

COUNCIL WORK SESSION AGENDA

Monday

November 9, 2026

3:00 P.M.

Mayor

Lisa Burtenshaw

City Council

Jim Francis
Council President, Seat 4

Brandon Lee
Council Seat 2

John Radford
Council Seat 5

Jim Freeman
Council Seat 6

Kirk Larsen
Council Seat 3

Michelle Ziel-Dingman
Council Seat 1

Livestream at www.idahofallsidaho.gov/429/Live-Stream

Work Session

Agenda

Monday, November 9, 2026 **3:00 PM** **Council Chambers**

The public is invited to attend in person or watch via the livestream at https://www.idahofallsidaho.gov/429/Live-Stream. This meeting may be cancelled or recessed to a later time in accordance with law. If you need communication aids or other physical accommodations to attend or access this meeting, please contact Linda Lundquist, City Clerk, at (208) 612-8414 or Lisa Farris, ADA Coordinator, at (208) 612-8323 prior to the meeting.

1. Call to Order & Roll Call

2. Agenda

A) Office of the Mayor

1) **Mayor and Council Reports:** Announcements, liaison reports, events, calendaring, citywide updates, concerns, questions, proclamations, notes and/or minutes from boards and commissions (20) **26-393**

Council Direction to staff (or take other appropriate action)

Attachments: Red Ribbon Week
08.20.26 WBR Minutes

B) Library

1) Idaho Falls Public Library Roof Replacement (10) **26-451**

The City's Building Maintenance Superintendent determined that the roof should be replaced to maintain the integrity of the library collection and building. This project will remove the existing exterior roofing material, replace/repair any damage found underneath the existing roof, replace worn or damaged insulation and then replace the exterior roof layer with new material. It is anticipated that the work will be completed by year's end. A request for quotes went out in September, with a bid opening Oct. 5, 2026. Seven bids were received, with Northwest Roof Restoration, LLC. being the lowest responsive, responsible bidder at $225, 508.03.

Action Item(s):
Approve the bid from Northwest Roof Restoration, LLC for $225,508.03 to replace the library's roof (or take other appropriate action).

Attachments: Bid
Proposal
DOPL

C) Public Works

1) City Snow Removal Policy Update (10) **26-431**

Attached is a proposed Resolution to amend the City of Idaho Falls Snow and Ice Control Policies and Procedures Manual. The policy has been updated to reflect minor changes to improve snow removal efficiencies due to recent storm drainage upgrades on Local streets in West Idaho Falls. Please see attached maps.

Action Item(s):
Council Direction to Staff (or take other appropriate action).

Attachments: Resolution
Policy
Map
Snow Plow Changes Map
snow priority map

D) Human Resources

1) Proposed revisions to four Personnel Policies (20) **26-427**

Human Resources requests Council review, at first reading, of proposed revisions to four Personnel Policies: 270 (Reduction in Force), 310 (Disciplinary Actions and Terminations), 450 (Education), and 510 (Overtime, Comp-Time, and Timekeeping for Exempt Employees). Per Section 4 of the Personnel Policy Manual, employees will be given thirty (30) days' notice and an opportunity to comment before the policies return to Council for final approval. A summary of the changes and the proposed policies, shown with tracked changes, are attached.

Purpose. To update the Personnel Policy Manual for compliance with state and federal law, to clarify employee benefits and return-to-work rights during education leave, to define the authority and approvals for reductions in force, and to align pay for exempt employees performing emergency response with hourly employees.

Action Item(s):
Council direction to staff (or take other appropriate action).

Attachments: File Changes and Summary

E) Fire Department

1) Feasibility Study RFQ Update - City of Idaho Falls (IFFD) and Bonneville Co Fire District #1 (BCFD1) (15) **26-442**

1. RFQ for a feasibility study evaluating a Joint Powers Agreement and merger options between the City of Idaho Falls (IFFD) and Bonneville County Fire District #1
    - RFQ issued September 10, 2026
    - Closed October 1, 2026
2. Responding companies (3):
    - AP Triton, LLC, Sheridan, WY
    - ESCI (Emergency Services Consulting International), Chantilly, VA
    - Adelle Way Inc (Adelleway.com), St. Petersburg, FL
3. Evaluation committee: both Fire Chiefs (Molbert and Olson) and one member from each governing body (Larsen and Kirkham)
4. Study costs will be shared equally with the District, with a combined cost not to exceed $100,000 under the Fire Protection Joint Services Agreement.
    - We are targeting selecting a firm and moving to contract in the coming weeks
    - The primary goal is to start the study before the end of the calendar year
5. Proposed timeframes vary by firm
6. The study's purpose is to provide objective analysis from an independent third party to inform our path forward as we plan for the future between our two agencies.

Action Item(s):
Council direction to staff (or take other appropriate action)

F) Police Department

1) MERF vehicle replacements and add to fleet (20) **26-432**

City Council approved the budget for MERF vehicle replacements for the police fleet as well as two add-to-fleet vehicles out of impact fees. The number of vehicles and the dollar amounts for both the replacement vehicles and the add-to-fleet vehicles are worked on collaboratively between IFPD and the City Finance Department.

We are requesting City Council authorization for a not-to-exceed number so IFPD can lease the replacement vehicles and purchase the add-to-fleet vehicles.

Action Item(s):
Authorize a not-to-exceed number for the lease and purchase of IFPD police vehicles (or take other appropriate action).

2) Automated License Plate Readers (90) **26-433**

IFPD implemented Automated License Plate Readers (ALPR) about 2 years ago. In that time, there have been hundreds of successful outcomes; kidnapped victims located, wanted felons arrested, victims protected, stolen property recovered, and suspects identified. ALPRs have

been the most innovative, cost-effective, and valuable law enforcement tool IFPD has implemented in decades.

There are many issues and decisions to be made regarding the use of ALPRs, including cost, misuse of data, data storage, ownership and availability of data, data sharing, auditing, and transparency.

IFPD will share information regarding ALPRs, how they work, internal policy, outcomes, recommendations for a model ALPR ordinance, and information on various ALPR providing companies.

Action Item(s):
Council direction to staff (or take other appropriate action)

3. Announcements

4. Adjournment

Memorandum

File #: 26-393 **Work Session** RETURN TO AGENDA

DATE: Monday, October 5, 2026
AGENDA: Work Session
FROM: Mayor Burtenshaw
DEPARTMENT: Mayor's Office

Title

Mayor and Council Reports: Announcements, liaison reports, events, calendaring, citywide updates, concerns, questions, proclamations, notes and/or minutes from boards and commissions (20)

Council Direction to staff (or take other appropriate action)

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PROCLAMATION

WHEREAS, alcohol and drug abuse affect individuals, families, and communities across the nation; and

WHEREAS, it is imperative that visible, unified efforts by community members be launched to prevent drug abuse; and

WHEREAS, Red Ribbon Week offers citizens the opportunity to demonstrate commitment to drug-free lifestyles; and

WHEREAS, Red Ribbon Week is celebrated in schools and communities across the nation on October 23-31; and

WHEREAS, businesses, government, law enforcement, media, health care providers, religious institutions, schools, and other community-based organizations demonstrate their commitment to healthy, drug-free lifestyles by wearing red ribbons, bracelets, and clothing, and participating in drug prevention activities in the community.

NOW THEREFORE, I, LISA BURTENSHAW, MAYOR of the City of Idaho Falls, do hereby proclaim the week of October 23-31, 2026, to be

Red Ribbon Week

in the City of Idaho Falls and encourage citizens to participate in drug prevention education activities, not only during Red Ribbon Week, but also throughout the year, making a visible statement that our community is strongly committed to a drug-free lifestyle.

CITY OF IDAHO FALLS CORPORATE SEAL BONNEVILLE COUNTY, IDAHO

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Idaho Falls to be affixed on this 19th day of October Two Thousand Twenty-six.

Lisa Burtenshaw

Lisa Burtenshaw, Mayor
City of Idaho Falls

WAR BONNET ROUND UP RODEO ADVISORY COMMITTEE
Thursday, August 20th, 2026
The Good, Bad, Ugly Meeting
Recreation Center
11:00 a.m.

Members in Attendance: K. Staten, K. Jones, S. Woolstenhulme, B. Skinner, P. Holm, T. Fonnesbeck, H. Egbert, H. Pettingill, J. Stephens, T. Smith, J. Moad, R. Abreo, M. Warnke, B. Robertson

Members not in Attendance: R. Buchan, C. Price

Call to Order
K. Jones called the meeting to order at 11:07 a.m.

Action Items
Approval of the July 23rd Minutes

- B. Skinner moved to approve the July 23rd meeting minutes. S. Woolstenhulme seconded. All in favor.

Director Updates – P. Holm
P. Holm reported on the following:

- He met with Del Mark regarding the sponsorship for the Wilderness Circuit. The cost of the sponsorship was $2500.00. There was board discussion on it.

The Good

- We had a record year for sponsorships thanks to K. Staten.
- Wednesday's slack was good, and it was a great day for the rotary and media.
- The opening segment of the rodeo was awesome.
- We had full performances all three nights.
- Security was great this year and Duston with Trident did great.
- He received amazing feedback on the hospitality tent food.

The Bad

- He noticed quite a few kids back by the chutes, clogging up the area one night when he was trying to give a tour.
- Slack was too long. Do we need to limit contestants? The rodeo secretary asked for more money due to the workload. Also, we now owe Jason Clemens $23,000 for the stock he provided.
- ADA accommodations was a struggle.
- There was almost an accident with royalty and a truck.
- We need to add the City Council segment to the PRCA event instead of having them during pre-rodeo time.
- The television commercials were announcing the Recreation Center ticket location as the "Idaho Falls Parks & Rec" which is not an actual location.
- We need to re-evaluate our ticket outlets. The Cross-Country store only sold 27 tickets out of 600.

The Ugly

- The city changed software and accidentally mailed out half of the contractor payments before the rodeo, and other payments were delayed.

Chair Report/Production – K. Jones

K. Jones reported the following:

- She announced the dates of this year's PRCA convention. November 30th, and December 1st – 2nd. The first performance will be on December 3rd. She asked committee members to let her know if they will be going by the first week of September.

The Good

- The opening segment was powerful.
- The drone countdown on the screen was epic.
- B. Robertson did a great job handling the horses with the opening segment and the herd selection was superior.
- She has been receiving wonderful feedback on our ground quality. They appreciate the hand raking.

The Bad

- Someone moved a flag girl's truck and trailer without her permission. Dustin with Trident, did extra patrols in the back following the incident.
- The pyro fencing during Wednesday's event. She suggested that we install it after the Kick-Off in the future.
- Lack of access to arena records.
- We needed more water runners. There was not enough water back by the stage.
- The incident with the volunteers Steve, Caleb, and Todd. Following discussion on this issue, K. Staten motioned we release them from volunteering in the future. B. Skinner seconded. All in favor.
- The royalty parents need to be placed on the east side in the future.
- The window of the Toyota truck was left open all night during the event.
- Entourages going behind the chutes need to be in proper dress code during the PRCA event.

- The EMT's need to be located behind the chutes going forward.

The Ugly

- None.

Committee Reports

Tribal Relations – S. Woolstenhulme

S. Woolstenhulme reported the following:

The Good

- There were no complaints from any of the tribal participants, and they took their horses home every night, so we didn't have to board them.
- She received a lot of great feedback on the tribal segment.
- This was the best rodeo she's worked in ten years.

The Expected

- There were last minute arrivals of tribal participants, especially on Thursday.
- The tribal members asked for cash payments this year.

The Bad

- The timing was off for the drummers, and there were only two drummers on Thursday.
- She was down two of her helpers this year and had to scramble for replacements.

Military Affairs/American Legion – B. Skinner

B. Skinner reported the following:

The Good

- The rodeo staff did an amazing job, there were no overflowing garbage cans, or lack of help.
- The drawing of NRP tickets and the rifle in front of the audience.
- Flag displays in the arena.
- The reenlistment segment of the show.
- The "Bob's Burgers" sign was great.

The Bad

- He received feedback about a lot of dust back in the alleyways.
- It was 130 degrees in the kitchen, luckily he had enough volunteers that he was able to rotate them in and out.
- The announcer did not make more than one request for veteran volunteers from the audience to help with the flag.
- People with general admission tickets kept asking him where section 13 was, as it was printed on all the general admission tickets.

The Ugly

- None.

Chair/Hospitality/Sponsorship – K. Staten

K. Staten reported the following:

The Good

- The handicapped trailer parking was a huge win.

- The tents behind the chutes were welcomed and people were grateful.
- The bunting looked amazing and everything looked so well put together at the drive into the grounds.
- The extra bounce houses were great.
- The flag girls did an amazing job.
- Wednesday night had great attendance and a lot of action in the arena.
- The vendor layout flowed nicely.
- Installing the banners on Friday, before the event, was very good and she loved the CRC volunteers.
- The mascots were good.
- Royalty did an amazing job this year and really stepped up.
- She received sponsor feedback that they've being impressed with the growth of our show.
- Security did a great job.

<u>The Bad</u>

- Paying for a band on Wednesday night was unnecessary as there was so much else going on.
- We were delivered unusable hay this year and she will be switching to a new supplier.
- There were people walking around the south side of the track and coming into hospitality.
- No feminine hygiene product dispensers in the bathroom. She also suggested that we bring the changing table furniture from the Activity Center and place it behind the rifle ticket area in the grandstands next year.

<u>The Ugly</u>

- None

Marketing/Advertising/Tickets – R. Buchan (absent)

Facilities & Grounds & Security – J. Stephens & J. Moad

J. Moad and J. Stephens reported the following:

<u>The Good</u>

- B. Skinner fed the staff, which was much appreciated.
- Having the extra water truck was awesome.

<u>The Bad</u>

- The hand-washing stations aren't being used, and we are paying a lot of money for them.
- Jacob was concerned about some child who was under the tractor that he luckily saw in time. In the future we need some signage about where kids and adults can and cannot linger.
- Contestants were hanging their ropes all over the tractor. They were also tying their horses to the gate.
- There were problems getting the side by sides running.
- There were power issues.

<u>The Ugly</u>

- During one of the nights of the rodeo, the ADA section was filled up by a retirement center group so there was no room for the people in wheelchairs.

Security – T. Smith

T. Smith reported the following:

The Good

Everyone had a very positive attitude.

The Bad

- Traffic control needs tightened up next year.
- The staff driving the UTV to stock the bar on the westside was driving too fast through the crowd.
- They had to get the ice trailer a few times during the event. Perhaps we should consider purchasing a second ice chest, so we have one on both sides.

The Ugly

- None.

Communications/Public Information – H. Egbert

H. Egbert reported the following:

The Good

- The media day press conference went very well.
- She had a great time during the event, and everyone was so friendly and helpful.

The Bad

- She encountered a lot of people back in the stage area going back and forth from the east side to the west side. She also had people telling her they were lost, and they were not where they should be. We may need to add a couple of security personnel to man those gate accesses and add signage with maps.
- We should try to find a better location for the media tent. There was committee discussion on tent logistics and a strategy to catch more of the contestants.

The Ugly

- None.

Youth Rodeo/Family Night – R. Abreo

R. Abreo reported the following:

The Good

- Everything went great during the youth rodeo segment and Tanner was amazing.
- Registrations went well, and he had plenty of staff strategically placed for each required duty.
- The kid zone was great, and the Hoops Trailer vendor wants to be involved every night of the event next year.

The Bad

- None.

The Ugly

- None.

Livestock Welfare – B. Robertson

B. Robertson reported the following:

The Good

- J. Moad and the ground's crew did an amazing job with dust control.
- Slack went very well despite the large numbers.
- His workers loved the contestant tent.
- There were approximately sixty-six Break-away Jackpot contestants. The event went well and the contestants appreciated the grab bags.

The Bad

- There was some confusion during the youth rodeo regarding the performance logs.
- During the rodeo practice nights, there was trouble with finding the horses.
- There were some issues with Break-away contestants trying to get from our event to another rodeo.

The Ugly

- He had some workers that were not getting a long and it became an issue.

Finance – C. Price (absent)

Outreach – T. Fonnesbeck

T. Fonnesbeck reported the following:

The Good

- The contracted personnel's attitudes were superior.
- Our clown/barrelman Kyle Lamon was super helpful and did great controlling the crowd.
- He had great volunteers.
- The Wednesday night attendance was amazing and there were a lot of kids enjoying the kid's zone.
- The royalty was phenomenal. The princesses were his best helpers during the youth rodeo.
- He received a lot of complements on the chamber's After-Hours event.
- Jason Clemens had his dog there two nights, which was helpful for wrangling the sheep.
- The Mutton Bustin qualifier went off without a hitch.
- He received feedback from a contestant who told him our rodeo makes contestants feel welcome and is easier to access than others.
- His sister-in-law and brother brought their team and were very happy participating.
- Rodeo 101 had both good and bad. He had roping dummies and a horseshoe stand where kids could learn how to make horseshoes. His other informational stands were not as popular. The interactive booths were the best. He will tweak it next year.

The Bad

- One of the CRC volunteers was trying to interact with the crowd by trying to do "the wave", but unfortunately he came off as more of an interruption then helpful. T. Fonnesbeck received an attendee complaint about this.

The Ugly

None.

Observation Engineer – M. Warnke

M. Warnke reported the following:

The Good

- For an event as large as the War Bonnet, he didn't see anything to critique.
- The grand entry with the flags was great.

The Bad

- During Saturday night's show, the parents of one of our royalty girls went into the arena after her horse started acting up and stayed there with her. This needs to be addressed.

The Ugly

None.

Adjournment

Meeting adjourned at 12:44 pm.

Next Meeting to be held Thursday, October 22.

Memorandum

File #: 26-451 **Work Session** RETURN TO AGENDA

DATE: Wednesday, November 4, 2026
AGENDA: Work Session
FROM: Robert Wright, Library Director
DEPARTMENT: Library

Title
Idaho Falls Public Library Roof Replacement (10)

Action
Approve the bid from Northwest Roof Restoration, LLC for $225,508.03 to replace the library's roof (or take other appropriate action).

Description, Background Information, Purpose:
The City's Building Maintenance Superintendent determined that the roof should be replaced to maintain the integrity of the library collection and building. This project will remove the existing exterior roofing material, replace/repair any damage found underneath the existing roof, replace worn or damaged insulation and then replace the exterior roof layer with new material. It is anticipated that the work will be completed by year's end. A request for quotes went out in September, with a bid opening Oct. 5, 2026. Seven bids were received, with Northwest Roof Restoration, LLC. being the lowest responsive, responsible bidder at $225, 508.03.

This item has been reviewed by Legal, Finance and the Mayor's offices.

City of Idaho Falls

Finance Department

Bid Tabulation

Project: 2026 IFPL Roof Replacement ***Number:*** IF-26-018

Submitted: Finance Division ***Date:*** October 5, 2026

Item Number		Description	Estimated Quantity	Unit	NORTHWEST ROOF RESTORATION LLC			SMITH ROOFING & SIDING LLC		
					Unit Price	**Total Amount**	**Exceptions**	**Unit Price**	**Total Amount**	**Exceptions**
1		Base Bid	1	Total	$ 225,500.00	$ 225,500.00	NO	$ 245,064.00	$ 245,064.00	YES
2		Additional insulation repair per sq foot	1	SF	$ 2.03	$ 2.03	NO	$ 4.25	$ 4.25	
3		Additional parapet wood nailer repair per linear foot	1	LF	$ 6.00	$ 6.00	NO	$ 12.00	$ 12.00	
		TOTAL				**$ 225,508.03**			$ 245,080.25	

BRIGGS ROOFING			THOMAS D. ROBISON ROOFING			CONTRACT WEST ROOFING INC		
Unit Price	**Total Amount**	**Exceptions**	**Unit Price**	**Total Amount**	**Exceptions**	**Unit Price**	**Total Amount**	**Exceptions**
$ 245,447.00	$ 245,447.00	NO	$ 253,000.00	$ 253,000.00	NO	$ 267,700.00	$ 267,700.00	NO
$ 1.58	$ 1.58	NO	$ 5.00	$ 5.00	NO	$ 4.00	$ 4.00	NO
$ 6.98	$ 6.98	NO	$ 10.00	$ 10.00	NO	$ 10.00	$ 10.00	NO
	$ 245,455.56			$ 253,015.00			$ 267,714.00	

UPSON COMPANY			SIGNATURE ROOFING, INC		
Unit Price	**Total Amount**	**Exceptions**	**Unit Price**	**Total Amount**	**Exceptions**
$ 332,500.00	$ 332,500.00	NO	$ 423,467.00	$ 423,467.00	NO
$ 6.00	$ 6.00	NO	$ 6.00	$ 6.00	NO
$ 7.00	$ 7.00	NO	$ 3.00	$ 3.00	NO
	$ 332,513.00			$ 423,476.00	

Idaho Falls Public Library Roof Replacement

Invitation for Bids and Bid Proposal |

The City of Idaho Falls (the "City") invites written bids from licensed Idaho public works contractors for roof replacement at the Idaho Falls Public Library ("IFPL"), 457 West Broadway, Idaho Falls, Idaho 83402. This is an informal public works solicitation under Idaho Code § 67-2805(1). Award is subject to the lowest responsive bid and applicable City approvals.

Bid information

- Bid due: October 5thth, 2026 at 5:00pm Mountain Time.
- Submit bids to: **https://www.bidnetdirect.com//cityofidahofalls** Bids received after the deadline will not be considered.
- Questions and site visit: Contact Alan Muir, Owner's Representative, at (208) 390-8705 to arrange a roof inspection. Submit procurement questions to **https://www.bidnetdirect.com//cityofidahofalls** by September 30th, 2026 at 3:00pm Mountain Time. Written clarifications will be shared with all invited bidders.
- Planned award and notice to proceed: October 12th, 2026.

Project and contract documents

Provide all labor, materials, equipment, supervision, site protection, removal and disposal needed to install a new mechanically fastened 60 mil white TPO roofing system and cover board over the existing substrate, with flashings, drainage details, insulation repair, and associated work shown or specified in the contract documents. The library will remain occupied during construction. Protect the building and maintain a watertight condition at the end of each workday.

The solicitation package consists of this invitation and bid proposal, the IFPL Roof Replacement Project Manual (including general conditions), Section 07 5400 Thermoplastic Polyolefin Roofing, the architectural drawings, and Addendum No. 1 dated September 24, 2026. Addendum No. 1 changes Sheet A2.1 details to 60 mil TPO in place of 80 mil. Written addenda issued by the City control over conflicting earlier requirements.

Bidders should inspect existing conditions, verify dimensions required by the project manual. Report material conflicts or ambiguities through the written question process before bidding. The contractor shall supply the manufacturer's 20 year total system warranty and other submittals required by Section 07 5400.

Bid and award requirements

- Submit the completed bid proposal below, including base bid, unit prices, contractor identity, public works license number and class, signature, and acknowledgement of addendum. State any proposed exception expressly; an exception to a material requirement may make the bid nonresponsive.
- The City will compare responsive base bids and award to the qualified bidder with the lowest price, subject to approval by the authorized body. Unit prices govern only City-authorized additional quantities under a written change order; the City may reject all bids.
- Before contract execution, the selected contractor must provide a performance bond and a payment bond, each in an amount of at least 100 percent of the contract price, pursuant to Idaho Code § 54-1926, together with required insurance and contract documents. Work may start only after written notice to proceed.
- Written objections to specifications or bid procedures must reach the City at least one business day before bids are due. An addendum will be issued to all invited bidders if the requirements change.

- Successful bidder who is awarded the project shall be subject to further contractual terms and conditions upon acceptance of the award. Such terms and conditions will include, but are not limited to, the following:
  - Independent Contractor. The successful bidder shall agree that no employer/employee relationship will be established between the bidder and City by the terms of the agreement that pertains to this project. It is understood by the parties hereto that the successful bidder shall be considered an independent contractor, and as such neither it nor its employees, if any, will be employees of City for purposes of tax, retirement system, workman's compensation claims, or social security (FICA) withholding.
  - Non-Discrimination. Successful bidder shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, creed, political ideals, sex, age, marital status, physical or mental handicap, gender identity/expression, sexual orientation, veteran's status, or national origin.
  - Jurisdiction and Venue. It is agreed that the agreement relating to this project shall be construed under and governed by the laws of the State of Idaho. In the event of litigation concerning the agreement or the project, it is agreed that proper venue shall be the District Court of the Seventh Judicial District of the State of Idaho, in and for the County of Bonneville.
  - Anti-Boycott Against Israel Act. Pursuant to Idaho Code section 67-2346, if payments under the agreement for the project exceed one hundred thousand dollars ($100,000.00) and successful bidder employs ten (10) or more persons, successful bidder shall certify that it is not currently engaged in, and will not for the duration of the agreement engage in, a boycott of goods or services from Israel or territories under its control. The terms in this Paragraph that are defined in Idaho Code § 67-2346 shall have the meaning defined therein.
  - Anti-Boycott of Certain Sectors. Pursuant to Idaho Code § 67-2347A, if payments under the agreement for the project exceed one hundred thousand dollars ($100,000.00) and successful bidder employs ten (10) or more persons, successful bidder shall certify that it is not currently engaged in, and will not for the duration of the agreement engage in, a boycott of any individual or company because the individual or company engages in or supports either (1) the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, minerals, hydroelectric power, nuclear energy, or agriculture; or (2) the manufacture, distribution, sale, or use of firearms, as defined in Idaho Code § 18-3302(2)(d). The terms in this Paragraph that are defined in Idaho Code § 67-2347A shall have the meaning defined therein.
  - Certification of No Chinese Ownership. Pursuant to Idaho Code § 67-2359, successful bidder shall certify that successful bidder is not currently owned or operated by the government of the People's Republic of China, and will not, for the duration of the agreement, be owned or operated by the government of the People's Republic China.

Bid Proposal

Idaho Falls Public Library Roof Replacement | 457 West Broadway, Idaho Falls, Idaho

To the City of Idaho Falls: Having reviewed the complete solicitation and site conditions, the undersigned offers to furnish the work described in the contract documents for the prices below. The base bid includes all work except additional quantities expressly authorized at the unit prices stated below.

Base bid in figures	$225,500.00
Base bid in words	two hundred twenty five thousand five hundred dollars
Additional insulation repair per square foot	$2.03 / SF
Additional parapet wood nailer repair per linear foot	$6.00 / LF

Unit prices include labor, materials, removal, disposal, overhead, profit and all related costs. The City will determine additional quantities and authorize them in writing before the work is performed. In case of discrepancy between base bid figures and words, the written amount governs.

Bidder information

Legal business name	Northwest Roof Restoration LLC
Business address	728 S Goldfinch Rd. Post Falls, ID 83854
Contact name, email and telephone	Charles Argon, chad@nwroof.net, 208-440-2205
Idaho public works license number and class	PWC-C-16296 Class 4
Authorized signature and title	Charles Argon Member
Date signed	10/5/2026

The bidder agrees to execute the contract, provide required bonds and insurance, and begin work after receipt of the City's written notice to proceed. Bidder acknowledges that only a written City addendum changes the solicitation.

DOPL Online Services

Primary Source Disclosure Statement: The information contained on this website is being made available as a public service by the Division of Occupational and Professional Licenses. The information on this site is made public pursuant to the Idaho Public Records Law. The data is derived directly from individual license applications entered into the database and is updated on a daily basis. Licensing credentials are primary-source verified and thus can be considered primary source license verification. None of the content contained on this website is intended to constitute legal or professional advice. Please note that some disciplinary actions against licensees may not appear immediately on the website. Appeals, effective dates of orders and other administrative processes may delay posting on the website.

License

License Number
PWC-C-16296

Type
Public Works Contractor - Class AA License

Status
Active

Original Issue Date
20-Apr-2026

Expiration
31-Jul-2027

Name

Business Name
NORTHWEST ROOF RESTORATION, LLC

DBA

Address

Street
728 S GOLDFINCH RD

Street 2

Unit Type

Unit

City
POST FALLS

State
ID

Zip Code
83854-4619

Country
USA

Privileges

Privilege Type	Effective	Expires
Steep Slope Roofing	20-Apr-2026	
Roofing and Siding Panels	20-Apr-2026	
Membrane Roofing	20-Apr-2026	
Flashing and Sheet Metal	20-Apr-2026	
Roofing and Wall Specialties and Accessories	20-Apr-2026	
Type 4 Specialty Construction	20-Apr-2026	

License Status History

Date	Status
02-Nov-2024	This account pre-dates DOPL's current system, OASIS. Click here to view le
20-Jul-2005	Active

Discipline

Action Date	Case Number	Action	Attachment
No Discipline on Record			

Relationships

Relationshi	Relationshi	Name	License	License Number	License Stat	License Expi

Relationship	Relationship	Name	License	License Number	License Stat	License Expi

There are no relationships.

Memorandum

File #: 26-431 **Work Session** RETURN TO AGENDA

DATE: Tuesday, November 3, 2026
AGENDA: Work Session
FROM: Chris Canfield, Public Works Director
DEPARTMENT: Public Works

Title
City Snow Removal Policy Update (10)

Action
Council Direction to Staff (or take other appropriate action).

Description, Background Information, Purpose:
Attached is a proposed Resolution to amend the City of Idaho Falls Snow and Ice Control Policies and Procedures Manual. The policy has been updated to reflect minor changes to improve snow removal efficiencies due to recent storm drainage upgrades on Local streets in West Idaho Falls. Please see attached maps.

This item has been reviewed by the Mayor's Office.

26-431

RESOLUTION NO. 2026 -

A RESOLUTION OF THE CITY OF IDAHO FALLS, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, REVISING A UNIFORM SNOW AND ICE CONTROL POLICIES AND PROCEDURES MANUAL AND PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW.

WHEREAS, snow and ice fall, creation, and accumulation are common events within the City annually; and

WHEREAS, the City desires to remove such snow or ice in a safe, economical, efficient, and predictable manner; and

WHEREAS, removal of such snow and/or ice is complicated, time consuming, and may interrupt with the normal traffic and parking activities; and

WHEREAS, the Council wishes to clarify the manner and timing of such snow and ice removal; and

WHEREAS, the Council has adopted an Ordinance that facilitates the adoption of a Snow and Ice Control Policies and Procedures Manual in order to regulate the timing and manner in which snow and ice would be removed from public streets within the City; and

WHEREAS, in order to implement the policies and procedures contained in the Ordinance the Council desires to revise this Snow and Ice Control Policies and Procedures Manual, attached to this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF IDAHO FALLS, IDAHO, AS FOLLOWS:

1. The City Council hereby revises the Snow and Ice Control Policies and Procedures Manual attached to this Resolution as Exhibit "A".

ADOPTED and effective this_____day of November, 2026.

CITY OF IDAHO FALLS, IDAHO

_____
Lisa Burtenshaw, Mayor

ATTEST:

By_____
Linda Lundquist, City Clerk

STATE OF IDAHO)
) ss:
County of Bonneville)

I, LINDA LUNDQUIST, CITY CLERK OF THE CITY OF IDAHO FALLS, IDAHO, DO HEREBY CERTIFY:

That the above and foregoing is a full, true and correct copy of the Resolution entitled, "A RESOLUTION OF THE CITY OF IDAHO FALLS, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, REVISING A UNIFORM SNOW AND ICE CONTROL POLICIES AND PROCEDURES MANUAL AND PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW."

_____
Linda Lundquist, City Clerk

(SEAL)

IDAHO FALLS
PUBLIC
WORKS

SNOW AND ICE CONTROL POLICIES AND PROCEDURES MANUAL



SNOW & ICE CONTROL
POLICIES AND PROCEDURES MANUAL

IDAHO FALLS PUBLIC WORKS
(Revised October ~~2025~~2026)

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I. INTRODUCTION

PURPOSE

The purpose of this manual is to establish an acceptable policy and operational procedures for snow and ice control on public streets under the jurisdiction of the City of Idaho Falls. This policy provides a uniform understanding of the priorities and procedures used to combat accumulation of snow and ice on City streets.

OBJECTIVE

The objective of these policies and procedures is to provide adequate traction for vehicles properly equipped for winter driving conditions. Priority is given to streets which carry the largest traffic volume. Limited resources preclude service on lower priority streets until higher priority streets have been completed. It should be expected that during storms of high intensity or long duration and during non-regular working hours, drivers on lower priority streets will encounter snow-packed or icy conditions. Snow and ice control operations will continue during regular hours and/or until all streets have passable pavement or when plowing and sanding is no longer effective.

SCOPE

This policy applies only to public streets under the jurisdiction of Idaho Falls and agreements with Bonneville County and Idaho Transportation Department. The City has ~~over~~ ~~797~~approximately 802 lane miles of arterial, collector and residential streets that it maintains for snow removal.

Snow removal for some state highways is provided by the Idaho Transportation Department (ITD) and include US-20 and I-15 within city limits.

In order to provide for efficient snow removal services on urban streets, the City has entered into a cooperative maintenance agreement with the Idaho Transportation Department. Under this agreement, Idaho Falls is responsible for snow and ice control on Broadway, Yellowstone, Northgate Mile, Sunnyside Road and Holmes Avenue within City limits. The agreement is included within the appendices.

Snow removal from City-owned parking lots is provided by the Parks and Recreation Department or private contractors.

City ordinance assigns the responsibility of sidewalk snow removal to the adjacent property owner. *(Idaho Falls City Code Title 8 Chapter 10)*

II. POLICIES

RESPONSIBILITY

The responsibility for implementing the snow and ice control policy lies with the Street Superintendent, or his designee during off hours. The Public Works Director may choose to authorize the use of additional resources when conditions warrant.

TRAINING

Prior to the start of the snow season, the Street Division will conduct training for personnel that will be involved in snow control activities. The training will consist of classroom and hands-on equipment training, including the operation of sanders, snowplows, front-end loaders and other equipment as needed.

WEATHER MONITORING

Street Division supervisors will use the National Weather Service daily forecasts to monitor weather conditions and will schedule snowplow crews based on these forecasts.

COMMENCEMENT OF OPERATIONS

The Street Division will monitor conditions whenever there is potential of ice or snow conditions developing on City roadways. The Police Department also reports icy conditions to the Street Division after regular working hours. When snow or ice begins accumulating on the streets the Street Superintendent, or his designee during off hours, will authorize commencement of plowing and/or sanding operations as conditions warrant

PRIORITIES

A limited number of resources and the need to provide the greatest level of safety and benefit to the traveling public, in an efficient manner, necessitate that priority be given to certain heavily used streets above others more minor in nature. Therefore, streets with higher use have a higher priority for snow removal service. Minor streets which require proportionally more time for snow removal for the amount of traffic served have lower priority.

City streets have been divided into the following three snow removal priority categories:

PRIORITY 1: These are arterial and major collector streets, generally with a right-of- way width exceeding 60 feet and average daily traffic greater than 5,000 and includes approximately 237 lane miles.

PRIORITY 2: These are generally minor collector streets, typically with a pavement width of at least 43 feet. Included in this category are streets serving

emergency response facilities, schools and streets with hills and sharp curves where low traction may cause hazardous driving conditions and includes approximately 116 lane miles.

PRIORITY 3: All other streets not designated as either Priority 1 or 2 streets, split into Zone A and B, and includes approximately ~~444~~ 449 lane miles.

Street priority snow removal maps are included in the appendix and are available for review on the City's website.

DEVIATIONS FROM POLICY

Deviations from standard policies and procedures may occur due to unusual or extraordinary circumstances. Every winter storm has unique characteristics such as storm intensity, duration, wind, temperature and moisture content that influence the methodology used in response to each storm.

Deviations and exceptions from the general priorities and procedures may be made when, in the judgment of the responsible authority, such deviations will best support meeting established objectives and ensuring public safety.

III. OPERATIONS PLAN

EQUIPMENT RESOURCES

The Street Division has a variety of equipment to utilize in snow removal activities. Equipment includes eight (8) ~~large snowplows~~dump trucks with plows three (3) equipped with spreaders, six (6) pickup trucks with plows, four (4) V-box spreader trucks three (3) equipped with plows, three (3) brine trucks two (2) equipped with plows, two (2) snow loaders, four (4) front-end loaders two (2) equipped with plows one (1) equipped with a snowblower attachment, one (1) ice breaker loader attachment, two (2) backhoes one (1) equipped with a plow, and four (4) motor graders equipped with gates that can be used in snow and ice removal. Whenever plows are active, Fleet Maintenance personnel are called in to support the operation and to make necessary mechanical repairs.

The Street Division also utilizes equipment from other Divisions to assist with snow removal activities. This equipment includes ~~two (2)~~four (4) ~~large snowplows~~dump trucks with plows, four (4) backhoes, one (1) front-end loader and eight (8) pickup trucks with plows.

IDAHO FALLS STREET DIVISION SNOW REMOVAL EQUIPMENT

Quantity	Type	Equipped with Snowplow	Equipped with Spreader
8	Dump Truck	Yes	3
2	Loader	Yes	
2	Loaders		
1	Ice Breaker Attachment		
2	Snow Loaders		
1	Snowblower Attachment		
4	Graders		
1	Backhoe	Yes	
1	Backhoe		
1	Flusher/V-box	Yes	Yes
1	Flusher/V-box		Yes
2	Single Axle V-box	Yes	Yes
6	Pickups	Yes	
1	Single Axle Brine Trucks		
2	Single Axle Brine Truck	Yes	
24	10-WheelersDump Truck from other Divisions	Yes	
4	Backhoes from other Divisions		
1	Loader from other Divisions		
8	Pickups from other Divisions	Yes	

STAFFING

There are 24 employees who work full time for the Street Division. These employees include 21 operators and a foreman that operate plows, sanders, graders, backhoes, snow loaders and front-end loaders for snow removal. The Street Division Superintendent and Admin Assistant support snow removal operations by logging and dispatching service requests. The City's Public Information Officers are also utilized during snow removal operations to communicate information to the public and media.

STREET DIVISION SNOW REMOVAL SHIFTS

Schedule	Shifts	Number of Employees
Normal Daily Schedule* Monday through Friday	Day Shift: 8:00 a.m. to 4:30 p.m.	20 Employees
	Swing Shift: 4:00 p.m. to 12:00 a.m.	2 Employees
	Night Shift: 12:00 a.m. to 8:00 a.m.	2 Employees
Snow Schedule* 24 hours / 7 days per week	Shift 1: 8:00 a.m. to 8:00 p.m.	11 Employees
	Shift 2: 8:00 p.m. to 8:00 a.m.	11 Employees
Office Staff	8:00 a.m. to 4:30 p.m. ~~afterhours~~after hours as needed	2 Employees

***Due to the nature of snow and ice control activities, Street Division supervisors will change schedules as needed to complete snow and ice control activities.**

RESPONSE PLAN

When weather forecasts indicate a pending storm is anticipated to deposit snow within the City, the Street Division will begin applying salt-brine to Priority 1 and 2 streets to aid in ice and snow control.

Priority 1 streets are the first streets that receive plowing and salting. Once Priority 1 streets are deemed safe for travel during or after a snow event, snow removal operations shift to Priority 2 streets. Once Priority 2 streets have been addressed focus is shifted to Priority 3 streets that are completed during normal daily schedule hours. If there is a snow accumulation of more than **four (4) inches** on the road, plows will continue snow

removal activities on Priority 3 streets during off hours. If during snow removal operations on lower priority streets, conditions deteriorate on Priority 1 or 2 streets, focus will be shifted back to these higher priority streets as necessitated by the snow event.

ZONE A

Zone A is the Priority 3 area within the City bounded by and including the following streets:

Starting at the corner of East 1st Street and Holmes Avenue; thence running south along Holmes Avenue to East 17th Street; thence running west along 17th Street and along Pancheri Drive to the Snake River; thence running north along the east bank of the Snake River to West Elva Street; thence running east along Elva Street to the railroad tracks; thence running south along the railroad tracks to East 1st Street; thence running east along 1st Street to the point of beginning (excluding the Downtown Area, Nighttime Snow Removal Streets, and any Priority 1 or 2 street within such area).

ZONE A PARKING RESTRICTIONS AND PLOWING

Due to the narrowness and abundance of on-street parking Zone A is completed in a two-day period with north-south street and east-west streets plowed on alternating days.

North-south streets are considered any street running in a direction within 10 degrees of true north (e.g., Water Ave., Alice Ave., Cottage Place, Lee Ave., Sage Ave.)

East-west streets are considered any street running in a direction within 10 degrees of true east and west (e.g., 2nd Street, L Street, Maple Street)

Parking restrictions for Zone A are as follows:

North-South Streets. Beginning at a Snow Event, no parking from eight o'clock (8:00) a.m. local time until five o'clock (5:00) p.m. local time on any even calendar day of the month (e.g., two, four, six, eight, …) or until snow removal activities are determined by the Street Superintendent to be completed for the Snow Event.

East-West Streets. Beginning at a Snow Event, no parking from eight o'clock (8:00) a.m. local time until five o'clock (5:00) p.m. local time on any odd calendar day of the month (e.g. one, three, five, seven, …) or until snow removal activities are determined by the Street Superintendent to be completed for the Snow Event.

Due to the narrowness of Zone A streets vehicles parked in violation of these restrictions will be relocated to the nearest opposing direction street (e.g. vehicle relocated from an East-West street to a North-South street or vise-versa). Every effort will be made to give a minimum of 24-hour notice to Zone A residents of these restrictions.

Informational press releases, media interviews, social media posts, text alerts, City website notifications, and other notifications as deemed appropriate will be used to notify Zone A residents.

CONTINUATION AND COMPLETION

Although no snow event is exactly the same, it usually takes 12-24 hours AFTER the snow stops falling to plow and salt Priority 1 and 2 streets.

Residential streets generally take an additional 48 hours to plow, assuming there are no interruptions to move back to Priority 1 or 2 streets.

During major storms, traffic on low-priority streets usually causes the snow to become packed or icy, before it can be plowed. In this case it may take days or even weeks to remove the packed snow and ice from these streets. When snow has become compacted on low-priority streets and plowing is ineffective due to low ambient temperatures, nighttime sanding and plowing operations may be discontinued until normal working hours and the normal duty schedule is resumed.

PRE-STORM APPLICATION OF SALT BRINE

The Street Division will begin applying salt-brine to Priority 1 and 2 streets to aid in snow removal when weather forecasts indicate a pending storm is anticipated to deposit snow within the City. This application can generally be completed within 16 hours utilizing three (3) truck mounted applicators. This application helps prevent the bonding of snow and ice to the road surface on these higher priority streets.

SALT AND SANDING

Salting is generally completed in conjunction with plowing in conformance with the priority road response system. Sanding alone is conducted when roads are icy, or plowing is ineffective on snow-packed roads and in residential areas.

Once operations have begun, salting will continue until the priority streets have had traction restored. Depending on the weather conditions, arterial and collector streets may receive multiple applications along with other high use intersections or streets with inclines.

MATERIALS

For salting operations, salt will be used in different amounts, depending on pavement/air temperature and the amount of precipitation. For sanding operations generally, a mixture consisting of four (4) parts sand to one (1) part salt is used to prevent the sand from clumping and/or freezing.

SALT STORAGE

The salt storage facility at 2575 Hemmert Avenue has a capacity of approximately 2,000 tons. Orders for salt delivery are regularly made to keep the storage facility at capacity.

BRIDGES

The Street Division is responsible for the maintenance of ~~55~~ 56 bridges within City limits. Bridges often become icy before the adjacent streets because the ambient air temperature is lower beneath the bridges than the ground temperature beneath the pavement. Bridges are monitored for icy conditions by Street Division personnel during normal working hours and after-hours by the Police Department.

Salt brine is usually applied to bridge decks on Priority 1 and 2 streets before a snow or ice event to prevent the snow and ice from bonding to the bridge deck. If ice is present, salt or a salt and sand mixture may be spread to increase traction and melt ice.

CUL-DE-SACS

In an effort to become more efficient, crews will make one (1) to two (2) passes around the perimeter of the cul-de-sac with a snowplow, pushing the snow to the middle of the cul-de-sac. Snow will be removed from the cul-de-sac at a later date by Street Division employees during the normal daily schedule. This is a low priority activity that is generally the last activity to be completed after every snow event.

LOADING AND HAULING OF SNOW

Loading and hauling snow from City streets is the most expensive and time-consuming snow removal activity undertaken by the Street Division. This practice is minimized to the maximum extent possible and will only be implemented when there are no other alternatives to keep streets open, to maintain access to adjacent properties or other extenuating circumstances. A map depicting the method of snow removal is included within the appendices. This map will be reviewed and updated on an annual basis.

PUBLIC RELATIONS

Providing information to the public is a vital part of the snow removal process. Residents need to know how they can help facilitate snow removal and what to expect in terms of a response by the Street Division to winter storms. Messages sent to the public can range

from simple requests to remove parked vehicles from the street to notification of street closures, or other severe conditions.

Prior to snow season each year, the City will convey information regarding how to sign up for notifications, where to find information, parking restrictions, sidewalk snow removal requirements, prohibitions against throwing or blowing snow on to City streets and snow removal priorities.

During storms, the Street Division office will be staffed appropriately to manage requests for service according to storm intensity.

The Street Division will work closely with the City's Public Information Officers to convey information regarding snow removal activities as needed and to request resident compliance with snow removal parking restrictions.

To sign up for notifications for snow removal parking restrictions text snowIF to 38276 or go to www.idahofalls.gov, click on the blue SIGN UP button, and follow the instructions.

DISPATCHING REQUESTS FOR SERVICE

Since snowplow operators are already trained to follow priorities established by policies and procedures contained herein, it is inefficient to respond to individual concerns before allowing operators to respond in accordance with existing policies.

Telephone operators will log requests for service and periodically forward these logs to snow removal supervisors for review and potential action. Supervisors will use these logs to direct operators to areas of concern, after they have achieved the goals established within existing snow removal policies.

Supervisors will be notified immediately of hazardous conditions or new snow accumulation on higher priority streets, roadways impacted by drifting snow or other emergency conditions.

IV. OPERATIONAL PROCEDURES FOR DIFFERENT STORM INTENSITIES

The following procedures describe implementation of the Operations Plan for various storm intensities. These procedures are intended as an aid to supervisors and management staff to ensure essential actions are taken. Variations to these procedures may be made by the Street Superintendent, or his designate, to best meet the demands of changing storm events. These procedures will also help provide residents with a better understanding of how the City manages snow removal.

MINOR SNOW EVENT

A minor snow event is generally defined as two to four (2-4) inches of accumulation of snow within the roadway

Resources will be committed to Priority 1 streets first. No additional resources will be brought in for lower-priority roads. Only after Priority 1 streets are cleared will available resources be shifted to Priority 2 streets. Similarly, the same resources will be used to serve Priority 3 streets only after goals have been met on Priority 1 and 2 streets.

Priority 1 **- Arterial and Major Collector Streets:** Twenty-four hours per day, seven (7) days per week, when needed. Generally cleared within 12-24 hours after the end of the storm.

Priority 2 **- Minor Collectors and Special Need Streets:** After Priority 1 streets are completed. Twenty-four hours per day, seven (7) days per week, when needed. Generally cleared within 12-24 hours after the end of the storm.

Priority 3 **- All Other Non-Priority 1 and 2 Streets:** After Priority 1 and 2 streets are completed. Regular hours only. Generally cleared within 72 hours after the end of the storm.

AUTHORITY

The Street Superintendent or his designee during off-hours has the authority to call-out and direct snow removal resources.

ADDITIONAL RESOURCES NEEDED

- Overtime authorization
- Up to 36 employees from other divisions split into two (2) crews, 12-hour shifts of eighteen (18) employees per crew to operate snowplows and sanders

- 12-14 contractor supplied trucks for snow removal
- 4-6 contractor supplied graders

PUBLIC INFORMATION

Requests for service will be handled by the Street Division Admin Assistant.

Informational press releases, media interviews, social media posts, text alerts, City website notifications, and other notifications as deemed appropriate that may include requesting snow removal parking compliance will be coordinated through the City's Public Information Officers.

MODERATE SNOW EVENT

A moderate snow event is generally defined as four to eight (4 - 8) inches of accumulation of snow within the roadway.

Resources will be committed to Priority 1 streets first. Only after Priority 1 streets are cleared will available resources be shifted to Priority 2 streets. Similarly, the same resources will be used to serve Priority 3 streets, only after needs have been met on Priority 1 and 2 streets.

Priority 1 **- Arterial and Major Collector Streets:** Twenty-four hours per day, seven (7) days per week, when needed. Generally cleared within 12-24 hours after the end of the storm

Priority 2 **- Minor Collectors and Special Need Streets:** After Priority 1 streets are complete. Twenty-four hours per day, seven (7) days per week, when needed. Generally cleared within 12-24 hours after the end of the storm.

Priority 3 **- All Other Non-Priority 1 and 2 Streets:** After Priority 1 and 2 streets are completed. Twenty-four hours per day, seven (7) days per week, when needed. Generally cleared within 72 hours after the end of the storm.

AUTHORITY

The Street Superintendent or his designee during off-hours has the authority to call-out and direct snow removal resources.

ADDITIONAL RESOURCES NEEDED

- Overtime authorization
- Up to 36 employees from other divisions split into two (2) crews, 12-hour shifts of eighteen (18) employees per crew, to operate snowplows and sanders

- 12-14 contractor supplied trucks for snow removal
- 4-6 contracted graders
- Additional contracted operators & equipment (graders, plows, etc.) may be used

PUBLIC INFORMATION

Requests for service will be handled by the Street Division Admin Assistant.

Informational press releases, media interviews, social media posts, text alerts, City website notifications, and other notifications as deemed appropriate that may include requesting snow removal parking compliance will be coordinated through the City's Public Information Officers.

HEAVY SNOW EVENT

A heavy snow event is generally defined as eight to twelve (8 -12) inches of accumulation of snow within the roadway.

Street Division resources will be committed to Priority 1 streets first. Additional resources, as described below, will be brought in to clear lower-priority roads. Only after Priority 1 streets are cleared, will all resources be shifted to Priority 2 streets. All resources will be used to serve Priority 3 Streets only after needs have been met on Priority 1 and 2 streets.

> Priority 1 **- Arterial and Major Collector Streets:** Twenty-four hours per day, seven (7) days per week, when needed. Generally cleared within 12-24 hours after the end of the storm.
>
> Priority 2 **- Minor Collectors and Special Need Streets:** After Priority 1 streets are completed. Twenty-four hours per day, seven (7) days per week, when needed. Generally cleared within 24-48 hours after the end of the storm.
>
> Priority 3 **- All Other Non-Priority 1 and 2 Streets:** After Priority 1 and 2 streets are completed. Twenty-four hours per day, seven (7) days per week, when needed. Generally cleared within 72 hours after the end of the storm.

During major storms, traffic on low-priority streets usually causes the snow to become packed or icy, before it can be plowed. In these cases, it may take days or even weeks to remove the packed snow and ice from these streets.

AUTHORITY

The Street Superintendent or his designee during off-hours has the authority to call-out and direct snow removal resources.

ADDITIONAL RESOURCES NEEDED

- Overtime authorization
- Up to 36 employees from other divisions split into two (2) crews, 12-hour shifts of eighteen (18) employees per crew, to operate snowplows and sanders
- Additional employee from Sanitation Division to assist Street Division with calls as needed
- 12-14 contractor supplied trucks for snow removal
- 4-6 contracted graders
- Additional contracted operators & snow removal equipment as required

PUBLIC INFORMATION

Requests for service will be handled by the Street and Sanitation Division Admin Assistants.

Informational press releases, media interviews, social media posts, text alerts, City website notifications, and other notifications as deemed appropriate that may include requesting snow removal parking compliance will be coordinated through the City's Public Information Officers.

SNOW EMERGENCY

A snow emergency is generally defined as more than twelve (12) inches of snow within the roadway.

Resources will be committed to Priority 1 streets first. Additional resources, as described below, will be brought in to clear lower-priority roads. Only after Priority 1 streets are cleared, will all resources be shifted to Priority 2 streets. All resources will be used to serve Priority 3 streets only after needs have been met on Priority 1 and 2 streets.

Priority 1 **- Arterial and Major Collector Streets: Twenty-four** hours per day, seven (7) days per week, when needed. Generally cleared within 12-24 hours after the end of the storm.

Priority 2 **- Minor Collectors and Special Need Streets:** After Priority 1 streets are completed. Twenty-four hours per day, seven (7) days per week, when needed. Generally cleared within 24-48 hours after the end of the storm.

Priority 3 **- All Other Non-Priority 1 and 2 Streets:** After Priority 1 and 2 streets are completed. Twenty-four hours per day, seven (7) days per week, when needed. Generally cleared within 72 hours after the end of the storm.

AUTHORITY

The Street Superintendent or his designee during off-hours has the authority to call-out and direct snow removal resources. The Public Works Director authorizes additional resources from within the Department and coordinates press releases and other public information updates through the City's Public Information Officers. The Public Works Director may also seek assistance from other Departments within the City to provide additional labor to meet the conditions.

ADDITIONAL RESOURCES NEEDED

- Overtime authorization
- Up to 36 employees from other divisions split into two (2) crews, 12-hour shifts of eighteen (18) employees per crew, to operate snowplows and sanders
- Additional employee from Sanitation Division to assist Street Division with calls
- 12-14 contractor supplied trucks for snow removal
- 4-6 contracted graders
- Additional contracted operators & snow removal equipment as required

PUBLIC INFORMATION

Requests for service will be handled by the Street and Sanitation Division Admin Assistants.

Informational press releases, media interviews, social media posts, text alerts, City website notifications, and other notifications as deemed appropriate that may include requesting snow removal parking compliance will be coordinated through the City's Public Information Officers.

V. PUBLIC INFORMATION

ON-STREET PARKING

It is dangerous and difficult to plow narrow streets that are congested with parked vehicles. Plowing around parked cars limits the effectiveness of snow removal activities. Some narrow streets may not be plowed if equipment cannot safely drive down them. The most helpful thing residents can do to facilitate snow removal is to move vehicles off the street and encourage their neighbors to do the same.

To facilitate snow removal, City ordinance prohibits on-street parking whenever there is a qualifying Snow Event. A Snow Event is an occurrence in which more than two (2) inches of snow accumulates on the roadway as determined by the City and as posted on the City's official website (www.idahofalls.gov). Any vehicles parked on streets within Idaho Falls during a Snow Event will be subject to ticketing, relocation, and towing in accordance with snow removal parking restrictions. Visit the City website for updates and more information *(Idaho Falls City Code Title 9 Chapter 5)*

SNOW BLOWING

Blowing, throwing or pushing snow from driveways and walks into the street creates additional work for snowplow operators and may create significant traffic hazards. Some businesses and residents have pushed large piles of snow into the street, hoping it would melt quickly. The snow pile is a hazard itself, but the ice created when the melting snow refreezes can make the situation even more dangerous. Move snow onto landscaped areas in the yard or parking lot. City Code prohibits placing snow upon any public street, sidewalk, easement, right-of-way, or public way, alleyway or sidewalk. *(Idaho Falls City Code Title 8 Chapter 10)*

CUL-DE-SACS

There are approximately ~~478~~ 484 cul-de-sacs in Idaho Falls. It takes considerably longer to clear snow from cul-de-sacs than other "uninterrupted" stretches of City streets. Because of the high cost-to-benefit ratio, cul-de-sacs and dead-end streets have the lowest priority for snow removal. Cul-de-sacs will be plowed, but it will likely be several days after a major storm ends before snow is removed from the middle of cul-de-sac.

SIDEWALKS

Snowplow operators try to avoid placing snow on sidewalks, but in some instances this may not be possible. The adjacent property owner is responsible to keep sidewalks clear.

WHAT CAN I DO IF I AM ELDERLY AND/OR DISABLED AND CAN'T SHOVEL SNOW FROM MY SIDEWALK?

The City does not have the resources to provide snow removal from sidewalks. Please plan to make arrangements with a relative, friend or neighbor for help. If you, your business, organization, family or other volunteer group would like to assist with sidewalk snow removal in our community, we would recommend starting a snow removal volunteer project through www.justserve.org. Once a project is created, those who need assistance can go to this website to find assistance.

RESIDENTIAL DRIVEWAYS

One of the most frequent concerns in the removal of snow from public streets is snow being deposited at the approach to residential driveways during plowing operations. As plows travel along streets, the snow accumulated on the plow blade has no place to go but on to the adjacent street landscaping areas and in driveways. The more snow that has fallen, the greater the problem encountered. As a service to the residents of Idaho Falls, an approximate 10-foot-wide section will be opened by City crews at the driveway approach to allow access from the driveway to the street in case of an emergency. A small windrow of snow may still remain as the volume of snow may spill out past the gate on the equipment.

Residents can help this situation by piling snow they have shoveled from their driveways on to the right side facing the street, instead of placing it on both sides at the end of the driveway. By doing so operators can avoid carrying piles from the "upstream" portion of the street back across driveways.

ALLEYWAYS

Alleyways are plowed on an as needed basis by the Sanitation Division for sanitation vehicles only.

MAIL DELIVERY

City snow removal operators make every effort to remove snow as close to the curb as practical and to provide access to mailboxes for postal carriers. However, it is not always possible to provide ideal conditions and not damage mailboxes with the size and type of equipment the City operates. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident.

If there is an accumulation of snow blocking your mailbox, either remove the snow or set out a temporary box, bucket, plastic tub or garbage receptacle that can be reached by your letter carrier and label it with your address and the words "U.S. Mail."

BROKEN TREE LIMBS

During heavy storms, tree limbs may be broken. Please call (208) 612-8490 to report limbs blocking traffic.

Broken limbs outside the roadway are the responsibility of the tree owner. Limbs can be cut and bundled for bulky waste pickup or taken to the Bonneville County Hatch Pit. Call the Sanitation Division to schedule pickup at
(208) 612-8491. Branches and limbs must be tied in bundles less than four (4) feet in length and not more than 50 pounds in weight per bundle.

PROPERTY DAMAGE CLAIMS

Incidents involving contact between City equipment and private property typically occur within the public right-of-way. Although the public right-of-way is maintained by the adjacent property owner, there are times when the right-of-way is the only available space to store excess snow removed from the roads. A City right-of-way is an easement which is a privilege or a right, distinct from ownership. It is commonly defined as roadways and alleys however sidewalks, curbs and gutters, landscaping and parking strips, and driveway approaches are included in public rights-of-way. Those areas may be necessary to serve as excess snow storage, therefore, actions taken by operators can occasionally result in property damage, particularly during blizzard conditions or night-time snow plowing.

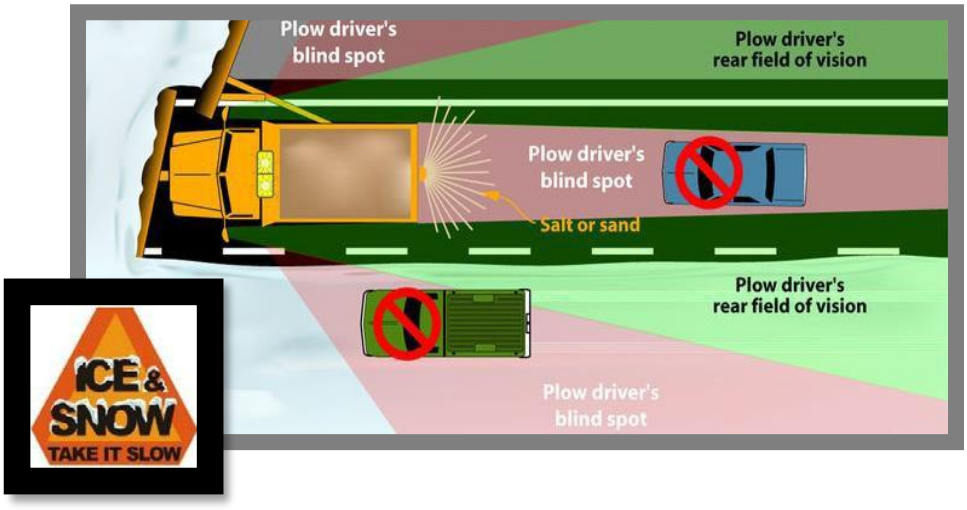
In the event of damage to private property during snow removal, the property owner should file a claim with the City Clerk's Office by calling (208) 612-8415 or a claim form can be printed off from the City of Idaho Falls website: *idahofalls.gov*. It can then be filled out, and returned to the City Clerk's Office in person, by mail, fax or e-mail. The claim will then be reviewed to determine if the damage was a result of impact with a plow blade or other piece of equipment. It should be noted that mailboxes should be constructed solidly to withstand the force of snow rolling off a plow.

The weight of accumulating snow may cause damage to structures. Such damage is the responsibility of the resident and their insurance company.

City of Idaho Falls Clerk's Office
Physical Address: 308 Constitution Way Idaho Falls ID, 83402
Mailing Address: P.O. Box 50220 Idaho Falls, ID 83405
E-mail: ifclerk@idahofalls.gov
Phone: (208) 612-8415
Fax: (208) 612-8560

SAFETY TIPS

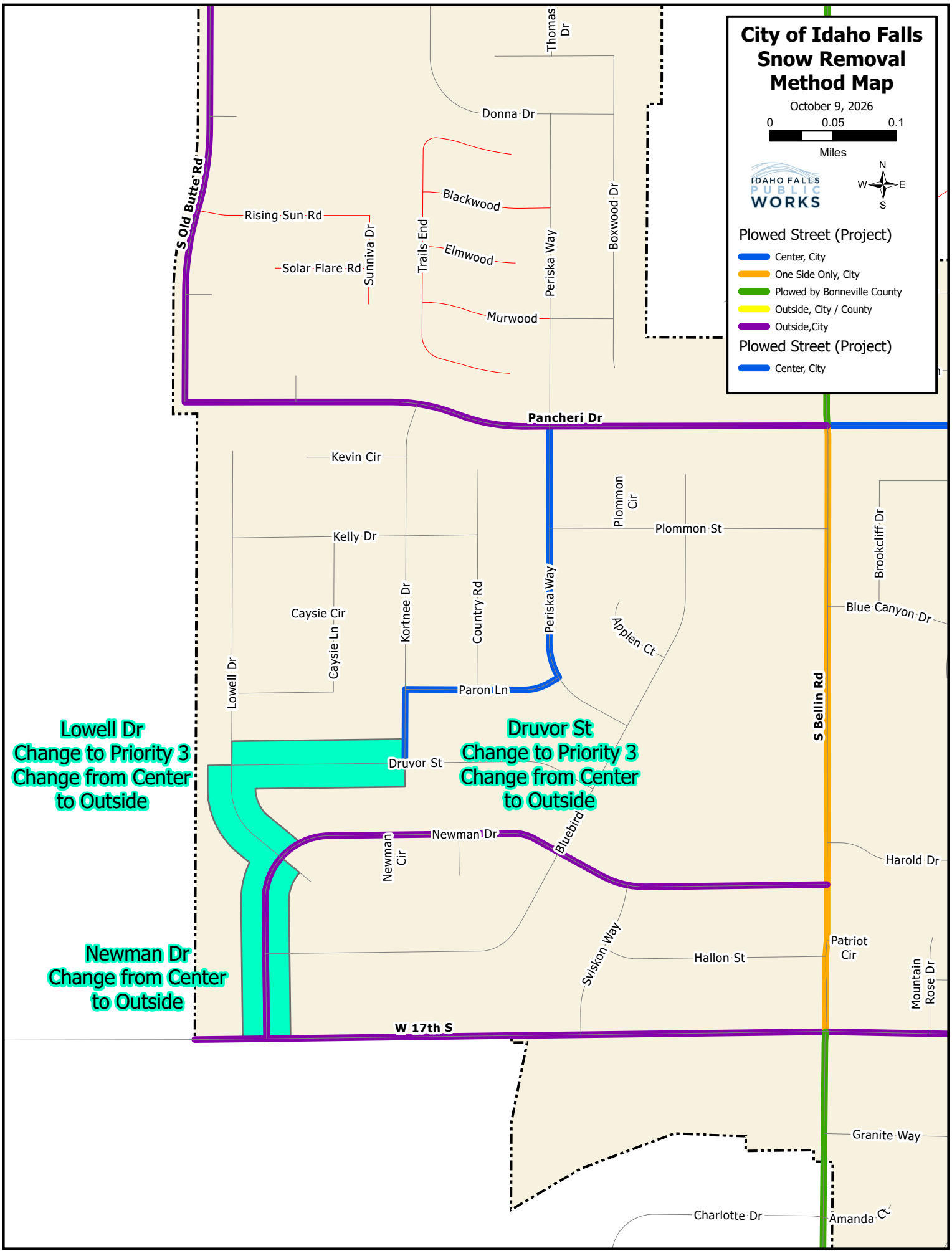
- When trucks are plowing snow and spreading sanding material, stay back from the vehicle 100 feet to avoid problems.
- Plow trucks often have to back up. There are blind spots in the mirrors. For your safety, do not pull up directly behind them. They may not be able to see you.
- When cleaning driveways or parking lots, do not put snow in the street. This can cause problems for other motorists.
- Plow trucks generally push snow to the passenger side of the truck (right side when looking at it from the rear). Never attempt to pass a truck on the right since there can be much more snow on that side of the vehicle.






City of Idaho Falls
Snow Priority Map
October 9, 2026
0 0.05 0.1
Miles
IDAHO FALLS PUBLIC WORKS
N
W E
S
Public Street
Private Street
Plowed Street
Priority 1
Priority 2
Thomas Dr
Donna Dr
S Old Butte Rd
Rising Sun Rd
Sunniva Dr
Solar Flare Rd
Trails End
Blackwood
Elmwood
Murwood
Periska Way
Boxwood Dr
Brandon Dr
Pancheri Dr
Kevin Cir
Kelly Dr
Caysie Cir
Caysie Ln
Kortnee Dr
Country Rd
Periska Way
Plommon Cir
Plommon St
Applen Ct
Brookcliff Dr
Blue Canyon Dr
Lowell Dr
Paron Ln
Druvor St
S Bellin Rd
Bluebird
Newman Dr
Newman Cir
Harold Dr
Sviskon Way
Hallon St
Patriot Cir
Mountain Rose Dr
W 17th S
Granite Way
Charlotte Dr
Amanda Ct
Lowell Dr
Change to Priority 3
Change from Center
to Outside
Druvor St
Change to Priority 3
Change from Center
to Outside
Newman Dr
Change from Center
to Outside

B. Snow Removal Method Map



Cooperative Agreement
For Maintenance Of State Highway I-15, I-15B, US 20, US 20B, US 26, & US 91

THIS AGREEMENT, made and executed in duplicate this 26 day of January, 2023, by and between the IDAHO TRANSPORTATION DEPARTMENT, hereinafter called the "State," and the CITY OF IDAHO FALLS, hereinafter referred to as the "City."

WITNESSETH:

1. RECITALS

The parties desire to provide for the maintenance of state highway routes within the City as provided in ***Idaho Code, Section 40-310(5)***, and to arrange herein for the particular maintenance functions to be performed by the City and those to be performed by the State and to specify the terms and conditions under which such work will be performed.

2. AGREEMENT

This agreement shall supersede previous Cooperative Maintenance Agreements. In consideration of the mutual covenants and premises herein contained, it is agreed that the City will perform such maintenance work as is specifically delegated to and the State will perform those particular functions of maintenance delegated to it on the state highway routes or portions thereof as hereinafter described under Sections 13, 17, and 17-a hereof or as aid sections may be subsequently modified with the written consent of the parties hereto acting by and through their authorized representatives.

3. MAINTENANCE DEFINED

Maintenance is defined as follows:

a. The preservation and keeping of right-of-way and each type of roadway, structure, and facility in the safe and usable condition to which it has been improved or constructed, but does not include reconstruction or other improvement.

b. Provisions as necessary for the safety and convenience of traffic and the upkeep of traffic control devices.

c. The general utility services such as roadside planting and vegetation control.

d. The special or emergency maintenance or repair necessitated by accidents or by storms or other weather conditions, slides, settlements, or other unusual or unexpected damage to a roadway, structure or facility.

e. Upkeep of illumination fixtures on the streets, roads, highways, and bridges, which are required for the safety of persons using the said streets, roads, highways, and bridges.

4. DEGREE OF MAINTENANCE

The degree and type of maintenance for each highway or portion thereof shall mean doing the work and furnishing the materials and equipment to maintain the highway facility herein described in a manner as near as practicable to the standard in which they were originally constructed and subsequently improved.

5. LEGAL RELATIONS AND RESPONSIBILITIES

Nothing in the provisions of this agreement is intended to affect the legal liability of either party to the contract by imposing any standard of care respecting the maintenance of state highways different from the standard of care imposed by law.

It is understood and agreed that neither the State, nor any officer, agent, servant, or employee thereof is responsible for any damage or liability occurring by reason of anything done or omitted to be done by the City

or in connection with any work, authority or jurisdiction delegated to the City under this Agreement for Maintenance. The City, its officers, agents, servants, or employees, shall not be responsible for any damage or liability arising in connection with work to be performed by the State which is not otherwise delegated to the City.

6. HIGHWAY

Highway, as used herein, includes the entire right-of-way which is secured or reserved for use in the construction and maintenance of the traveled way and roadsides as hereinafter described.

7. ROADWAY

Roadway means the area between the inside face of curbs or the area between the flow lines of paved gutters; otherwise, the entire width within the highway which is improved for vehicular use including improved shoulders and side slopes, if they exist.

8. IMPROVED ROADSIDES

Improved roadside is the area between the roadway, as defined under Section 7, and the right-of-way boundary lines, including curb and sidewalk.

Curb relates to a timber, concrete, asphalt, or masonry structure separating or otherwise delineating the roadway from the remainder of the highway and shall include paved gutters. Medians that separate the roadways for traffic in opposite directions are considered a part of the improved roadsides. Sidewalk applies to the paved or otherwise improved surface area between the face of curb or edge of roadway and right-of-way boundary, including paved entrances or driveways.

9. UNIMPROVED ROADSIDES

Unimproved roadsides relate to the area between the roadway and right-of-way boundary wherein curbs and sidewalks do not exist.

10. BRIDGES

Bridges are structures that span more than 20 feet measured between abutments along the centerline of the street and multiple span structures where the individual spans are in excess of 10 feet measured from center-to-center of supports along the centerline of the street. All other cross-drainage structures shall be classified as culverts.

11. TRAFFIC CONTROL DEVICES

Traffic control devices include all signs, pavement markings, and highway illumination placed on or adjacent to the street or highway for the regulations, guidance, warning and aid of pedestrian and traffic movement thereon. Traffic signals will be treated under a separate agreement.

12. FRONTAGE ROADS

Frontage roads are roads constructed on either side of the highway to provide authorized road access to adjacent properties in lieu of access directly from the highway.

13. ROUTINE MAINTENANCE

Routine maintenance to be performed on the roadway or roadsides shall consist of such work as patching, spot sealing, crack sealing, snow plowing, snow removal, sanding, care of drainage, upkeep and repair of bridges, culverts, curbs, benches and sidewalks, street sweeping and cleaning, repair of damage and cleaning up after storms and traffic accidents, control of roadside vegetation, care of landscaped areas, planters, trees or other

ornamental plantings, and upkeep and operation of traffic control devices, all in the manner as hereinafter specified.

a. **Roadway**

(1) Surface Repair: The patching of holes, depressed areas, spot sealing, undersealing, etc.

(2) Crack Sealing: The cleaning, filling, and sealing of cracks in pavement with sealing compounds.

(3) Sweeping and Cleaning: The removal of dirt or litter normally coming onto the roadway from action of traffic or from natural causes, such as flood and storm debris.

(4) Snow Removal: The removal of snow from the roadway by plowing, sweeping, and hauling and shall include applying sand and/or salt when required. The hauling away of snow need only apply on those highway sections where snow storage is limited or at such times when accumulations become greater than storage area capacity.

(5) Utilities: Including manholes, boxes or other appurtenances shall be maintained by their owners.

(6) Storm Sewers: Shall be kept clean and free from debris; traps and sumps cleaned as required after each storm.

(7) Culverts: Shall be kept clean and free from debris; inlets and outlets shall be kept free of debris and growing grass or brush.

b. **Bridges**

Shall be inspected in accordance with the national inspection standards of *U.S. Code, Section 116(d), Title 23*, administered by the State. Bridges designed to AASHTO H-20 or better standards must be inspected on a frequency not to exceed two years. Bridges that are posted for restricted weight limits and/or designed to AASHTO HS-15 or less will be inspected on an annual basis. Inspections are to be accomplished by a qualified inspector. The State's district engineer shall be immediately notified of major defects. See current edition of *AASHTO Manual for Maintenance Inspection of Bridges* for inspector's qualifications, inspection reporting procedures, and structural analysis for load capacity of bridges.

c. **Improved Roadsides**

(1) Curbs: Shall be kept in repair by cleaning, patching, lifting, and aligning.

(2) Sidewalks: Shall be kept in repair by cleaning, patching, lifting, aligning, and regrading if of gravel or other non-cemented material.

(3) Lawn or Grass Areas: Shall be kept mowed, watered, edges trimmed, and the watering operations shall not flood or sprinkle on the roadway.

(4) Trees and Plantings: Shall be kept trimmed with dead material removed and hazardous limbs pruned. This agreement shall not be construed as restricting, prohibiting or otherwise relieving the City of the responsibility for inspection and upkeep of trees in a manner that will insure maximum safety to both vehicular and pedestrian traffic or to restrict or relieve the City from following the same policy and procedure generally followed by it with respect to streets of the City in the matter of requiring sidewalk repairs and control of vegetation to be made by or at the expense of abutting owners who are under legal obligation to perform such work.

(5) Benches and Planters: Shall be kept in repair by cleaning, patching, aligning, and painting.

d. **Unimproved Roadsides**

(1) Ditchings: Foreslopes, backslopes, and ditches shall be bladed and ditched regularly as required to keep as near as possible to the original typical cross section.

(2) Cleaning: Foreslopes and backslopes shall be mowed as required. Trees and shrubs shall be kept trimmed, dead material removed, and hazardous limbs pruned, waterways shall be kept free of debris.

e. **Traffic Control Devices**

Traffic control devices installed and maintained on the urban extensions of the State Highway System shall be in conformance with the recommendations and specifications of the current *Manual on Uniform Traffic Control Devices for Streets and Highways* as approved by the American Association of State Highway and Transportation Officials (AASHTO) and as adopted by the Idaho Transportation Department. The maintenance to be performed on these items shall consist of furnishing all necessary labor, material, services, and equipment to install, replace, operate, and/or repair in accordance with this agreement.

All traffic control devices installed inside the full control of access limits of the Interstate Highway System shall be the responsibility of the State.

(1) Route Guide Signing: This includes all official designation guide signs at junctions of the urban extensions of the State Highway System, all entering community signs and all U.S. or State Highway System route markers necessary to properly identify and keep the motorist sure of the routes.

(2) Other Guide Signs: This includes all other guide signs of an informational nature identifying streets, city parks, landmarks, and items of geographical or cultural interest that the community desires to sign.

(3) Warning Signs: These will include all signs used to indicate conditions that are actually or potentially hazardous to users of the highway or street.

(4) Speed Signs: These will include all regulatory signs to indicate speed limits that have been designated in accordance with statutory provisions.

(5) Other Regulatory Signs: These will include all regulatory signs, other than the speed sign and lane control sign which are used to indicate the required method of traffic movement or use of the public highway or street.

(6) Highway Lighting: This includes all fixed illumination of the roadway or sidewalks for purposes of providing better visibility of persons, vehicles, or roadway features. All highway lighting shall be installed and maintained in accordance with current policies of the State. Maintenance shall include all upkeep of supports, interconnecting service, electrical energy costs, cleaning, lamp renewal, and associated labor and material costs required to maintain the lighting system in continuous nighttime operation.

(7) Lane-Line Markings: These will include those lines dividing the roadway between traffic moving in opposite directions, lane-lines separating two or more lanes of traffic moving in the same direction, painted channelization, pavement edge markings, and no passing barrier lines where required.

(8) Other Pavement Markings: These include all stop lines, crosswalk lines, parking space limits and word and symbol marking set into or applied upon the pavement surface or curbing or objects within or adjacent to the roadway for the purpose of regulating or warning traffic.

14. ENCROACHMENT PERMITS

If the State delegates authority to issue encroachment permits to the City, the authority shall pertain to all parts of the highway or street throughout the particular length indicated under Section 17 and/or 17-a of this agreement. Authority to issue encroachment permits shall not be assigned to the City unless they have

adequate ordinances governing the encroachments together with an administrative organization and procedure capable of enforcing the ordinances.

Permits shall be issued on a form provided by the State and the City will furnish a copy of each permit to the State. The City agrees to follow current policies of the State regarding encroachment unless the City, by ordinance or other regulation, imposes more restrictive regulations as stated below. Prior approval of the State shall be secured before any permit is issued for the original installation of any utility line, driveway, or other permanent encroachment within the highway right-of-way.

If the City, by ordinance or other regulation, imposes more restrictive regulations and requirements regarding signs, marquees and/or driveways than above set forth or as provided in current State policies, nothing in these provisions shall be construed to prevent the City from enforcing such restrictive regulations in the granting or refusing of permits with respect to any State Highway. Where authority to issue encroachment permits is retained by the State, all local ordinances which are more restrictive than State policy will be observed. When authority to issue Encroachment permits is retained by the State, approval of the City will be secured prior to the issuance of a permit. State permit forms will be used and a copy will be forwarded to the City for its record.

The City or State shall comply with its usual policy with respect to collecting costs from permittees in such cases as fees or charges are made by the City or State for encroachment work on streets or highways.

No signs, billboards or structures other than those authorized and installed by the State or the City as necessary for the regulating, warning, and guiding of traffic shall be permitted within or to overhang the right-of-way of any State Highway, except in accordance with these provisions:

a. Signs or marquees extending over the sidewalk and right-of-way may be installed on a permitted basis in business districts only, subject to the following restrictions:
   - No sign or marquee shall be permitted to project over the roadway nor to extend beyond a vertical line located 18 inches outside the inside face of the curb.
   - Signs extending over the sidewalk area shall have no part thereof less than 12 feet above sidewalk or ground level. Marquees extending over the sidewalk area shall have no part thereof less than eight feet above sidewalk or ground level.

b. Displays or signs overhanging the right-of-way may be authorized on a permit basis only outside of business districts when the display is placed flat against and supported by the building and providing it does not extend more than 12 inches into the right-of-way.

c. All signs and marquees shall conform to the city building and/or sign code excepting that minimum clearance requirements as herein specified must be complied with.

   They shall at all times be maintained in a good appearing and structurally safe condition. Any existing sign or marquee suspended or projected over any portion of State Highway right-of-way, which constitutes a hazard, shall be immediately repaired or removed.

d. Signs or displays will not be permitted which resemble, hide, or because of their color, interfere with the effectiveness of traffic signals and other traffic control devices. Illuminated signs or displays containing red, yellow, or green lights will not be permitted to overhang the right-of-way.

e. Temporary municipal decorations may be installed and suspended over the State Highway on a permit basis only. They shall not be permitted in locations that interfere with the visibility and effectiveness of traffic control devices.

   It is understood that none of the provisions listed above (a. to e. inclusive) will be in conflict the Beautification of Highways Act of 1966, *Idaho Code, Section 40, Chapter 28.*

f. Use of state highway right-of-way for benches, planters, and trees is subject to the following conditions:

- Benches, planters, and trees must be at least 18 inches from the face of the curb. When benches, planters, and trees are placed on sidewalks, there must be a four-foot open space for pedestrians and bicyclists measured at a right angle from the edge of the sidewalk, or as an alternative, spacing that meets city-approved standards.
- Benches, planters, and trees should not obstruct crosswalks or wheelchair ramps, or force pedestrians into the street by their placement.
- Benches, planters, and trees should not be placed so as to impede the sight distance of vehicles using the highway.
- Benches, planters, and trees shall not bear markings or signs that resemble official traffic signs.
- Cities allowing benches, planters, and trees on state highway right-of-way agree to indemnify, defend regardless of outcome, and hold harmless, ITD from all accidents or occurrences resulting in damage to property, injury, or loss of life related to bench placement on highway right-of-way within the city.

15. TRANSPORTATION PERMITS

Transportation permits will be required on State Highways for all vehicles and their loads that exceed legal limitations. If authority to issue transportation permits is delegated to the City, such authority shall pertain only to travel that originates and terminates within the City corporate limits.

16. ROUTE DESCRIPTION

Route No.	Milepost	Length Miles	Description of Routing
1. **I-15 BUS.** **001380**	2.732 to 6.315	3.583	S Yellowstone Ave from SCL to Broadway
US-26 **002240**	333.044 to 335.779	2.735	N Yellowstone Hwy/Northgate Mile from Broadway to NCL
2. **I-15 BUS.** **001380**	6.315 to 7.230	0.915	Broadway from N Yellowstone Ave to ramps on I-15
US-20 **002070**	305.026 to 306.900	1.874	Broadway from WCL to SB on and off ramps I-15
3. **I-15** **001330**	115.988 to 120.908	4.920	I-15 from SCL to NCL includes John Hole Interchange Structure
4. **US-20** **002070**	307.45 to 308.705	1.255	US-20 from N Saturn Ave to NCL
5. US-20 BUS. West. 002073	2.270 to 3.715	1.445	N Holmes Ave from Northgate Mile to centerline US-20
US-20 BUS. **004140**	1.430 to 1.478	0.048	N 5th E from centerline US-20 to WB on and off ramps

6. **I-15 BUS. 030881** 103.821 to 105.403 1.582 W Sunnyside Rd from I-15 to S Yellowstone Ave

17. DELEGATION OF MAINTENANCE

The maintenance work to be performed by the City or State shall conform to the provisions hereof and shall include those operations as hereinafter indicated.

Maintenance Function	**Agency to Perform Work**				
ROADWAY	Route No. 1	Route No. 2	Route No. 3	Route No. 4	Route No.
1. Surface Repair	S	S	S	S	
2. Crack Sealing	S	S	S	S	
3. Sweeping and Cleaning	C	C	S	S	
4. Snow Removal	C	C	S	S	
5. Utilities	C	C	S	C	
6. Culverts	C	C	S	S	
7. Storm Sewers	C	C	S	C	
BRIDGES					
1. Main Structure	S	S	S	S	
2. Pedestrian Walks	C-3	C-3	C-3	C-3	
3. Railings	S	S	S	S	
IMPROVED ROADSIDES					
1. Curbs	C	C	S	S	
2. Sidewalk	C	C	N/A	C	
3. Lawn or Grass Areas	C	C	C	C	
4. Trees and Planting	C	C	C	C	
5. Medians	C	C	S	S	
6. Benches and Planters	C	C	C	C	
UNIMPROVED ROADSIDES					
1. Ditching	S	S	S	S	

2. Cleaning	S	S	S	S	
3. Weed Eradication	S	S	S	S	
TRAFFIC CONTROL DEVICES					
1. Route Guide Signs	S	S	S	S	
2. Other Guide Signs	C	C	S	S	
3. Warning Signs	S	S	S	S	
4. Speed Signs	S	S	S	S	
5. Other Regulatory Signs	S-5, 9	S-5, 9	S	S	
6. Highway Lighting	C-1	C-1	S-1	C-1	
7. Lane-Line Markings	S	S	S	S	
Other Pavement Markings					
1. Parking Space Limits	C	N/A	N/A	N/A	
2. Crosswalks	S-7	S-7	N/A	S-7	
3. Stop Bars	S-6	S-6	S-6	S-6	
4. School Crossing	S	S	N/A	S	
5. Railroad Crossing	S	S	N/A	N/A	
6. Lane Control	S	S	S	S	
ISSUE PERMIT ENCROACHMENTS	S-4	S-4	S	S	
ISSUE PERMITS TRANSPORTATION	S	S	S	S	

Maintenance Function	**Agency to Perform Work**				
ROADWAY	Route No. 5	Route No. 6	Route No.	Route No.	Route No.
1. Surface Repair	S	S			
2. Crack Sealing	S	S			
3. Sweeping and Cleaning	C	C			
4. Snow Removal	C	C			
5. Utilities	C	C			

6. Culverts	C	C			
7. Storm Sewers	C	C			
BRIDGES					
1. Main Structure	S	S			
2. Pedestrian Walks	C-3	C-3			
3. Railings	S	S			
IMPROVED ROADSIDES					
1. Curbs	C	C			
2. Sidewalk	C	C-2			
3. Lawn or Grass Areas	C	C			
4. Trees and Planting	C	C			
5. Medians	C	C			
6. Benches and Planters	C	C			
UNIMPROVED ROADSIDES					
1. Ditching	S	S			
2. Cleaning	S	S			
3. Weed Eradication	S	S			
TRAFFIC CONTROL DEVICES					
1. Route Guide Signs	S	S			
2. Other Guide Signs	C	C			
3. Warning Signs	C	C			
4. Speed Signs	S	S			
5. Other Regulatory Signs	C-5, 9	C-5, 9			
6. Highway Lighting	C-1.8	C-1			
7. Lane-Line Markings	S	S			
Other Pavement Markings					
1. Parking Space Limits	C	C			
2. Crosswalks	S-7	S-7			

3. Stop Bars	S-6	S-6			
4. School Crossing	S	N/A			
5. Railroad Crossing	N/A	C			
6. Lane Control	S	S			
ISSUE PERMIT ENCROACHMENTS	S-4	S			
ISSUE PERMITS TRANSPOTATION	S	S			

- **DELEGATION OF MAINTENANCE CONTINUED:**

1. Illumination maintenance to be addressed in the City/State Traffic Signal & Roadway Illumination Maintenance Agreement.
2. Includes Bike path from Snake River west.
3. Except Structural Repair, non surface repair as they are the responsibility of the State.
4. City needs copy of permit.
5. Through traffic control – side street lane control by City.
6. Side street stop bars by City.
7. City to maintain side street crosswalk and stop bars.
8. Except IC-310 Ramps.
9. State to maintain street name and lane control signs on all traffic signals.

18. **DELEGATION OF COSTS**

All agencies shall bear all costs of maintenance obligations assigned to them under this agreement.

19. **SUBSEQUENT IMPROVEMENTS**

When a highway section or portion thereof is improved to urban standards, i.e., with curbs, sidewalks, etc., the delegation of maintenance shall automatically change to conform to the provisions as provided for similar sections under this agreement.

20. **TERM OF AGREEMENT**

This agreement shall become effective January 26, 2023 and shall remain in full force and effect until amended or terminated.

The agreement as above may be amended upon the mutual consent of the parties thereto.

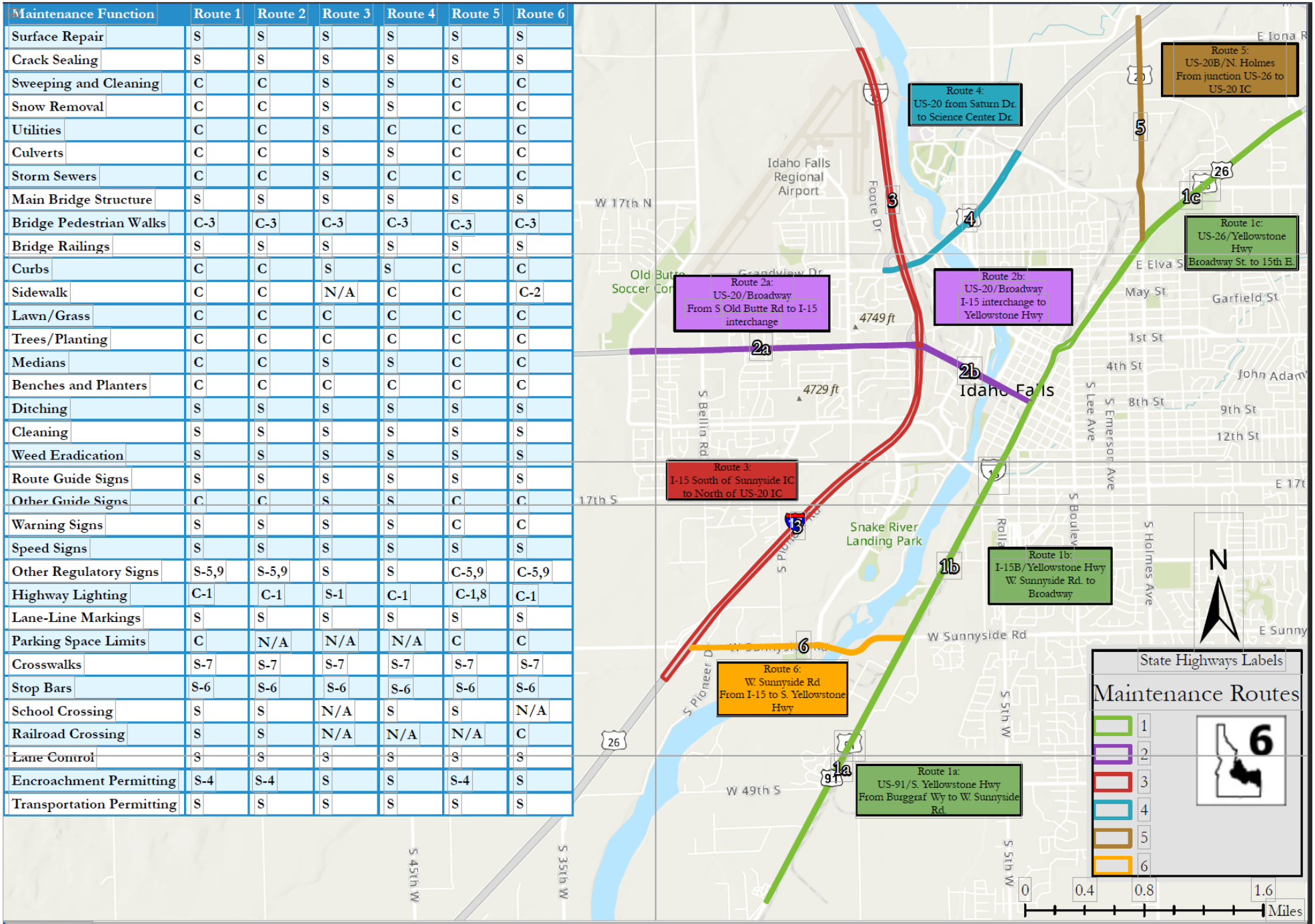
The agreement as above may be terminated at any time upon 30 days' written notice by either party thereof to the other.

IN WITNESS WHEREOF, the parties have set their hands the day and year first above written.

ITD Recommendation and Approval
District Engineer's Signature
Maintenance Supervisor's Signature
Highway Operations Manager's Signature

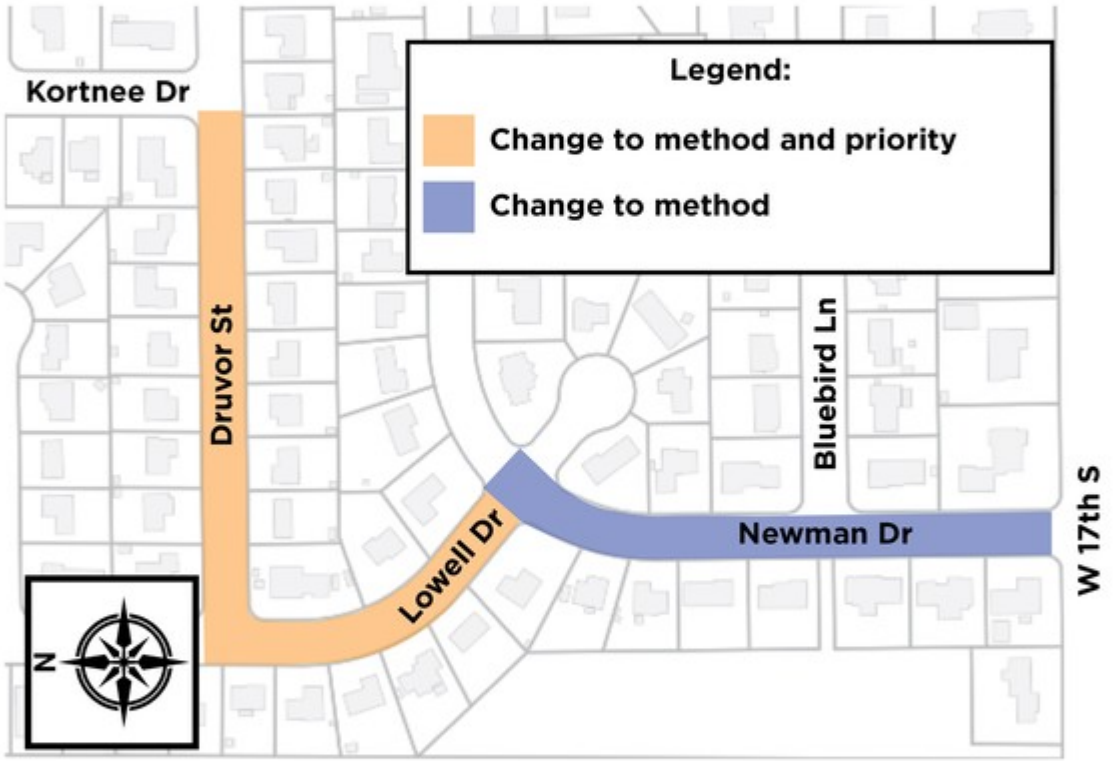
City/County
City/County Name: City of Idaho Falls
Mayor/Commissioner's Signature
City/County Clerk's Signature

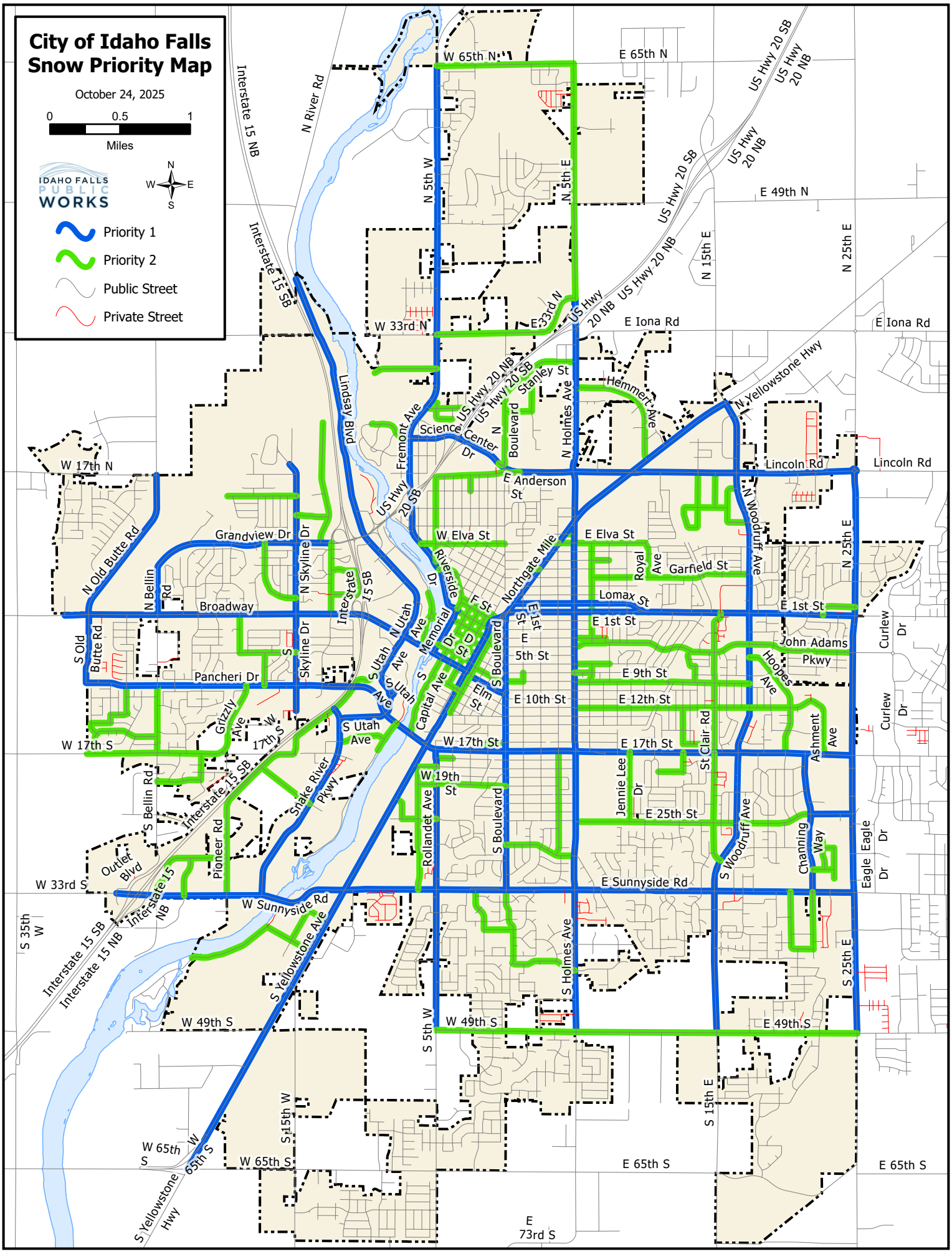
Maintenance Function	Route 1	Route 2	Route 3	Route 4	Route 5	Route 6
Surface Repair	S	S	S	S	S	S
Crack Sealing	S	S	S	S	S	S
Sweeping and Cleaning	C	C	S	S	C	C
Snow Removal	C	C	S	S	C	C
Utilities	C	C	S	C	C	C
Culverts	C	C	S	S	C	C
Storm Sewers	C	C	S	C	C	C
Main Bridge Structure	S	S	S	S	S	S
Bridge Pedestrian Walks	C-3	C-3	C-3	C-3	C-3	C-3
Bridge Railings	S	S	S	S	S	S
Curbs	C	C	S	S	C	C
Sidewalk	C	C	N/A	C	C	C-2
Lawn/Grass	C	C	C	C	C	C
Trees/Planting	C	C	C	C	C	C
Medians	C	C	S	S	C	C
Benches and Planters	C	C	C	C	C	C
Ditching	S	S	S	S	S	S
Cleaning	S	S	S	S	S	S
Weed Eradication	S	S	S	S	S	S
Route Guide Signs	S	S	S	S	S	S
Other Guide Signs	C	C	S	S	C	C
Warning Signs	S	S	S	S	C	C
Speed Signs	S	S	S	S	S	S
Other Regulatory Signs	S-5,9	S-5,9	S	S	C-5,9	C-5,9
Highway Lighting	C-1	C-1	S-1	C-1	C-1,8	C-1
Lane-Line Markings	S	S	S	S	S	S
Parking Space Limits	C	N/A	N/A	N/A	C	C
Crosswalks	S-7	S-7	S-7	S-7	S-7	S-7
Stop Bars	S-6	S-6	S-6	S-6	S-6	S-6
School Crossing	S	S	N/A	S	S	N/A
Railroad Crossing	S	S	N/A	N/A	N/A	C
Lane Control	S	S	S	S	S	S
Encroachment Permitting	S-4	S-4	S	S	S-4	S
Transportation Permitting	S	S	S	S	S	S



BonnevilleGIS, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, USDA, ITD, Esri, NASA, NGA, USGS, FEMA


City of Idaho Falls
Snow Priority Map
October 9, 2026
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Miles
IDAHO FALLS
PUBLIC
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Public Street
Private Street
Plowed Street
Priority 1
Priority 2
S Old Butte Rd
Rising Sun Rd
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Sunniva Dr
Thomas Dr
Donna Dr
Blackwood
Trails End
Elmwood
Murwood
Periska Way
Boxwood Dr
Brandon Dr
Pancheri Dr
Kevin Cir
Kelly Dr
Caysie Cir
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Lowell Dr
Kortnee Dr
Country Rd
Periska Way
Plommon Cir
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Applen Ct
Brookcliff Dr
Blue Canyon Dr
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Paron Ln
Druvor St
Newman Cir
Newman Dr
Bluebird
Harold Dr
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Mountain Rose Dr
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City of Idaho Falls
Snow Priority Map
October 24, 2025
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IDAHO FALLS PUBLIC WORKS
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Priority 1
Priority 2
Public Street
Private Street
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N Yellowstone Hwy
Lindsay Blvd
Fremont Ave
Science Center Dr
N Boulevard
N Holmes Ave
Stanley St
Hemmert Ave
W 17th N
Lincoln Rd
E Anderson St
N Old Butte Rd
Grandview Dr
N Skyline Dr
W Elva St
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Riverside Dr
Northgate Mile
Royal Ave
Garfield St
N Woodruff Ave
N Bellin Rd
Broadway
Lomax St
E 1st St
S Old Butte Rd
S Skyline Dr
N Utah Ave
Memorial Dr
E St
S Boulevard
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E 5th St
John Adams Pkwy
Curlew Dr
Pancheri Dr
S Utah Ave
Capital Ave
Elm St
E 9th St
E 10th St
E 12th St
Hoopes Ave
Grizzly Ave
W 17th S
W 17th St
E 17th St
St Clair Rd
Ashment Ave
S Bellin Rd
Snake River Pkwy
W 19th St
Jennie Lee Dr
E 25th St
Outlet Blvd
Pioneer Rd
Rollandet Ave
S Woodruff Ave
Channing Way
Eagle Dr
W 33rd S
W Sunnyside Rd
E Sunnyside Rd
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Memorandum

File #: 26-427 **Work Session** RETURN TO AGENDA

DATE: Monday, November 9, 2026
AGENDA: Work Session
FROM: Darin Jones
DEPARTMENT: Human Resources

Title
Proposed revisions to four Personnel Policies (20)

Action
Council direction to staff (or take other appropriate action).

Description, Background Information, Purpose:
Human Resources requests Council review, at first reading, of proposed revisions to four Personnel Policies: 270 (Reduction in Force), 310 (Disciplinary Actions and Terminations), 450 (Education), and 510 (Overtime, Comp-Time, and Timekeeping for Exempt Employees). Per Section 4 of the Personnel Policy Manual, employees will be given thirty (30) days' notice and an opportunity to comment before the policies return to Council for final approval. A summary of the changes and the proposed policies, shown with tracked changes, are attached.

Purpose. To update the Personnel Policy Manual for compliance with state and federal law, to clarify employee benefits and return-to-work rights during education leave, to define the authority and approvals for reductions in force, and to align pay for exempt employees performing emergency response with hourly employees.

This item has been reviewed by the Mayor's Office.

Summary of Proposed Policy Changes

Policies 270, 310, 450, and 510 | Quick Reference

This document summarizes proposed changes to four City personnel policies. The changes are shown as tracked changes in each attached policy. The proposed changes will go to the City Council for review, then to all employees for a comment period, then back to the City Council for final approval.

At a glance

Policy	Section	What is changing	Why
270 – Reduction in Force	Section A	Adds a sentence stating that regular employees may be terminated as part of a reduction in force by a Department Director, with approval of the Human Resources Director and the City Attorney. The rest of Policy 270 is unchanged.	Clarifies who may carry out a reduction in force and the approvals required.
310 – Disciplinary Actions and Terminations	Section H, Code of Conduct, item 16	Wording in the Code of Conduct is updated to conform to state law. No other changes to Policy 310.	Required for compliance with state law.
450 – Education	Section B, Education Leave	Education leave remains unpaid and requires Mayor and Council consent. The blanket "no benefits of any kind" statement is replaced with a new "Benefits During Education Leave" section that explains how leave accrual, health coverage, other benefits, retirement, and return to work are handled. Section A (Education Assistance) is unchanged.	Clarifies how benefits work during leave and supports compliance with federal law, including the Affordable Care Act.
510 – Overtime, Comp-Time, and Timekeeping for Exempt Employees	Section C, item 3	Exempt employees directed to work emergency response during a declared emergency will be paid 1.5 times their regular hourly rate (previously their regular hourly rate) for hours worked over 40 in a week.	Aligns pay with hourly employees who perform the same emergency work. Requested by the Fire Department.

Policy 270 – Reduction in Force

Where

Section A.

Change

Adds a sentence stating that regular employees may be terminated as part of a reduction in force by a Department Director, with the approval of the Human Resources Director and the City Attorney.

Reason

The policy previously did not say who may terminate an employee in a reduction in force or what approvals are required. The new sentence sets that out and uses the same approval process that Policy 310 requires for involuntary terminations.

What stays the same

The definition of a reduction in force, the reduction factors, the seniority definition, and the ten (10) working day notice requirement are unchanged. A reduction in force still may not be used to address performance or behavior problems.

Policy 310 – Disciplinary Actions and Terminations

Where

Section H, Code of Conduct, item 16.

Change

Updates the wording of item 16 so that it conforms to current state law.

Reason

The update is required for the City's policies to comply with state law. The rest of Policy 310, including the progressive discipline process and the remainder of the Code of Conduct, is unchanged.

Policy 450 – Education

Where

Section B, Education Leave. Section A, Education Assistance, is unchanged.

What stays the same

- Education leave is without pay.
- Leave requires the consent of the Mayor and Council.
- A single leave may not exceed twelve (12) months.

What is new

- Employees on education leave do not accrue vacation, sick leave, or other paid leave, and do not receive City-paid holiday pay or other compensation.
- An employee who is eligible under the terms of the City's group health plan and applicable law, including the Affordable Care Act, may continue health coverage during the leave by paying the full premium. The employee must notify Human Resources in writing before the leave begins. Employees who are not eligible to continue coverage under the plan may be offered COBRA. Human Resources determines eligibility under the plan document and the City's ACA measurement method. Continuing coverage does not affect any rights the employee may have under COBRA, FMLA, USERRA, or other applicable law.
- Other benefits, such as life insurance and voluntary plans, follow the applicable plan documents and carrier requirements. Retirement contributions and service credit follow PERSI rules and applicable plan documents.
- On return from approved leave, education leave does not guarantee reinstatement. The employee returns to the same position if it remains available and funded; otherwise the City may, but is not required to, place the employee in another vacant position for which they are qualified, subject to the City's operational needs and budget.
- The employee must notify Human Resources and the Department Director in writing of their intent to return at least thirty (30) days before the leave ends. An employee who does not report to work within three (3) days after the approved leave ends is considered to have resigned. Any extension of leave requires approval of the Mayor and Council.

- If the employee's position is eliminated or reorganized during the leave, the employee is treated the same as any other employee in that position, including under Policy 270 (Reduction in Force). Education leave neither protects nor disadvantages the employee.
- Education leave does not change the at-will nature of employment.
- Time on leave is not counted toward continuous service, except as required by law or stated in an applicable plan document.

What was removed

The statement that employees "will not be eligible to earn or receive any benefits of any kind" during education leave.

Reason

The previous language could be read to end all benefits, including health coverage, as soon as leave begins. The new language clarifies how benefits are handled and supports compliance with the Affordable Care Act and other federal law.

Policy 510 – Overtime, Comp-Time, and Timekeeping for Exempt Employees

Where

Section C, item 3.

Change

Exempt employees (including Department Directors) who are directed to work emergency response during an officially declared disaster or emergency are paid for hours worked over 40 in a week at 1.5 times their regular hourly rate. Previously, these hours were paid at their regular hourly rate.

Reason

Hourly Fire Department employees earn 1.5 times their wage for overtime on wildland fire deployments. A small number of exempt Fire Department employees (approximately three to four) are also sent on these deployments each year and were paid at straight time for the same work. The change aligns pay for the same emergency work.

What stays the same

Exempt employees remain ineligible for regular overtime and comp-time. "Emergency response" continues to mean work specifically performed to mitigate the impact of the declared emergency.

Policy 270 – Reduction in Force

Approved: ~~1/30/2025~~TBD

REDUCTION IN FORCE

A. The City will determine the basis for, extent, effective date and the length of a reduction in force. Definition of Reduction in Force. For the purposes hereof, the term "Reduction in Force" means any involuntary termination without cause due to budget limitations, reduction in workload, efficiency enhancements, departmental reorganizations or other similar reasons. The guidelines set forth below will be followed whenever a reduction in force becomes necessary; however, nothing herein shall be interpreted to limit or otherwise restrict the ability of the City to terminate employment under the at-will provision hereof.

A Reduction in Force shall not be used to address employee performance or behavioral problems. For employee disciplinary issues follow City of Idaho Falls Human Resources Policy 310 -- DISCIPLINARY ACTIONS AND TERMINATIONS. Regular employees may be terminated as part of a reduction in force by a Department Director, with approval of the Human Resources Director and the City Attorney.

B. Reduction Factors. When, for any reason, it becomes necessary to reduce the working force in a Department or Division not covered by a collective bargaining agreement, employees will be selected for termination based on:

1. The City's skill requirements;
2. Employee's potential; and
3. Employee's work performance.

When the first three factors are equal, the employee with the greatest seniority will be retained.

C. Seniority Defined. Seniority is defined as length of continuous full-time service. Seniority is based on the following factors:

1. Position service
2. Division service
3. Departmental service
4. City service

The Department Director and Director of Human Resources will determine the definition of division as it applies to a Department.

D. Notification. A formal notice of separation signed by the Department Director will be provided to the employee at least ten (10) working days prior to separation. This notice will specify the separation date.

Policy 310 – Disciplinary Actions and Terminations

Approved: ~~1/30/2025~~TBD

DISCIPLINARY ACTIONS AND TERMINATIONS

A. Employee Performance. All employees shall maintain high standards of cooperation, efficiency, and economy in their work for the City of Idaho Falls. Department Directors and Supervisors shall organize and direct their work to achieve such objectives. Whenever work habits, attitudes, or conduct of an employee falls below a desirable standard, Supervisors should point out the deficiencies to the employee at the time they are observed. Disciplinary action taken against an employee should be noted in the employee's personnel file.

B. Progressive Discipline. The City encourages the use of progressive discipline to address performance problems, when feasible.

   Progressive discipline is a tool used to counsel and to discipline employees for poor or inadequate performance or for inappropriate behaviors by increasing the level of the discipline to meet the need for change in performance. It provides opportunities for an employee to correct an issue before it becomes too severe and provides the City, the supervisor, and the employee with performance-related documentation. The purpose of any discipline imposed is to encourage better performance, not simply to punish unwanted behavior.

C. General Guidelines. Progressive discipline is the responsibility of the supervisor, with review by the Department Director, and as needed, Human Resources. Generally speaking, employees should be provided with an opportunity to correct deficiencies in performance or behavior, when deemed appropriate by management. Some infractions of City policies/Code of Conduct will be cause for immediate termination.

   1. Factors which may be considered when determining a course of disciplinary action:

      a. Whether the employee had reasonable notice of what is expected;

      b. The extent to which the employee has been given an opportunity to correct the deficiency;

      c. The degree to which the employee had advance notice of the potential consequences of not meeting the expectations;

      d. An evaluation of the employee's explanation (if any) of why expectations were not achieved;

      e. The relationship between the failure of performance and the discipline imposed or "proportionality" (e.g., seriousness of the offense, employee's past performance,

circumstances surrounding the particular event, Department practice in similar events).

D. Discipline Process. Progressive discipline may include any of the following steps:

1. Informal Verbal Coaching/Warning

   In most cases, informal coaching should be an ongoing part of the supervisor/employee relationship so that problems can be addressed as they arise (rather than putting them off). Informal coaching may be carried out by the supervisor verbally discussing the problem with the employee and explaining that this is (usually) the first step in the improvement process. The supervisor should keep a written record of discipline-related discussions.

2. Written Warning

   If improvement in an employee's performance or behavior is not apparent after the informal coaching/verbal warning(s), a formal written warning may be given. The purpose of a written warning is to impart to the employee the gravity of the situation and to document performance expectations and the need for improvement. This should be a written document with verbal discussion that is delivered by the employee's supervisor. A copy of the warning should be provided to the employee and the supervisor. A copy of the warning should also be placed in the employee's personnel file.

3. Work Improvement Plan (WIP)

   If the performance or behavioral problem continues despite verbal and written warnings, a formal WIP may be appropriate. The purpose of the WIP is to document a formal plan to improve employee performance, which should include a specified timetable by which the employee must meet acceptable performance or be subject to behavioral standards and consequences for not doing so. A copy of the WIP should be provided to the employee and supervisor. . A copy of the WIP should also be placed in the employee's personnel file. At the discretion of management, a WIP timeline may be extended if the specific situation creates a justification for an extension.

4. Meets Performance Standards OR Demotion / Suspension / Termination

   If the employee's performance or behavior improves enough by the target date of the WIP to meet all performance standards for the employee's position, the employee can be removed from the Plan. If the performance or behavior does not improve sufficiently enough to meet performance standards, the next discipline step may include a job demotion, a suspension, or termination from employment. Demotion, suspension, or termination from employment requires prior approval as defined in sections F and G of this policy.

E. Management Discretion. These progressive discipline steps merely provide a framework for approaching a performance issue. Because no two disciplinary situations will be the same,

strict adherence to these steps may not be appropriate. For instance, some performance issues may require immediate suspension or termination. Other situations may allow for multiple incidents of verbal and/or written warnings. The course of action to correct deficiencies in job performance or inappropriate behavior will depend on how management views the nature or severity of the problem. Management has discretion to determine what steps of the progressive discipline process, if any, are appropriate in a particular case.

The Human Resources Department is available to assist in constructing a discipline plan. If an issue is raised to the level of demotion, suspension or termination, the Department Director and Human Resources Director approval is required prior to taking the action.

All employees of the City are employed "at will" and at the discretion of the Mayor and City Council, except as may be agreed in writing or in an approved collective bargaining agreement.

F. Involuntary Termination of Employment. Regular employees may be terminated only by a Department Director or by the Mayor, with approval of the Human Resources Director and the City Attorney. A Supervisor may, with the concurrence of a Department Director and approval from the Human Resources Director and the City Attorney, demote or suspend an employee without pay for a period not to exceed five (5) working days. Prior to the termination of an employee's employment for any reason other than a reduction in force and prior to the termination or suspension of any benefit of employment, the Department Director shall notify the employee involved, in writing, of their intent to do so. The notice must set forth in general terms the basis for the proposed action and give the employee an opportunity to be heard before the Department Director prior to such termination or any suspension of any benefit of employment.

G. Disciplinary Suspensions. An employee who is exempt from payment of overtime compensation under the Fair Labor Standards Act ("FLSA") may not be suspended without pay unless allowed by the FLSA.

H. Code of Conduct. All employees are expected to adhere to the following "Code of Conduct." Listed below are examples of conduct generally recognized as detrimental to the best interests of the City. THESE EXAMPLES ARE SET OUT FOR PURPOSES OF ILLUSTRATION ONLY AND THIS LIST IS NOT INTENDED TO BE ALL-INCLUSIVE. A violation of any of the provisions of this Code of Conduct may result in disciplinary action or termination, depending upon the circumstances. Examples of conduct for which disciplinary action or termination may be taken are as follows:

1. Theft of City property, the use of City property for personal purposes or the unauthorized removal of City equipment or property from the workplace, including the inappropriate use of information systems as described in Policy 370 (City Information Systems Usage) of this Policy.

2. Violation of the Idaho Ethics in Government Act or other similar statutes prohibiting conflicts of interest.

3. Acceptance of a bribe or gift or using one's public position for personal gain in violation of Chapter 13, Title 18, Idaho Code.

4. Commission of a misdemeanor while on duty or the commission of a felony either on or off duty.

5. Willful or malicious damage to City property or property under the control or in the custody of the City.

6. Intoxication, possession of, drinking or ingesting alcoholic beverages or any controlled substance without a valid prescription while on duty, or reporting to work when under the influence of such beverages or substances. This prohibition also applies to employee breaks and lunch periods and also includes controlled substances which are illegal in the State of Idaho, even if the substance was purchased legally in another state or prescribed legally in another state.

7. Horseplay, fighting, intimidation or coercion of other employees.

8. Willful insubordination, including, but not limited to failure to discontinue job duties or failure to leave the workplace when directed to do so by the employee's supervisor.

9. Violation of safety regulations and practices, including, but not limited to, failure to use safety equipment, willful failure to adhere to safety regulations, failure to report on-the-job injuries or accidents or failure to follow instructions regarding medical treatment.

10. Falsification or unauthorized destruction of public records or reports.

11. Dereliction of duty, unsatisfactory performance of assigned duties, failure to perform assigned duties or sleeping while on duty.

12. Reckless or negligent driving of a City vehicle or failure to promptly report vehicle accidents or other violations or regulations incident to the operation of City vehicles, whether or not the employee was directly involved.

13. Tardiness or unexcused absence from work. (Absences without prior notification to an employee's Supervisor of an intent to use paid leave benefits hereunder will be considered to be unexcused, absent exigent circumstances.)

14. Gambling on duty.

15. Engaging in patently offensive or immoral activity while on duty and/or violating the city information systems usage policy

16. Possession of ~~weapons or~~ explosives while on duty without proper authorization.

17. Failure to cooperate with fellow employees in a manner which impairs performance of job duties.

18. Engaging in or conspiring to commit espionage, sabotage or criminal conspiracy.

19. Misuse of paid leave benefits hereunder.

20. Dishonesty while in the performance of job duties.

21. Unlawful discrimination and harassment of another employee, or member of the public, or failure to report such conduct by another employee, or failure to follow adopted procedures for the reporting of unlawful discrimination and harassment.

22. Knowing submission of materially false information in an employment application.

23. Use of City's tax-exempt status for personal use.

24. Loss of CDL or regular driver's license for positions that require CDL or regular driver's license.

25. Falsification of time records, personnel records, or other City records.

26. Inappropriately sharing confidential medical or other information about other city employees.

27. Consensual relationships, dating, etc. in a supervisor, supervisee relationship, or other employment relationship that disrupts work.

28. Refusing to participate in or refusing to provide information as directed by the City as part of an impending internal or administrative investigation.

29. Failure to follow City Policy.

Policy 450 – Education

Approved: ~~1/30/2025~~TBD

EDUCATION

A. Education Assistance:

1. Purpose: The Education Assistance Program shall be a concerted effort to invest and contribute to City of Idaho Falls Employees' education relative to their existing job position.

2. Policy: Education assistance is available for regular, full-time employees. Recognizing the constraints of budgetary resources, the amount approved for educational assistance shall be determined by each Department's Director. The employee's Department Director shall also evaluate whether a class/education program is relevant to the employee's current job position.

3. Requirements and Procedures: Regular full-time employees with at least one (1) year of service may be eligible to be reimbursed for tuition expenses incurred for classes that are work-related as determined by the employee's Department Director.

    a) Education programs must be reviewed to determine relevance to their job and approved by the employee's Department Director prior to registration.

    b) A final grade of "C" or better for the class must be achieved in order to receive reimbursement. The employee must fully complete a class and receive a final grade before reimbursement will be considered. Withdrawal from a class will not be reimbursed.

    c) Transcripts and receipts must be submitted to the employee's Director following the completion of the course to receive reimbursement.

    d) Employees are expected to schedule class attendance and the completion of study assignments outside of the employee's regular working hours. If it is necessary to schedule a class during normal working hours, the employee and his/her supervisor will mutually agree on a plan to make up the lost work time. It is expected that educational activities will not interfere with the employee's work, and unsatisfactory job performance during enrollment may result in forfeiture of educational assistance and termination of employment.

4. Taxable Benefit: tuition reimbursement will become a taxable benefit to the employee in accordance with IRS rules and regulations.

B. Education Leave:

Education Leave:

Regular employees interested in further professional training applicable to City business may, with the consent of the Mayor and Council, obtain educational leave. Such leave is without pay. A single leave may not be for more than twelve (12) months.

Benefits During Education Leave:

1. Employees on education leave will not accrue vacation, sick leave, or other paid leave, and will not receive City-paid holiday pay or other compensation during the leave period.
2. An employee on education leave who is eligible for coverage under the terms of the City's group health plan and applicable law, including the Affordable Care Act, may continue that coverage during the approved leave. Continued coverage is conditioned on the employee paying the full premium (employee and City portions) on a schedule set by Human Resources. Eligibility will be determined by Human Resources in accordance with the plan document and the City's ACA measurement method. An employee who is not eligible to continue coverage under the plan may be offered continuation under COBRA.
3. An employee who wishes to continue coverage during education leave must notify Human Resources in writing before the leave begins. Continuation of coverage during education leave does not affect any rights the employee may have under COBRA, FMLA, USERRA, or other applicable law.
4. Continuation of other benefits (such as life insurance or voluntary plans) will be governed by the applicable plan documents and carrier requirements.
5. Retirement contributions and service credit during the leave will be governed by PERSI rules and applicable plan documents.
6. Return from Education Leave.

    a) Return to work. The employee must notify Human Resources and their Department Director in writing of their intent to return at least thirty (30) days before the leave ends. An employee who fails to report to work within three (3) days after the approved leave ends will be considered to have resigned. Any extension of leave must be approved by the Mayor and Council.
    b) Position. Education leave does not guarantee reinstatement. The City will return the employee to the same position if that position remains available and funded. If it does not, the City may, but is not required to, place the employee in another vacant position for which the employee is qualified, subject to the City's operational needs and budget.
    c) Elimination or reorganization. If the employee's position is eliminated or reorganized during the leave, the employee will be treated the same as any other employee in that position, including under Policy 270 – Reduction in Force. Education leave neither protects nor disadvantages the employee.
    d) Education leave does not alter the at-will nature of employment, and nothing in this policy guarantees continued employment.

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7. The absence will not be considered as part of the employee's continuous service, except as required by law or as stated in an applicable plan document.

~~Regular employees interested in further professional training applicable to City business may, with the consent of the Mayor and Council, obtain educational leave. Such leave is without pay. A single leave may not be for more than twelve (12) months. Employees will not be eligible to earn or receive any benefits of any kind during the education leave period. The absence will not be considered as part of the employee's continuous service.~~

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Policy 510 – Overtime, Comp-Time, and Timekeeping for Exempt Employees

Approved: ~~1/30/2025~~TBD

OVERTIME, COMP-TIME, AND TIMEKEEPING FOR EXEMPT EMPLOYEES

A. Overtime work and comp-time is work officially ordered or approved in excess of the work week of 40 hours and shall exclude paid leave and holidays.

1. Unscheduled overtime/comp-time or overtime/comp-time ordered to meet emergency work situations should be ordered and approved by the Department Director or manager with delegated authority.

2. Scheduled overtime or comp-time, resulting in an extended work week consisting of the basic or regular work week plus scheduled overtime/comp-time, must have prior approval of the respective Department Director or manager with delegated authority.

3. Employees shall not work overtime or comp-time of any kind without the approval of their Supervisor, Department Director or the Mayor.

B. Overtime and comp-time will be paid to qualifying employees pursuant to the Fair Labor Standards Act and by the provisions below.

1. Overtime and comp-time will be computed in multiples of not less than fifteen (15) minutes.

2. As defined by this policy, standby time shall mean time that an employee must be available to report to work in addition to the basic work week and overtime. "Available to report to work" means that an employee must be available to answer their cell phone, remain within fifty (50) miles of their work location, and, when called to report for work, must report to workplace as soon as possible. While an employee is on standby time, an employee may conduct personal business, provided that the employee remains available to report to work.

3. Employees who are scheduled on standby time for periods of less than one week or 7 days shall be guaranteed a minimum of two (2) hours pay at the base hourly rate per day Monday through Friday and three (3) hours pay at the base hourly rate per day Saturday and Sunday, plus time worked as described below. An employee scheduled on standby time for a seven (7) day period would receive a minimum of sixteen (16) hours pay at the straight time base hourly rate plus time worked as described below. Regularly scheduled hours do not count as standby time for pay purposes.

4. The pay for any work performed on standby time shall be paid at the rate of one and one-half (1½) times the base hourly rate, and the hours worked during standby time

shall be credited against the standby the total of all guarantee for the full standby assignment whether one day or 7 days on an hour-for-hour exchange.

5. Any employee required to take an emergency call out, except those on standby, shall be guaranteed two (2) hours at one and one-half (1½) times the base rate per call, unless two (2) calls fall within one (1) two (2) hour time period.

C. Overtime and Timekeeping for Exempt Employees.

1. Employees who are designated as Exempt in accordance with the Fair Labor Standards Act are ineligible for overtime and comp time. For public accountability purposes, exempt employees shall take vacation time and sick time in (one (1) hour increments. Exempt employees must record any vacation, sick, or other such leave, whether paid or unpaid, to ensure proper accrual and accounting of leave benefits. It is the employee's responsibility to sign or electronically sign their time record to certify the accuracy of all time recorded.

2. The exempt employee's supervisor must approve flexible working schedules and other arrangements that differ from the standard workweek or working schedule.

3. Exempt Employees (including Department Directors) who are directed to work emergency response during a disaster, disaster emergency, or emergency, officially declared by the Mayor, the Bonneville County Commissioners, the Governor, the President of the United States, or any other person or governmental entity authorized to declare such a disaster, disaster emergency, or emergency, shall be paid for hours worked over forty (40) hours a week at 1.5 times their regular hourly rate. "Emergency response" means work specifically performed to mitigate the impact of the declared emergency.

D. Timekeeping for Employees

1. Nonexempt employees must accurately record the time they begin and end their work and any sick, vacation, holidays, or other such leaves of absence, whether paid or unpaid. The Department Director or designated manager will review and sign or electronically sign the employee's time record prior to being submitted to payroll for processing. In the event of an error in the time record, the employee will immediately report such error to their Department Director or designated manager. The Department Director or designated manager will report the error to payroll for investigation into the error.

2. Altering, falsifying, tampering with time records, recording time for another employee or failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

Memorandum

File #: 26-442 **Work Session** RETURN TO AGENDA

DATE: Wednesday, November 4, 2026
AGENDA: Work Session
FROM: Johan Olson, Fire Chief
DEPARTMENT: Fire Department

Title
Feasibility Study RFQ Update - City of Idaho Falls (IFFD) and Bonneville Co Fire District #1 (BCFD1) (15)

Action
Council direction to staff (or take other appropriate action)

Description, Background Information, Purpose:

1. RFQ for a feasibility study evaluating a Joint Powers Agreement and merger options between the City of Idaho Falls (IFFD) and Bonneville County Fire District #1
    - RFQ issued September 10, 2026
    - Closed October 1, 2026
2. Responding companies (3):
    - AP Triton, LLC, Sheridan, WY
    - ESCI (Emergency Services Consulting International), Chantilly, VA
    - Adelle Way Inc (Adelleway.com), St. Petersburg, FL
3. Evaluation committee: both Fire Chiefs (Molbert and Olson) and one member from each governing body (Larsen and Kirkham)
4. Study costs will be shared equally with the District, with a combined cost not to exceed $100,000 under the Fire Protection Joint Services Agreement.
    - We are targeting selecting a firm and moving to contract in the coming weeks
    - The primary goal is to start the study before the end of the calendar year
5. Proposed timeframes vary by firm
6. The study's purpose is to provide objective analysis from an independent third party to inform our path forward as we plan for the future between our two agencies.

This item has been reviewed by the Mayor's Office.

Memorandum

File #: 26-432 **Work Session** RETURN TO AGENDA

DATE: Tuesday, November 3, 2026
AGENDA: Work Session
FROM: Bryce Johnson, Police Chief
DEPARTMENT: Police Department

Title
MERF vehicle replacements and add to fleet (20)

Action
Authorize a not-to-exceed number for the lease and purchase of IFPD police vehicles (or take other appropriate action).

Description, Background Information, Purpose:
City Council approved the budget for MERF vehicle replacements for the police fleet as well as two add-to-fleet vehicles out of impact fees. The number of vehicles and the dollar amounts for both the replacement vehicles and the add-to-fleet vehicles are worked on collaboratively between IFPD and the City Finance Department.

We are requesting City Council authorization for a not-to-exceed number so IFPD can lease the replacement vehicles and purchase the add-to-fleet vehicles.

This item has been reviewed by the Mayor's Office.

Memorandum

File #: 26-433 **Work Session** RETURN TO AGENDA

DATE: Tuesday, November 3, 2026
AGENDA: Work Session
FROM: Bryce Johnson, Police Chief
DEPARTMENT: Police Department

Title
Automated License Plate Readers (90)

Action
Council direction to staff (or take other appropriate action)

Description, Background Information, Purpose:
IFPD implemented Automated License Plate Readers (ALPR) about 2 years ago. In that time, there have been hundreds of successful outcomes; kidnapped victims located, wanted felons arrested, victims protected, stolen property recovered, and suspects identified. ALPRs have been the most innovative, cost-effective, and valuable law enforcement tool IFPD has implemented in decades.

There are many issues and decisions to be made regarding the use of ALPRs, including cost, misuse of data, data storage, ownership and availability of data, data sharing, auditing, and transparency.

IFPD will share information regarding ALPRs, how they work, internal policy, outcomes, recommendations for a model ALPR ordinance, and information on various ALPR providing companies.

This item has been reviewed by the Mayor's Office.