COUNCIL MEMBERS:

SHAWN BARIGAR	LANCE CLOW	DON HALL	GREGORY LANTING	JIM MUNN, JR.	REBECCA MILLS SOJKA	CHRIS TALKINGTON
		Vice Mayor	*Mayor*			

AMENDED AGENDA
Meeting of the Twin Falls City Council
March 26, 2012
City Council Chambers
305 3rd Avenue East -Twin Falls, Idaho

5:00 P.M.

PLEDGE OF ALLEGIANCE TO THE FLAG
CONFIRMATION OF QUORUM
INTRODUCTION OF STAFF
CONSIDERATION OF THE AMENDMENTS TO THE AGENDA:
PROCLAMATIONS: None.

AGENDA ITEMS	Purpose	By:
I. CONSENT CALENDAR:	Action	Staff Report
1. Consideration of accounts payable for March 20 – 26, 2012.		Sharon Bryan
2. Consideration of the March 19, 2012, City Council Minutes.		L. Sanchez
II. ITEMS FOR CONSIDERATION:		
1. Consideration of a request to present POST Certificates to the following individuals before the Twin Falls City Council: Communications Specialist Teri Blair and Officer Asmir Kararic. Chief Pike would also like to request that Mayor Greg Lanting administer the Oath of Office to Samir Smriko, the Police Department's newest Police Officer.	Presentation	Brian Pike/ Anthony Barnhart
2. Consideration of a request to recognize the service of Eric Mikesell, Kevin Cope and Jim Schouten on the Planning & Zoning Commission by presenting Certificates of Appreciation.	Presentation	Rene'e V. Carraway
3. Consideration of a request to appoint Misty McEwen as a board member of the Twin Falls Housing Authority.	Action	Penny Earl/ TF Housing Authority
4. Consideration of a request to reappoint Kevin Dane and Ryan Horsley to the Parks & Recreation Commission.	Action	Dennis Bowyer
5. Consideration of a request to have the Council reject all bids for the communications tower at the City's gun range and to re-bid the project.	Action	Craig Stotts
6. Consideration of a request to enter in to an agreement with Kushlan and Associates for strategic planning consultant services.	Action	Mike Williams
7. A presentation of the Municipal Powers Outsource Grant process for Fiscal Year 2011-2012.	Presentation	Lorie Race
8. Public input and/or items from the City Manager and City Council.		
III. ADVISORY BOARD REPORTS/ANNOUNCEMENTS:		
IV. PUBLIC HEARINGS: 6:00 – NONE		
V. ADJOURNMENT		

**Any person(s) needing special accommodations to participate in the above noticed meeting should contact Leila Sanchez at (208) 735-7287 at least two working days before the meeting.*

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.

TWIN FALLS POLICE DEPARTMENT

356 3RD AVENUE EAST
P.O. BOX 3027
TWIN FALLS, ID 83303-3027

TELEPHONE: (208) 735-4357
FAX: (208) 733-0876
www.tfid.org

Date: Monday, March 26, 2012

To: Honorable Mayor and City Council

From: Chief Brian Pike and Captain Anthony Barnhart

Request:

Consideration of a request to present POST Certificates to the following individuals before the Twin Falls City Council: **Communications Specialist Teri Blair** and **Officer Asmir Kararic.** Chief Pike would also like to request that Mayor Greg Lanting administer the Oath of Office to **Samir Smriko**, the Police Department's newest Police Officer.

Time Estimate:

The presentation will take approximately 15 minutes.

Background:

Samir Smriko was hired by the Twin Falls Police Department on March 15, 2012, as a full-time Police Officer.

Samir was born in Bosnia and arrived in the United States in 1994. He attended Lincoln Elementary, Robert Stuart Junior High, O'Leary Junior High, and graduated from Twin Falls High School.

In May of 2005, he enlisted with the Army National Guard where he attended and completed a four-month basic training at Fort Knox, Kentucky, as a Calvary Scout.

In 2006 and 2007, he volunteered to serve in Operation Iraqi Freedom. His primary mission was convoy security, which consisted of providing safety and security to convoys transporting fuel, food, and other supplies.

In 2010 and 2011, Samir was again deployed to Iraq with the Second Battalion of the 116th Bravo Troop in support of Operation New Dawn. His mission was to supervise vehicle searches, personnel searches, and guard duties.

Prior to his employment with the Twin Falls Police Department, Samir was employed by the Jerome County Sheriff's Office from July 14, 2008, until March 15, 2012, as a Correctional Officer and a Patrol Deputy.

Samir graduated from POST Basic Academy in 2009 and received his Basic Certification in December 2009.

Background – POST Certifications:

On January 17, 2012, **Communications Specialist Teri Blair** was awarded her POST Level III Communications Specialist Certification. Dispatcher Blair was required to complete a minimum of 200 hours of POST-certified communications-related training and possess or be eligible for a Level II certificate. Dispatcher Blair was also required to have at least six years of communications specialist experience.

Through her personal commitment to better herself through training, Dispatcher Blair has helped the City of Twin Falls Communications Center in achieving its goal of providing exceptional service and ensuring the safety of all the people they serve.

On February 10, 2012, **Officer Asmir Kararic** was awarded his Intermediate Certification by POST Academy. To receive this certificate, Officer Kararic was required to complete hundreds of hours of training, including obtaining several college credits.

Officer Kararic's personal commitment to better himself through training has helped the Twin Falls Police Department in achieving its goal of being the best Police Department in the State of Idaho.

Approval Process:

N/A

Budget Impact:

Approval of this request will not impact the City budget.

Regulatory Impact:

N/A

Conclusion:

Chief Pike would like to formally swear in Police Officer Samir Smriko to his new position with the Twin Falls Police Department and also present POST certificates to Dispatcher Teri Blair and Officer Asmir Kararic at the March 26, 2012, meeting.

Attachments:

1. Copy of POST Level III Communications Specialist Certificate – Dispatcher Teri Blair
2. Copy of POST Intermediate Certificate – Officer Asmir Kararic

aed

State of Idaho

The Peace Officer Standards & Training Council

hereby awards the

Level III Communications Specialist Certificate

to

Teri R. Blair

Twin Falls Police Department

For having fulfilled the requirements of this certificate as set forth by the Idaho Peace Officer Standards & Training Council on the 17th day of January, 2012.

Chairman

Division Administrator

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LITHO. IN U.S.A.

State of Idaho

The Peace Officer Standards
& Training Council

hereby awards the

Intermediate Certificate

to

Asmir Kararic

Twin Falls Police Department

For having fulfilled the requirements of this certificate as set forth by the Idaho Peace Officer Standards & Training Council on the 10th day of February, 2012.

Chairman

Division Administrator

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Date: Monday, March 26, 2012

To: Honorable Mayor and City Council

From: Rene'e V. Carraway, Community Development Department

Request:

Consideration of a request to recognize the service of Eric Mikesell, Kevin Cope and Jim Schouten on the Planning & Zoning Commission by presenting a Certificate of Appreciation.

Time Estimate:

The staff presentation will take approximately 2 minutes.

Background:

Eric Mikesell has served on the Planning & Zoning Commission representing the Area of Impact since January 2006. He was appointed as an alternate in January 2006 and was appointed as a full member as of March 1, 2007. Eric was reappointed in February 2009 to serve a second third year term. Eric has served two full three year terms. Eric's last official meeting on the Commission was Tuesday, February 28, 2012.

Kevin Cope has served on the Planning & Zoning Commission since October 2008. He was appointed to fill a vacancy in October 2008, and was later reappointed in February 2009. Kevin has served 3 years and 5 months, serving as Vice-Chairman for one year, March 2011 - February 2012. Kevin's last official meeting on the Commission was Tuesday, February 28, 2012.

Jim Schouten has served on the Planning & Zoning Commission since December 2008. He was appointed to fill a vacancy in December 2008, and was later reappointed in February 2009. Jim has served 3 years and 3 months. Jim's last official meeting on the Commission was Tuesday, February 28, 2012.

Budget Impact:

The cost of the frames & certificates.

Regulatory Impact:

None

Conclusion:

Staff recommends the City Council honor Eric Mikesell, Kevin Cope and Jim Schouten and "thank" them for their years of service to the Planning & Zoning Commission and to the City of Twin Falls.

Attachments:

None

March 26, 2012, City Council Meeting

To: Honorable Mayor and City Council

From: Penny Earl, Twin Falls Housing Authority

Request:
Consideration of a request to appoint Misty McEwen as a board member of the Twin Falls Housing Authority.

Time Estimate:
The presentation will take approximately 5 minutes.

Background:
Board members are volunteers and are not paid to serve. They gain and give knowledge, direction and expertise to the Authority. Board members work and vote on issues vital to furthering the Agency's mission.

Approval Process:
Appointment by the Mayor.

Budget Impact:
There is no significant budget impact associated with the Council's approval of this request.

Regulatory Impact:
Approval of this request will insure that the commission remains at full membership.

Conclusion:
The Twin Falls Housing Authority is requesting that the Mayor appoint Misty McEwen as a board member to serve five years from April 10, 2012 to February 7, 2017.

Attachments:
Letter from Penny Earl

TWIN FALLS HOUSING AUTHORITY
200 NORTH ELM ❖ PHONE 208/733-5765 - 733-5878 TDD
TWIN FALLS, IDAHO
83301

March 14, 2012

Honorable Mayor and City Council:

In accordance with procedures, we are submitting the recommendation Misty McEwen be appointed as a commissioner for the Twin Falls Housing Authority.

Board members are volunteers and are not paid to serve. They gain and give a lot of knowledge, direction and expertise to the Authority. Board members work and vote on issues vital to furthering the Agency's mission. Board members come from all sectors of the community and lend diversity and strength to our effort.

Misty feels that serving as a board member of the Housing Authority would be a rewarding experience and has expressed an interest in completing a full term. Misty sees how valuable the service is that the Housing Authority provides to the people we serve. Misty is an advocate for the provision of adequate and affordable housing and strong viable communities for those with low and moderate incomes.

Misty was born and raised in Utah but moved to the Magic Valley in 2001. Misty scored in the top 10% of the nation on the ACT and was the first in her County to pass the Navy's Nuclear Power Qualifying test. While she could have had a promising career with the Navy she instead decided to get married and start a family. Misty and her husband Evan have two children. Misty and her husband recently completed building a new home for their family through the Self Help Housing Program now offered through South Central Community Action Partnership. Misty is an employee of the South Central Community Action Partnership where she serves as a Family Development Specialist. She works closely with families in crisis through intensive case management. Along with a Supportive Housing Program they are able to assist homeless families with children gain stability again. She has also been able to assist several Magic Valley individuals obtain their GED in order to find better employment or further their education. Misty has a strong desire to help people help themselves.

We feel that the Housing Authority and community would benefit from the assets that Misty would bring with her as a board member.

Thank you for your consideration.

Sincerely,

Penny Earl

Penny Earl, Executive Director
Twin Falls Housing Authority Board of Directors

Monday March 26, 2012 City Council Meeting

To: Honorable Mayor and City Council

From: Dennis J. Bowyer, Parks & Recreation Director

Request:
Consideration of a request to reappoint members to the Parks & Recreation Commission.

Time Estimate:
The staff presentation will take approximately 5 minutes. Following the presentation, we expect some time for questions and answers.

Background:
Kevin Dane was appointed to the Parks & Recreation Commission April 2009 for a full term. He is eligible for another three year term. Kevin has requested to be reappointed.

Ryan Horsley was also appointed to the Parks & Recreation Commission April 2009 for a full term. He is eligible for another three year term. Ryan has also requested to be reappointed.

At the March 13, 2012 Commission meeting, both were unanimously recommended to the City Council to be appointed for three year terms from April 2012 to March 2015.

Mayor Greg Lanting, Liaison Shawn Barigar and I have reviewed the requests for reappointments and the recommendations from the Commission. Kevin and Ryan have great attendance records and provided valuable input into the actions of the Commission. Kevin is currently serving as Chairman of the Commission. Based on their attendance records and the valuable contributions, we recommend reappointing Kevin and Ryan.

Last year at this time, staff had some discussion with former Mayor Don Hall concerning the membership number on the Commission. Originally the number of members was seven, at two separate times in the 1990's; membership was increase by one to bring the total membership number to nine. The last opening on the Commission only drew one applicant, whereas past Commission vacancies generated anywhere from 2-5 applications per opening. Staff and the Mayor were in agreement to reduce the membership back to seven through attrition. The Parks and Recreation Commission discussed this idea at their April 2011 meeting and were acceptable to this direction.

Bill Merritt's term on the Commission also expires at the end of March. He has served one partial and two full terms and is not eligible for reappointment. With his vacancy on the Commission, the total membership is now at seven. Now is a good time to reduce the size of the Commission from nine to seven. Staff requests that the Council provide direction on this idea. If the Council is supportive, staff will prepare an ordinance amending City Code to reduce that membership of the Commission and schedule it for consideration at a future meeting. If the Council does not support the idea, then staff will begin the process to find two additional Commission members.

Approval Process:
City Code 2-4-3, states: "… members to be appointed by the Mayor and confirmed by the members of the City Council."

Budget Impact:
None

Regulatory Impact:
Approval of these requests will bring the membership to seven members on the Parks & Recreation Commission.

Conclusion:
The Mayor and staff recommend that the City Council reappoint Kevin Dane and Ryan Horsley to the Parks & Recreation Commission. Also Staff is seeking direction on idea of reducing the membership number for the Commission.

Attachment:
None

TWIN FALLS POLICE DEPARTMENT

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TWIN FALLS, ID 83303-3027

TELEPHONE: (208) 735-4357
FAX: (208) 733-0876
www.tfid.org

Date: Monday, March 26, 2012

To: Honorable Mayor and City Council

From: Lieutenant Craig Stotts

Request:

Consideration of a request to have Council reject all bids for the communications tower at the City's gun range. None of the bids were responsive; therefore, I recommend the Council reject all bids and re-bid the project.

Time Estimate:

The presentation will take approximately 10 minutes.

Background:

On March 8, 2012, the City received two (2) sealed bids for the communications tower, building, and generator to be installed at the City's gun range. Idaho Code 67-2805, Procurement of Public Works Construction, was followed and applied to this project. The following companies submitted bids:

Idaho Tower Construction Company

Schedule A Price	$169,950.00
Schedule B Price	$ 24,000.00
Total	$193,950.00

White Cloud Communications

Schedule A Price	$166,142.04
Schedule B Price	$ 5,896.20
Total	$172,038.24

A thorough review of each bid was conducted by myself, Public Works Director Jon Caton, and our radio consultant, Praecom Consulting. The findings of this review were that neither company submitted a responsive bid. Based on this review and advice from City Attorney Fritz Wonderlich, I recommend the Council reject all bids and re-bid the project.

Approval Process:

Approval by the City Council to reject all bids and re-bid the project.

Budget Impact:
Approval of this request will not impact the City budget.

Regulatory Impact:
N/A

Conclusion:
Staff recommends that the Council reject all bids and re-bid the project.

Attachments:
None

CS:aed

Date: Monday, March 26, 2012

To: Honorable Mayor and City Council

From: Mike Williams, Assistant to City Manager

Request:

Consideration of entering in to an agreement with Kushlan and Associates for strategic planning consultant services.

Time Estimate:

The staff presentation will take approximately 5 minutes in addition to time needed for to answer questions.

Background:

The City published an RFP for strategic planning consultation services on January 19, 2012. We received over 30 inquires from interested firms from all over the nation. On February 10, 2012, we held a presubmiital conference where interested firms could ask questions and obtain additional information about the RFP. Thirteen firms attended the meeting in person, or via teleconference. The City ultimately received nine proposals to consider.

The strategic planning committee consisting of Mayor Greg Lanting, Chris Talkington, Shawn Barigar, Travis Rothweiler, Mitch Humble, Lorie Race, Jon Caton, and Mike Williams had the opportunity to review and rank the submittals. The committee rated the proposals based on the following criteria: Neatness and Grammar, Experience with Cities, Facilitation Skills, Public Involvement Methods, and Approach to the Process.

After deliberation, the committee elected to interview two firms for further consideration which were: Kushlan and Associates, and BDS Planning and Urban Design.

On Friday, March 16, 2012, the strategic planning committee interviewed representatives from Kushlan and Associates and BDS – Planning and Urban Design. After deliberations, the strategic planning committee unanimously elected to recommend the hire of Kushlan and Associates to assist the City of Twin Falls in the strategic planning process.

On March 19, 2012, the Twin Falls City Council gave approval for staff to negotiate a contract with Kushlan and Associates. We believe we have reached a satisfactory agreement with Kushlan and Associates.

Approval Process:

Approval of this request requires a simple majority (50%+1) of the City Council members present at this meeting.

Budget Impact:

The City has budgeted $28,500 for fiscal year 2012 for a strategic plan update. Kushlan Associates lists a total budget of $28,350 for this project. If additional meetings not listed in the proposal are requested, they will charge $1,000 to facilitate an additional community meeting, and $1,500 for an additional council retreat.

Regulatory Impact:

There is no regulatory impact associated with this request.

Conclusion:

Staff recommends entering an agreement with Kushlan and Associates as the City's strategic planning consultant.

Attachments:

Professional Services Agreement – Kushlan and Associates

PROFESSIONAL SERVICES AGREEMENT

STRATEGIC PLANNING SERVICES FOR THE CITY OF TWIN FALLS

This agreement is entered into on the date listed below between the CITY of Twin Falls, Idaho hereinafter referred to as ""CITY" whose address is P.O. Box 1907, Twin Falls, ID 83303, whose telephone number is (208) 735-7271, and Kushlan Associates, hereinafter referred to as "CONSULTANT", whose office is Post Office Box 8463, Boise, ID 83707, whose business phone number is (208) 433-9352 and whose fax number is (208) 343-4831.

Section 1. Consultant Services

The Scope of Work and projected level of work required is as identified on Attachment A to this agreement.

Section 2. Schedule

CONSULTANT shall be in a position to offer services from April 2, 2012 and shall continue until the Scope of Work is completed. An anticipated schedule of the work is provided in Attachment B of this agreement.

Section 3. Compensation.

For its Services, the "CITY" agrees to pay CONSULTANT $100/hour and a sum not to exceed $23,400.00, and all expenses related to travel, printing, postage and advertising as detailed on Attachment B. Said expenses are estimated at $4,950.00. Additional work beyond the Scope of Work detailed in Attachment A will be subject to agreement of the parties.

Section 4. Method of Payment; Periodic Payments.

A. CONSULTANT shall invoice the "CITY" no more than once per month.

B. All invoices shall be paid by "CITY" within thirty (30) days of receipt of a proper invoice.

C. CONSULTANT shall keep time and expense records, other cost records and accounts pertaining to this agreement, available for inspection by "CITY" representatives for three (3) years after final payment. Copies shall be made available on request.

D. If the services rendered do not meet the requirements of the agreement, CONSULTANT will correct or modify the work to comply with the agreement. The "CITY" may withhold payment for such work until the work meets the requirements of the agreement.

Section 5. Discrimination and Compliance with Laws

A. In performing the Services required herein, CONSULTANT agrees not to discriminate against any person in the performance of this agreement because of race, color, religion, sex, national origin, age or non-job related handicap, or because of prior military service or current military status, and shall comply with all applicable federal and state laws and regulations of governmental agencies relating to civil and human rights.

B. CONSULTANT shall comply with all federal, state and local laws and ordinances applicable to the work to be done under this contract.

C. Violation of this section 5. shall be a material breach of this agreement and grounds for cancellation, termination, or suspension of the agreement by the "CITY" , in whole or in part, and may result in ineligibility for further work for the "CITY".

Section 6. Term and Termination of Agreement

A. This agreement shall be effective upon signing and shall remain in effect through the term specified above unless terminated in accordance with paragraph B. of this section.

B. This agreement may be terminated by either party without cause upon thirty (30) days written notice, in which event all finished or unfinished documents, reports, or other material or work of CONSULTANT pursuant to this agreement shall be submitted to the "CITY", and CONSULTANT shall be entitled to just and equitable compensation at the rate set forth in Section 3. for any satisfactory work completed prior to the date of termination.

Section 7. Ownership of Work Product

All data, materials, reports, memoranda, and other documents developed under this agreement shall become the property of the "CITY", and shall be forwarded to the "CITY" at its request and may be used by the "CITY" as it sees fit.

Section 8. General Administration and Management

The City Manager of the "CITY", or his designee, shall be the "CITY" representative, and shall oversee and approve all services to be performed, coordinate all communications and review and approve all invoices, under this agreement. It is understood that Mike Williams, Assistant to the City Manager is the City Manager's designee for the purposes of this Section.

Section 9. Hold Harmless

A. CONSULTANT shall protect, defend, indemnify and save harmless the "CITY", its officers, employees and agents from any and all costs, claims, judgments, or awards of damages, arising out of or in any way resulting from the negligent acts or omissions of CONSULTANT, its officers, employees and agents in performing this agreement.

B. "CITY" shall protect, defend, indemnify and save harmless CONSULTANT, its officers, employees and agents from any and all costs, claims, judgments or awards of damages,

arising out of or in any way resulting from the negligent acts or omissions of the "CITY", its officers, employees and agents in performing this agreement.

Section 10. Independent Consultant

In all matters pertaining to this Agreement, CONSULTANT shall be acting as an independent CONSULTANT, and will not be deemed an employee or agent of the "CITY".

Section 11. Subletting or Assigning Contract

Neither the "CITY" nor CONSULTANT shall assign, transfer, or encumber any rights, duties, or interests accruing from this agreement without the express prior consent of the other. It is recognized that the portion of the scope of services identified in Attachment A related to public relations and communication will be performed by Ritter Public Relations, as a sub-consultant to CONSULTANT.

Section 12. Extent of Agreement/Modification

This agreement represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements either written or oral. This agreement may be amended; modified; or added to only by written instrument properly signed by both parties hereto.

IN WITNESS WHEREOF, "CITY" and CONSULTANT have executed this Agreement as of _____, 2012.

CONSULTANT	**City Of Twin Falls, Idaho**
By:_____	**By:**_____

Attachment A
Scope of Work

Phase 1 – Start-up

1.1 Project Management

With the city staff, the consultant will finalize the scope of work, timelines, deliverables, and budget and identify communication and coordination protocols. Key individuals and groups involved in the process will be identified.

1.2 Public Involvement Plan

The sub-consultant's philosophy for an effective public involvement effort includes:

- Create trust. The reality is that the vast majority of people are quite busy with their own lives, problems and concerns. Communications theory demonstrates that if a person understands a need and trusts those responsible, they will support their actions.
- Create understanding. People support what they understand.
- Provide real opportunities for involvement. Many people will not have the time or interest for involvement, but it has to be there for those that do, and people want to feel like it was there for them if they wanted it.
- Create a two-way communication process. People are listened to. People get answers.

Based on these goals, the budget for public involvement anticipates a full range of communication tools and techniques including media relations, print materials, social media, speakers' bureau and on-line surveys. With the staff, sub-consultant and consultant, the public involvement program will be developed looking at this full array, as well as exploring what has been successful public involvement in the past.

1.3 Data Gathering

- Working with the staff, the consultant will identify and assemble all relevant background documents, including: plans, surveys (including the ICMA Citizens Survey), capital and operating budgets, annual financial reports, insurance ratings, economic development initiatives, intergovernmental agreements, special purpose and social service organizations lists, demographic forecasts and trends, maps, and growth and development patterns.
- The consultant will gather any other relevant data on future trends in a broader context that may influence the future of Twin Falls.
- The consultant will survey and provide a professional assessment of the current level of services and facilities.

1.4 Listening Tour

- Working with staff, the consultant will identify City Elected Officials, Staff, Commission Chairs and key community leaders. Staff will assist the consultant in setting up interview times and location. Staff will develop an introduction on behalf of the consultants with these individuals. Consultant will prepare a list of questions to be sent out in advance of the interview sessions.

- The consultant will conduct approximately thirty interviews. The interviews will be free flowing expression of ideas, exploring the individual's opinions about their vision for city, key issues, challenges and assets. Alternative approaches to the stakeholder interviews can be suggested if the total number of interviews exceeds the time allocated.
- The consultant will assemble notes from the interviews and provide a brief summary that highlights key issues, common themes and areas of disagreements that emerged from the conversations.

1.5 Community Visioning Event

- With the assistance of staff, the consultant will identify a date, time and place for a community visioning event.
- With the assistance of staff, the consultant will develop a roster of elected officials, staff and other community leaders, and recruit them to be discussion leaders at the visioning event. The consultant will prepare short training instructions to assist volunteers in understanding their role at the visioning session. We have found that involving city leadership in this event strengthens the collaboration with citizens in the creation of the community vision.
- The sub-consultant will create print materials, social media and press releases to publicize the community visioning event. Included will be a brochure that outlines the strategic planning process. Individual invitations may be prepared for key constituents or groups.
- With the advice of staff, the consultant will approach a willing teacher, librarian, or youth leader who will engage their students in developing their vision for the future of the city. These drawings will become part of the visioning event, as representative of the community constituents who have the most investment in the future.
- The consultant will facilitate a community visioning event with the assistance of the discussion leaders. The event will include a brief snapshot presentation of the city today and what future trends may be influencing the city's future over the next ten to fifteen years. Discussion leaders will facilitate the discussion of a table of participants, asking them about the challenges and assets they see for the community, and what their vision is of the community's future. Each discussion group's findings will be posted and participants will engage in a dot exercise to provide their preferences.

Phase 2 – Plan Development

2.1 Summarize and interpret findings

The consultant will synthesize the information gleaned from data gathering, the listening tour, and the community visioning event into a concise report. This will become the phase 1 report.

2.2 City Council retreat

- Working with staff, the consultant will determine a date and place to conduct 1½ day strategic planning retreat with the City Council and key staff members. Preferably this session would be held off-site, but convenient to the city and open to the public as it will be a public meeting of the City Council although no final decisions will be made at this session.

- The consultant will prepare a briefing booklet that will include the findings report, some draft indicators and benchmarks that derived from the phase 1 findings, and the agenda and expectations for the council retreat.
- The consultant will facilitate the 1½ day strategic planning retreat. The agenda will include a review of the phase 1 report, creation of a common vision, defining strategic initiatives, identifying partnerships, indicators, benchmarks, targets and performance standards.
- The consultant will conduct a workshop with senior staff members to brief the city council retreat, and to begin to refine the indicators, benchmarks and targets for the strategic plan.

2.3 Draft Strategic Plan

The consultant will draft a strategic plan that will include:

- Executive summary that can also be reprinted in a brochure format for general distribution.
- The community vision, strategic initiatives, indicators, benchmarks and targets.
- Primary responsible entities or partnerships.
- The means to measure performance over time.
- An action pan of specific steps in time sequence or prioritization.

Phase 3 –Review

3.1 Proposed Strategic Plan Review

- The consultant will review the initial draft with staff, and receive agreement that draft is ready for submission to City Council.
- The consultant will present the review draft to the City Council at a work session, and when agreed upon, receive direction from City Council to submit the Proposed Strategic Plan to final public review before being brought back final consideration.

3.2 Community Review

- Working with staff, the consultant will determine a date, time and location for a community meeting on the proposed Strategic plan.
- The sub-consultant will create print materials, social media and press releases to publicize the community meeting. The sub-consultant will post the plan on the website and provide a survey tool for input. The sub-consultant will provide presentation materials to be used by city officials who may want to do a “road show” about the plan to organizations and group meetings.
- The consultant will facilitate a community meeting on the proposed strategic plan. The meeting will include an overview and background on the plan followed by a dot exercise or other survey tools.

3.3 Revised Proposed Plan

The consultant will revise the plan based on the review process.

Phase 4 – Action

The consultant will submit the Final Strategic Plan to City Council for consideration and adoption, and be present at the city council meeting.

Attachment B
Budget and Schedule

Kushlan | Associates

Tasks	Consultant hours	Amount	Hard costs	Schedule
Phase 1: Start-up				April - May
1.1 Project Management	4	$400		April
Travel			$150	
1.3 Data gathering	16	$1,600		April - June
1.4 Listening Tour	32	$3,200		April - May
Travel			$300	
1.5 Community visioning event	8	$800		May
Travel			$300	
Sub-Total Phase 1	**60**	**$6,000**	**$750**	
Phase 2: Plan Development				June – Sept.
2.1 Summarize/Interpret findings	30	$3,000		June - July
2.2 City Council Strategic Planning Retreat	28	$2,800		Aug. - Sept.
Travel			$350	
2.3 Draft Strategic Plan	24	$2,400		Sept.
Sub-total Phase 2	82	$8,200	$350	
Phase 3: Plan Review				Sept. – Nov.
3.1 Review draft with City Council	4	$400		Sept.
Travel			$150	
Printing			$1,200	
3.2 Review draft with community	6	$600		Sept. - Nov
Travel			$150	
3.3 Revise draft Strategic Plan	8	$800		Nov
Sub-Total Phase 3	18	$1,800	$1,500	
Phase 4: Plan Adoption	4	$400		Nov. - Dec.
Travel			$150	
Sub-Total Phase 4	4	$400	$150	
Total Kushlan| Associates	**164**	**16,400**	**$2,750**	

Ritter Public Relations

Tasks	Consultant hours	Amount	Hard costs	Schedule
1.2 Presentation of approval of public involvement plan	4	$400		April
1.5 Community Visioning and 3.2 Community Review				April - May and Sept. - Nov.
Brochures (2)	12	$1,200	$1,400	
Flyers	3	$300	$200	
Comment Cards	1	$100	$100	
Displays	4	$400	$500	
Speakers bureau	3	$300		
Electronic survey	5	$500		
Guest Opinion Article	4	$400		
On-going News Media	4	$400		April - Dec
Brief editors/reporters	2	$200		
Prepare media kit	4	$400		
On-going interaction/involvement	6	$600		
On-going Social Media				April - Dec
Website	6	$600		
Facebook	6	$600		
Blog	6	$600		
Email	4	$400		
Total Ritter Public Relations	**70**	**$7,000**	**$2,200**	

Summary

	Consultant Hours	Amount	Hard Cost	Total
Kushlan | Associates	164	16,400	$2,750	$19,500
Ritter Public Relations	70	$7,000	$2,200	$9,200
Grand Total	**234**	**$23,400**	**$4,950**	**$28,350**
Stated Budget				$28,500
over / under budget				$150

Additional Meetings

Consultant has agreed to conduct additional meetings if they are deemed necessary by either the City Council or city staff. The cost for such meetings shall be charged according to the following schedule:

Additional Community Meetings:.....$1,000 per session
Additional Council Sessions: ..... $1,500 per session

March 26, 2012 City Council Meeting

To: Honorable Mayor and City Council

From: Lorie Race, CFO

Request:

A presentation of the MPOG process for fiscal year 2011-2012.

Time Estimate:

I will give a brief history of MPOG, and an overview of the process as it was revised by Council and implemented by staff. I would estimate this presentation taking approximately 5 minutes, then allowing additional time for questions and discussion of the next steps in the process.

Background:

Money was allocated in the 2011-2012 budget to fund MPOG. When the committee met to review applications, concerns were expressed over the process. Council discussed and made the decision to open up the process again, making sure there was fair notice to all possible applicants.

Budget Impact:

There is no budget impact. The City Council set aside $100,000 in the budget to be used for this specific purpose.

Regulatory Impact:

Idaho Code 50 specifies the City has legal authority to outsource provisions of municipal services to its citizens. Municipal Outsource Grants are permitted where the City has been granted the legal authority to engage in the activity.

Conclusion:

The Council needs to decide how they would like to move forward with this process. If the Council would like presentations from the eligible applicants, we could ask the applicants to present at a future Council meeting.

Attachments:

1. Review from Fritz Wonderlich, City Attorney

WONDERLICH & WAKEFIELD

Fritz Wonderlich
Jacqueline Wakefield
Internet: www.tfidlaw.com

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March 19, 2012

The City is legally authorized to "outsource" the provision of municipal services to its citizens, as it does, for example with CH2MHill, or for various paving companies for street improvements, etc. Municipal Outsource Grants are permitted where the City has been granted the legal authority to engage in the activity. Set forth below is a table with the name of each applicant, the identified activity, and the legal authority for the City to engage in the activity.

Organization	Service	Legal Authority
88.1 The Bridge	Christian Radio Station	
Art Guild of Magic Valley	Cultural Activities	Idaho Code 50-303
Boys & Girls Club	Recreational Activities	Idaho Code 50-303
Crisis Center	Public Safety	Idaho Code 50-302, -209
5th Judicial District CASA	Public Safety	Idaho Code 50-302, -209
Harmony PSR	Public Health	Idaho Code 50-304
Jubilee House	Addiction Counseling	Idaho Code 50-304
M.V. Arts Council	Cultural Activities	Idaho Code 50-303
M.V. Fellowship Hall	Addiction Counseling	Idaho Code 50-304
M.V. Rehabilitation	Adult Daycare	
M.V. Tennis	Recreational Activities	Idaho Code 50-303
Mustard Tree	Public Health	Idaho Code 50-304
New Hope Transition	Housing	
S.C. Community Action	Low-income Assistance	

Southern Idaho Tourism	Trade/Commerce	Idaho Code 50-302
Salvation Army	Emergency Lodging	
Trans IV	Public Transportation	Idaho Code 50-322
Twin Falls Lions Club	Eyesight Screening	Idaho Code 50-304
T. F. Municipal Band	Cultural Activities	Idaho Code 50-303
T.F. Senior Center	Recreational Activities	Idaho Code 50-303
Valley House	Homeless Shelter	

Several of the organizations are asking for assistance in the provision of public housing/shelter/daycare. Although housing authorities have been granted the authority to provide public housing in Chapter 19 of Title 50, of the Idaho Code, they are public bodies that are independent of cities. I can find no authority for cities to provide this service. Some of the organizations provide addiction counseling, along with housing. If the city-provided funds are used for the addiction counseling service, that could be funded by the City through its public health authority.

Very truly yours,

Fritz Wonderlich

Fritz Wonderlich