

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, November 17, 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 November 11 – 17, 2014, total \$868,356.62 and November 13, 2014, Youth Council, total: \$25.00.
2. Consideration of a request to approve the October 27 and November 3, 2014, City Council Minutes.

**Purpose:**

Action

Action

**By:**

Sharon Bryan

Leila A. Sanchez

**II. ITEMS FOR CONSIDERATION:**

1. Discussion on current public transportation programs in Twin Falls – Trans IV and LINC – and their federal funding sources.
2. Consideration of a request for the City Council to authorize the Mayor to sign Memorandum of Understandings with eight (8) City and/or Fire District representatives.
3. Discussion and adoption of the recommended changes to the City's organizational structure.
4. Public input and/or items from the City Manager and City Council.

**Purpose:**

Presentation/  
Discussion

Action

Action

**By:**

Mandi Thompson  
Lynn Baird/Trans IV  
Lori Jeske/LINC  
Sarah Michael/CTAI

Mandi Thompson

Travis Rothweiler

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

**IV. PUBLIC HEARINGS: 6:00 P.M.**

1. Consideration of a request for a Comprehensive Plan Amendment from AG to Medium Density and to extend the Water Service Boundary Area for property located on the east side of the 500, 600, and 700 blocks of Hankins Road North.

Public  
Hearing

Brad Wills on behalf  
of the Twin Falls  
School District 411

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



**MINUTES**  
**Meeting of the Twin Falls City Council**  
**Monday, October 27, 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: Weatherization Day 2014 - South Central Community Action Partnership**

**GENERAL PUBLIC INPUT**

**AGENDA ITEMS**

<b>I. <u>CONSENT CALENDAR:</u></b>	<b><u>Purpose:</u></b>	<b><u>By:</u></b>
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
<b>II. <u>ITEMS FOR CONSIDERATION:</u></b>	<b><u>Purpose:</u></b>	<b><u>By:</u></b>
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
<b>2. Discussion on the Twin Falls Senior Citizen Advisory Commission.</b>	Discussion/ Possible Action	<b>Don Hall</b>
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 updates process.	Action	Renee Carraway- Johnson
5. Public input and/or items from the City Manager and City Council.		
<b>III. <u>ADVISORY BOARD REPORTS/ANNOUNCEMENTS:</u></b>		
<b>IV. <u>PUBLIC HEARINGS:</u>           <b>6:00 P.M. - None</b></b>		
<b>V. <u>ADJOURNMENT:</u></b>		
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.*

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

Absent: Shawn Barigar

Staff Present: City Manager Travis Rothweiler, City Attorney Fritz Wonderlich, Deputy City Attorney Shayne Nope, Community Development Director Mitchel Humble, Parks & Recreation Director Dennis Bowyer, Staff Engineer Josh Baird, Zoning & Development Manager Renee Carraway-Johnson, 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 item be added to the agenda:

Item for Consideration II.2.Discussion on the Twin Falls Senior Citizen Advisory Commission and to appoint a Council liaison to the Commission.

### **MOTION:**

Councilmember Lanting moved to have a discussion on the Twin Falls Senior Citizen Advisory Commission. The motion was seconded by Councilmember Mills Sojka. Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0.

### **PROCLAMATION: Weatherization Day 2014 - South Central Community Action Partnership**

Mayor Hall read the proclamation and presented it to Ken Robinette.

Ken Robinette invited the public to attend National Weatherization Day on October 30, 2014 for a Weatherization Demonstration Project at Valley House Homeless Shelter located at 507 Addison Avenue West, Twin Falls from 12:00 P.M. to 1:00 P.M.

### **GENERAL PUBLIC INPUT**

Katie Breckenridge and Rob Struthers, Picabo, Idaho, stated their concern over the stabilization of the canyon rim wall. Earlier this summer they came before Council and offered to conduct public tours of the property. Currently, they are not irrigating or farming and it would be an opportune time to conduct an open house. They spoke with Travis Rothweiler and understand the Council has not decided on an engineering firm; therefore, it is premature to schedule tours at this time. They are asking for Council support to allow the Police Department to assist with tours, and to advertise tours.

In addition, on tonight's agenda there is a presentation on bicycle paths. The map shows the bike path running across the front end of their property and through the Breckenridge Endowment Farm. There is an agreement between the City of Twin Falls, College of Southern Idaho, and the Breckenridge family allowing only agricultural activities on the property.

Discussion followed:

Mayor Hall clarified that at this point the City does not know of any potential solutions or know the true impact and issues regarding the canyon wall without an engineering study. He would like to have information for the public prior to touring the property.

City Manager Rothweiler stated that at a June City Council meeting it was shared with Katie Breckenridge and Rob Struthers that the \$600,000 in the budget is to assist with engineering costs and solutions. City Engineer Jacqueline Fields will provide a sense of timing for the request for qualification process.

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City Engineer Fields stated that money for the request for qualifications was not available until October 1, 2014 and she explained her plans for the RFQ process.

Council discussion followed.

Katie Breckenridge made a point of clarification that she and Rob Struthers begin diverting water along the canyon rim several years ago.

Mayor Hall stated that he would like to discuss the issues regarding the bike path during Parks & Recreation Director Bowyer's presentation.

City Manager Rothweiler stated that Katie Breckenridge and Rob Struthers are referring to the master bicycle plan that was developed years ago. The plan shows the bike path going through several parcels of property where the City at this point does not have access. As properties develop, the City envisions providing for a fully integrated and connected bike path at some point and time.

Katie Breckenridge stated that when she and her sister gifted the easement across their property for the bike path they did so with the understanding that the City would not ask for any more bike paths across their property. Now the City is back again and is seeking to connect the Canyon Rim Trail across the property. A courtesy call from the City informing her of the proposed bike path would have been appreciated.

## AGENDA ITEMS

### I. CONSENT CALENDAR:

1. Consideration of a request to approve the Accounts Payable for September Payables and October 21 – 27, 2014, total: \$329,381.50  
October 21, 2014, \$525  
September Payables October 21 – 27, 2014, total: \$610,274.44  
Payroll, October 24, 2014, total: \$126,660.40
2. Consideration of a request to approve the October 6 and October 13, 2014, City Council Minutes.

#### MOTION:

Councilmember Lanting 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 6 to 0.

### II. ITEMS FOR CONSIDERATION:

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.

Zoning & Development Manager Renee Carraway-Johnson explained the request.

Ronald Wheat 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. 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

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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, and 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.

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.

### MOTION:

Councilmember Talkington moved to approve the request from Ronald Wheat to waive the non-conforming building expansion permit process for a home expansion located at 3653 N. 3000 E. The motion was seconded by Councilmember Lanting. Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0.

## 2. Discussion on the Twin Falls Senior Citizen Advisory Commission.

Mayor Hall explained that he asked Councilmember Talkington to serve as a liaison to the committee. In addition, he asked the Council if the Commission should be assigned a staff member or should it be under a particular department in the City.

Discussion followed.

Vice Mayor Hawkins stated that Leila Sanchez is the support person for the Youth Council.

City Manager Rothweiler stated that the Senior Citizen Advisory Commission is modeled after the Youth Council, which is a self-sustaining group. Staff suggests that Sharon Bryan post agendas and minutes. Minutes, like the Youth Council, are taken by a commission member. To comply with the Transparency Resolution, all meetings are required to be recorded.

The next meeting scheduled for the Commission is scheduled for Tuesday, November 12, 2014, at 1:00 P.M. He recommended that Daphne Mallory work with staff on scheduling meetings to assure there are no conflicts with the Council Chambers.

Mayor Hall stated that the November 12, 2014, meeting will be an organizational meeting. Eventually elections will take place for the chairperson and other positions.

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

Parks & Recreation Director Bowyer explained that one proposed route is a CSI connection from North College to the tunnel underneath Pole Line. Right now the Rotary Club is taking that on as a fundraising project to get that built. The latest plans on this section of the trail include the west side of the Coulee up to the south side of the Lazy J's property. The ultimate goal is if Lazy J ever develops to continue on the west side of the coulee and connect with the tunnel underneath Pole Line. The preferred route for the trail is on the west side of the coulee up to the tunnel at Pole Line. The two other routes are: (1) go along the west side of the Coulee and once you hit the Lazy J property head east to portion between Fawnbrook Apartments and Lazy J, then head north on Pole Line. (2) Alongside the west side of the coulee and once you hit the Lazy J property head west and then head due north to Pole Line Road to the sidewalk hugging the western boundaries of Lazy J. Mitchel Humble has discussed this with the property owners of Lazy J.

Vice Mayor Hawkins asked where the boundaries of the Breckenridge Endowment properties are located.

Parks & Recreation Director Bowyer explained the boundary is on the south side of North College and everything on the east side of the coulee is the Breckendridge Endowment Farm.

City Manager Rothweiler explained the Trail Master Plan appears in the 2009 Comprehensive Plan. The map shows the bike route going through the Breckenridge property as well as the property going across the northern boundary. This plan has been in concept since before 2008.

Mayor Hall stated that reconsideration will have to be made if the trail is going through the Breckenridge Endowment Farm.

Parks & Recreation Director Bowyer stated he wrote a grant to the State Parks about getting a section of the trail, and at that time the trail was proposed on the east side of the coulee, running up and then getting this connection at Harrison Street extended south. At that time the City did have a Memorandum of Understanding signed with the College and the College Foundation.

Katie Breckenridge will be mailing her copy of the agreement between the College, the College's Foundation, and her family concerning the Breckenridge Endowment property.

Mayor Hall thanked Katie Breckenridge and Rob Struthers for bringing the agreement to the Council's attention.

Katy Breckenridge stated that it is important that the agreement is addressed and addressed correctly to honor her father's wishes for the property.

Discussion followed.

City Manager Rothweiler stated that staff will work with the City Attorney to review what agreements are in place. Research will also be done on meeting records.

Parks & Recreation Director Bowyer gave the presentation on bike routes in the community and possible action on a Phase I implementation plan.

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

## MINUTES

Monday, October 27, 2014

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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.

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 opened the rest of the evening to comments and questions. Generally, the comments were very supportive of the City's proposed plan.

Josh Baird will explain 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.

Discussion followed.

- Bike path on N. College from Washington to Canyon Ridge
- Bike lanes located at Caswell Avenue West and west of Sparks Street
  - a. Possible removal of bike lane adjacent to Perrine Elementary
  - b. Bikes lanes are federally funded
  - c. Provide an alternative place for parents to park (west side of Perrine)

City Manager Rothweiler stated that federally funded bike paths can be moved if an equal point of connectivity is provided.

- Bike lane proposed on North College after the Cheney alternative is placed
- How to incorporate and fund controlled intersections at high traffic streets such as Addison

Parks & Recreation Director Bowyer stated that earlier this month, 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

## MINUTES

Monday, October 27, 2014

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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 opened the rest of the evening to comments and questions. Generally, the comments were very supported of the City's proposed plan.

As Parks & Recreation Director Bowyer mentioned earlier, from the bicycle open house held earlier this month, the following are the main concerns/comments/suggestions staff heard from the meeting.

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 (Addison Avenue)
10. Instead of standardized green guide signs, make them stand out with a unique color

In conclusion, he has not researched funding as part of the project.

Discussion followed.

- High accident areas
- Warrant required for a signal light
- How to incorporate items 9. and 10. and fund items.

Parks & Recreation Director Bowyer explained that staff has to review ways in which to move forward. The Council set aside money from last year's budget and a majority of it was spent for sharrows. The plan is to move forward with Phase 1 and have the Streets Department place sharrows in the spring. In this current budget money was not set aside for any specific bike lanes. Money is set aside for trails. He envisions that in the following year's budget he will ask for money for maps.

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

- Material and installation costs for sharrows
- Cooperation with the Highway District and other communities
- Partnering with Clif Bar and Chobani

Parks & Recreation Director Bowyer stated that he has not spoken with the Highway District and other communities at this time. He will research and investigate and will also include discussions with Eastern Idaho Railroad.

### MOTION:

Councilmember Talkington moved to approve Phase 1 of the bike route improvements for the City and allow them to mark the routes as so described. The motion was seconded by Councilmember Mills Sojka. Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0.

4. Consideration of a request to initiate the Comprehensive Plan updates process.

Zoning & Development Manager Renee Carraway-Johnson explained the request.

## MINUTES

Monday, October 27, 2014

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Staff is requesting Council's approval to go forward with the Comprehensive Plan process. The Twin Falls Vision 2030 a Comprehensive Plan was adopted in February 2009. It replaced the previous comprehensive plan dated 1993. 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 accuracy. In addition the recently adopted strategic plan 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 a 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 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.

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

### MOTION:

Councilmember Lanting moved to accept the recommendation of the Planning & Zoning Commission to initiate the Comprehensive Plan update process. The motion was seconded by Vice Mayor Hawkins.

Discussion followed.

-Address the concept of public transportation (Land use and Design)

Zoning & Development Manager Renee Carraway-Johnson explained that all plans are linked and for the community as a whole.

City Manager Rothweiler stated that addressing the concept of public transportation can be incorporated into the Comprehensive Plan. The first thing being done on the area of public transportation is an analysis and feasibility of public transportation. It does not go into creating routes. When looking at land use and design it should be recognized that public transportation may be something the city may have to undertake at the next census.

Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0.

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

City Manager Rothweiler stated that on November 3, 2014, the Citizens Committee for Facilities will begin at 1:30 a.m. in the Council Chambers. He also gave a brief update on the tours conducted the past week.

**MINUTES**

Monday, October 27, 2014

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Councilmember Talkington requested an update on the water break on South Washington, water tank expansion, and concrete poured for the clarifiers.

Councilmember Munn stated that the Library will have a 75<sup>th</sup> Anniversary of the 1939 Library Building on Saturday, November 8, 2014, from 7-9 p.m.

Councilmember Lanting asked for an update on the wastewater treatment plant regarding capacity.

Vice Mayor Hawkins stated that a Guinness World Record of the longest line of carved pumpkins was set by the College of Southern Idaho's "Over 60 & Getting Fit Class" on October 25, 2014.

Mayor Hall reported on the Twin Falls Rotary After Hours 1<sup>st</sup> ever Historical Cemetery Tour held on October 25, 2014.

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

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

**V. ADJOURNMENT:**

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.

**MOTION:**

Councilmember Lanting moved to adjourn to Executive Session 67-2345(1)(f). The motion was seconded by Councilmember Munn. Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0.

The meeting adjourned at 6:50 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, November 3, 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:** No-Shave November 2014 - Request made by Captain Matt Hicks, Twin Falls Police Department

**GENERAL PUBLIC INPUT**

**AGENDA ITEMS**

**I. CONSENT CALENDAR:**

1. Consideration of a request to approve the Accounts Payable for October 28 – November 3, 2014.
2. Consideration of a request to approve the October 20, 2014, Minutes.
3. Consideration of a request to approve the 24<sup>th</sup> Annual Christmas in the Night Time Sky Event sponsored by Kimberly Nurseries to be held at 2862 Addison Avenue East on November 28, 2014.
4. Consideration of a request to approve the Annual Festival of Lights Parade sponsored by the Times-News to be held on Friday, December 5, 2014.
5. Consideration of a request to approve the Findings of Fact, Conclusions of Law, and Decision: Vacation for Urban Renewal Agency (Jayco Subdivision).

**Purpose:**

Action

Action

Action

Action

Action

**By:**

Sharon Bryan

Leila A. Sanchez

Dennis Pullin

Ron Fustos

Mitchel Humble

**II. ITEMS FOR CONSIDERATION:**

1. Presentation of a Green Product Usage Award to the City Council.
2. Presentation to the City Council of two awards from the International Economic Development Council.
3. Consideration of a request from Jeff and Candi Hanchey to waive the non-conforming building expansion permit process for a home located at 3211 B Falls Ave E.
4. Discussion and possible action on an ordinance of the City Council of the City of Twin Falls, Idaho, providing for local background checks for all personnel serving as officers and/or members of all City of Twin Falls Advisory Commissions.
5. Brief update on Public Works projects, specifically on the Hankins Water Tank project, IFAS and Wastewater Treatment Plant Expansion project.
6. Public input and/or items from the City Manager and City Council.

**Purpose:**

Presentation

Presentation

Action

Discussion/  
Possible  
Action

Update

**By:**

Jon Caton

Melinda Anderson

Mitchel Humble

Travis Rothweiler

Troy Vitek  
Lee Glaesemann

**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.
  - (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.

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

Absent: **None**

Staff Present: City Manager Travis Rothweiler, City Attorney Fritz Wonderlich, Deputy City Clerk Shayne Nope, Community Development Director Mitchel Humble, Police Chief Brian Pike, Staff Sergeant Dennis Pullin, Police Officer Ben Hammer, Public Works Director Jon Caton, Economic Development Director Melinda Anderson, Assistant City Engineer Troy Vitek, Staff Engineer Lee Glaesemann, City Engineer Jacqueline Fields, Deputy City Clerk 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 with him and Boy Scout Troop 161. A quorum was present.

PROCLAMATION: No-Shave November 2014 - Request made by Captain Matt Hicks, Twin Falls Police Department

Mayor Hall read and presented the proclamation to Ben Hammer of the City of Twin Falls Police Department.

#### GENERAL PUBLIC INPUT

Katie Breckenridge and Rob Struthers, Picabo, Idaho, reinforced the fact that she has tremendous trust in the City staff but has lost trust in the system that gives staff information for them to make the appropriate decision. She submitted a letter and agreement regarding the Breckenridge Endowment Farm and a copy of US Fish and Wildlife map of the CSI endowment farms wetlands. CSI President Jeff Fox and Deb Wilson will discuss the Breckenridge Endowment Farm on December 2, 2014.

In addition, she explained that she has information regarding an agreement with the Breckenridges for an easement for the Snake River Canyon Rim Trail. The item went before the Planning & Zoning Commission on June 10, 2004 and before the Council in October 2004. Chris Talkington made the motion and the motion was seconded by Shawn Barigar.

### AGENDA ITEMS

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

1. Consideration of a request to approve the Accounts Payable for October 28 – November 3, 2014, \$488,709.06
2. Consideration of a request to approve the October 20, 2014, Minutes.
3. Consideration of a request to approve the 24<sup>th</sup> Annual Christmas in the Night Time Sky Event sponsored by Kimberly Nurseries to be held at 2862 Addison Avenue East on November 28, 2014.
4. Consideration of a request to approve the Annual Festival of Lights Parade sponsored by the Times-News to be held on Friday, December 5, 2014.
5. Consideration of a request to approve the Findings of Fact, Conclusions of Law, and Decision: Vacation for Urban Renewal Agency (Jayco Subdivision).

#### MOTION:

Councilmember Lanting moved to approve the Consent Calendar as presented. 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.

#### **II. ITEMS FOR CONSIDERATION:**

1. Presentation of a Green Product Usage Award to the City Council.

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Monday, November 3, 2014

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Public Works Director Caton and Streets Department Supervisor Mark Thomson presented the award to the City Council.

2. Presentation to the City Council of two awards from the International Economic Development Council.

City Manager Rothweiler and Mayor Hall presented the award to Economic Development Director Anderson.

Economic Development Director Anderson and Mayor Hall presented the award to Public Information Officer Joshua Palmer.

Councilmember Barigar stated that SIEDO received a Gold Award for the two week revitalization program, "Operation Facelift."

3. Consideration of a request from Jeff and Candi Hanchey to waive the non-conforming building expansion permit process for a home located at 3211 B Falls Ave E.

Community Development Director Humble explained the request.

Discussion followed.

MOTION

Councilmember Munn moved to approve the request from Jeff and Candi Hanchey to waive the non-conforming building expansion permit process for a home located at 3211 B Falls Ave E. The motion was seconded by Councilmember Lanting and roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

4. Discussion and possible action on an ordinance of the City Council of the City of Twin Falls, Idaho, providing for local background checks for all personnel serving as officers and/or members of all City of Twin Falls Advisory Commissions.

City Manager Rothweiler explained the request.

Mayor Hall explained that the City of Twin Falls has been performing background checks for all potential members of the standing committees and advisory commissions since May 2012.

At the October 27th regularly scheduled meeting, the members of the City Council instructed staff to develop an ordinance to ensure this practice was codified. The proposed ordinance states that "(a)ll persons proposed for appointment/election to a City advisory commission, as either a board member or officer, shall first be subject to a local criminal background check by the Twin Falls Police Department. The results of these background checks shall be made available to the Mayor and City Council before any such appointment/election."

Discussion followed.

Vice Mayor Hawkins asked how the ordinance will affect the Twin Falls Youth Council.

City Attorney Wonderlich stated that background checks are not performed for anyone under the age of 18.

MOTION:

Councilmember Talkington moved to suspend the rules and place Ordinance 3080 on third and final reading by title only. The motion was seconded by Councilmember Lanting. Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

Discussion followed.

Councilmember Mills Sojka asked what disqualifies an applicant from serving as a board member or officer.

City Attorney Wonderlich stated that staff does not make that call. The Council will choose to approve or disapprove a board member or officer.

Councilmember Munn stated that as a former Police Department employee he is in favor background checks for the Youth Council.

Vice Mayor Hawkins explained that a Youth Council member's service is completed when he/she graduates from High School.

Councilmember Munn stated that if the students are not required to have background checks this nullifies and makes the ordinance useless regardless of criminal behaviors.

Vice Mayor Hawkins stated she is not in favor of requiring a background check on a Youth Council member because he/she is now 18 years of age after having served approximately five years on the Youth Council.

Councilmember Lanting stated that he made the decision to have background checks prior to making any appointments. If a background check on a member reveals a sexual charge discussion on this would be taken back to the selection committee recommending an appointment.

Councilmember Talkington explained his work with the juvenile population. If an appointee turns 18 after serving time on the Youth Council he would be in favor of doing a background check. Some of the charges that juveniles have may not be expunged by the age of majority. These are the charges that need to be focused on.

Councilmember Barigar stated that if there is an ordinance, procedure and policy it should be applied consistently. Background checks are conducted at the time prior to appointment.

Vice Mayor Hawkins stated she understands what has been said but at the same time she wants to respect the youths. Prior to allowing membership the applicant must have a certain GPA and applicants must have recommendations from principals, teachers, parents, etc. From past experience the youth council members police one another. They have high integrity and want their group to be well respected.

Mayor Hall stated that he would disqualify an applicant for sex crimes, crimes of violence, felony drug crimes, etc. He explained that he was a Police Officer for 12 years and ran the Boys and Girls Club and serious crimes have been committed by youths as young as 12 years old.

Deputy City Clerk Sanchez read the title to Ordinance 3080. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TWIN FALLS, IDAHO, AMENDING THE TWIN FALLS CITY CODE BY THE ADDITION OF A NEW SECTION 2-1-2, PROVIDING FOR LOCAL BACKGROUND CHECKS FOR ALL PERSONS SERVING AS OFFICERS AND/OR BOARD MEMBERS OF ALL CITY ADVISORY COMMISSIONS.

**MOTION:**

Councilmember Lanting moved to adopt Ordinance 3080. The motion was seconded by Councilmember Talkington. Roll call vote showed Councilmembers Munn, Barigar, Talkington, Lanting and Hall voted in favor of the motion. Councilmembers Hawkins and Mills Sojka voted against the motion. Approved 5 to 2.

5. Brief update on Public Works projects, specifically on the Hankins Water Tank project, IFAS and Wastewater Treatment Plant Expansion project.

Assistant City Manager Vitek gave an update on the WWTP.

Package 1

PSI is finishing up the house keeping items of their portion of work at the WWTP receiving the Substantial Completion certificate on September 26, 2014.

Package 2

The preconstruction meeting for Package 2 was held in early August. RSCI immediately began submission of the submittals needed for the commencement of work. Included in these were the site layout and mobilization plans. RSCI began mobilization in late August and will continue into early September. RSCI has requested early access to a portion of the excavation. PSI has worked to accommodate and the plan is to turn it over 10-12 days early.

Staff Engineer Glaesemann gave an update on the Hankins Water Tank project.

The 5 million gallon potable water storage tank is being constructed south of the City's existing tank and pumping station. The tank is being constructed south of the City's existing tank and pumping station. The tank is needed to fulfill the requirements of a development agreement between the City, Urban Renewal Agency, and Clif Bar and will also improve fire flows and allow additional growth on the southeast side of the City.

Construction is scheduled to be completed in June of 2015.

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

City Manager Rothweiler reported on the November 3, 2014, Citizens Committee for Facilities. The next meeting will be held on Thursday, November 13, 2014, at 11:30 a.m.

Council discussion followed on the Citizens Committee for Facilities:

Councilmember Talkington stated per the Transparency Resolution it is a problem when a majority of the Council gets together. He attended the meeting today and felt uncomfortable being at the meeting given the impression Council is trying to direct the conversation. He is not in favor of councilmembers commenting at the meeting. He said he will back out for two weeks and will make sure there are no more than three members of the Council attending the meeting.

Councilmember Mills Sojka stated she attended the meeting today and she believes the Transparency Resolution solves the problem. This is a public meeting that is being broadcast online. The committee was asked if they objected to the Council being in attendance and there was no objection. She agrees with Councilmember Talkington that if the Council is in attendance the Council should not participate.

Councilmember Lanting stated he chose not to attend the meeting. He attended the WWTP Facilities Committee meetings as Mayor but he made certain he did not contribute in any way. If Councilmembers are in attendance it is important that they not participate.

Vice Mayor Hawkins stated that she attended the meeting felt that advisory members were not comfortable opening up because Councilmembers were present. She knows the advisory members stated that they liked having the Council in attendance but believes it may be intimidating for those to speak from the heart when they think they may be judged on what they are saying.

Mayor Hall stated it is important for the committee to work through the issues. The Council has been discussing the issues for quite some time. City staff is capable of bringing information to the committee. It is important for the committee to come to their conclusion without too much input from the Council.

City Manager Rothweiler stated that the READY Team will meet on Tuesday, November 4, 2014, at 6:30 a.m. at St. Luke's Medical Center.

III. ADVISORY BOARD REPORTS/ANNOUNCEMENTS:

Councilmember Mills Sojka stated that the Planning & Zoning Commission had a conversation on what is alternative landscaping. The Commission has fee guidelines and stated that options may be beneficial to the applicant. She asked for Council input and thoughts.

Community Development Director Humble stated that there is an applicant that is going through an alternative landscaping with the Planning and Zoning Commission. His alternative landscaping request is on the Wednesday, November 5, 2014, Planning & Zoning Commission meeting. He stated there is no direction on alternative landscaping in the City Code. He is planning to ask the Planning & Zoning Commission for their thoughts on creating a standard or code. This would be similar to the Historic Overlay District.

Councilmember Talkington gave an update on the Impact Advisory Commission's new fees effective October 1, 2014

Community Development Director Humble stated the fee increases are a direct result of the projects that have been included in the capital improvement plan and it's a math equation at that point. The fees are reasonable compared to other cities' collection impact fees.

Councilmember Talkington stated that the Impact Advisory Commission decided not to take the annual CIP of a 1.6% bump on top of the building fee increases.

Community Development Director Humble stated for clarification that the recommendation will be taken to the City Council.

In addition there are four Impact Fee Commission vacancies.

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.

(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.

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Councilmember Barigar moved to adjourn to Executive Session 67-2345(1)(a) (b). 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.

The meeting adjourned at 6:36 P.M.

Leila A. Sanchez

Deputy City Clerk/Recording Secretary



Date: Monday, November 17, 2014  
To: Honorable Mayor and City Council  
From: Mandi Thompson, Grant Manager

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**Presentation:**

Discussion on current public transportation programs in Twin Falls – Trans IV and LINC – and their federal funding sources.

**Time Estimate:**

There will be no staff presentation. Lori Jeske of LINC and Lynn Baird of Tans IV will present information on their current programs and services, including ridership and budget information. In addition, Sarah Michael, Region IV Mobility Manager for Community Transportation Association of Idaho (CTAI), will provide information on the Federal Transit Administration (FTA) funding programs that provide funds to LINC and Trans IV. Total estimated time 20 minutes, including five minutes for questions.

**Background:**

The City is beginning the process of setting goals for the Transit Development Plan and investigating the federal transportation requirements of an urban area. One of the first steps is a full and complete understanding of the current public transportation system in Twin Falls. The current providers, LINC and Trans IV, are known as demand-response providers. Both providers have asked to present to Council on their operations and how they can work with the City as we work to transition to a fixed route public transportation system.

**Approval Process:**

N/A

**Budget Impact:**

N/A

**Regulatory Impact:**

N/A

**Conclusion:**

N/A

**Attachments:**

Federal Transit Administration (FTA) Funding Programs.



## Federal Transit Administration (FTA) Funding Programs

**FTA 5311:** The FTA 5311 program provides federal funding to states for the purpose of supporting public transportation for the general public in rural areas, with population of less than 50,000. Major goals of the FTA 5311 program are to enhance the access of all people, regardless of age, to health care, shopping, education, employment, public services, and recreation and to assist in the maintenance, development, improvement, and use of public transportation systems. Local matching dollar requirements for this grant funding program in Idaho range from 8% to 42.5%.

- **FTA 5311 Grant Award in Twin Falls:** For services for 2014/2015, Trans IV was awarded \$471,000. For services for 2015/2016, Trans IV was awarded \$505,000 and the City of Twin Falls was awarded \$40,000 for its Transit Development Plan.

**FTA 5310:** The FTA 5310 program provides federal funding to states for the purpose of enhancing mobility for seniors and persons with disabilities beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services. Local matching dollar requirements for this grant funding program range from 20% (LINC service) to 50%.

- **FTA 5310 Grant Award in Twin Falls:** For services for 2014/2015, Living Independent Network Corporation (LINC) was awarded \$100,000 to provide transportation vouchers for seniors and persons with disabilities in the Twin Falls area. Due to cutbacks in rural FTA 5310 funding, for services for 2015/2016 in Twin Falls, LINC was awarded \$62,892.

**FTA 5339:** The FTA 5339 program provides federal funding to states for the purpose of replacing, rehabilitating, or purchasing buses and related equipment and to construct bus-related facilities. Local matching dollar requirements for this grant funding program in Idaho is 20%.

- **FTA 5339 Grant Award in Twin Falls:** Trans IV was awarded \$92,800 to purchase two (2) 16 passenger vehicles with 2 wheelchair spaces for 2015/2016.

For further information, contact Sarah Michael, CTAI District Mobility Manager via email at [smichael@ctai.org](mailto:smichael@ctai.org) or via phone at (208) 721-8871.



## Monday, November 17, 2014 City Council Meeting

**To:** Honorable Mayor and City Council

**From:** Mandi Thompson, Grant Manager

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### **Request:**

Consideration of the request for the City Council to authorize the Mayor to sign Memorandum of Understandings with eight (8) City and/or Fire District representatives.

### **Time Estimate:**

Staff presentation will take approximately 10 minutes. Following the presentation, we expect some time for questions and answers. Total estimated time is 15 minutes.

### **Background:**

The Twin Falls Fire Department is currently operating with SCBA (self-contained breathing apparatus) units that are over ten years old and meet FEMA's definition of obsolete. Each unit consists of a face piece, two (2) 30-minute 4500 PSI cylinders with valves, Buddy Breather and PASS Alarm. Each unit costs \$5,500 and the TFFD has to replace 40 units.

The City of Twin Falls has agreed to act as Host Applicant for a regional AFG grant application to replace SCBA units. The primary goal of the AFG program is to meet the firefighting and emergency response needs of fire departments and nonaffiliated emergency medical service organizations. The City of Twin Falls has received AFG grant funds in the past, but was unsuccessful in our application in 2013 for the replacement of 36 SCBA units. Both Grant Manager Mandi Thompson and Firefighter Ed Morris attended an AFG workshop in September 2014 sponsored by the Western Region FEMA representative. It was heavily stressed at this workshop that regional applications that address the creation of true interoperability between departments have a better chance of being funded.

Battalion Chief Ron Aguirre contacted regional fire departments and rural fire districts to gauge their interest in participating in the grant. In order to qualify for replacement, an SCBA must be ten years old or older and at least two NFPA (National Fire Protection Association) cycles old. The TFFD SCBAs are all twelve years old and compliant with 2002 standards (two cycles old). Through this process, it was discovered that the majority of SCBAs in the region are a minimum of ten years old, and many are 15 years old.

A meeting was held at the TFFD on November 10, 2014 to discuss the grant and the information required from interested partners. All in attendance were highly interested and willing to provide all needed information from their respective departments. The grant partners will be Twin Falls Fire Department, Jerome Fire Department, Jerome Rural Fire District, Filer Fire Department, Filer Rural Fire District, Buhl Fire Department, Gooding Fire Department, Wendell Fire Department and Castleford Rural Fire District.

One of the requirements of the grant application is a signed MOU between the Host applicant and all partners. These MOUs outline the purpose of the grant, the cost per unit of SCBAs, cost of additional face pieces and the cost of a Fit Test system. The MOUs stipulate the match that is required of each partner (10% of total request), and the payment terms to the City of Twin Falls to participate in the grant.

If awarded, this grant will create true interoperability between nine regional fire departments and districts. It will allow for departments to share breathing apparatus when on mutual aid calls. But more importantly, this project will greatly improve the personal safety of 203 career and volunteer firefighters in the region, including 39 City of Twin Falls firefighters.

The grant includes requests for 174 replacement SCBA units, including 174 spare cylinders; 17 additional face pieces; and 2 Quantifit Fit Test systems. The federal funds requested for the grant are estimated to be \$885,973.50.

**Approval Process:**

A majority vote by the City Council is needed to approve this request.

**Budget Impact:**

There is no budget impact at this time.

**Regulatory Impact:**

No regulatory impact.

**Conclusion:**

The Twin Falls Fire Department and City Grant Manager recommends the City Council authorize the Mayor to sign the attached MOUs.

**Attachments:**

- MOU – City of Jerome
- MOU – Jerome Rural Fire District
- MOU – City of Filer
- MOU – Filer Rural Fire District
- MOU – Buhl Fire Department Joint Management Committee
- MOU – City of Gooding
- MOU – City of Wendell
- MOU – Castleford Rural Fire District

Price Quote from L.N. Curtis & Sons – SCBA and Quantifit Fit Test System

MEMORANDUM OF UNDERSTANDING  
FEMA ASSISTANCE TO FIREFIGHTERS GRANT

This Memorandum of Understanding sets forth the terms and understanding by and between the parties regarding the application for a FEMA Assistance to Firefighters Grant for the purchase of replacement SCBA equipment.

WHEREAS, The Federal Emergency Management Agency (FEMA) has announced that applications will be accepted for FY 2014 Assistance to Firefighters Grants (AFG); and,

WHEREAS, The participating fire department needs funding for the replacement of self-contained breathing apparatus (SCBA) in order to meet the firefighting and emergency response needs of firefighters, and to protect the public and emergency personnel from fire and related hazards; and,

WHEREAS, The participating fire department needs funding for the replacement of a respirator test system, QuantiFit, in order to ensure proper mask seal on each individual firefighter in their department, as well as other smaller regional fire departments and districts; and,

WHEREAS, the participating fire department will share this QuantiFit respirator test system with Jerome Rural Fire District, Gooding Fire Department and Wendell Fire Department for their annual testing; and,

WHEREAS, The City of Twin Falls, Idaho, has agreed to act as a Host Applicant for surrounding fire departments in order to submit a regional application for an AFG grant.

NOW, THEREFORE, The parties hereto agree as follows:

1. The City of Twin Falls will be the Host Applicant and will administer the grant, and collect and disburse all funds.
2. The purchase price of each SCBA unit is \$5,500.00. A SCBA unit is comprised of a face piece, two (2) 30-minute 4500 PSI cylinders with valves, Buddy Breather and PASS Alarm. Additional face pieces are \$500.00 each. The FEMA AFG provides for a ten percent (10%) local match for all equipment purchased. The ten percent (10%) match for each SCBA unit purchased is \$550.00 and each additional face piece is \$50.00. The FEMA grant will pay the remaining 90% of the cost, or \$4,950.00 for each SCBA unit and \$450.00 for each additional face piece.
3. The purchase price of a Quantifit Fit Test system is \$9,457.50. The ten percent (10%) match for the Quantifit Fit Test system is \$945.75. The FEMA grant will pay the remaining 90% of the cost, or \$8,511.75.
4. The Jerome Fire Department, through the City of Jerome, wishes to purchase thirty (30) SCBA units, five (5) additional face pieces and one (1) Quantifit Fit Test system. The City of Jerome will pay the City of Twin Falls ten percent (10%) of the total purchase price of the SCBA units, face pieces and Quantifit Fit Test system requested, or \$17,695.75, within ten (10) days of receipt of notice from the City of Twin Falls. If payment is not received within ten (10) days after receipt of notice, the requested units and face pieces will not be ordered.
5. If the City of Twin Falls does not receive the FEMA AFG grant funds anticipated in this MOU, the City of Twin Falls shall not issue notice of ten percent (10%) match, and neither party shall have any further obligation.

City of Jerome, Idaho

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Mayor

City of Twin Falls, Idaho

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Mayor

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WHEREAS, The participating fire department needs funding for the replacement of self-contained breathing apparatus (SCBA) in order to meet the firefighting and emergency response needs of firefighters, and to protect the public and emergency personnel from fire and related hazards; and,

WHEREAS, The City of Twin Falls, Idaho, has agreed to act as a Host Applicant for surrounding fire departments in order to submit a regional application for an AFG grant.

NOW, THEREFORE, The parties hereto agree as follows:

1. The City of Twin Falls will be the Host Applicant and will administer the grant, and collect and disburse all funds.
2. The purchase price of each SCBA unit is \$5,500.00. A SCBA unit is comprised of a face piece, two (2) 30-minute 4500 PSI cylinders with valves, Buddy Breather and PASS Alarm. Additional face pieces are \$500.00 each. The FEMA AFG provides for a ten percent (10%) local match for all equipment purchased. The ten percent (10%) match for each SCBA unit purchased is \$550.00 and each additional face piece is \$50.00. The FEMA grant will pay the remaining 90% of the cost, or \$4,950.00 for each SCBA unit and \$450.00 for each additional face piece.
3. The Jerome Rural Fire District, wishes to purchase ten (10) SCBA units and four (4) additional face pieces. The District will pay the City of Twin Falls ten percent (10%) of the total purchase price of the SCBA units and face pieces requested, or \$5,700.00, within ten (10) days of receipt of notice from the City of Twin Falls. If payment is not received within ten (10) days after receipt of notice, the requested units and face pieces will not be ordered.
4. If the City of Twin Falls does not receive the FEMA AFG grant funds anticipated in this MOU, the City of Twin Falls shall not issue notice of ten percent (10%) match, and neither party shall have any further obligation.

Jerome Rural Fire District

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Chairman, Board of Commissioners

City of Twin Falls, Idaho

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Mayor

MEMORANDUM OF UNDERSTANDING  
FEMA ASSISTANCE TO FIREFIGHTERS GRANT

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WHEREAS, The participating fire department needs funding for the replacement of self-contained breathing apparatus (SCBA) in order to meet the firefighting and emergency response needs of firefighters, and to protect the public and emergency personnel from fire and related hazards; and,

WHEREAS, The City of Twin Falls, Idaho, has agreed to act as a Host Applicant for surrounding fire departments in order to submit a regional application for an AFG grant.

NOW, THEREFORE, The parties hereto agree as follows:

1. The City of Twin Falls will be the Host Applicant and will administer the grant, and collect and disburse all funds.
2. The purchase price of each SCBA unit is \$5,500.00. A SCBA unit is comprised of a face piece, two (2) 30-minute 4500 PSI cylinders with valves, Buddy Breather and PASS Alarm. The FEMA AFG provides for a ten percent (10%) local match for all equipment purchased. The ten percent (10%) match for each SCBA unit purchased is \$550.00. The FEMA grant will pay the remaining 90% of the cost, or \$4,950.00.
3. The Filer Fire Department, through the City of Filer, wishes to purchase twelve (12) SCBA units. The City of Filer will pay the City of Twin Falls ten percent (10%) of the total purchase price of the SCBA units, or \$6,600.00, within ten (10) days of receipt of notice from the City of Twin Falls. If payment is not received within ten (10) days after receipt of notice, the requested units and face pieces will not be ordered.
4. If the City of Twin Falls does not receive the FEMA AFG grant funds anticipated in this MOU, the City of Twin Falls shall not issue notice of ten percent (10%) match, and neither party shall have any further obligation.

City of Filer, Idaho

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Mayor

City of Twin Falls, Idaho

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Mayor

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WHEREAS, The City of Twin Falls, Idaho, has agreed to act as a Host Applicant for surrounding fire departments in order to submit a regional application for an AFG grant.

NOW, THEREFORE, The parties hereto agree as follows:

1. The City of Twin Falls will be the Host Applicant and will administer the grant, and collect and disburse all funds.
2. The purchase price of each SCBA unit is \$5,500.00. A SCBA unit is comprised of a face piece, two (2) 30-minute 4500 PSI cylinders with valves, Buddy Breather and PASS Alarm. The FEMA AFG provides for a ten percent (10%) local match for all equipment purchased. The ten percent (10%) match for each SCBA unit purchased is \$550.00. The FEMA grant will pay the remaining 90% of the cost, or \$4,950.00 for each SCBA unit.
3. The Filer Rural Fire District wishes to purchase eight (8) SCBA units. The District will pay the City of Twin Falls ten percent (10%) of the total purchase price of the SCBA units requested, or \$4,400.00, within ten (10) days of receipt of notice from the City of Twin Falls. If payment is not received within ten (10) days after receipt of notice, the requested units and face pieces will not be ordered.
4. If the City of Twin Falls does not receive the FEMA AFG grant funds anticipated in this MOU, the City of Twin Falls shall not issue notice of ten percent (10%) match, and neither party shall have any further obligation.

Filer Rural Fire District  
By: \_\_\_\_\_  
Chairman, Board of Commissioners

Dated: \_\_\_\_\_

City of Twin Falls, Idaho  
By: \_\_\_\_\_  
Mayor

Dated: \_\_\_\_\_

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WHEREAS, The City of Twin Falls, Idaho, has agreed to act as a Host Applicant for surrounding fire departments in order to submit a regional application for an AFG grant.

NOW, THEREFORE, The parties hereto agree as follows:

1. The City of Twin Falls will be the Host Applicant and will administer the grant, and collect and disburse all funds.
2. The purchase price of each SCBA unit is \$5,500.00. A SCBA unit is comprised of a face piece, two (2) 30-minute 4500 PSI cylinders with valves, Buddy Breather and PASS Alarm. Additional face pieces are \$500.00 each. The FEMA AFG provides for a ten percent (10%) local match for all equipment purchased. The ten percent (10%) match for each SCBA unit purchased is \$550.00 and each additional face piece is \$50.00. The FEMA grant will pay the remaining 90% of the cost, or \$4,950.00 for each SCBA unit and \$450.00 for each additional face piece.
3. The Buhl Fire Department wishes to purchase thirty (30) SCBA units and five (5) additional face pieces. The Buhl Fire Department Joint Management Committee will pay the City of Twin Falls ten percent (10%) of the total purchase price of the SCBA units and face pieces requested, or \$16,750.00, within ten (10) days of receipt of notice from the City of Twin Falls. If payment is not received within ten (10) days after receipt of notice, the requested units and face pieces will not be ordered.
4. If the City of Twin Falls does not receive the FEMA AFG grant funds anticipated in this MOU, the City of Twin Falls shall not issue notice of ten percent (10%) match, and neither party shall have any further obligation.

Buhl Fire Department Joint Management Committee

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Chairman

City of Twin Falls, Idaho

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Mayor

MEMORANDUM OF UNDERSTANDING  
FEMA ASSISTANCE TO FIREFIGHTERS GRANT

This Memorandum of Understanding sets forth the terms and understanding by and between the parties regarding the application for a FEMA Assistance to Firefighters Grant for the purchase of replacement SCBA equipment.

WHEREAS, The Federal Emergency Management Agency (FEMA) has announced that applications will be accepted for FY 2014 Assistance to Firefighters Grants (AFG); and,

WHEREAS, The participating fire department needs funding for the replacement of self-contained breathing apparatus (SCBA) in order to meet the firefighting and emergency response needs of firefighters, and to protect the public and emergency personnel from fire and related hazards; and,

WHEREAS, The City of Twin Falls, Idaho, has agreed to act as a Host Applicant for surrounding fire departments in order to submit a regional application for an AFG grant.

NOW, THEREFORE, The parties hereto agree as follows:

1. The City of Twin Falls will be the Host Applicant and will administer the grant, and collect and disburse all funds.
2. The purchase price of each SCBA unit is \$5,500.00. A SCBA unit is comprised of a face piece, two (2) 30-minute 4500 PSI cylinders with valves, Buddy Breather and PASS Alarm. The FEMA AFG provides for a ten percent (10%) local match for all equipment purchased. The ten percent (10%) match for each SCBA unit purchased is \$550.00. The FEMA grant will pay the remaining 90% of the cost, or \$4,950.00 for each SCBA unit.
3. The Castleford Rural Fire District wishes to purchase ten (10) SCBA units. The District will pay the City of Twin Falls ten percent (10%) of the total purchase price of the SCBA units requested, or \$5,500.00, within ten (10) days of receipt of notice from the City of Twin Falls. If payment is not received within ten (10) days after receipt of notice, the requested units and face pieces will not be ordered.
4. If the City of Twin Falls does not receive the FEMA AFG grant funds anticipated in this MOU, the City of Twin Falls shall not issue notice of ten percent (10%) match, and neither party shall have any further obligation.

Castleford Rural Fire District  
By: \_\_\_\_\_  
Chairman, Board of Commissioners

Dated: \_\_\_\_\_

City of Twin Falls, Idaho  
By: \_\_\_\_\_  
Mayor

Dated: \_\_\_\_\_

MEMORANDUM OF UNDERSTANDING  
FEMA ASSISTANCE TO FIREFIGHTERS GRANT

This Memorandum of Understanding sets forth the terms and understanding by and between the parties regarding the application for a FEMA Assistance to Firefighters Grant for the purchase of replacement SCBA equipment.

WHEREAS, The Federal Emergency Management Agency (FEMA) has announced that applications will be accepted for FY 2014 Assistance to Firefighters Grants (AFG); and,

WHEREAS, The participating fire department needs funding for the replacement of self-contained breathing apparatus (SCBA) in order to meet the firefighting and emergency response needs of firefighters, and to protect the public and emergency personnel from fire and related hazards; and,

WHEREAS, The City of Twin Falls, Idaho, has agreed to act as a Host Applicant for surrounding fire departments in order to submit a regional application for an AFG grant.

NOW, THEREFORE, The parties hereto agree as follows:

1. The City of Twin Falls will be the Host Applicant and will administer the grant, and collect and disburse all funds.
2. The purchase price of each SCBA unit is \$5,500.00. A SCBA unit is comprised of a face piece, two (2) 30-minute 4500 PSI cylinders with valves, Buddy Breather and PASS Alarm. The FEMA AFG provides for a ten percent (10%) local match for all equipment purchased. The ten percent (10%) match for each SCBA unit purchased is \$550.00. The FEMA grant will pay the remaining 90% of the cost, or \$4,950.00.
3. The Gooding Fire Department, through the City of Gooding, wishes to purchase eighteen (18) SCBA units. The City of Gooding will pay the City of Twin Falls ten percent (10%) of the total purchase price of the SCBA units, or \$9,900.00, within ten (10) days of receipt of notice from the City of Twin Falls. If payment is not received within ten (10) days after receipt of notice, the requested units and face pieces will not be ordered.
4. If the City of Twin Falls does not receive the FEMA AFG grant funds anticipated in this MOU, the City of Twin Falls shall not issue notice of ten percent (10%) match, and neither party shall have any further obligation.

City of Gooding, Idaho

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Mayor

City of Twin Falls, Idaho

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Mayor

MEMORANDUM OF UNDERSTANDING  
FEMA ASSISTANCE TO FIREFIGHTERS GRANT

This Memorandum of Understanding sets forth the terms and understanding by and between the parties regarding the application for a FEMA Assistance to Firefighters Grant for the purchase of replacement SCBA equipment.

WHEREAS, The Federal Emergency Management Agency (FEMA) has announced that applications will be accepted for FY 2014 Assistance to Firefighters Grants (AFG); and,

WHEREAS, The participating fire department needs funding for the replacement of self-contained breathing apparatus (SCBA) in order to meet the firefighting and emergency response needs of firefighters, and to protect the public and emergency personnel from fire and related hazards; and,

WHEREAS, The City of Twin Falls, Idaho, has agreed to act as a Host Applicant for surrounding fire departments in order to submit a regional application for an AFG grant.

NOW, THEREFORE, The parties hereto agree as follows:

1. The City of Twin Falls will be the Host Applicant and will administer the grant, and collect and disburse all funds.
2. The purchase price of each SCBA unit is \$5,500.00. A SCBA unit is comprised of a face piece, two (2) 30-minute 4500 PSI cylinders with valves, Buddy Breather and PASS Alarm. The FEMA AFG provides for a ten percent (10%) local match for all equipment purchased. The ten percent (10%) match for each SCBA unit purchased is \$550.00. The FEMA grant will pay the remaining 90% of the cost, or \$4,950.00.
3. The Wendell Fire Department, through the City of Wendell, wishes to purchase sixteen (16) SCBA units. The City of Wendell will pay the City of Twin Falls ten percent (10%) of the total purchase price of the SCBA units, or \$8,800.00, within ten (10) days of receipt of notice from the City of Twin Falls. If payment is not received within ten (10) days after receipt of notice, the requested units and face pieces will not be ordered.
4. If the City of Twin Falls does not receive the FEMA AFG grant funds anticipated in this MOU, the City of Twin Falls shall not issue notice of ten percent (10%) match, and neither party shall have any further obligation.

City of Wendell, Idaho  
By: \_\_\_\_\_  
Mayor

Dated: \_\_\_\_\_

City of Twin Falls, Idaho  
By: \_\_\_\_\_  
Mayor

Dated: \_\_\_\_\_



**Date:** Monday, November 17, 2014  
**To:** Honorable Mayor and City Council  
**From:** Travis Rothweiler, City Manager

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**Request:**

Discussion and adoption of the recommended changes to the City's organizational structure.

Discussion and possible action on the City Manager's recommended appointment of Mitch Humble to the position of Deputy City Manager of Community Service and Development, with an effective date to be determined.

Discussion and possible action on the City Manager's recommended appointment of Brian Pike to the position of Deputy City Manager of Public Safety, with an effective date to be determined.

**Time Estimate:**

The presentation will take approximately 30 minutes in addition to time needed for answering questions.

**Background:**

On February 2014, the City of Twin Falls found itself in a unique position to examine how it was organized and to make possible organizational changes. Phil Kushlan was brought in as a consultant to support the City Manager in the organizational transition efforts. The effort will allow the City of Twin Falls to reshape its organization so that it is consistent with the City's strategic plan. The process focused on the organizational needs over the planning horizon, with specific attention paid to the next ten years. The consultant has provided valuable assistance, guidance and perspective, but by no means can any consultant construct such a plan independent of the City's internal stakeholders.

Kushlan reviewed the current organizational structure, conducted interviews with members of the City Council, city department leaders and members of the City's Long-Term Planning Committee. As was committed to in February, Kushlan will present the plan for the City Council's review, comment and consideration. The City Manager will also provide his thoughts on the proposed plan.

The City Manager's initial goals for the reorganization plan were:

- Maintain and enhance organizational effectiveness
- Provide for greater emphasis on implementation of the Twin Falls Community Strategic Plan
- Enhance collaboration within departments and among departments
- Enhance collaboration with partner organizations
- Enhance communication with citizens
- Create a culture of individual initiative and innovation
- Enhance decision-making throughout the organization
- Minimize cost impacts

These goals are accomplished by:

- Creating two Deputy City Manager positions, one over Public Safety and the other over Community Development Service and Development and eliminates the Assistant City Manager/Assistant to the City Manager and Community Development Director positions
- Recognizing the creation of an in-house prosecutor position that was created in FY 2014
- Moving Economic Development from Community Development to the City Manager
- Airport and Public Works will report directly to the Deputy City Manager for Community Services and Development

- Calling for the civilianization of the Emergency Dispatch Center and contemplating placement for possible future service areas: emergency preparedness, public transportation, creating URA and/or Economic Development specialists to enhance economic development services and resources
- Looking to combine Information Services and Communications into one area

Kushlan and the City Manager presented the plan to the City Council at its October 27<sup>th</sup> City Council meeting.

The Deputy City Managers, one overseeing Community Services and Development and one overseeing Public Safety services will report to the City Manager. Both Deputies are members of the City's Executive Leadership Team and will be responsible for managing the overall operations of specific areas of the City.

The Deputy City Managers will coordinate the efforts of departments they oversee to ensure the timely completion of multi-departmental projects. They will assist the City Manager in exploring alternative service delivery techniques, challenging the status quo, anticipating political and operational issues, and providing strategic direction to achieve the city's vision and the city council's priorities.

By promoting high-performance in every part of the city government, the Deputy City Managers will help develop a single organizational concept. Under this concept, all city departments will work collectively, collaboratively and in support of one another in the service of our public.

Responsibilities of each Deputy City Manager will include:

- Providing collaborative strategic leadership in concert with the executive leadership team
- Oversight of department operations under their specific oversight
- Relating to community members on issues under their purview
- Communicating with councilmembers on policy and politically sensitive issues
- Interfacing with staff from a multitude of regional agencies
- Identifying, managing and resolving high priority issues facing the City
- Supporting an organizational culture that empowers our workforce to achieve the city's vision through high performance

Each Deputy City Manager will be responsible for:

- Actively participating in redefining the city's work culture to increase employee engagement and leadership throughout the entire organization
- Ensuring a responsive government that respects and values the diversity of the community and the workforce
- Identifying complex policy issues and working with departmental directors to create, present and implement comprehensive solutions, with approval of city manager and city council when necessary
- Challenging traditional ways of doing business whenever there could be improvements in the way the city works
- Assisting the city manager in maintaining a strong, effective relationship with the city council
- Attending city council meetings and making necessary presentations on agenda items
- Facilitating and monitoring the implementation of the council's goals and major city initiatives
- Acting as the city's key coordinator of citywide initiatives and performance measurements and collaboratively developing goals and objectives, as well as monitoring and evaluating the progress made towards completion
- Mentoring, coaching and developing department directors and others responsible for the completion of directors' performance reviews
- Meeting with department directors and management staff to identify and resolve problems, assigning projects and programmatic areas of responsibility, and reviewing and evaluating work methods and procedures
- Actively participating on the city's executive leadership team which provides leadership
- Serving as backup in the city manager's absence

Mitch Humble earned a Bachelor's Degree in Geography and Urban Planning in 1998 from the University of Utah and a Master of Public Administration Degree from the University of North Texas.

Humble followed in his father's public service footsteps. Prior to coming to Twin Falls, he worked for the following organizations: Federal Emergency Management Agency, a Planner for the City of Frisco, (2000 to 2003), the Director of Planning for Town of Prosper, Texas (2003 to 2006) before being hired as the Community Development Director for the City of Twin Falls in April 2006.

Humble is active in the community and in his church.

Brian Pike was hired by the Twin Falls Police Department on October 24, 1994. Prior to joining TFPD, Pike was employed as a Deputy for the Twin Falls County Sheriff's Office. During his career with the TFPD, Brian has worked as a Patrol Officer, DARE Officer, School Resource Officer, GREAT Officer, SWAT Team member, and has worked on Bike Patrol. He has served in many capacities in the Twin Falls Police Department, such as Corporal, Sergeant and Captain. As a Captain, Pike managed the Patrol Division and the Administrative Support Division. Pike was appointed to Chief of Police on February 28, 2011.

Pike earned a Bachelor of Arts in History from Southwestern A/G College in Texas, and attended the College of Southern Idaho Law Enforcement Program where he received his Associates of Applied Science. He holds a number of professional certificates with the highlight being the Idaho Peace Officers Standards and Training Executive Certification, the highest level of certification offered by the POST Council.

The recommendation is to appoint Humble to the role of Deputy City Manager of Community Service and Development, and Pike to the role of Deputy City Manager of Public Safety – both with an effective date to be determined as the implementation of the proposed reorganization occurs.

Should the City Council adopt the proposed reorganization plan, the City Manager will start the process of selecting an interim Chief of Police, and making the necessary modifications to the relevant sections of the City Code and salary plan.

#### **Approval Process:**

Approval of each the proposed items requires a simple majority vote of the City Council members present.

#### **Budget Impact:**

The total budget impact associated with the reorganization is anticipated to be budget neutral. The initial steps are position neutral. The reorganization plan calls for the creation of two positions (Deputy City Manager for Community Services and Development and Deputy City Manager for Public Safety) and the elimination of two positions (the Assistant City Manager/Assistant to the City Manager and the Community Development Director.

Any steps that require the consideration of additional positions will occur in subsequent phases and will be vetted by the City's annual budget process. This includes civilianizing the city's dispatch center and enhancing the city's economic development efforts through increased staffing.

#### **Regulatory Impact:**

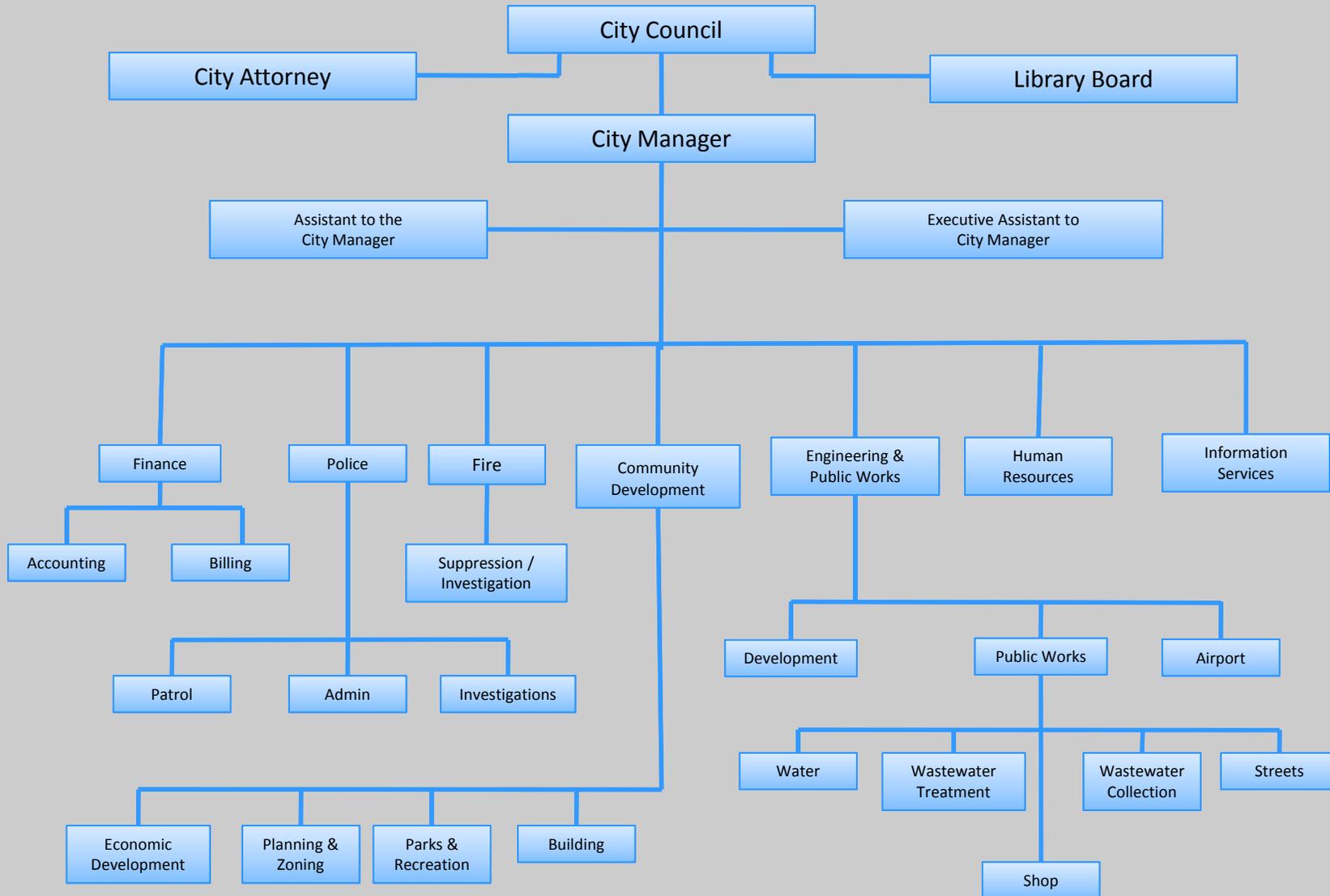
Section 1-7-8 of the Twin Falls Municipal Code states: The City Manager shall be the chief executive officer and the head of the administrative branch of the City government. He shall be responsible to the City Council for the proper administration of all affairs of the City under the specific direction and control of the City Council.

In addition to his general powers as the chief executive officer and the head of the administrative branch of the City government, and not as a limitation thereof, it shall be his responsibility and duty and he shall have the power: (C) To appoint and remove any officers and employees of the City except the elected officers and their respective staffs, subject to ratification by the City Council in the case of department heads.

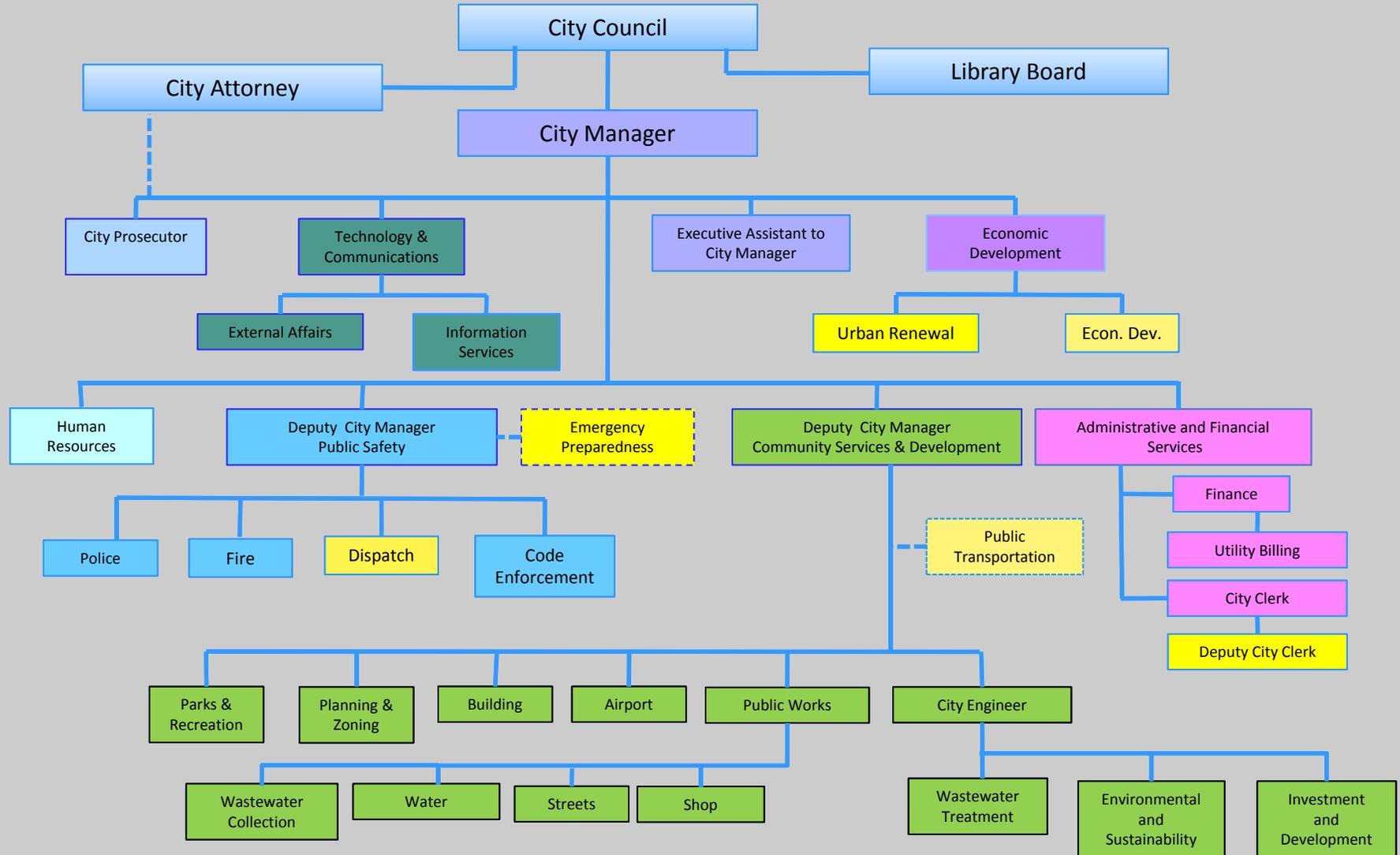
#### **Attachments**

1. Proposed reorganization structure as presented to City Council on October 20, 2014.

# Current Structure



# Modified Structure – Work Groups



## Strategic Plan Focus Areas

- Focus Area 1 – Healthy Community
  - DCM Community Services and Development (*Green*)
- Focus Area 2 – Learning Community
  - City Manager - Information Services and Communication (*Dark Teal*)
- Focus Area 3 – Secure Community
  - DCM Public Safety (*Blue*)
- Focus Area 4 – Accessible Community
  - DCM Community Services and Development (*Green*)
- Focus Area 5 – Environmental Community
  - DCM Community Services and Development (*Green*)
- Focus Area 6 – Prosperous Community
  - City Manager - Economic Development (*Purple*)
- Focus Area 7 – Responsible Community
  - Administrative and Financial Service (*Pink*)
- Focus Area 8 – Internal Organization
  - Human Resources (*Light Blue*)

## Steps

- Creates Two Deputy City Manager Position with line authority over Operational Functions
  - Community Services and Development
    - Separates Engineering from Public Works
    - Public Works, Engineering, Parks & Recreation, Planning and Zoning, Airport & Building
    - Provides for future new functions Public Transportation – as anticipated
  - Public Safety
    - Police, Fire, Preparedness, Dispatch, Code Enforcement
    - Contemplates Emergency Preparedness as a future City Function/Role
- Creates in-house Prosecutor Position reporting to City Manager
- Moves Economic Development to report directly to City Manager
  - Contemplates separate functions for Economic Development and URA Specialists
- Technology and Communication Function
  - Links internal and external communications focus with evolving technology (IS) function
  - Grants and PIO roles linked and expanded to include public and private partnership development
  - Reports directly to City Manager
- Separates Engineering from Public Works
  - Allows Engineering to focus more on major infrastructure investment program

## Internal Strategic Plan Cabinets – Parallel Teams

### ▪ Healthy Community

- **Public Works (Lead)**
- Transportation
- Fire
- Police
- Building
- Planning and Zoning

### ▪ Learning Community

- **External Affairs/PIO (Lead)**
- Finance
- Police
- Fire
- Parks and Recreation

### ▪ Secure Community

- **DCM – Safety (Lead)**
- Police
- Fire
- Building
- Administrative Services
- Transportation
- Public Works
- Parks and Recreation

### ▪ Accessible Community

- **Engineering (Lead)**
- Transportation
- Police
- Parks and Recreation
- Planning and Zoning
- Airport

## Strategic Plan Cabinets (Continued)

### ■ Environmental Community

- **DCM - Community (Lead)**
- Engineering
- Parks and Recreation
- Fire
- Planning
- Building
- Transportation

### ■ Prosperous Community

- **Economic Development (Lead)**
- Airport
- Planning
- Building
- Parks and Recreation
- Engineering
- Transportation

### ■ Responsible Community

- **City Manager (Lead)**
- Finance
- Police
- Fire
- Public Information Officer
- Public Works
- Transportation
- Parks and Recreation

### ■ Internal Organization

- **Human Resources (Lead)**
- Finance
- City Manager
- DCM Public Safety (2)
- DCM Community Services (3)



Public Hearing: **MONDAY, November 17, 2014**

To: Honorable Mayor Hall & City Council

From: Jonathan Spendlove, Planner I

## ITEM V-

**Request:** Request for a Comprehensive Plan Amendment from AG to Medium Density and to extend the Water Service Boundary Area for property located on the east side of the 500, 600, and 700 blocks of Hankins Road North. c/o Brad Willis on behalf of Twin Falls School District #411 and the City of Twin Falls (app. 2670)

**Time Estimate:**

The applicant's presentation may take up to ten (10) minutes. Staff presentation will be approximately ten (10) minutes.

**Background:**

<b>Applicant:</b>	<b>Status:</b> Owner	<b>Size:</b> (+/-) 53 Acres
Twin Falls School District, No 411 201 Main St W Twin Falls, ID 83301 208-733-6900  and  The City of Twin Falls PO Box 1907 Twin Falls, Idaho 83303-1907 208-735-7267	<b>Current Zoning:</b> R-1 VAR	<b>Requested Zoning:</b> Comprehensive Plan Map Amendment
	<b>Comprehensive Plan:</b> Currently designated as Agriculture.	<b>Requested:</b> <u>Comprehensive Plan Amendment - Future Land Use Map</u> from Agriculture to Medium Density <b>AND</b> expansion of the designated water service boundary.
	<b>Existing Land Use:</b> The School Owned property is currently being farmed and 1 acre of City property developed as a Pi Pump station.	<b>Proposed Land Use:</b> The School District has designated 10 acres for a new Elementary School. The remainder is planned for residential development.
<b>Representative:</b>	<b>Zoning Designations &amp; Surrounding Land Use(s)</b>	
Bradford J Willis 222 Shoshone St W Twin Falls, ID 83303 208-734-4411 <a href="mailto:Bradw@willisinc.com">Bradw@willisinc.com</a>	<b>North:</b> R-1 VAR; Residential	<b>East:</b> R-1 VAR ; Farm/Agricultural
	<b>South:</b> R-1 VAR; Filer Ave E extended/Residential; developed TF Highlawn Acres Residential	<b>West:</b> R-1 VAR; Hankins Road -- developing Morning Sun Residential Subdivision and an LDS Stakehouse at NW corner of Stadium Blvd/Hankins
	<b>Applicable Regulations:</b> 10-1-4, 10-1-5, 10-14-7, Twin Falls Comprehensive Plan – Future Land Use Map - 2.4, State Statute: Title 67-6509	

**Approval Process:**

An amendment to the Comprehensive Plan is required to follow *State Statute: Title 67-6509*. This process requires the Planning and Zoning Commission to hold a public hearing in which interested persons have the opportunity to be heard with regards to the application. The Commission will then forward their recommendation to the City Council.

The City Council will then hold a public hearing, in which interested persons have the opportunity to be heard with regards to the application. The City Council will then adopt, revise, or reject the amendment. If the Council makes a material change from what was presented at the public hearing, further notice and hearing shall be provided.

**Budget Impact:**

Approval of this request will have negligible immediate impact on the City budget.

**Regulatory Impact:**

Upon a recommendation from the Planning and Zoning Commission on the proposed Comprehensive Plan Amendment, the applicant shall proceed to the City Council for a decision. An approved amendment may allow the applicant to apply for a rezone of the property to a zoning designation previously unsupported by the Future Land Use Map.

**History:**

The Twin Falls School District acquired the Sackett Farm in 1990. In April 2008 the City Council approved the Conveyance Plat of the Sackett Farms Subdivision. This conveyance plat consisted of 53.6 +/- acres with two (2) lots. Lot 1, consisting of 51.3 +/- acres, was retained by the Twin Falls School District and Lot 2, consisting of 2.3 +/- acres, was transferred to the City of Twin Falls in order to construct a Regional Pressurized Irrigation Pump Station. Lot 1 has continued to be utilized as farm ground.

The current Comprehensive Plan Twin Falls Vision 2030 was approved by the City Council in February 2009. This plan was an entire re-drafting of the Comprehensive Plan and collectively replaced the previous plan from 1993-1994.

On July 8<sup>th</sup> 2014, the Planning and Zoning Commission made a recommendation to approve the Annexation and on August 4<sup>th</sup>, 2014, the City Council voted to annex these properties into City Limits. Ordinance #3075 was published on August 21, 2014 officially annexing this property into City Limits.

**Analysis:**

This request has two parts – 1) the first part is to expand the Water Service Boundary, identified in Twin Falls City Comprehensive Plan Vision 2030. The boundary currently runs parallel to this property along Hankins road to the West. The request is to add the entirety of the School District and City owned property, (+/-) 53 Acres. 2) The second part of the request is to amend the Future Land Use Map by changing the designation of this same area from Agriculture to Medium Density Residential. The specific area is defined by the supporting maps provided within this report as attachments #2 and #3.

This area described by the applicant is currently Zoned R-1 VAR, within City Limits. The school owned property is currently being farmed and the city owned property is a Pressurized Irrigation Pump Station.

The narrative provided by the applicant outlines the future plans for the property. It is anticipated that the area not included as part of the new Elementary School grounds will be developed into a residential development at a future date. In order to maintain a safe and healthy environment, it is best to establish schools in residential areas. With any development, infrastructure will need to be installed. Some existing water, sewer and PI lines are established in the area. These will need to be assessed and potentially new or increased capacities planned for in conjunction with the school and future residential areas.

The requested change from Agriculture to Medium Density is a shift for this area. The Comprehensive Plan has different descriptive paragraphs for Agriculture and Medium Density designations. Copies of each designation description are provided in this report for your reference as **Attachment #4**. The Comprehensive plan also describes the environment in which schools should be placed (see Attachment #4).

The Agriculture Designation was designed to preserve farm ground and direct development inward towards the corporate City Limits. This 57 +/- acre area was recently annexed into the City of Twin Falls, and therefore it would be appropriate to amend the comprehensive plan to direct future residential growth within City Limits. In no way does changing the Water Service Boundary guarantee the City Services for these properties, but it will allow for the planning and modeling process to continue. All requirements for future services put forth by the Engineering Department will need to be met prior to services being granted.

### **Conclusion:**

On October 14, 2014 the Commission unanimously recommended approval of this request, as presented, to the City Council.

Staff concurs with the Commission's recommendation.

### **Attachments:**

1. Letter of Request
2. Zoning Vicinity Map
3. Future Land Use Map
4. Comprehensive Plan Land Use Descriptions
5. Applicant Submitted Maps
6. Site Photos
7. Portion of the October 14, 2014 P&Z PH minutes

# Exhibit A

Applicant:  
Twin Falls School District # 411 and City of Twin Falls  
201 Main St. West  
Twin Falls, Idaho 83301

August 13, 2014

208-733-6900

Applicants Representative  
Bradford J. Wills  
222 Shoshone St. West  
Twin Falls, Idaho 83303-0346

208-420-0314

Comprehensive Plan Amendment request for Lot 1 and Lot 2 Sackett Farms Subdivision, County of Twin Falls.

The purpose of this request is to amend the Comprehensive Plan updating the land use designation for the Sackett Farms Subdivision Lot 1 and Lot 2 from Agriculture to Medium Density Residential.

This property is an area of slow planned growth of residential housing to the east. See Exhibit E. On Hankins Road, there is an existing 12"-18" water line on a portion of the frontage of the parcel. At the northeast corner of Hankins Road and Filer Ave. East extended is the City of Twin Falls parcel with an area pressurized irrigation pump station. A 6" pressurized irrigation line is located along the west side of Hankins Road North traveling north. There is an 8" sewer line on Stadium Way near the intersection with Hankins but future waste water collection will most likely be to the northwest approximately 2200 LF connecting to the newly installed Northeast Sewer Trunk Line. Most of Hankins Road North from center line to the west is fully developed with public utilities, roadway, curb & gutter and sidewalk with parkway landscaping on the Morning Sun Subdivision side. See Exhibit B

The property is approximately 53.6 (+/-) acres currently designated an agriculture area and is adjacent to the existing Morning Sun Subdivision west across Hankins Road. To the south is the Highland Acres rural subdivision on Highlawn Drive with 1 acre lots, to the west is the Morning Sun Subdivision Phase # 7 and the future Morning Sun Subdivision Phase # 8, to the north is a 10 acre parcel with multiple homes and the Pine Meadows rural subdivision and to the east is agricultural farm land.

The Twin Falls School District is the owner of Lot 1 and plans on the construction of a new elementary school on a portion of the lot with the remaining land to be used for residential development. The City of Twin Falls owns Lot 2 and has no plans at this time to further improve the lot. This is compatible with the development in the surrounding area.

The Twin Falls Comprehensive General Plan was adopted in 2009 showing this area as an Agriculture land use. The current Twin Falls Zoning Map shows this property as an R-1 VAR designation along with all the surrounding area except R-2 Residential located is to the southwest.

This amendment will help continue the slow planned growth of residential housing as the city expands to meet its growing needs providing new housing and the standard of living and open space local residents seek.

Looking ahead at the present and future residential growth in this desirable area, the Ad Hoc School District Committee recommended a new elementary school to be located on the east side of town. Elementary schools are best located in a residential area.

The water boundary was prepared using the best estimate of future growth five years ago so it is necessary to amend it as growth trends drives development. There is a 12-18" water line along the west boundary of the two lots. There is improved water storage proposed and new sewer collection system is located nearby. Convenient transportation is provided by Hankins Road, Stadium and Filer Drive to this area. It is good planning to allow the water boundary to expand to include this area of the city.

# Zoning Vicinity Map

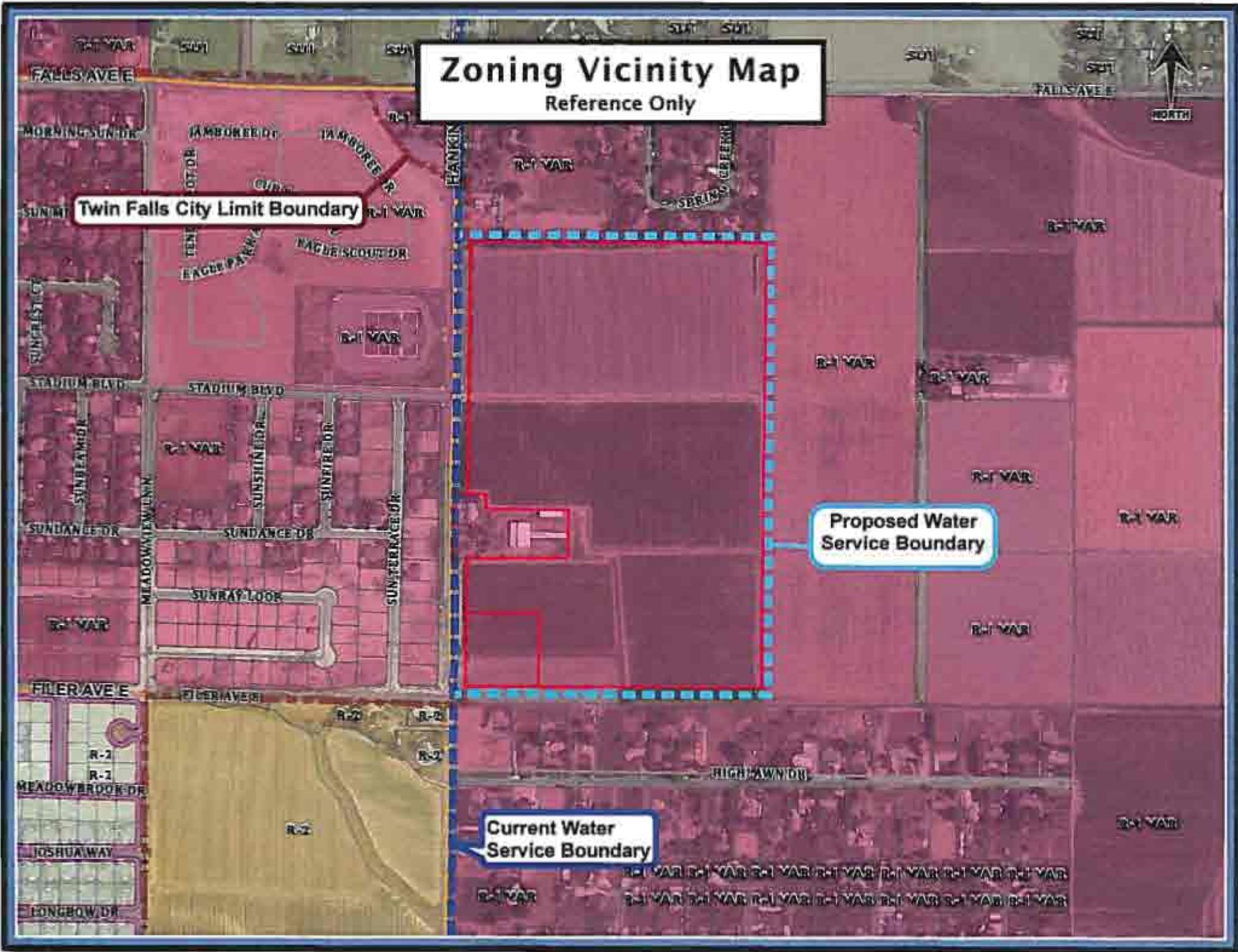
Reference Only



Twin Falls City Limit Boundary

Proposed Water Service Boundary

Current Water Service Boundary



# Future Land Use Map

Reference Only



Rural Residential Designation

Twin Falls City Limit Boundary

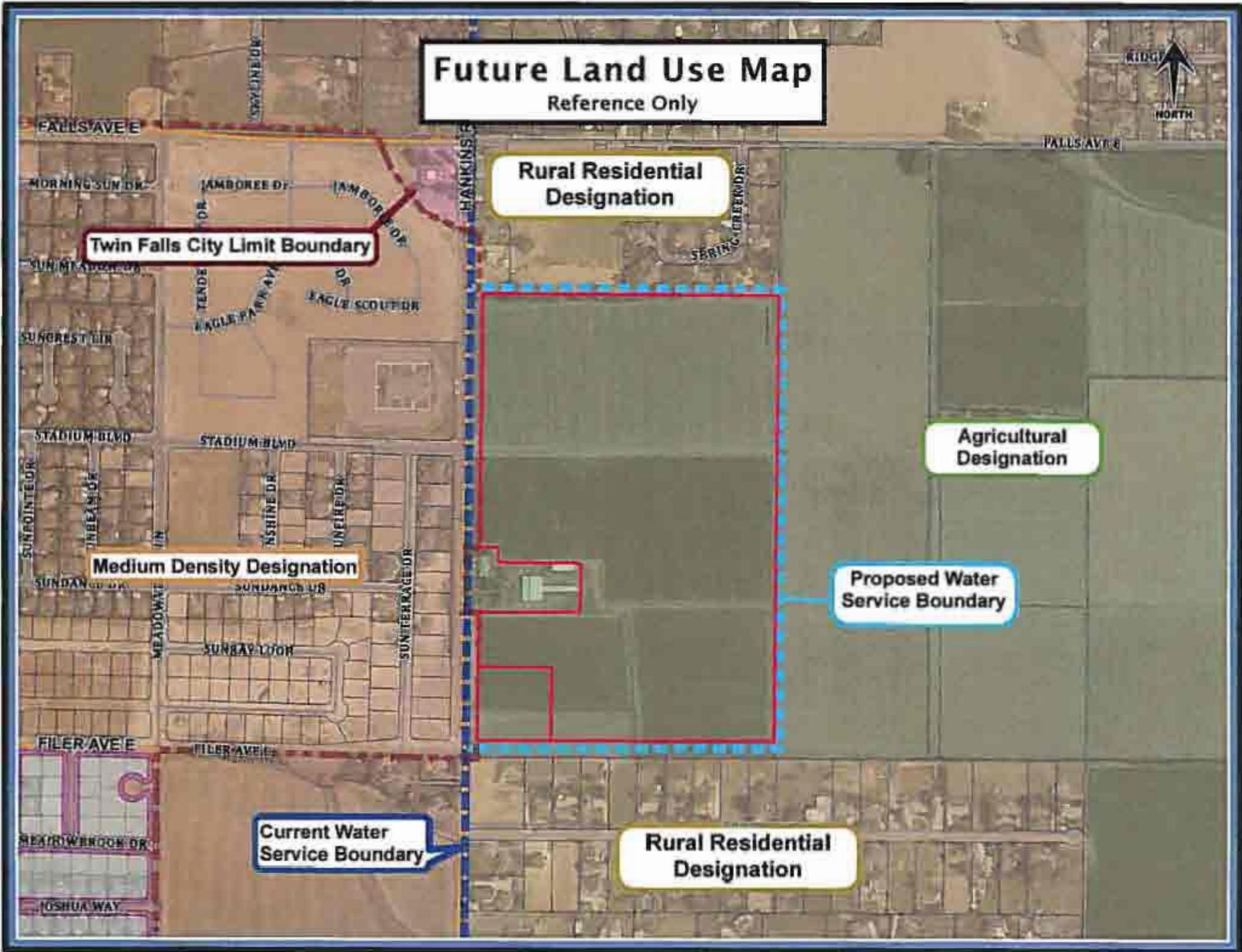
Agricultural Designation

Medium Density Designation

Proposed Water Service Boundary

Current Water Service Boundary

Rural Residential Designation



# **Twin Falls City Comprehensive Plan – Vision 2030**

## **(Descriptions of Future Land Use Designations)**

### **Agriculture**

Existing agricultural land should be maintained to protect and preserve critical agricultural land and operations. Agricultural buffers should be expanded to sites north of the Airport Canal in order to avoid future land use and safety conflicts in the vicinity. Residential uses and other incompatible uses should not be allowed to “creep” into these areas, thereby reducing the likelihood for future conflicts.

Agricultural areas currently located within the Water Limit Boundary are essentially “holding areas” for future residential uses. Unfortunately, the extension of urban services (water and sewer) to many of these areas may take a very long time, while the practice of allowing rural residential development (water wells and septic systems) is inappropriate and unsustainable. Development in these areas should therefore be strongly discouraged until city services can be provided, thereby allowing development to take place in an orderly and cost-effective manner.

### **Medium Density Residential**

Medium Density Residential development is encouraged along the outer edges of the Water Limit Boundary. Also known as Clustered Development, this category of residential land use will be second only to existing Single-family Residential uses in extent and distribution.

Areas designated as Medium Density Residential currently contain much of the existing residential uses in the City, in addition to large tracts of land suitable for future residential development or already approved for residential development. A level of flexibility should be allowed to merge new development with existing uses.

Medium Density Residential encourages homes on a given tract of land to be erected on lots with reduced area and frontage; the balance of land would then be dedicated as permanent open space. Housing densities would generally be the same as allowed if developed under conventional subdivision conditions, although slight density bonuses may be considered as an incentive to implement a Clustered Development project.

Utilizing a Clustered Development provides many potential benefits to the community, land owners and developers alike, by (1) increasing residential amenities, recreational opportunities, municipal economy and environmental protection through the conservation of open space, scenic areas, views, streams and other community assets; (2) promoting efficiency and economy of street and utility layout; (3) lessening storm run-off, erosion and sedimentation normally associated with more conventional patterns of residential development; (4) retaining natural drainage courses and wetlands; and (5) promoting the health, safety, convenience and welfare of the community. Medium Density Residential developments are envisioned to include a wider variety of housing styles and types, which will result in more interesting neighborhoods and districts.

### **Schools**

Future school sites should be reserved in appropriate areas to meet the future needs and requirements of the community. The location of specific school sites should be determined in cooperation with the Twin Falls School District. In general, schools should be located within residential neighborhoods.

# Exhibit B

Existing  
Infrastructure

Falls Ave East

North East  
Sewer  
Trunk Line

12" to 18"  
Water Main

Stadium Blvd

Site  
53.61 Acres  
Lot 1 & 2  
Sackett  
Farms  
Sub

6" P.I. Line

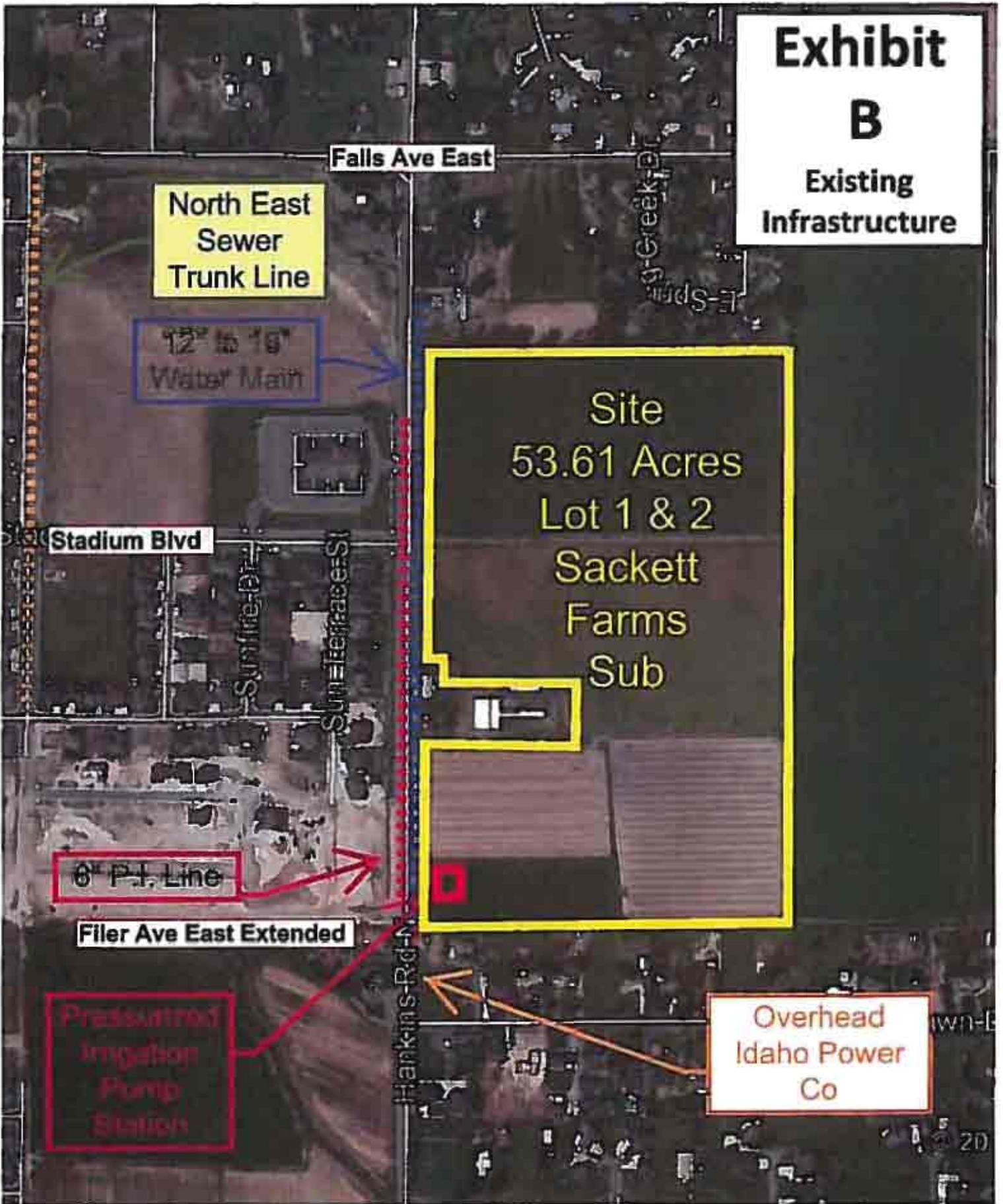
Filer Ave East Extended

Pressurized  
Irrigation  
Pump  
Station

Overhead  
Idaho Power  
Co

Hankins Rd N

Creek Dr



# Exhibit

## D

Existing Comprehensive  
Plan

Water  
Boundary

Rural Residential

Medium Density  
Residential

Site  
Lot 1 & 2  
Sackett  
Farm  
Sub

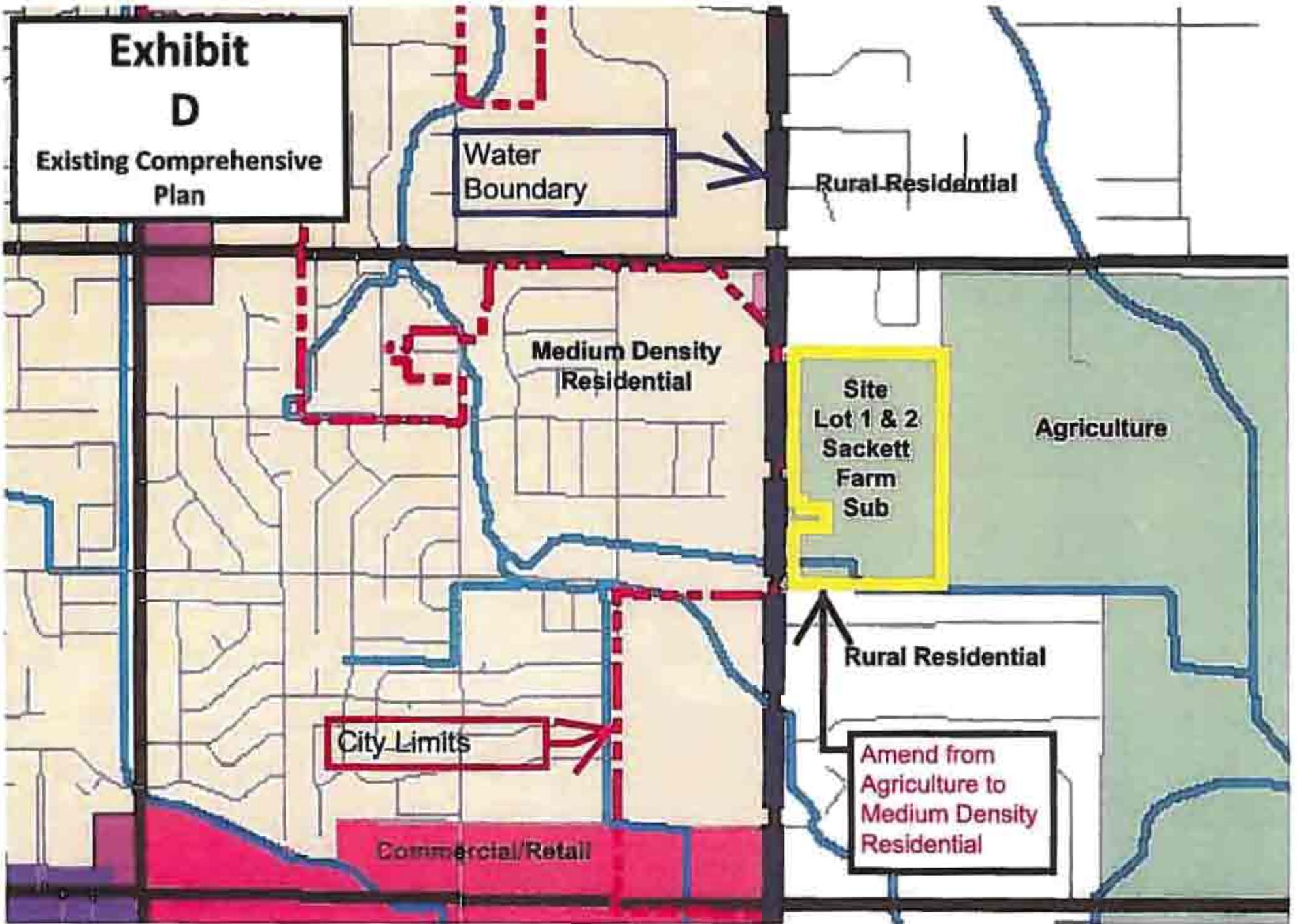
Agriculture

City Limits

Rural Residential

Commercial/Retail

Amend from  
Agriculture to  
Medium Density  
Residential

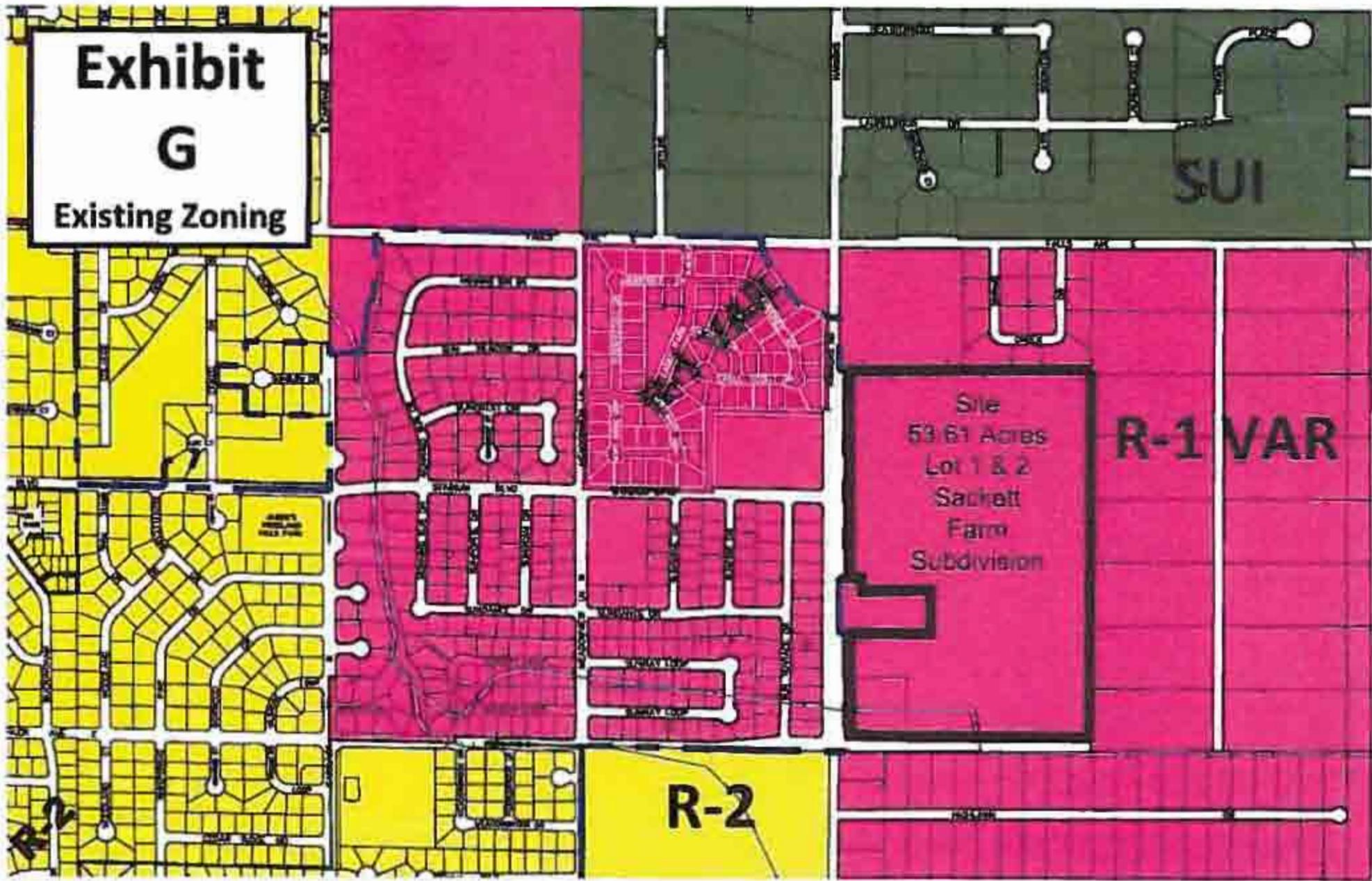


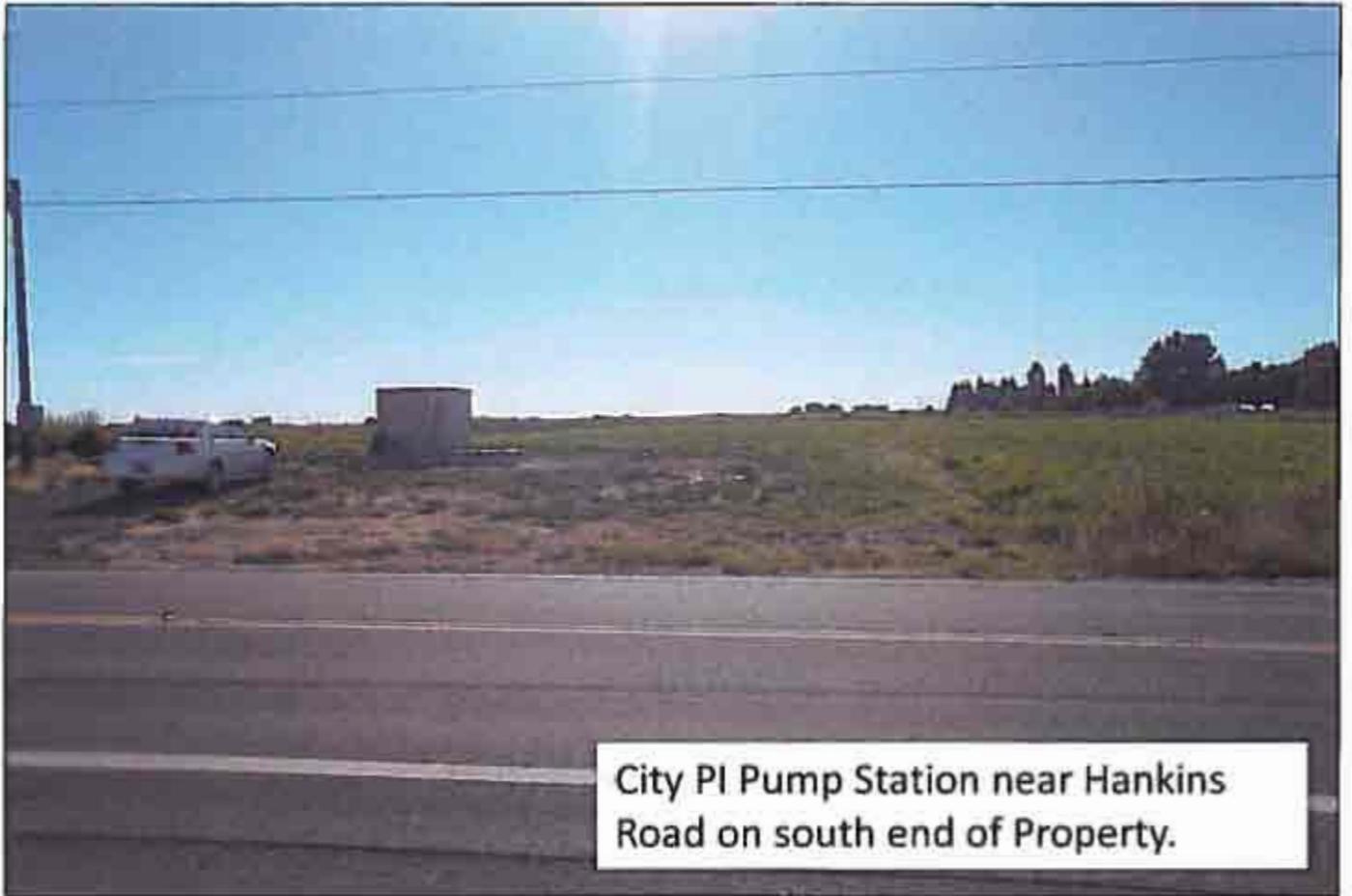


# Exhibit

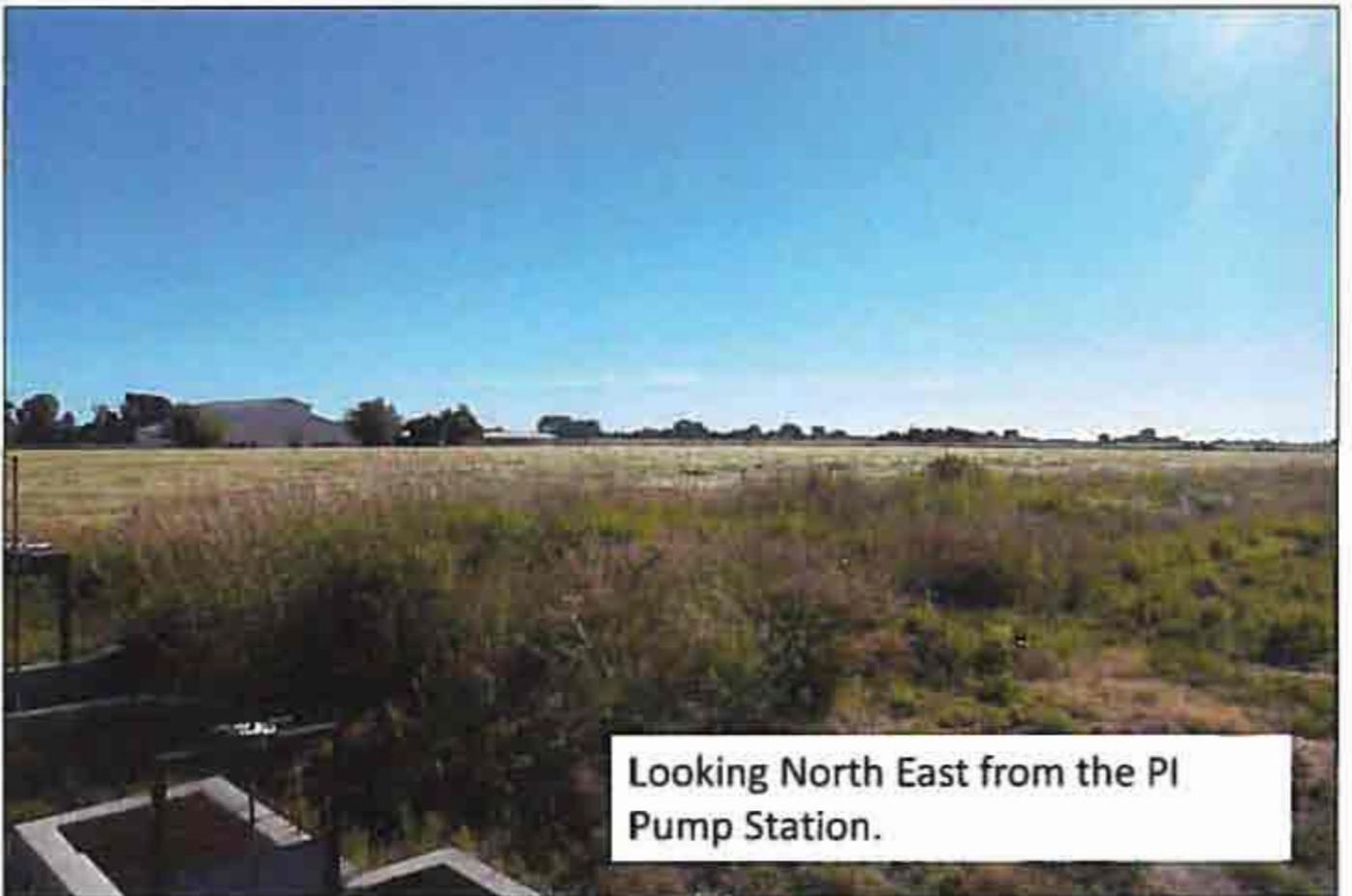
# G

Existing Zoning





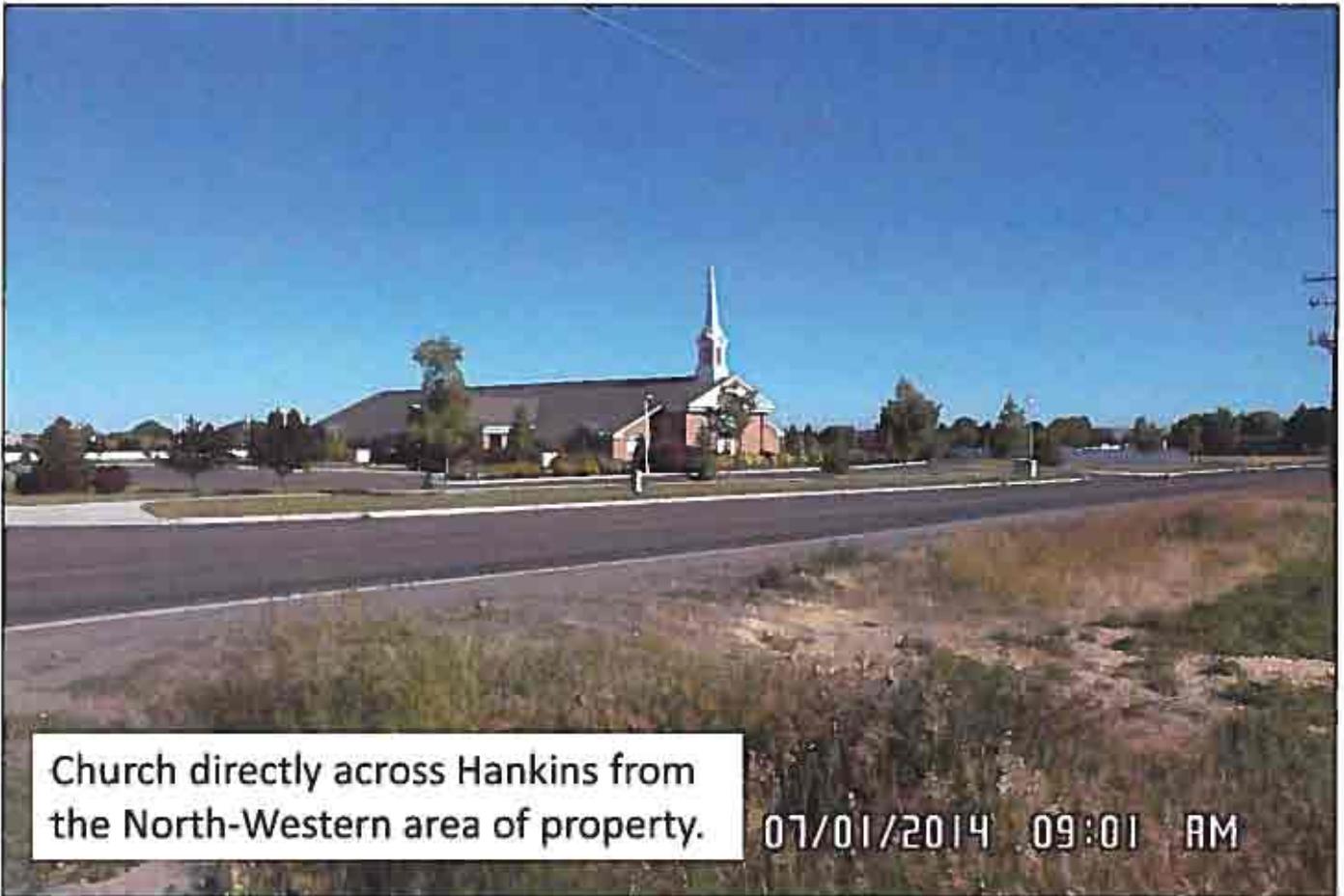
City PI Pump Station near Hankins Road on south end of Property.



Looking North East from the PI Pump Station.



Northern Area of property, directly across from Stadium Blvd along Hankins. 01/2014 09:00 AM



Church directly across Hankins from the North-Western area of property.

07/01/2014 09:01 AM



**3. Request for the Commission's recommendation on a Comprehensive Plan Amendment from AG to Medium Density and to extend the Water Service Boundary Area for property located on the east side of the 500, 600, and 700 blocks of Hankins Road North. *c/o Brad Wills on behalf of Twin Falls School District #411 and the City of Twin Falls (app. 2670)***

**Applicant Presentation**

Brady Dickenson, director of operations for the Twin Falls School District, stated the school district bought this property in 1990. The property and the community passed a bond to build an additional elementary school this location is one of the proposed areas for the new school. The request is to amend the Comprehensive Plan to allow for this to occur and to move the water boundary to encompass the school district property. They would like to change the Comprehensive Plan to medium density to match what is across the street. He asked that the Commission approve the request.

**Staff Analysis**

The Twin Falls School District acquired the Sackett Farm in 1990. In April 2008 the City Council approved the Conveyance Plat of the Sackett Farms Subdivision. This conveyance plat consisted of 53.6 +/- acres with two (2) lots. Lot 1, consisting of 51.3 +/- acres, was retained by the Twin Falls School District and Lot 2, consisting of 2.3 +/- acres, was transferred to the City of Twin Falls in order to construct a Regional Pressurized Irrigation Pump Station. Lot 1 has remained as farm ground.

On July 8<sup>th</sup> 2014, the Planning and Zoning Commission made a recommendation to approve the Annexation and on August 4<sup>th</sup>, 2014, the City Council voted to annex these properties into City Limits. Ordinance #3075 was published on August 21, 2014 officially annexing this property into City Limits.

This request has two parts – 1) the first part is to expand the Water Service Boundary, identified in Twin Falls City Comprehensive Plan Vision 2030. The boundary currently runs parallel to this property along Hankins road to the West. The request is to add the entirety of the School District and City owned property, (+/-) 53 Acres. 2) The second part of the request is to amend the Future Land Use Map by changing the designation of this same area from Agriculture to Medium Density Residential. He explained on the overhead the designations for the area on the current maps.

The property currently owned by the school district is zoned R-1 Variable and has been annexed into the city. A narrative provided by the applicant outlines the future plans for the property. The requested change from Agriculture to Medium Density is a shift for this area. The Comprehensive

Plan has different descriptive paragraphs for Agriculture and Medium Density designations. Copies of each designation description were provided in the staff report. The Comprehensive plan also describes the environment in which schools should be placed.

The Agriculture Designation was designed to preserve farm ground and direct development inward towards the corporate City Limits. This area was recently annexed into the City of Twin Falls, and therefore it would be appropriate to amend the comprehensive plan to direct future residential growth within City Limits. In no way does changing the Water Service Boundary guarantee the City Services for these properties, but it will allow for the planning and modeling process to continue. All requirements for future services put forth by the Engineering Department will need to be met prior to services being granted.

Planner I Spendlove stated upon conclusion the Commission may recommend approval of this request, recommend changes to the request, or recommend denial of this request. The decision made by the Commission will then be forwarded to the City Council for a decision.

**PZ Questions/Comments:**

- Commissioner Frank seems like this designation should have happened before when the Comprehensive Plan was created last time and this change being requested tonight should have come before the annexation.

**Public Hearing: Open and Closed Without Concerns**

**Motion:**

Commissioner Grey made a motion recommend approval of this request, as presented, the City Council. Commissioner Woods seconded the motion. All members present voted in favor of the motion.

**Recommended for approval, as presented, to City Council**

**Scheduled for November 17, 2014 City Council Public Hearing**