

COUNCIL MEMBERS

Suzanne Hawkins Vice Mayor	Nikki Boyd	Shawn Barigar Mayor	Chris Talkington	Gregory Lanting	Christopher Reid	Ruth Pierce
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AGENDA
Meeting of the Twin Falls City Council
Tuesday, January 17, 2017
City Council Chambers
305 Third Avenue East - Twin Falls, Idaho

5:00 P.M.

PLEDGE OF ALLEGIANCE TO THE FLAG
 CALL MEETING TO ORDER
 CONFIRMATION OF QUORUM
 CONSIDERATION OF THE AMENDMENTS TO THE AGENDA

Christopher Reid to be sworn into office as City Councilman

PROCLAMATIONS: None
 GENERAL PUBLIC INPUT

AGENDA ITEMS	Purpose	By:
I. <u>CONSENT CALENDAR:</u>		
1. Request to approve the Accounts Payable for January 10 - 17, 2017.	Action	Sharon Bryan
2. Request to approve the January 9, 2017, City Council Minutes.	Action	Sharon Bryan
3. Request to approve the January 6, 2017, City Council Special Meeting Minutes.	Action	Leila A. Sanchez
II. <u>ITEMS FOR CONSIDERATION:</u>		
1. Presentation of a service plaque to Don Hall in recognition of his service on the Twin Falls City Council.	Presentation	Mayor Shawn Barigar
2. Request to confirm the appointment of Gretchen G. Scott as the new Human Resources Director effective January 23, 2017.	Action	Travis Rothweiler
3. Public input and/or items from the City Manager and City Council.		
III. <u>ADVISORY BOARD REPORT/ANNOUNCEMENTS:</u>		
6:00 P.M.		
IV. <u>PUBLIC HEARINGS:</u> None		
V. <u>ADJOURNMENT:</u>		

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.

Public Input Procedures

1. Individuals wishing to provide public input regarding matters relevant to the City of Twin Falls shall
 - a. wait to be recognized by the mayor
 - b. approach the microphone/podium
 - c. state their name and address, and whether they are a resident or property owner in the City of Twin Falls, and
 - d. proceed with their input.
2. The Mayor may limit input to no less than two (2) minutes. Individuals are not permitted to give their time to other speakers.

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 (2) 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 Vice Mayor	Nikki Boyd	Shawn Barigar Mayor	Chris Talkington	Gregory Lanting	Don Hall	Ruth Pierce
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MINUTES
Meeting of the Twin Falls City Council
Monday, January 9, 2017
City Council Chambers
305 Third Avenue East - Twin Falls, Idaho

5:00 P.M.

PLEDGE OF ALLEGIANCE TO THE FLAG
 CALL MEETING TO ORDER
 CONFIRMATION OF QUORUM
 CONSIDERATION OF THE AMENDMENTS TO THE AGENDA
 PROCLAMATIONS: None
 GENERAL PUBLIC INPUT

AGENDA ITEMS	Purpose	By:
<p>I. <u>CONSENT CALENDAR:</u></p> <p>1. Request to approve the Accounts Payable for January 4 – 9, 2017.</p> <p>2. Request to approve the January 3, 2017, City Council Minutes.</p>		
<p>II. <u>ITEMS FOR CONSIDERATION:</u></p> <p>1. Request from the Valley House to waive all building permit fees associated with renovating an existing home located on Rose Street to increase their short term transitional housing for women.</p> <p>2. Presentation of a progress update to erect a statue to John E. Hayes, the original Surveyor of the Twin Falls City Site; and, discuss potential locations for the statue.</p> <p>3. Presentation of an update on the Main Avenue Redevelopment project.</p> <p>4. Presentation on snow plowing methods, techniques and priorities.</p> <p>5. Request to amend Twin Falls City Code 3-19-1 regarding catering permits to conform with 2016 amendments to Idaho Code 23-934A.</p> <p>6. Public input and/or items from the City Manager and City Council.</p>		
<p>III. <u>ADVISORY BOARD REPORT/ANNOUNCEMENTS:</u></p>		
6:00 P.M.		
<p>IV. <u>PUBLIC HEARINGS:</u></p> <p>1. Request for a Zoning District Change and Zoning Map Amendment for 2.14 (+/-) acres from C-1 PUD to C-1 ZDA to develop a Hotel and accessory uses with a maximum building height of 55’ on property located east of 1788 Washington Street North for Westpark Partners, LLC. (app. 2826)</p> <p>2. Request for Vacation of portions of a utility easement and a sewer easement located within Lot 1, Block 1, St. Luke’s Subdivision-a PUD on property located at 801 Pole Line Road West for St. Luke’s Magic Valley. (app. 2827)</p>		
<p>V. <u>ADJOURNMENT:</u></p>		

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: Shawn Barigar, Suzanne Hawkins, Nikki Boyd, Chris Talkington, Don Hall, Ruth Pierce
Absent: Greg Lanting

Staff Present: City Manager Travis Rothweiler, City Attorney Fritz Wonderlich, Deputy City Manager Mitchel Humble, Deputy City Manager Brian Pike, Building Inspector Jarrod Brodi, Public Works Director Jon Caton, Senior Planner Jonathan Spendlove, Deputy City Clerk Sharon Bryan

PLEDGE OF ALLEGIANCE TO THE FLAG

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

CONFIRMATION OF QUORUM

A quorum is present.

CONSIDERATION OF THE AMENDMENTS TO THE AGENDA – None

PROCLAMATIONS: None

GENERAL PUBLIC INPUT - None

I. CONSENT CALENDAR:

1. Request to approve the Accounts Payable for January 4 – 9, 2017.
2. Request to approve the January 3, 2017, City Council Minutes.

MOTION:

Vice Mayor Hawkins made a motion to approve the Consent Calendar as presented. Councilmember Hall seconded the motion. Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0.

II. ITEMS FOR CONSIDERATION:

1. Request from the Valley House to waive all building permit fees associated with renovating an existing home located on Rose Street to increase their short-term transitional housing for women.

Building Inspector Bordi gave staff report.

Colby Ricks, Laughlin Ricks Architecture, LLC, ask that all building permit fees associated with renovating an existing home located on Rose Street be waived.

City Council discussion ensued on the following:

Referral base

Qualification for 501 C3's

Impressed that residents are out looking for work and becoming independent.

What percentage are City of Twin Falls residents.

Homeless gravitate to larger cities.

Serving those that need the most.

MOTION:

Councilmember Talkington moved to waive all building permit fees associated with renovating an existing home located on Rose Street to increase their short-term transitional housing for women estimated at \$2,280. Councilmember Pierce seconded the motion. Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0

2. Presentation of a progress update to erect a statue to John E. Hayes, the original Surveyor of the Twin Falls City Site; and, discuss potential locations for the statue.

Curtis Eaton gave a progress update to erect a statue to John E Hayes and to discuss potential locations for the statue.

City Council discussion ensued on the following:
Location clarification of where statute will be located.
Is it going to be sturdy enough for children to climb on?
City responsible for the maintenance of statue.
Statue placement will not impede the event street concept.

MOTION:

Vice Mayor Hawkins made a motion to accept the gift of the statue of John E Hayes contingent upon location and maintenance agreement. Councilmember Hall seconded the motion. Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0.

3. Presentation of an update on the Main Avenue Redevelopment project.

Paul Johnson, CH2M Hill Engineer, gave an update on the Main Avenue Redevelopment project.

City Council discussion ensued on the following:
Will all the work be done in each section before they move on to another section.
Repair sidewalks on Main Street rather than the seconds.
Progress on alley utility work.
Repair sidewalks
Urban Renewal Agency funding is only a designated area.

4. Presentation on snow plowing methods, techniques and priorities.

Public Works Director Caton reviewed the snow plowing methods, techniques and priorities.

City Council discussion ensued on the following:
Sale of snow plows
City has not sold any snow removal equipment
Will we be able to keep ahead of the snow and water?
Homeowners to hiring someone to plow their own streets.
Questions regarding snow plowing need addressed by Street Department.
Citizen's willingness to help each other has been helpful.
Safety of citizens driving
Reassessing priority areas
Intersection storm drains keeping up with snow melt.

Assistant Street Supervisor Thompson reviewed the snow plowing methods and priorities.

5. Request to amend Twin Falls City Code 3-19-1 regarding catering permits to conform with 2016 amendments to Idaho Code 23-934A.

Deputy City Clerk Bryan gave staff report.

MOTION:

Councilmember Talkington made a motion to suspend the rules and place Ordinance 2017-002 on third and final reading by title only. Councilmember Pierce seconded the motion. Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0

Deputy City Clerk Bryan read the ordinance by title only:

ORDINANCE NO. 2017-002

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TWIN FALLS, IDAHO, AMENDING TWIN FALLS CITY CODE 3-19-1 REGARDING CATERING PERMITS, TO CONFORM WITH 2016 AMENDMENTS TO IDAHO CODE 23-934A.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TWIN FALLS, IDAHO, THAT TWIN FALLS CITY CODE 3-19-1 IS AMENDED AS FOLLOWS:

MOTION:

Vice Mayor Hawkins made a motion to adopt Ordinance 2017-002. Councilmember Boyd seconded the motion. Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

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

City Manager Rothweiler reminded City Council that on Monday, January 16, 2017 in observation of Martin Luther King, Jr Day, The City will be closed. City Council will meet on Tuesday, January 17, 2017 at 5:00 PM.

Mayor and City Council congratulated Councilmember Don Hall to his new position as Twin Falls County Commissioner.

III. ADVISORY BOARD REPORT/ANNOUNCEMENTS:

6:00 P.M.

IV. PUBLIC HEARINGS:

1. Request for a Zoning District Change and Zoning Map Amendment for 2.14 (+/-) acres from C-1 PUD to C-1 ZDA to develop a Hotel and accessory uses with a maximum building height of 55' on property located east of 1788 Washington Street North for Westpark Partners, LLC. (app. 2826)

Gerald Martens, EHM Engineers, reviewed the request for a zoning district change and zoning map amendments for property located east of 1788 Washington Street North for Westpark Partners, LLC.

Senior Planner Spendlove gave staff report.

Open Public Hearing:

Max Newlan, Twin Falls, asked if the 55' height included all the architectural structures.

Close Public Hearing.

Gerald Martens, EHM Engineers said that heights could exceed 55' but not inhabited by occupants. The structure in question encompasses everything within the 55' limit.

City Council discussion ensued on the following:

Elevator shaft could extend past 55'

Pedestrian pathway.

MOTION:

Councilmember Talkington moved to approve the request for a Zoning District Change and Zoning Map Amendment for 2.14 (+/-) acres from C-1 PUD to C-1 ZDA to develop a Hotel and accessory uses with a maximum building height of 55' on property located east of 1788 Washington Street North for Westpark Partners, LLC. (app. 2826) with the following conditions:

- Subject to site plan amendments as required by Building, Engineering, Fire and Zoning Officials to comply with applicable City Codes and standards.
- Subject to a Master Pedestrian Pathway plan for the entire undeveloped area between Washington Street North and Canyon Crest Drive being approved by City Staff, and included in the Westpark Zoning Development Agreement.
- The ZDA Ordinance and the Westpark Commercial #10, a ZDA Final Plat shall be recorded prior to development.

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

2. Request for Vacation of portions of a utility easement and a sewer easement located within Lot 1, Block 1, St. Luke's Subdivision-a PUD on property located at 801 Pole Line Road West for St. Luke's Magic Valley. (app. 2827)

Jason Desmer, The Land Group, Inc., reviewed the request to vacate property located at 801 Pole Line Road West.

Senior Planner Spendlove gave staff report.

City Council discussion ensued on the following:
Plans to improve the walking trail.

Open Public Hearing
Close Public Hearing

MOTION:

Councilmember Boyd moved to grant the request for Vacation of portions of a utility easement and a sewer easement located within Lot 1, Block 1, St. Luke's Subdivision-a PUD on property located at 801 Pole Line Road West for St. Luke's Magic Valley. (app. 2827) with the following conditions:

- Subject to the site plan amendments as required by Building, Engineering, Fire, and Zoning Officials to ensure compliance with applicable City Code Requirements and Standards.
- Subject to receiving an approvable Construction Plan for the relocation of the existing Water Main, per City Engineer, prior to publishing the Ordinance for Vacation.
- Subject to a correct legal description for the portions of a utility easement and a sewer easement being proposed for vacation.

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

V. ADJOURNMENT:

The meeting closed at 7:00 PM

Sharon Bryan, Deputy City Clerk

COUNCIL MEMBERS

Suzanne Hawkins	Nikki Boyd	Shawn Barigar	Chris Talkington	Gregory Lanting	Don Hall	Ruth Pierce
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Vice Mayor

Mayor

MINUTES

**Special Meeting of the Twin Falls City Council
Friday, January 6, 2017, City Council Chambers
305 Third Avenue East - Twin Falls, Idaho**



The purpose of the meeting:

To adopt a resolution declaring an Emergency for impending severe weather conditions.

Council Present:

Suzanne Hawkins, Nikki Boyd (VIA Telephone), Shawn Barigar, Chris Talkington, Gregory Lanting
Don Hall (VIA Telephone), Ruth Pierce

Staff Present:

City Manager Travis Rothweiler, City Attorney Fritz Wonderlich, Deputy City Manager Mitchel Humble, Public Relations
Manager Josh Palmer, Deputy City Clerk/Recording Secretary Leila A. Sanchez

Mayor Barigar called the meeting to order at 11:01 a.m. He confirmed a quorum of the Council was present.

The purpose of the meeting:

To adopt a resolution declaring an Emergency for impending severe weather conditions.

City Manager Travis Rothweiler reviewed Idaho 74-204. NOTICE OF MEETINGS - AGENDAS.

.. (2) Special meetings. No special meeting shall be held without at least a twenty-four (24) hour meeting and agenda notice, unless an emergency exists. An emergency is a situation involving injury or damage to persons or property, or immediate financial loss, or the likelihood of such injury, damage or loss, when the notice requirements of this section would make such notice impracticable, or increase the likelihood or severity of such injury, damage or loss, and the reason for the emergency is stated at the outset of the meeting. The notice required under this section shall include at a minimum the meeting date, time, place and name of the public agency calling for the meeting. The secretary or other designee of each public agency shall maintain a list of the news media requesting notification of meetings and shall make a good faith effort to provide advance notification to them of the time and place of each meeting.

He explained that an emergency declaration is a precautionary measure in the event of significant flooding. In addition, the City has set up an emergency operation center should it be necessary.

Council discussion followed.

- Removal of snow out of the public rights of way for safe passage of transportation
- Monitoring locations of possible flooding
- Community and media partnerships
- Emergency alert system
- 311 and 911 system

MOTION:

Councilmember Talkington motioned to pass Resolution 2017-01. Councilmember Pierce seconded the motion.

Mayor Barigar read Resolution 2017-01.

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

The meeting adjourned at 11:27 a.m.

Leila A. Sanchez
Deputy City Clerk/Recording Secretary

RESOLUTION NO. 2017-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TWIN FALLS,
IDAHO, DECLARING AN EMERGENCY.

WHEREAS, Unprecedented accumulation of snow, predicted to be followed by warm temperatures and more than half an inch rain, will result in localized flooding within the City; and,

WHEREAS, Flooding under these circumstances in the past has resulted in extensive property damage; and,

WHEREAS, The City has identified a plan to prevent or reduce potential flooding damage, which may require expenditure of public funds; and,

WHEREAS, Idaho Code 67-2808(1) permits the governing board of a political subdivision to declare that an emergency exists and that the public interest and necessity demand the immediate expenditure of public money where it is necessary to do emergency work to safeguard property; and,

WHEREAS, Idaho Code 46-1011 permits the Mayor to declare a local disaster emergency in order to activate the response and recovery aspects of disaster emergency plans and to authorize furnishing of aid and assistance thereunder; and,

WHEREAS, the public interest and necessity demand the immediate expenditure of public money to secure materials, equipment, and services from private and public entities to provide disaster emergency relief and assistance to persons threatened or injured by flooding in the city.

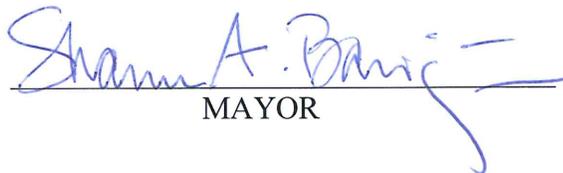
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF
THE CITY OF TWIN FALLS, IDAHO:

That the City Council of the City of Twin Falls hereby declares that an emergency exists and that the public interest and necessity demand the immediate expenditure of public money without compliance with formal bidding procedures.

That the Mayor is authorized and does hereby declare a local disaster emergency in order to activate the response and recovery aspects of any and all applicable disaster emergency plans and to authorize the furnishing of aid and assistance thereunder.

PASSED BY THE CITY COUNCIL
SIGNED BY THE MAYOR

January 6, 2017.
January 6, 2017.


MAYOR

ATTEST:


DEPUTY CITY CLERK

Certificate of Appreciation

We, the Mayor and City Council of the City of Twin Falls, Idaho, do hereby award this certificate to

Don Hall

in recognition of his eleven years of service to this great City and its residents as a member of the City Council. We do express our sincere gratitude and honor him for his demonstrated civic pride and duty, reminiscent of that of the ancient Athenians.

Awarded this 17th day of
January 2017



Shawn Barigar
Mayor

The Athenian Oath

We will never bring disgrace to this our city by any act of dishonesty or cowardice, nor ever desert our suffering comrades in the ranks; We will fight for the ideals and sacred things of the city, both alone and with many; We will revere and obey this city's laws and do our best to incite to a like respect and reverence those who are prone to annul or set them at naught; We will strive unceasingly to quicken the public sense of public duty; That this, in all these ways, we will transmit this city, not only, not less, but greater, better and more beautiful than it was transmitted to us.



Date: Tuesday, January 17, 2017
To: City Council
From: Travis Rothweiler, City Manager

Request:

Request to confirm the appointment of Gretchen G. Scott as the new Human Resources Director effective January 23, 2017.

Time Estimate:

The City Manager's presentation will take about five minutes. Following the presentation, additional time will be necessary for questions and discussion.

Background:

The purpose of this agenda item is to confirm the appointment of Gretchen G. Scott as Human Resources Director.

The City of Twin Falls performed a national search to find its next Human Resource Director. In total, the city received 19 applicants who submitted their credentials to build and advance Susan's leadership legacy. A selection committee composed of members of the City's executive leadership team selected six candidates to participate in a 30-minute Skype interview. Those interviews were held on December 8th. While each of the candidates we interviewed impressive individual credentials, one stood out. Members of that Skype interview board selection committee were: Suzanne Hawkins, Brian Pike, Lorie Race, Susan Harris, Jackie Field, Toni Price and Travis Rothweiler. The panel supports the decision not to continue with the process.

Following an extensive selection process that included city staff and members of the community, City Manager Travis Rothweiler recommends the appointment of Gretchen G. Scott to be confirmed by the City Council.

Gretchen currently serves as the Human Resources Analyst and Risk Manager for the City. She has served the organization in progressively more complex roles since December 1999. Gretchen was initially hired to manage the year-round operations of the newly covered swimming pool, she was then selected to work in the City Manager's and Human Resources as the Management Assistant. As part of the reorganization in 2008, she transitioned full time to HR and Risk Management.

Gretchen earned her Master of Science from California State University, Sacramento and Bachelor of Science from University of Nevada, Reno. She has earned the following Human Resources designations; Certified Professional from the Society of Human Resource Managers, Professional in Human Resources from the Human Resources Certification Institute, and Certified Practitioner for Myers-Briggs Type Indicator.

Approval Process:

Approval of this request requires a simple majority (50%+1) of the members in attendance at this meeting.

Budget Impact:

Since the Human Resources Director position is included in the FY2017 budget, there is no significant impact associated approval of this request.

Regulatory Impact:

Approval of this request will fill the vacancy being left by Director Susan Harris.

Attachment:

Resume

Gretchen G. Scott

HR Skills

Application of Federal and State Employment Law
Collaboration
Conflict Resolution
Customer Service
Data Analysis
Employee Relations

Employee Training and Development
Presenting and Public Speaking
Project Management
Recruiting
Risk Management
Strategic Planning

Professional Experience

City of Twin Falls – Twin Falls, Idaho

A municipality consisting of 290 employees providing a full complement of services to a community approaching 50,000.

HR Analyst/Risk Manager, September 2008 – Present (8 years)

Recruit for all internal and external job openings to attract highly qualified talent to the organization. Partner with executive leadership to manage the employee compensation plan and develop five-year planning goals. Oversee leave-of-absence programs, new employee orientation, risk training, and employee compensation program. Administer the Risk Management program; analyzing trends, policy advocacy, lawsuit settlement, and payments.

Key Results:

- Structured and implemented policies in the areas of pre-employment testing, new-employee orientation, compensation structures, veteran on-the-job training, and risk management.
- Contributed as a member of the Long Term Planning group 2010-2015, Strategic Vision 2030 Committee, and Core Leadership team to plan for the future of the organization.
- Created a data model that allows the organization to project labor costs for the next three years, ensuring that the executive leadership has the information needed to make aggressive compensation decisions.
- Negotiated approximately 30 salary and employment offers annually at both the exempt and nonexempt levels.
- Brought the FMLA program into compliance with federal notice requirements. Instituted a medical certification policy, return to work procedures and a leave tracking program.

Management Assistant, September 2002 – September 2008 (6 years)

Coordinated and managed various projects, data research, committee work, and responsibilities in support of the Human Resources and City Manager departments.

Key Results:

- Facilitated an internal team compiling research and best practices that led to the adoption of the Water Conservation ordinance and subsequent educational campaign to build community and council support for the program.
- Composed the System of Employee Evaluation & Development (SEED) evaluation documents; drafted the PSE's for each position; gained approval and distributed the final forms.
- Created a process within the Engineering, Utility Services, Parks, and Water Departments for assessing the billing of Pressure Irrigation, Common Area Maintenance, transfer of water shares, and the design of the updated water bill.

- Forged a mutually supported resolution to conflicts between the service contractors, veterinarian community, concerned citizens and animal advocacy groups and served on the Animal Shelter Advisory group.
- Contributed and steered the negotiation of the Cable Franchise, Solid Waste Collection, Pool, and Animal Shelter management contracts.
- Initiated the use of Channel I7 as a community outreach tool, updated and managed a variety of pages on the city website.

Aquatics Director, December 1999 – September 2002 (2 years 9 months)

Managed the daily operations, maintenance, staffing and programing of the aquatics facility. Negotiated contacts with user groups, created advertising and marketing material.

Key Results:

- Established year-round programing, staffing and partnerships to build an active user base in the newly covered facility.
- Trained staff in rescue skills, customer service, addressed procedural concerns, and taught Red Cross courses to a staff of 5 full time and more than 15 seasonal employees.
- Represented the Parks and Recreation Department in the transition from step and grade pay structure to SEED performance management.

Education & Certifications

HR Designations:

- PHR (Professional in Human Resources), HRCI May 2010 - current
- SHRM-CP (Certified Professional), SHRM October 2010 - current
- MBTI Practitioner Step I & Step II (Myers-Briggs Type Indicator), The Myers & Briggs Foundation, January 2016 - current
- LEAD (Leading, Educating and Developing), University of Virginia, March 2014

California State University-Sacramento

Master of Science, Education - Sports Performance, May 1999

Field of study: exercise and sport science, careers in personal training, cardiac rehabilitation, wellness, fitness consultants in business/industry and health clubs, and other paramedical and health related fields. Activities: taught Spring 1999 semester – General Fitness, Introduction to Swimming and Advanced Swimming.

University of Nevada-Reno

Bachelor - Health Sciences Fitness Management, May 1995

Field of Study: exercise, lifelong physical activity, human physiology and exercise, nutrition, fitness assessment and motivation.

Organizations

Society for Human Resource Management, October 2009 - current

Professional References

- Andrea Fogleman, President/Principal Consultant BDPA, Inc.
[REDACTED]
- Jarrod Bordi, Building Official City of Twin Falls
[REDACTED]
- Anthony Barnhart, Police Captain City of Twin Falls
[REDACTED]

Volunteer

Junior Club of the Magic Valley, Executive Board member & President, May 2006 – September 2012 (6 years)

Members of the Junior Club are dedicated to performing volunteer service work to the Twin Falls. Chaired the club's largest community event The Bite of Magic Valley three consecutive years raising a combined \$45,000 for local charities.

St. Edward's Catholic School, School Board member, May 2009 – June 2013 (4 years)

Served as an adviser for school administration providing guidance on tuition, administrative policies, marketing, teacher compensation and fiscal year budget for the school.

Bill's Place, Executive Board member, March 2015 – September 2016 (1 year 6 months)

The primary objective and goal of Bill's Place is to maintain and insure that recovering women who have previously experienced life altering events and have been in the Idaho correctional system will have the best chance to succeed. Created a service contract that was adopted by the board and the independent contractor for the house manager position which formalized responsibilities and duties.