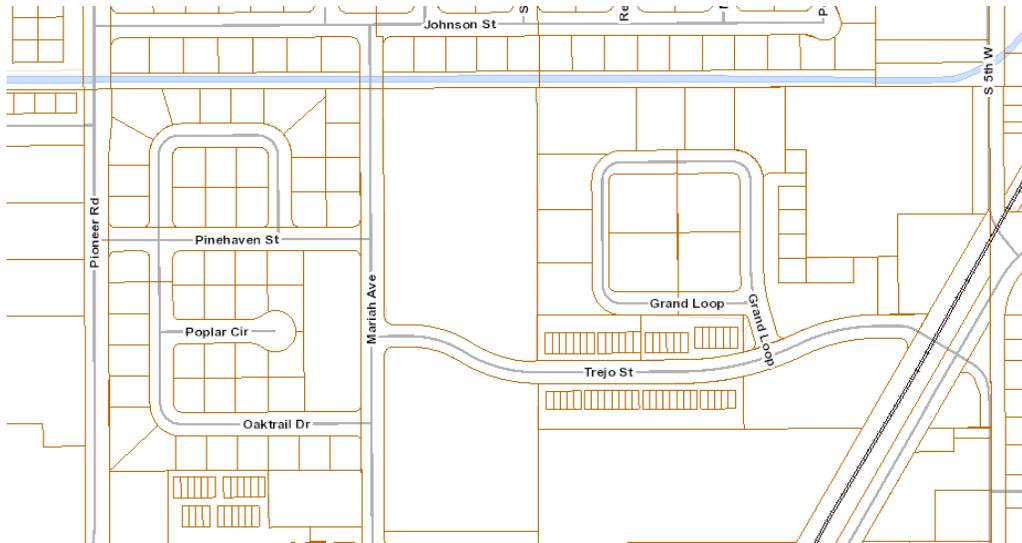
<u>Those voting aye</u>	<u>Those voting nay</u>
Council President Smith	None
Council Member Flora	
Council Member Busby	
Council Member Mann	
Council Member Benfield	
Council Member Wolfe	

The motion carried

Public Works: Keith Davidson

Engineer Keith Davidson indicated the current are in process:

1. 4th West Canal project to allow a new bridge to a new development off 4th West.
2. Storm water line on 4th South to connect to the storm water line at the round-a-bout.
3. Trails Committee is working on a bike park at Riverside Park.
4. Traffic flow counters on Pinehaven Street. The counters are in place for a 24 hour period and then pulled off the road, to analysis the information. There were 817 vehicles counted traveling at an average speed of 24.6 mph, with 85% of the vehicles traveling at 28.6 mph, and one vehicle traveled at 39 mph. The peak hour was at night with 94 vehicles counted and peak morning was 30 vehicles.



Council Member Flora reviewed the statistics, out of the 817 vehicles 15% of the vehicles were speeding, at an average of 120 vehicles speeding per day. City Engineer Davidson said within a week they will have a week worth of data to analyze, it will include the weekend.

Council Member Busby asked about South 5th West there is a section of the road that is deteriorating. The people living around there are starting to fill the potholes with dirt.

Council Member Mann asked about the water retention pond in the Henderson Subdivision being used by dogs and leaving dog waste behind. He is recommending signage be posted indicating it is unlawful to leave dog waste behind by the dog owner.

Mayor's Report:

Congressman Simpson met with Mayor Merrill last week to cover local issues. BYU-Idaho and Madison School District is working with the City on shared issues.

Mayor Merrill reviewed the Active Shooter training for the Police Department. There are current discussions with property owners on private property issues. He said it is important to work on building relationships with other local leaders.

Mayor Merrill indicated the Arbor Day listing in 2015 shows Rexburg as a Tree City USA. Rexburg is listed as the number one smartest city in Idaho.

Information courtesy of Zippia.com: We set upon the percentage of adults (over 25) with at least a high school degree and the percentage of high school dropouts (aged 16-20) for the 32 largest cities in Idaho with data. We then crunched the numbers and were left with this set of the brightest cities in the Gem State: 1. **Rexburg** 2. Moscow 3. Eagle 4. Kuna 5. Boise City 6. Hayden 7. Pocatello 8. Meridian 9. Rathdrum 10. Star

Public Hearings: None

Items for Consideration: None

Calendared Bills and Tabled Items:

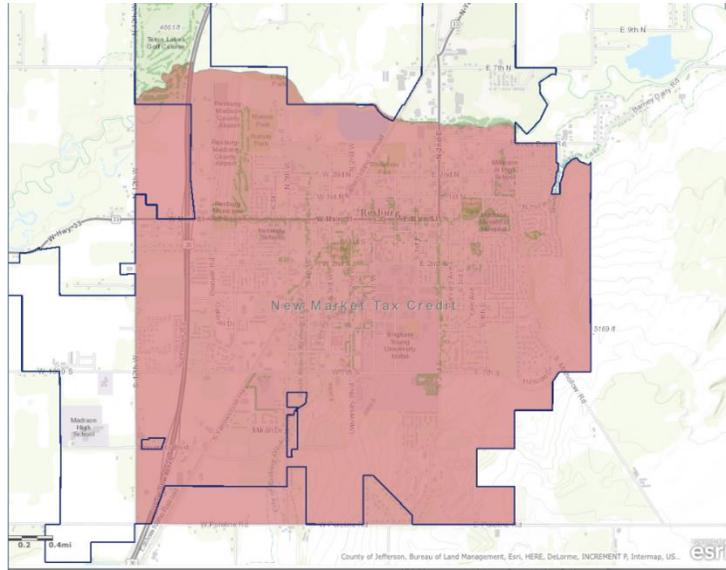
- A. LAND USE ACTION – BILLS RECOMMENDED/APPROVED IN A LAND USE PUBLIC HEARING PROCEDURE: – NONE
- B. **BILL Introduction:** – NONE
- C. **First Reading:** – Those items which are being introduced for first reading: -NONE
- D. **Second Reading:** Those items which have been first read- NONE
- E. **Third Reading:** Those items which have been second read:

Mayor's Business:

On April 5th there is a Service Day for the Senior Citizens Center; they would like government officials' help by delivering meals on wheels etc.

On Tuesday, March 22nd celebration of the Montana CDC at 2:30pm at Hemming Village.

***Rexburg is partnering with the Montana CDC to use NMTC
NEW MARKET TAX CREDIT***



New Market Tax Credits

Because of the preponderance of full-time students residing in Rexburg, much of Rexburg's city proper has been classified by the U.S. Census Bureau as low income.

The U.S. Treasury's New Markets Tax Credit Program (NMTC Program) was established by Congress to spur new or increased investments into operating businesses and real estate projects located in low-income communities.

ABOUT NEW MARKETS

The US Treasury's New Markets Tax Credit program (NMTC), began in 2000, can help spur economic development activity in low-income communities. As in Rexburg, these economically disadvantaged communities often have good, viable business and economic development opportunities but, at first glance, may have fewer options for capital. The NMTC addresses this capital gap by providing the incentive of a Federal tax credit to individuals or corporations that invest in Community Development Entities, CDEs, working in these communities. The NMTC is another tool available to businesses and individuals interested in investing in Rexburg.

Rexburg is partnering with the Montana CDC to use NMTC to help fund operating business expansions and real estate redevelopment. With the help of the Montana CDC your business may be able to use the tax credits to fund projects within Rexburg.

NEW MARKETS CHECKLIST

Criteria for NMTC Projects

- 1. Project is located in a Low-Income Census Tract*
- 2. Project has high community impact*
- 3. Total project cost exceeds \$4.0 million*
- 4. At least 20% of income from the completed project will come from commercial use (nonresidential)*
- 5. The project will not be sold for at least 7 years*

Mayor's Business (Continued):

Mayor Merrill will be meeting with Senator Crapo at 3:30pm on Tuesday, March 22nd. He will also be meeting with Mayor Ogden of Sugar City next week.

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 March 02, 2016 meeting
- b. Approve the City of Rexburg Bills

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

Those voting aye

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

Those voting nay

None

The motion carried

Adjourned at 8:01 P.M.

APPROVED:

Jerry Merrill, Mayor

Attest:

Blair D. Kay, City Clerk