



Twin Falls City Council Agenda

Monday, June 8, 2026, 5:00 PM

203 Main Ave E
Twin Falls, ID 83301

Members: Mayor Jason Brown, Vice Mayor Craig Hawkins, Council Members Christopher Reid, Grayson Stone, Cherie Vollmer, Ruth Pierce, Nathan Murray

- 1) Call Meeting to Order/Confirmation of Quorum
- 2) Pledge of Allegiance
- 3) Proclamations
 - a) **PRESENTATION:** Support Local Gems
- 4) Consent Calendar
 - a) **ACTION ITEM:** Request to approve City Council June 01, 2026, minutes.
By: Rachael Long, Deputy City Clerk
 - b) **ACTION ITEM:**
Request City Council approve the Special Event Permit for the organizers of the In-N-Out Burger Opening.
By: Matthew Hicks, Chief of Police
 - c) **ACTION ITEM:** Request City Council approve the Special Event Permit for the organizers of the Company BBQ.
By: Wendy Davis, Parks and Recreation Director
 - d) **ACTION ITEM:**
Request City Council approve the Special Event Permit for the organizers of the Multi-stake Tabernacle Choir Watch Party.
By: Wendy Davis, Parks and Recreation Director
- 5) Items of Consideration
 - a) **ACTION ITEM:** Presentation by the Executive Director of the Center for Community Health (CCH) and a request to Council to consider funding in the amount of \$25,000 for the CCH.
By: Mandi Thompson, Assistant to the City Manager
 - b) **ACTION ITEM:**
Request approval to enter into an agreement with Aanko Technologies for \$140,000 to complete the City of Twin Falls Emergency Operations Plan (EOP) and authorize the Mayor to sign the agreement.
By: Erin Steel, Assistant Public Works Director
- 6) General Public Input
- 7) Advisory Board Report/Announcements
- 8) Adjournment

Any person needing special accommodation to participate in the above-noticed meeting could contact Josh Palmer (208) 735-7312 at least two working days before the meeting. Si Desae Esta information in Español, Por favor llama a Josh Palmer al telephone (208) 735-7312.

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 or Chairman.
 - b. Approach the microphone/podium.
 - c. State their name, and whether they are a resident or property owner of the City of Twin Falls and proceed with their input.
2. All public input will be limited to two (2) minutes. Individuals are not permitted to give their time to other speakers.
3. All presenters shall remain respectful.

Public input will not be about any of the items that were on this agenda, personnel, or a personnel-related issue. All issues involving City personnel should be directly communicated with the mayor and/or the City Manager.

Anyone failing to follow these rules will be provided with one (1) warning. Should the speaker continue to disregard these rules after the warning, they will have the microphone muted and they will be asked to return to their seats.

Public Hearing Procedures for Zoning Requests

1. Prior to opening the first Public Hearing of the session, the Mayor or Chair shall review the public hearing procedures.
2. Individuals wishing to testify or speak before the City Council or Planning & Zoning Commission shall wait to be recognized by the Mayor or Chair, approach the microphone/podium, state their name, and then proceed with their comments. Following their statements, they shall write their name and address on the record sheet(s) provided by the staff. The staff should make an audio recording of the Public Hearing.
3. A City Staff Report shall summarize the application and history of the request.
4. 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 is the request being made.**
 - **Location of the Property.**
 - **Impacts on the surrounding properties and efforts to mitigate those impacts.**
5. 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 or Chairman.
6. The City Council or Planning & Zoning Commission may ask questions of staff or the applicant pertaining to the request.
7. The public will then be given the opportunity to provide their testimony regarding the request. The Mayor or Chair may limit public testimony to no less than two (2) minutes per person.
 - **Individuals are not permitted to give their time to other speakers.**
 - **However, five (5) or more individuals that received written notice of the public hearing may appoint, 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 or Chair. The spokesperson shall be limited to 15 minutes.**
 - **Written comments, including e-mail, shall be received 2 business days prior to the date of the hearing to be accepted for consideration by the hearing body.**
8. Following the Public Testimony, the applicant is permitted five (5) minutes to respond.
9. Following the Public Testimony and Applicant's response, Council or Commission members, as recognized by the Mayor or Chair, shall be allowed to question the Applicant, Staff or anyone who has testified. Responses shall be limited to answering the questions asked. The Mayor or Chair may limit the time permitted for the answer.
10. The Mayor or Chair shall close the Public Hearing. The City Council or Planning & Zoning Commission 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 or Chairman.

*Office of the Mayor of the
City of Twin Falls*

Proclamation

*Support Local Gems Day
June 12, 2026*

WHEREAS: *small businesses are the backbone of Idaho's economy, employing two-thirds of Idaho workers; and*

WHEREAS: *Idaho consistently ranks among the top 10 states for starting a business and is home to over 200,000 small businesses; and*

WHEREAS: *in partnership with the Idaho Department of Commerce, Senator Risch launched the Support Local Gems initiative in Spring 2020 to encourage Idahoans to support small businesses during the early days of the pandemic; and*

WHEREAS: *now in its seventh year, the Support Local Gems initiative continues to engage with Idaho's business community and honor the entrepreneurs and establishments that make Idaho special; and*

WHEREAS: *Idaho's small businesses have done an exceptional job overcoming challenges and consistently providing their customers with high-quality service; and*

WHEREAS: *our hardworking Idaho businesses, entrepreneurs, and workers have earned our support and deserve to be celebrated during the Support Local Gems initiative.*

THEREFORE, I, *Jason Brown Mayor Of The City Of Twin Falls, do hereby proclaim the day of Friday, June 12, 2026, to be:*

SUPPORT LOCAL GEMS DAY

in the City of Twin Falls, Idaho, and I encourage all residents to recognize this special observance by supporting the local small businesses in our community.

In witness whereof we have hereunto set our hand and caused this seal to be affixed this 8th day of June 2026.

*Jason Brown, Mayor
City of Twin Falls*

*Rachael Long
Deputy City Clerk*



Twin Falls City Council Minutes

Monday, June 1, 2026, 5:00 PM

203 Main Ave E
Twin Falls, ID 83301

1) Call Meeting to Order/Confirmation of Quorum

Present: Vice Mayor Craig Hawkins, Council Members Ruth Pierce, Christopher Reid, Nathan Murray, Cherie Vollmer & Grayson Stone.

Absent: Jason Brown

Staff Present:

City Manager Travis Rothweiler, Deputy City Manager Mitch Humble, City Attorney Bruce Castleton, Deputy City Clerk Rachael Long, Police Chief Matthew Hicks, Fire Chief Mitchell Brooks, Public Information Coordinator Joshua Palmer, City Financial Officer Breanna Howard, Engineer Samantha Oleary, Urban Renewal Agency Director Shawn Barigar, Streets Superintendent Mark Thomson, Desktop Support Analyst Brettrick Barker

Vice Mayor Hawkins called the meeting to order at 5:00 PM. A quorum was present.

2) Pledge of Allegiance

Vice Mayor Hawkins invited all present, who wished, to recite the Pledge of Allegiance to the Flag.

3) Invocation

a) Max Newlin

Vice Mayor Hawkins thanked Max Newlin for his invocation.

4) Proclamations

a) Volunteerism Just Serve Idaho

Vice Mayor Hawkins read and presented the Volunteerism Just Serve Idaho Proclamation.

5) Consent Calendar

MOTION: Council Member Pierce moved to remove Item E and approve the Consent Calendar as presented. **Council Member Reid** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 6 to 0.

MOTION: Council Member Pierce moved to approve Item E with the Corrected Name on the Consent Calendar as presented. **Council Member Stone** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 6 to 0.

a) Request to approve City Council May 18, 2026, minutes.

b) Request to approve Accounts payable May 14-27, 2026.

c) Request to accept the Improvement Agreement for the purpose of developing **Ashlee Townhomes Subdivision, a ZDA.**

d) Request to accept the Improvement Agreement for the purpose of developing **Perrine Point Subdivision (Phase 8C).**

e) Request to approve Findings of Facts and Conclusions of Law for the following:

PZ26-0054 - Final Plat - Willow May Subdivision

PZ26-0058 - Final Plat - Two Creeks No. 1 Subdivision

PZ26-0059 - Final Plat - Two Creeks No. 2 Subdivision

f) Request City Council approve the Special Event Permit for the organizers of the Youth Summer Solstice Youth Tri.

g) Request City Council approve the Special Event Permit for the organizers of the Party at the Park.

6) Items of Consideration

a) Request to approve the use of remaining budgeted funds for the Seal Coat Project —

Additional Chip Sealing of City streets, striping, and incidentals, in the amount of \$300,000. **Staff Engineer Sam O'leary** requested to approve the use of remaining budgeted funds for the Seal Coat Project — Additional Chip Sealing of City streets, striping, and incidentals, in the amount of \$300,000.

Discussion ensued on the following: none

MOTION: Council Member Pierce moved to approve the request to approve the use of remaining budgeted funds for the Seal Coat Project — Additional Chip Sealing of City streets, striping, and incidentals, in the amount of \$300,000. **Council Member Reid** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 6 to 0.

- b) Request to adopt ordinance #O-2026-006 on property located at 2111 Addison Avenue East. **Planning and Zoning Director Spendlove** requested to adopt ordinance #O-2026-006 for the property located at 2111 Addison Ave East.

MOTION: Council Member Reid made a motion to dispense with reading the rules and put Ordinance #O-2026-006 on third and final reading by title only. **Council Member Pierce** seconded the motion. The roll call vote showed all members present voted in favor of the motion. Approved 6 to 0.

Planning and Zoning Director Spendlove read Ordinance #2026-006 by title only.

Discussion ensued on the following: none

MOTION: Council Member Reid moved to approve the request to adopt ordinance #O-2026-006 for the property located at 2111 Addison Ave East. **Council Member Pierce** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 6 to 0.

- c) A presentation on the finances of the City of Twin Falls for the 2nd quarter of fiscal year 2025-2026. This presentation will be an overview of the tax-supported funds and the three major enterprise funds: Water, Wastewater and Sanitation.

City Financial Officer, Howard, gave a presentation on the finances of the City of Twin Falls for the 2nd quarter of fiscal year 2025-2026.

Council Member Stone stated he loved this presentation. He asked about state sales tax and ordering online. What part do we get?

City Manager Rothweiler responded that what we get and what the state does not allow us to see.

Vice Mayor Hawkins thanked Breanna Howard for her presentation.

7) General Public Input

Maria Hernandez thanked the employees of the City of Twin Falls and expressed how proud she is to live here.

8) Advisory Board Report/Announcements

9) Public Hearings

- a) Request to adopt Ordinance O-2026-005 authorizing the transfer of real property to The Urban Renewal Agency of the City of Twin Falls.

Urban Renewal Agency Director Barigar requested to adopt Ordinance O-2026-005 authorizing the transfer of real property to the Urban Renewal Agency of the City of Twin Falls.

Public Hearing Opened: 5:51 pm

Public Hearing Closed: 5:52 pm

MOTION: Council Member Murray made a motion to dispense with reading the rules and put Ordinance #O-2026-005 on third and final reading by title only. **Council Member Reid** seconded the motion. The Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0.

Urban Renewal Executive Director Barigar read Ordinance #2026-005 by title only.

Discussion ensued on the following: none

MOTION: Council Member Pierce moved to approve the request to adopt Ordinance O-2026-005 authorizing the transfer of real property to the Urban Renewal Agency of the City of Twin Falls. **Council Member Reid** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 6 to 0.

10) Executive Session

- a) Request to adjourn to Executive Session pursuant to Idaho Code § 74-206(1)(b) To consider the evaluation, dismissal or discipline of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public-school student.

MOTION: Council Member Reid moved to convene Executive Session 74206(1)(b) to consider the evaluation, dismissal, or discipline of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public-school student. **Council Member Pierce** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 6 to 0.

11) Adjournment

The meeting convened into Executive Session at 05:55 PM and Executive Session ended at 6:30 PM.

Rachael Long, Deputy City Clerk

****If you wish to have a full accounting of this meeting, please listen to the recording that is located on our website. **** Tfid.org



Council Agenda Information

Review

Approval Process:

Consent of the City Council. This event does meet the requirements for a Special Event Permit as outlined in City Code 3-6-2

- (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.

Streets



Streets Recommends

- Permit this application as is.
- Permit this application with the following conditions/comments.
- Reject this application for the following reasons.

Comments, requests and requirements from Streets

Engineering



Engineering Recommends

- Permit this application as is.
- Permit this application with the following conditions/comments.
- Reject this application for the following reasons.

Comments, requests and requirements from Engineering

Do not park at the Visitors Center or any other property without their written permission.

Planning and Zoning



Planning and Zoning Recommends

- Permit this application as is.
- Permit this application with the following conditions/comments.
- Reject this application for the following reasons.

Comments, requests and requirements from Planning and Zoning

Electrical



Electrical Recommends

- Permit this application as is.
- Permit this application with the following conditions/comments.
- Reject this application for the following reasons.

Comments, requests and requirements from Electrical

Police



Police Recommends

- Permit this application as is.
- Permit this application with the following conditions/comments.
- Reject this application for the following reasons.

Comments, requests and requirements from Police

Fire



Fire Recommends

- Permit this application as is.
- Permit this application with the following conditions/comments.
- Reject this application for the following reasons.

Comments, requests and requirements from Fire

If tent/temporary structure exceeds 400 SF, a Tent Permit will need to be obtained from the TFFD. As part of the SUP, no part of Neilsen Point Pl. may be blocked at any time.

Parks



Parks Recommends

- Permit this application as is.
- Permit this application with the following conditions/comments.
- Reject this application for the following reasons.

Comments, requests and requirements from Parks

Event Coordinator

Charges/Fees

Row	Description	Cost	Quantity
1	Application Fee	\$25.00	1

Total Due *

\$25.00

Special Event Departments *

Which departments should be asked to review this application?

- Streets
- Engineering
- Planning and Zoning
- Electrical
- Police
- Fire
- Parks

Reviewer Name *

Mable Shurtleff

Initial Questions

Will you be using a Park Facility (City Pool and Ballfields included), City Trail, or Downtown Commons/Main Street? *

- Yes No

Type of Event *

Please select all that apply

- Car Show
- Carnival/Fair
- Dance
- Concert/Performance
- Exhibits/Miscellaneous
- Festival
- Parade
- Picnic/Family Gathering
- Pool Reservation
- Run/Walk/Race
- Special Attraction
- Street Fair
- Tournament (Sport Field/Court)
- Other
- Restaurant Opening

Estimated Number of Attendees *

500

50+ requires permission
250+ requires waste plan
500+ is a special event

Will there be amplified or unusual sound at your event? *

- Yes No

Will your event impact or require any street closure? *

Yes No

Will alcohol be sold or served publicly at your event? *

Yes No

Will there be tents, canopies, or other temporary structures? (includes inflatables) *

Yes No

Provide a description of tents or structures.

No water features allowed. Tent stakes must be less than 12". Fire inspection may be required.

There will be an "easy up" tent pop up in the parking lot for the opening weekend. Location will be in a suitable location in the parking lot next to the store to be determined.

Contact Information

Event Organizer

First Name *

Todd

Last Name *

Smith

Onsite Contact

First Name *

Todd

Last Name *

Smith

Event Information

Event Name *

In-N-Out Burger Opening

Event Location (Park or Facility Requested)

1965 Blue Lakes Blvd. Twin Falls ID

Is this event indoors or outdoors? *

Indoors

Outdoors

Event Reoccurrence

One Time Event

Recurring over several weeks/months

Event Description *

In-N-Out Burger restaurant opening designed to handle potential longer than normal drive thru queue. We do not at this time have an exact opening date. It is planned for summer. Exact dates are not finalized until we get closer to the opening. We will communicate that date to the city when it is finalized.

[Canyon Rim](#) [City Park](#) [Downtown Commons](#) [Sunway Soccer Park](#)
[Shoshone Falls](#) [Dierkes](#) [Harmon Park](#) [Thomsen Park](#) [Oregon Trail](#)

Download this provided template and add your layout. Upload your completed layout below.

Event Map *

Twin Falls ID Traffic Plan 5.1 (002).pdf

1.57MB

Set-up Time Start *

08/03/2026 10:00:00 AM

Set-up Time End *

08/03/2026 10:00:00 PM

Event Time Start *

08/03/2026 10:00:00 AM

Event Time End *

08/25/2026 01:00:00 AM

Take Down Time Start *

08/25/2026 06:00:00 PM

Take Down Time End *

08/25/2026 11:00:00 PM

Important, PLEASE READ: Full payment of all fees, map of event layout and liability insurance (if applicable) must accompany this completed application in order to request a reservation. Complete reservation requests are processed in the order in which they are received with annual events (3 years or more) given first consideration.

Parking Plan

Parking Plan *

The over-stack plan provided covers parking and staging. There is cross parking available in the shopping center. We will avoid parking in the visitor center parking lot if that is preferred by the City

Parking Plan Map

Permits, Licenses and Agreements

Will goods, services, food, or beverages be sold? *

Yes No

- ✓ *Food Concession and Commercial Activity Permit will be required*
- ✓ *Handwashing stations may be required by Health Department*
- ✓ *Agreement and fees may be required*

Will you have keg beer at your event? *

Yes No

Will your event utilize signs, banners, flags, etc.? *

Yes No

Definitions



*A "banner sign" is a temporary sign having characters, letters, or illustrations applied to plastic, cloth, canvas, or other similar material, with the only purpose of such nonrigid material being for background.

*A "sandwich board sign" is a temporary sign that is generally constructed in such a manner as to form an "A" like shape or is constructed with a base and single upward sign face, forming an upside down "T" but not permanently attached to the ground.

- Sandwich board signs are allowed within multi-tenant developments. Only 1 allowed per business.
- Sandwich board signs shall be located not more than ten feet (10') from the door of the business.

*A Community Event Sign announces a campaign, drive activity or celebration of a civic, political, public, philanthropic, religious or educational organization for noncommercial purposes. Community Event signs are allowed off premise but permission from the owner of the property where the sign will be located is required prior to issuance of a permit. Please provide a list of the locations of where any off premise signs will be located.

*May not be larger than 64 sq. ft. in size with a maximum height not to exceed 10 ft.

*An "inflatable sign" is a temporary ground mounted sign that is manufactured of plastic, cloth, canvas, or other light fabric, inflated with air and held upright, typically by mechanical means.

*The minimum setback from the road right of way shall be one and one-half (1-1/2) times the height of the sign.

Will your event generate any type of waste? *

Yes No

Is this an ongoing or seasonal request? *

Yes No

Will your event include pyrotechnics or fireworks? *

Yes No

Notification

Event organizers are required to notify any nearby property owners who may be impacted by the holding of their special event. This notification must be made in writing and be given to said property owners no less than fourteen (14) days prior to the planned event. The special event permit will not be issued unless this requirement has been met. The written notice must include the following information:

- Date and time of special event
- Location of the event
- Additional areas affected by the event
- Type of event
- Planned road or parking lot closures
- Noise considerations (loud music, etc.)
- Estimated number of attendees

Notification Acknowledgement *

I have read and understand this requirement

Insurance

It is the responsibility of the special event organizer(s) to secure and provide a **COMMERCIAL GENERAL LIABILITY** insurance policy that covers the planned special event. This policy must provide coverage of no less than \$500,000 combined single limit per occurrence. This insurance policy must include a rider for alcohol if it is to be sold, provided or consumed. Insurance requirements may be increased upon demand of the Twin Falls City Attorney, Twin Falls City Risk Manager and/or other local government entities with 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 additionally insured and as the certificate holder must be provided with this application. Failure to provide insurance coverage will immediately terminate special event application or approval.

Insurance Documents

Security

As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through pre-planning and anticipation of problems or concerns related to event activities.

Most major events require the services of approved security (either paid professional security or a law enforcement agency). The Special Events Coordinator/Sergeant will evaluate each event application and determine the necessity of and type of security. Police Officers may be required depending on the scope of event.

The organizer may also be required to provide additional services (lost child booth, trained medical personnel, etc.) at the discretion of the Special Events Coordinator.

Waste Plan

As an event organizer, you are responsible for the waste generated by your participants, spectators and vendors, as well as the costs associated with proper disposal.

Discarded Materials *

List what materials from your event will be discarded by vendors and attendees (i.e. cardboard, plastic bags, food waste, Styrofoam, plastic bottles, aluminum cans etc.):

NA...Restaurant trash enclosure and commercial trash pick up will be managed as necessary

Have you arranged for portable toilets? *

Yes No

Have you contracted for additional trash receptacles and/or dumpsters? *

Yes No

Contact person in charge of waste. *

Phone number of contact

Number of staff assisting in removal.

TBD

Any cleanup required by City Personnel following an event will be at the expense of the event organizers.

Restrictions and Signature

By signing this application, I certify that the information contained in the foregoing application is true and correct to the best of my knowledge. I understand that this application is made subject to the rules and regulations established by the Twin Falls City Council. I further agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be uncured by, or on behalf of, the Special Event to the City of Twin Falls.

Signature *

A grey rectangular box containing the handwritten signature "Todd M. Smith" in a cursive script.

Name *

Todd M. Smith

Date *

05/06/2026



Council Agenda Information

Review

Approval Process:

Consent of the City Council. This event does meet the requirements for a Special Event Permit as outlined in City Code 3-6-2

- (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.

Streets



Streets Recommends

- Permit this application as is.
- Permit this application with the following conditions/comments.
- Reject this application for the following reasons.

Comments, requests and requirements from Streets

Engineering



Engineering Recommends

- Permit this application as is.
- Permit this application with the following conditions/comments.
- Reject this application for the following reasons.

Comments, requests and requirements from Engineering

Planning and Zoning



Planning and Zoning Recommends

- Permit this application as is.
- Permit this application with the following conditions/comments.
- Reject this application for the following reasons.

Comments, requests and requirements from Planning and Zoning

Electrical



Electrical Recommends

- Permit this application as is.
- Permit this application with the following conditions/comments.
- Reject this application for the following reasons.

Comments, requests and requirements from Electrical

Police



Police Recommends

- Permit this application as is.
- Permit this application with the following conditions/comments.
- Reject this application for the following reasons.

Comments, requests and requirements from Police

Approve after insurance approval.

Fire



Fire Recommends

- Permit this application as is.
- Permit this application with the following conditions/comments.
- Reject this application for the following reasons.

Comments, requests and requirements from Fire

If tent/temporary structure exceeds 400 SF, a Tent Permit will need to be obtained from the TFFD.

Parks



Parks Recommends

- Permit this application as is.
- Permit this application with the following conditions/comments.
- Reject this application for the following reasons.

Comments, requests and requirements from Parks

Event Coordinator

Charges/Fees

Row	Description	Cost	Quantity
1	Application Fee	\$25.00	1

Total Due *

\$25.00

Special Event Departments *

Which departments should be asked to review this application?

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Streets | <input checked="" type="checkbox"/> Engineering | <input checked="" type="checkbox"/> Planning and Zoning |
| <input checked="" type="checkbox"/> Electrical | <input checked="" type="checkbox"/> Police | <input checked="" type="checkbox"/> Fire |
| <input checked="" type="checkbox"/> Parks | | |

Reviewer Name *

Mable Shurtleff

Initial Questions

Will you be using a Park Facility (City Pool and Ballfields included), City Trail, or Downtown Commons/Main Street? *

- Yes No

Type of Event *

Please select all that apply

- | | | |
|---|--|---|
| <input type="checkbox"/> Car Show | <input type="checkbox"/> Carnival/Fair | <input type="checkbox"/> Dance |
| <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Exhibits/Miscellaneous | <input type="checkbox"/> Festival |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Picnic/Family Gathering | <input type="checkbox"/> Pool Reservation |
| <input type="checkbox"/> Run/Walk/Race | <input type="checkbox"/> Special Attraction | <input type="checkbox"/> Street Fair |
| <input type="checkbox"/> Tournament (Sport Field/Court) | <input checked="" type="checkbox"/> Other | |
| Company BBQ | | |

Estimated Number of Attendees *

100

50+ requires permission
250+ requires waste plan
500+ is a special event

Will there be amplified or unusual sound at your event? *

- Yes No

Will your event impact or require any street closure? *

- Yes No

Will alcohol be sold or served publicly at your event? *

Yes No

Will there be tents, canopies, or other temporary structures? (includes inflatables) *

Yes No

Provide a description of tents or structures.

No water features allowed. Tent stakes must be less than 12". Fire inspection may be required.

Canopies, bounces houses

Will there be vendors selling goods or services at this event (including lessons or paid activities)? *

Yes No

Will you be driving vehicles into the park or parking on the grass or in the park? *

Yes No

Will your event require access to or use of the park after hours? (before 6am or after 11pm) *

Yes No

Will you be camping overnight in any park facility? *

Yes No

Will you be operating any type of motorized vehicle on any of the trail system? *

Yes No

Will you be riding bicycles on any area of the park other than a paved road or trail designated for that purpose? *

Yes No

Will bicycles or vehicles operate at a rate of speed exceeding fifteen (15) miles per hour? *

Yes No

Will you have horses or other animals at the event? (other than dogs) *

Yes No

Will there be hot air balloon(s)? *

Yes No

Do you plan to scuba dive in designated swim area at Dierkes Lake? *

Yes No

Will you need to park any vehicles or equipment 1 ½ ton capacity or more in any park parking lots? *

Yes No

Will you require power? (There may an additional fee for power) *

Yes No

Contact Information

Event Organizer

First Name *

Alya

Last Name *

Salinas

Onsite Contact

First Name *

Alya

Last Name *

Salinas

Event Information

Event Name *

Company BBQ

Event Location (Park or Facility Requested)

Bluelakes Rotary Park

Is this event indoors or outdoors? *

Indoors

Outdoors

Event Reoccurrence

One Time Event

Recurring over several weeks/months

Event Description *

Summer Company BBQ for Homestyle direct employees only.

[Canyon Rim](#) [City Park](#) [Downtown Commons](#) [Sunway Soccer Park](#)
[Shoshone Falls](#) [Dierkes](#) [Harmon Park](#) [Thomsen Park](#) [Oregon Trail](#)

Download this provided template and add your layout. Upload your completed layout below.

Event Map *

Map.pdf

99.98KB

park Reservation receipt.pdf

82.72KB

Set-up Time Start *

06/13/2026 09:00:00 AM

Set-up Time End *

06/13/2026 12:00:00 PM

Event Time Start *

06/13/2026 12:00:00 PM

Event Time End *

06/13/2026 05:00:00 PM

Take Down Time Start *

06/13/2026 04:00:00 PM

Take Down Time End *

06/13/2026 05:00:00 PM

Important, PLEASE READ: Full payment of all fees, map of event layout and liability insurance (if applicable) must accompany this completed application in order to request a reservation. Complete reservation requests are processed in the order in which they are received with annual events (3 years or more) given first consideration.

Permits, Licenses and Agreements

Will goods, services, food, or beverages be sold? * Yes No**Will you have keg beer at your event? *** Yes No**Will your event utilize signs, banners, flags, etc.? *** Yes No

Definitions



*A "banner sign" is a temporary sign having characters, letters, or illustrations applied to plastic, cloth, canvas, or other similar material, with the only purpose of such nonrigid material being for background.

*A "sandwich board sign" is a temporary sign that is generally constructed in such a manner as to form an "A" like shape or is constructed with a base and single upward sign face, forming an upside down "T" but not permanently attached to the ground.

- Sandwich board signs are allowed within multi-tenant developments. Only 1 allowed per business.
- Sandwich board signs shall be located not more than ten feet (10') from the door of the business.

*A Community Event Sign announces a campaign, drive activity or celebration of a civic, political, public, philanthropic, religious or educational organization for noncommercial purposes. Community Event signs are allowed off premise but permission from the owner of the property where the sign will be located is required prior to issuance of a permit. Please provide a list of the locations of where any off premise signs will be located.

*May not be larger than 64 sq. ft. in size with a maximum height not to exceed 10 ft.

*An "inflatable sign" is a temporary ground mounted sign that is manufactured of plastic, cloth, canvas, or other light fabric, inflated with air and held upright, typically by mechanical means.

*The minimum setback from the road right of way shall be one and one-half (1-1/2) times the height of the sign.

Will your event generate any type of waste? * Yes No**Is this an ongoing or seasonal request? ***

Yes No

Will your event include pyrotechnics or fireworks? *

Yes No

Notification

Event organizers are required to notify any nearby property owners who may be impacted by the holding of their special event. This notification must be made in writing and be given to said property owners no less than fourteen (14) days prior to the planned event. The special event permit will not be issued unless this requirement has been met. The written notice must include the following information:

- Date and time of special event
- Location of the event
- Additional areas affected by the event
- Type of event
- Planned road or parking lot closures
- Noise considerations (loud music, etc.)
- Estimated number of attendees

Notification Acknowledgement *

I have read and understand this requirement

Insurance

It is the responsibility of the special event organizer(s) to secure and provide a **COMMERCIAL GENERAL LIABILITY** insurance policy that covers the planned special event. This policy must provide coverage of no less than \$500,000 combined single limit per occurrence. This insurance policy must include a rider for alcohol if it is to be sold, provided or consumed. Insurance requirements may be increased upon demand of the Twin Falls City Attorney, Twin Falls City Risk Manager and/or other local government entities with 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 additionally insured and as the certificate holder must be provided with this application. Failure to provide insurance coverage will immediately terminate special event application or approval.

Insurance Documents

Security

As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through pre-planning and anticipation of problems or concerns related to event activities.

Most major events require the services of approved security (either paid professional security or a law enforcement agency). The Special Events Coordinator/Sergeant will evaluate each event application and determine the necessity of and type of security. Police Officers may be required depending on the scope of event.

The organizer may also be required to provide additional services (lost child booth, trained medical personnel, etc.) at the discretion of the Special Events Coordinator.

Restrictions and Signature

Please be aware of the following restrictions:

- Fires are allowed in fireplaces or grills only.
- Dogs must be on leash in parks, with the exception of Baxter Dog Park.
- Dogs are prohibited in the grassy park area of Dierkes Lake Park.
- Alcohol is prohibited at Dierkes Lake Park, Sunway Soccer Fields, First Federal Park & St Luke's Shelter, Oregon Trail Youth Complex, and Sawtooth Softball Fields. Water slides, inflatable water features and dunk tanks are prohibited.
- Hours for amplified music are Mon—Fri 11am-9pm, Sat 8am-9:30pm, Sunday 12:15pm-8pm.

The following are prohibited in parks and on trails:

- Glass containers
- Soliciting
- Loitering and Boisterousness
- Discharging of fireworks and explosives
- Possessing intoxicating beverages where prohibited or be under the influence in any public space
- Throwing objects other than in designated areas
- Climbing trees
- Damaging, cutting, removing, or attaching anything to any trees or plants
- Digging or disturbing grass or natural landscape
- Walking or standing on monuments, fountains, railings, fences, or other features not designed for such use
- Disfiguring or removing any buildings or park amenities
- Endangering the safety of others
- Preventing any person from using any park or its facilities
- Violating park curfew of 11pm
- Hunting, trapping, or pursuing wildlife
- Polluting waters of any kind in parks
- Dumping or depositing trash other than in proper receptacles

1. The prior named Applicant/Organization, in consideration of its use of Twin Falls Parks and Recreation facilities, agrees to release, indemnify and defend the City of Twin Falls, and its agents, employees and representative, from any and all claims, demands or lawsuits arising out of the Applicant's/Organization's use of said facilities.
2. Groups, individuals and applicants further agree that they have received the City's policies, rules and regulations governing use of said facility and agree to be bound by the same.
3. Effect Of A Permit: A Twin Falls park permittee shall be bound by all park rules and regulations and all applicable ordinances as fully as though the same were inserted in said permit. The person or persons to whom a permit is issued shall be liable for any loss, damage or injuries sustained by any person or property by reason of the negligence of the person or persons to whom such permit shall have been issued. The director, or a duly authorized representative, shall have the authority to revoke a permit upon finding of violation of any rule or ordinance, or upon good cause. (Ord. 2735, 9-16-2002)

****Based on the details of your event, a parks use permit might be issued. By signing below, I agree that this permit may be revoked for reasons outlined above. I further agree that this permit will be revoked if it conflicts with any lawful order issued by a Federal, State, or local government agency, including orders issued in response to the COVID-19 pandemic.**

By signing this application, I certify that the information contained in the foregoing application is true and correct to the best of my knowledge. I understand that this application is made subject to the rules and regulations established by the Twin Falls City Council. I further agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am authorized to commit that

organization, and therefore agree to be financially responsible for any costs and fees that may be uncured by, or on behalf of, the Special Event to the City of Twin Falls.

Signature *

Alya Salinas

Name *

Alya Salinas

Date *

05/12/2026



Council Agenda Information

Review

Approval Process:

Consent of the City Council. This event does meet the requirements for a Special Event Permit as outlined in City Code 3-6-2

- (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.

Streets



Streets Recommends

- Permit this application as is.
- Permit this application with the following conditions/comments.
- Reject this application for the following reasons.

Comments, requests and requirements from Streets

Engineering



Engineering Recommends

- Permit this application as is.
- Permit this application with the following conditions/comments.
- Reject this application for the following reasons.

Comments, requests and requirements from Engineering

Planning and Zoning



Planning and Zoning Recommends

- Permit this application as is.
- Permit this application with the following conditions/comments.
- Reject this application for the following reasons.

Comments, requests and requirements from Planning and Zoning

Electrical



Electrical Recommends

- Permit this application as is.
- Permit this application with the following conditions/comments.
- Reject this application for the following reasons.

Comments, requests and requirements from Electrical

Police



Police Recommends

- Permit this application as is.
- Permit this application with the following conditions/comments.
- Reject this application for the following reasons.

Comments, requests and requirements from Police

Approve after insurance.

Fire



Fire Recommends

- Permit this application as is.
- Permit this application with the following conditions/comments.
- Reject this application for the following reasons.

Comments, requests and requirements from Fire

Tents in excess of 400SF shall have a Tent Permit from the TFFD. Any mobile food vendor shall have their 2026 purple fire inspection decal posted.

Parks



Parks Recommends

- Permit this application as is.
- Permit this application with the following conditions/comments.
- Reject this application for the following reasons.

Comments, requests and requirements from Parks

Event Coordinator

Charges/Fees

Row	Description	Cost	Quantity
1	Application Fee	\$25.00	1

Total Due *

\$25.00

Special Event Departments *

Which departments should be asked to review this application?

- Streets
- Engineering
- Planning and Zoning
- Electrical
- Police
- Fire
- Parks

Reviewer Name *

Mable Shurtleff

Initial Questions

Will you be using a Park Facility (City Pool and Ballfields included), City Trail, or Downtown Commons/Main Street? *

- Yes No

Type of Event *

Please select all that apply

- Car Show
- Carnival/Fair
- Dance
- Concert/Performance
- Exhibits/Miscellaneous
- Festival
- Parade
- Picnic/Family Gathering
- Pool Reservation
- Run/Walk/Race
- Special Attraction
- Street Fair
- Tournament (Sport Field/Court)
- Other

Church gathering and projected concert broadcast

Estimated Number of Attendees *

1,500

50+ requires permission
250+ requires waste plan
500+ is a special event

Will there be amplified or unusual sound at your event? *

- Yes No

Will your event impact or require any street closure? *

Yes No

Will alcohol be sold or served publicly at your event? *

Yes No

Will there be tents, canopies, or other temporary structures? (includes inflatables) *

Yes No

Provide a description of tents or structures.

No water features allowed. Tent stakes must be less than 12". Fire inspection may be required.

We are hoping to have 2 larger rented shade tents. Planning on inflatable bouncy houses x2. There will be a rented stage with an LED wall screen for the broadcast.

Will there be vendors selling goods or services at this event (including lessons or paid activities)? *

Yes No

Will you be driving vehicles into the park or parking on the grass or in the park? *

Yes No

Will your event require access to or use of the park after hours? (before 6am or after 11pm) *

Yes No

Will you be camping overnight in any park facility? *

Yes No

Will you be operating any type of motorized vehicle on any of the trail system? *

Yes No

Will you be riding bicycles on any area of the park other than a paved road or trail designated for that purpose? *

Yes No

Will bicycles or vehicles operate at a rate of speed exceeding fifteen (15) miles per hour? *

Yes No

Will you have horses or other animals at the event? (other than dogs) *

Yes No

Will there be hot air balloon(s)? *

Yes No

Do you plan to scuba dive in designated swim area at Dierkes Lake? *

Yes No

Will you need to park any vehicles or equipment 1 ½ ton capacity or more in any park parking lots? *

Yes No

Will you require power? (There may be an additional fee for power) *

Yes No

Contact Information

Event Organizer

First Name *

Church of Jesus Christ of Latter-day Saints: care of Mitchell

Last Name *

Moffitt

Onsite Contact

First Name *

Mitchell

Last Name *

Moffitt

Event Information

Event Name *

Multi-stake Tabernacle Choir Watch Party

Event Location (Park or Facility Requested)

Sunway Soccer Fields / St. Luke's Shelter

Is this event indoors or outdoors? *

Indoors

Outdoors

Event Reoccurrence

One Time Event

Recurring over several weeks/months

Event Description *

Four stakes of the Church of Jesus Christ of Latter-day Saints will be joining together on Friday June 26, 2026. Will also have food trucks at the event. They will be parked on hard surface with drip pans.

[Canyon Rim](#) [City Park](#) [Downtown Commons](#) [Sunway Soccer Park](#)
[Shoshone Falls](#) [Dierkes](#) [Harmon Park](#) [Thomsen Park](#) [Oregon Trail](#)

Download this provided template and add your layout. Upload your completed layout below.

Event Map *

Set-up Time Start *

06/26/2026 08:00:00 AM

Set-up Time End *

06/26/2026 04:30:00 PM

Event Time Start *

06/26/2026 05:30:00 PM

Event Time End *

06/26/2026 09:30:00 PM

Take Down Time Start *

06/26/2026 09:30:00 PM

Take Down Time End *

06/26/2026 11:00:00 PM

Important, PLEASE READ: Full payment of all fees, map of event layout and liability insurance (if applicable) must accompany this completed application in order to request a reservation. Complete reservation requests are processed in the order in which they are received with annual events (3 years or more) given first consideration.

Parking Plan

Parking Plan *

Plan to use the existing large parking lot. Roadside parking going west along the sides of the road if permitted in case that might be needed.

Parking Plan Map

Permits, Licenses and Agreements

Will goods, services, food, or beverages be sold? *

Yes No

Will you have keg beer at your event? *

Yes No

Will your event utilize signs, banners, flags, etc.? *

Yes No

Definitions

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*The minimum setback from the road right of way shall be one and one-half (1-1/2) times the height of the sign.

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Yes No

Is this an ongoing or seasonal request? *

Yes No

Will your event include pyrotechnics or fireworks? *

Yes No

Notification

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Notification Acknowledgement *

I have read and understand this requirement

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The organizer may also be required to provide additional services (lost child booth, trained medical personnel, etc.) at the discretion of the Special Events Coordinator.

Waste Plan

As an event organizer, you are responsible for the waste generated by your participants, spectators and vendors, as well as the costs associated with proper disposal.

Discarded Materials *

List what materials from your event will be discarded by vendors and attendees (i.e. cardboard, plastic bags, food waste, Styrofoam, plastic bottles, aluminum cans etc.):

Paper plates, cups, plastic utensils, food waste.

Have you arranged for portable toilets? *

Yes No

Have you contracted for additional trash receptacles and/or dumpsters? *

Yes No

Name of Contracted Company *

PSI

Number of Trash Receptacles *

1

Size of Trash Receptacles

Contact person in charge of waste. *

Britt Moffitt

Phone number of contact

208-420-0308

Number of staff assisting in removal.

6

Any cleanup required by City Personnel following an event will be at the expense of the event organizers.

Restrictions and Signature

Please be aware of the following restrictions:

- Fires are allowed in fireplaces or grills only.
- Dogs must be on leash in parks, with the exception of Baxter Dog Park.
- Dogs are prohibited in the grassy park area of Dierkes Lake Park.

- Alcohol is prohibited at Dierkes Lake Park, Sunway Soccer Fields, First Federal Park & St Luke's Shelter, Oregon Trail Youth Complex, and Sawtooth Softball Fields Water slides, inflatable water features and dunk tanks are prohibited.
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- Soliciting
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- Damaging, cutting, removing, or attaching anything to any trees or plants
- Digging or disturbing grass or natural landscape
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- Disfiguring or removing any buildings or park amenities
- Endangering the safety of others
- Preventing any person from using any park or its facilities
- Violating park curfew of 11pm
- Hunting, trapping, or pursuing wildlife
- Polluting waters of any kind in parks
- Dumping or depositing trash other than in proper receptacles

1. The prior named Applicant/Organization, in consideration of its use of Twin Falls Parks and Recreation facilities, agrees to release, indemnify and defend the City of Twin Falls, and its agents, employees and representative, from any and all claims, demands or lawsuits arising out of the Applicant's/Organization's use of said facilities.
2. Groups, individuals and applicants further agree that they have received the City's policies, rules and regulations governing use of said facility and agree to be bound by the same.
3. Effect Of A Permit: A Twin Falls park permittee shall be bound by all park rules and regulations and all applicable ordinances as fully as though the same were inserted in said permit. The person or persons to whom a permit is issued shall be liable for any loss, damage or injuries sustained by any person or property by reason of the negligence of the person or persons to whom such permit shall have been issued. The director, or a duly authorized representative, shall have the authority to revoke a permit upon finding of violation of any rule or ordinance, or upon good cause. (Ord. 2735, 9-16-2002)

**Based on the details of your event, a parks use permit might be issued. By signing below, I agree that this permit may be revoked for reasons outlined above. I further agree that this permit will be revoked if it conflicts with any lawful order issued by a Federal, State, or local government agency, including orders issued in response to the COVID-19 pandemic.

By signing this application, I certify that the information contained in the foregoing application is true and correct to the best of my knowledge. I understand that this application is made subject to the rules and regulations established by the Twin Falls City Council. I further agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be uncured by, or on behalf of, the Special Event to the City of Twin Falls.

Signature *

Mitchell J. Moffitt

Name *

Mitchell J. Moffitt

Date *

04/02/2026



Date: Monday, June 8, 2026
To: Honorable Mayor and City Council
From: Mandi Thompson, Assistant to the City Manager

ACTION ITEM

Request:

Presentation by the Executive Director of the Center for Community Health (CCH) and a request to Council to consider funding in the amount of \$25,000 for the CCH.

Time Estimate:

20 minutes for the presentation and questions from Council.

Background:

In 2018, St. Luke's sponsored a comprehensive analysis of the overall health of the City of Twin Falls. Many city departments were involved in the assessment, which revealed highly inequitable areas in the city by census tract. These areas shared similar trends - mental health, housing, transportation and deteriorating family units. A group of over 70 community stakeholders and partners were brought together to discuss the data and prioritize ways to address the concerns. Through facilitated dialogue, it was determined that a shared vision of a centralized communication and service hub were the priorities to help address the issues revealed in the Healthy Conditions Assessment. While efforts were stalled by the pandemic, a group of community leaders and Stakeholders reconvened in late 2021. Throughout 2022 and 2023, leaders from various agencies and organizations met monthly to formalize this shaped vision. In March 2023, a consortium agreement was signed by the City of Twin Falls and seven other entities (Twin Falls County, Twin Falls School District, College of Southern Idaho, South Central District Health, Family Health Services, Strategic Financial Group and St. Luke's Magic Valley) formalizing the Center for Community Health. The CCH provides non-clinical navigation services, support, education and resources to Twin Falls residents.

The Executive Director of the CCH, Maria Contreras, is joining us tonight to provide a presentation on the CCH and the services that she and her team have been providing to Magic Valley residents for the past three years.

The City's initial intention was to utilize CDBG funds to provide some financial support to the CCH. Due to the complexity of both the CDBG program and its reporting requirements, this plan was abandoned. The Council awarded \$55,000 in remaining MPOG funds to the CCH in 2024, which allowed the Director to hire her first Community Health Worker. The CCH was also a recipient of MPOG funds in 2025. With the elimination of the MPOG program, staff is recommending allocating \$25,000 of the unallocated MPOG funds to the CCH. It is our intention to request another \$25,000 in the FY2027 budget from the Council-directed capital (\$820,000 with the addition of the \$50,000 from MPOG).

Approval Process:

Majority approval from Council.

Budget Impact:

\$25,000 from the general fund.

Regulatory Impact:

None.

History:

N/A

Analysis:

N/A

Conclusion:

Staff recommends that Council consider the funding request to support the operations of the Center for Community Health.

Attachments:

1. FullyExecutedConsortiumAgreementCCH

CENTER FOR COMMUNITY HEALTH
CONSORTIUM AGREEMENT

This Center for Community Health Consortium Agreement (“Agreement”) is entered effective as of the date of the last Party signature to this Agreement by and amongst Twin Falls County, ; the City of Twin Falls, a municipal corporation organized under the laws of the State of Idaho; Twin Falls School District, an Idaho school district and body corporate and politic of the State of Idaho; College of Southern Idaho, ; South Central Public Health District ; Family Health Services,; Strategic Financial Group, ; and St. Luke’s Magic Valley Regional Medical Center, Ltd., an Idaho nonprofit corporation; each a “Party” and collectively the “Parties.”

WHEREAS, the respective governing bodies of the Parties are committed to enhancing community health;

WHEREAS, the Parties recognize that through cooperation, they can more fully and effectively provide resources to support community health;

WHEREAS, the Center for Community Health is hereby formed as a combined effort of the Parties as defined herein;

NOW, THEREFORE, in consideration of the mutual promises made in this Agreement and for valid consideration, the Parties agree to the following terms:

I. Purpose

The Center for Community Health works to improve health by addressing the social determinants of health for the residents of the greater Magic Valley.

II. Activities

The Parties intend to operate the Center for Community Health as a community-based organization that:

- Provides non-clinical care navigation services at no charge to users by collectively compiling and maintaining a resource clearinghouse and knowledgeable staff that will provide support for overcoming barriers to accessing community services.
- Has a physical location in Twin Falls and may provide onsite, mobile, virtual, and telephonic services as found most fitting to the broader Magic Valley.
- Meets the immediate needs of those who are referred or who directly access the center
- Applies (through member Parties) for grant funding on behalf of the Magic Valley Center for Community Health.
- Aims to connect individuals with services that address health and social needs to alleviate the potential for future problems that can lead to short- and long-term negative impacts on community health and costly expenses for individuals and the community down the road.

III. Service Area

The designated service area for all programs and services consists of the service area of the greater Magic Valley.

IV. Partner Commitments

It is the intent of the Parties to contribute to the Center for Community Health as follows, through resources of staff member(s) employed by a Party (“Personnel”):

A. Twin Falls County

- i. One-time funding up to \$55,000 toward the purchase of a vehicle to be used to support the Center for Community Health. Other identified in-kind support may be voted-upon by the County Commissioners to support the Center for Community Health.

B. City of Twin Falls

- i. The City of Twin Falls will provide in-kind support to the Center for Community Health including assistance with grant writing. The City will seek to identify future opportunities for use of Community Development Block Grant (CDBG) funds.

C. Twin Falls School District

- i. The Twin Falls School District #411 will provide office space for the Center for Community Health within the soon-to-be remodeled Community Based Services Building (301 Main Ave. W Twin Falls, Idaho). Construction on this building is likely to begin in 2023. Additionally, TFSD #411 agrees to provide internet network access and phone system access for the Center for Community Health office space and will utilize the TFSD #411 Information Technology Department to provide support for those networks as needed.

D. College of Southern Idaho

- i. The College of Southern Idaho will provide in-kind support to the Center for Community Health including assistance with grant writing, marketing, and temporary use of office space.

E. South Central Public Health District

- i. South Central Public Health will provide one individual to be an active member of the Consortium Steering Committee. Through this position the individual will provide public health expertise. South Central Public Health may provide in-kind, existing public health services as identified and agreed upon through the Steering Committee upon approval by its Board of Health.

F. Family Health Services

- i. Family Health Services agrees to provide staff for the Center for Community Health. Family Health Services will be solely responsible for payment of all compensation owed to its employees and contractors, as well as any federal and state income tax withholding, Social Security taxes, benefits, workers compensation, and unemployment insurance applicable to such personnel. Costs associated with providing this staffing must be raised through grant funding or other contribution on behalf of the Center for Community Health. Family Health Services also agrees to support the Center for Community health through in-kind services including marketing, vehicle ownership and ongoing operational expenses associated with the vehicle (e.g., repairs, maintenance, gas, etc.)

G. Strategic Financial Group

- i. Strategic Financial Group will provide an individual to be an active member of the Consortium Steering Committee. Through this position, Strategic Financial Group may provide advocacy and in-kind services as identified and agreed upon through the Steering Committee.

H. St. Luke’s Magic Valley Regional Medical Center, Ltd.

- i. St. Luke's agrees to provide funding to Family Health Services for an FHS staff member who will support the Center for Community Health with an agreed-upon salary range allowing for routine agreed-upon salary adjustments, pursuant to Exhibit A, attached hereto and fully incorporated herein. St. Luke's also agrees to provide in-kind services including community health subject matter expertise, grant writing support, policy and procedure templates for Center for Community Health operations, and acting as a convenor to the stakeholder group. St. Luke's will provide a minimum of one and up to three individuals to be active members of the Consortium Steering Committee.

V. Commencement and Duration

This Agreement shall commence on the Effective Date and shall continue for a term of one (1) year. This Agreement shall automatically renew for successive terms each of one (1) year unless any Party provides written notice to all Parties of its intent not to renew at least ninety (90) days prior to the expiration of the then-current term.

VI. Steering Committee

A. Governance

To facilitate collaboration and efficiencies across the Parties, the Center for Community Health shall be governed by the Steering Committee.

B. Steering Committee Membership

C. Each Party to the Agreement shall appoint at least one (1) individual to serve as a member of the Steering Committee. **Steering Committee Powers and Responsibilities**

The Steering Committee shall: perform the duties described below. It is understood and agreed that in the event there is any conflict between this Agreement and the decisions of the Steering Committee, this Agreement shall control.

- i. Support the purpose of the Center for Community Health.
- ii. Give necessary time, thought and study to the work of the Consortium, to render effective service.
- iii. Work with fellow Consortium members as a team.
- iv. Oversight and approval of Consortium operations and mission.

VII. Warranties

A. Each Party warrants that it shall be responsible for carrying out its duties under this Agreement.

B. Each Party acknowledges that it is and shall remain liable for the consequences of any failure on its part or on the part of its Personnel to fulfill the tasks assigned to it under this Agreement and shall accordingly:

- i. procure and maintain its own insurance, with insurers of good repute, to cover its own liabilities and those on behalf of its Personnel;
- ii. keep true and accurate records of all things done by its Personnel in relation to the tasks and work packages assigned to it under this Agreement;
- iii. comply with all relevant statutes, laws, regulations and codes of practice relating to their tasks and work;
- iv. comply with all recommendations and requirements of its insurers; and

- v. subject to the limitations of Idaho law, including Article VIII § 4 of the Idaho Constitution and the Idaho Tort Claims Act (Idaho Code Title 6 Chapter 9), indemnify, keep indemnified and hold harmless the other Parties from and against all costs (including the costs of enforcement), expenses, liabilities, injuries, direct, indirect or consequential loss (all three of which terms include, without limitation, pure economic loss, loss of profits, loss of business, depletion of goodwill and like loss), damages, claims, demands, proceedings or legal costs (on a full indemnity basis) and judgments which they incur or suffer caused solely by the indemnifying party as a result of a breach of this Agreement or negligent acts or omissions or willful misconduct of the Party and/or its Personnel.
- C. Except to the extent a Party is providing facilities on behalf of the Consortium pursuant to this Agreement, each Party shall be responsible for providing all appropriate facilities and services as shall be necessary in the proper performance of the tasks, which will be at such Party's own expense.
 - D. Each Party agrees and undertakes at its own expense to make the Personnel available to attend the Steering Committee and fulfil any other commitments outlined in this Agreement.
 - E. The Parties agree that they are independent contractors and neither is an agent, employee, partner or joint venture of the other. Nothing in this Agreement shall be construed to create a partnership, joint venture, or agency relation between the Parties. Furthermore, neither Party shall assume or incur any liability or obligation of any kind on behalf of the other Party without the other Party's express written consent. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the Parties. Each Party will be solely responsible for payment of all compensation owed to its employees, as well as federal and state income tax withholding, Social Security taxes, and unemployment insurance applicable to such personnel as employees of the applicable Party.

VIII. Termination

A. Termination for Cause

Any Party may terminate this Agreement for cause upon thirty (30) days' notice to the other Parties.

B. Termination by Mutual Agreement

This Agreement may be terminated at any time by the mutual written agreement of the Parties. Termination of this Agreement shall not absolve any of the Parties of any of their respective obligations under any active or pending grants.

C. Rights of Parties

The termination of this Agreement is without prejudice to the rights, duties and liabilities of the Parties accrued due prior to termination.

D. Return of property.

Use of property provided by a Party to one or more other Parties to fulfil the needs of the Center for Community Health shall not extend beyond the duration of this Agreement.

IX. General Provisions

A. Sole Agreement

This Agreement contains all the terms which the Parties have agreed in relation to the subject matter of this Agreement and supersede any prior written or oral agreements, representations or understandings amongst the Parties relating to such subject matter.

B. Waiver

No failure or delay by any Party to exercise any right, power or remedy will operate as a waiver of it nor will any partial exercise preclude any further exercise of the same, or of some other right, power or remedy.

C. Severability

If any clause or part of this Agreement is found by any court, tribunal, administrative body or authority of competent jurisdiction to be illegal, invalid or unenforceable then that provision shall be deemed severed from this Agreement and shall be ineffective without, as far as is possible, modifying any other clause or part of this Agreement and this shall not affect any other provisions of this Agreement which shall remain in full force and effect.

D. Force Majeure

No Party will be deemed to be in breach of this Agreement, nor otherwise liable to the other for any failure or delay in performance of this Agreement if it is due to any event beyond its reasonable control other than strike, lock-out or industrial disputes but including, without limitation, acts of God, war, fire, flood, tempest and national emergencies and a Party so delayed shall be entitled to a reasonable extension of time for performing such obligations.

E. Assignment

Save as permitted for under this Agreement, neither this Agreement nor any of the rights and obligations under it may be subcontracted or assigned by any Party without obtaining the prior written consent of the other Parties. In any permitted assignment, the assignor shall procure and ensure that the assignee shall assume all rights and obligations of the assignor under this Agreement and agrees to be bound to all the terms of this Agreement.

F. Notice

Any notice in connection with this Agreement, to be effective, shall be in writing and shall be deemed duly given or served upon delivery if sent by facsimile (with receipt confirmed), traceable express delivery (prepaid), or first-class certified mail, return receipt requested, postage prepaid, to the addresses set forth below:

If to City of Twin Falls:

City of Twin Falls
P.O. Box 1907
Twin Falls, ID 83303

If to College of Southern Idaho:

College of Southern Idaho
315 Falls Avenue
Twin Falls, ID 83301

If to Family Health Services:

Family Health Services
794 Eastland Drive
Twin Falls, ID 83301

If to Twin Falls County:

Twin Falls County
P.O. Box 126
Twin Falls, ID 83303

If to Twin Falls School District #411:

Twin Falls School District #411
201 Main Avenue West
Twin Falls ID, 83301

If to South Central Public Health District:

South Central Public Health District
1020 Washington Street North
Twin Falls, ID 83301

If to Strategic Financial Group:

Strategic Financial Group:
488 Blue Lakes Blvd. North #107
Twin Falls, ID 83301

If to St. Luke's Magic Valley Regional Medical Center, Ltd.:

St. Luke's Magic Valley Regional Medical Center, Ltd.
801 Pole Line Road W.
Twin Falls, ID 83301Email

with a copy to:

St. Luke's Health System, Ltd.
Office of the General Counsel
190 E. Bannock St.
Boise, ID 83703

G. Counterparts

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which shall constitute the one and the same instrument. This Agreement shall be deemed effective as of the Effective Date, and a facsimile or other electronic signature shall be deemed to be and shall be as effective as an original signature.

[Signature page follows]

Exhibit A

Consistent with the terms and conditions enumerated in the Center for Community Health Consortium Agreement, St. Luke's Magic Valley Regional Medical Center, Ltd. agrees to provide funding to Family Health Services for a 1.0 full-time employee of Family Health Services who will support the Center for Community Health ("FHS Center for Community Health Staff").

1 Funding from St. Luke's to Family Health Services:

1.1 Funding: St. Luke's agrees to provide Family Health Services up to Eighty Thousand and 00/100 Dollars (\$80,000.00) during each year of the Center for Community Health Consortium Agreement to offset actual, reasonable cost(s) associated with providing the FHS Center for Community Health Staff. St. Luke's may provide this funding through its commitment to the St. Luke's Community Health Improvement Fund.

2 Family Health Services Provision of Staff to Center for Community Health:

2.1 Staff Support: Family Health Services agrees to provide FHS Center for Community Health Staff during the term of the Center for Community Health Consortium Agreement.

2.2 Disclaimer: Family Health Services shall be solely responsible for classifying, budgeting, accounting for, controlling and spending the funds provided by St. Luke's consistent with the terms of the Center for Community Health Consortium Agreement. Furthermore, St. Luke's does not make any warranties, representations or guarantees regarding any tax or other implications the acceptance of any funds might have on Family Health Services.

2.3 Employment: Family Health Services will be solely responsible for all terms and conditions of employment of the, including but not limited to, payment of all compensation owed to its employee(s), as well as federal and state income tax withholding, Social Security taxes, and unemployment insurance applicable to such personnel as employee(s) of Family Health Services.

3 Termination

3.1 Termination of the Community Health Consortium Agreement, by any participating Party, shall terminate St. Luke's obligation to provide these funds to Family Health Services.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

CITY OF
TWIN FALLS

By:

[Name]

Date:

3-28-2023

TWIN FALLS SCHOOL DISTRICT #411

By:

[Name]

Date:

3/28/23

COLLEGE OF SOUTHERN IDAHO

By:

[Name]

Date:

3/28/2023

SOUTH CENTRAL PUBLIC HEALTH DISTRICT

By:

[Name]

Date:

3/28/2023

FAMILY HEALTH SERVICES

By:

[Name]

Date:

3/28/2023

STRATEGIC FINANCIAL GROUP

By:

[Name]

Date:

03/28/2023

TWIN FALLS COUNTY

By:

[Name]

Date:

4-6-2023

ST. LUKE'S MAGIC VALLEY REGIONAL MEDICAL CENTER, LTD.

By:

[Name]

Date:

3/28/2023



Date: Monday, June 8, 2026
To: Honorable Mayor and City Council
From: Erin Steel, Assistant Public Works Director

ACTION ITEM

Request:

Request approval to enter into an agreement with Aanko Technologies for \$140,000 to complete the City of Twin Falls Emergency Operations Plan (EOP) and authorize the Mayor to sign the agreement.

Time Estimate:

5 Minutes

Background:

In September 2025, the City issued a Request for Proposals (RFP) seeking qualified firms to develop a comprehensive Emergency Operations Plan (EOP), a City Hall Emergency Action Plan, a citywide Continuity of Operations Plan (COOP), and multiple related deliverables.

As part of the FY 2026 budget, the City Council approved \$100,000 to fund development of the Emergency Operations Plan.

The City received 15 proposals. After evaluation and interviews, **Aanko Technologies** was ranked the top firm. On April 20, 2026, the City Council authorized staff to begin negotiations with the highest-ranked firm, Aanko Technologies.

Staff successfully completed negotiations and secured a **final contract amount of \$140,000**, reduced from their original proposal. The negotiated scope meets all requirements in the RFP and includes all expected plans, analysis, training materials, and implementation tools.

The Emergency Management Parallel Team has reviewed the negotiated scope and cost and **recommends City Council approval.**

The City Attorney's Office has reviewed the proposed agreement and has no issues with its form or content.

Approval Process:

A majority vote of the Council to approve the agreement with Aanko Technologies and authorize the Mayor to sign the contract.

Budget Impact:

The City Council previously allocated **\$100,000 from the Council-Directed Capital Fund to develop** the Emergency Operations Plan. The negotiated contract amount with Aanko Technologies is **\$140,000**. Staff received approval from the council to use the remaining **\$40,000 from the City's contingency fund**. This combined funding will fully support completion of the EOP and associated deliverables.

Regulatory Impact:

None

History:

NA

Analysis:

Conclusion:

Staff recommends that the City Council:

1. **Approve the agreement with Aanko Technologies** in the amount of **\$140,000** to develop the City of Twin Falls Emergency Operations Plan; and
2. **Authorize the Mayor to sign the agreement** on behalf of the City of Twin Falls.

Attachments:


1. Aanko Technologies Inc._Twin Falls_Agreement_June2026

**CITY OF TWIN FALLS IDAHO
AGREEMENT FOR CONSULTING SERVICES COVERSHEET**

AGREEMENT NUMBER
XXXX
FEDERAL EMPLOYER ID NUMBER
94-3387636

- In this Agreement, the term “Consultant” refers to **Aanko Technologies, Inc.**, and the term “City of Twin Falls” or “City” refers to the **City of Twin Falls, Idaho**. City and Consultant may be individually referred to herein as “Party” or collectively referred to herein as “Parties.”
- This Agreement is effective as of **June 6, 2026** (“Effective Date”) and expires on **February 28, 2027** (“Expiration Date”). This Agreement includes three (3) options of consecutive one-year periods (“Option Term(s)” or “Subsequent Term(s)”), which may be exercised and administered at the City’s sole discretion and as indicated in Appendix C (General Terms and Conditions), which are attached hereto and incorporated herein.
- The maximum amount the City of Twin Falls may pay Consultant under this Agreement is **\$140,000.00** (the “Contract Amount”), unless otherwise revised with additional funding by the City through an official change order within the effective date and the Expiration Date, including the Option Terms.
- The purpose or title of this Agreement is: **Consultation Services for City of Twin Falls Emergency Operations Plan**. This Agreement is issued pursuant to City of Twin Falls solicitation entitled “City of Twin Falls Request For Proposal Emergency Operations Plan.”
The title listed above is for administrative reference only and does not define, limit, or construe the scope or extent of this Agreement.
- The parties agree that this Agreement, made up of this coversheet and the appendixes listed below, and any attachments, contains the parties’ entire understanding related to the subject matter of this Agreement, and is mutually binding on the parties in accordance with its terms.

Appendix A – Statement of Work
Appendix B – Pricing and Payment
Appendix C – General Terms and Conditions
Appendix D – Defined Terms

CITY OF TWIN FALLS’ SIGNATURE	CONSULTANTS’S SIGNATURE
City of Twin Falls	CONSULTANT’S NAME <i>(if Consultant is not an individual person, state whether Consultant is a corporation, partnership, etc., and the state or territory where Consultant is organized)</i> Aanko Technologies, Inc.
BY <i>(Authorized Signature)</i>	BY <i>(Authorized Signature)</i> 
PRINTED NAME AND TITLE OF PERSON SIGNING	PRINTED NAME AND TITLE OF PERSON SIGNING Steve Longoria
DATE EXECUTED	DATE EXECUTED 04/24/2026
ADDRESS City of Twin Falls 203 Main Avenue East Twin Falls, ID 83301	ADDRESS 1320B S. Main Street, Suite 191 Salinas, CA 93901

APPENDIX A - STATEMENT OF WORK

This Statement of Work is subject to the Agreement between Consultant and the City of Twin Falls. By executing this Statement of Work, the Parties agree to be bound by the terms and conditions set out in the Agreement with respect to the Work to be provided under this Statement of Work.

1. Term of this Statement of Work.

This City of Twin Falls Agreement for Emergency Operations Plan Consultation Services and related activities is active from (Date) (Day), 2026 to February 28, 2027, unless extended under the Optional Term provision.

2. City of Twin Falls's Requirements and Description of the Work.

The City of Twin Falls of Idaho ("City of Twin Falls") is a hub city in south-central Idaho, with a population of approximately 55,000 and a daily population exceeding 115,000, as people travel for recreation, healthcare, work, and shopping.

The Consultant will be responsible for the following Deliverables:

- a. A fully completed EOP, ready for implementation.
- b. A City Hall Emergency Action Plan.
- c. A Citywide Continuity of Operations Plan.
- d. A Comprehensive hazard and threat assessment report.
- e. A training and outreach strategy.

To complete the Deliverables 2a-2e, the City of Twin Falls emergency management team will work in coordination with the Consultant primarily virtually, with some onsite work by the Consultant at dates and times to be coordinated with the City to successfully provide the following Project Phases that will result in these Deliverables:

PHASE 1: ASSESSMENT AND PLANNING (Weeks 1-4)

Task 1.1: Project Kickoff and Stakeholder Identification

The Consultant will conduct a project kickoff with the City Project Team to establish communication protocols, timeline expectations, and collaborative review schedules. The Consultant will document all stakeholder contact information and departmental emergency responsibilities.

Task 1.2. Stakeholder Engagement

The Consultant will conduct comprehensive interviews with the City Manager, department heads, and critical infrastructure operators to establish baseline understanding of existing plans, capabilities, and organizational culture. This will enable us to identify key decision-makers, subject matter experts, and representatives from essential services including police, fire, public works, utilities, emergency services, healthcare coordination, and continuity personnel who will be key to operationalizing all aspects of this project.

Task 1.3: Hazard and Threat Analysis

The Consultant will conduct a systematic Threat Hazard Identification and Risk Assessment (THIRA) specific to Twin Falls' geographic and demographic context. Natural hazards include seismic activity (proximity to Yellowstone hotspot region and Snake River Plain seismic zones), seasonal flooding (Snake River and tributary systems), wildfire threat from surrounding rangeland and forest interfaces, and winter weather events. Infrastructure vulnerabilities include aging water/wastewater systems, single-source electrical infrastructure dependencies, and transportation corridor bottlenecks. Human-caused threats include hazardous materials incidents (industrial facilities and transportation corridors), technological failures, public health emergencies, and criminal and terrorist threat. The Consultant will synthesize findings into a comprehensive hazard risk matrix prioritizing likelihood and consequence for planning purposes into the EOP, the COOP, and for inclusion into the THIRA report that will also address a capabilities Gap Analysis.

Task 1.4: Regulatory and Standards Review

The Consultant team will review all applicable federal (FEMA Comprehensive Preparedness Guide 101, National Incident Management System), state (Idaho State Emergency Operations Plan), and county (Twin Falls County Emergency Operations Plan) requirements, verifying compliance expectations with NIMS organizational structure, Incident Command System (ICS) integration, and mutual aid coordination frameworks. The Consultant will identify state and federal capability assessment expectations and documentation requirements necessary for grant funding and disaster declaration processes.

PHASE 2: EOP FRAMEWORK DEVELOPMENT (Weeks 5-10)

Task 2.1: Master EOP Document Development

From the stakeholder engagement, THIRA and Regulatory and Standards Review, The Consultant will have set the foundation for the development of the primary EOP document incorporating standard components: purpose and scope, situation and planning assumptions, organizational structure and responsibilities, direction and control protocols, emergency support functions, and plan maintenance procedures. The EOP will be organized in coordination with City stakeholders, providing flexibility for different incident scenarios. The Consultant will include clear authority chains, succession of command procedures, decision-making frameworks, and resource management protocols. The Consultant will ensure all departmental roles align with existing job descriptions while clarifying expanded emergency responsibilities that will formulate the future Emergency Management Organizational Chart Deliverable. The EOP document will emphasize the city's regional hub responsibilities and coordination with county, state, and federal agencies during escalated incidents. The Consultant will create this EOP in draft for Stakeholder review, and finalize the EOP from Stakeholder Comments.

Task 2.2: City Hall Facility Emergency Action Plan

The Consultant will create a detailed facility-specific plan for City Hall including working with the City to create floor plans with evacuation routes, assembly areas, shelter-in-place locations, and emergency shutoff procedures for utilities, and identify critical information resources requiring protection and alternative operational locations. The Consultant will work with stakeholders to establish internal communication systems, emergency contact procedures, and departmental accountability measures and include specific procedures for continued city operations during facility compromise.

Note: The Consultant will integrate city stakeholder teams for this process, including facilities GIS and each department to identify volunteers as part of the emergency evacuation team. These team members will receive emergency evacuation training as part of this training task.

Task 2.3: Continuity of Operations Plan (COOP)

The Consultant will work with stakeholder to identify the mission essential functions (MEFs) that contribute to the overall City mission of providing Community Lifelines for its citizens to create the Citywide COOP. The Consultant will work with stakeholders to review and prioritize these MEFs, verifying the internal processes and interdependencies that allow the MEFs to function and coordinate development of a citywide COOP, ensuring Stakeholder validation of priority MEFs to ensure tasked departments can maintain minimal MEF capability levels during extended emergencies or facility compromise. Part of this process will be to identify critical function interdependencies that also require continuity (utilities, public safety, emergency services, finance/payroll, communications), to establish succession procedures for key positions. And alternate operational sites.

Note: The Consultant will provide training to the City of Twin Fall Emergency Management Team, and the Emergency Management Team and the respective City Departments will be responsible to fully develop the respective departmental annexes that address their own function-specific continuity requirements with clear activation thresholds beyond just the priority MEFs that create the City-wide COOP.

PHASE 3: OPERATIONAL PLANNING COMPONENTS (Weeks 11-18)

Task 3.1: Evacuation and Sheltering Plan

The Consultant will work with the respective departments, Public Works Facilities, and the Police and Fire Departments to develop comprehensive evacuation strategies addressing various hazard scenarios (flooding, hazmat, seismic, wildfire) with specific routes, traffic management procedures, and special needs population considerations both virtually and some on-site work.

This will include identifying potential sheltering locations within the city and region, including agreements with schools, community centers, and faith-based organizations, as well as the County. The Consultant will engage the

City to identify their federal and state- required resource requirements for mass care, including food, water, sanitation, medical support, and security. This sheltering plan will also address pet sheltering and livestock management for agricultural areas within city jurisdiction, as required by federal and state of Idaho law.

Task 3.2: Inter-agency Coordination and Communication

The Consultant understands that formal mutual aid plans exist for Police and Fire services. The Consultant will use that foundation to assist City Stakeholders in further establishing formal relationships with Twin Falls County Emergency Management, state agencies (Idaho Department of Homeland Security), regional partners, and federal liaisons. The Consultant will document communication protocols, mutual aid processes, emergency declaration procedures, and disaster assistance request procedures so that the City has an available “toolkit”. This process will include the progression from local response through county, state, and federal support, including Public Assistance and Individual Assistance frameworks. The Consultant will also create templates to establish memoranda of understanding with critical partner agencies and work with the City legal counsel on proper document contract procedures.

Task 3.3: EOC Agency Needs Assessment

The Consultant will conduct a detailed needs assessment identifying capital equipment gaps, technological deficiencies (EOC capability, emergency alert systems, backup power systems), and personnel requirements for adequate emergency response. The Consultant will consult with Public Works Facilities and Information Technology staff to properly propose a suitable EOC location with detailed specifications for facility requirements, equipment, and staffing models.

PHASE 4: ORGANIZATIONAL & TRAINING DEVELOPMENT (Weeks 19-24)

Task 4.1: Organizational Structure and NIMS Integration

The Consultant will develop an adaptable organizational chart establishing clear incident command system (ICS) structure consistent with NIMS ICS protocols. The Consultant will work with your City team to notify and assign specific departments and individuals to NIMS roles (Incident Commander, Operations Chief, Planning Chief, Logistics Chief, Finance/Administration Chief) with 2-levels of succession to ensure continuity. The Consultant will ensure the organizational chart reflects realistic staffing and authority distribution while maintaining clear lines of communication and decision-making.

Task 4.2: Training Program Development

The Consultant team will design a comprehensive internal training program addressing three proficiency levels: awareness-level training for all city employees, operational-level training for emergency management personnel and department heads, and exercise-based training for command staff. The Consultant will develop training materials addressing NIMS competencies, departmental responsibilities, notification procedures, and operational protocols, inclusive of EOC staff training, and City Hall EAP Emergency Evacuation Staff training. The Consultant will also provide a recommended training schedule, including annual refresher training, departmental-specific training, and tabletop exercises.

Task 4.3: Exercise and Evaluation Program

The Consultant will create an exercise progression beginning with orientation briefings, advancing through tabletop exercises, and culminating in functional and full-scale exercises validating plan components. Establish evaluation criteria addressing clarity of procedures, adequacy of resources, and organizational capability. Document lessons learned and incorporate corrective actions into plan updates. As part of this process, the Consultant will hold two exercises. The first, the Consultant will have a Tabletop Exercise (TTX) for the EOC staff to walk through the EOP within a Scenario culled from the threat and hazard identification process. The second will be a Functional Exercise (FE) involving the City Hall Evacuation Team to validate that they can conduct the processes for safe evacuation they learned in the training program. Additional TTX and FEs, or even a Full Scale Exercise (FSE) can be conducted in the future as part of add-on support services of the City’s choosing through change order as necessary if approved by the City.

PHASE 5: PUBLIC AND VOLUNTEER COORDINATION (Weeks 18-22)

Task 5.1: Public Education and Outreach

The Consultant will develop comprehensive public education materials addressing household preparedness, evacuation procedures, emergency alerts, and community resilience. The Consultant will create these materials in multiple formats (print, digital, video) accessible to diverse populations including non-English speakers and individuals with disabilities (we will coordinate with the city on which modalities and languages are needed). The Consultant will work with the City to identify distribution channels including social media, schools, senior centers, and community organizations for these materials. The Consultant will also work with the City to create messaging templates for consistent public communication during emergencies.

Task 5.2: Volunteer and Donation Coordination

The Consultant will work with the City and Whole Community partners such as the City Fire Department and the local American Red Cross (ARC) and/or United Way (UW) to develop a systematic framework for identifying, training, and deploying community volunteers during emergencies. Using pre-existing local community members, who have already addressed volunteer recruitment, background screening, task assignment, and supervision processes like the ARC and UW ensures that legal considerations are informed as part of this process. Donations management procedures, including intake, storage, distribution, and documentation for reimbursement purposes, will also be addressed in this fashion through coordination with established volunteer organizations and community groups who form part of the FEMA “Whole Community” process required of all emergency management programs throughout the nation.

PHASE 6: DOCUMENTATION, TRAINING, AND IMPLEMENTATION (Weeks 23-26)

Task 6.1: Plan Finalization and Presentation

The Consultant will conduct a comprehensive review with all stakeholders, incorporate feedback, and finalize all deliverables. The Consultant will compile all program components into a professional, user-friendly series of documents suitable for approval by the City Council and operational use by the City or its departments.

Task 6.2: Training and Transition

Using the created training components from Task 4.2, The Consultant will conduct comprehensive training for all identified emergency management personnel, department heads, and key staff. The Consultant will provide these training materials to the City afterward to support plan implementation and sustainability.

3. Service Warranties.

Consultant warrants that: (i) the Services will be rendered with promptness and diligence and will be executed in a workmanlike manner, in accordance with the practices and professional standards used in well-managed operations performing services similar to the Services; and (ii) Consultant will perform the Services in the most cost-effective manner consistent with the required level of quality and performance. Consultant warrants that each Deliverable will conform to and perform in accordance with the requirements of this Agreement and all applicable specifications and documentation..

4. Resources.

Consultant is responsible for providing the qualified personnel necessary and appropriate for performance of the Services and to meet Consultant's obligations under this Agreement.

5. Commencement of Performance.

This Agreement is of no force and effect until signed by both parties and all City of Twin Falls-required approvals are secured. Any commencement of performance prior to Agreement approval shall be at Consultant's own risk.

END OF APPENDIX

APPENDIX B - PRICING AND PAYMENT

1. Fees.

In consideration of and subject to the satisfactory delivery of services and Deliverables by Consultant of the Work, the City of Twin Falls shall pay to Consultant the fees as set forth in this Appendix B. Except as expressly set forth in this Appendix B: (i) such fees are the entire compensation for all Work under this Agreement; and (ii) all expenses relating to the Work are included in such fees and shall not be reimbursed by the City of Twin Falls. The maximum amount payable to Consultant under this Agreement will not exceed the Contract Amount of \$140,000. The Contract Amount may be changed only by amendment to this Agreement. Notwithstanding any provision in this Agreement to the contrary, payments to Consultant will be made on a monthly basis in arrears. Consultant shall immediately refund any payment made in error.

1.1. Consultant Personnel Hourly Billing Rates. Consultant shall invoice monthly in arrears for the aforementioned Services and deliverables under the following hourly rates:

Job Title	Hourly Billing Rate	Total Hours	Total Fee
Subject Matter Experts-Emergency Management	\$200.00	700	\$140,000.00

- 1.1.1 The hourly rates shall be fully burdened and inclusive of all costs including, but not limited to personnel, materials, computer support, profit and overhead rates payable to the Consultant for services rendered to the City of Twin Falls.
- 1.1.2 The hourly rates shall remain firm and are not subject to change throughout the term of the Agreement, with the exception of allowable increases during Subsequent Terms. Rate increases will only apply to the start of Subsequent Terms.
- 1.1.3 The Consultant shall not request, nor shall the City of Twin Falls consider any reimbursement for Non-Production Work including but not limited to time spent traveling to and from the City of Twin Falls or any living expenses.
- 1.1.4 The City of Twin Falls business payment terms under this contract are Net thirty (30) days after receipt of correct invoice.

2. Invoicing and Payment.

- 2.1. Invoicing. Invoices must include information, including a monthly summary report to support the invoiced hours. The City of Twin Falls will not make any advance payment for the Work. Consultant shall provide invoices with the level of detail reasonably requested by the City of Twin Falls. The City of Twin Falls will pay each correct, itemized invoice received from Consultant after Acceptance, in accordance with the terms hereof.
- 2.2. Payment. The City of Twin Falls will pay each correct, itemized invoice received from Consultant after Acceptance of the applicable Services, or Deliverables, in accordance with the terms of the Agreement. Notwithstanding any provision in this Agreement to the contrary, payments to Consultant are contingent upon the timely and satisfactory performance of Consultant’s obligations under this Agreement. The City of Twin Falls will not make any advance payment for the Work.
- 2.3. Availability of Funds. The City of Twin Falls’s obligation to compensate Consultant is subject to availability of funds. The City of Twin Falls shall notify Consultant if funds become unavailable.

3. Taxes.

Unless otherwise required by law, the City of Twin Falls is exempt from federal excise taxes and no payment will be made for any personal property taxes levied on Consultant or on any taxes levied on employee wages.

END OF APPENDIX

APPENDIX C - GENERAL TERMS AND CONDITIONS

1. Work.

- 1.1. Work. Consultant shall provide the Work described in this Agreement, including the Statement of Work and the Specifications. Except as set forth in the Statement of Work, Consultant is responsible for providing all facilities, materials, and resources (including personnel, equipment, and software) necessary and appropriate for delivery of the Work and to meet Consultants' obligations under this Agreement.
- 1.2. Commencement of Performance. This Agreement is of no force and effect until signed by both parties and all City of Twin Falls-required approvals are secured. Any commencement of performance prior to Agreement approval shall be at Consultant's own risk.
- 1.3. Stop Work Orders.
 - 1.3.1 Effect. The City of Twin Falls may, at any time, by written stop work order to Consultant, require Consultant to stop all, or any part, of the Work for a period of up to ninety (90) days after the stop work order is delivered to Consultant, and for any further period to which the Parties may agree. Upon receipt of a stop work order, Consultant shall promptly comply with the terms of the stop work order and take all reasonable steps to end the incurrence of any costs, expenses or liabilities allocable to the Work covered by the stop work order during the period of work stoppage. The City of Twin Falls shall not be liable to Consultant for loss of profits arising out of such stop work order. Within ninety (90) days after a stop work order is delivered to Consultant, or within any extension of that period mutually agreed to by the Parties, the City of Twin Falls shall either: (i) cancel the stop work order; or (ii) terminate the Work covered by the stop work order.
 - 1.3.2 Expiration or Cancellation. If a stop work order is canceled by the City of Twin Falls or the period of the stop work order or any extension thereof expires, Consultant shall promptly resume the Work covered by such stop work order. The City of Twin Falls shall make an equitable adjustment in the delivery schedule, and the applicable Statement of Work shall be modified, in writing, accordingly, if: (i) the stop work order directly and proximately results in an increase in the time required for the performance of any part of the Statement of Work; and (ii) Consultant asserts its right to such equitable adjustment within thirty (30) days after the end of the period of work stoppage.
- 1.4. Fees and Payment. Subject to the terms of this Agreement, the Consultant shall invoice the City of Twin Falls, and the City of Twin Falls shall compensate Consultant, as set forth in Appendix B. The fees to be paid to Consultant under this Agreement shall be the total and complete compensation to be paid to consultant for its performance under this Agreement. Consultant shall bear, and the City of Twin Falls shall have no obligation to pay or reimburse Consultant for, any and all other fees, costs, profits, taxes or expenses of any nature that Consultant incurs.

2. Representations and Warranties.

Consultant certifies that the following representations and warranties shall be true and accurate as of the Effective Date and shall remain true during the term of this Agreement and the Termination Assistance Period. Consultant shall promptly notify the City of Twin Falls if any representation or warranty becomes untrue. Consultant represents and warrants to the City of Twin Falls as follows:

- 2.1. Authorization/Compliance with Laws. (i) Consultant has full power and authority to enter into this Agreement, to grant the rights herein and to perform its obligations under this Agreement, and that Consultant's representative who signs this Agreement has the authority to bind Consultant to this Agreement; (ii) the execution, delivery and performance of this Agreement have been duly authorized by all requisite corporate action on the part of Consultant; (iii) with its terms; (iv) Consultant, its business, and its performance of its obligations under this Agreement comply with all Applicable Laws; and (vi) Consultant pays all undisputed debts when they come due.

3. Indemnification.

- 3.1. General Indemnity. Consultant shall indemnify, defend (with counsel satisfactory to the City of Twin Falls), and hold harmless City of Twin Falls Entities and City of Twin Falls Personnel against all Claims founded upon or that arise out of or in connection with: (i) Consultant's negligent acts, errors, omissions, recklessness, or willful misconduct in connection with the provision of, or failure to provide, the Work; (ii) any other breach by Consultant under this Agreement; (iii) Third Party Claims relating to infringement or misappropriation of any Intellectual Property Right by Consultant or the Work, including software, services, systems, equipment, or other materials provided by Consultant; or (iv) any unauthorized disclosure, access, use, or compromise of Confidential Information, security-sensitive information, emergency response procedure, or protected information by Consultant or its employees, agents, or subcontractor. Consultant's duty to defend shall arise immediately upon tender of a Claim by the City. Consultant shall not make any admission of liability or other statement on behalf of an indemnified party or enter into any settlement or other agreement which would bind an indemnified party, without the City of Twin Falls's prior written consent, which consent shall not be unreasonably withheld; and the City of Twin Falls shall have the right, at its option and expense, to participate in the defense and/or settlement of a claim through counsel of its own choosing. Consultant's duties of indemnification exclude indemnifying a party for that portion of losses and expenses that are finally determined by a reviewing court to have arisen out of the sole negligence or willful misconduct of the indemnified party. Consultant's indemnification obligations shall not be limited by any insurance maintained under this Agreement. Consultant's obligations under this Section shall survive expiration or termination of this Agreement.

4. Insurance Requirements.

4.1. General Requirements

- 4.1.1 By requiring the minimum insurance set forth in this Agreement, the City of Twin Falls shall not be deemed or construed to have assessed the risks that may be applicable to Consultant under this Agreement. Consultant shall assess its own risks and if it deems appropriate or prudent, maintain higher limits or broader coverage.

5. The insurance obligations under this Agreement shall be: (1) all the insurance coverage and/or limits carried by or available to the Consultant; or (2) the minimum insurance coverage requirements and/or limits shown in this Agreement, whichever is greater. Any insurance proceeds in excess of or broader than the minimum required coverage and/or minimum required limits which are applicable to a given loss shall be available to the City of Twin Falls in compliance with the Insurance Requirements set forth in this Agreement.

- 5.1.1 Consultant shall obtain and maintain the required insurance for the duration of this Agreement with an insurance company or companies acceptable to the City of Twin Falls, in its sole discretion, and that are rated "A-VII" or higher by A. M. Best's key rating guide and are authorized to do business in the state of Idaho.

- 5.1.2 Consultant, prior to commencement of the Work, shall provide City of Twin Falls with certificates of insurance as evidence that the required insurance is in full force and effect. The insurance required under this Agreement that Consultant maintains in compliance with the terms of this "General Requirements" subsection (with the exception of Professional Liability Insurance, if required) must be endorsed to include City of Twin Falls of Idaho; and their respective elected and appointed officials, officers, employees, and agents as additional insureds. No payments will be made to Consultant until all required current and complete certificates of insurance and signed insurance policy endorsements are properly endorsed and on file with the City of Twin Falls.

- 5.1.3 Failure to provide the documentation as required prior to the commencement of Work shall not constitute or be construed as a waiver of the obligation to provide such documentation.

- 5.1.4 The Certificates of Insurance must be addressed and mailed to:

City of Twin Falls, Idaho
203 Main Avenue East
Twin Falls, ID 83301

- 5.1.5 All insurance policies required under this Agreement must remain in force for the entire duration of

City of Twin Falls of Idaho Agreement No. XXXXX with Aanko Technologies, Inc. this Agreement. If the insurance expires during the Term of this Agreement, Consultant shall immediately renew or replace the required insurance and provide a new current certificate of insurance and signed insurance policy endorsement(s), or Consultant will be in breach of this Agreement, and the City of Twin Falls may direct the Consultant to stop work or may take other remedial action. Consultant must provide renewal insurance certificates to City of Twin Falls on or before the expiration date of the previous insurance certificates. Any new insurance procured by Consultant must conform to the requirements of this Agreement.

- 5.1.6 In the event Consultant fails to keep the specified insurance coverage in force at all times required under this Agreement, City of Twin Falls may, in addition to and without limiting any other remedies available to it, (i) order the Consultant to stop work, or (ii) terminate this Agreement upon the occurrence of such event, subject to the provisions of this Agreement.

5.2. Insurance Requirements

5.2.1 **Commercial General Liability**

Commercial General Liability Insurance shall be written on an occurrence form with limits of not less than \$1,000,000.00 per occurrence for bodily injury and property damage and \$ 2,000,000.00 annual aggregate. The policy shall include coverage for liabilities arising out of or in connection with premises, operations, products and completed operations, personal and advertising injury, and liability assumed under an insured contract. This insurance shall apply separately to each insured against whom a claim is made, or suit is brought. The products and completed liability shall extend for not less than three (3) years past the completion of the Work or the termination of this Agreement, whichever occurs first.

5.2.2 **Workers' Compensation & Employers' Liability Insurance**

If Consultant has employees, it shall maintain workers' compensation insurance as required by law. Employer's liability limits shall be not less than \$1,000,000 for each accident, \$1,000,000 as the aggregate disease policy limit, and \$1,000,000 as the disease limit for each employee. If Consultant does not have employees, it shall provide a letter, on company letterhead, to the City of Twin Falls certifying, under penalty of perjury, that it does not have employees. Upon the City of Twin Falls's receipt of the letter, Consultant shall not be required to maintain workers' compensation insurance.

5.2.3 **Professional Liability Insurance**

Professional Liability Insurance shall include coverage for any negligent act, error, or omission committed or alleged to have been committed which arises out of rendering or failure to render the Work provided under the terms of this Agreement. The policy shall provide limits of not less than \$ 2,000,000.00 per claim or per occurrence and \$1,000,000.00 annual aggregate. If the policy is written on a "claims made" form, Consultant shall continue such coverage, either through policy renewals or the purchase of an extended discovery period, if such extended coverage is available, for not less than five (5) years from the date of completion of the Work which is the subject of this Agreement. The retroactive date or "prior acts inclusion date" of any such "claims made" policy must be no later than the date that Work commences pursuant to the Agreement.

5.2.4 **Umbrella Policies**

Consultant may satisfy basic coverage limits through any combination of primary, excess, or umbrella insurance.

6. **Term / Termination.**

- 6.1. Term. This Agreement shall commence on the Effective Date and continue until terminated in accordance with the terms of this Agreement. The City of Twin Falls may, at its sole option, extend the Term for up to three (3) consecutive one-year periods, at the end of which this Agreement shall expire. In order to extend the Term, the City of Twin Falls must notify Consultant prior to the end of the initial term (or the then-current one- year extension period).
- 6.2. Termination for Convenience. The City of Twin Falls may terminate, in whole or in part, this Agreement

City of Twin Falls of Idaho Agreement No. XXXXX with Aanko Technologies, Inc. and/or any Statement of Work for convenience (without cause) upon thirty (30) days prior written notice. The City of Twin Falls's notice obligations under the foregoing sentence shall not apply to any stop work orders issued by the City of Twin Falls under this Agreement or any Statement of Work. After receipt of such notice, and except as otherwise directed by the City of Twin Falls, Consultant shall immediately: (a) stop Work as specified in the notice; and (b) place no further subcontracts, except as necessary to complete the continued portion of this Agreement. Consultant shall be entitled only to payment for satisfactorily completed Work performed through the effective date of termination.

- 6.3. Termination for Cause. In addition to any other rights or remedies available under this Agreement or at law, the City of Twin Falls may terminate this Agreement and/or any Statement of Work, in whole or in part, immediately upon written notice to Consultant if: (a) Consultant materially breaches this Agreement and fails to cure such breach within ten (10) days after receipt of written notice from the City of Twin Falls, or such shorter period as the City of Twin Falls determines is reasonably necessary to protect public health, safety, or welfare; (b) Consultant commits fraud, misrepresentation, misconduct, or acts in bad faith in connection with this Agreement or the Work; (c) Consultant experiences any actual or suspected unauthorized disclosure, misuse, or compromise of Confidential Information, security-sensitive information, or City data, or otherwise breaches its confidentiality or data security obligations; (d) Consultant fails to maintain any insurance required under this Agreement; (e) Consultant, or any principal or key subcontractor of Consultant, becomes suspended, debarred, disqualified, or otherwise ineligible to perform public contract work under applicable law; or (f) the City of Twin Falls determines, in its reasonable discretion, that Consultant's acts, omissions, performance, or failure to perform create or pose a threat to public health, safety, welfare, security, or the integrity of the City's emergency management operations or systems. Upon termination under this Section, Consultant shall immediately cease all Work, take all reasonable steps to minimize additional costs, and promptly deliver to the City of Twin Falls all completed or partially completed work product, records, data, reports, drafts, materials, and other deliverables related to the Agreement, whether in hard copy or electronic format. Consultant shall be entitled only to payment for satisfactorily completed Work performed through the effective date of termination and shall not be entitled to payment for unperformed Work, lost profits, anticipatory profits, or consequential damages arising from such termination.
- 6.4. Termination Assistance. At the City of Twin Falls's request and option, during the Termination Assistance Period, Consultant shall provide, at the same rates charged immediately before the start of the Termination Assistance Period, to the City of Twin Falls or to its designee (collectively, "Successor") services reasonably necessary to enable the City of Twin Falls to obtain from another Consultant, or to provide for itself, services to substitute for or replace the Work, together with all other services to allow the Work to continue without interruption or adverse effect and to facilitate the orderly transfer of the Work to the Successor (collectively, the "Termination Assistance Services"). Termination Assistance Services will be provided to the City of Twin Falls by Consultant regardless of the reason for termination or expiration. At the City of Twin Falls's option and election, the City of Twin Falls may extend the Termination Assistance Period for an additional six (6) months.
- 6.5. Survival. Termination of this Agreement shall not affect the rights and/or obligations of the Parties which arose prior to any such termination (unless otherwise provided herein) and such rights and/or obligations shall survive any such expiration or termination. Rights and obligations which by their nature should survive shall remain in effect after termination or expiration of this Agreement, including Sections 3 through 6 of these General Terms and Conditions.
- 6.6. Notices. Any notice required or permitted under the terms of this Agreement or required by law must be in writing and must be: (a) delivered in person, (b) sent by registered or certified mail, or (c) sent by overnight air courier, in each case properly posted and fully prepaid to the appropriate address and recipient set forth below:

If to Consultant:	If to the City of Twin Falls:
Aanko Technologies, Inc. 1320B S. Main Street, Ste. 191 Salinas, CA 93901 ATTN: Steve Longoria, Chief Executive Officer steve.longoria@aanko.com 877-767-9888	City of Twin Falls, Idaho 203 Main Avenue East Twin Falls, ID 83301

Either Party may change its address for notification purposes by giving the other Party written notice of the new address in accordance with this Section. Notices will be considered to have been given at the time of actual delivery in person, three (3) Business Days after deposit in the mail as set forth above, or one (1) day after delivery to an overnight air courier service.

- 6.7. Independent Consultants. Consultant in the performance of this Agreement shall act in an independent capacity and not as officers or employees or agents of the City of Twin Falls. Neither the making of this Agreement nor the performance of its provisions shall be construed to constitute either of the Parties hereto as an agent, employee, partner, joint venturer, or legal representative of the other, and the relationship of the Parties under this Agreement is that of independent consultants. Neither Party shall have any right, power or authority, express or implied, to bind the other.
- 6.8. Covenant of Further Assurances. Consultant covenants and agrees that subsequent to the execution and delivery of this Agreement and without any additional consideration, Consultant shall execute and deliver any further legal instruments and perform any acts that are or may become necessary to effectuate the purposes of this Agreement.
- 6.9. Governing Law; Jurisdiction; and Venue. This Agreement and performance under it will be exclusively governed by the laws of the State of Idaho without regard to its conflict of law provisions. The parties shall attempt in good faith to resolve informally and promptly any dispute that arises under this Agreement. Consultant hereby irrevocably submits to the exclusive jurisdiction and venue of the state of Idaho in any legal action concerning or relating to this Agreement.
- 6.10. Follow-On Contracting. Subject to certain exceptions, Aanko Technologies Inc, may be awarded a follow-on Consulting Services contract as an extension of this contract, for the provision of additional consulting services, procurement of goods or supplies, or any other related action which is required, suggested, or otherwise deemed appropriate in the end product of the Consulting Services contract.
- 6.11. Force Majeure. Neither Party shall be liable to the other for any delay in or failure of performance, nor shall any such delay in or failure of performance constitute default, if such delay or failure is caused by a force majeure. Force majeure, for purposes of this paragraph, is defined as follows: acts of war and acts of god, such as earthquakes, floods, and other natural disasters, such that performance is impossible.
- 6.12. Miscellaneous. This Agreement has been arrived at through negotiation between the Parties. This Agreement constitutes the entire agreement of the Parties with respect to the subject matter hereof. If any part of this Agreement is held unenforceable, all other parts remain enforceable. A Party's waiver of enforcement of any of this Agreement's terms or conditions is effective only if in writing. Any waiver or failure to enforce any provision of this Agreement on one occasion will not be deemed a waiver of any other provision or of such provision on any other occasion. Time is of the essence regarding Consultant's performance of the Work. Unless otherwise approved by the City of Twin Falls in writing in advance, Work may not be performed outside of the United States. The Consultant shall maintain an adequate system of accounting and internal controls that meets Generally Accepted Accounting Principles or GAAP. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but taken together, all of which shall constitute one and the same Agreement.

END OF AGREEMENT