



Citizens Committee for Facilities

AGENDA

Thursday, December 4, 2014
City Council Chambers
305 3rd Avenue East -Twin Falls, Idaho

11:30 A.M.

AGENDA ITEMS	Purpose	By
1. Approve the November 3, 2014, AMENDED MINUTES, November 13, 2014, Minutes, and November 20, 2014, Minutes.	Action	Leila A. Sanchez
2. Clint Sievers, Hummel Architects, to present information and answer questions on properties toured on November 20, 2014: A. Latham Property B. Clinic Building C. Banner Building	Action	Clint Sievers/ Hummel Architects
3. Review of past meeting information and present progress report.	Review	Gary Garnand Greg Paulson Jill Skeem
4. Discuss options.	Discussion	Committee



Citizens Committee for Facilities

AMENDED MINUTES

Monday, November 3, 2014

City Council Chambers

305 3rd Avenue East -Twin Falls, Idaho

11:30 A.M.

Agenda

1. Welcome and Introductions – Mayor Don Hall
2. Explanation of History and Process – Travis Rothweiler
3. Discussion of Possible Funding Options for this type of project under Idaho Code
4. Questions to be answered by the members of the Citizen's Committee
 - Should the City of Twin Falls make an investment at this time in its facilities?
 - If Yes: How/What should the City do?
 - Where should it do it?
 - How should the City pay for it?
5. Role of the members of the Committee
 - a. Provide a complete recommendation to the City Council
 - Answer the Who, What and the Why
 - b. Committee members will completely drive the process
 - City Staff are available to assist in providing information as requested
 - Establish meetings times and dates
 - ... and committee leadership
6. Establishing Committee Goals
7. Next Steps...

The meeting was called to order at 11:30 a.m.

1. Welcome and Introductions – Mayor Don Hall

Mayor Hall stated that the questions to be answered by the members of the Citizens Committee are:
Should the City of Twin Falls make an investment at this time in its facilities?

- If Yes: How/What should the City do?
- Where should it do it?
- How should the City pay for it?

The following have requested to serve on the committee:

Alan Horner	Kent Just
Anne Moyes	Kevin Mahler
Art Hoag	Lee Devore
Barry Knoblich	Lorie Ward
Brian Dobbs	Michelle Carpenter
Chantal Steen	Rex Lytle
Chris Reed	Shawna Paulson
Connie Dobson	Greg Paulson
Daphne Mallory	Shayne Carpenter
Debbie Dane	Susan Petruzzelli
Ed Ditlefsen	Tammi Eiguren
Eric Watte	John Eiguren
Gary Garnand	Terry Patterson
Jacob Florence	Todd Blass
Jason Vickrey	Tom Ashenbrener
Jill Skeem	Travis Quast
JJ McBride	

2. Explanation of History and Process

Travis Rothweiler explained the committee is a citizen driven process and city staff are available to assist in providing information as requested. The committee will provide a complete recommendation to the City Council.

The city has used Clint Sievers, Hummel Architects, and services as part of due diligence process and conversation. Hummel Architects has done work for the County and School District.

Clint Sievers, Hummel Architects, introduced himself at this time and is available for questions.

Travis Rothweiler explained the city began looking at facilities approximately two years ago which initially started with improvements at the Police Department. Budgeted was a certain amount of funds for improvements but it was found that the costs were double of the architectural estimates. At that time staff took a look at all of the city's facilities. The challenge is space and location. Staff has looked at several building options. The city needs an opportunity to secure the areas around the Police Department.

The City has \$10,000 of earnest money on the Banner facility and as part of our due diligence the money was spent on structural and mechanical type analysis on the facility. The City is not under any obligation to acquire the Banner facility if the committee does not want to go that direction. The price has been locked in for the Banner facility.

Travis Rothweiler asked the committee the following questions:

Should the City of Twin Falls make an investment at this time in its facilities?

- If Yes: How/What should the City do?
- Where should it do it?
- How should the City pay for it?

Chris Reed and Lorie Ward explained their leadership role on servicing on the former Wastewater Facilities Committee.

At this time nominations were taken to serve in a leadership capacity.

Discussion followed.

By voice vote Gary Garnand, Jill Skeem, and Greg Paulson were appointed to be co-chairs for the committee.

The majority of the committee chose to meet on Thursdays at 11:30 a.m. in the Council Chambers with the exception of the week of November 24, 2014.

Jill Skeem asked the committee should the City of Twin Falls make an investment at this time in its facilities. The majority of the committee voted to move forward.

Discussion followed on space requirements.

Travis Rothweiler recommends the following departments move into a new City Hall: Information Services, Human Resources, Utility Billing, Finance, Economic Development, Planning & Zoning, Building Inspections, Engineering, and Administration. The current facilities and structures are 18,000 square feet. Staff believes the need to move right now without growth and future opportunities would require 25,000 square feet. He is hoping the committee is looking for a multi-year multi-decade solution. Over the course of the last 15 years the city has added two employees. The average office space is right at or less than 200 square feet per person. History would show that a total of 400 square feet should be added annually.

Clint Sievers stated that in addition to office space, restrooms, etc., would need to be added for that growth.

Discussion followed the expansion of the Police Department.

Travis Rothweiler stated that the Council Chambers are 3,500 square feet and this is included in moving to a new City Hall. The Hansen Building could be used for a training facility for Police and Fire.

He reviewed the following:

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1. Banner Building: 42-45,000 sq. ft. and to remodel would be \$2-4 million for the structure. 30,000 sq. ft. for Phase 1 (1st fl. 3rd fl. Mezzanine with basement for \$4 ½ million) Purchase price for building is \$430,000. Brand new building would be \$9½ million.
2. Former Downtown Medical Clinic: Total 80,000 sq. ft.; 2 levels 59-60,000 sq. ft. – Full design for 2 phases and could be 3 phases. Have 150 parking spaces on site and 150 off site. Purchase price est. at \$2.7 million for building with \$7 million for 2 phases.

Eric Watte, owner of the building, explained the location of parking and the number of spots for parking.

3. Cain's Building – N/A
4. Magic Valley Bank Building – 21,000 sq. ft. and has a parking lot (owned by a Scottsdale Investment Company)
5. Former Obenchain Insurance Building – N/A
6. Current Police Station – 9,500 sq. ft. and would have to keep Hansen Building – 10,500 sq. ft.
7. Blacker's, Hempleman, Brizee and Nelson Properties – New construction and current facilities need to be removed.
8. Former Latham Motors Properties – Current structures need to be removed.
9. Magic Valley Cinema 12 Property – N/A
10. Vacant Property behind Albertsons
11. Gem State Paper Bldg. – Could build on Shoshone St.

Clint Sievers, Hummel Architects, stated he was the architect of record for the County when the county was looking at the former Twin Falls Clinic and Hospital. The \$7 million number for two phases was based on 2008 information. That would need to be revisited and inflated for current market conditions if this option was selected.

The Banner Furniture building budget is based on purchasing the building for \$430,000 and remodeling approximately 30,000 sq. ft. at this time, then growing into the remaining area in the future.

Kent Just stated that we are in a community that has never been proud of the buildings that it builds. He wants to see a building that the citizens of Twin Falls can be proud of.

Clint Sievers discussed the remodeling of the police facilities would be at a cost of \$700-750,000. This would include the existing police building and the existing City Hall building. The existing City Hall building project would be at a cost of approximately \$800,000 for administration offices, etc. The existing police building would be for operations at approximately \$1.5 million.

Travis Rothweiler explained that the police structures are at a price tag of about \$2.5 million. It would be difficult to move the Police Station to a new City Hall because of the moving of dispatch facility trunk lines; in addition the fire station on the grounds and fire coverage is dictated by fire circumferences and if moved it shifts fire coverage and fire response times. Time of travel and response time is critical when looking at a fire service rating. Approximately a year ago The Insurance Rating Bureau stated their concern on how thinly the ladder trucks are spread. The city has large facilities in the SE corner of the community and in the NW corner of our community and both requires a ladder truck. When looking at time of travel and distance, movements of those fire stations could cause potential harm or deterioration in our fire service rating. For this reason the committee should look at an option where public safety will stay where it is now to avoid future complications.

Gary Garnand stated that six or seven years ago the Urban Renewal Agency did a four block plan in Old Town and ended up acquiring properties including the Red's Trading Post property, along with the entire corner on Shoshone and Second. The URA's plan that was drawn up by the Portland Group showed a new City Hall at this location. This is a possibility for discussion with the group. URA owns buildings and property on 2nd and Shoshone St. – (former Red's Trading Post)–8,000 sq. ft.

Paul Ostyn stated that by our next meeting the committee needs to decide whether to build a new city hall or renovate.

Jill Skeem stated that gathering information is part of the process.

Greg Paulsen stated that to propose a City Hall the committee needs to outline why, identify the criteria, price, usefulness, etc. The committee needs to review the different options, list and rank the criteria, and put a price on it.

Gary Garnand stated that prior to adjourning the committee should ask Travis Rothweiler to discuss funding options.

Chris Reed recommended that staff provide three existing businesses that are currently for sale that will meet the qualifications as far as square footage etc., and three plots of available land, to include costs.

Travis Rothweiler asked the committee to narrow down a location for City Hall.

Travis Rothweiler explained the following funding options:

Funding Solutions: Options can be combined.

1. Property Taxes – Bond – Required 2/3rds approval and to be paid off in 15-25 years. Can only put it up for a vote during an election in May & November. It could be eligible for May 2015.
2. Levy Override – Needs a simple majority. Must pay it off over a 2 year time line.
3. Cash Reserves – The City currently has \$13 million in reserves.

Rebecca Mills Sojka recommended that staff provide the committee the study that was done 6 – 7 years ago of where a new City Hall was proposed to be.

Melinda Anderson stated that the Urban Renewal Agency seven years ago hired Leland Consulting Group to help with a four block Old Town redevelopment opportunity. The work done by The Leland Consulting Group was not a study but recommendations. There were a number of opportunities put forth by the work that was done for the four block Old Town area. One was a possibility of a new City Hall on Second Avenue South and Shoshone. St. Luke's and Glanbia were put forth and moved forward.

The Urban Renewal Agency purchased the former Red's Trading Post. It is three separate lots and an alley, for a total of 8,000 square feet. (This is if the alley was vacated in between the two lots.)

Travis Rothweiler stated that the City will collect \$17.6 million in total property taxes this year. This is going to grow substantially. The City budgets for full employment. Last year the City added \$1.3 million in cash reserves. Reserves are used for onetime costs for capital projects.

Clint Sievers will provide the following information to the committee for their November 13, 2014, meeting.

- Spreadsheets for calculation of the buildings for all projects discussed
- New construction option
- Retro fit costs associated with the Banner Furniture
- Police and City Hall options

The meeting adjourned at 1:43 p.m.

Leila A. Sanchez
Deputy City Clerk/Recording Secretary



Citizens Committee for Facilities

MINUTES

Monday, November 13, 2014
City Council Chambers
305 3rd Avenue East -Twin Falls, Idaho

11:30 A.M.

I. ITEMS FOR CONSIDERATION

1. Call the meeting to order.
2. Determine if the discussions should be limited to downtown.
3. Begin discussion of sites available in the location deterred by the committee.
4. Adjournment.

City Attorney Wonderlich gave an Advisory Commission Training on the Open Meeting Law and the City of Twin Falls Transparency Resolution. He explained what entails a "conflict of interest".

- Eric Watte owns the former Twin Falls Clinic and Hospital therefore he cannot serve on the committee.
- Fran Florence is the broker on the Banner Building therefore cannot serve on the committee, nor can his son.
- Because the city has no economic interest in the outcome of the decision made by the committee, city employee Shayne Carpenter may serve on the committee.
- Fritz Wonderich will meet with Michelle Carpenter, an independent contractor for Westerra, to decide if there is a conflict of interest.

2. Determine if the discussions should be limited to downtown.

The Majority of the Committee determined there is a need for a new City Hall.

3. Begin discussion of sites available in the location deterred by the committee.

Kent Just recommended keeping the site in the Original Townsite including Old Towne.

Discussion followed:

- Why narrow the list?
- Narrow the list to start to come up with a list of properties to review.
- Number of City Employees and Departments (Spreadsheet attached)

Paul Ostyn made the following proposal: The site should remain in the existing area. This will require some addition and acquisition of property in the area. The City of Twin Falls needs to make-do to get by for the next seven years which means adding anything locally that they can and during the seven year period start to acquire property starting with the church; and acquire property through eminent domain if necessary and acquire enough area and land to ultimately build a new city hall and/or add to the current facilities. The arsenic assessment fee should be pretty well paid off. That assessment fee brings in \$2 million yearly. At the end of the seven years, the

proposal would be to continue a fee and use that money to construct a new building. He has been told that it is legal.

Lorie Race stated she spoke with Paul Ostyn regarding the arsenic charge. When the arsenic charge is paid off, citizens could possibly take on or continue paying that amount. The City has property tax funds and enterprise funds. The enterprise funds are separate from the property tax funds. The \$10.75 stays in the water fund and goes towards water related expenses. If discussing waiting seven years and increasing then property taxes, that works. Money cannot be taken out of the water fund and used in the tax supported funds.

Travis Rothweiler stated that Idaho Code is clear that no local government entity can go into the state of indebtedness beyond a single fee a year without the consent of its voters. Idaho Code describes the percentage of voter approval that is needed to move forward. When discussing a water utility in which you have incoming fees to pay and satisfy that debt, the voter threshold is 50%. Anytime in Idaho you contemplate the use of property tax dollars for the acquisition of debt for one time capital projects and purchases, that threshold is 66 2/3%. The water debt under the arsenic charge did not go through a vote of the citizens but through a judicial confirmation process. At the time in which the arsenic debt is satisfied the Council at that point in time will have the ability to continue collections for specific water project purchases or retire that collection. At no time can the City take water fund debt that is collected for the arsenic purpose and transfer it to the general fund to build a public facility and water fund revenues cannot be used to satisfy general obligation debt.

Paul Ostyn stated his proposal does not say transferring debt but recommended using a similar to the one that was used for the arsenic to acquire fees to ultimately build a new City Hall. He is a firm believer that a bond will not be passed to build a new City Hall. He believes there is a way or a procedure in which the City can assess a fee similar to the arsenic fee to pay off indebtedness.

Travis Rothweiler stated that Idaho Code is less restrictive on the assessment of fees for specific uses than it is when it comes to property taxes. The Idaho Code basically says that if a local governmental entity wants to raise its fees more than 5%, it must hold a public hearing. The fees that are assessed have to be generally in line with expenses of the system taken into account that we can put money aside for capital improvement. On tax collections, the Idaho Code says government entities can collect 3% more revenue on an annual basis than it did the prior year. This could be done through a levy override process which is a 2 year commitment and 50% approval.

Fritz Wonderlich stated in regards to the arsenic project, the City went through judicial confirmation and was approved. These are general fund expenditures being discussed, and not water fund. He explained the process of judicial confirmation.

Discussion followed:

-Wish list and need for a City Hall.

-Fact sheet stated that currently there are 61 City employees and anticipate in 20 years 40 more employees.

Gary Garnand asked the committee if there is a need for a City Hall now. If yes, than make a decision on selecting a building or property to build on.

MOTION:

Tom Ashenbrener moved to proceed immediately with the process of identifying the City Hall facility. The motion was seconded and voice vote showed the majority of the members voted in favor of the motion. Approved.

MOTION:

Tom Ashenbrener moved to focus on the Original Townsite location as defined as Kent Just suggested. The original townsite are the streets that are not aligned north and south; included are Addison, Blue Lakes

Washington that comes into Old Town. The motion was seconded. Voice vote showed the majority of the members voted in favor of the request.

Discussion followed:

-Keeping other locations open for discussion.

Tom Ashenbrener clarified his motion that focus does not necessarily preclude other locations, but if a location is found and site that is appealing and agreeable to the committee there is no need to look elsewhere.

Gary Garnand explained that the areas would include properties located in Old Town, downtown, former Twin Falls Clinic and Hospital, and the Latham property.

Clint Sievers explained how he arrived at the 25,000 square feet. He recommended and explained the benefit of the City going through a detail programmed process to get to a definite square footage number.

Discussion followed.

-Is the 25,000 current need or projected need?

Clint Sievers stated that 25,000 square feet is current need estimation. The 25,000 square footage does not include growth.

-Prior to locating a property the city's goals and needs should be identified.

Shayne Carpenter stated that 45,000 square feet is needed for a fifty year city hall.

Jill Skeem asked for staff's wish list for a city hall.

Travis Rothweiler believes the Council Chambers should be relocated to a new City Hall building for connectivity. This location would then be available for Police Department facilities. The Council Chambers is challenging to move as well as the Police Department dispatch and Fire Station because the Engineering Lab is also located in the Council Chambers. As far as a wish list, it is important to recognize that the opportunities and advantages in the private sector are not always available to those in the public sector. Staff is taking the approach very conservatively on needs.

Discussing followed.

-Detail programmed process.

MOTION:

Ed Ditlefesen moved to recommend the City Manager take to City Council or however he sees best fit to fund that the City start the programming process (space needs assessment) with Hummel Architects. The motion was seconded.

Discussion followed.

- Committee's charge is to buy a piece of property and build a City Hall or buy an existing facility and make it work for their needs.

-Timeline

Travis Rothweiler stated that the WWTP process was able to go through the process in a 6 to 8 week timeframe. Staff felt this process would be similar in nature and similar and scope. The timeline was defined based upon past experience. The committee will be presenting a recommendation to the City Council. To help shape those

goals and that process the committee might refer back to the original questions to be answered by the members of the Citizen's Committee

- Should the City of Twin Falls make an investment at this time in its facilities?
 - If Yes: How/What should the City do?
 - Where should it do it?
 - How should the City pay for it?

The committee has answered the question the City of Twin Falls should make an investment at this time in its facilities. The remaining questions are remaining to be answered.

-Unnecessary expense of a space needs assessment

Clint Sievers explained the program process is to achieve a real and detailed square footage and analysis of both the existing requirements of the agencies and the future requirements of the agencies. Whether that is done now and used a tool for the committee or in the future after the committee makes their decision, he would see this as a crucial step in the process that would have to happen either way.

Discussion followed:

- Clarification of the committee's charge by the City
- Strategic Study

Mitch Humble stated the City paid for the strategic study and is a valuable tool.

VOTE ON THE MOTION:

Majority of the committee voted against the motion. Failed.

MOTION:

Barry Knoblich moved that the Police Department, Fire Department, Dispatch and Call Center stay in the footprint of the existing property. The motion was seconded. The majority of the committee voted in favor of the motion. Approved .

Barry Knoblich requested information as to why the the former Twin Falls Clinic and Hospital did not become a primary focus and requested a tour of the Banner building with the perspective of that becoming administrative offices.

Jill Skeem stated that the committee is charged with making a recommendation to the City Council.

Discussion followed.

Melinda Anderson stated that back in 2007 and 2008 the City and the agency hired Leland Consulting to help with the Old Town four block redevelopment projects. A book was produced by Leland and it discusses various types of development. It mentions a City Hall with a possible size of 15,000 square feet at a price of \$300 per square foot for new construction. No location was specified.

Mitchel Humble stated that available sites and buildings are the former Banner Furniture Building, former Latham Motors dealership, and former Twin Falls Clinic and Hospital. The remaining properties are currently not for sale.

MOTION:

Jill Skeem moved to focus and tour the following properties:
Old Banner Furniture Building located at 201 Main Avenue East

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- a) Former Latham Motors dealership located at 510 2nd Avenue South
- b) Former Twin Falls Clinic and Hospital Building located at 666 Shoshone Street East

The motion was seconded. The majority of the committee voted in favor of the motion. Approved.

The meeting adjourned at 1:47 p.m.

Leila A. Sanchez
Deputy City Clerk/Recording Secretary

Number of City Hall employees

- 8 Information Services
- 3 Human Resources
- 7 Utility Billing
- 8 Finance
- 2 Economic Development
- 4 Planning & Zoning
- 7 Building Inspections
- 15 Engineering
- 7 Administration
- 61 Total

- 40 (new staff at 2/year for 20 years)
- 101 Total

Parking flow studies for City Hall and Hansen Building now

City Cars at Building

- 5 Engineering
- 5 Building Inspection
- 1 Planning & Zoning
- 4 Information Services
- 1 Utility Billing
- 16 Total

- 11 (new cars for 26% of new staff for 20 years)
- 27 Total

Customer Flow Counts

Hansen Building:

- Average of 30 customers per day for the last week
- Pretty evenly distributed throughout the day, with the exception of between 12:00 and 1:00 very few customers came in (4 over the whole week)
- Monday was the lowest day (22 customers)
- Wednesday was the high (37 customers)

City Hall:

- Average of 121 customers per day for the last week
- Also evenly distributed throughout the day, with the exception of between 8:00 and 9:00 very few customers came in (7 over the whole week)
- Monday was the lowest day (106 customers)
- Friday was the high (136 customers)

These figures are customers coming to the counters of these two buildings. They do not include scheduled meetings between visitors and staff. The number of scheduled visitors is not consistent and varies widely from day-to-day and week-to-week.

Code Required Parking

- City Code requires office buildings to provide 1 parking space for every 300 square feet of building area.
- Here are a few example calculations:
 - A 20,000 sf building requires 67 parking spaces
 - A 45,000 sf building requires 150 parking spaces
 - An 85,000 sf building requires 284 parking spaces
- However, City Code does contain an exception to the required parking provision for locations downtown. The Code acknowledges that downtown buildings will rely on public parking lots.



Citizens Committee for Facilities

MINUTES

Thursday, December 4, 2014
City Council Chambers
305 3rd Avenue East -Twin Falls, Idaho

11:30 A.M.

1. The Citizens Committee for Facilities will meet at the City Council Chambers to tour the following buildings:
 - a) Old Banner Furniture Building located at 201 Main Avenue East
 - b) Former Latham Motors dealership located at 510 2nd Avenue South
 - c) Former Twin Falls Clinic and Hospital Building located at 666 Shoshone Street East
2. Evaluation and continued discussion.

Jill Skeem brought the meeting to order at 11:39 a.m.

The next meeting will be held on Thursday, December 4, 2014, at 11:30 a.m.

The meeting adjourned at 11:42 a.m. to tour the following facilities:

- a) Old Banner Furniture Building located at 201 Main Avenue East
- b) Former Latham Motors dealership located at 510 2nd Avenue South
- c) Former Twin Falls Clinic and Hospital Building located at 666 Shoshone Street East

Deputy City Clerk
Recording Secretary