

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
 Tuesday, February 17, 2015
 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 February 10 – 17, 2015.
2. Consideration of a request to approve the February 2, 2015, City Council Minutes.

Purpose:

Action

By:

Sharon Bryan

Action

Leila A. Sanchez

II. ITEMS FOR CONSIDERATION:

1. Presentation announcing the Twin Falls Police Department has met the accreditation standards of the Idaho Chiefs of Police Association.
2. Consideration of a request to confirm the reappointments of Steve Woods, Tom Frank, and Kevin Grey to the Planning & Zoning Commission to serve a three year term through February 2018.
3. Recognition of Jon Laux's appointment to NFPA's Building Code Development Committee (BCDC). This committee consists of 13 members from around the United States.
4. Consideration of a request to approve the recommendation from the Planning & Zoning Commission to negotiate a contract with Logan Simpson Design, Inc. to develop a Comprehensive Plan Update.
5. Consideration of a request to approve expenditures to install a re-circulation system for the Splash Pad to be constructed as part of the 1st Federal Bank Park.
6. Consideration of a request to approve and adopt a new, updated application packet to be required for all special events and/or parades held within the City of Twin Falls.
7. Discussion of the State of the City.
8. Public input and/or items from the City Manager and City Council.

Purpose:

Presentation

By:

Bryan Krear
Retired Chief Doug Moore of the Blackfoot Police Dept.

Appointment

Don Hall

Recognition

Mitchel Humble
Jarrod Bordi

Action

Rene'e V. Carraway-Johnson

Action

Dennis Bowyer

Action

Dennis Pullin

Discussion

Don Hall

III. ADVISORY BOARD REPORTS/ANNOUNCEMENTS:

IV. PUBLIC HEARINGS: 6:00 P.M. - NONE

V. ADJOURNMENT:

1. Executive Session 67-2345(1)(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.

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

Twin Falls City Council-Public Hearing Procedures for Zoning Requests

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

COUNCIL MEMBERS:

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



MINUTES

**Meeting of the Twin Falls City Council
Monday, February 2, 2015**

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 January 21 to January 26, 2015.
2. Consideration of a request to pay fees in lieu of park land dedication for the Morning Sun # 8 Subdivision.

Purpose:

Action

Action

By:

Sharon Bryan

Dennis Bowyer

II. ITEMS FOR CONSIDERATION:

1. Consideration of a request to adopt an ordinance for a rezone of property located south of 900-1100 blocks of Cheney Drive West, undeveloped, and east of the 1350-1450 blocks of Field Stream Way for Wills, Inc.
2. Consideration of a request to approve the Fieldstone Professional P.U.D. R-4 & R-4 PRO Planned Unit Development Agreement between the City of Twin Falls and Wills, Inc.
3. Consideration of a request to adopt an ordinance to amend Title 10 by adding a definition for "Governmental Open Storage Yard" and to allow that use by Special Use Permit in the C-1; commercial /retail zone.
4. Consideration of a request to reaffirm consideration of a modified street section on the Morning Sun Subdivision No. 8 preliminary plat.
5. Presentation of an update on the Waste Water Treatment Plant project.
6. Discussion and possible action on an agreement between the City of Twin Falls and the City Manager.
7. Discussion and possible action about considering any Snake River Canyon Jump activities in 2015.
8. Public input and/or items from the City Manager and City Council.

Purpose:

Action

Action

Action

Action

Presentation

Discussion/
Possible Action

Discussion/
Possible Action

By:

Rene'e V. Carraway-Johnson

Rene'e V. Carraway-Johnson

Rene'e V. Carraway-Johnson

Gerald Martens/EHM
Engineers

Troy Vitek

Travis Rothweiler

Travis Rothweiler

III. ADVISORY BOARD REPORTS/ANNOUNCEMENTS:

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

V. ADJOURNMENT:

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

MINUTES

Monday, February 2, 2015

Page 2 of 9

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

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

Absent: None

Staff Present: City Manager Travis Rothweiler, City Attorney Fritz Wonderlich, Deputy City Attorney Shayne Nope, Chief Financial Officer Lorie Race, Deputy City Manager Mitchel Humble, Deputy City Manager Brian Pike, Zoning & Development Manager Rene'e V. Carraway-Johnson, Assistant City Engineer Troy Vitek, Parks & Recreation Director Dennis Bowyer, PIO Josh Palmer, 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 with him and Boy Scouts from Troop 60. A quorum is present.

GENERAL PUBLIC INPUT: None

City Manager Rothweiler stated Mayor Don Hall will be making the presentation on Item II.6: Discussion and possible action on an agreement between the City of Twin Falls and the City Manager.

Councilmember Mills Sojka requested to pull Item I.2. Consideration of a request to pay fees in lieu of park land dedication for the Morning Sun # 8 Subdivision from the Consent Calendar for discussion.

AGENDA ITEMS

I. CONSENT CALENDAR:

1. Consideration of a request to approve the Accounts Payable for:
January 21 – Feb 2, 2015, total: \$587,621.04
January 28, 2015, Prepay: \$1,108,713.00
January 30, 2015, Fire Payroll: \$54,728.03
January 30, 2015, Payroll: \$27, 369.13.

MOTION:

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

2. Consideration of a request to pay fees in lieu of park land dedication for the Morning Sun # 8 Subdivision.

Councilmember Mills Sojka asked if the land is more valuable than the in lieu contribution. She would like to see more parks similar to the Dennis Bowyer Park with more open green space.

Parks & Recreation Director Bowyer stated Morning Sun Park is located directly south of the proposed development. Morning Sun Park is not a fully developed neighborhood park (no restroom or shelter), and the parks in lieu of contribution would help budget for amenities for the future. Jason Woodland Hills' Park is only ¼ mile to the west. It is a retention area but functions as open green space. The new elementary school that is going in on the west side of Hankins will have playground equipment and open space, and they act similar to a park

Discussion followed:

Vice Mayor Hawkins asked for the annual cost to maintain a one acre park, ratio of park attendants to parks, and what future amenities are planned at Sunway Park.

Councilmember Lanting explained that a park is located across the street of the development. He also explained the importance of completing Morning Sun Park and Jason Park with amenities.

Parks & Recreation Director Bowyer stated he does not know off the top of his head the cost per acre of maintaining parks, but that small parks similar to the Dennis Bowyer Park and the Conservation Park can be costly to maintain

because of the plant life and high level of maintenance. Costs also depend on what amenities are at the park. Currently the City has a ratio of one full time park employee to every 18-19 manicured acres and it has one seasonal employee to every 16 manicured acres.

Parks & Recreation Director Bowyer stated that playground equipment, bathroom and shelter are the three basic needs at a neighborhood park. The Parks In Lieu of Application formula to determine the contribution from the developer has not been updated since the ordinance was passed in 2005. In the formula, the current park development cost is \$31,700 per acre.

Councilmember Mills Sojka explained that having parkland is an opportunity for the future and open space is a rare amenity. The Strategic Plan states that parks are valuable.

MOTION:

Councilmember Lanting moved to approve a request to pay fees in lieu of park land dedication for the Morning Sun # 8 Subdivision. The motion was seconded by Councilmember Munn. Roll call vote showed Councilmembers Hawkins, Munn, Barigar, Talkington, Lanting, and Hall voted in favor of the request. Councilmember Mills Sojka voted against the request. Approved 6 to 1.

II. ITEMS FOR CONSIDERATION:

1. Consideration of a request to adopt an ordinance for a rezone of property located south of 900-1100 blocks of Cheney Drive West, undeveloped, and east of the 1350-1450 blocks of Field Stream Way for Wills, Inc.

Zoning & Development Manager Carraway-Johnson reviewed the request. As directed by the Council, staff has prepared an ordinance for Council consideration.

Staff recommends the City Council adopt the ordinance so it can be published and codified.

MOTION:

Councilmember Talkington moved to suspend the rules and place Ordinance 3087 on third and final reading by title only. The motion was seconded by Vice Mayor Hawkins. Roll call vote showed all members present voted in favor of the motion.

Deputy City Clerk Sanchez read the Ordinance by title only:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TWIN FALLS, IDAHO, REZONING REAL PROPERTY BELOW DESCRIBED; PROVIDING THE ZONING CLASSIFICATION THEREFOR; AND ORDERING THE NECESSARY AREA OF IMPACT AND ZONING DISTRICTS MAP AMENDMENT.

MOTION:

Councilmember Lanting moved to adopt Ordinance 3087. The motion was seconded by Vice Mayor Hawkins.

Discussing followed.

Councilmember Mills Sojka stated that in 2011 and 2012, there was quite the turnout at the public hearings. Chris Talkington mentioned last week that the neighbors bought their homes and invested in them in an R-2 in which it was platted. Plats are supposed to be forever and she therefore voted against the vacation and the changing of increasing the density making it professional and taking it from residential to partially commercial. Part of the Idaho Code Land Use Planning Act states to not let commercial enclose on or impose on residential. She will maintain her position on the ordinance. The P & Z Commission did recommend denial and the other rezoning was approved.

MINUTES

Monday, February 2, 2015

Page 5 of 9

Roll call vote showed Councilmembers Hawkins, Munn, Barigar, Talkington, Lanting, and Hall voted in favor of the request. Councilmember Mills Sojka voted against the request. Approved 6 to 1.

2. Consideration of a request to approve the Fieldstone Professional P.U.D. R-4 & R-4 PRO Planned Unit Development Agreement between the City of Twin Falls and Wills, Inc.

Zoning & Development Manager Carraway-Johnson reviewed the request.

Staff feels that the PUD Agreement correctly reflects the action granted by the City Council on January 23, 2012, as it was approved and recommends Council approval of the agreement, as presented.

MOTION:

Councilmember Lanting moved to approve the Fieldstone Professional P.U.D. R-4 & R-4 PRO Planned Unit Development Agreement between the City of Twin Falls and Wills, Inc. The motion was seconded by Councilmember Barigar.

Councilmember Mills Sojka stated her concern that hours of operation are 7:00 a.m. to 9:00 p.m. unless are extended with Special Use Permit. She is concerned that homes are contiguous to the R-4 PRO. Even under Special Use Permit she is not sure whether hours extended beyond 9:00 p.m. are compatible since essentially the commercial activities will be happening in their backyard.

Zoning & Development Manager Carraway-Johnson explained the Special Use Permit and appeal process.

Roll call vote showed Councilmembers Hawkins, Munn, Barigar, Talkington, Lanting, and Hall voted in favor of the request. Councilmember Mills Sojka voted against the request. Approved 6 to 1.

3. Consideration of a request to adopt an ordinance to amend Title 10 by adding a definition for "Governmental Open Storage Yard" and to allow that use by Special Use Permit in the C-1; commercial /retail zone.

Zoning & Development Manager Carraway-Johnson explained the request. As directed by the Council, staff has prepared an ordinance for Council's consideration.

Staff recommends the City Council adopt the ordinance so it can be published and codified.

Discussion followed.

Councilmember Barigar asked if there could be some interest of a CB Zone downtown.

Zoning & Development Manager Carraway-Johnson stated that the CB Zone for a government office building would be appropriate but perhaps not the storage yard.

MOTION:

Councilmember Talkington moved to suspend the rules and placed Ordinance 3088 on third and final reading by title only. The motion was seconded by Vice Mayor Hawkins. Roll call vote showed all members present voted in favor of the motion.

Deputy City Clerk Sanchez read the Ordinance by title only:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TWIN FALLS, IDAHO, AMENDING TWIN FALLS CITY CODE §10-2-1 BY ADDING A DEFINITION FOR "GOVERNMENT OPEN STORAGE YARD; AND AMENDING §10-4-8.2(B)(3) BY ADDING "GOVERNMENT OPEN STORAGE YARD" AS A SPECIAL USE IN THE C1 ZONING DISTRICT.

MOTION:

Councilmember Lanting moved to adopt Ordinance 3088. The motion was seconded by Vice Mayor Hawkins. Roll call vote showed all members present voted in favor of the motion.

4. Consideration of a request to reaffirm consideration of a modified street section on the Morning Sun Subdivision No. 8 preliminary plat.

Gerald Martens explained the request. The request is to narrow the streets, adding a tree scape adjacent to each curb, detaching the sidewalk. Because the street will be 28' and not the standard 34', there will be less street to maintain and there will be a nicer residential environment. The length of the street will be 300' to 400' with restricted parking on one side of the street.

Discussion followed:

- Fire department access
- Maintenance of landscaping strip
- Restricted parking and enforcement on one side of the street
- Types of trees

Gerald Martens stated there will be fire department access, homeowners will maintain landscaping strip, trees and landscaping and sprinkler system will be installed by developers. The homeowners association will monitor and enforce no parking on the one side of the street. The developer will work with the City to select the type of trees to be placed adjacent to roadways.

City Engineer Fields reviewed the request. There is no immediate impact to the City's budget. In the future, maintenance actions such as sealcoat will cost less. If the City chooses to widen the road at a future date an LID may be considered.

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

Discussion followed.

- Vehicles possibly blocking fire truck access

City Engineer Fields stated the fire department should be able to get in and around in all circumstances. If parking becomes an issue signage will be posted.

MOTION:

Vice Mayor Hawkins moved to approve a modified street section on the Morning Sun Subdivision No. 8 preliminary plat. The motion was seconded by Councilmember Munn.

Discussion followed.

Councilmember Mills Sojka asked that if the streets have to be widened would it be funded through an LID.

City Attorney Wonderlich explained that the establishment of an LID will be up to a future Council.

Councilmember Mills Sojka stated that this is a good concept for creating friendlier neighborhoods and added that if this is an acceptable alternative city code should be changed.

Councilmember Lanting stated that the concept does not work everywhere so therefore he would like to look at each request individually.

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

5. Presentation of an update on the Waste Water Treatment Plant project.

Assistant City Engineer Vitek gave the presentation on the IFAS basin wall construction. He reviewed the financial summary (contractor billings), contractor Change Orders, pending change orders, work change directives, and a 30 day look ahead on the project services during construction request for information's, and submittals. In the future he plans to request approval from the Council for the design of the headwork's facility.

MINUTES

Monday, February 2, 2015

Page 7 of 9

Discussion followed.

- Capacity dates
- Project savings

Assistant City Engineer Vitek stated capacity increase is scheduled for July 4, 2015 for 13m gallons and December 27, 2015 for 16m gallons.

City Manager Rothweiler explained the cost savings associated with the project is outside the money reserved for the collection system. The \$6m from collections is intact and the intent is to expend collections as recommended by the Citizens Committee. He explained that bond proceeds are paying for the project. Staff will come before Council and will request to advance the project and to expend bond proceeds to continue to expand the capacity of the treatment facility.

Discussion followed.

- Unspent bond proceeds

City Manager Rothweiler explained bonds covenants and restrictions. The Citizens Committee made a recommendation for improvements to the City's waste water treatment facility and sewer collection line and included other related improvements, equipment, items and costs.

Councilmember Talkington gave an update on the Twin Falls Building Department – January 2015 Monthly Permit Report. In January 2015 year to date 63 permits were issued versus the January 2014 year to date permits of 43.

City Manager Rothweiler stated that at the WWTP 7.75m gallons are flowing into the plant daily. The plant is ready to handle about 10m gallons per day after the Chobani improvements. The difference has been committed. When commercial and residential building permits are issued they are eating into the committed place. Prior to the passage of the bond the City was overcommitted at the WWTP. City staff will continue to engage and continue to work with developers on issuing new commitments to utilize the capacity that have been associated with the project. The odor issue at Chobani is due to the utilization of the UASB.

Councilmember Lanting stated that he would like to go forward and receive costs for the headworks project.

6. Discussion and possible action on an agreement between the City of Twin Falls and the City Manager.

Mayor Hall explained the request. He stated that in his professional development he had an opportunity to have a great leader in his life that taught him that you are not only responsible for what you do but what you know.

The International City/County Management Association's Recruitment Guidelines for Selecting a Local Government Administrator states: "It is in the interests of both the community and the chief administrator to have a written summary of the terms and conditions of employment to which both parties have agreed.

In the Strategic Plan one of the established focus areas relates to our internal organization. It is imperative that we take care of staff, pay them appropriately, treat them appropriately and give them the tools necessary for them to be able to do their jobs. The person leading city staff is the City Manager. It is best practice to have a contract with the City Administrator or City Manager. The contract has been reviewed by the Council, City Attorney, and ICRIMP attorneys to make sure the contract was appropriate. The contract helps the City retain the City Manager and in the future help recruit a City Manager.

Discussion followed.

- Risk management for a large corporation
- Maintaining a good working relationship with the CEO
- Review contract every five years.

MOTION:

Councilmember Talkington moved to approve the City Manager Service Agreement as proposed by the City of Twin Falls. The motion was seconded by Councilmember Lanting. Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

7. Discussion and possible action about considering any Snake River Canyon Jump activities in 2015.

City Manager Rothweiler explained that in February 2014, the members of the Twin Falls City Council voted not to consider any proposal to jump the Snake River Canyon for a period of one year. So City staff can be in a better position to respond should it be approached by any interested party or parties, City staff is seeking direction from the City Council. To date, the City has not been approached by any party wishing to jump the Snake River Canyon from any location including the original jump site. In the local media it was reported that two groups are pursuing an attempt to jump the canyon.

Discussion followed:

-Submission of a complete application packet that protects the image of the City of Twin Falls and does not place undue burden to the taxpayers. Packet to include: Safety plan, costs, traffic flow, emergency services, accessibility, and security operations.

City Manager Rothweiler stated the Special Event Permit can be modified specifically to the event to help provide some level of guidance. An event of this magnitude will draw on resources outside of the City of Twin Falls corporate boundaries. When asking for a construction of a safety plan and elements, it is important to include other local partners and public safety entities from areas that can be largely impacted.

Staff may not be able to develop an all-inclusive application. This is not an act of malice but an act of knowledge as progressing through the process. Previously, time was spent developing an agreement, and that agreement can serve as the base foundation with some modifications.

-Importance of engaging and partnering with the County of Twin Falls and Jerome County

Councilmember Barigar suggested taking the general parameters outlined in the initial request for qualification and coupling that with some of the concepts of the agreement. This is not the City's event; therefore, the City cannot lay out every detail of every impact of an event. When something is missed the City is believed to be at fault. He suggested keeping a generalized concept and an openness to entertain a proposal. For eight months last year all the city heard was an individual wanted to jump a canyon. Directing staff to spend any time developing anything beyond what the city already has in anticipation that someone might request to attempt to jump the canyon is heading into a waste of energy and time that he is not confident is going to happen.

City Manager Rothweiler stated he does not believe a significant amount of staff time will be expended to get to a place as discussed. The location of the event will determine the type of safety plan needed.

Discussion followed.

-Request specific criteria

City Manager Rothweiler stated that staff will take the Council's thoughts and begin the process. He asked if staff is to determine if an application is complete and whether or not it will go before the Council.

Discussion followed.

Mayor Hall stated that the Special Event Application will be modified as discussed, staff will review the application, and a completed application will be presented to the Council with staff's recommendation.

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

MINUTES

Monday, February 2, 2015

Page 9 of 9

City Manager Rothweiler stated that on Thursday, February 5, 2015, in Boise, there will be an opportunity to meet with the local legislative committee. The two significant issues are: Changes to Urban Renewal Agency statutes and the City's water issues that includes the Rangen call.

Councilmember Mills Sojka reported on an incident with a vicious animal. Animal Control quickly resolved the issue. For a future agenda she requested that leash laws and city code be discussed. This would not only be for education purposes for the community, but to receive feedback from Animal Control. She also reported she had an incident the past fall and lost a pet. Many people do not take the leash laws seriously and it is a great danger in the community. Vicious dogs at large are very common. She asked Council if they would be open to her recommendation for staff to prepare a small report so the Council can get an idea what is being dealt with on a Citywide basis so the Council can best insure the safety of neighborhoods when it comes to dogs at large and vicious animals. Mayor Hall stated that it appears that most of the Council is interested in this and perhaps have stats, current ordinances, input from Animal Control officers and other public safety officials. City Manager Rothweiler stated this would be calendared.

Councilmember Talkington recommended that Council direct the Planning and Zoning Commission or Impact Fee Committee to review the Park In-Lieu structure to assure costs are legitimate and pay for themselves. Mayor Hall stated that it appears the Council is interested in a Park In-Lieu review. City Manager Rothweiler stated this would be calendared.

Mayor Hall stated the KLIX radio management has contacted him and they are interested in resuming Council's radio appearances. He asked for Council's input. In addition, he suggested to KLIX radio that this should be a government day and invite counties and cities from the region. Councilmembers Mills Sojka, Hawkins, and Lanting spoke in favor of resuming radio appearances. PIO Palmer stated he will follow up on contacting other media outlets.

III. ADVISORY BOARD REPORTS/ANNOUNCEMENTS:

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

V. ADJOURNMENT:

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

MOTION:

Councilmember Barigar motioned to move into Executive Session 67-2345(1)(c) To conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency. 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 7:06 p.m.

Leila A. Sanchez
Deputy City Clerk/Recording Secretary



Date: Tuesday, February 17, 2015, Council Meeting
To: Honorable Mayor and City Council
From: Chief Bryan Krear, Twin Falls Police Department

Request:

Retired Chief David Moore of the Blackfoot Police Department would like to make a presentation announcing that the Twin Falls Police Department has met the accreditation standards of the Idaho Chiefs of Police Association.

Time Estimate:

Approximately 15 minutes

Background:

Much has been done in the State of Idaho to improve and upgrade law enforcement to a level of responsibility beyond statutory requirements. The Idaho Chiefs of Police Association (ICOPA) has recognized that there is a need to develop minimum professional standards for all of Idaho's municipal police agencies. As a group, ICOPA has recognized it plays a critical role in encouraging that police agencies constantly maintain the best practices of the profession and high levels of organizational proficiency.

ICOPA has established its "Professional Standards for Police Departments" and a formal accreditation process for those seeking formal acknowledgment of both establishing and sustaining these standards. These criteria institute a collection of minimum requirements that ICOPA feels are necessary to enhance proficiency and effectiveness in Idaho law enforcement and represent those areas where controversy often arises, where the police are at risk or liable, where poorly written procedures can result in embarrassment, and where the police image can suffer.

On January 21 and 22, 2015, representatives from the Professional Standards Committee of the Idaho Chiefs of Police Association conducted an accreditation assessment of the Twin Falls Police Department. Chief Moore would like to brief the Twin Falls City Council on the results of that process.

Approval Process:

None

Budget Impact:

None

Regulatory Impact:

None

Attachments:

None

MH:aed



Tuesday February 17, 2015
To: City Council
From: Mayor Don Hall

Request:

Consideration of a request to confirm the reappointments of Steve Woods, Tom Frank, and Kevin Grey to the Planning & Zoning Commission.

Time Estimate:

The presentation will take approximately 3 minutes. Following the presentation, additional time may be necessary for questions.

Background:

Steve Woods, Tom Frank, and Kevin Grey are all at the end of their first 3-year terms on the Planning & Zoning Commission. All three are eligible and all three have requested to be reappointed. All three have provided valuable participation on the Commission, and all three have excellent attendance. Tom has been the Commission Chair and Kevin has been the Vice-Chair for the past two years.

Steve Woods is one of the two Area of Impact Commissioners. As such, he is appointed by the County Commissioners. They met with Steve a few weeks ago and have approved his reappointment. I am asking that the Council confirm Steve's reappointment by the County Commissioners. This reappointment will be a three year term ending after February 2018.

When considering these reappointments, I consulted the P&Z Council liaison, Councilwoman Mills-Sojka. She and I agreed that all three should be reappointed. Therefore, City staff did not post a vacancy notice for these positions. I would like to reappoint Kevin and Tom to their second three-year terms. I am asking the Council to also confirm Kevin and Tom's reappointment. These reappointments will be three year terms ending after February 2018.

Approval Process:

City Code 10-17-2 says that the City Planning & Zoning Commissioners are appointed by the Mayor and confirmed by the City Council. City Code 10-8-4(C) says that the Area of Impact Commissioners are appointed by the County Commissioners with the concurrence of the City Council.

Budget Impact:

None

Regulatory Impact:

Approval of this request will maintain full membership on the Planning & Zoning Commission.

Conclusion:

I request that the Council confirm the reappointments of Steve Woods, Tom Frank, and Kevin Grey to the Planning & Zoning Commission.

Attachment:

None



Date: Tuesday, February 17, 2015
To: Honorable Mayor and City Council
From: Mitchel Humble, Deputy City Manager

Request:

Recognition of Jon Laux's appointment to NFPA's Building Code Development Committee (BCDC). This committee consists of 13 members from around the United States

Time Estimate:

The request and presentation will take approximately 10 minutes.

Background:

Jon Laux was hired by the Twin Fall Building Department on April 16th, 2012 as a fulltime Building Inspector/Plans Examiner.

Jon was born in St. Anthony, Idaho. He was raised in Ashton and graduated from North Fremont High School. After graduated, he attended the University of Idaho and graduated with a Bachelor's of Science Degree in Wildlife Resources in 1996. Shortly after graduating he married his wife Letta. Jon and his wife have four children that all attend school in Kimberly.

Jon got into the inspection field as a special inspector in 1998. Prior to his employment with the City of Twin Falls, Jon was a building inspector for Fremont County Idaho from 2003 to 2006. Jon was promoted to building official in 2006 until May 2011. During this time He served as Secretary/Treasurer & President for the Snake River Chapter of ICC. He was also appointed by the Governor to the Idaho Heating, Ventilation & Air Conditioning Board which he served on from September 2009 until May of 2012. After being employed by the City of Twin Falls he has served as Vice-President, President and currently Past President of the Idaho High Desert Chapter of the ICC. He is also serving as Vice-President for the Idaho Association of Building Officials.

Approval Process:

N/A

Budget Impact:

N/A

Regulatory Impact:

There is no regulatory impact.

Attachments:

1. Letter from NFPA.



National Fire Protection Association

Southwest Regional Office - 7071 Warner Ave, F400 - Huntington Beach, CA 92647
phone: (714) 375-9045 fax: (714) 375-9046 email: rbizal@nfpa.org

Raymond B. Bizal, P.E.
Southwest Regional Director

December 17, 2014

Jon Laux
Twin Falls Building Department
321 2nd Ave. East
Twin Falls, ID 83301

Dear Jon:

Congratulations on your appointment to NFPA's Building Code Development Committee (BCDC). I think you will find the activity rewarding, personally and professionally.

I realize you may not be up-to-date with the NFPA codes and standards making process. To help you get adjusted, we will hold an orientation webinar to discuss the work of the BCDC. I will be contacting you with those dates pretty soon.

Our next code cycle is focusing on NFPA 5000, and to introduce the new BCDC members (and refresh the seasoned) to the document, we will be holding a webinar February 9 at 10am Pacific. You will receive an invitation regarding that meeting soon. This is in preparation for the review work and discussions at our next meeting.

The next meeting has not been finalized, but it is targeted for the week of April 20 in Memphis, TN. When I get confirmation from the hotel, you will then need to make travel arrangements.

As the NFPA staff liaison for the BCDC, please feel free to call or email me anytime you have any questions. Welcome to NFPA's Building Code Development Committee. Thank you in advance for your volunteerism with NFPA; your service makes NFPA the world renowned organization that it is today.

Sincerely,

A handwritten signature in black ink, appearing to read 'RBizal', is placed below the word 'Sincerely,'.

Raymond B. Bizal, P.E.
Southwest Regional Director



Tuesday February 17, 2015
To: City Council
From: Rene'e V. Carraway-Johnson, Zoning & Development Manager

Request:

Consideration of a recommendation from the Planning & Zoning Commission to negotiate a contract with Logan Simpson Design, Inc. to develop a Comprehensive Plan Update.

Time Estimate:

The staff presentation will take approximately 10 minutes. Following the presentations, we expect some time for questions and answers.

Background:

The City solicited requests for qualifications (RFQ) from qualified consulting firms to provide professional services to the City to develop a Comprehensive Plan update. Proposals were due on Thursday, December 18th. Staff received seven submittals in response to the RFQ.

Tom Frank (P&Z Chairman), Rebecca Mills-Sojka (P&Z Council Liaison), Kevin Mahler (Local business owner and resident), Kevin Dane (P&R Chairman) and myself reviewed the seven submittals. This group narrowed the submittals down to two firms who presented to the Planning & Zoning Commission on Wednesday, February 4th. The two firms were Logan Simpson Design, Inc. and CRSA. These two firms were given 15 minutes to make a presentation and 15 minutes to answer questions from the Commission.

After the presentations and some discussion by the Commission, each Commissioner voted for their top ranked firm. Based on qualifications, the Commission gave five first place votes to Logan Simpson Design Inc. and two first place votes to CRSA, making Logan Simpson Design, Inc. the top ranked firm for staff to start negotiating with to develop a contract for the Comprehensive Plan update.

The Commission's comments about why Logan Simpson Design, Inc. rose to the top of the pack are interesting. All the Commissioners felt that both firms were very technically qualified to perform the work for the City. However, those Commissioners that voted for Logan Simpson Design, Inc. did so for two primary reasons. They presented a much more thorough public engagement plan. Not only was it more thorough, but also more diverse. Secondly, their approach to the project seemed individualized and tailored to Twin Falls, where CRSA's approach was more of a "one size fits all" approach. It was quite apparent that the Logan Simpson Design, Inc. team had spent a lot of time in Twin Falls in preparation for the presentation, talking to not only City contacts, but also to representatives from around the community.

If approved, staff will start negotiations with Logan Simpson Design, Inc. Should those negotiations fail, staff would begin to negotiations with the number 2 ranked firm, CRSA. Staff is confident that negotiations with Logan Simpson Design, Inc. will be successful.

Budget Impact:

None at this time, however when a contract has been negotiated, staff will bring back to the City Council for consideration a contract for services. The FY2015 budget includes \$100,000 for the Comprehensive Plan update project.

Regulatory Impact:

Approval of this request will allow City staff to negotiate a contract with Logan Simpson Design, Inc. to provide a Comprehensive Plan update.

Conclusion:

The Planning & Zoning Commission recommends that the City Council direct staff to begin negotiations with Logan Simpson Design, Inc. to develop a contract and bring said contract back to City Council for their consideration.

Attachments:

1. Published Request for Qualifications



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

Invitation

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

Project Description

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

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

The consultant will work closely with City Staff, the Planning and Zoning Commission, the City Council, and key community members to create a document for distribution to the public. The City's current Comprehensive Plan, as well as other background City information, can be found on the City's website at www.tfid.org. The Comprehensive Plan is located in the "City Plans" page under the "Your Government" tab on the City's website.

Proposal Content

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

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

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

Additional Information

Questions regarding the project may be directed to:

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

or

Jonathan Spendlove
City Planner
jspendlove@tfid.org
324 Hansen Street East
Twin Falls, ID 83301
(208) 735-7276

Proposal Deadline

The deadline date for submittals shall be 5:00 PM on Thursday, December 18th, 2014. Proposals received after the submittal deadline will not be considered.

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

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

Selection Process

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

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

Selected references will be contacted.

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

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

Preliminary Project Schedule

The following tentative schedule is anticipated for selection, contract negotiations and contract award. Contract award will be expected in February, 2015. The timeline that is projected for the preparation and completion is eight (8) months from the City Council award date.



Tuesday February 17, 2015 City Council Meeting

To: Honorable Mayor and City Council

From: Dennis J. Bowyer, Parks & Recreation Director

Request:

To consider the expenditures to install a re-circulation system for the Splash Pad to be constructed as part of the 1st Federal Bank Park.

Time Estimate:

Staff will make the presentation, following the presentation, we expect some time for questions and answers. The anticipated total time for presentation and questions is estimated at 20 minutes.

Background:

During the months of planning for the park, members of our team believed the City would be able to utilize a system similar to Settlers Park in Meridian – reuse of the water for irrigation under a reuse waiver from DEQ. Members of the engineering department were brought in early on and were able to have some initial conversations that led members of the team to believe the “Meridian” option would be able to extend to the City of Twin Falls’ splash pad. Unfortunately, DEQ’s rules have changed. The main issue is centered on the question: what do we do with the water after it has gone “down the drain”?

After the park was announced and confidentiality was no longer an issue, we began working more intently with members of the City’s Engineering team and DEQ to get the design of the reuse system started. This is when we learned that there were many facets to this scenario that were not anticipated. We investigated three options for water disposal at the splash pad – 1) treatment and recirculation and of the water (similar to a swimming pool); 2) pumping it into an irrigation pond for use; and 3) discharging the water to the wastewater treatment plant. While each option has its advantages and disadvantages, as well as a distinct difference in price, staff believes that the first option is the best.

1. Treatment and Recirculation of Water – This is the most cost effective and recommended option. Recirculation preserves the most drinking water for its intended use and is consistent with the spirit of water conservation. In a recirculation system, potable water is initially collected in a 1,500 gallon underground reservoir. The water is pumped through the water features of the splash pad by a 3 HP pump and recycled back into the reservoir where it runs through a sand filtration system, UV light and is treated with chlorine before it is recirculated through the water features. The pumps, filtration and chlorination systems, and chemicals will be secured in a vault or mechanical building.

A UV system is significantly more expensive than a simple sand filtration and chlorination system (additional \$50,000). However, with the threat of waterborne illness such as Cryptosporidium in a splash pad, a UV system will all but eliminate the threat of disease. The City added UV sanitation to the City Pool in 2009. OMI currently performs the bi-annual maintenance on this system at the pool and would service this system as well. There are annual maintenance costs with a recirculation system that are yet to be determined, as they will be dictated by use of the splash pad. Because of the simple design of a splash pad (constant aeration of water), chlorine levels will have

to be taken multiple times per day to ensure proper levels. If pH levels get too far off, the splash pad will have to be closed and the reservoir drained. This water will then be discharged into the sewer lines and sent to the wastewater treatment plant.

The total cost of the system (plus installation) has been quoted for \$148,000. This does not include the maintenance of the system, the replacement of UV bulbs, cost of chemicals or the labor of a City employee to oversee the recirculation system while the splash pad is in operation.

2. Reuse for irrigation of the park – Potable water would be delivered to the splash pad via a new 6” water line. A small pump and discharge line would need to be added to the system to take wastewater (used water) to the place where it could be stored for irrigation use. A pond secured with fence is the most cost effective storage, both in the initial capital cost and ongoing maintenance costs. A small irrigation pump was estimated for the new pond which could be placed about 500 feet south of the splash park instead of 1,000 feet west of the existing pond. Staff believes that the existing irrigation pond will overflow (it currently does) and that the City may need to improve the Twin Falls Canal Company’s irrigation from Sunway to the Rock Creek Canyon in order to utilize the existing pond.

As a preliminary estimate, these costs are approximately \$388,000 and could vary from about \$275,000 to about \$500,000. This variation seems large but it is due to the uncertainty and complete lack of field investigation, design and bids for equipment and labor.

In communicating with DEQ, staff was informed that the waiver, which the cities of Meridian and Boise are using to operate splash pads, will no longer be granted. Instead, the City will have to submit a reuse application to DEQ for the water that would be used for irrigation at the soccer complex. This permit would be considered a “minor” permit, but would hold the authority for DEQ to require samples and reports on water quality. In the meeting with DEQ about the uses of water at the Twin Falls splash pad it was discussed that the City would be required to take at least monthly samples and provide a yearly report to DEQ. Also discussed was that this “minor” permit would be the first one in Idaho and could take up to six months to issue if everything went smoothly.

3. Discharge used water to the wastewater treatment plant – Potable water would be delivered to the splash pad via a new 6” water line. This water would be single-use and discharged into the sewer lines, and via the Grandview trunk line to the wastewater treatment plant. However, the current Sewer Use Ordinance and the NPDES permit prohibit discharging water of this nature to the wastewater treatment plant.

The splash pad season is contemplated to run from Memorial Day to Labor Day. Water would be discharged to the wastewater treatment plant during this season. The controller for the splash pad is programmable to regulate water usage. We would regulate water consumption to be from 60-70 gpm, with a 7 hour per day operation time and the features operating 50 minutes of each hour. The estimated amount of water discharged in this first season is between 1.8 and 2.5 million gallons. A meter will be installed to determine actual usage. We recognize this is a substantial amount of water and not a viable long-term solution.

With both options 2 and 3, a new 6” water supply line is necessary for a distance of 820 to 1,200 feet, depending on the final layout of the park. The members of the water department believe they will be able to install the water line in late April/early May. We believe this cost will be significantly less than if we had a private contractor perform the work. We have estimated this installation would cost less than \$25,000.

Approval Process:

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

Budget Impact:

The cost estimates for the recommended treatment and recirculation system is \$148,000. One option is for the contingency fund to cover 100% of the cost estimates. The second option is to use approximately \$65,000 in savings from capital improvement projects not being done and use contingency funds to pay for the balance of \$83,000. Savings from the two capital improvement projects would be the vault toilet at Auger Falls - \$40,000, and reducing the trail development at Auger Falls by \$25,000.

Regulatory Impact:

No regulatory impact.

Conclusion:

Staff recommends that the City Council approve the request to install a treatment and recirculation system for the splash pad and use one of the two options above to pay for it.

Attachment:

None



Date: Tuesday, February 17, 2015, Council Meeting
To: Honorable Mayor and City Council
From: Staff Sergeant Dennis Pullin, Twin Falls Police Department

Request:

Consideration of a request to approve and adopt a new, updated application packet to be required for all special events and/or parades held within the City of Twin Falls.

Time Estimate:

Where this is a proposal for changes in the process of accepting and approving Special Event and Parade Applications, approximately 15 minutes will be needed for the presentation and any additional time needed to answer questions the City Council and citizens may have.

Background:

For the last several years, the City of Twin Falls has required sponsors and/or event organizers to complete an Application for Special Events and/or Parades. Twin Falls City Code 3-6-1, Special Events, and Twin Falls City Code 9-13-1, Parades, both outline the criteria for such events. We have averaged approximately 100 events each year, which are reviewed by City of Twin Falls staff. This includes Special Events, Parades and some applications which simply do not meet the requirements for a Special Event.

Approximately six years ago, several relevant members of the City of Twin Falls began reviewing each application presented for events and parades to assure each event was safe and complied with current City Ordinances and Idaho Statutes. Though this process generally flows quite smoothly, the preparation of each application by the Twin Falls Police Department, is often quite extensive and time consuming. This is mostly because of the lack of detail and instruction in the current Special Event Application and Parade Application. The current application for Special Events, a two-page application, lacks specific information requests needed to make a determination on approving the application. The current Parade Application consists of one page and does not specifically request the necessary information. Currently, the City of Twin Falls requires a \$25.00 fee for a Parade Application and does not require a fee for a Special Event Application.

The proposed Special Event Application packet has combined both Special Events and Parades into the same packet. The proposed packet is larger than our current packet, 22 pages; 15 of these pages are checklist-type forms and some narrative forms. The other pages instruct the applicant on which forms need to be completed and explains our need for the requested information. Though this process may seem more extensive, this is the same information the Twin Falls Police Department must track down in order to prepare the

applications for approval by relevant City staff members; the process is very time consuming. We have added nothing more to the process already in place; we are simply requesting that the applicant provide the required information when completing the application in an effort to have a smoother and more efficient process.

Approval Process:

Approval by the City Council for implementation.

Budget Impact:

None

Regulatory Impact:

There will be minor changes to Twin Falls City Ordinance 3-6-1, Special Events, and Twin Falls City Ordinance 9-13-1, Parades. With Council approval of the new Special Event Application, applicable changes will be made to the above-mentioned ordinances and presented to the Twin Falls City Council for their review and approval.

Conclusion:

Though this new application may take the event sponsor or organizer a little longer to complete, the Staff of the Twin Falls Police Department believes this process will alleviate a great deal of time spent by the Department and relevant City Staff members during the approval process for each Special Event Application and Parade Application. This new application will provide all the necessary information for relevant City Staff members to quickly ascertain if all criteria is being met for final approval of events.

The City Council is asked to provide feedback and approval of this new packet. With approval, we also ask the City Council to make a determination of an applicable, non-refundable fee should be added to all events.

Attachments:

1. Current Special Event Application
2. Current Parade Application
3. Proposed Special Event Application Packet
4. Current and Proposed City Ordinance Revisions



**CITY OF TWIN FALLS
SPECIAL EVENTS APPLICATION**

DATE OF EVENT: _____

TIME OF EVENT: Start: _____ End: _____

LOCATION OF EVENT (Include business name, if applicable):

NUMBER OF PEOPLE IN ATTENDANCE: _____

WILL EVENT OCCUPY A PUBLIC STREET: Yes: _____ No: _____
(If yes, please provide diagram of proposal.)

WILL ALCOHOL BE SERVED: Yes: _____ No: _____

HAS CATERING PERMIT BEEN SECURED Yes: _____ No: _____
(If yes, attach copy of permit to application.)

***For the safety of event participants and law enforcement personnel, it is required that paper or plastic containers be used for alcoholic beverages.**

NAME OF APPLICANT _____

ADDRESS _____

HOME TELEPHONE _____

BUSINESS PHONE _____

NAME OF RESPONSIBLE PARTY/CONTACT PERSON _____

ADDRESS _____

HOME PHONE _____

BUSINESS PHONE _____

City of Twin Falls Special Events Application
Page Two

DESCRIPTION OF EVENT:

I, _____, APPLICANT FOR THE ABOVE EVENT,
AUTHORIZE _____ TO APPLY FOR THE PERMIT
ON MY BEHALF.

APPLICANT'S SIGNATURE

DATE

**** EVENT APPLICATIONS MUST BE SUBMITTED NO LATER THAN 45 DAYS PRIOR TO THE EVENT OR THE PERMIT MAY BE DENIED.**

REVIEWED BY:

_____ Twin Falls Police Department	Approved _____	Denied _____
_____ Twin Falls Fire Department	Approved _____	Denied _____
_____ Parks & Recreation Department	Approved _____	Denied _____
_____ Urban Renewal	Approved _____	Denied _____
_____ Building Department	Approved _____	Denied _____
_____ Planning & Zoning	Approved _____	Denied _____
_____ Information Service	Approved _____	Denied _____

TWIN FALLS POLICE DEPARTMENT PARADE APPLICATION

Date of Parade: ____/____/____ Time of Parade (Start to Finish): ____ to ____

Parade Route (starting and termination points): _____

Assembly Area for Parade: _____
(Please include map charting streets)

Will parade occupy all or a portion of the width of the route? (Circle one) ALL PART

Please describe the parade (vehicle types, animals or children, number of people participating, etc.)

Name of Applicant: _____
Address: _____ Home Phone _____

Name of Organization: _____
Address: _____ Work Phone _____

Name of Parade Chairperson: _____
Address: _____ Phone _____

Responsible Party for conduct during parade: _____

Time Parade Units will begin to assemble: _____

Interval of space to be maintained between units during parade: _____

If the parade is designed to be held by, and on the behalf of or for, any person other than the applicant, the applicant for such permit shall file with the Chief of Police a communication in writing from the person proposing to hold the parade, authorizing the applicant to apply for the permit on his/her behalf. Does this apply to you? (Circle one) YES NO If yes, please attach said communication.

****FILING PERIOD:** An application for a parade permit shall be filed with the Chief of Police not less than forty-five (45) days before the date on which it is proposed to conduct the parade. (Twin Falls City Code 9-13-4(a)).

The fee of \$25.00 was paid on this ____ day of _____, 20 ____.

BRIAN PIKE
Chief of Police

TRAFFIC SERGEANT

X _____
APPLICANT

Application for Special Event

City of Twin Falls



TABLE OF CONTENTS

INTRODUCTION.....1

 SPECIAL EVENT LICENSING PRE-QUESTIONNAIRE2

 ATTENDANCE AND PARTICIPANT GOOD FAITH ESTIMATE.....2

 EXTRAORDINARY RESOURCES AGREEMENT3

 SPECIAL EVENT PERMIT INSTRUCTIONS.....4

 SUMMARY OF EVENT5

APPLICATION FOR SPECIAL EVENT PERMIT6

 APPLICANT AND SPONSORING ORGANIZATION INFORMATION7

 APPLICATION INFORMATION8

 SITE PLAN / ROUTE MAP9

 INCIDENT ACTION PLAN.....10

 SECURITY PLAN 11, 12

 TRASH PLAN13

 ENTERTAINMENT AND RELATED ACTIVITIES 13, 14

 INSURANCE AND INDEMNIFICATION..... 14, 15

SUPPLEMENTAL PERMITS15

 ALCOHOL 15, 16

 ALCOHOL BEVERAGE CATERING PERMIT APPLICATION16

 SIGNATURES 16, 17

CITIZEN USE PERMIT (STREET CLOSURES) 17

 CITIZEN USE PERMIT (STREET CLOSURES) APPLICATION 17, 18

PARKING.....18

 PARKING PLAN18

USE OF TWIN FALLS CITY PARKS19

SIGN AND BANNER PERMITS19

BUILDING DEPARTMENT PERMITS.....19

ELECTRICAL PERMITS19

AFFIDAVIT OF APPLICATION.....19

FINAL CHECKLIST20

AGENCY CONTACTS.....21

INTRODUCTION

The City of Twin Falls recognizes special events as an important part of Twin Falls. Each year, the City of Twin Falls receives many requests from individuals and groups to conduct special events on property owned or controlled by the City of Twin Falls. Over the past few years, there has been an average of over 100 events held in Twin Falls varying in scope, purpose, cost and complexity. These events enhance tourism, provide an economic benefit to businesses, promote cultural diversity and provide affordable entertainment. The City of Twin Falls special event process has been designed to ensure these events are enjoyable and safe.

A special event is defined as a preplanned single gathering, event or series of related consecutive daily gatherings or events of an entertainment, cultural, recreational, educational, political, religious or sporting nature, or of any other nature that:

1. Is expected to draw five hundred (500) or more persons at any session as participants or spectators and is proposed to be held at a park;
2. Impacts City streets, sidewalks, parks and common areas, or City resources;
3. Unless otherwise permitted to do so, proposes to sell or serve alcohol publicly; or,
4. Intends to broadcast amplified sound or generate unusual noise.

Examples of special events include, by way of illustration and without limitation, these types of events: concerts, dances, assemblages, processions, parades, circuses, fairs, festivals, block parties, community events, mass participation sports (such as marathons and running events, bicycle races or tours, sports tournaments), and/or other organized activity conducted for a common or collective use.

Excluded from this requirement are venues that are permitted to hold such activities according to the property's zoning designation or through an approved Special Use Permit.

Special Event Applications must be received by the Twin Falls Police Department no later than forty-five (45) days prior to the scheduled date of the event and may be submitted as early as one (1) year before the event. **Only one (1) event per day** within the City of Twin Falls will be approved. Twin Falls City Code (TFCC) Title 3, Chapter 6, Special Events, and Title 9, Chapter 13, Parades, provide the framework and guidance for issuance of Special Event Permits. The full code can be viewed online under the City of Twin Falls website or at the Twin Falls Police Department. PLEASE NOTE: Due to the varying duration limits of permits (i.e. catering, electrical, building permits, etc.), permits must be approved and submitted two (2) weeks prior to the event.

The City of Twin Falls Special Events Coordination Team consists of employees representing the Twin Falls Police Department, Fire Department, Parks and Recreation Department, Building Department, Planning and Zoning Department, Information Services, and other City entities when needed. The Special Events Coordination Team is designed to ensure that all events comply with City ordinances and is committed to working with event organizers to help them produce a successful and safe event which has minimal impact on the environment, surrounding neighborhoods and businesses. This is achieved through responsible leadership, careful planning and teamwork. The following application is designed to help special event organizers effectively navigate the planning and execution of their event.

You may return the application electronically, by e-mailing it to specialevents@tfid.org. Hard copies can be mailed to the Twin Falls Police Department Special Events Coordination Team, 356 3rd Avenue East, Twin Falls, ID 83301, or dropped off at the Twin Falls Police Department Records Bureau. A non-refundable administrative Special Event Application fee of Fifty Dollars (\$50.00) must be paid in full to the City of Twin Falls prior to submitting the application.

This entire application needs to be completed.

**SPECIAL EVENT LICENSING
Pre-Questionnaire**

Twin Falls Police Department, 356 3rd Avenue East, Twin Falls, Idaho 83301-3027

ATTENDANCE AND PARTICIPANT GOOD FAITH ESTIMATE

The attendance and participant good faith estimate provided by the applicant, promoter, or sponsor shall accompany the Special Event Application. **The applicant shall provide a short written statement explaining the basis upon which the estimate is made.** The statement shall include all the relevant factors known at the time, including, without limitation, past attendance at similar functions having the same and similar performers, both in Twin Falls and comparable communities, the price of admission, and the extent of advertising and promotion contemplated.

Name of Event: _____

Date of Event: _____ Start and Finish Times of Event: _____

Print Name of Organizer: _____

Business Phone: _____ Cell Phone: _____

Fax: _____ E-mail: _____

Organizer's Mailing Address: _____ City: _____ State: _____ Zip: _____

Good Faith Estimate for this Event: # _____

Under 500 participants Over 500 Participants

Location of Event: _____

Basis Statement for Estimate:

EXTRAORDINARY RESOURCES AGREEMENT

Special event applicants, promoters and sponsors whose special event requires the use of extraordinary City resources as a result of their anticipated attendance or heightened security concerns shall be required to pay for those extraordinary resources, as determined by the City’s department or division designee to the Special Events Coordination Team. Full cost recovery for extraordinary resources shall be required no later than sixty (60) days following the conclusion of the special event. Any extraordinary resources for which there are additional costs shall be solely dedicated to the special event.

Pursuant to TFCC, Title 3, Chapter 6, organizers of events which would otherwise qualify as a special event but expect less than five hundred (500) persons shall, at their choice, be entitled to file a Special Event Application and appear before the Special Events Coordination Team to seek government agency approval.

I wish to present my event to the Team:

- Yes** You must complete the following Special Event Application and pay the applicable fee of Fifty Dollars (\$50.00) before the City of Twin Falls Special Events Coordination Team will begin its review of the request.
- No**

By my signature, I hereby acknowledge my understanding of the aforementioned requirement concerning the payment for extraordinary resources and application fee.

Name of Event Organizer

Signature of Event Organizer

SPECIAL EVENT PERMIT INSTRUCTIONS

The application must be turned in a minimum of forty-five (45) days in advance and no more than one (1) year in advance, unless approved by the City Manager.

All events using a City Park must complete the entire Application for Special Event. Additional permits may be required through the Parks and Recreation Department (see tabs on website).

Depending on the type of event, the City of Twin Falls may require the applicant to fill out permit requests in addition to this Special Event Application. Unless noted otherwise, these additional permits must be returned to the Twin Falls Police Department with the fully completed Application for Special Event.

The Special Events Coordination Team is made up of various City of Twin Falls entities and may involve other groups within the Magic Valley. You may be required to fill out additional agency permits, beyond those listed below, depending on the type, scope, and size of your event.

For each box you check yes, you must fill out the corresponding permit. Failure to fill out the necessary permits may result in the cancellation of your event.

Please check yes or no based on your event.

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Alcohol will be sold, served or consumed at your event (Alcohol Permit) |
| <input type="checkbox"/> | <input type="checkbox"/> | Your event will generate any type of waste (Trash Plan) |
| <input type="checkbox"/> | <input type="checkbox"/> | Fireworks will be displayed (Fire Permit) |
| <input type="checkbox"/> | <input type="checkbox"/> | Tents will be used (Fire inspection may be required) |
| <input type="checkbox"/> | <input type="checkbox"/> | Any portion of any road will be closed (Citizens' Use Permit) |
| <input type="checkbox"/> | <input type="checkbox"/> | You will provide portable toilets (South Central District Health Guidelines) |
| <input type="checkbox"/> | <input type="checkbox"/> | Your event will be held in Downtown Twin Falls (Parking Plan) |
| <input type="checkbox"/> | <input type="checkbox"/> | Your event requires emergency medical services or first aid stations (Incident Action Plan) |
| <input type="checkbox"/> | <input type="checkbox"/> | You will use a City Park or any portion of the City of Twin Falls walking trails for your event (Additional Parks and Recreation Permits) |
| <input type="checkbox"/> | <input type="checkbox"/> | Your event will utilize signs, banners, flags, etc. (Sign Permit / Planning and Zoning) |
| <input type="checkbox"/> | <input type="checkbox"/> | Building Department and Electrical Permits (Obtained at the Building Department) |



APPLICATION FOR SPECIAL EVENT PERMIT

Must be submitted no earlier than one (1) year prior to the event and no later than forty-five (45) days prior to the event. This application is in accordance with the Twin Falls City Code, Title 3, Chapter 6.

FOR INTERNAL USE ONLY
Application Fee: \$50.00 *Fees are subject to change

GENERAL INFORMATION

Event Name:	<input type="checkbox"/> Established Event (3 years or longer)
Event Description and Purpose (Who is this event supposed to attract; what is the purpose of the event; etc. You may attach additional pages if needed):	

Is this a multi-day event? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many days (dates)?	
Set-up	Date(s):	Time(s):
Event Starts	Date(s):	Time(s):
Event Ends	Date(s):	Time(s):
Dismantle	Date(s):	Time(s):

IF THIS EVENT IS/OR INVOLVES A PARADE OR RUN/WALK, PLEASE ATTACH A ROUTE MAP

Event Category:			
<input type="checkbox"/> Athletic/Recreation	<input type="checkbox"/> Concert/Performance	<input type="checkbox"/> Circus	<input type="checkbox"/> Carnival/Fair
<input type="checkbox"/> Dance	<input type="checkbox"/> Exhibits/Misc.	<input type="checkbox"/> Farmer/Outdoor Market	<input type="checkbox"/> Festival/Celebration
<input type="checkbox"/> Museum Special Attraction	<input type="checkbox"/> Parade/Procession	<input type="checkbox"/> Run/Walk/Race	<input type="checkbox"/> Other

If Other, please explain:

Location:	<input type="checkbox"/> Public Property <input type="checkbox"/> Private Property
-----------	--

Location Description (i.e. Twin Falls City Park, Hansen Street between 6 th Avenue and 4 th Avenue):
--

Number of volunteers working event:	Number of staff working event:
Number of professional security personnel working event:	

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Chairperson of Host Organization: This is the person who has the overall authority of the Host Organization.

Applicant: This must be the Chairperson or a representative of the Host Organization who has been authorized by the Chairperson to apply on behalf of the organization and plan the event. This person must be available to work closely with the Special Events Coordination Team throughout the permitting process.

Professional Event Organizer: The Chairperson of the Host Organization may contract with a professional event organizer or service provider to represent the sponsoring organization. This person or entity may be authorized to plan the event and work with the City's Special Events Coordination Team in implementing the plan. The professional event organizer must be available to work closely with the City's Special Events Coordination Team throughout the planning process. A letter from the Chairperson of the Host Organization authorizing the applicant or professional event organizer to apply for a Special Event Permit on their behalf is required and must be attached to the submitted application.

Other Contacts: If your event has more than one contact, in addition to the applicant, please list their information. Contacts at security organizations, event organizers, commercial fund-raisers, etc., should all be listed in this section.

APPLICATION INFORMATION (See previous page for definitions before completing)

Sponsoring Organization's Name:			
Applicant Name:		Applicant Title:	
Organization Address:			Suite/Unit #
City:	State:	Zip:	
Phone:	Cell Phone:		
Fax:	E-mail:		
On-site Contact:		Title:	
Street Address:		Suite/Unit #	
City:	State:	Zip:	
Phone:	Cell Phone:		
Fax:	E-mail:		
Emergency Contact:			
Phone:		Cell Phone:	
Fax:		E-mail:	
OTHER CONTACTS			
Media Contact (if different from applicant):			
Phone:	Cell Phone:	E-mail:	
Please list any professional event organizer, event service provider, or commercial fund-raiser hired for this project			
Organization Name:		Contact Name:	
Street Address:		Suite/Unit #	
City:	State:	Zip:	
Phone:	Cell Phone:	E-mail:	
Organization Name:		Contact Name:	
Street Address:		Suite/Unit #	
City:	State:	Zip:	
Phone:	Cell Phone:	E-mail:	
Organization Name:		Contact Name:	
Street Address:		Suite/Unit #	
City:	State:	Zip:	
Phone:	Cell Phone:	E-mail:	
Organization Name:		Contact Name:	
Street Address:		Suite/Unit #	
City:	State:	Zip:	
Phone:	Cell Phone:	E-mail:	

SITE PLAN/ROUTE MAP

To ensure appropriate review of your event, please submit your site plan. This must be legible. Please see the following "Site Plan/Route Map" checklist for what your site plan should include. Omission of any checklist elements constitutes an incomplete application. In addition, your site plan must be scaled to accurately represent the location of all tents, vendors, etc.

To minimize disruption to businesses and traffic, all parade routes are fixed unless otherwise approved by the Special Events Coordination Team.

For all other events that have a route, such as races, please include a route map.

Your site plan/route map should include:

- An outline of the entire event venue including:
 - Names of streets, parks or areas that are part of the venue
 - The lot lines/property boundaries
 - If the event involves a moving route of any kind, indicate the direction of travel and all street and/or lane closures
 - The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access
- The location of all:
 - Stages/platforms
 - Bleachers and grandstands, tents and all temporary structures
 - Beer gardens/locations where alcohol will be sold or served, booths, cooking areas
 - Trash containers and dumpsters/roll-offs
 - Portable toilets, hand washing facilities, drinking fountains, water stations, fire lanes
 - Other temporary structures
- The location of first aid facilities and ambulances
- Placement of vehicles and/or trailers
- Placement of all vendors and booths
- Space allotted for parking
- Lost child booth location
- A detail or close-up of the food booths and cooking area configuration, including identification of all vendors cooking with flammable gases or barbeque grills
- Generator locations and/or sources of electricity
- Access and exit locations for OUTDOOR events that are fenced and/or locations within tents and tent structures, to include exit widths
- Firework launch location(s)
- Security. Please clearly indicate each area where approved security will be deployed, including but not limited to: entrances and exits to event, beer garden entrances and exits, and placement along barricades and road closures. Please differentiate between volunteer and professional security
- The number of professional security personnel at each street closure

SECURITY PLAN

As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through sound preplanning by anticipating problems and concerns related to the event activities and surrounding environment. The size, type, time of day and location of your event, as well as the overall activities, are all areas that need to be analyzed in depth and addressed through your security plan.

Most events require the services of approved security (either paid professionals or the Twin Falls Police Department’s Special Events Sergeant) to help develop an appropriate security plan. The City of Twin Falls Special Events Coordination Team has police officers who will work closely with you to review and analyze the security for your event. They will determine points of concern, anticipate potential problems, and recommend the type and amount of security personnel for your event. The Twin Falls Police Department may be employed for security, and their services will be billed directly to the Host Organization. Police officers may be required depending on the scope of your event.

Special Events Sergeant

Please contact the Twin Falls Police Special Events Sergeant (see Agency Contacts list on page 20 to discuss your security plan and the use of Police at your event.

Security Plan Requirements:

- All road closures must be staffed by security approved by the Twin Falls Police Special Events Sergeant
- All ingress/egress points of an inner perimeter must be staffed by security approved by the Special Events Sergeant
- All beer gardens and identification checkpoints will be staffed by security approved by the Special Events Sergeant
- Volunteer security personnel can be used at non-critical, Police-approved locations only.
- Paid professional security and volunteer security will be in event-appropriate uniforms (such as bright safety orange, red or yellow shirts with “Security” clearly visible)

Requirements may be modified depending on the size, scope, location and time of the event with approval from the Special Events Sergeant.

The Twin Falls Police Department has final approval on the security plan

Lost Child Protocol

- Establish an appropriate lost child protocol for the event
- Establish an easily identifiable, staffed location to report and care for lost children

Have you hired a licensed professional security company to help develop and manage your event’s security plan? If yes, complete the Security Organization contact information below.		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you met with the Special Events Sergeant to determine the necessity and number of Police Officers dedicated to your event?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your Security Plan include provisions for a lost child booth?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Security Organization:		Private Security License #:	
Street Address:		Suite/Unit #:	
City:		State:	Zip:
Phone:	Fax:	E-mail	

TRASH PLAN

As the event organizer, you are responsible for the waste generated by your participants, spectators, and vendors, as well as the associated costs of disposal. We applaud your efforts to reduce waste, both behind the scenes and from the public. Please indicate the proposed placement of containers on the site.

Please note: All events must submit a Trash Plan. Trash dumpster services are available for a fee by trash services companies.

List what materials from your event will be discarded by vendors and attendees (i.e. cling-wrap, cardboard, flyers, plastic bags, food waste, Styrofoam or paper cups, paper napkins, plastic bottles, aluminum cans, etc.):

Have you contracted for trash dumpsters? Yes <input type="checkbox"/> No <input type="checkbox"/>		Company contracted with:
What size dumpster(s) (in yards)? Check all that apply: 3 <input type="checkbox"/> 6 <input type="checkbox"/> 8 <input type="checkbox"/> 20 <input type="checkbox"/> 30 <input type="checkbox"/> 40 <input type="checkbox"/>		
How many dumpsters have you contracted for?		How many staff will be managing trash?
Name of person in charge of trash:		Phone:
E-mail:		

ENTERTAINMENT AND RELATED ACTIVITIES

As an event organizer, you must be certain that all event-related activities comply with Twin Falls City Ordinance 6-2-3, Disorderly Conduct, regarding unreasonable or offensive noise. A Police Officer who determines that the level of noise from your event is offensive to others may require you to lower or discontinue the noise. The Police may order musical entertainment to end if it has the potential to incite dangerous behavior.

Banners, pennants, flags, signs, streamers, inflatable displays and similar devices are also regulated by local ordinances. You may need to submit a sign plan to the Twin Falls City Planning and Zoning Department. The number and location of these items must be included in your site plan and are subject to approval by the Special Events Coordination Team. In certain areas, under certain conditions, these items are prohibited.

Will there be any entertainment at your event?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide the following information or supply an attachment:			
Dance Component:		Live or Recorded Music:	
Number of Band(s):			
If amplification is used, you are required to comply with the disturbing the peace ordinance TFCC 6-2-3. Events using a park will be required to fill out an additional application.			
Type of Amplification:			
Amplification start time:		Amplification end time:	
Will there be any temporary structures in the proposed event site?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide the following below:			
Number of Stages:	Number of Tents:	Size(s) of Tents:	

<p>Will any tents (including canopies) exceed 400 sq. feet in area? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, a tent inspection may be required through the Twin Falls Fire Department.</p>	
<p>Will an existing occupied or vacant building be used? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, you may need to request an inspection from the City of Twin Falls Building Department.</p>	
<p>Address:</p>	
<p>Does the event involve the use of fireworks, rockets, lasers or other pyrotechnics? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please explain:</p>	
<p>Will inflatables/inflatable structures (i.e. parade balloons, jump houses, etc.) be used for this event? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, provide details, including number, size, launch location and landing location:</p>	
<p>Will signs and/or banners, decorations or special lighting be used as part of the event? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, you may need to complete and submit a sign plan with the Twin Falls Planning and Zoning Department identifying all banners and signs to be used, along with locations and a set-up/removal plan for the signs and banners.</p>	
<p>Will you require an electrical hookup or additional wiring for the event? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, an electrical permit and/or inspection may be required from the City of Twin Falls Building Department. Describe equipment and location:</p>	
<p>Will generators be used? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Is additional wiring needed: Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Will you require access to water for the event? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please explain:</p>	
<p>Will portable toilets be available to the public? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>If multi-day, please indicate when the toilets will be serviced:</p>	
<p>Vendor:</p>	<p>Date(s) toilets will be serviced:</p>
<p>Total number:</p>	
<p>Delivery date and time:</p>	<p>Removal date and time:</p>
<p>Will this event be marketed, promoted or advertised in any manner? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please explain the type of advertising that will be used:</p>	
<p>Will there be live media coverage during this event? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please describe:</p>	
<p>Are you sponsoring or allowing outside promoters/agencies to sponsor events in conjunction with your event? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please attach a list of each event with dates, times and locations.</p>	

INSURANCE AND INDEMNIFICATION

It is the responsibility of the special event organizer(s) to maintain a COMMERCIAL GENERAL LIABILITY insurance policy with coverage of not less than \$500,000.00 combined single limit per occurrence. This insurance policy must include a rider for alcohol if alcohol is sold or provided. Insurance requirements may be increased upon demand by the Twin Falls City Attorney, City of Twin Falls Risk Manager, or other local government or state government entity that has jurisdiction. Each policy shall be written as a primary policy, not contributing to, or in excess of, any coverage which the City may carry. A certificate of insurance naming the City of Twin Falls as additional insured and certificate holder must be delivered with this application for all events. The adequacy of all insurance required by these provisions shall be subject to approval by the City of Twin Falls and other appropriate agencies, when applicable. Failure to maintain any insurance coverage required by this agreement shall be cause for immediate termination of the application.

The applicant shall indemnify and hold harmless the City of Twin Falls, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorneys' fees, arising out of the permitted activity or the conduct of applicant's operation of the event if such claim: (1) is attributed to personal injury, bodily injury, disease or death, or to injury or destruction of property, including the loss of use therefrom, and (2) is not caused by any negligent act or omission or willful misconduct of the City of Twin Falls or its employees acting within the scope of their employment.

You are required to notify property owners, neighborhood associations and any other impacted parties, in writing, no less than fourteen (14) days prior to the event. The Special Event Permit will not be issued unless this requirement has been successfully completed. Written notice must include as a minimum:

- Date
- Time
- Location
- Other areas of impact other than specific location
- Type of activity
- Road closures
- Noise considerations (loud music, etc.)
- Estimated number of attendees

No permanent alterations to the street will be permitted.

The Twin Falls Police Department shall determine the number of Officers needed to appropriately staff street closures and for internal security, the number of emergency medical technicians needed, and the time when such services shall commence and end.

Agreement letters and/or letters of endorsement may be required from all service providers and impacted parties.

SUPPLEMENTAL PERMITS

The following permits may be required of event organizers. Please refer to the checklist on page three (3) to see if any of the following permits will be required for your event. Fill out each permit that you will need for your event and return them with the rest of your completed Special Event Application.

ALCOHOL

Twin Falls Police Standards for Events with Beer/Wine

Event security personnel will ensure all persons consuming alcohol within the event will be identified by a colored wristband. The wristband must be attached to the **right** wrist. The use of the right wrist allows for easy recognition due to consistent placement. A hand stamp **will not** meet this requirement. It is incumbent upon the event organizer to have sufficient quantities of wristbands to meet the demand. Alcohol sales will cease immediately if the supply of wristbands is exhausted. Verification of picture ID prior to issuing a wristband is mandatory. A single entry/exit point is highly recommended for control of alcoholic beverages. All entrances/exits must be staffed by an acceptable level of Twin Falls Police Department-approved security personnel. Event security personnel will assure that all alcohol is consumed within the confines of the beer garden. Each entry/exit will be posted with notice of "No alcohol beyond this point." Signs will be prominently placed stating the hours of the event and the hours when alcohol will be sold. For fenced events, alcohol may not be brought in or out of the fenced perimeter. These standards may be modified depending on the size, scope, location and time of the event. Modifications can be facilitated and amended by meeting with the Special Events Sergeant.

ALCOHOL BEVERAGE CATERING PERMIT APPLICATION		
License fee: \$20.00 per day		
Does your event involve the sale, consumption or use of alcoholic beverages:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Alcohol Licensee (corporation, partnership or individual listed on the state license):		
Address:		
City:	State:	Zip:
Type of License(s):		
Liquor License #:	Beer License #:	Wine License #
Date(s) permit to be used:	Hours - From:	To:
Location (Name, Address, Rooms):		
Is there a certificate of occupancy for the premise: If yes, what is the occupancy load?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Name(s) of organization, group or individuals sponsoring event:		
Type of event catering for: Indoor Event <input type="checkbox"/> Outdoor Event <input type="checkbox"/>		Number of Guests:
Contact Person:		Phone:
Please include a drawing of the service area and all ingress and egress areas. Indicate the location(s) of alcohol service.		

SIGNATURES

The sponsored event will be open to the named organizations(s), group(s), or person(s) and guests for a period of _____ days, not to exceed three (3) consecutive days at a fee of twenty dollars (\$20.00) per day. Unless licensee is disqualified, approval of this permit does certify that the licensee is entitled to hold and use this Idaho liquor catering permit at the above-designated premises(s), subject to provisions of Title 23-I.C.

Alcohol Beverage Licensee: _____ Date: _____
 City Clerk: _____ Date: _____
 Chief of Police (or designee): _____ Date: _____

PERMIT MUST BE DISPLAYED AT EVENT	
<p style="text-align: center;">NOTICE</p> <p>If the first proposed catering date is less than fourteen (14) days from the date of application, the following must be signed:</p> <p style="text-align: center;">“Waiver of Procedural Rights”</p> <p>Acknowledging that I have filed an application with the City Clerk less than fourteen (14) days prior to the first proposed catering date, I hereby agree that if this application is not approved, no action or inaction by the Twin Falls City Clerk, Police or Council shall be appealed or contested, but I agree it shall be final and binding on me, my representatives, associates and successors in interest.</p> <p>Signature of Applicant: _____ Date: _____</p>	<p style="text-align: center;">OFFICE USE ONLY</p> <p>Permit #: _____ Date Processed: _____ Customer Pick-up Date: _____ State License & Signature Verified By: _____ Date E-mailed to Police: _____ Date Returned from Police: _____ <input type="checkbox"/> Approved <input type="checkbox"/> With Conditions <input type="checkbox"/> Denied</p> <p>Date E-mailed to Fire: _____ Date Returned from Fire: _____ <input type="checkbox"/> Approved <input type="checkbox"/> With Conditions <input type="checkbox"/> Denied</p>

CITIZEN USE PERMIT (STREET CLOSURES)

Please complete this permit application if any streets will be closed for your event. Any request for a road closure must be submitted on the Citizen Use Permit. The permit must be reviewed and signed by the Twin Falls Police Department’s Special Events Sergeant. In addition, a copy of the approved permit must be forwarded to the Twin Falls Fire Department. The request must be submitted forty-five (45) days prior to the event, along with a site plan clearly indicating all street closures. All parades must follow the attached parade plan and route. Escort/Security Officers are required from the time the event starts until all traffic obstructions have been cleared and spectators have been safely dispersed. All traffic control devices must be collected and removed immediately after the event, unless otherwise approved by the Special Events Coordination Team.

CITIZEN USE PERMIT (STREET CLOSURES) APPLICATION

I hereby request a Citizen Use Permit for the purpose stated below, within the limits of the City of Twin Falls, Idaho.

Applicant Name:

Street Address:

City:

State:

Apartment/Unit #

Zip:

Organization Name:

Event Name and Type (parade, demonstration, etc.):

Location (provide map):

Said Use to Consist of the Approximate Number of Persons:

Number of Vehicles:

Number of Floats:

Number of Unlicensed Vehicles:

Number of Other:

Description:

INSURANCE: We hereby agree to return the premises satisfactorily to the City of Twin Falls at our own expense and hold said City, County and State harmless from all damages or expenses caused by, or in connection with, the use of said property or of restoring the same to its original condition.

A liability policy (attach to application) shall be provided with liability insurance therefore in the amount of \$500,000.00 per person and \$500,00.00 per each accident with the appropriate government entity as a named insured. Insurance requirements may be increased upon demand by the City of Twin Falls Attorney and Risk Manager.

ESCORT/SECURITY/TRAFFIC SERVICE:

The following declaration of intent to furnish escort must be signed by a representative of the licensed escort or security service before the application is returned to the Twin Falls Police Department for the signature of the Chief of Police.

I, _____ of (Escort/Security/Traffic Service) _____ have entered into an agreement with above-mentioned applicant for which the application was made. Said function is to occur on (Date/s): _____ (Time/s): _____.

Signed by _____ Date _____

APPLICANT ASSURANCES: I have read and understand the requirements and responsibilities set forth by the permit. Applicant Signature: _____ Date: _____

FOR INTERNAL USE ONLY

Chief of Police:

Date:

Twin Falls County Sheriff (if applicable):

Date:

Transportation Manager, TFHD (if applicable):

Date:

District 4, ITD (if applicable):

Date:

PARKING

1. Parking for all patrons, vendors, service providers, and event staff must be identified
2. Use of parking lots and street parking must be identified
3. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas

Vehicles not in compliance with City of Twin Falls Ordinances and Idaho State Codes may be towed.

For Events in Downtown Twin Falls

Public parking is a priority for downtown businesses and it is important that the organizers of the event provide as much access as possible to public parking, including access to parking for event participants. This includes a plan to accommodate property owners' access to and from their property.

PARKING PLAN			
Please explain in the space below how parking will be provided during your event:			
Applicant Name:			
Organization Name:			
Address:			
City:		State:	Zip:
Phone:		Cell Phone:	
Fax:		E-mail:	
Location of Use:			
Length of Time:			

USE OF TWIN FALLS CITY PARKS

Contact the City of Twin Falls Parks and Recreation for regulations.

SIGN AND BANNER PERMITS

Sign and Banner Permits may be required by the Twin Falls Planning and Zoning Department, pursuant to City Code 10-09-03. Please include documentation showing these permits have been obtained and approved.

BUILDING DEPARTMENT PERMITS

Building Department Permits may be required for your event from the Twin Falls Building Department. Please include documentation showing these permits have been obtained and approved.

ELECTRICAL PERMITS

Use of electricity supplied by the City of Twin Falls may require an electrical permit from the Twin Falls Building Department. Please include documentation showing these permits have been obtained and approved.

PLEASE NOTE: Due to the varying duration limits of permits (i.e. catering, electrical, building permits, etc.), permits must be approved and submitted two (2) weeks prior to the event.

AFFIDAVIT OF APPLICATION

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Twin Falls Ordinance. I understand that this application is made subject to the rules and regulations established by the City Council and/or the Mayor or the Mayor’s designee. I agree to comply with all other requirements of the City, County, State, Federal Government and any that a possessory interest subject to property taxation is created by virtue of this permit. I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Special Event to the City of Twin Falls.

Applicant Name:	Title:
Host Organization:	
Applicant Signature:	Date:
Professional Event Organizer:	Title:
Organization/Agency Name:	
Signature:	Date:

FINAL CHECKLIST

Thank you for completing the Special Event Application. Please review your application carefully before submitting it.

Have you ...

- Signed and dated your application and required permits, including supplemental and Park permits?
- Attached your Site Plan and/or Route Map clearly indicating all of the required components?
- Attached your Security Plan?
- Attached your Incident Action Plan (as may be required by the Incident Management Team)?
- Filled out all supplemental permits required by the City for your event?
 - Alcohol will be sold, served, etc., at your event (Alcohol Permit)
 - Your event will require City Parking and/or an event-provided shuttle will transport event-goers to and from a separate location (Parking Plan)
 - Your event will require the use of electricity (City Electrical Inspection Permit)
 - Your event will generate any type of waste (Trash Permit)
 - Fireworks will be used (Fire Permit/Inspection)
 - Tents will be used (Inspection may be required)

- Any portion of any road will be closed (Citizen Use Permit)
- You will provide portable toilets (South Central Public Health District Guidelines)
- Your event will be held in Downtown Twin Falls (Parking Plan)
- Your event requires emergency medical services or first aid stations (SLMVRMC Agreement)
- Your event will use a City Park or City Park Property [walking trails, etc.] (Parks Permit)
 - Amplified Sound Application for Community Event
 - Beer/Wine Sales Application for Community Event
 - Short-Term Concessions Application for Community Event
 - Utility Vehicle and Policy Application for Community Event
 - Vehicle Turf/Overnight Parking Permit Application for Community Event
- Completed Citizen Use Permit (Street Closures)
- Filled out all county, state and federal permits required for your event?
- Provided all necessary Certificates of Insurance?
- Lost child booth location

AGENCY CONTACTS

NEED HELP? PLEASE GIVE ONE OF US A CALL.

Special Events Sergeant: 735-7363 (Office) or 735-4357 (City Information Center)
Parks Department: 736-2265
Planning and Zoning Department: 735-7267
Building Department: 735-7238
Fire Department: 735-7236
Information Services (Technical): 735-7281
South Central Public Health District: 737-5900
Trash Removal: Local Yellow Pages or Online

Chapter 6 SPECIAL EVENTS

3-6-1: FINDINGS AND INTENT:

3-6-2: DEFINITIONS:

3-6-3: SPECIAL EVENT PERMIT REQUIRED:

3-6-4: PERMIT APPLICATION; FEES; INSURANCE AND INDEMNIFICATION:

3-6-5: ISSUANCE OF PERMIT; EXTRAORDINARY RESOURCES; CONDITIONS OF APPROVAL; GROUNDS FOR DENIAL:

3-6-6: REVOCATION OR SUSPENSION OF PERMIT:

3-6-7: PROHIBITIONS AND PENALTIES:

3-6-8: ATTENDANCE AND PARTICIPANT GOOD FAITH ESTIMATE:

3-6-1: FINDINGS AND INTENT:

- (A) The Twin Falls city council finds that special events which are offered to the general public or a substantial segment of the public often attract large gatherings of people which may cause adverse public health and safety conditions requiring municipal regulation to ensure adequate protection of public health and safety.
- (B) It is the intent of the Twin Falls city council that this chapter be enacted to protect and promote the health, welfare and safety of the citizens of and visitors to the city of Twin Falls and to regulate special events for the benefit and protection of the public health and safety. Special event applicants, promoters and sponsors whose special events require the use of extraordinary city resources as a result of their anticipated attendance or heightened security concerns should pay for those extraordinary resources. It is the further intent of the Twin Falls city council that this chapter be construed liberally in favor of protecting and promoting the health, welfare and safety of the citizens of, and visitors to the city of Twin Falls. (Ord. 2986, 6-21-2010)

3-6-2: DEFINITIONS:

As used in this chapter:

APPLICANT, PROMOTER OR SPONSOR: The person making application for a permit to plan and operate a special event within the city of Twin Falls. As used herein, the applicant, promoter and sponsor may be used interchangeably and the requirements of this chapter and any administrative regulations shall be enforced against the applicant, promoter and sponsor.

EXTRAORDINARY RESOURCES: Government, public health and safety personnel, equipment or other resources which would not, in the absence of the special event, be required or expended.

INSURANCE: A general liability policy and, if necessary, an automobile liability policy for each permitted event in the amount designated within this chapter written by an insurer authorized by the state of Idaho to write insurance policies and kept continuously in force for the full term of the permit.

LICENSING OFFICER: The chief of police or his/her designee.

PARK: Any and all lands, buildings, reserves, sports complexes, swimming pools, golf courses, trails and other special places that are publicly owned, operated or maintained.

PERMITTEE: A person having a city permit in full force and effect issued hereunder to plan and operate a special event within the city of Twin Falls.

PERSON: Any person, firm, partnership, association, corporation, company or any organization of any kind.

PROJECTED ATTENDEES AND PARTICIPANTS: The estimated number of persons who will attend or participate, are reasonably likely to attend or participate, or are expected to attend or participate in a special event. The number estimate should consider the type and format of the special event, the size and location of the event, any prior events which were similar, including the special event history itself if it is an annual event or part of a series of gatherings or events, and the entertainment, if any, planned.

SIDEWALK: Any area or way set aside or open to the general public for purposes of pedestrian traffic, whether or not it is paved.

SPECIAL EVENT: A preplanned single gathering, event or series of related consecutive daily gatherings or events of an entertainment, cultural, recreational, educational, political, religious or sporting nature, or of any other nature that:

(A) Is expected to draw five hundred (500) or more persons at any session as participants or spectators and is proposed to be held at a park;

(B) Impacts city streets, sidewalks, parks and common areas, or city resources;

(C) Unless otherwise permitted to do so, propose to sell or serve alcohol publicly; or

(D) Intends to broadcast amplified sound or generate unusual noise.

Examples of special events include, by way of illustration and without limitation, these types of events: concerts, dances, assemblages, processions, parades, circuses, fairs, festivals, block parties, community events, mass participation sports (such as, marathons and running events, bicycle races or tours, sports tournaments), other organized activity conducted for a common or collective use.

Excluded from this requirement are venues that are permitted to hold such activities by the property's zoning or through an approved special use permit.

STREET: Any place or way set aside or open to the general public for purposes of vehicular traffic, including any berm or shoulder parkway, right of way, or median strip thereof. (Ord. 2986, 6-21-2010)

3-6-3: SPECIAL EVENT PERMIT REQUIRED:

(A) No person shall stage, promote, or conduct any special event in the city without first obtaining a special event permit from the chief of police or his/her designee. With the exception of events at which alcohol is served or sold publicly and events intending to generate amplified sound or excessive noise, no special event permit under this chapter will be required for events to be attended by fewer than five hundred (500) people.

(B) The requirements for permitting under this chapter shall not apply to:

1. Funeral processions;
2. Spontaneous events for the purpose of expressive activity that occur in response to breaking or emerging news;
3. Lawful picketing on sidewalks; and
4. Venues that are permitted to hold such activities by the property's zoning or through an approved special use permit.

In determining whether an event is exempt, no consideration shall be given to the content of any constitutionally protected expression connected with the planned activity. No permit shall be required under this chapter, nor any condition imposed on any permit, if requiring a permit or imposing the condition would violate rights protected by the constitution of the United States or by the constitution of the state of Idaho. (Ord. 2986, 6-21-2010)

3-6-4: PERMIT APPLICATION; FEES; INSURANCE AND INDEMNIFICATION:

- (A) All applicants for a special event permit shall submit an application for a special event permit to the chief of police or his/her designee no later than forty five (45) days and no earlier than one year prior to the date of commencement of the special event.
- (B) The application for a special event permit shall contain and require information as determined by the chief of police or his/her designee.
- (C) Separate application is required for licenses and permits related to, or necessary for the special event, including licenses or permits to sell alcoholic beverages in parks or on streets or sidewalks, as required by Idaho law and this code.
- (D) Any event that includes the sale and/or service of alcoholic beverages on public property or public right of way shall require the use of ID bracelets identifying the legal drinking age of anyone purchasing alcoholic beverages, a designated sales area and security approved by the chief of police or his/her designee. Alcohol service and consumption is absolutely prohibited in all city parks during the operating hours of an event except that which is sold, served and consumed in an area specifically designated for such activity.
- (E) All applicants shall submit, with the application, and maintain, at least until the conclusion of the special event, a comprehensive general liability insurance policy in the amount of five hundred thousand dollars (\$500,000.00) with the city of Twin Falls or Twin Falls County highway district (or both, depending upon the location of the special event) named as a certificate holder, and written by a company authorized to write insurance policies within the state of Idaho, and filed with the chief of police or his/her designee. Applicants must also execute indemnification and hold harmless provisions contained within the application. (Ord. 2986, 6-21-2010)

3-6-5: ISSUANCE OF PERMIT; EXTRAORDINARY RESOURCES; CONDITIONS OF APPROVAL; GROUNDS FOR DENIAL:

- (A) Upon submission of the application and items required by this chapter, the chief of police or his/her designee shall review the application for completeness. Chief of police or his/her designee may approve, approve with standard or special conditions, or deny a permit. If additional information is needed by the chief of police or his/her designee, the applicant shall have five (5) business days to submit to the chief of police or his/her designee all requested information.
- (B) Special event applicants, promoters and sponsors whose special events require the use of extraordinary city resources as a result of their anticipated attendance or heightened security concerns shall be required to pay for those extraordinary resources, as determined by the chief of police or his/her designee. Full cost recovery for extraordinary resources shall be required no later than sixty (60) days following the conclusion of the event. Any extraordinary resources for which there are additional costs shall be solely dedicated to the special event.
- (C) The chief of police or his/her designee shall seek the advice of other relevant city staff members when the review and coordination of a specific special event application is deemed necessary. The applicant may be required, when notified by the chief of police or his/her designee, to attend the meeting and participate in the review of the permit application.
- (D) An application for a permit may be denied if the chief of police or his/her designee determines:
1. The applicant has made any false, material representation in the application;
 2. The applicant fails to provide any of the items or information required by this chapter;
 3. In the opinion of the chief of police or his/her designee, the proposed event fails to provide a safe and secure venue or puts at risk the safety and well being of citizens in the community, or if applicant fails to gain required licenses, permits, or permissions from the fire chief, parks and recreation director and chief of police or his/her designee;
 4. The special event will substantially interfere or conflict with any other special event for which a permit has already been granted or activity already scheduled for a park or with the provision of public safety or other city services in support of such other previously scheduled event;
 5. The special event will:
 - (a) Substantially interrupt the safe and orderly movement of public transportation or other vehicular and pedestrian traffic in the area of the special event;
 - (b) Cause irresolvable conflict with construction or development in public rights of way or at the park or public facility where the special event is held;
 - (c) Close streets during peak commuter hours on weekdays between seven o'clock (7:00) A.M. to nine o'clock (9:00) A.M. or between four o'clock (4:00) P.M. to six o'clock (6:00) P.M. so as to cause unsafe conditions for the public;
 - (d) As a result of the expected attendance at the event, the lawful capacity of the facility will be exceeded; and

- (e) The parking available at the facility will be inadequate to accommodate the expected attendance at the event; or
 - (f) The event coordinator, applicant, promoter, or sponsor failed to pay for a previously permitted event.
- (E) If a permit is denied, or if the permit is approved on conditions with which the applicant contests, the chief of police or his/her designee shall provide the applicant with the written decision to deny or approve with conditions within ten (10) business days. The applicant, within ten (10) business days after denial or approval with conditions, may appeal the decision to the city council for a final review based upon the documents and circumstances presented. The applicant's appeal will be scheduled for consideration by the city council at a regular meeting within fifteen (15) business days. (Ord. 2986, 6-21-2010)

3-6-6: REVOCATION OR SUSPENSION OF PERMIT:

The chief of police or his/her designee may summarily suspend or revoke a permit issued under this chapter for violation of any provision of this chapter, for violation by the applicant of any federal, state or local laws or ordinances during the special event, for a violation of the conditions of the permit or for making any material false representation in an application for a permit or for an exemption certificate. In deciding whether to suspend or revoke a permit, the chief of police or his/her designee may consult with other relevant members of the city staff. In the event of a suspension or revocation, the appeal provisions above shall apply, commencing upon the date of the suspension or revocation notice. (Ord. 2986, 6-21-2010)

3-6-7: PROHIBITIONS AND PENALTIES:

At all special events, it shall be unlawful for any person to:

- (A) Conduct, present, stage or promote a special event without a permit;
- (B) Violate any provision of this chapter;
- (C) Serve or cause to be served alcohol in violation of Idaho Code; and
- (D) Violate any condition of a special events permit;

Any person violating any of the provisions of this chapter shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in an amount not exceeding one thousand dollars (\$1,000.00) or be imprisoned in the Twin Falls County jail for a period not exceeding one year, or be both so fined and imprisoned.

When a large party or gathering otherwise not requiring a special events permit occurs at a premises and a police officer at the scene determines that there is a threat to the public peace, health, safety or general welfare, the person in charge of the premises and the person responsible for the event, or if either of those persons is a minor, then the parents or guardians of that minor, will be held jointly and severally liable for the cost of providing police personnel on special security assignment over and above the services normally provided by the department. If police department personnel respond to a second disturbance call to the same premises within twenty four (24) hours, the person or persons in charge of the premises and the persons responsible for the event, or if either of those persons is a minor, then the parents or guardians of said minors shall be jointly and severally liable for a civil penalty in the amount of five hundred

dollars (\$500.00) for said incident. The city reserves its legal options to elect any other legal remedies when such costs or damages exceed five hundred dollars (\$500.00). The accounting and billing procedures are set forth above. (Ord. 2986, 6-21-2010)

3-6-8: ATTENDANCE AND PARTICIPANT GOOD FAITH ESTIMATE:

The attendance and participant good faith estimate provided by the applicant, promoter, or sponsor shall accompany the special event application. The applicant shall provide a short written statement explaining the basis upon which the estimate is made. The statement shall include all the relevant factors known at the time, including, without limitation, past attendance at similar functions having the same and similar performers, both in Twin Falls and comparable communities, the price of admission and the extent of advertising and promotion contemplated. (Ord. 2986, 6-21-2010)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TWIN FALLS, IDAHO, AMENDING DEFINITIONS, ESTABLISHING APPLICATION FEE, AND ESTABLISHING CONDITIONS FOR ACCEPTANCE OR DENIAL OF APPLICATION, CHAPTER 6 OF TITLE 3 OF THE TWIN FALLS CITY CODE.

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

Section 1: That Twin Falls City Code 3-6-2 providing for Definitions be amended as follows:

APPLICANT, PROMOTER OR SPONSOR: The person making application for a permit to plan and operate a special event within the City of Twin Falls. As used herein, the applicant, promoter and sponsor may be used interchangeably and the requirements of this chapter and any administrative regulations shall be enforced against the applicant, promoter and sponsor.

EXTRAORDINARY RESOURCES: Government, public health and safety personnel, equipment or other resources which would not, in the absence of the special event, be required or expended.

INSURANCE: A general liability policy and, if necessary, an alcohol rider and, if necessary, an automobile liability policy for each permitted event in the amount designated within this chapter written by an insurer authorized by the state of Idaho to write insurance policies and kept continuously in force for the full term of the permit.

LICENSING OFFICER: The Chief of Police or his/her designee.

PARADE: Any parade, march, ceremony, show, exhibition, pageant, walk-a-thon or procession of any kind consisting of persons, animals or vehicles, or a combination thereof, or any similar display, in or upon any street, park or other public place in the City.

PARK: Any and all lands, buildings, reserves, sports complexes, swimming pools, golf courses, trails and other special places that are publicly owned, operated or maintained.

PERMITTEE: A person having a city permit in full force and effect issued hereunder to plan and operate a special event within the City of Twin Falls.

PERSON: Any person, firm, partnership, association, corporation, company or any organization of any kind.

PROJECTED ATTENDEES AND PARTICIPANTS: The estimated number of persons who will attend or participate, are reasonably likely to attend or participate, or are expected to attend or participate in a special event. The number estimate should consider the type and format of the special event, the size and location of the event, any prior events which were similar, including

the special event history itself if it is an annual event or part of a series of gatherings or events, and the entertainment, if any, planned.

SIDEWALK: Any area or way set aside or open to the general public for purposes of pedestrian traffic, whether or not it is paved.

SPECIAL EVENT: A preplanned single gathering, event or series of related consecutive daily gatherings or events of an entertainment, cultural, recreational, educational, political, religious or sporting nature, or of any other nature that:

- (A) Is expected to draw five hundred (500) or more persons at any session as participants or spectators and is proposed to be held at a park;
- (B) Impacts city streets, sidewalks, parks and common areas, or city resources;
- (C) Unless otherwise permitted to do so, proposes to sell or serve alcohol publicly; or
- (D) Intends to broadcast amplified sound or generate unusual noise.

Examples of special events include, by way of illustration and without limitation, these types of events: concerts, dances, assemblages, processions, parades, circuses, fairs, festivals, block parties, community events, mass participation sports (such as, marathons and running events, bicycle races or tours, sports tournaments), other organized activity conducted for a common or collective use.

Excluded from this requirement are venues that are permitted to hold such activities by the property's zoning or through an approved special use permit.

STREET: Any place or way set aside or open to the general public for purposes of vehicular traffic, including any berm or shoulder parkway, right of way, or median strip thereof. (Ord. 2986, 6-21-2010)

Section 2: That Twin Falls City Code 3-6-4 providing for Permit Application; Fees, Insurance and Indemnification be amended as follows:

- (A) All applicants for a special event permit shall submit an application for a special event permit to the chief of police or his/her designee no later than forty-five (45) days and no earlier than one (1) year prior to the date of commencement of the special event.
- (B) The application for a special event permit shall contain and require information as determined by the chief of police or his/her designee.

- (C) Separate application is required for licenses and permits related to, or necessary for the special event, including licenses or permits to sell alcoholic beverages in parks or on streets or sidewalks, as required by Idaho law and this code.
- (D) Any event that includes the sale and/or service of alcoholic beverages on public property or public right of way shall require the use of ID bracelets identifying the legal drinking age of anyone purchasing alcoholic beverages, a designated sales area and security approved by the chief of police or his/her designee. Alcohol service and consumption is absolutely prohibited in all city parks during the operating hours of an event except that which is sold, served and consumed in an area specifically designated for such activity.
- (E) All applicants shall submit, with the application, and maintain, at least until the conclusion of the special event, a comprehensive general liability insurance policy in the amount of five hundred thousand dollars (\$500,000.00) with the City of Twin Falls or Twin Falls County highway district (or both, depending upon the location of the special event) named as a certificate holder, and written by a company authorized to write insurance policies within the State of Idaho, and filed with the chief of police or his/her designee. Applicants must also execute indemnification and hold harmless provisions contained within the application. (Ord. 2986, 6-21-2010)
- (F) A \$50.00 administrative application fee will be required upon submitting each Special Event Application.
- (G) All applications must be completed in their entirety.

Section 3: That Twin Falls City Code 3-6-5 providing for Issuance of Permit/
Extraordinary Resources; Conditions of Approval; Grounds for Denial be amended as follows:

- (A) Upon submission of the application and items required by this chapter, the chief of police or his/her designee shall review the application for completeness. The chief of police or his/her designee may approve, approve with standard or special conditions, or deny a permit. If additional information is needed by the chief of police or his/her designee, the applicant shall have five (5) business days to submit to the chief of police or his/her designee all requested information.
- (B) Special event applicants, promoters and sponsors whose special events require the use of extraordinary city resources as a result of their anticipated attendance or heightened security concerns shall be required to pay for those extraordinary resources, as determined by the chief of police or his/her designee. Full cost recovery for extraordinary resources shall be required no later than sixty (60) days following the conclusion of the event. Any extraordinary resources for which there are additional costs shall be solely dedicated to the special event.

- (C) The chief of police or his/her designee shall seek the advice of other relevant city staff members when the review and coordination of a specific special event application is deemed necessary. The applicant may be required, when notified by the chief of police or his/her designee, to attend the meeting and participate in the review of the permit application.
- (D) An application for a permit may be denied if the chief of police or his/her designee determines:
1. The applicant has made any false, material representation in the application;
 2. The applicant fails to provide any of the items or information required by this chapter;
 3. In the opinion of the chief of police or his/her designee, the proposed event fails to provide a safe and secure venue or puts at risk the safety and well-being of citizens in the community, or if applicant fails to gain required licenses, permits, or permissions from the fire chief, parks and recreation director and chief of police or his/her designee;
 4. The special event will substantially interfere or conflict with any other special event for which a permit has already been granted or activity already scheduled for a park or with the provision of public safety or other city services in support of such other previously scheduled event;
 5. The special event will:
 - (a) Substantially interrupt the safe and orderly movement of public transportation or other vehicular and pedestrian traffic in the area of the special event;
 - (b) Cause irresolvable conflict with construction or development in public rights of way or at the park or public facility where the special event is held;
 - (c) Close streets during peak commuter hours on weekdays between seven o'clock (7:00) A.M. to nine o'clock (9:00) A.M. or between four o'clock (4:00) P.M. to six o'clock (6:00) P.M. so as to cause unsafe conditions for the public;
 - (d) As a result of the expected attendance at the event, the lawful capacity of the facility will be exceeded; and
 - (e) The parking available at the facility will be inadequate to accommodate the expected attendance at the event; or
 - (f) The event coordinator, applicant, promoter, or sponsor failed to pay for a previously permitted event.
 - (g) The application packet is incomplete.

- (E) If a permit is denied, or if the permit is approved on conditions with which the applicant contests, the chief of police or his/her designee shall provide the applicant with the written decision to deny or approve with conditions within ten (10) business days. The applicant, within ten (10) business days after denial or approval with conditions, may appeal the decision to the city council for a final review based upon the documents and circumstances presented. The applicant's appeal will be scheduled for consideration by the city council at a regular meeting within fifteen (15) business days. (Ord. 2986, 6-21-2010)

PASSED BY THE CITY COUNCIL,

2015.

SIGNED BY THE MAYOR

, 2015.

MAYOR

ATTEST:

DEPUTY CITY CLERK

Chapter 13 PARADES

9-13-1: SHORT TITLE:

9-13-2: DEFINITIONS:

9-13-3: PERMIT REQUIRED:

9-13-4: APPLICATION:

9-13-5: STANDARDS FOR ISSUANCE:

9-13-6: NOTICE OF REJECTION:

9-13-7: REVOCATION:

9-13-8: APPEAL PROCEDURE:

9-13-9: ALTERNATIVE PERMIT:

9-13-10: NOTICE TO CITY AND OTHER OFFICIALS:

9-13-11: CONTENTS OF PERMIT:

9-13-12: DUTIES OF PERMITTEE:

9-13-13: PUBLIC CONDUCT DURING PARADES:

9-13-14: PENALTIES:

9-13-1: SHORT TITLE:

This Ordinance shall be known and may be cited as the "Parade Ordinance of the City of Twin Falls, Idaho".

9-13-2: DEFINITIONS:

CHIEF OF POLICE: The Chief of Police (also known as the Director of Public Safety) of the City of Twin Falls.

CITY: The City of Twin Falls, Idaho.

PARADE: Any parade, march, ceremony, show, exhibition, pageant, walk-a-thon or procession of any kind consisting of persons, animals or vehicles, or a combination thereof, or any similar display, in or upon any street, park or other public place in the City.

PARADEPERMIT: A permit as required by this Chapter.

PERSON: Any person, firm, partnership, association, corporation, company or organization of any kind.

9-13-3: PERMIT REQUIRED:

(A) No person shall engage in, participate in, aid, form or start any parade, unless a parade permit shall have been obtained from the Chief of Police.

(B) Exceptions: This Chapter shall not apply to:

1. Funeral processions;

2. Students going to and from school classes or participating in educational activities, providing such conduct is under the immediate direction and supervision of the proper school authorities;
3. A governmental agency acting within the scope of its functions.

9-13-4: APPLICATION:

A person seeking issuance of a parade permit shall file an application with the Chief of Police on forms provided by such officer.

(A) Filing Period: An application for a parade permit shall be filed with the Chief of Police not less than twenty (20) days nor more than forty five (45) days before the date on which it is proposed to conduct the parade.

(B) Contents: The application for a parade permit shall set forth the following information:

1. The name, address and telephone number of the person seeking to conduct such parade;
2. If the parade is proposed to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization, and the authorized and responsible heads of such organization;
3. The name, address and telephone number of the person who will be the parade chairman and who will be responsible for its conduct;
4. The date when the parade is to be conducted;
5. The route to be traveled, the starting point and the termination point;
6. The approximate number of persons who, and animals and vehicles which, will constitute such parade; the type of animals, and description of the vehicles;
7. The hours when such parade will start and terminate;
8. A statement as to whether the parade will occupy all or only a portion of the width of the streets proposed to be traversed;
9. The location by streets of any assembly areas for such parade;
10. The time at which units of the parade will begin to assemble at any such assembly area or areas;
11. The interval of space to be maintained between units of such parade;
12. If the parade is designed to be held by, and on behalf of or for, any person other than the applicant, the applicant for such permit shall file with the Chief of Police a communication in writing from the person proposing to hold the parade, authorizing the applicant to apply for the permit on his behalf;
13. Any additional information which the Chief of Police shall find reasonably necessary to a fair determination as to whether a permit shall issue.

- (C) Late Applications: The Chief of Police where good cause is shown therefor, shall have the authority to consider any application hereunder which is filed less than twenty (20) days but not less than forty eight (48) hours before the date of such parade is proposed to be conducted.
- (D) Fee: There shall be paid at the time of filing the application for a Special Event Permit for the parade a fee of twenty five dollars (\$25.00).

9-13-5: STANDARDS FOR ISSUANCE:

The Chief of Police shall issue a permit as provided for hereunder when, from a consideration of the application and from such other information as may otherwise be obtained, he finds that:

- (A) The conduct of the parade will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route;
- (B) The conduct of the parade will not require the diversion of so great a number of police officers of the City to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the City;
- (C) The conduct of such parade will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the City other than that to be occupied by the proposed line of march and areas contiguous thereto;
- (D) The concentration of persons, animals and vehicles at assembly points of the parade will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such assembly areas;
- (E) The conduct of such parade will not interfere with the movement of firefighting equipment enroute to a fire;
- (F) The conduct of the parade is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or create a disturbance;
- (G) The parade is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable/delays en route;
- (H) The parade is not to be held for the sole purpose of advertising any product, goods or event, and is not designed to be held purely for private profit.
- (I) The parade is not for an unlawful purpose;
- (J) The parade will not incite a breach of the peace.

9-13-6: NOTICE OF REJECTION:

The Chief of Police shall act upon the application for a parade permit within five (5) days after the filing thereof. If the Chief of Police disapproves the application, he shall mail to the applicant within seven (7) days after the date upon which the application was filed, a notice of his action, stating the reasons for his denial of the permit.

9-13-7: REVOCATION:

Any permit for a parade issued hereunder may be summarily revoked by the Chief of Police at any time when, by reason of disaster, public calamity or other emergency, or notification by the Street Superintendent or other department supervisor to the Chief of Police that the route to be taken is under construction or unavailable, or a violation or misrepresentation of the standards of issuance as herein set forth, the Chief of Police determines that the safety of persons or property demands such revocation. Notice of such revocation shall be given by the Chief of Police to the permit holder within five (5) days of such revocation.

9-13-8: APPEAL PROCEDURE:

Any person aggrieved shall have the right to appeal the denial of a parade permit to the City Council. The appeal shall be taken within five (5) days after notice. The City Council shall act upon the appeal within fifteen (15) days after its receipt.

9-13-9: ALTERNATIVE PERMIT:

The Chief of Police, in denying an application for a parade permit, shall be empowered to authorize the conduct of the parade on a date, at a time, or over a route different from that named by the applicant. An applicant desiring to accept an alternate permit shall, within five (5) days after notice of the action of the Chief of Police, file a written notice of acceptance with the Chief of Police. An alternate parade permit shall conform to the requirements of, and shall have the effect of, a parade permit under this Chapter.

9-13-10: NOTICE TO CITY AND OTHER OFFICIALS:

Immediately upon the issuance of a parade permit, the Chief of Police shall send a copy thereof to the following:

- (A) The Street Department Superintendent;
- (B) The Fire Division Commander.

9-13-11: CONTENTS OF PERMIT:

Each parade permit shall state the following information:

- (A) Starting time;
- (B) Minimum speed;
- (C) Maximum speed;
- (D) Maximum interval of space to be maintained between the units of the parade;
- (E) The portions of the streets to be traversed that may be occupied by the parade;
- (F) The maximum length of the parade in miles or fractions thereof;

- (G) Such other information as the Chief of Police shall find necessary to the enforcement of this Chapter.

9-13-12: DUTIES OF PERMITTEE:

- (A) Compliance With Regulations: A permittee hereunder shall comply with all permit directions and conditions and with all applicable laws and ordinances.
- (B) Possession of Permit: The parade chairman or other person heading or leading such activity shall carry the parade permit upon his person during the conduct of the parade.

9-13-13: PUBLIC CONDUCT DURING PARADES:

- (A) Interference: It shall be unlawful for any person to interfere, block, obstruct or impede, or interfere with any parade or parade assembly or with any person, vehicle or animal participating or used in a parade.
1. No person (except participants of the parade) shall walk, run, or ride a bicycle, skateboard or similar device between participants, vehicles or animals in a parade.
 2. No person shall drop, throw or roll any object toward, among or between participants, vehicles or animals in a parade, which object could cause injury or damage to a person, animal or vehicle struck by such object.
 3. No person shall throw, squirt, dump or drop any liquid or gaseous substance on, toward, among or between participants, vehicles or animals in a parade.
 4. No person shall grab at, take hold of, hit, pull or push any participant, vehicle or animal in a parade or anything in the possession of any participant in a parade.
 5. No person shall vend or offer for sale any food or merchandise from the street, curb to curb, of a parade route during the hours the parade route is closed to normal motor traffic unless the person desiring to vend or sell such merchandise has obtained the written permission of the person holding the permit for the parade.
- (B) Driving Through Parades: No driver of a vehicle shall drive between the vehicles, persons, or animals comprising a parade when such vehicles, persons, or animals are in motion and the facts and circumstances indicate that such vehicles, persons or animals are part of a parade.
- (C) Parking on Parade Route: The Chief of Police shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along any street or part thereof constituting a part of the route of a parade. The Chief of Police shall post signs to such effect, and it shall be unlawful for any person to park or leave unattended any vehicle in violation thereof. No person shall be liable for parking on a street un-posted in violation of this Chapter.

9-13-14: PENALTIES:

Violation of any of the terms or conditions of the parade permit by any person is a misdemeanor. (Ord. 2199, 4-20-87)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TWIN FALLS, IDAHO, AMENDING REQUIREMENTS FOR FILING A PARADE PERMIT APPLICATION; ESTABLISHING APPLICATION FEE; REPEAL OF DENIAL AND/OR REVOCATION OF PERMIT, APPEAL PROCEDURE, AND ALTERNATIVE PERMIT PROCEDURES; AND PROVIDING PENALTY FOR FAILURE TO COMPLY WITH REGULATIONS, CHAPTER 13 OF TITLE 9 OF THE TWIN FALLS CITY CODE.

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

Section 1: That Twin Falls City Code 9-13-4 providing for application requirements for issuance of a parade permit be amended as follows:

A person seeking issuance of a parade permit shall file ~~an~~ the application with the Chief of Police on forms provided by such officer.

(A) Filing Period: An application for a parade permit shall be filed with the Chief of Police not less than ~~twenty (20)~~ forty-five (45) days nor more than ~~forty-five (45) days~~ one (1) year before the date on which it is proposed to conduct the parade.

(B) Contents: The application for a parade permit shall set forth the following information:

1. The name, address and telephone number of the person seeking to conduct such parade;
2. If the parade is proposed to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization, and the authorized and responsible heads of such organization;
3. The name, address and telephone number of the person who will be the parade chairman and who will be responsible for its conduct;
4. The date when the parade is to be conducted;
5. The route to be traveled, the starting point and the termination point;
6. The approximate number of persons who, and animals and vehicles which, will constitute such parade; the type of animals, and description of the vehicles;
7. The hours when such parade will start and terminate;
8. A statement as to whether the parade will occupy all or only a portion of the width of the streets proposed to be traversed;

Parades Ordinance - 1

9. The location by streets of any assembly areas for such parade;
 10. The time at which units of the parade will begin to assemble at any such assembly area or areas;
 11. The interval of space to be maintained between units of such parade;
 12. If the parade is designed to be held by, and on behalf of or for, any person other than the applicant, the applicant for such permit shall file with the Chief of Police a communication in writing from the person proposing to hold the parade, authorizing the applicant to apply for the permit on his behalf;
 13. Any additional information which the Chief of Police shall find reasonably necessary to a fair determination as to whether a permit shall issue.
- (C) ~~Late Applications: The Chief of Police where good cause is shown therefor, shall have the authority to consider any application hereunder which is filed less than twenty (20) days but not less than forty eight (48) hours before the date of such parade is proposed to be conducted.~~
- (D) (C) Fee: There shall be paid at the time of filing the application for a Special Event Permit for the parade a fee of ~~twenty five dollars (\$25.00)~~ fifty dollars (\$50.00).

Section 2: That Twin Falls City Code 9-13-6 providing for denial of parade permit is repealed:

~~The Chief of Police shall act upon the application for a parade permit within five (5) days after the filing thereof. If the Chief of Police disapproves the application, he shall mail to the applicant within seven (7) days after the date upon which the application was filed, a notice of his action, stating the reasons for his denial of the permit. Refer to Chapter 6, Special Events, §3-6-5, E~~

Section 3: That Twin Falls City Code 9-13-7 providing for revocation of a parade permit is repealed:

~~Any permit for a parade issued hereunder may be summarily revoked by the Chief of Police at any time when, by reason of disaster, public calamity or other emergency, or notification by the Street Superintendent or other department supervisor to the Chief of Police that the route to be taken is under construction or unavailable, or a violation or misrepresentation of the standards of issuance as herein set forth, the Chief of Police determines that the safety of persons or property demands such revocation. Notice of such revocation shall be given by the Chief of Police to the permit holder within five (5) days of such revocation. Refer to Chapter 6, Special Events, §3-6-6~~

Section 4: That Twin Falls City Code 9-13-8 providing for an appeal procedure is repealed:

~~Any person aggrieved shall have the right to appeal the denial of a parade permit to the City Council. The appeal shall be taken within five (5) days after notice. The City Council shall act upon the appeal within fifteen (15) days after its receipt. Refer to Chapter 6, Special Events, §3-6-5, E~~

Section 5: That Twin Falls City Code 9-13-9 be amended to providing for an alternative parade permit is repealed:

~~The Chief of Police, in denying an application for a parade permit, shall be empowered to authorize the conduct of the parade on a date, at a time, or over a route different from that named by the applicant. An applicant desiring to accept an alternate permit shall, within five (5) days after notice of the action of the Chief of Police, file a written notice of acceptance with the Chief of Police. An alternate parade permit shall conform to the requirements of, and shall have the effect of, a parade permit under this Chapter.~~

Section 6: That Twin Falls City Code 9-13-12 be amended to provide participant’s removal for failure to comply with parade regulations:

(A) Compliance with Regulations: A permittee hereunder shall comply with all permit directions and conditions and with all applicable laws and ordinances.

1. Parade participants will be provided notice stating no candy, liquids or other items will be thrown from floats to the spectators. Violations will be cause to remove the participant from the parade.

(B) Possession of Permit: The parade chairman or other person heading or leading such activity shall carry the parade permit upon his person during the conduct of the parade.

PASSED BY THE CITY COUNCIL, 2015.

SIGNED BY THE MAYOR , 2015.

MAYOR

ATTEST:

DEPUTY CITY CLERK