

COUNCIL MEMBERS:

Suzanne Hawkins	Jim Munn	Shawn Barigar	Chris Talkington	Gregory Lanting	Don Hall	Rebecca Mills Sojka
Vice Mayor					Mayor	



**AGENDA**

Meeting of the Twin Falls City Council  
**Monday, October 13, 2014**  
 City Council Chambers  
 305 3<sup>rd</sup> Avenue East -Twin Falls, Idaho

**5:00 P.M.**

PLEDGE OF ALLEGIANCE TO THE FLAG  
 CONFIRMATION OF QUORUM  
 CONSIDERATION OF THE AMENDMENTS TO THE AGENDA  
 PROCLAMATION: **None**

**GENERAL PUBLIC INPUT**

**AGENDA ITEMS**

**I. CONSENT CALENDAR:**

1. Consideration of a request to approve the Accounts Payable for October 7 – October 13, 2014.
2. Consideration of a request to approve the September 29, 2014, City Council Minutes.

Purpose:  
Action

By:  
Sharon Bryan

Action

Leila A. Sanchez

**II. ITEMS FOR CONSIDERATION:**

1. Consideration of a request to approve a Senior Advisory Committee.
2. Consideration of a request to act on a proposal to create a new inspection application for existing installation inspection requests.
3. Presentation and discussion regarding a public information pamphlet about the causes of sewer back-ups and possible measures residents can use to prevent sewer back-ups in their homes.
4. Public input and/or items from the City Manager and City Council.

Purpose:  
Action

By:  
Bob & Daphne Mallory

Action

Mitchel Humble

Presentation/  
Discussion

Mitchel Humble  
Joshua Palmer

**III. ADVISORY BOARD REPORTS/ANNOUNCEMENTS:**

**IV. PUBLIC HEARINGS:           6:00 P.M. **None****

**V. ADJOURNMENT:**

*Any person(s) needing special accommodations to participate in the above noticed meeting could contact Leila Sanchez at (208) 735-7287 at least two working days before the meeting. Si desea esta información en español, llame Leila Sanchez (208)735-7287.*

Twin Falls City Council-Public Hearing Procedures for Zoning Requests

1. Prior to opening the first Public Hearing of the session, the Mayor shall review the public hearing procedures.
  2. Individuals wishing to testify or speak before the City Council shall wait to be recognized by the Mayor, approach the microphone/podium, state their name and address, then proceed with their comments. Following their statements, they shall write their name and address on the record sheet(s) provided by the City Clerk. The City Clerk shall make an audio recording of the Public Hearing.
  3. The Applicant, or the spokesperson for the Applicant, will make a presentation on the application/request (request). No changes to the request may be made by the applicant after the publication of the Notice of Public Hearing. The presentation should include the following:
    - A complete explanation and description of the request.
    - Why the request is being made.
    - Location of the Property.
    - Impacts on the surrounding properties and efforts to mitigate those impacts.Applicant is limited to 15 minutes, unless a written request for additional time is received, at least 72 hours prior to the hearing, and granted by the Mayor.
  4. A City Staff Report shall summarize the application and history of the request.
    - The City Council may ask questions of staff or the applicant pertaining to the request.
  5. The general public will then be given the opportunity to provide their testimony regarding the request. The Mayor may limit public testimony to no less than two minutes per person.
    - Five or more individuals, having received personal public notice of the application under consideration, may select by written petition, a spokesperson. The written petition must be received at least 72 hours prior to the hearing and must be granted by the mayor. The spokesperson shall be limited to 15 minutes.
    - Written comments, including e-mail, shall be either read into the record or displayed to the public on the overhead projector.
    - Following the Public Testimony, the applicant is permitted five (5) minutes to respond to Public Testimony.
  6. Following the Public Testimony and Applicant's response, the hearing shall continue. The City Council, as recognized by the Mayor, shall be allowed to question the Applicant, Staff or anyone who has testified. The Mayor may again establish time limits.
  7. The Mayor shall close the Public Hearing. The City Council shall deliberate on the request. Deliberations and decisions shall be based upon the information and testimony provided during the Public Hearing. Once the Public Hearing is closed, additional testimony from the staff, applicant or public is not allowed. Legal or procedural questions may be directed to the City Attorney.
- \* Any person not conforming to the above rules may be prohibited from speaking. Persons refusing to comply with such prohibitions may be asked to leave the hearing and, thereafter removed from the room by order of the Mayor.

**COUNCIL MEMBERS:**

Suzanne Hawkins	Jim Munn	Shawn Barigar	Chris Talkington	Gregory Lanting	Don Hall	Rebecca Mills Sojka
Vice Mayor					Mayor	



**MINUTES**  
**Meeting of the Twin Falls City Council**  
**Monday, September 29, 2014**  
**City Council Chambers**

**5:00 P.M.**

**PLEDGE OF ALLEGIANCE TO THE FLAG**  
**CONFIRMATION OF QUORUM**  
**CONSIDERATION OF THE AMENDMENTS TO THE AGENDA**  
**PROCLAMATION: None**

**GENERAL PUBLIC INPUT**

**AGENDA ITEMS**

**I. CONSENT CALENDAR:**

1. Consideration of a request to approve the Accounts Payable for September 23 – 29, 2014, total: \$1,135,392.18 and September 26, 2014, Payroll, total: \$114,617.73.
2. Request to approve the City Council Meeting Minutes of September 2, 2014, September 8, 2014 and September 15, 2014.

**Purpose:**

Action  
  
  
Action

**By:**

Sharon Bryan  
  
  
Leila A. Sanchez

**II. ITEMS FOR CONSIDERATION:**

1. Presentation of Peace Officer Standards and Training Council Certificates to the following individuals: Officer Nate Egan, Officer Morgan Waite, Officer Ty Rudkin, Officer Samir Smriko, Officer Josh Hayes, and Officer Dallan Hall.
2. Request to adopt a resolution amending Twin Falls Vision 2030, A Comprehensive Plan for a Sustainable Future to update "Chapter 11, Development Impact Fee Capital Improvement Plans."
3. Presentation on the University of Virginia High Performance Organization training experience.
4. Public input and/or items from the City Manager and City Council.

**Purpose:**

Presentation  
  
  
Action  
  
  
Presentation

**By:**

Brian Pike  
Matt Hicks  
  
  
Mitchel Humble  
  
  
Gretchen Scott  
Jon Caton  
Anthony Barnhart

**III. ADVISORY BOARD REPORTS/ANNOUNCEMENTS:**

**IV. PUBLIC HEARINGS:                      6:00 P.M. None**

**V. ADJOURNMENT:**

Executive Session 67-2345:  
(1) (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general;  
  
(1) (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;  
  
(1) (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement;

*Any person(s) needing special accommodations to participate in the above noticed meeting could contact Leila Sanchez at (208) 735-7287 at least two working days before the meeting. Si desea esta información en español, llame Leila Sanchez (208)735-7287.*

Present: Suzanne Hawkins, Jim Munn, Shawn Barigar, Chris Talkington, Greg Lanting, Don Hall, Rebecca Mills Sojka

Absent: None

Staff Present: City Manager Travis Rothweiler, City Attorney Fritz Wonderlich, Deputy City Attorney Shayne Nope, Community Development Director Mitchel Humble, Chief Brian Pike, Captain Matt Hicks, Human Resource Analyst Gretchen Scott, Public Works Director Jon Caton, Captain Anthony Barnhart, Deputy City Clerk/Recording Secretary Leila A. Sanchez

Mayor Hall called the meeting to order at 5:00 P.M. He then invited all present, who wished to, to recite the pledge of Allegiance to the Flag. A quorum was present.

### **CONSIDERATION OF THE AMENDMENTS TO THE AGENDA:**

City Manager Rothweiler requested the following addition to the agenda: Executive Session: 67-2345(1) (c) To conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency.

#### **MOTION:**

Councilmember Lanting moved to approve the amendment to the agenda. The motion was seconded by Councilmember Barigar. Roll call vote showed all members present in favor of the motion. Approved 7 to 0.

#### **PROCLAMATION: None**

#### **GENERAL PUBLIC INPUT:**

Mr. Tom Young, 182 Du Bois, stated his concern that the Blue Lakes Well Pump Replacement was awarded to a company from another City. He asked why local companies did not bid on the contract.

Public Works Director Jon Caton stated bids were advertised and the objective is to make the bidding process as competitive and fair as possible.

Discussion followed.

Staff, JUB Engineers, and Councilmember Munn reached out to discuss Mr. Young's concerns with him.

## **AGENDA ITEMS**

### **I. CONSENT CALENDAR:**

1. Consideration of a request to approve the Accounts Payable for September 23 – 29, 2014, total: \$1,135,392.18 and September 26, 2014, Payroll, total: \$114,617.73.
2. Request to approve the City Council Meeting Minutes of September 2, 2014, September 8, 2014 and September 15, 2014.

Councilperson Talkington requested Consent Calendar Item I.2. be heard separately.

#### **MOTION:**

Councilmember Lanting moved to approve the Consent Calendar with the exception of Consent Item I.2. The motion was seconded by Vice Mayor Hawkins. Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

Councilperson Talkington made a request to amend the September 2, 2014, page 4. Paragraph 15, to read, "It is **not** uncommon for fees to be waived for nonprofits."

#### **MOTION:**

Councilmember Lanting moved to approve the September 2, 2014, Minutes, as outlined by Councilmember Talkington and September 8, 2014 and September 15, 2014, Minutes. The motion was seconded by Councilmember Barigar. Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

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Monday, September 29, 2014

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**II. ITEMS FOR CONSIDERATION:**

1. Presentation of Peace Officer Standards and Training Council Certificates to the following individuals: Officer Nate Egan, Officer Morgan Waite, Officer Ty Rudkin, Officer Samir Smriko, Officer Josh Hayes, and Officer Dallan Hall.

Captain Hicks gave the presentation. The personal commitment of these Officers to better themselves through training has helped the Twin Falls Police Department in achieving its goal of being the best Police Department in the State of Idaho.

Chief Pike and Mayor Hall presented certificates.

2. Request to adopt a resolution amending Twin Falls Vision 2030, A Comprehensive Plan for a Sustainable Future to update "Chapter 11, Development Impact Fee Capital Improvement Plans."

Community Development Director Humble explained the request.

This resolution will replace the existing Chapter 11 with the updated Chapter 11 included in the resolution. Approval of this request will amend the Comprehensive Plan by adopting the updated impact fee report and associated capital improvement plans.

Staff recommends that the Council adopt the attached resolution as presented.

Council discussion followed.

-New impact fees will be in place on October 1, 2014

**MOTION:**

Councilmember Lanting moved to adopt Resolution 1932. The motion was seconded by Councilmember Mills Sojka. Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

3. Presentation on the University of Virginia High Performance Organization training experience.

Human Resource Analyst Gretchen Scott, Captain Anthony Barnhart, and Public Works Director Jon Caton shared their experiences and benefits of the training.

The following was presented:

-History

Community Survey, Familiar ratings, Reinforced the perception of doing well and meeting goals

-Current

National Citizen Survey, First external comparison, Changed scale, Different sample group, New reality

-Identified Concern

Now that we've identified that our operation environment has changed – how can we adapt to keep up?

-Change Model

What is the definition of High Performance for us? How would we know if we were High Performing? According to whom? Why do we need to be High Performing? Are we delivering the right "What"? How good are we delivering the mission? How we are going to treat each other and our customers?

-Future

HPO Fundamental Principals, Leadership by all individuals, System Processes and Structures, Stewardship & Engagement, Vision & Values, Committing the time to lead

-Creating the Path

Investing in leaders, Gaining Momentum, Creating involvement to gain more stakeholders, breaking down silos, improve engagement

-Personal Reflections

Human Resource Analyst Scott stated that in conclusion, the HPO concepts will help the organization advance but to do so more employees need to be involved and introduced to the theories; therefore, the goal is to bring the instructors of the University of Virginia LEAD program to Twin Falls.

Councilmember Munn recused himself at 5:43 p.m.

Discussion followed.

City Manager Rothweiler explained how City employees will benefit by the concepts taught by the University of Virginia LEAD program.

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Discussion followed.

-Quantify and demonstrate training costs to the City of Twin Falls citizens.

City Manager Rothweiler explained that whenever you develop a more collaborative culture, whenever you build the opportunities for teams to be able to work together, whenever you create those opportunities not only with employees inside an organization but also bring in partners, you create a higher level of service. Secondly, when you start looking at the ability to attract and retain individuals into an organization the culture of collaboration and leadership becomes important. Employees of any public organization deliver services to the citizens. Individuals across the organization that have the ability to contribute and be part of better making decisions, better solutions, and more innovative practices are more engaged. In that structure and in the way we deploy those levels of services creates real savings for our citizens. Building the bridge and breaking down silos is one of the most fundamental things and important things we need to do in our organization.

-Gauge results through the Citizen Survey

Human Resource Analyst Scott stated the Strategic Community Vision for 2030 touches on areas that as a City service organization were never considered before and which are noble objectives: creating an active and healthy community, creating an educated community, creating a networked community. In order to accomplish the objectives, to exceed the expectations, of the community that helped write them, we need to have employees that are thinking broadly in terms of not just their job or function within the organization but we need them to connect to that plan and think of ways they can contribute to it.

4. Public input and/or items from the City Manager and City Council.

Councilmember Talkington asked when the Washington Street South and Orchard Drive intersection will be passable.

Public Works Director Caton gave an update on the waterline break. The opening of the intersection will depend on paver availability and weather. He estimates paving will occur on Friday, October 3, 2014.

Councilmember Mills Sojka stated that at the last Planning and Zoning meeting two Special Use Permits came in for drive thru and she noticed that the map for the drive thru did not match the new parking codes. It was explained that because the application was submitted before the new changes were codified those codes will not apply to the entire process. She asked for clarification from the City Attorney.

City Attorney Wonderlich stated that a person's rights are established at the time of application. This does not apply to the entire development but it will apply to every building permit applied for.

Councilmember Mills Sojka stated that it was interesting to her because at the end of each special use permit there is a general condition that says it will comply with all current city codes at the time of building. When these are built they actually won't comply with the current parking codes. She encouraged the City to stay on top of code changes.

City Attorney Wonderlich stated they will comply with the parking codes that were in effect at the time of application.

Councilmember Mills Sojka gave an update on the Planning & Zoning Commission task of updating City Code. The public is invited to attend a Planning & Zoning Commission Workshop to be held on October 8, 2014, at 12:00 p.m. A draft of notification changes will be discussed at this meeting.

**III. ADVISORY BOARD REPORTS/ANNOUNCEMENTS:**

**IV. PUBLIC HEARINGS: 6:00 P.M. None**

**V. ADJOURNMENT:**

Executive Session 67-2345:

(1)(a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general;

(1)(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;

(1)(c) Executive Session: 67-2345(1) (c) To conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency;

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(1)(f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement;

MOTION:

Councilmember Lanting moved to adjourn to Executive Sessions: (1) (a), (1) (b), 1)(c ), (1)(f). The motion was seconded by Vice Mayor Hawkins. Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0.

The meeting adjourned at 8:20 P.M.

Leila A. Sanchez  
Deputy City Clerk/Recording Secretary



**Date:** Monday, October 13, 2014  
**To:** Honorable Mayor and City Council  
**From:** Bob and Daphne Mallory – Citizens

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**Request:**

Consideration of a request to approve the Senior Advisory Committee.

**Time Estimate:**

The applicant would like to give a 5 minute presentation.

Following the presentations, applicant anticipates some time for questions and answers.

**Background:**

The Senior Advisory Committee was proposed and the Council approved exploration of the requirements and process.

**Approval Process:**

N/A

**Budget Impact:**

There is no significant budget impact associated with the Council's approval of this request.

**Regulatory Impact:**

Approval of the request will allow the City to proceed with approving members for the the Senior Advisory Committee.

**Conclusion:**

Bob and Daphne Mallory recommend that the Council approve the request as presented.

**Attachments:**

Senior Advisory Committee for Approval by the Council.

## **Senior Advisory Committee for Approval by the City Council**

The purpose of the Senior Advisory Committee is to provide recommendations and a platform for the seniors of our community to become engaged in city government and the community.

Through the sponsorship of the Twin Falls City Council, a Senior Advisory Committee shall be formed by seniors, ages 65 and older, who reside in Twin Falls as well as in the area of impact. The organization will be created with the guidance of senior citizens and the City Council. Members will be encouraged to make recommendations and provide input on issues that affect senior adults.

### **Membership**

With approval of the City Council, seniors who are not employed by an organization or institute providing services, education or recreation to seniors, and who are residing within the Twin Falls city limits or area of impact may apply for membership.

### **Minimum Requirements**

- Must be 65 or older.
- This is an open committee. No minimum or maximum numbers are required.



**Date:** Monday, October 13, 2014  
**To:** Honorable Mayor and City Council  
**From:** Mitchel Humble, Community Development Director

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**Request:**

Consider and act on a proposal to create a new inspection application for existing installation inspection requests.

**Time Estimate:**

This item is expected to take 15 minutes. Staff will make the presentation and some time is expected to discuss and answer questions.

**Background:**

At their May 6, 2013 meeting, the City Council adopted Resolution number 1905 establishing the City's current building permit fee schedule (see attached). One of the fees on that schedule is for a service described as "requested inspections of existing installations." The fee amount for this service is \$42 per hour, with a ½ hour minimum. This fee was included on the 2013 fee schedule, but it was not a new fee in 2013. That fee has been on the City's fee schedule at that rate for nearly 20 years, yet the City rarely receives requests for this service. It is so rare, that the Building Department does not even have an application for such a request. Recently, staff began to wonder if perhaps this is a chicken and the egg kind of situation. It is possible that the Department rarely receives these requests because it doesn't have an application for such a request? The existing installation inspection service that is offered can be extremely valuable, yet it is likely that the City's residents don't even know it is available.

Consider the situation that was discussed previously on tonight's agenda. During a flood event is not the time that a person wants to learn that they do not have a backwater valve, or that they have one, but it is need of replacement. We had several City homeowners experience a sewer back-up into their homes a couple of months ago. Had they known that the City provides an existing installation inspection service, they may have requested that the City's plumbing inspector come to their home to see if they had a backwater valve, if they need a backwater valve, or if their backwater valve was still functioning properly. They may have then asked a plumber to install or replace a backwater valve just in time to have prevented a localized sewer back-up from flowing into their home.

The Building Department has also recently been asked by a contractor to come to a building and take a look at the existing installations there to help that contractor prepare a bid for work to be submitted to that building's owner. In one recent case, Department staff were aware of potential problems at that building, but not having been invited by the building owner to provide the inspection, staff was hesitant to provide the potentially bad news to a contractor who hadn't even been given the job at that point. The concern is that City staff enters a private property and provides bad news when they haven't been invited to enter that property by the owner or tenant. Maybe an existing installation inspection request with an application signed by the property owner could remedy that concern.

Finally, we have also received requests in the past to visit existing buildings and talk to owners and potential tenants about future plans for that building. For example, we recently received a request to inspect a vacant downtown building formerly occupied by a retail use to provide feedback on whether or not the HVAC system in that building would be appropriate for a potential restaurant use. Restaurants and retail have different HVAC requirements. Staff has had difficulty tracking those kinds of situations in the past, which can cause problems when the restaurant request actually comes in. There may not be a good record of the previous conversation to review. Also, some things may come up later when a full set of construction plans are submitted for review that were not discussed during the initial conversation. Maybe these situations could also be considered existing installation inspections.

Building Department staff got together to discuss these various scenarios. We wondered if a good way to address all three would be to create an official application/process for the inspection of existing installations. Creating this application and running it through the Building Department Advisory Board and City Council for review and approval, and doing that in conjunction with the creation of the informational brochure about backwater valves would certainly publicize the service that we can provide. The Advisory Board members are all employed in and represent the building community. Their input in this application is critical because many times it will be the building community requesting these inspections. They can also help us get the word out. Having the property owners sign the applications helps the Department make sure they are entering property only at the request of the property owners. Finally, we believe that the application will allow a request to be specifically identified and tracked. So, when the potential restaurant user asks for an HVAC inspection, everyone understands that it is an HVAC inspection, and future emergency exiting issues were not covered at that inspection. The application process will also be documented and saved in the City's permits database and can be tied to future permit applications.

This proposal was discussed by the Advisory Board at their September 18<sup>th</sup> meeting. The Board was very supportive of moving forward with the application. The Board made a motion that was unanimously approved recommending to the City Council that the proposed application be adopted. They included in that recommendation that a residential existing inspection should be expected to pay the ½ hour rate, while commercial inspections should be expected to be a full hour. As mentioned above, the adopted fee schedule is already in place. So this application will not require a fee adoption. The Board's recommendation reflects the adopted fee schedule and the Board's expectation of how the timing will work out.

**Approval Process:**

A simple majority vote of the Council is needed to approve the request.

**Budget Impact:**

The fee for the proposed application has been in place for several years. However, the Building Department traditionally receives very few requests for such an inspection. The Department believes this service to be a valuable one that they offer and would like to increase awareness of the service. There is a possibility that increased awareness will lead to increased requests. In that event, the Department would see an increase in revenue from this service over previous years, though it is difficult to estimate just how much of an increase, if any, the Department will realize.

**Regulatory Impact:**

Approval of this request will formalize an application process for existing installation inspection requests, and will hopefully increase awareness and utilization of this service offered by the Building Department.

**Conclusion:**

The Building Department Advisory Board recommends that the City Council approve the proposed application for existing installation inspection requests as presented.

**Attachments:**

1. Copy of Resolution Number 1905, "Building Permit Fee Schedule"
2. Proposed Existing Installation Inspection Application

COPY

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TWIN FALLS, IDAHO, ADOPTING A SCHEDULE OF PERMIT FEES FOR THE BUILDING DEPARTMENT OF THE CITY OF TWIN FALLS.

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF TWIN FALLS, IDAHO:

That the following schedule of permit fees is hereby adopted for application in the City of Twin Falls. All previous permit fees in conflict with this schedule are hereby repealed.

**“Building Permit Fee Schedule**

**New Construction:**

1. Project Value

Applicants for a building permit shall declare the project value of the work being performed on their building permit application. The project value is the total value of all construction work for which the permit is issued (including overhead and profit), as well as finish work, painting, roofing, mechanical, electrical, plumbing, owner supplied equipment, elevators, fire extinguishing systems, and other permanent equipment. The Building Official may require documentation to support the declared value if that value significantly varies from average construction values.

For 1 and 2 family residential buildings, the declared value shall not be less than 20% less, or more than 20% more, than the average per square foot value of all 1 and 2 family homes permitted in Twin Falls during the prior fiscal year. The average per square foot value for 1 and 2 family homes shall be \$70.00 per square foot until after September 30, 2013.

2. Building Permit Fee – The building permit fee shall be based on the declared value of the work being performed.

<u>Building Value</u>	<u>Fee</u>
\$1.00 to \$500.00	\$22.00
\$501.00 to \$2,000.00	\$22.00 for the first \$500.00 plus \$2.75 for each additional \$100 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$63.00 for the first \$2,000.00 plus \$12.50 for each additional \$1,000 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$352.00 for the first \$25,000.00 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$580.00 for the first \$50,000.00 plus \$6.25 for each additional \$1,000 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$895.00 for the first \$100,000.00 plus \$5.00 for each additional \$1,000 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$2,855.00 for the first \$500,000.00 plus \$4.25 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$4,955.00 for the first \$1,000,000.00 plus \$2.75 for each additional \$1,000 or fraction thereof

**Plan Review Fee:**

- 1. Commercial Plan Review Fee = 65% of the building permit fee amount
- 2. Residential Plan Review Fee = 30% of the building permit fee amount

Other Building Permit Fees:

- |   |   |
|---|---|
| 1. Residential Demolition Permit  | = \$22  |
| 2. Commercial Demolition Permit   | = \$42  |
| 3. Moving Permit  | = \$42  |
| 4. Swimming Pool Permit   | = \$50  |
| 5. Roofing/Re-roofing Permit  | = \$50  |
| 6. Re-inspection Fee  | = \$50  |
| 7. Inspections for which no fee is specified                            | = \$42.00 hour, minimum ½ hour*   |
| 8. Inspection outside of business hours                                 | = \$42.00 hour, minimum 2 hours*  |
| 9. Stamping duplicate plan set  | = \$22  |
| 10. Additional Plan Review required by changes, additions, or revisions | = \$50  |
| 11. Temporary Certificate of Occupancy                                  | = \$1,000 (will be refunded upon approved inspection of outstanding work items) |
| 12. Use of outside consultant for plan review or Inspection             | = Actual Cost**   |

\*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

\*\*Actual costs include administrative and overhead costs.

**Mechanical, Electrical, and Plumbing Permit Fee Schedule**

Residential (1 and 2 family dwellings):

1. New Construction – Flat fee based on the floor area of the home including finished and unfinished basements, but excluding garages and covered patios.
  - 0 – 2,500 square feet = \$120
  - 2,501 – 4,000 square feet = \$155
  - 4,001+ square feet = \$200
2. Other Installations – Including, but not limited to, temporary construction electrical service, change of electrical service, and electrical wiring for installation of residential spas, hot tubs, hydro massage tubs, swimming pools, electrical space heating, air conditioning, signs, and outline lighting.
  - Flat fee of \$50 per permit.

Commercial (including 3 or more family dwellings):

Fees for all work based on the contract price of the work, including value of owner supplied equipment.

- \$10,000 or less = \$60 + \$0.02 x job value
- \$10,001 – \$100,000 = \$260 + \$0.01 x job value
- \$100,001 or more = \$1,160 + \$0.005 x job value

Other Fees:

- Requested Inspections of existing installations = \$42.00 per hour (1/2 hour minimum, includes travel time)
- Re-inspection = \$50.00
- Plan check fee/technical service fee = \$42.00 per hour (1/2 hour minimum)

Small Work Permit:

The City of Twin Falls hereby establishes a Small Work permit for Mechanical, Electrical, and Plumbing jobs. Small Work is defined as a job with a total cost that does not exceed five hundred dollars (\$500). Small Work does not include any job with a specifically designated fee in this resolution. Small Work also includes, regardless of total cost, the installation of:

- Residential water heaters up to 100 gallons,

- Water softeners and other single unit appliances,
- Sprinkler system backflow prevention
- Bath fans,
- Dryer ducts, and/or
- Extension of forced supply and return ducts up to 25 feet.

The permit fee for Small Work permits shall be \$10.00

**Work without a Permit Penalty**

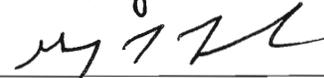
Permit fees are due upon commencement of the work and must be paid prior to inspections being performed. The Building Official may assess an escalating penalty as established herein, for failure to obtain a permit and pay the required fee. Penalties are assessed in addition to the permit fee.

1. First violation: \$100 or double the required permit fee, whichever is greater.
2. Second violation: \$250 or double the required permit fee, whichever is greater.
3. Third violation: \$500 or double the required permit fee, whichever is greater.
4. Fourth and subsequent violations: \$1,000 or double the required permit fee, whichever is greater.”

PASSED BY THE CITY COUNCIL

May 6, 2013.

SIGNED BY THE MAYOR

May 6, 2013.  


MAYOR

ATTEST:

  
 DEPUTY CITY CLERK



**CITY OF TWIN FALLS**  
**Consultation/Existing Installation Inspection**  
 324 Hansen Street East  
 P.O. Box 1907  
 Twin Falls, ID 83303-1907

Building Inspection Department  
 Phone: 208-735-7278  
 Fax: 208-736-2256  
 Email: buildingfax@tfid.org  
 www.tfid.org

**PROPERTY OWNER INFORMATION:**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**APPLICANT INFORMATION:** (If different from property owner)

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**PROJECT ADDRESS:**

\_\_\_\_\_

**PLEASE CHECK APPROPRIATE BOXES**

- Residential       Commercial  
 Building       Electrical       Mechanical       Plumbing

**Description of Work** (must be filled out or application will not be processed): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Fee:** \$42 per hour, minimum ½ hour, includes travel time.

This application is for an inspection of an existing installation or a consultation only and does not represent or take the place of submitting construction plans and/or a complete construction plan review. This application will also not authorize construction or the installation of any appliance or equipment.

\_\_\_\_\_  
 Signature of Property Owner

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 City Use Only

Inspector: \_\_\_\_\_

Results: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_



**Date:** Monday, October 13, 2014  
**To:** Honorable Mayor and City Council  
**From:** Mitchel Humble, Community Development Director &  
Joshua Palmer, Public Information Officer

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**Request:**

A presentation and discussion regarding a public information pamphlet about the causes of sewer back-ups and possible measures residents can use to prevent sewer back-ups in their homes.

**Time Estimate:**

This item is expected to take 10 minutes. Staff will make the presentation and some time is expected to discuss and answer questions.

**Background:**

As you are certainly aware, in August, the City experienced a significant rain event. That rain event caused flooding in the community at levels greater than a 100-year flood. Several properties around the City were impacted by the flooding. The flooding impacted City infrastructure, as well, in some cases overloading wastewater collection lines so much that they began to overflow. Unfortunately, when wastewater collection lines overflow, they can overflow into homes and other buildings near those lines causing significant damage. That was the case for many residents in August. The City received claims from 16 homeowners for damage caused by the back-ups. There were likely more homes impacted that didn't submit claims.

Following the flooding, staff began discussing ways that we could better prevent future flood damage and better educate residents about ways that they could protect themselves. One of the education ideas that came from those discussions was to prepare a public information pamphlet about the causes of sewer back-ups and the benefit of having a backwater valve installed in your home to prevent sewer back-ups from impacting you. A backwater valve is a plumbing fixture installed along a home's sewer service line. The valve contains a mechanical gate that senses the reverse flow in the sewer service line and closes, preventing the reverse flow of sewage from entering the home.

We have prepared the attached public information pamphlet, entitled "Protecting Your Home from Sewer Backwater Danger." We wanted to discuss this pamphlet at a Council meeting primarily as a way to help get the word out that, first, we have this information and, second, what services the City can offer to help homeowners better prepare for the next potential sewer back-up.

**Approval Process:**

This item is a discussion item only, no approval is necessary.

**Budget Impact:**

There is not significant budget impact associated with this item.

**Regulatory Impact:**

The intent of this public information pamphlet is to help increase citizens' awareness of sewer back-ups and possible preventative measures available.

**Conclusion:**

This item is a discussion item only, no action is necessary.

**Attachments:**

1. "Protecting Your Home from Sewer Backwater Danger" draft pamphlet

## Is your home safe from a possible sewer back up?

Many homes naturally prevent sewage backups due to their plumbing design or location. One key to prevent sewage backups from entering your home is to know your location in relation to the sanitary sewer system that serves your home. Homes with drains located below the elevation of manholes on nearby streets may be in danger from sewage backups. In this situation, a backwater valve can offer tremendous benefits. A backwater valve is a plumbing component used to prevent sewage from backing up into a home. A backwater valve contains an automated gate that senses a reverse flow in the pipe and completely closes the line.

The Idaho Plumbing Code currently requires that when a fixture is installed on a floor level that is lower than the next upstream manhole cover of the sewer collection line, that fixture must be protected from backflow of sewage by installing a backwater valve.

## Do you need an inspection?

The City of Twin Falls Building Department offers an inspection program, where homeowners may request the City's Plumbing Inspector evaluate their home's existing backwater valve to ensure it is working properly, as well as to determine if one is needed. Please contact the Building Department for more information or to schedule an appointment.

## Do you have questions?

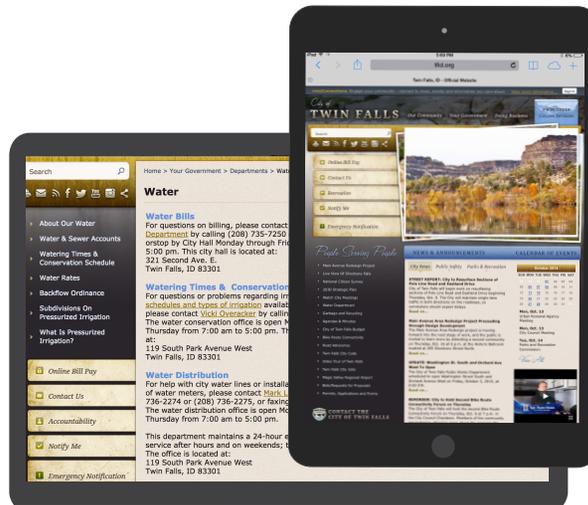
**The City of Twin Falls Public Works Department is happy to assist you.**

The City of Twin Falls Public Works Department may be reached at 208-736-2275 or via email at [publicworks@tfid.org](mailto:publicworks@tfid.org). You can also visit our Public Works Department, which is located at 119 South Park Ave. West, Twin Falls, ID 83301.

For billing questions, please contact the Utility Billing Department at 208-735-7250 or via email at [utilitybilling@tfid.org](mailto:utilitybilling@tfid.org). You can also visit the Utility Billing Department at City Hall, which is located at 321 Second Ave. East, Twin Falls, ID 83301.

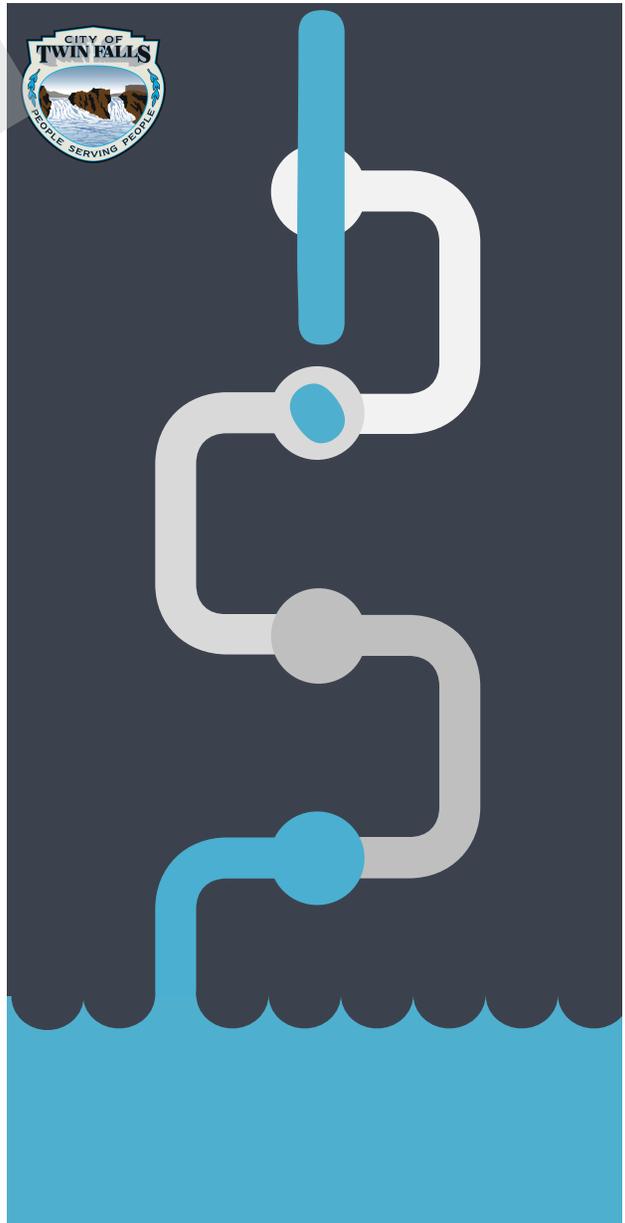
**For more information about backwater prevention, or for more information from the City of Twin Falls, go to [www.tfid.org](http://www.tfid.org)**

You can also find more information from the City of Twin Falls online or on your tablet and mobile devices.



# PROTECTING YOUR HOME FROM SEWER BACKWATER DANGER

Know how to prevent a sewer backwater disaster



## OTHER CAUSES OF SEWER BACKUP:

- When fat, oil and grease is discharged into a sewer system they will solidify, build up, and plug drain lines in your home. They can also plug sewer lines owned by the City, thus increasing maintenance costs. Plugged sewers can also cause flooding of nearby homes and businesses.
- Solids that are typically washed down drains can build up in the sewer lines and cause backups. Some examples of these solids are dirt, hair, bones, feminine hygiene products, toilet paper, paper towels, kitty litter, broken dishware, garbage, and concrete.
- Small foreign objects can be flushed down toilets or drop down drain holes. These objects can become stuck at a bend in the sewer line. Sewer waste then will stick to the objects, causing backups. Some actual examples of foreign objects found in our sewer lines are toys, balls, scrap wood, cell phones, keys, clothing, diapers, and rocks.
- Tree roots can cause backups. Roots can infiltrate the pipe systems and block the wastewater flow.
- During certain wet weather conditions, sanitary sewers can become overloaded with groundwater or storm water runoff so they become overloaded, resulting in backups or slow running services.
- Significant sags, bellies in the line, cracks, holes, protruding laterals, misaligned pipe, offset and open joints and collapsing pipe material are also possible causes of backups.

## THREE COMMON SCENARIOS

### HOMES LOCATED BELOW THE ELEVATION OF THE UPSTREAM MANHOLE

Any drain opening would be located below the level of the first upstream sewer manhole cover. Therefore, this home should have a backwater valve installed. Homeowners should also be sure to check the backwater device regularly.

### HOMES WITH BASEMENTS LOCATED BELOW THE UPSTREAM MANHOLE

Drains located on the first floor might be safe as it is higher than the first upstream manhole cover. Any drain fixture in the basement would be below the level of the first upstream manhole, and sewage backups could occur without a backwater valve.

### HOMES LOCATED AT AN ELEVATION HIGHER THAN THE UPSTREAM MANHOLE

Should not need a backwater valve because water would drain from the first upstream sanitary sewer manhole, which is lower than the inlet to the drain pipe in this home. This home should not experience a flood due to a sewer backup.

## KNOW YOUR ELEVATION

