

COUNCIL MEMBERS:

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



AMENDED AGENDA
Meeting of the Twin Falls City Council
Monday, October 27, 2014
City Council Chambers
305 3rd 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: Weatherization Day 2014 - South Central Community Action Partnership

GENERAL PUBLIC INPUT

AGENDA ITEMS

I. <u>CONSENT CALENDAR:</u>	<u>Purpose:</u>	<u>By:</u>
1. Consideration of a request to approve the Accounts Payable for September Payables and October 21 – 27, 2014.	Action	Sharon Bryan
2. Consideration of a request to approve the October 6 and October 13, 2014, City Council Minutes.	Action	Leila A. Sanchez
II. <u>ITEMS FOR CONSIDERATION:</u>	<u>Purpose:</u>	<u>By:</u>
1. Consideration of a request from Ronald Wheat to waive the non-conforming building expansion permit process for a home located at 3653 N. 3000 E.	Action	Mitchel Humble
2. Discussion on the Twin Falls Senior Citizen Advisory Commission.	Discussion/ Possible Action	Don Hall
3. Presentation regarding potential bike routes in the community and possible action on a Phase I implementation plan.	Presentation	Dennis Bowyer Josh Baird
4. Consideration of a request to initiate the Comprehensive Plan update process.	Action	Renee Carraway- Johnson
5. Public input and/or items from the City Manager and City Council.		
III. <u>ADVISORY BOARD REPORTS/ANNOUNCEMENTS:</u>		
IV. <u>PUBLIC HEARINGS:</u> 6:00 P.M. - None		
V. <u>ADJOURNMENT:</u>		
1. Executive Session 67-2345 (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.

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.

Office of the Mayor
City of Twin Falls, Idaho

Proclamation

Weatherization Day 2014

WHEREAS, the *Department of Energy Weatherization Assistance Program*, the nations largest residential energy efficiency program, was initiated in 1976 in response to the energy shortage, and celebrate **National Weatherization Day**; and

WHEREAS, the City of Twin Falls, Idaho has a long standing commitment to conserve its resources and to help low-income households through South Central Community Action Partnership Weatherization Assistance Program; and

WHEREAS, the *Department of Energy's Weatherization Assistance Program* in the City of Twin Falls, Idaho, since its inception in 1976, administered by *Idaho Department of Health and Welfare* in cooperation with *South Central Community Action Partnership*, produced energy cost reductions with a national average of \$437 annually in more than 6500 homes throughout south central Idaho, affecting thousands of people, many of whom are elderly, the disabled, and children; and

WHEREAS, the program not only assists families working toward self-sufficiency, but also contributes more broadly to the improvements and progress of communities by decreasing carbon emissions, reducing the dependence on foreign oil, stimulating local economies through the purchase of goods and services, creating jobs, and stabilizing neighborhoods; and

WHEREAS, the *United States Department of Energy Weatherization provided by South Central Community Action Partnership* returns an energy investment of \$2.51 to households and society for every \$1.00 invested in the program; and

WHEREAS, because of its proven effectiveness and its recognized potential to do more for the common good, the program has gained the growing support of public and private interests; and

WHEREAS, it is important to recognize the importance of those programs that ensure that all residents, especially those living at or below the federal poverty level, have the opportunity to live in energy efficient, healthy, safe, and comfortable homes as provided by the *South Central Community Action Partnership Weatherization Assistance Program*;

THEREFORE, I Don Hall, Mayor of the City of Twin Falls, Idaho, do hereby proclaim October 30, 2014 as:

“Weatherization Day 2014”

In the City of Twin Falls and urge all City of Twin Falls citizens to join in this observance.

In Witness Whereof, I have hereunto set my hand and caused this seal to be affixed on this 27th day of October 2014.

Don Hall
Mayor

Attest: Leila A. Sanchez
Deputy City Clerk

COUNCIL MEMBERS:

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



MINUTES
Meeting of the Twin Falls City Council
Monday, October 6, 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

AGENDA ITEMS	Purpose:	By:
I. <u>CONSENT CALENDAR:</u> 1. Consideration of a request to approve the Accounts Payable for: September 30, 2014, total: \$1,010,932.18 September 30, 2014, Fire Payroll, total: \$50,498.75 October 1, 2014, Prepays, total: \$12,151.57 2. Request to approve the City Council Meeting Minutes of September 22, 2014. 3. Request to approve a Quit Claim Deed releasing property from the City of Twin Falls to Highland Management, LLC. 4. Consideration of a request to approve a Trust Agreement for Riverhawk Commercial Subdivision placing lots 1, 2, 3, 4, and 5 of Block 1 in trust.	Action Action Action	Sharon Bryan Leila A. Sanchez Jacqueline Fields Troy Vitek
II. <u>ITEMS FOR CONSIDERATION:</u> 1. Formal pinning ceremony of Lieutenants Terry Thueson and John K. Wilson. 2. Request to approve changes to Resolution 1711 to amend the policy established for the sale and destruction of firearms in the possession of the Twin Falls Police Department. 3. Request to authorize the Mayor to sign the Award Document for the Idaho Bureau of Homeland Security-Emergency Communications Commission Grant, in the amount of \$28,765. 4. Request to hire Region IV Development Corporation to serve as a Grant Administrator for the City of Twin Falls on Idaho Community Development Block Grants received for the Clif Bar project. 5. Discussion on the upcoming audit for the City of Twin Falls for fiscal year 2013-2014. 6. Discussion of the City Manager's recommendation to create a citizen's committee to review current city facilities. 7. Public input and/or items from the City Manager and City Council.	Presentation Action Action Action Discussion Discussion/ Possible action	Chief Brian Pike Capt. Bryan Krear Mandi Thompson Travis Rothweiler Lorie Race Travis Rothweiler
III. <u>ADVISORY BOARD REPORTS/ANNOUNCEMENTS:</u>		
IV. <u>PUBLIC HEARINGS:</u> 6:00 P.M. None		
V. <u>ADJOURNMENT:</u>		

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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, City Engineer Jacqueline Fields, Assistant City Engineer Troy Vitek, Chief Finance Officer Lorie Race, Assistant Finance Director Brent Hyatt, Chief Brian Pike, Captain Bryan Krear, Grant Writer Mandi Thompson, 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: None

PROCLAMATION: None

GENERAL PUBLIC INPUT: None

AGENDA ITEMS

I. CONSENT CALENDAR:

1. Consideration of a request to approve the Accounts Payable for:
September 30, 2014, total: \$1,010,932.18
September 30, 2014, Fire Payroll, total: \$50,498.75
October 1, 2014, Prepays, total: \$12,151.57
2. Request to approve the City Council Meeting Minutes of September 22, 2014.
3. Request to approve a Quit Claim Deed releasing property from the City of Twin Falls to Highland Management, LLC.
4. Consideration of a request to approve a Trust Agreement for Riverhawk Commercial Subdivision placing lots 1, 2, 3, 4, and 5 of Block 1 in trust.

MOTION:

Vice Mayor Hawkins moved to approve the Consent Calendar as presented. The motion was seconded by Councilmember Barigar. Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

II. ITEMS FOR CONSIDERATION:

1. Formal pinning ceremony of Lieutenants Terry Thueson and John K. Wilson.

Chief Pike gave the presentation.

After a competitive promotional process, Terry Thueson and John K. Wilson were selected for the position of Patrol Lieutenant. Lieutenants Thueson and Wilson will assume command of their platoons on October 6, 2014.

Lieutenant Wilson spoke on the importance of continuing to staff the Police Department.

Lieutenant Thueson spoke on the reorganization of the City.

Councilmember Munn and Mayor Hall commended Lieutenants Wilson and Thueson for their accomplishments.

2. Request to approve changes to Resolution 1711 to amend the policy established for the sale and destruction of firearms in the possession of the Twin Falls Police Department.

Captain Krear explained the request.

The purpose of this request is to bring Twin Falls City Resolution 1711 in compliance with changes made by the Idaho legislature. Furthermore, there is one recommendation to change the language describing the process for the sale of firearms that are illegal and when to convert those firearms to legal status prior to sale.

Discussion followed.

Councilmember Talkington referred to the Firearms Disposal Policy: 9. "Any firearm that is not sold after being offered for sale at two auctions shall be destroyed." He stated that he would hope there would be a market for the safe improved firearms by electronic auctions or by other means. He also asked if the local market is large enough for an exotic safe firearm to be sold other than Twin Falls.

Captain Krear stated that this would be a good safety net. Since he has been involved in property and evidence all firearms have been sold at auction.

Because firearm dealers expressed their biggest sales are during Christmas time the last auction was held in December. The auction used is a local auction company and reaches out worldwide. Firearms were sold to firearm dealers back east and firearms that have no interest in our area were bid on from firearm dealers worldwide. Firearms are advertised locally to all the firearm dealers. The auction company also advertises to their firearm dealers.

Mayor Hall stated for clarification that the auction company used advertises worldwide and local citizens have the opportunity to bid on the firearms as long as they are licensed. He also asked if Captain Krear had any concerns regarding the sale of firearms.

Captain Krear explained that firearm dealers have to register with the auction company and show their credentials. Upon sale, he receives a copy of the FLL and a signed release of indemnification to the City. He also stated that he does not have any concerns regarding the sale of firearms. The City's legal team has reviewed the resolution. The goal in property and evidence is to return property to the rightful owner. All measures available are taken to find the owner.

MOTION:

Councilmember Munn moved to approve Resolution 1932. The motion was seconded by Councilmember Lanting. Roll call vote showed Councilmembers Hawkins, Munn, Barigar, Lanting, Hall, and Mills Sojka voted in favor of the motion. Councilmember Talkington voted against the motion. Approved 6 to 1.

MINUTES

Monday, October 6, 2014

Page 4 of 8

3. Request to authorize the Mayor to sign the Award Document for the Idaho Bureau of Homeland Security-Emergency Communications Commission Grant, in the amount of \$28,765.

Lieutenant Stotts gave the presentation.

The Twin Falls Police Department applied for a grant through the Idaho Bureau of Homeland Security's Emergency Communications Commission in August 2014. This grant application was for funds to replace the existing CAD system (EIS) with a new system. In addition, funds were requested for mapping software and AVL (automatic vehicle locator). Unfortunately, the CAD and AVL components were stripped from the application and deemed ineligible for funding under this grant. The Police Department is continuing its due diligence in determining the direction it wants to take in regards to CAD. There are two possible scenarios:

1. Purchase a new CAD system, using E-911 fees. While CAD is not eligible under the ECC grant program, it is an acceptable use of E-911 fees distributed to the City. Some of the vendors that the PD are looking at for CAD software do not include mapping software in their product. The ECC grant funds will cover the cost of the mapping component.
2. Continue with the current CAD provider, EIS, and use ECC grants funds from 2014 to upgrade to the new operating system. This is an approved expense and the PD was awarded ECC grant funds last year to cover this cost. If this option is chosen, the 2015 ECC grant funds will not be utilized, as EIS has mapping included in their software. In this scenario, grant funds would be returned to the State. There is no penalty for returning grant funds, as they will then be reallocated to another applicant.

Because the PD is not prepared to make a decision on the CAD system at this time, staff recommends the acceptance of the grant funds that have been awarded to the City. If we do not accept them and decide at a later date to CAD software, the funds for mapping will be gone.

Discussion followed:

- Cost difference between option 1 and option 2
- Impact if grant is not accepted

City Manager Rothweiler stated that based upon current conversations he does not believe there will be a future impact if the grant is not accepted but it will largely depend upon on the timing and those reviewing the applications at some point in the future.

Lieutenant Stotts stated that he will be attending a seminar in Boise in two weeks in which they have a large vendor base where he can review their products. It will depend on the Information Services team from a technical perspective and from administration and their needs.

MOTION:

Councilmember Talkington moved to authorize the Mayor to sign the Award Document for the Idaho Bureau of Homeland Security-Emergency Communications Commission Grant, in the amount of \$28,765. The motion was seconded by Councilmember Lanting. Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

MINUTES

Monday, October 6, 2014

Page 5 of 8

4. Request to hire Region IV Development Corporation to serve as a Grant Administrator for the City of Twin Falls on Idaho Community Development Block Grants received for the Clif Bar project.

City Manager Rothweiler explained the request.

The City of Twin Falls was awarded two Idaho Community Development Block Grants for the Clif Bar project. The grants will assist in providing funding for the construction of critical public infrastructure.

Region IV has been a partner with the City for several decades. They have serviced all previous state and federal grants. Services to be provided include: grant writing, grant administration, Environmental Review, Acquisition and Relocation, Labor Monitoring, Project Monitoring, Compliance with Civil Rights Requirements, Fair Housing Plan, 504 Analysis and Transition, and Project Close-Out.

The anticipated length of the services agreement is through December 2018.

MOTION:

Councilmember Lanting moved to approve to hire Region IV Development Corporation to serve as a Grant Administrator for the City of Twin Falls on Idaho Community Development Block Grants received for the Clif Bar project. The motion was seconded by Councilmember Talkington.

Councilmember Barigar asked for clarification for the two different scopes of work.

Carleen Herring stated that the reason they have two different scopes of work is because the required tasks have been broken up by the Community Development Block Grant program into two separate pieces that fit best with the schedule of construction. In the scope of work under the lift station wastewater improvements it states that the acquisition is not applicable. Costs have been adjusted within the same total budget number to accommodate that additional task item and are now applicable.

Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

3. Discussion on the upcoming audit for the City of Twin Falls for fiscal year 2013-2014.

Chief Finance Officer Race explained that independent audits are a vital part of accounting. An audit is performed to insure the validity and reliability of information, as well as to provide assessment of a system's internal control. The goal of an audit is to express an opinion on the organization in question under evaluation based on work done on a test basis. An audit must adhere to auditing standards generally accepted in the US and the standards applicable to financial audits contained in government auditing standards issued by the Controller General of the U.S. These standards insure third parties or external users that they can rely upon the auditor's opinion on the fairness of financial statements or other subjects in which the auditor expresses an opinion.

She gave a PowerPoint presentation highlighting the following:

-Internal Controls

Responsibility of management - Safeguard City Assets

- Reviews
- Checks and balances

- Methods and procedures
- Examples of Internal Controls
 - Cashiers cannot make adjustments to accounts
 - Person reconciling cash does not receive or make payments
 - Thorough payroll review by AFD
 - Thorough accounts payable review by Finance, CM, Council
 - Email notifications
 - Monthly review of budget to actual
 - Quarterly financial updates presented to Council
 - Positive pay
 - Climate

Scott Hunsunker shared his objective review and observations. In conclusion, the City has done a good job establishing auditing the controls that have been established.

Discussion followed.

-Internal controls regarding:

- PSI
- Transfer Station
- Swimming Pool
- Parks & Recreation Department & Building Department receipt of cash
- Shoshone Falls cash receipts

City Manager Rothweiler stated that PSI's billing is done as an independent party. The City of Twin Falls provides solid waste services to its residential customers. Those residential customers pay that bill to the City of Twin Falls as part of their larger utility bill.

The transfer station is outside of the City's responsibility and scope of control. The transfer station falls within the guidance and direction of Twin Falls County.

The swimming pool is managed on the City's behalf by the YMCA. The funds that they collect are required to go through their books. They never enter into the City's processes. The YMCA is required to make an annual report to the City Council.

Chief Finance Officer Race explained how cash receipts are received for the Parks & Recreation Department and Shoshone Falls. She clarified that the Parks & Recreation Department does not accept cash out in the fields.

Assistant Finance Director Brent Hyatt explained the reconciliation process for gate receipts at Shoshone Falls.

4. Discussion of the City Manager's recommendation to create a citizen's committee to review current city facilities.

City Manager Rothweiler explained that investing in our facilities and structures was one of the original six themes discussed by the City Manager in June 2014, during one of the three budget development meetings.

MINUTES

Monday, October 6, 2014

Page 7 of 8

Initially, the concept of investing in the City's structures and facilities was presented by the members of the City's Long Term Planning Committee in March 2014.

Because the topic of facilities and structures was beginning to overshadow and dominate city budget conversations, the City Manager made the decision to remove the item from budget. The City Manager's FY 2015 Budget Message states: Although unlikely that the community has an appetite to consider additional bond proposals, the need to fund improvements to City facilities or its structures does not go away because it is not included in the FY 2015 Recommended Budget and is a topic the organization and community should devote time and resources towards solving.

Now that the FY 2015 Budget has been adopted, the City Manager would like to reactivate the conversation about the current status of City facilities and engage the community in the conversation in a similar manner the waste water committee operated. The citizen committee will discuss possible locations and funding options for a city hall complex and the police station remodel project.

This process will engage citizens and provide them with the opportunity to participate in and the guide this discussion. Public support is a necessary item for this project.

The request is to allow City Staff to begin working with a citizen advisory committee. The committee would have a series of purposes but the fundamental purpose would be to answer questions and then report back to the City Council with its findings.

The proposal is to begin the process with a series of tours of City facilities including the Banner Furniture building.

Discussion followed.

- How other municipalities handled a similar process
- Waste water citizen committee
- City projects list
- Banner Furniture building

City Manager Rothweiler stated the City will provide the same level of information and background information at the beginning of the process. This would be similar to the waste water treatment plant process. After staff provides the information it is important for staff to step back and let the committee work and serve at the committee's pleasure in capturing whatever information the entire group would need to move forward. This would include the advantages of location, the success stories and less than success stories of other communities, financial aspect, and priority city projects that would include the Canyon Springs grade, Wills Booster Station and Council's priority list.

Councilmember Lanting spoke in support of a committee.

The City has put down a small amount of earnest money to preserve options to publicly talk about the Banner Furniture building. He would encourage the community to vet all properties. If the committee group selects Banner Furniture or another alternative or other property, he believes the committee will be able to share why.

Councilmember Mills Sojka asked for costs associated with the Banner Furniture building.

The City has spent \$10,000 to retain the building which will be credited to the transaction costs should it be able to move forward. Prior to looking at facilities, the City looked at the structural integrity of the building as well as the systems that are inside of the building. The combined costs are under \$5,000. \$12,000 was paid to an architectural firm. The total spent is approximately \$30,000. This is no different from the process the City used in renovating the Police Department building. Money was spent to enlist the services of an architect to help evaluate decisions and is part of the City's good due diligence. Staff time was also spent on tours of some facilities. He does not have the ability to examine or provide the council with soft costs spend on the project.

Councilmembers Barigar, Munn, and Vice Mayor Hawkins spoke in support of the request.

Councilmember Talkington motioned to authorize the creation of a citizen's committee by the City Manager to review current City facilities. Councilmember Munn seconded the motion. Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

City Manager Rothweiler explained that the Citizen Advisory Committee meetings will be broadcasted and held in the Chambers. Public input is encouraged.

Mayor Hall spoke in support of the request and allowed public input.

Alan Horner, 688 Sunterra, spoke in support of the formation of a committee.

Lori Ward, 1070 Laurelwood Court, spoke in support of the formation of a committee and commented that the waste water treatment committee was a success. Staff provided significant information to the committee. She also stated she is a liaison to the OTAK advisory committee.

Tom Aschenbrenner, 3385 Highlawn, owner of Rudy's - A Cook's Paradise, spoke in favor of the request and discussed the importance of downtown revitalization.

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

City Manager Rothweiler stated that an OTAK meeting will be held on October 16, 2014 at the Historic Ballroom from 6:00 – 8:00 pm. The meeting is a Main Avenue Community Design Workshop.

A Bike Route Meeting will be held on Thursday, October 9, 2014, at 7:00 P.M. in the Council Chambers.

III. ADVISORY BOARD REPORTS/ANNOUNCEMENTS:

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

V. ADJOURNMENT: The meeting adjourned at 6:47 P.M.

Leila A. Sanchez - Deputy City Clerk/Recording Secretary

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, October 13, 2014
City Council Chambers
305 3rd 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 7-14, 2014, total: \$547,037.62, October 6 , 2014, prepaid, total: \$380.48, September payables, total: \$563,092.90, October 10, 2014, payroll , total: \$137,013.02, October 1 – 13 , 14
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.

Present: Suzanne Hawkins, Jim Munn, Don Hall, Greg Lanting, Chris Talkington,
Absent: Rebecca Mills Sojka, Shawn Barigar
Staff Present: Acting City Manager Mitchel Humble, City Attorney Fritz Wonderlich, Deputy City Attorney Shayne Nope, Public Information Officer Joshua Palmer, Deputy City Clerk/Recording Secretary Leila A. Sanchez

Mayor Hall brought the meeting to order at 5:00 p.m.

Vice Mayor Hawkins stated that the Youth Council had elections and the new president is Jonah Ruf. She invited the Youth Council and all present, who wished to, to recite the pledge of Allegiance to the Flag.

Jonah Ruf introduced Youth Council Members and explained they are working on the Anti-Suicide Campaign and Trail Clean up.

Mayor Hall confirmed a quorum.

CONSIDERATION OF THE AMENDMENTS TO THE AGENDA:

Community Development Director Humble requested Item for Consideration II.3. be heard before II.2.

PROCLAMATION: None

GENERAL PUBLIC INPUT

John Pauley, 576 Clinton Drive, on behalf of the YMCA thanked the City for the landscaping done at the pool.

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.

MOTION:

Councilmember Munn moved to approve the Consent Calendar. The motion was seconded by Vice Mayor Hawkins. Roll call vote showed all members present voted in favor of the motion. Approved 5 to 0.

II. ITEMS FOR CONSIDERATION:

1. Consideration of a request to approve a Senior Advisory Committee.

Bob Mallory explained the request.

A Senior Advisory Committee shall be formed by seniors ages 65 and older. This is an open committee. There will be no maximum cap for the number of people who want to participate in it; however, once it is formed and once the body begins gathering it will elect its own officers and then begin drafting bylaws with the assistance of the City. From that point seniors will be incorporated into the process.

Discussion followed.

Councilmember Talkington asked what the mission and vision are of the committee.

Bob Mallory stated that the purpose of the Senior Advisory Committee is to provide recommendations and a platform for seniors to become engaged in city government and the community.

Daphne Mallory stated that some of the pressing issues revolve around transportation as well as meal services. This is not a program or services committee but rather a committee that can provide recommendations as part of the strategic plan that is in place as well as addressing future needs in the community.

Bob Mallory stated that he attended a Veterans of Foreign Wars meeting which is primarily a senior citizen group and presented the information to them. Groups similar to VFW are asking them to present ideas for the committee.

Mayor Hall asked City Attorney Wonderlich if there is a problem setting the age requirement of 65 or older.

City Attorney Wonderlich stated that there is age discrimination for people over certain ages but not for those under. He stated that it appears from the Mallorys' presentation they would like an open group that may periodically come to the Council with recommendations. The committee could be similar to the Youth Council.

Mayor Hall discussed the transparency resolution. He also stated that the senior population is a group that predators attempt to victimize. It would be concerning to him if this were to take place in an advisory committee appointed by the Council.

Bob Mallory asked if it isn't typical with advisory committees that there is a council liaison that goes to the meetings and offers guidance and participation.

Mayor Hall stated not with every committee but with most.

Vice Mayor Hawkins stated that in discussions with the Mallorys the Youth Council resolution and bylaws were used as a role model. The group is looking for a place to have thoughts and opinions heard and are similar to the waste water committee, downtown, and space needs. To be in accordance with the Transparency Resolution guidelines the meeting should be maintained, recorded, minutes taken, noticed and open to the public and in the Council Chambers. It is a chance to discuss solutions to problems that the Council is not aware of.

Councilmember Munn stated that seniors like consistency and the importance of setting a regular time and place in which to meet. He understands Mayor Hall's concern of victimization but the committee will have the opportunity to discuss fraud prevention, etc. He is in favor of a resolution.

Councilmember Talkington stated that issues that may be discussed may pertain to City ordinance or the victimization of seniors through scamming, online, or phone solicitation. It should be clear in the resolution that the committee is not an ad hoc like the waste water committee that had a beginning or end. It should not be implied, inferred in any way, or alluded to that this committee is representing the official position of the City of Twin Falls. The resolution will be a positive mandate in which to collect as many ideas, problems, solutions and recommendations that can be presented to the Council after the committee has worked through the process that would include a review of the City Code. He volunteered to work with the committee.

Councilmember Munn asked where the committee will meet.

Bob Mallory stated that the idea is to meet in the Chambers to cover the transparency issue and insure a consistent location. It will also depend on the interest level and who may be attending the meetings.

Vice Mayor Hall stated they should leave the meeting place open but meetings generally should be held in the Chambers.

Councilmember Lanting stated he and Vice Mayor Hawkins met with the Mallorys. He is in favor of the committee meeting in the Chambers to gauge community interest. Announcements are posted when committees meet at locations other than the chamber. He would like to have the City Attorney draft a resolution to bring back to Council.

MOTION:

Councilmember Munn moved to direct staff, namely the City Attorney, to prepare a City resolution and bylaws for the development of a Senior Advisory Council for the City of Twin Falls to be drafted in the same manifestation as the Youth Council and bring back to Council within the next two weeks if possible for Council's review. The motion was seconded by Vice Mayor Hawkins.

Mayor Hall stated that he would like the seniors to draft bylaws. He asked if there is a group of seniors that the Mallorys have met that might be interested in sharing their perspective.

Daphne Mallory stated she didn't feel it would be appropriate that they would start recruiting seniors until this process took place and was open to the entire public.

Vice Mayor Hawkins recommended the City Attorney work with the founding members on the bylaws and present to Council for review. The by-laws can be modified in the future.

City Attorney Wonderlich said he would share what was done with the Youth Council with the Mallorys. The Youth Council went to Council and the bylaws were modified.

Roll call vote showed all members present voted in favor of the motion. Approved 5 to 0.

2. 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.

Community Development Director Humble stated that 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.

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

PIO Palmer explained that staff is looking for Council feedback.

Discussion followed:

-Plumbing code

-What other cities' pamphlets contain

3. Consideration of a request to act on a proposal to create a new inspection application for existing installation inspection requests.

Community Development Director Humble explained the request.

At their May 6, 2013 meeting, the City Council adopted Resolution 1905 establishing the City's current building permit fee schedule. 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. 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.

Several City homeowners experienced 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.

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.

The Department has received requests in the past to visit existing buildings and talk to owners and potential tenants about future plans for that building. Recently a request was received 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 and to creating an official application/process for the inspection of existing installations would address issues. 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 the City 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 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. 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 18th 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.

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.

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

Discussion followed.

- Charging residential inspection at a ½ hour rate where commercials would be paying a full hour
- Inspections of existing installation
- HVAC is noncommercial request
- Fully burdened cost of inspection
- Public safety and public health issue
- Logging inspections

Community Development Director Humble discussed the small job fee of \$10. This is to encourage owners to comply with regulations.

MOTION:

Councilmember Lanting moved to enact a \$10 fee for residential existing installation inspections. The motion was seconded by Councilmember Talkington. Roll call vote showed all members present voted in favor of the motion. Approved 5 to 0.

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

Council will meet at 4:00 p.m. on Monday, October 20, 2014, for a Council Workshop - City Facility Project

III. ADVISORY BOARD REPORTS/ANNOUNCEMENTS:

On October 16, 2004, an OTAK meeting will be held at the Ballroom at 6:00 p.m.

MINUTES

Monday, October 13, 2014

Page 7 of 7

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

V. ADJOURNMENT: The meeting adjourned at 5:57 p.m.

Leila A. Sanchez
Deputy City Clerk



Date: Monday, October 27, 2014

To: Honorable Mayor and City Council

From: Mitchel Humble, Community Development Director

Request:

Consideration of a request from Ronald Wheat to waive the non-conforming building expansion permit process for a home located at 3653 N 3000 E. (app 2688)

Time Estimate:

Staff presentation may take five (5) minutes. Applicant will be there to answer any questions.

Background:

Attached is a request from Ronald Wheat who is asking to be allowed to build an addition onto their residence located at 3653 N 3000 E. The home is located in the R-1 VAR Zoning District. Blue Lakes Blvd South (3000 E) is a major arterial and has a minimum building setback of 93' from centerline. The existing home, built around 1920 per county records, is located within the centerline setback (see Attachment #2 for detail). Per City Code Title 10; Chapter 4; Section 5.3 the current structure is nonconforming as it stands at 80' from centerline, thus encroaching approximately 13'.

Mr. Wheat applied for a building permit to add a 784 sq. ft. addition onto the west end of the home – connecting to the existing residence. During the review process it was determined the proposed addition meets the required 5' side and 25' rear building setbacks, and will not expand the non-conforming portion of the home further into the front yard setback.

City Code Section 10-3-4 deals with non-conforming buildings and uses. Section 10-3-4(D) provides for a process to allow a legal non-conforming building expansion permit, which requires a hearing before the Planning and Zoning Commission. The last sentence of the first paragraph of Section 10-3-4 states:

“The requirements of this section may be waived for residences and residential uses by motion and minute entry of the City Council.”

If the Council wishes, it may waive the requirements of Section 10-3-4, the applicant would continue through the building permit process. This will allow Mr. Wheat to proceed with the addition without a public hearing.

If the Council feels that Mr. Wheat should go through the non-conforming building expansion permit process, an application would be required and a public hearing shall be held before the Commission. The process takes about 30-45 days from the date of application. Appeals would extend the time another 30-45 days.

The proposed expansion meets the required side and rear yard setbacks and does not add to the existing non-conformance. The Council has historically approved similar requests to waive the hearing process for residential requests that do add to the existing non-conformance.

Conclusion:

Staff recommends that the Council review and act on the attached request to waive the non-conforming building expansion permit process for a home located at 3653 N 3000 E.

Attachments:

1. Narrative
2. Area/GIS Maps (1)
3. Site Plan



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I need this room addition so I will have access to the outside in case of fire, and so I will be able to take a shower, and use my wheelchair to get to the shower. I also need more room for my medical equipment, hospital bed, breathing machine, Hoyer lift, etc.

Also all the doors need to be enlarged and widened.

I also have a weight problem, which is 467^{lb}. I am confined to bed or a lift chair. I am only able to walk 4 or 5 steps, and always need assistance walking.

Ronald H. Wheat 10/10/14

000E 999E



Blue Lakes Blvd South (3000E)

Nonconforming Building Exhibit

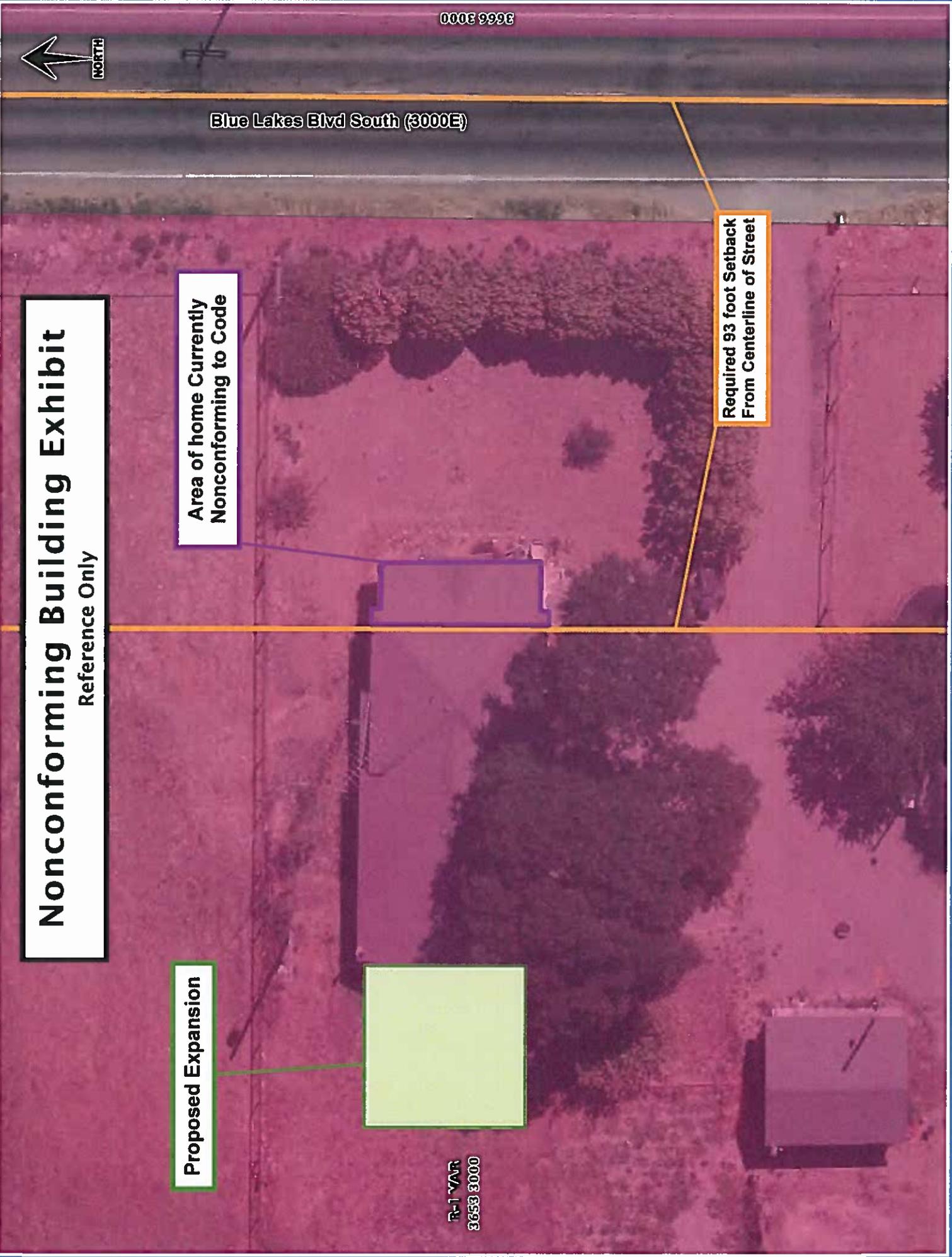
Reference Only

Area of home Currently Nonconforming to Code

Required 93 foot Setback From Centerline of Street

Proposed Expansion

R-1 VAR
3653 3000



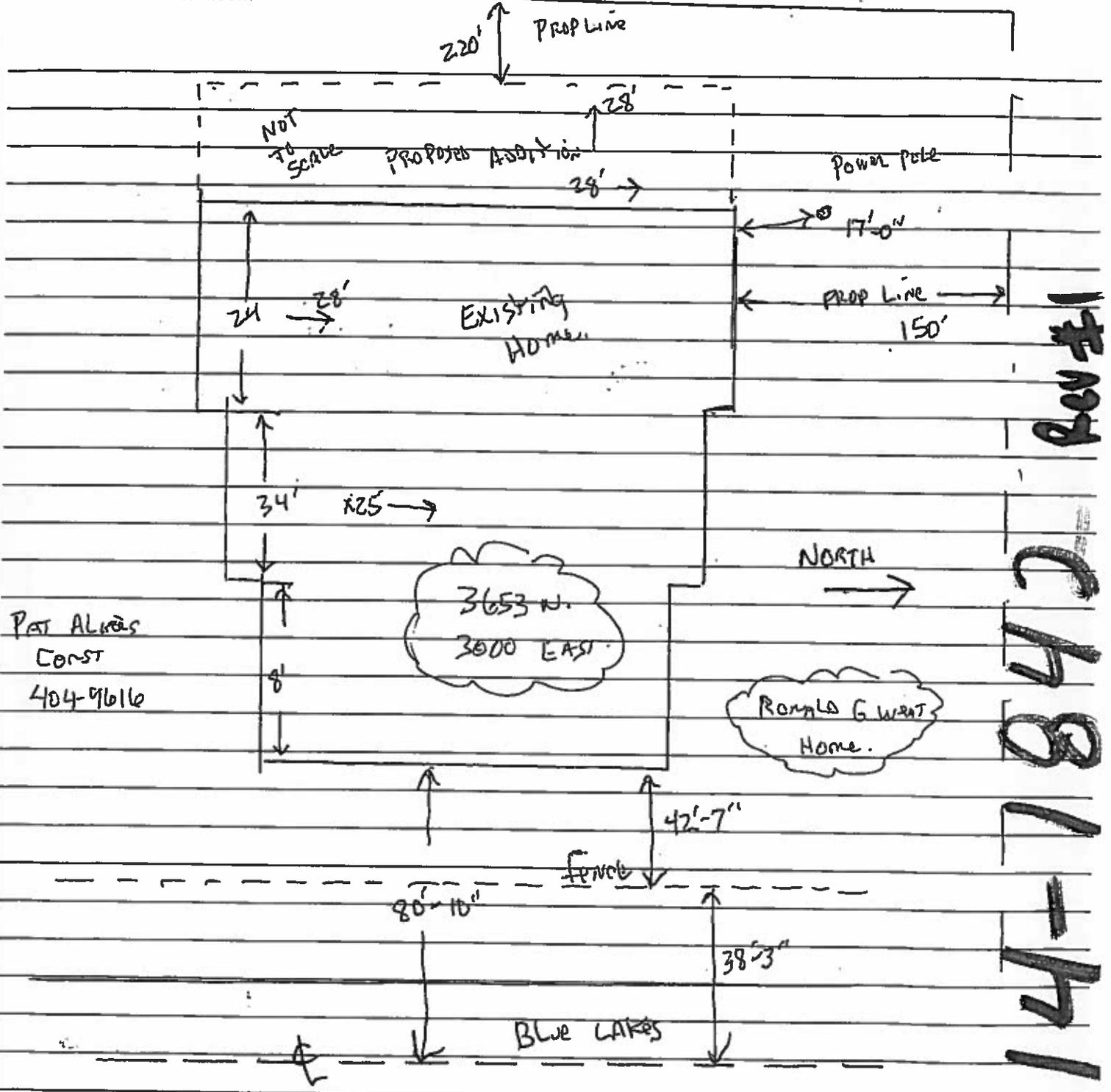


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Fax 626.330.7598

Pittsburg, CA
925.473.9340
Fax 925.473.9341

Denver, CO
303.572.3626
Fax 303.572.3627

Fort Worth, TX
817.568.1525
Fax 817.568.2759



Monday October 27, 2014 City Council Meeting

To: Honorable Mayor and City Council

From: Dennis J. Bowyer, Parks & Recreation Director
Josh Baird, Staff Engineer

Request:

Presentation regarding potential bike routes in the community and possible action on a Phase I implementation plan.

Time Estimate:

Staff will make the presentation, following the presentation, we expect some time for questions and answers. The anticipated total time for presentation and questions is estimated at 30 minutes.

Background:

Last November, the City hosted a bicycle open house/forum to take the pulse of the community on the City's needs for bicycle routes/lanes/paths. There were approximately 50-60 community members in attendance. Attendees were asked where they currently ride their bikes and where they would like to ride their bikes. There were large maps posted where the audience drew their preferred bike routes/lanes/paths. Questionnaires were also collected to gather additional input from the community on bicycle issues. In addition to the maps and questionnaires, Art Hoag and Bob Seastrom prepared a map with their desired bike routes and presented it to the City at an earlier date.

Following the open house/forum, City staff reviewed all the information and began to formulate a plan to accomplish some of the requests for bike routes/lanes/paths on existing streets and roads in the community.

Staff is proposing the following plan with three types of bike facilities:

1. Bike Lane – striped, on-street lanes specially marked as bicycle lanes. There are three existing bike lanes in the community. 1) East side of town, from the City/YMCA pool along Falls Avenue to the top of the grade at Shoshone Falls, 2) West side of town, from North College Road West, south on Sparks to Blake St. N. east on Shoup Avenue West to Harrison St. then north on Harrison to Falls Avenue. There is also a section of this lane that is along Caswell Avenue in front of I.B Perrine Elementary school and Robert Stuart middle school, and 3) South side of town, from the south water tanks, north on Washington St. South to Park Avenue, then west on Park Avenue to Oregon Trail Elementary School, and including a short section on Lois Avenue along the Oregon Trail Youth Complex.
2. Shared Use Path – designated pathways that can be separate from streets, or on the sidewalks of streets. The canyon rim trail system is designated as a shared use path, along with the pathway on Washington St. N. from Falls Avenue to Pole Line Road and the sidewalk along Pole Line Road.
3. Shared Lane Marked – designated streets that are marked with “sharrows” to inform all motorized and non-motorized vehicles that these designated streets are to be shared. Roads

designated with sharrows are usually low volume, low speed roads. A photo is attached to show what a sharrow looks like.

The attached map shows where the three bicycle facility types are existing or proposed to be. Care was taken to increase connectivity while keeping bicycle traffic separated from vehicular traffic as much as possible. The map also shows a Phase I boundary, which was included to show how what could be implemented with an initial expenditure of \$20,000. The Phase I boundary was also drawn in an attempt to include as much of the City while enhancing connectivity throughout. It should be recognized that this additional infrastructure will require ongoing maintenance to include regular sweeping and to ensure pavement markings and signs stay visible.

On Thursday October 9th, the City hosted another bicycle open house to present this proposed bicycle facilities map. There were approximately 35-40 community members in attendance. There were five large maps showing the draft bicycle facilities map along with photos of the existing bicycle lanes and the shared use paths the community currently has in place, what sharrows would look like on the proposed shared lane marked roads, and what the directional signs would look like. Staff reviewed how this draft map was developed, explained the three types of bicycle facilities and then invited the audience to review the maps up-close. Staff then open the rest of the evening to comments and questions. Generally, the comments were very supported of the City's proposed plan. There were several comments that staff agreed that should be reviewed and researched, there were:

1. Education for both motorists and bicyclists
2. Review existing city codes
3. Coordinate with Twin Falls Highway Districts for connections to other communities
4. Move bike lane from Shoup Avenue to Heyburn Avenue
5. Protection for bicyclists – i.e. tubular markers or delineators on bike lane lines
6. Park and Bike areas
7. Ensure sufficient maintenance, sweeping of bicycle facilities regularly
8. Preference of scenic routes over straight routes
9. Controlled intersections at high traffic streets for bicyclists
10. Instead of standardize green guide signs, make them stand out with a unique color

This item has been scheduled at the request of Council members to provide a status report on this project. Staff presented this draft bicycle facilities map in an unscheduled fashion to the Safety Traffic Commission on Thursday October 9th. The Safety Traffic Commission asked if there has been any studies on how much the bike paths are used and if they is any studies showing locations that are prone to bicycle accidents and does the proposed plan remedy those locations. Staff said they have not been any studies on usage of the bike paths and staff will investigate if certain locations are more prone to bicycle accidents or not. Staff has not yet had the opportunity to provide a report to the Parks & Recreation Commission for their review and input. Staff plans to share this presentation to the Commission at their November 2014 meeting.

Approval Process:

Any action taken by the Council regarding this item requires a simple majority vote.

Budget Impact:

Phase I of the proposed bike route plan is estimated to cost \$19,500 in materials only to be paid out of the FY2014 budget which included \$20,000 for bike trails. Staff ordered approximately 110 “sharrows” to be installed by City personnel to identify the Shared Lane marked routes

included in this first phase. There will be labor cost to install this sharrow, phase I if implemented will have 86 sharrow installed, each sharrow takes approximately 30 minutes to installed by two men, labor cost is approximately \$48 per sharrow. With 86 sharrow to install, labor cost is approximately \$4,128. There are only 10 directional signs for this Phase I implementation, each sign cost approximately \$24 in labor and \$59 in materials, all 10 signs would cost approximately \$240 in labor and \$590 in materials.

Regulatory Impact:

Approval of the requested Phase 1 bike route improvements will authorize City staff to begin marking the routes as described above.

Conclusion:

Staff recommends that the Council approve the request to proceed with Phase 1 of the bike routes plan implementation.

Attachment:

1. Photograph of a “Sharrow” and directional signage
2. Map of Proposed Bicycle Facilities



Draft City of Twin Falls Bicycle Facilities Map 2014

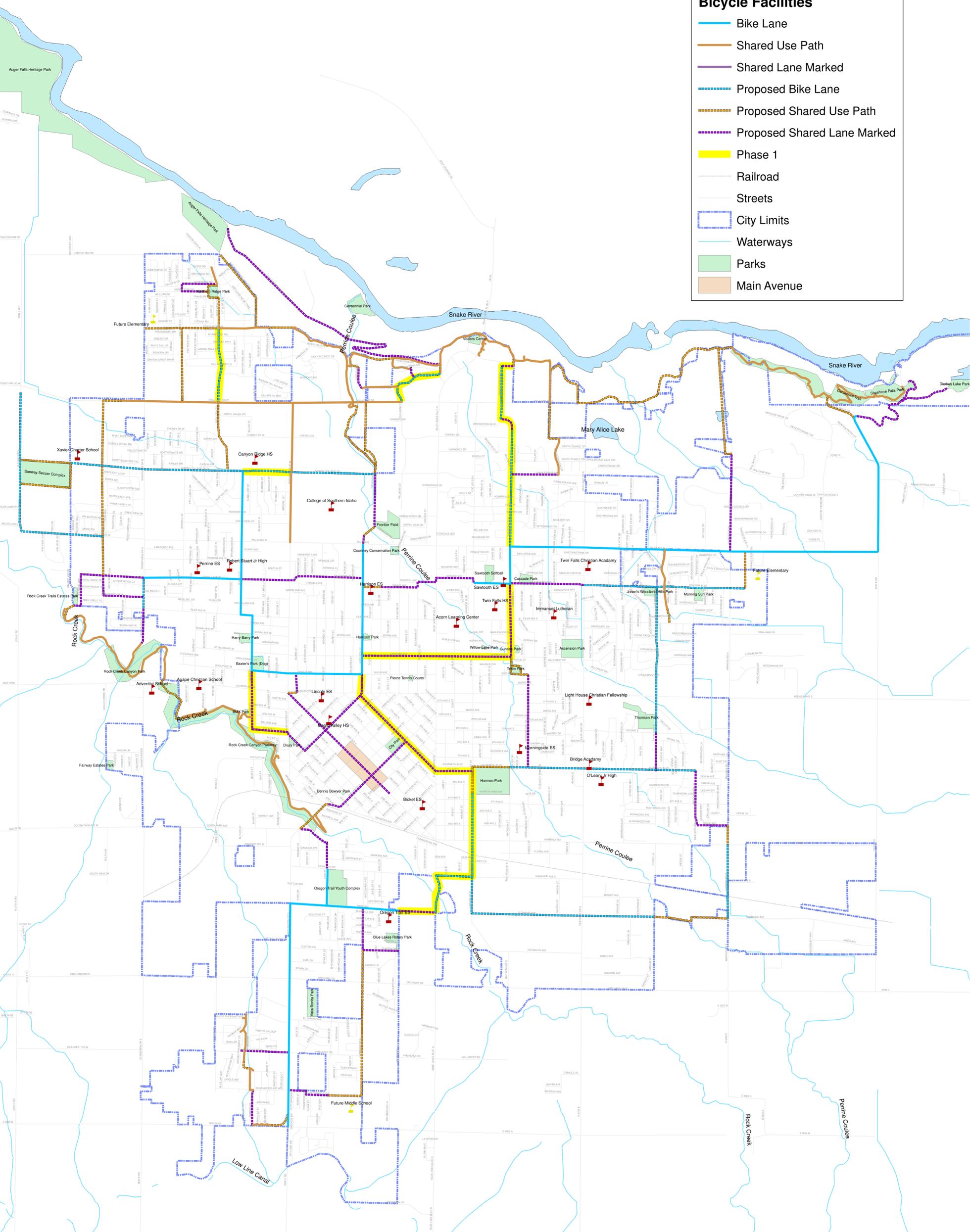
Legend

Schools

- existing
- future

Bicycle Facilities

- Bike Lane
- Shared Use Path
- Shared Lane Marked
- Proposed Bike Lane
- Proposed Shared Use Path
- Proposed Shared Lane Marked
- Phase 1
- Railroad
- Streets
- City Limits
- Waterways
- Parks
- Main Avenue





SHARED LANE MARKED



6TH ST

HANSEN ST

Green directional sign for cyclists with a bicycle icon and the City of Twin Falls logo. It lists the following destinations:

- ← CSI Campus 3.0 MI. 15 MIN.
- ← Canyon Rim Trail 4.0 MI. 20 MIN.
- Harmon Park 0.5 MI. 3 MIN. →

STOP

NO PARKING ANY TIME



Date: Monday, October 27, 2014
To: Honorable Mayor and City Council
From: Renee Carraway-Johnson, Zoning & Development Manager

Request:

Consider and act on a request to initiate the Comprehensive Plan update process.

Time Estimate:

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

Background:

In April of last year, the City adopted its strategic plan. That plan includes several objectives regarding planning and development principles and policies that the City should strive to achieve. Those objectives help further the goals within the Healthy Community, Secure Community, Accessible Community, Environmental Community, Prosperous Community, and the Responsible Community focus areas in the plan, six of the eight focus areas. In response to the focus on planning policies in the strategic plan, the fiscal year 2015 budget includes \$100,000 to update the City Comprehensive Plan.

The Plan, adopted in February 2009, still has many components that continue to be applicable. It has also had some specific updates recently approved (impact fee capital improvements plans) or initiated (parks and recreation master plan). However, there are several components of the plan that are in need of review and possible update. For example, growth projections are tricky to get right and should be updated regularly. Staff has also identified some portions of the Future Land Use Map that should be reviewed for continued applicability. In addition, I mentioned the recently adopted strategic plan. It also contains some focus areas that are becoming priorities for the City that may not be adequately addressed in the Comprehensive Plan. Finally, there have been recent changes to Idaho Statutes placing additional requirements on cities and their comprehensive plans.

Staff has prepared the attached Request for Qualifications (RFQ) publication. In Idaho, planning consultants are to be selected by cities based on their qualifications, rather than specific project proposals or bids. We need to go through a public process of identifying the most qualified planning consultant that is interested in performing this work for the City. Once we have identified the most qualified, we will enter into negotiations regarding the scope and cost of the project. If we come to an agreement with that consultant, we'll sign a contract and begin the project. If we are not able to come to an agreement, we will cease negotiations and move to negotiate with the second most qualified firm.

Staff presented the attached RFQ to the Planning & Zoning Commission at their October 14, 2014 meeting. The Commission was supportive of the request and recommends that the Council authorize the publication of the RFQ and the initiation of the Comprehensive Plan update process. The attached RFQ is still in a draft form, as it is missing the timeline information. If the Council directs staff to proceed with the project, staff will insert the appropriate timeline information and publish the RFQ.

Approval Process:

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

Budget Impact:

The FY2015 budget includes \$100,000 dedicated to the Comprehensive Plan update project. This item will only initiate the process by authorizing staff to publish a Request for Qualifications. There will be minor publication costs only associated with the approval of this request.

Regulatory Impact:

Approval of this request will authorize staff to publish a Request for Qualifications inviting interested planning consultants to submit to be considered for selection.

Conclusion:

The Planning & Zoning Commission recommends that the Council authorize the publication of the attached Request for Qualifications.

Attachments:

Proposed "Request for Qualifications"



City of Twin Falls, Idaho
Comprehensive Plan Update
Request for Qualifications

The City of Twin Falls, Idaho is seeking proposals from qualified consulting firms to update the City's Comprehensive Plan including related documents, demographic statistical data, future land use maps, implementation strategies, plans, and policies. The current Comprehensive Plan was adopted in February 2009.

PRE-PROPOSAL CONFERENCE

An optional pre-proposal meeting has been scheduled on **MONTH DAY, 2014** at 2:00 PM. The meeting will be held in the City of Twin Falls Development Services Building, located at 324 Hansen Street East, Twin Falls, ID. Members of the applicant's team may attend the pre-proposal meeting to receive additional project or community information and to ask follow-up questions. Clarifications, if needed, will also be conveyed to potential applicants at this meeting and through an addendum following the meeting.

PROPOSAL DEADLINE

Proposers shall submit one (1) original in digital format, and ten (10) separate hard copies with one marked as "Original". The proposal must be clearly marked as **City of Twin Falls Comprehensive Plan Update Request for Qualifications** and delivered to:

City Of Twin Falls
Planning and Zoning Department
324 Hansen St East
Twin Falls, ID 83301

The deadline date for submittals shall be 4:00 PM on **MONTH DAY, 2014**. Proposals received after the submittal deadline shall be returned unopened to the respondent.

For additional information, please visit the City's website at www.tfid.org. Additional information can also be requested by contacting Renee Carraway Johnson at (208) 735-7267 or via email at Rcarrawa@tfid.org.

Project Description

The City of Twin Falls is soliciting proposals from qualified consulting firms to provide professional services to update and replace certain elements of the Comprehensive Plan in the following areas:

- Summary & Intro Background
- Land Use
- Community Design
- Housing
- School Facilities
- Public Services and Utilities
- Economic Development
- Environmental Considerations
- Transportation – *Airport only*

The consultant will work closely with City Staff, the Planning and Zoning Commission, the City Council, and key community members to create a document for distribution to the public.

Proposal Content

The proposal must be organized in sections containing the following information:

- **Description of Firm.** Describe your firm's legal structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office (for legal purposes) and the address of the office that will manage the project.
- **Experience.** Briefly describe other projects executed by your firm that demonstrate relevant experience. However, extensive descriptions of vaguely related projects are discouraged. Also list all public sector clients for whom you have performed similar work in the past ten years. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm.
- **Personnel.** Provide a professional resume for the key people proposed to be assigned to the project (including any important sub-consultants), and describe relevant related experience. Describe key personnel's proposed roles and responsibilities on this project. Proposals must identify a proposed project manager who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate.
- **Project Schedule.** Provide a schedule of general project activities indicating the duration of each activity and of the total project. The schedule should reflect realistic activity durations.

Brochure or other material that may be helpful in evaluating your firm may be included in an appendix of the proposal.

Additional Information

Questions regarding the project may be directed to:

Renee Carraway Johnson
Planning and Zoning Manager
324 Hansen Street East
Twin Falls, ID 83301
(208) 735-7267

Selection Process

Proposals will be ranked on qualifications. The City of Twin Falls may choose to interview several of the top ranked firms. However, at its discretion, the City of Twin Falls may dispense with interviews and select a firm to perform the work. Firms will be evaluated on the basis of the following factors:

- Firm History and Capability to Perform Project
- Relevant Project Experience
- Qualifications of Project Team
- Familiarity with Area and Project
- Project Approach and Schedule

Selected references will be contacted.

The City of Twin Falls will seek to negotiate a contract, a detailed scope of work, fee, schedule, etc. with the selected firm. If unable to reach an agreement, the City of Twin Falls will terminate negotiations and commence negotiations with the second-ranked firm, and so forth.

The City of Twin Falls expects to evaluate proposals and provide written notification of the short-listed firms within 30 days of receipt of proposals. If interviews are held, they will be scheduled within three weeks of short-list notification.

Preliminary Project Schedule

The following tentative schedule is anticipated for selection, contract negotiations and contract award. Contract award will be expected in late January, early February. The timeline that is projected for the preparation and completion is eight (8) months from the City Council award date.