



IDAHO FALLS

# Candidate Guide

A brief overview of the commitment required to serve in city government

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## SERVING IN OFFICE: IT TAKES TIME

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The City of Idaho Falls (formerly known as Eagle Rock) was incorporated on August 28, 1891. Originally settled by farmers and ranchers in 1865, the advent of a ferry and eventually bridge across the Snake River helped spur growth and development that has steadily continued to this day.

Now the largest city in east Idaho, Idaho Falls is the fourth largest in the state and is well known as the gateway for travelers and tourists to places like Yellowstone and Grand Teton National Parks. With its own municipal power utility (Idaho Falls Power) and the 2nd largest airport in the state (Idaho Falls Regional Airport), Idaho Falls continues to grow and provide an excellent place to live, work and play for the people who call our city home.

Of course, managing the growth and operations that drive the success of Idaho Falls is a time-consuming and busy job. The city employs what is called a “strong mayor” form of government, which means that the mayor and city council are very involved in the policy and operations of the city. The mayor serves as the city’s chief executive officer (City Code Title 1, Chapter 5, Sec. 1). And as such, oversees the day-to-day operations of the city and its employees.

The city council and their duties are also established in city code (City Code Chapter 6). Council members are required to meet at least twice monthly, in addition to attending a variety of other meetings outlined in city code. In addition to those meetings, city council members also meet with a wide variety of other internal and external parties in the course of their duties. These meetings sometimes require a significant time commitment.

This brief guide was designed to give individuals who are interested in an elected position within the City of Idaho Falls a brief look at the commitment required to serve as mayor or a member of city council.

The city has three enterprise-funded departments (non-taxpayer, or special revenue funds) and eight general fund (taxpayer funded, or “general” funds) departments. On the pages that follow, you will find a brief synopsis of each department’s mission statement, contact information, and a summation of the commitment required of city council liaisons. Each department has also provided a brief description of the meetings and time requirements and other expectations of elected council members.

We hope this information will provide an understanding of the level of commitment involved in serving as an elected city official. If you have additional questions about working with the various departments or the time commitment required to serve in an elected position in the City of Idaho Falls, please feel free to reach out to the individual departments with questions.

Thank you for your desire to serve the men and women who call our great City of Idaho Falls home!



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## IDAHO FALLS: AT A GLANCE

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### Awards & Recognitions

- Best Performing Small City in U.S. -Milken Institute, 2021
- Fastest Job Growth in U.S. - U.S. Bureau of Labor Statistics, 2020
- 100 Best Places to Live in the United States - MONEY Magazine, 2019



### Top Employers

- Battelle Energy Alliance
- Eastern Idaho Regional Medical Center
- Mountain View Hospital
- Melaleuca
- Idaho Falls School District 91
- Bonneville Joint School District 93
- City of Idaho Falls
- Bonneville County



### Key Industries

- Energy
- Advanced Manufacturing
- Agriculture
- Healthcare
- Tourism



**The City of Idaho Falls promotes a welcoming, attractive, safe and diverse community. We embrace small city community, big city opportunities, and forward-thinking approaches to provide outstanding services and sustainable economic, social and recreational opportunities for the whole community.**

- Idaho Falls Strategic Vision

## Demographics

- Population 66,898 (U.S. Census Estimate 2021)
- 28.8% under age 18
- 13.1% over age 65
- Median household income \$56,590
- Unemployment Rate 2.4%
- Idaho Falls Annualized Job Growth Rate: 2.5%
- Idaho Falls Annualized Population Growth Rate: 2.1%
- Workforce grew by 20% during past decade
- Future job growth over next decade: 40% predicted
- Percent of persons 25+ years of age with a high school degree or higher: 91%
- Percent of persons 25+ years of age with a bachelor's degree or higher: 30%





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## COMMUNITY DEVELOPMENT SERVICES

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**WADE SANNER**

Community Development Services Director  
wsanner@idahofalls.gov

### **Mission Statement or Purpose**

Comprehensive Planning for the City; administration of development codes and ordinances; review, permitting, and inspection of buildings, plumbing, mechanical, and electrical work; grant administration; historic preservation

### **Council Involvement**

Most of the commitment for Council Members is handled during regular council meetings reviewing land use applications. When larger projects such as comprehensive planning is underway, Council is asked to participate more informally through work sessions, committees, etc.

### **Council Liaison Commitment**

Typically, liaisons to CDS will meet with the director 2 times per month to discuss upcoming applications and ongoing projects. Meetings last an hour or more.

### **Special Training Requirements or Expectations**

Understanding of the Local Land Use Planning Act is very helpful. Trainings are provided by staff and the Association of Idaho Cities. Guidebooks and other literature can be provided as a resource.

### **Candidate Contacts**

Ann Peterson, Administrative Assistant  
(208) 612-8799  
apeterson@idahofalls.gov

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## FIRE DEPARTMENT

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**Duane Nelson**

Idaho Falls Fire Department Chief  
danelson@idahofallsidaho.gov

### **Mission Statement or Purpose**

The Idaho Falls Fire Department is committed to providing professional life saving services ensuring the safety and security of our community.

### **Council Involvement**

Council responsibilities involve exercising sound judgment and fulfilling important fiduciary duties on behalf of the Idaho Falls Fire Department by attending the Regular City Council meetings per month as well as attendance at two City Council Work Sessions. Additional Special Meetings are held as needed.

### **Council Liaison Commitment**

The Fire Chief typically meets with the Fire Department City Council liaison twice per month on the Monday morning prior to City Council Work Sessions. The

duration of liaison meetings is one (1) hour per meeting.

There are occasions when the department liaison is needed at meetings with the Bonneville County Fire Protection District. The time commitment for attending these meetings is estimated at 8-10 hours per year and varies depending on department needs.

Attendance at recruit academy graduation, award/promotional ceremonies, new apparatus push-in ceremonies, and applicable department training opportunities are encouraged.

Attendance is encouraged at the annual Fire Prevention Block Party (late Sept./early Oct.) and IFFD Night at the Chukars (Aug).

### **Special Training Requirements or Expectations**

The learning needed for effective decision-making requires additional time and effort in the first year of service. The duration of new member orientation is estimated at four hours, which includes tours of the fire stations followed by Q&A.

### **Additional Meetings and Participation**

The department Council liaison may be requested to periodically attend legislative hearings and/or meetings to represent local interests in Boise.

### **Candidate Contacts**

Amanda Albertson, Administrative Assistant  
(208) 612-8497  
aalbertson@idahofalls.gov



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## HUMAN RESOURCES

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**Ryan Tew**

Human Resources Director

rtew@idahofallsidaho.gov

### **Mission Statement or Purpose**

The Human Resources Department oversees programs that maximize the City's human capital. These include hiring, training, compensation, benefits, performance management, discipline, and employee relations. The Department also provides protection to the City by expert over-sight of compliance to employment laws.

### **Council Involvement**

The liaison is a sounding board and provides feedback on HR activities. This is accomplishment through regular dialogue with HR Director. Four to eight hours per month. Limited formal commitments.

### **Council Liaison Commitment**

The liaison is a valuable advocate for HR initiatives. Each year these include changes to benefit plan designs, policy changes, and special projects that are guided by HR. These require the liaison to become conversant in the initiatives being put forth.

### **Special Training Requirements or Expectations**

There is no special training required. It helps to have some experience with management or HR related activities, but the HR Director provides any necessary training. Annual conferences, such as that provided by the Association of Idaho Cities, typically have an HR workshop that offers valuable training opportunities.

### **Candidate Contacts**

Carla Farris, Administrative Assistant  
(208) 612-8248  
cfarris@idahofallsidaho.gov

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## IDAHO FALLS REGIONAL AIRPORT (IDA)

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**Rick Cloutier**

Idaho Falls Regional Airport Director  
rcloutier@idahofallsidaho.gov

### **Mission Statement or Purpose**

Idaho Falls Regional Airport (IDA) is operated as a self-sufficient funded enterprise. The Idaho Falls Regional Airport provides a safe and dynamic air services network that fosters economic vitality for the transportation industry and facilitates a strong level of global connectivity for a diverse and growing population living throughout the Eastern Idaho region. The Mission of the airport is to provide the highest quality of service and facilities that meets the needs of our patrons and community.

### **Council Involvement**

Bi-monthly work sessions, bi-monthly council meeting representation, meeting preparation (2 - 8 hours monthly).  
Quarterly airport leadership meetings (3-4 hrs. per meeting)

### **Council Liaison Commitment**

The council liaison is a sounding board and provides feedback on airport activities. This is accomplished through regular dialogue with the Airport Director. Monthly updates and occasional visits, as desired (1 - 2 hours per month).

### **Special Training Requirements or Expectations**

It is anticipated that the council liaison and mayor will at some point attend a national-level conference designed to provide additional training.

### **Additional Meetings**

Attendance at occasional community meetings where air service development may be at issue is desirable.

### **Candidate Contacts**

Brook Edwards , Administrative Assistant  
(208) 612-8221  
bedwards@idahofallsidaho.gov

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## LEGAL DEPARTMENT

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**Randy Fife**

City Attorney

rfiife@idahofallsidaho.gov

### **Mission Statement or Purpose**

Provides prosecution, general legal, and legal risk management services to and for the City in a fair, efficient, ethical, and effective manner.

### **Council Involvement**

General legal services include servicing the wide variety of the City's legal needs, such as litigation; mediation; drafting and review of contracts, Resolutions, Ordinances, financing; open meetings and public records compliance, as well as legal research and advice to elected officials and City staff. General legal services are handed by the City Attorney, Assistant City Attorney, and a part-time Administrative Assistant.

Prosecution services are provided by one attorney and two full-time staff members, who manage cases from citation to completion. This includes victim and witness coordination; scheduling; restitution requests; and interaction with

various law enforcement and victim advocacy interests.

Council members are welcome to contact the City Attorneys regarding any City legal issue at any time. This is often an hour a month per council member

From time-to-time Council Members are called upon to determine whether or not the city should engage in a lawsuit

### **Council Liaison Commitment**

Occasional visits, at the call of either the Liaison or the Attorney.

### **Candidate Contacts**

Melissa Williams, Administrative Assistant  
(208) 612-8178  
mwilliams@idahofalls.gov

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## MUNICIPAL SERVICES

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**Pam Alexander**

Municipal Services Director

palexander@idahofallsidaho.gov

### **Mission Statement or Purpose**

Municipal Services provides administrative support services including: finance and budget, building maintenance, information technology utility billing and collections, fleet maintenance and Idaho Falls Civic Center for the Performing Arts.

### **Council Involvement**

Time may need to be invested early on to learn basic aspects of city budgeting, purchasing, fleet maintenance (MERF) formulas, auditing etc.

From time to time, basic orientation and training sessions may be offered in regularly scheduled city meetings. Participation in 1/2 to 3/4 -day budget season council workshops (in March) and month of July (16-20 hours)

Occasional planning meetings and community-wide meetings may be held to gather public input and determine public preferences.

### **Council Liaison Commitment**

Bi-monthly review of work session or council meeting agenda items from

Municipal Services (2 hours monthly)  
Budget season department review and briefings, May-August (2 hours monthly)  
Idaho Falls Civic Center for the Performing Arts Committee (1 hour, bi-monthly)

Property tax levy workshop/training (2 hours beginning of May)

### **Candidate Contacts**

Cristina Hanson, Administrative Assistant  
(208) 612-8249  
chanson@idahofallsidaho.gov

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## PARKS AND RECREATION

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**PJ Holm**

Parks and Recreation Director

[pholm@idahofalls.gov](mailto:pholm@idahofalls.gov)

### **Mission Statement or Purpose**

The Parks and Recreation Department provides a vast compilation of recreational opportunities for the Idaho Falls community. Hundreds of sports leagues and programs, three (3) PGA golf courses, 57 parks, two (2) cemeteries, Sandy Downs, Idaho Falls Raceway at Noise Park, the Idaho Falls Zoo, Funland, the Skyline Activity Center, Idaho Falls Recreation Center, Wes Deist Aquatic Center, the Marmo/Lehto Ice Arena, and the War Bonnet Round Up Rodeo are just a few of the countless facilities and programs. Parks and Rec has a mission to be leaders in providing healthy, fun experiences and to enrich community.

### **Council Involvement**

Gaining a clear understanding of everything that is encompassed within the Parks and Recreation Department may take some time early in an elected official's term. A tour of facilities is recommended to better understand our goals, our challenges, and the opportunities that we have for growth and development.

From time to time, basic orientation and training sessions may offered along these lines in regularly scheduled city meetings.





### **Council Liaison Commitment**

Twice-monthly liaison meetings are held with the director to review what the Parks and Recreation Department is currently working on and what may be coming to City Council for consideration. (2.5 hours monthly)

Parks and Recreation Commission monthly meeting. (1.5 hours monthly)

Shade Tree Committee monthly meeting (1 hour monthly)

Golf Advisory Board quarterly meeting (2 hours quarterly)

Three (3) to four (4) ribbon cuttings, department-wide staff meetings, volunteer events, and other public involvement activities per year.

### **Candidate Contacts**

Tracy Sessions, Administrative Assistant  
(208) 612-8482  
tsessions@idahofalls.gov

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## POLICE DEPARTMENT

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**Bryce Johnson**

Idaho Falls Police Department Chief

[bjohnson@idahofallsidaho.gov](mailto:bjohnson@idahofallsidaho.gov)

### **Mission Statement or Purpose**

In partnership with the people of Idaho Falls, our mission is to create an environment free from crime and the fear of crime.

The Idaho Falls Police Department is united in a spirit of teamwork to be an open, courteous, and community-minded organization devoted to quality public service. We are dedicated to live by values reflecting a genuine desire to care for the safety and well-being of the public we serve as well as the professionals who provide that service.

The Core Values of the Idaho Falls Police Department are Integrity, Honor, Trust, and Excellence. All of our actions and decisions should reflect back to these core values.



## Council Involvement

Time may need to be invested early on to learn basic aspects of policing and how the Idaho Falls Police Department interacts with the community. Policing is one of the most visible arms of the City, and has the potential to be both celebrated and at times controversial. Becoming familiar with the IFPD personnel, policies, and structure will be imperative to supporting the police department as it continues to serve a growing city.

Approve annual budgets, large expenditures, policies, etc.

Attendance to new officer swearing-in ceremonies, promotional ceremonies, award ceremonies, department functions and other public outreach events are spaced throughout the year (approximately 1-2 additional hours monthly) is also important.

## Council Liaison Commitment

Bi-monthly liaisons meetings with Police Chief and other Police leaders (2 or so hours monthly)

## Special Training Requirements or Expectations

Ride-alongs with Patrol Officers and sit-alongs with Dispatchers are both recommended as ways to gain first-hand insight into the public safety needs of our city. Attending a citizen academy which is a 9-to-12-week commitment is also highly recommended.(2-3 hours each session)

Citizen's Academies are normally held in the Fall.

## Candidate Contacts

Annake Scholes, Administrative Coordinator  
(208) 612-8661  
akscholes@idahofallsidaho.gov



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## IDAHO FALLS POWER

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### Bear Prairie

General Manager

[bpairie@ifpower.org](mailto:bpairie@ifpower.org)

#### **Mission Statement or Purpose**

Idaho Falls Power is a municipal-owned utility dedicated to providing value driven, safe, reliable and high-quality services.

#### **Council Involvement**

Idaho Falls Power is a public power utility wholly-owned by the citizens of Idaho Falls. In keeping with electric power industry standards, the members of the Idaho Falls City Council serve as the Board of Directors for the utility. This responsibility involves exercising sound judgment and fulfilling important fiduciary duties on behalf of the utility. The learning required for effective decision-making requires additional effort and time in the first year of service.

Monthly Board Meetings (4-hour duration during the workday generally 7:45 a.m. to 11:45 a.m., fourth Thursday of month). Additional meetings as needed.

#### **Council Liaison Commitment**

Bi-monthly work sessions, bi-monthly council meeting representation, meeting preparation (2 - 8 hours monthly).

One liaison historically represents IFP on the APPA Policy Makers Council. They hold 3 meetings per year one is in Washington DC, others vary in location. (2-3 nights per trip); Periodic calls to provide insight into current Public Power legislative developments.



**Special Training Requirements or Expectations**

- APPA Governance Series Webinar (90-minutes each, 7.5 hours total)
- Orientation the first year beyond regular board meetings (approximately 2 hours per month for the first 10 months)

- Utah Associated Municipal Power Systems (UAMPS)
- Location Varies - Member Conference - August (3 nights)
- Salt Lake City - Annual Meeting - December (2 nights)

**Candidate Contacts**

**Additional Power Industry Meetings Where Participation is encouraged**

- Idaho Consumer Owned Utilities Association (ICUA)
- Boise, ID - Legislative Conference - January (2 nights)
- Boise, ID - Annual Meeting - July (2 nights)

Linda Lundquist, Executive Assistant  
(208) 612-8346  
llundquist@ifpower.org



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## PUBLIC WORKS

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**Chris Fredericksen**  
Public Works Director  
pwd@idahofallsidaho.gov

### **Mission Statement or Purpose**

*Provide Excellent, Cost Effective Public Service*

Public Works is made up of 6 divisions that include: Engineering, Geographical Information Systems (GIS), Sanitation, Street, Wastewater and Water. The Department is tasked with supervising and controlling all construction, operation, and maintenance of public streets, alleys, and right-of-ways. In addition, the Department manages 3 utilities that encompass refuse removal, potable water and wastewater.

### **Council Involvement**

Annual utility meeting generally 2-hours in length. Various public meetings regarding construction projects 4-6 meetings per year averaging 2-hours in length. Association of Idaho Cities Water/Environmental meetings average 2 per year. These meetings are generally held in Boise requiring overnight stay and generally take a full day.

### **Council Liaison Commitment**

Bi-monthly liaison meetings, typically 1-hour in length, generally are scheduled

on afternoons prior to Regular Council Meetings or Mondays before Council Work Session.

Liaisons are strongly encouraged to attend occasional public meetings held to obtain public input regarding public works projects.

### **Candidate Contacts**

Jodi Adolfson, Administrative Assistant  
(208) 612-8265  
jadolfson@idahofallsidaho.gov

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## OTHER DUTIES AND TIME COMMITMENTS

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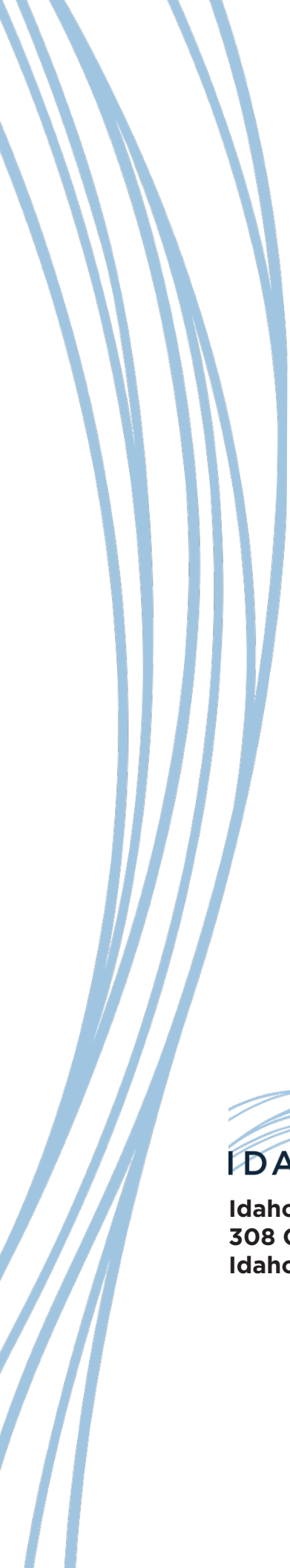
In addition to serving as a liaison to various city departments, city council, utility and power board and airport meetings, there are a variety of other boards, commissions, committees and other organizations that require a time commitment while serving as mayor or a member of the city council.

- Mayors Scholarship Fund
- Regional Development Alliance (RDA)
- City Club, Rotary, Civitans, etc.

The time commitment for these organizations varies, but can be significant. Some of the outside assignments may include:

- Bonneville Metropolitan Planning Organization (BMPO)
- Greater Idaho Falls Transit (GIFT)
- Senior Citizen’s Center Liaison
- Idaho Falls Regional Development Alliance (IFRDA)
- Library Board Liaison
- Investment Committee
- Association of Idaho Cities (AIC—multiple committees)
- Enterprise boards
- Greater Idaho Falls Chamber of Commerce
- Idaho Falls SD 91 committees
- Idaho Falls Arts Council
- Sister Cities
- Regional Economic Development for Eastern Idaho (REDI)
- Eastern Idaho Community Action Partnership (EICAP)
- Impact Fees Advisory Committee
- Leadership in Nuclear Energy Commission (LINE)
- Energy Communities Alliance





**Idaho Falls City Hall**  
**308 Constitution Way**  
**Idaho Falls, ID, 83405**