

COUNCIL MEMBERS:Suzanne
HawkinsJim
MunnShawn
BarigarChris
TalkingtonGregory
LantingDon
HallRebecca
Mills Sojka

Vice Mayor

Mayor

**AGENDA**
Meeting of the Twin Falls City Council
Monday, June 23, 2014
City Council Chambers
5:00 P.M.**PLEDGE OF ALLEGIANCE TO THE FLAG****CONFIRMATION OF QUORUM****CONSIDERATION OF THE AMENDMENTS TO THE AGENDA****PROCLAMATION: None****GENERAL PUBLIC INPUT****AGENDA ITEMS****I. CONSENT CALENDAR:**

1. Consideration of a request to approve the Accounts Payable for June 10 – June 23, 2014.
2. Consideration of a request to approve Liquor, Wine and Beer License renewals for 2014/2015, contingent the businesses receive their State alcohol license.
3. Consideration of a request to approve the Annual Classic Cruisers event to be held on Friday, June 27; Saturday, June 28; and Sunday, June 29, 2014.
4. Consideration of a request from the "Magic Valley Citizens' 4th of July" to approve the annual fireworks display held at the College of Southern Idaho on Friday, July 4, 2014.
5. Consideration of a request to approve the Final Plat for Lengfeld Subdivision for property located south of the intersection of Madrona St. N. and Candleridge Drive.
6. Consideration of a request to approve the Findings of Fact, Conclusions of Law, and Decision for a Zoning District Change & Zoning Map Amendment for E. Dan Carter, Cowboy Investments.
7. Consideration of a request to approve the May 27, June 3, and June 9, 2014, City Council Minutes.

Purpose:

Action

By:

Sharon Bryan

Action

Sharon Bryan

Action

Ryan Howe

Action

Ryan Howe

Action

Mitchel Humble

Action

Mitchel Humble

Action

Leila A. Sanchez

II. ITEMS FOR CONSIDERATION:

1. Presentation of a Certificate of Appreciation from Habitat for Humanity to the Building Department.
2. Consideration of a request to name the small dog enclosure at "Baxter's Park in Memory of Dale Drown" as the "Becker Small Dog Enclosure - donated by Dr. Marty & Teresa Becker in memory of Bob & Virginia Becker."
3. Consideration of a request to award a contract to Record Steel and Construction, Inc., dba RSCI, in the amount of \$17,963,307, for Construction Package 2 of the WWTP upgrades; and present an update on WWTP schedule and costs to date.
4. Consideration of a request to change the City of Twin Falls current credit card process.
5. Update on the Zoning Ordinance amendment progress.
6. Public input and/or items from the City Manager and City Council.

Purpose:

Presentation

By:Linda Fleming/
Habitat for Humanity

Action

Dennis Bowyer

Action/
Update

Troy Vitek

Action

Lorie Race/
Robert Atkins -Wells Fargo

Discussion

Mitchel Humble

III. ADVISORY BOARD REPORTS/ANNOUNCEMENTS:**IV. PUBLIC HEARINGS: 6:00 P.M. - NONE****V. ADJOURNMENT:**

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

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

Twin Falls City Council-Public Hearing Procedures for Zoning Requests

- 1. Prior to opening the first Public Hearing of the session, the Mayor shall review the public hearing procedures.**
 - 2. Individuals wishing to testify or speak before the City Council shall wait to be recognized by the Mayor, approach the microphone/podium, state their name and address, then proceed with their comments. Following their statements, they shall write their name and address on the record sheet(s) provided by the City Clerk. The City Clerk shall make an audio recording of the Public Hearing.**
 - 3. The Applicant, or the spokesperson for the Applicant, will make a presentation on the application/request (request). No changes to the request may be made by the applicant after the publication of the Notice of Public Hearing. The presentation should include the following:**
 - **A complete explanation and description of the request.**
 - **Why the request is being made.**
 - **Location of the Property.**
 - **Impacts on the surrounding properties and efforts to mitigate those impacts.**

Applicant is limited to 15 minutes, unless a written request for additional time is received, at least 72 hours prior to the hearing, and granted by the Mayor.
 - 4. A City Staff Report shall summarize the application and history of the request.**
 - **The City Council may ask questions of staff or the applicant pertaining to the request.**
 - 5. The general public will then be given the opportunity to provide their testimony regarding the request. The Mayor may limit public testimony to no less than two minutes per person.**
 - **Five or more individuals, having received personal public notice of the application under consideration, may select by written petition, a spokesperson. The written petition must be received at least 72 hours prior to the hearing and must be granted by the mayor. The spokesperson shall be limited to 15 minutes.**
 - **Written comments, including e-mail, shall be either read into the record or displayed to the public on the overhead projector.**
 - **Following the Public Testimony, the applicant is permitted five (5) minutes to respond to Public Testimony.**
 - 6. Following the Public Testimony and Applicant's response, the hearing shall continue. The City Council, as recognized by the Mayor, shall be allowed to question the Applicant, Staff or anyone who has testified. The Mayor may again establish time limits.**
 - 7. The Mayor shall close the Public Hearing. The City Council shall deliberate on the request. Deliberations and decisions shall be based upon the information and testimony provided during the Public Hearing. Once the Public Hearing is closed, additional testimony from the staff, applicant or public is not allowed. Legal or procedural questions may be directed to the City Attorney.**
- * Any person not conforming to the above rules may be prohibited from speaking. Persons refusing to comply with such prohibitions may be asked to leave the hearing and, thereafter removed from the room by order of the Mayor.**



Date: June 23, 2014, City Council Meeting

To: Honorable Mayor and City Council

From: Sharon Bryan

Request:

Approval of Liquor, Wine and Beer license renewals for 2014/2015 contingent the businesses receive their State alcohol license.

Time: Consent Calendar

Background: Renewal of liquor, wine and beer licenses.

Budget Impact: N/A

Regulatory Impact: City and State Code Compliance

Conclusion: Staff recommends approval of the renewal applications.

Attachments: List of all alcohol license renewals.

ALCOHOL LICENSE RENEWALS 2014 - 15

BUSINESS NAME	ADDRESS	BEER	BOTTLED/CAN	DRAUGHT	WINE	WINE	LIQUOR
		OFF PREM	ON PREM.	ON PREM	OFF PREM	ON PREM	
3 D	139 Shoshone Street North			X		X	
9 Beans and a Burrito	764 Cheney Drive		X				
A Taste of Thai	837 Poleline Road		X			X	
Addison Kicks 66	240 Addison Avenue West	X			X		
Albertson's #139	1221 Addison Avenue	X			X		
Ameritel Inn - La Quinta	539 Pole Line Road	X			X		
Ameritel-Hilton Garden Inn	1741 Harrison St		X			X	
Anchor Bistro	334 Blue Lakes Blvd N			X			X
Applebee's Neighborhood Grill & Bar	1587 Blue Lakes Blvd			X			X
Asian Food Market	404 Addison Ave West	X			X		
Big Smoke LLC #111	287 Washington Street N	X			X		
Big Smoke, LLC #110	659 Blue Lakes Blvd No	X			X		
Bowladrome	220 Eastland Drive			X		X	
Buffalo Wild Wings	1239 Poe Line Road 303B			X		X	X
Canyon Crest Dining & Event Center	330 Canyon Crest Drive			X		X	X
Carinos Italian Kitchen, Inc.	1921 Blue Lakes Blvd N			X		X	X
Castle's Corner	1230 Blue Lakes Blvd North	X			X		
Chili's Bar & Grill	1880 Blue Lakes Blvd No			X		X	X
Costco Wholesale Corp	731 Poleline Road	X			X		
Elevation 486	177 River Vista Place #102			X		X	X
Europe LLC	677 Filer Ave			X		X	
Fil-Mart 66	1612 Blue Lakes North	X			X		
Franklin United, Inc.	1992 Kimberly Road	X					
Franklin United, Inc.	322 West Addison	X					
Fred Meyer's	705 Blue Lakes Blvd	X			X		
Garibaldi's	645 Filer Avenue			X		X	X
Genghis Khan Mongolian Grill	611 Blue Lakes Blvd N		X			X	
Gerties Brick Oven Cookery	602 2nd Avenue South			X			
Hide Out Bar	157 Washington Street			X			
Hometown Sports Bar & Grill	213, 223 5th Ave South			X		X	
Idaho Joe's	598 Blue Lakes Blvd North		X			X	
Idaho Pizza Company	1859 Kimberly Road			X		X	
Jaker's Restaurant	1598 Blue Lakes Blvd North			X			X
Janitzio Family Mexican Restaurant	164 Main Avenue North			X		X	
Kiwi Fish-n-Chips & Meat Pies	1007 Blue Lakes Blvd			X		X	
Klover Klub Lounge, Inc.	402 Main Avenue North			X		X	X
Kurt's Prescription Center	1203 Filer Avenue East	X			X		
Kwik Mart	120 Ramage Street	X			X		

ALCOHOL LICENSE RENEWALS 2014 - 15

LaCasita Mexican Restr.	111 South Park Avenue W		X			X	
LaFiesta Mexican Restaurant	1288 Blue Lakews Blvd N			X		X	X
Log Tavern	401 4th Avenue West			X			X
Lonesome Dove Saloon	600 Main Avenue N			X		X	
Loong Hing	1719 Kimberly Road		X			X	
Magic Bowl	340 2nd Avenue East		X				
Magic Valley Cinema 13	1485 Pole Line Rd E #126			X		X	
Mandarin House	735 Blue Lakes North		X			X	
Maverik #492	883 Blue Lakes Blvd	X			X		
Maverik #224	120 6th Avenue West	X			X		
Maxie's Pizza & Pasta	170 Blue Lakes			X		X	
Mi Pueblo Bakery LLC	449 Washington Street North	X	X				
Mia's Place	717 Main Avenue West			X		X	
Montana Steak House	1826 Canyon Crest Drive			X		X	X
Oasis Stop n Go #14	1390 Blue Lakes Blvd North	X			X		
Oasis Stop n Go #3	1310 Addison Avenue East	X			X		
Oasis Stop n Go #4	659 Addison Avenue E	X			X		
Oasis Stop n Go #7	2220 Addison Avenue East	X			X		
Oasis Stop n Go #8	515 Washington N	X			X		
Oasis Stop n Go #9	890 Washington South	X			X		
ODunken's	102 Main Avenue North			X		X	
Ol' Town GR	117 Main Avenue East			X		X	
Outback Steak House	1965 Blue Lakes Blvd N			X			X
Peking Restaurant	824 Blue Lakes Blvd North		X			X	
Persian Kebob	669 Blue Lakes Blvd N		X			X	
Pioneer Club	1519 Kimberly Road			X			X
Pizza Hut #2178	1099 Blue Lakes Blvd		X				
Pizza Hut #2179	1733 Addison Avenue E		X				
Prasai's Thai 2 Go	1563 Fillmore, Ste 1-A		X				
Prasai's Thai Cuisine	428 2nd Avenue East		X			X	
Pressbox Sports Bar	1749 Kimberly Road			X		X	X
Purity Spa	2221 Addison Ave East	X	*/		X	X	
Red Lion Canyon Springs	1357 Blue Lakes Blvd North			X		X	X
River Rock Grill	1824 Blue Lakes Blvd.			X			X
Rock Creek	200 Addison Avenue West			X			X
Rudy's Price Hardware	147 Main Avenue West	X	X		X	X	
Sakura	562 Blue Lakes Blvd		x			x	
Scooter's	137 2nd Avenue East			X		X	
Sharis of Twin Falls	1601 Blue Lakes Blvd N		X			X	
Sizzler 650	719 Blue Lakes Blvd N			X		X	

ALCOHOL LICENSE RENEWALS 2014 - 15

Slice	132 Main Ave North			X			X
Smith's Food and Drug	1913 Addison Avenue	X			X		
St Lukes MVRMC	650 Addison Avenue West		X			X	
Stinker Store #51	1777 Kimberly Road	X			X		
Stinker Store #54	880 Shoshone Street West	X			X		
Stinker Store #55	2259 Addison Avenue	X			X		
Stone House & Company	330 4th Avenue South			X		X	
Sushi Tokyo Japanese Restr.	1111 Blue Lakes Blvd N Ste B		X			X	
Sushi Ya	412 2nd Avenue East		X			X	
Swenmart, Inc.	115 Addison Avenue	X			X		
Swenson's	991 Washington Street South	X			X		
Target	1611 Blue Lakes Blvd N	X			X		
Teodora Caffé	1563 Fillmore, Unite 1B		X			X	
The Cove	496 Addison Avenue West			X		X	X
The Ground Round	2128 Kimberly Road			X		X	
The Historic Ballroom	122 2nd Ave North			X		X	
The Pit Café	1986 Addison Ave E		X			X	
The Shuffle Inn	633 2nd Avenue South			X		X	
Tomato's Italian Grill	1309 Blue Lakes Blvd N			X		X	X
Triple S Oil- Mr. Gas	911 Blue Lakes Blvd North	X			X		
Tse Restaurant	1021 Blue Lakes Blvd N		X			X	
Turf Club	734 Falls Avenue West			X		X	X
Twin Burger Kabob & BBQ LLC	260 Shoshone Street		X				
Twin Falls Brickhouse	516 Hansen Street South			X		X	X
Twin Falls Golf Club	545 Grandview Drive			X		X	X
Twin Falls Grocery Outlet	2318 Addison Ave E	X			X		
Twin Falls Moose Lodge #612	835 Falls Avenue		X				X
Twin Falls Sandwich Company	128 Main Avenue N			X		X	
Twin Stop, LLC #4 Lynwood	108 Addison Avenue W	X			X		
Twin Stop, LLC #3 Addison	688 Pole Line Road	X			X		
Twin Stop, LLC #2 Poleline	1509 Kimberly Rd	X			X		
Twin Stop, LLC #9 Locust	157 2nd Avenue West			X			
Video Mexico	1960 Kimberly Road	X					
Von Scheidt Brewing Company	252 Cheney Drive W	X			X		
Wal Mart	306 Blue Lakes Blvd N	X			X		
Walgreens #07277	1732 Washington Street N	X			X		
Walgreens #12286	1569 Blue Lakes Blvd North	X			X		
Winco Food #30	1188 Blue Lakes North		X			X	
Wok n Grill Restaurant	213, 223 & 233 5th Avenue S			X		X	X
Wormo's Rack'em & Crack'em	1986 Addison Ave E			X		X	

ALCOHOL LICENSE RENEWALS 2014 - 15

Green applied - waiting for a Copy of State License							



Date: Monday, June 23, 2014, Council Meeting
To: Honorable Mayor and City Council
From: Sergeant Ryan Howe, Twin Falls Police Department

Request:

Consideration of a request to approve the Annual Classic Cruisers event to be held on Friday, June 27; Saturday, June 28; and Sunday, June 29, 2014.

Time Estimate:

Staff requests that this item be placed on the Consent Calendar.

Background:

The Annual Classic Cruisers event will begin on Friday, June 27, 2014, from 6:00 p.m. until 11:00 p.m. Included in the request is the approval of a street dance on June 27th with a DJ providing music in front of the fountain on Main Avenue South from 6:00 p.m. to 10:00 p.m. The organizer of the event will control the volume of the music being played. Alcohol will not be provided by the Classic Cruisers. Classic Cruisers request the closure of Main Avenue East/South from Gooding Street to Idaho Street. Included in this section will be the street closure of Hansen Street East from Main Avenue to 2nd Avenue East. Shoshone Street will remain open during the event. The organizers will be responsible for providing barricades and for blocking the streets at the beginning of the event. The organizers are responsible for removing the barricades at the conclusion of the Friday night event. The street closure will be from 6:00 p.m. until 11:00 p.m. Cars being displayed will be parked in parking areas, not blocking the streets.

Arrangements have been made by Classic Cruisers to assure the streets and surrounding areas are picked up of trash.

Classic Cruisers have included in their Special Events Application the utilization of the Twin Falls City Park on Sunday, June 29, 2014, with breakfast being served. Sunday's event will conclude at 3:00 p.m. The Classic Car Show will display vehicles on the grass of the City Park on Sunday. There will be food vendors and MBC vendors. Alcohol will not be served at the City Park. There will be a live DJ providing music. The amplified music will be played on Sunday from 12:00 p.m. until 3:00 p.m. This event is raising money to support Autism Speaks.

Approval Process:

Consent of the City Council

Budget Impact:

None

Regulatory Impact:

None

Conclusion:

Relevant City Staff members have met and approved this Special Events Application. The Fire Department has approved and signed the application.

Staff recommends that the Council approve the Classic Cruisers' application for the three-day event. Twin Falls Police Department Staff requests approval for the on-duty Patrol Supervisor to have the authority to close down the event based on non-compliance of noise complaints from the music if they should arise.

Attachments:

None



Date: Monday, June 23, 2014 Council Meeting

To: Honorable Mayor and City Council

From: Sergeant Ryan Howe, Twin Falls Police Department

Request:

Consideration of a request from the "Magic Valley Citizens' 4th of July" to approve the annual fireworks display held at the College of Southern Idaho on Friday, July 4, 2014. This activity will begin at 2:00 p.m. and will conclude at approximately 11:00 a.m.

Time Estimate:

Staff requests that this item be placed on the Consent Calendar.

Background:

The Fourth of July fireworks celebration has been held for the last several years at the College of Southern Idaho. The Twin Falls City Band will play from 8:00 p.m. to 9:30 p.m. on the CSI Campus. The fireworks display will begin at approximately 10:00 p.m. and is expected to conclude by 11:00 p.m. As in the past, the area around the CSI Campus will be closed to traffic at 9:00 p.m.

Our evaluation of this event considered the following factors:

1. History –Fireworks Event

- The Fourth of July fireworks event has been an annual event for the past several years.
- The calls for service experienced during the 2013 event were minimal.

2. Expected Crowd Size

- Attendance at past fireworks events has been estimated to be in excess of 2,000 people. The Twin Falls Police Department will provide a minimum of two (2) Police Officers to patrol the interior of the campus during the event.
- This event will require a total of fifteen (15) Twin Falls Police Officers, four (4) non-sworn employees, and several volunteers. Officers from other local law enforcement agencies will assist with traffic control. The entire event requires 35 people to provide traffic control and to ensure the safety of citizens.

3. Traffic Concerns

- Falls Avenue will be closed at 9:00 p.m. between Blue Lakes Boulevard North and Washington Street North. North College Road will also be closed between Blue Lakes Boulevard North and Washington Street North. The road closures will be controlled by traffic cones, barricades, and Police Officers and Volunteers.
- The City of Twin Falls will provide barricades and traffic cones.

4. Live Music

- The Twin Falls City Band will be providing entertainment on the CSI Campus from 8:00 p.m. to 9:30 p.m. The Twin Falls City Band has performed for this event for the last several years.

5. Interest to City of Twin Falls

- The Twin Falls Police Department feels the necessity to make this a safe event for the citizens of our community.

Approval Process:

Consent of the City Council.

Budget Impact:

The special event overtime cost for the Twin Falls Police Department will be \$2,508.00. The cost of this special event is included in the Patrol Division's 2013-2014 overtime budget.

Regulatory Impact:

This event will require fifteen (15) Twin Falls Police Officers and four (4) non-sworn employees.

The Twin Falls Fire Department has approved and signed the Special Events Application.

The Twin Falls City Street Department will provide traffic cones and barricades. The Street Department will pick up the traffic cones and barricades the next day during normal working hours.

Conclusion:

Several relevant City Staff Members have met and approved this application.

Staff recommends that the City Council approve the Special Events Application submitted for the "Magic Valley Citizens' 4th of July" event.

Attachments:

None



Date: **MONDAY JUNE 23, 2014**

To: Honorable Mayor Hall and City Council

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

ITEM I

Request: Request for consideration of the Final Plat for Lengfeld Subdivision, consisting of two (2) single family residential lots on approximately 3.83 acres located south west of the intersection of Madrona St. N and Candleridge Drive. c/o Don Acheson/Reidesel Engineering, Inc. on behalf of Mitchell Moffitt

Time Estimate:

There will be no staff presentation unless the Council has questions and pulls this item off the Consent Calendar.

Background:

Applicant:	Status: Owner	Size: 3.83(+/-) acres
Mitchell Moffitt 1710 Brookfield Ct Twin Falls, ID 83301 208-944-4358 mitchell.moffitt@googlemail.com	Current Zoning: R-2	Requested Zoning: Approval of a final plat
	Comprehensive Plan: Medium Density Residential	Lot Count: 2 lots
	Existing Land Use: Residential	Proposed Land Use: Single Family Residential
Representative:	Zoning Designations & Surrounding Land Use(s)	
Riedesel Engineering, Inc. 202 Falls Ave Twin Falls, ID 83301 Don Acheson 208-733-2446 dacheson@riedeseleng.com	North: R-1 VAR; residential	East: R-2; Madrona St N, residential
	South: R-2; residential	West: R-2; Galena Dr, residential
	Applicable Regulations: 10-1-4, 10-1-5, 10-4-4, 10-7-6, 10-11-1 through 9, 10-12-2.4	

Approval Process:

As per Twin Falls City Code 10-12-2.3 Action on Preliminary Plat:

The Commission may approve, conditionally approve, deny or table for additional information when acting on the preliminary plat. If tabled, approval or denial shall occur at the regular meeting following the meeting at which the plat is first considered by the Commission. The action and the reasons for such action shall be stated in writing by the Administrator and forwarded to the applicant. The administrator shall also forward a statement of the action taken and the reasons for such action together with a copy of the approved preliminary plat to the Council for its information and record.

Budget Impact:

The request is for approval of a Final Plat, approval of this request will allow the developer/property owner to record the plat and construct a new residence. Impacts would include additional property taxes for developed land.

Regulatory Impact:

Approval of a final plat that is in conformance with the approved preliminary plat and including any conditions the Commission may have required, is presented to the City Council. Only after a final plat has been approved by the City Council and construction plans approved, may the plat be recorded and lots sold for development.

History:

Purchased in 1985 from the McCallie family, John Reeder constructed a separate dwelling on the lot in 1986. At the time, the County Assessor's Office was requested, by Twin Falls Bank & Trust, to split off the new home from the lot in what was called a *Mortgage Split*. This mortgage split was to allow for financing purposed only and was processed; however, the County assigned a separate RPT# for this portion of the lot. This led the Reeder's to believe that the lot had indeed been split legitimately. The property as a whole was annexed by the City of Twin Falls in December of 1995.

A Conveyance Plat was recorded on November 5, 2012.

Analysis:

This Final Plat for the Lengfeld Subdivision, includes 3.83 (+/-) acres and is zoned R-2 (Residential Single Household or Duplex District). The request is to plat two (2) lots for single family residential development. The site is located on the west side of the 1200 block of Madrona Street North between Pomerelle Drive and Candleridge Drive.

The proposed plat will allow for single family residential development only. The city code allows a minimum lot area per household dwelling of be six thousand (6,000) square feet and ten thousand (10,000) square feet for a duplex dwelling. The lot sizes are in conformance with minimum lot sizes for single family development.

Access to Lot 1 will be obtained through a shared approach with Lot 2 off Madrona Street North. An Access Easement will have to be recorded before a building permit can be issued for Lot 1. The Fire Department review has indicated the need for an additional fire hydrant. The location of the residence on Lot 1 will determine where this hydrant will need to be placed. The location and size of the residence on Lot 1 has not been determined at this time. The sewer and water tap locations will be finalized at building permit process.

Preliminary Plat approval is the first step of the plat approval process. A preliminary plat is presented to the Planning and Zoning Commission. The Commission may approve the preliminary plat, deny it, or approve it with conditions. A final plat, that is in conformance with the approved preliminary plat and including any conditions the Commission may have required, is then presented to the City Council. Only after a final plat has been approved by the City Council and construction plans approved, may the plat be recorded and lots sold for development.

Approval of a preliminary plat does not constitute a commitment by the City to provide water or waste water services. The plat indicates that Lot 1 will be connected to City of Twin Falls water and sewer systems. Lot 2 is currently on a septic system and city water.

The developer is negotiating sewer capacity at this time. A guarantee of services comes when the City Engineer signs a Will-Serve Letter after final and construction plans are reviewed. It is also indicated on the Preliminary Plat that the site will be on a private Pressure Irrigation (P.I.) System.

This request is in conformance with the Comprehensive Plan which designates this area as appropriate for Medium Density Residential development.

On January 21, 2014 the City Council approved a request for a Park-n-Lieu contribution by the developer as presented.

On June 10, 2014 the Planning & Zoning Commission approved the Lengfeld Preliminary Plat subject to the following conditions:

1. Subject to final technical review and amendments as required by Building, Engineering, Fire, and Zoning officials to ensure compliance with all applicable City Code requirements and standards.
2. Subject to an access easement being recorded before building permit can be issued on Lot #1.
3. Subject to a fire hydrant being installed at the time of building permit being issued for Lot #1.
4. Subject to a completed transfer of sewer capacity or the lots will have to be placed in trust.

Conclusion:

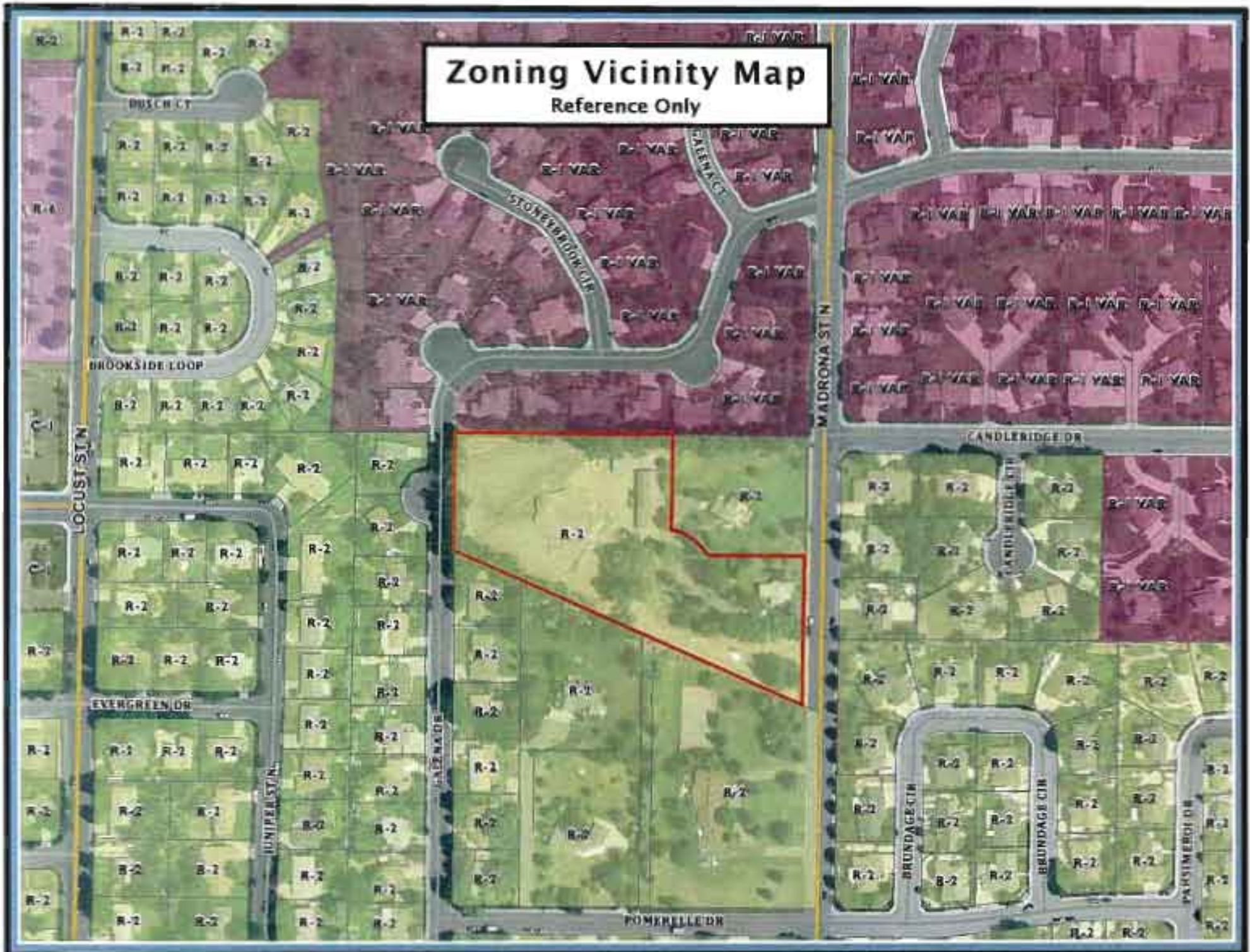
Staff recommends the Council approve the final plat of the Lengfeld Subdivision, as presented, subject to conditions placed on the preliminary plat.

Attachments:

1. Zoning Vicinity
2. Aerial Map
3. Future Land Use Map
4. Approved Preliminary Plat
5. Final Plat Exhibit
6. Pictures
7. Portion of DRAFT 06-10-14 P&Z PH Minutes

Zoning Vicinity Map

Reference Only



Aerial Image Map
Reference Only



Future Land Use Map

Reference Only

Medium Density Designation



LENGFELD SUBDIVISION
 BLOCK 1, LOT 1, JOHN REEDER CONVEYANCE PLAT
 BEING A PORTION OF THE
 NE1/4 SW1/4, SECTION 3
 T. 10 S., R. 17 E., B.M.
 TWIN FALLS COUNTY, IDAHO
 2013
 3.81 ACRES



LEGEND

	BOUNDARY LINE
	RIGHT OF WAY
	LOT LINE
	SECTION LINE
	CENTERLINE
	UTILITY EASEMENT
	PERMANENT PUBLIC ROADSIDE ACCESS, SIDEWALK AND UTILITY EASEMENT
	ALUMINUM CAP (AL)
	FOUND 50' REBAR
	FOUND 10' REBAR
	SET 10'x14' REBAR & CAP
	SET 10'x14' REBAR & CAP
	FOUND 10' REBAR SET 10'x14' REBAR & CAP
	LOT NUMBER
	BASE OF SECTOR
	CORNER PERPETUATION NUMBER
	ACRE
	REAL POINT OF BEGINNING

WARRANTY DEED #2013-0125, OIL/GAS DEED #2011-017945, SUBDIVISION PLAT #2013-021175, TRUST WARRANTY DEED #2010-024681, AFFIDAVIT #2013-024626

HEALTH CERTIFICATE

SANITARY RESTRICTIONS AS REQUIRED BY IDAHO CODE TITLE 59, CHAPTER 13, ARE IN FORCE. NO OWNER SHALL CONSTRUCT ANY BUILDING, DWELLING, OR SHED LOT WHICH NECESSITATES THE SUPPLYING OF WATER OR SEWAGE FACILITIES FOR PERSONS USING SUCH PREMISES UNTIL SANITARY RESTRICTION REQUIREMENTS ARE SATISFIED.

DATE _____

WENDY SOUTH CENTRAL PUBLIC HEALTH DISTRICT



RIEDEL ENGINEERING, INC.
 202 FALLS AVENUE
 TWIN FALLS, IDAHO 83301
 LENGFELD SUBDIVISION
 SHEET 1 OF 2



CURVE DATA TABLE

STATION	DELTA	RADIUS	ARC	CHORD	TANGENT	CHORD BEARINGS
1+00	89°27'30"	125.00'	74.27'	73.00'	85.27'	S 81°17'04" E



VICINITY MAP
 1/8" = 1" SCALE







06/03/2014 12:18 PM



Southwest corner of property;
frontage along Galena Drive

06/03/2014 12:18 PM



MINUTES

TWIN FALLS CITY PLANNING & ZONING COMMISSION

June 10, 2014, 6:00PM

City Council Chambers

305 3rd Avenue East Twin Falls, ID 83301

PLANNING & ZONING COMMISSION MEMBERS

CITY LIMITS:

Nikki Boyd Jason Derricott Tom Frank Kevin Grey Gerardo "Tato" Munoz Christopher Reid Jolinda Tatum
Chairman Vice-Chairman

AREA OF IMPACT:

Ryan Higley Steve Woods
Vice-Chairman

CITY COUNCIL LIAISON

Rebecca Mills Sojka

ATTENDANCE

CITY LIMIT MEMBERS

Present Absent

Boyd
Derricott
Frank
Grey
Munoz
Reid
Tatum

AREA OF IMPACT MEMBERS

Present Absent

Higley
Woods

CITY COUNCIL LIAISON(S): Mills Sojka

CITY STAFF: Carraway, Spendlove, Strickland, Vitek

I. CALL MEETING TO ORDER:

Chairman Frank called the meeting to order at 6:00 P.M. He then reviewed the public meeting procedures with the audience, confirmed there was a quorum present and introduced City Staff.

II. CONSENT CALENDAR:

1. Approval of Minutes from the following meeting(s): May 13, 2014 PH, May 28, 2014, June 4, 2014
2. Approval of Findings of Fact and Conclusions of Law:
 - Kimberly Construction (SUP 05-28-14)
 - Silcock Enterprises (SUP 05-28-14)
 - ProWest Engineering (SUP 05-28-14)
 - Century Motorsports (SUP 05-28-14)
 - White Cloud Communications (Variance 05-28-14)

Motion:

Commissioner Munoz made a motion to approve the consent calendar, as presented. Commissioner Grey seconded the motion.

Unanimously Approved

III. ITEMS OF CONSIDERATION:

1. Request for consideration of the Preliminary Plat for Lengfeld Subdivision, consisting of two (2) single family residential lots on approximately 3.83 acres located southwest of the intersection of Madrona Street North and Candleridge Drive. c/o Don Acheson/Reidesel Engineering, Inc. on behalf of Mitchell Moffitt.

Applicant Presentation:

Don Acheson, Riedesel Engineering, Inc, representing the applicant, stated this is a continuation to a platting process. This was originally a conveyance plat known as Reeder Conveyance. The preliminary plat Lengfeld Subdivision will create 2 conforming lots for an existing home that fronts Madrona Street North and the remaining lot for a new home for the applicant. This is taking an existing lot and creating 2 lots it exceeds the minimum lot size for the R-2 zone. The surrounding land uses are either existing subdivisions or a few surrounding vacant lots. He asked that the Commission approve the preliminary plat so that the applicants can move forward in the process.

Staff Presentation:

Purchased in 1985 from the McCallie family, John Reeder constructed a separate dwelling on the lot in 1986. At the time, the County Assessor's Office was requested by Twin Falls Bank & Trust, to split off the new home from the lot in what was called a *Mortgage Split*. This mortgage split was to allow for financing purposed only and was processed; however, the County assigned a separate RPI for this portion of the lot. This led the Reeder's to believe that the lot had indeed been split legitimately. The property as a whole was annexed by the City of Twin Falls in December of 1995. The Conveyance Plat was recorded on November 5, 2012, a Conveyance Plat requires a preliminary and final platting process to be completed prior to a building permit being issued; this is why this request is coming before the Commission tonight.

This Preliminary Plat for the Lengfeld Subdivision, includes 3.83 (+/-) acres and is zoned R-2; Residential Single Household or Duplex District. The request is to plat two (2) lots for single family residential development. The plat is in conformance with the City Code requirements and standards. Access to Lot 1 will be obtained through a shared approach with Lot 2 off Madrona Street North. An Access Easement will have to be recorded before a building permit can be issued for Lot 1. The Fire Department review has indicated the need for an additional fire hydrant. The location of the residence on Lot 1 will determine where this hydrant will need to be placed. The location and size of the residence on Lot 1 has not been determined at this time. The sewer and water tap locations will be finalized at building permit process.

This is the first step of the plat approval process. The Commission may approve the preliminary plat, deny it, or approve it with conditions. A final plat, that is in conformance with the approved preliminary plat and including any conditions the Commission may have required, is then presented to the City Council. Only after a final plat has been approved by the City Council and construction plans approved, may the plat be recorded and lots sold for development.

Approval of a preliminary plat does not constitute a commitment by the City to provide water or waste water services. The plat indicates that Lot 1 will be connected to City of Twin Falls water and sewer systems. Lot 2 is currently on a septic system and city water. The developer is negotiating sewer capacity at this time. A guarantee of services comes when the City Engineer signs a Will-Serve Letter after final and construction plans are reviewed. It is also indicated on the Preliminary Plat that the site will be on a private Pressure Irrigation (P.I.) System.

This request is in conformance with the Comprehensive Plan which designates this area as appropriate for Medium Density Residential development.

Planning & Zoning Commission Minutes

June 10, 2014

Planner I Spendlove stated upon conclusion should the Commission approve the request, as presented, staff recommends the following conditions:

1. Subject to final technical review and amendments as required by Building, Engineering, Fire, and Zoning officials to ensure compliance with all applicable City Code requirements and standards.
2. Subject to an access easement being recorded before building permit can be issued on Lot #1.
3. Subject to a fire hydrant being installed at the time of building permit being issued for Lot #1.
4. Subject to a completed transfer of sewer capacity or the lots will have to be placed in trust.

PZ Questions/Comments:

- Commissioner Frank asked about the shared access for all the lots.
- Assistant City Engineer stated he believes there is already an easement in place that serves the parcel to the northeast and the new final plat would reflect that easement.
- Mr. Acheson stated there has been an agreement from the adjacent property owner to build their own access onto Madrona Street North and the access shown on the plat is for lots 1 and 2.
- Commissioner Grey asked about the process for getting a will serve.
- Assistant City Engineer Vitek explained if you are within a certain distance of city services codes states you have to connect; which is why a will serve will be needed to approve a building permit. When the waste water treatment plant upgrade is complete additional will serves will be allowed but until that time DEQ will not allow the city to issue more will serves; otherwise the lot has to be put into trust until a will serve is available.

Public Hearing: Open & Closed Without Public Comment

Deliberations: Without Concerns

Motion:

Commissioner Grey made a motion to approve the request, as presented, with staff recommendations. Commissioner Boyd seconded the motion. All members present voted in favor of the motion.

Approve, As Presented, With Staff Recommendations

1. Subject to final technical review and amendments as required by Building, Engineering, Fire, and Zoning officials to ensure compliance with all applicable City Code requirements and standards.
2. Subject to an access easement being recorded before building permit can be issued on Lot #1.
3. Subject to a fire hydrant being installed at the time of building permit being issued for Lot #1.
4. Subject to a completed transfer of sewer capacity or the lots will have to be placed in trust.

IV. PUBLIC HEARINGS:

1. Request for a Zoning Title Amendment to amend Title 10; Chapter 4; Section 23.3 - Residential Business District Property Development Standards c/o Gerald Martens, EHM Engineers, Inc. (app. 2639)

Applicant Presentation:

Gerald Martens, the applicant, stated he is proposing an amendment to the RB Zoning standards. EHM Engineers, Inc acquired a piece of property along Filer Avenue and Adams Street. A portion of the property is zoned C-1 and a second portion of the property is zoned RB. The RB zone is a relatively



BEFORE THE CITY COUNCIL OF THE CITY OF TWIN FALLS

In Re:	)	
	)	
<u>Zoning District Change & Zoning Map Amendment,</u>	)	FINDINGS OF FACT,
<u>Application,</u>	)	
	)	CONCLUSIONS OF LAW,
<u>E. Dan Carter</u>	)	
<u>Cowboy Investments</u>	)	AND DECISION

Applicant(s)

This matter having come before the City Council of the City of Twin Falls, Idaho on May 5, 2014 for public hearing pursuant to public notice as required by law for a Zoning District Change and Zoning Map Amendment from R-6 PRO to C-1 for .83 acres (+/-) for property located on the south side of the 200 block of Shoup Avenue West and the City Council having heard testimony from interested parties, and being fully advised in the matter, now makes the following

FINDINGS OF FACT

1. Applicant has applied for a Zoning District Change and Zoning Map Amendment from R-6 PRO to C-1 for .83 acres (+/-) for property located on the south side of the 200 block of Shoup Avenue West 2.

All legal requirements for notice of public hearing have been met with advertisement taking place on the following dates: March 20, 2014 & April 17, 2014

3. The property in question is zoned R-6 PRO pursuant to the Zoning Ordinance of the City of Twin Falls. The property is designated as Commercial/Retail in the duly adopted Comprehensive Plan of the City of Twin Falls.

4. The existing neighboring land uses in the immediate area of this property are: to the north, Shoup Avenue West/St. Luke's Magic Valley Walker Center; to the south, Phillips 66 Gas Station/Car and Truck Wash/A&W Restaurant; to the east, Professional Office; to the west, Professional Office.

Based on the foregoing Findings of Fact, the City Council hereby makes the following

CONCLUSIONS OF LAW

1. The application for a Zoning District Change and Zoning Map Amendment from R-6 PRO to C-1 for .83 acres (+/-) for property located on the south side of the 200 block of Shoup Avenue West is consistent with the purpose of the C-1 Zone, and is not detrimental to any of the outright permitted uses or existing special uses in the area.
2. The proposed use is consistent with the provisions of the Comprehensive Plan and Zoning Ordinance of the City of Twin Falls, and in particular Sections 10-1-4, 10-1-5, 10-4-2, 10-4-11, 10-8-1 through 6, 10-14-1 through 6 of the Twin Falls City Code.
3. The proposed use is proper use in the C-1 Zone, subject to the conditions, which are attached as "Exhibit No. A", and incorporated by reference as though fully set forth herein.
4. Public services may not be available at the time of development, depending upon the speed of development of this and other subdivisions and the ability of the City to obtain additional water and/or sewer capacity. A rezone of this property is not a guarantee city utilities are available. A will-serve letter will be issued upon review and approval for a final plat and/or a phase of a final plat.
5. The application for a Zoning District Change and Zoning Map Amendment from R-6 PRO to C-1 for .83 acres (+/-) for property located on the south side of the 200 block of Shoup Avenue West should be granted, subject to all applicable requirements of the Zoning Ordinance, Adopted Standard Drawings and City code of the City of Twin Falls and incorporated by reference as though fully set forth herein.

Based on the foregoing Conclusions of Law, the Twin Falls City Council hereby enters the following

DECISION

1. The application for a for a Zoning District Change and Zoning Map Amendment from R-6 PRO to C-1 for .83 acres (+/-) for property located on the south side of the 200 block of Shoup Avenue West is hereby granted.
2. The applicant shall comply with all applicable requirements of the Adopted Standard Drawings, the Zoning Ordinance, and the City Code of the City of Twin Falls and incorporated by reference as though fully set forth herein.

MAYOR - TWIN FALLS CITY COUNCIL

DATE

"EXHIBIT NO. A"

APPLICATION #: 2628

COUNCIL MEMBERS:Suzanne
HawkinsJim
MunnShawn
BarigarChris
TalkingtonGregory
LantingDon
HallRebecca
Mills Sojka

Vice Mayor

Mayor

**MINUTES**

Meeting of the Twin Falls City Council

Tuesday, May 27, 2014

City Council Chambers

305 3rd Avenue East -Twin Falls. Idaho**5:00 P.M.****PLEDGE OF ALLEGIANCE TO THE FLAG****CONFIRMATION OF QUORUM****CONSIDERATION OF THE AMENDMENTS TO THE AGENDA****PROCLAMATION: None****GENERAL PUBLIC INPUT**

AGENDA ITEMS		Purpose	By:
I. <u>CONSENT CALENDAR:</u>		<u>Action</u>	<u>Staff Report</u>
1. Consideration of a request to approve the Accounts Payable for May 20 through May 27, 2014.		Action	Sharon Bryan
2. Consideration of a request to approve a Liquor, Beer and Wine License Transfer of ownership to Red Lion Hotel - Canyon Springs, 1357 Blue Lakes Blvd N.		Action	Sharon Bryan
3. Consideration of a request to approve the April 21, 2014 and May 12, 2014, City Council Minutes.		Action	Leila A. Sanchez
4. Consideration of a request to approve a Special Events Application for the Youth/Young Adults Ministry Event to be held at the Amazing Grace Fellowship located at 1061 Eastland Drive North on June 8, 2014.		Action	Dennis Pullin
II. <u>ITEMS FOR CONSIDERATION:</u>			
1. Consideration of a request to adopt an ordinance amending Twin Falls City Code 3-15-9 to discontinue the requirement of a fiduciary bond for applicants of private security licenses.		Action	Matthew Hicks
2. Presentation of a draft ADA Transition Plan and key points of interest to the public and City Council.		Presentation	Josh Baird
3. Discussion of a proposed draft Agreement between the City of Twin Falls and CH2M Hill/OMI for the operations and management of the City's Waste Water Treatment Plant.		Discussion	Travis Rothweiler
4. Public input and/or items from the City Manager and City Council.			
III. <u>ADVISORY BOARD REPORTS/ANNOUNCEMENTS:</u>			
IV. <u>PUBLIC HEARINGS:</u> 6:00 P.M.			
1. Requests to establish two new odor reduction units on the City Sewer Line on property located on the east side of Eastland Drive North and on the southeast side of Canyon Springs Road.		Public Hearing/ Action	Troy Vitek Mitchel Humble
V. <u>ADJOURNMENT:</u>			
1. Executive Session 67-2345 (1) (c) To conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency.			

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

Present: Suzanne Hawkins, Jim Munn, Shawn Barigar, Chris Talkington, Gregory Lanting, Rebecca Mills Sojka
Don Hall attended the Executive Session at 7:00 p.m.

Absent: None

Staff Present: City Manager Travis Rothweiler, City Attorney Fritz Wonderlich, Community Development Mitchel Humble, Captain Matt Hicks, Staff Sergeant Dennis Pullin, Staff Engineer Josh Baird, Assistant City Engineer Troy Vitek, Deputy City Clerk Leila A. Sanchez

Vice Mayor Hawkins called the meeting to order at 5:00 P.M. She then invited all present, who wished to, to recite the pledge of Allegiance to the Flag. A quorum was present.

CONSIDERATION OF THE AMENDMENTS TO THE AGENDA:

City Manager Rothweiler stated the May 12, 2014 City Council Minutes are amended.

PROCLAMATION: None

GENERAL PUBLIC INPUT: None

I. CONSENT CALENDAR:

1. Consideration of a request to approve the Accounts Payable for May 20 through May 27, 2014, total, \$576,883.52 and Payroll, May 23, 2014, total: \$119,516.09.
2. Consideration of a request to approve a Liquor, Beer and Wine License Transfer of ownership to Red Lion Hotel - Canyon Springs, 1357 Blue Lakes Blvd N.
3. Consideration of a request to approve the April 21, 2014 and May 12, 2014, City Council Minutes.
4. Consideration of a request to approve a Special Events Application for the Youth/Young Adults Ministry Event to be held at the Amazing Grace Fellowship located at 1061 Eastland Drive North on June 8, 2014.

MOTION:

Councilmember Talkington made a motion to approve the amended Consent Calendar including the May 12, 2014, Amended Minutes. Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0.

II. ITEMS FOR CONSIDERATION:

1. Consideration of a request to adopt an ordinance amending Twin Falls City Code 3-15-9 to discontinue the requirement of a fiduciary bond for applicants of private security licenses.

Captain Hicks explained the request.

On December 17, 2007, the Twin Falls City Council approved Title 3, Chapter 15, of the Twin Falls City Code (Private Security Service). Section 3-15-9 of this code has required private security applicants to obtain a fiduciary bond prior to approval

Staff is requesting the requirement be removed from Twin Falls City Code.

MOTION:

Councilmember Munn made a motion to suspend the rules and place Ordinance 3071, on third and final reading by title only. The motion was seconded by Councilmember Mills Sojka. Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0.

Discussion followed.

Deputy City Clerk Sanchez read the ordinance by title only,
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TWIN FALLS, IDAHO, AMENDING TWIN FALLS CITY CODE §3-15-9 REQUIRING FIDUCIARY BONDS FOR PRIVATE SECURITY LICENSES

MOTION:

Councilmember Barigar made a motion to approve Ordinance 3071. The motion was seconded by Councilmember Lanting.

City Attorney Wonderlich concurs with staff's recommendation.

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

2. Presentation of a draft ADA Transition Plan and key points of interest to the public and City Council.

Staff Engineer Josh Baird gave the presentation.

Staff was tasked with preparing a Draft ADA Transition Plan for public review. The plan was prepared to fulfill a federal mandate. It has been completed and reviewed internally by various City departments. In order to keep the public apprised of the process, staff intends to meet with local community groups representing persons with disabilities and ask for input. After these meetings it is anticipated a public meeting will be held to request participation from the general public. After all comments and suggestions have been received, the plan will be modified to incorporate revisions and will be presented as a final document to the Council for approval and adoption. When a plan is adopted, there will be an undetermined budget impact.

Discussion followed.

- Schedule and costs
- Public transportation
- History of Facility Reviews (1992 Review)
- LID's
- Grievance Policy and Procedure
- Twin Falls City Standard Drawings
- Curb-ramp survey form
- Budget impact
- Incentives to improve sidewalks using tax dollars

Staff Engineer Baird stated that in Appendix E of the schedule the cost to City to retrofit sidewalks and curbs ramps is estimated at \$48,000,000 and it is estimated that 80% of curb ramps are out of compliance. An average of two grievances per year are received on curb ramps. The Idaho Public Works Manual and the Idaho Transportation drawings can be used in lieu of Twin Falls City Standards Drawings. The City's Standards Drawings should be updated this current year.

City Manager Rothweiler explained that this is a transition plan. The City does not have to complete the curb projects listed in a five year window of time. Upcoming and current City projects will be ADA compliant. Sidewalks are the responsibility of the individual property owner and the Council has the authority, through its current ordinances, to instruct property owners to fix issues and deficiencies. In addition, he explained the advantages of the LID process and disadvantages of enforcing an LID.

No Council action taken.

3. Discussion of a proposed draft Agreement between the City of Twin Falls and CH2M Hill/OMI for the operations and management of the City's Waste Water Treatment Plant.

City Manager Rothweiler explained the request. Next week staff will present the agreement to the Council for approval.

CH2M Hill/OMI has been providing professional management and operational services at the City of Twin Falls Waste Water Treatment Plant (WWTP) for more than thirty years. The current agreement is scheduled to expire on October 1, 2014. The proposed Agreement will extend the existing partnership for an additional 10 years.

The City and CH2M Hill/OMI used the current services Agreement as the foundation for the proposed Agreement. The recommended changes in the proposed Agreement are:

- Sections 2.12 to Section 2.15 have been changed. These sections detailed the repair budget and the rebate structure around annual budget.
- Section 3.7 allows the City to provide alternate means for access to the plant if there are issues on the grade.
- Sections 4.1 and 4.2 detail the Direct Cost and Base Fee. The direct fees will be based on the actual fees experienced at the plant. Annually, the anticipated budget must be agreed to by July 1, 2014 so it can be included in the annual budget.
- Section 4.3 reduced the management fee; changed from 22% to 20% of the actual Direct Cost.
- Section 4.5 explains the rebate of the Direct Cost and the Management Fee.
- Section 5.1.1 allows the option to adjust the final four monthly installments if there is a rebate or adjustment needed.
- Section 5.1.2 changes the due date for monthly installments from the 10th of the month to the 1st of the month.
- Section 5.4 was removed from the original contract. Interest is no longer charged for late payments.
- Section 7.1 details the terms of the Agreement for 10 years from October 1, 2014 to September 30th, 2024.
- Section 7.2 increases the liability amount from \$150,000 to \$250,000.
- Appendix B adds Auger Falls to our list of facilities that we manage.
- Appendix G lists a new Base Fee Adjustment formula. This is used if both sides cannot agree upon the Base Fee.

Shawn Moffitt explained the testing, meter readings, and upkeep that will be done at the Auger Falls ponds.

Mark Bowen, Regional Director of CH2M Hill, stated that he values the partnership with the City of Twin Falls.

City Council thanked CH2M Hill for providing effective and efficient services to the community

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

City Manager Rothweiler gave the following update:

-The City Pool bubble will be removed this week.

-Jon Caton, Public Works Director, received information from Idaho Power indicating that the City of Twin Falls saved the most kilowatt hours of anyone in the entire Idaho Power system and that collectively, saved 4,456,000 kilowatt hours which is roughly 1.6 kilowatt hours above second place. Public Works Director Caton stated that the total savings was \$273,000 in electrical costs.

-The Building Department will be partnering with the State, other cities, and Home Depot to have a one stop permit process.

-Jarod Bordi has been selected to serve as the next building official for the City of Twin Falls.

III. ADVISORY BOARD REPORTS/ANNOUNCEMENTS: None.

IV. PUBLIC HEARINGS: 6:00 P.M.

1. Requests to establish two new odor reduction units on the City Sewer Line on property located on the east side of Eastland Drive North and on the southeast side of Canyon Springs Road.

Assistant City Engineer Vitek explained the request.

During the installation of the North East sewer, staff recognized that there may be odors associated with the new waste stream. In October of 2012, CH2M Hill delivered a report that identifies where they believe "Hot Spots" may occur. Staff recommends the installation of two Organic Media Biofilter units, one to be placed on property located on the east side of

Eastland Drive North, approximately 50 feet south of Pole Line Road East, and the other to be placed on the southeast side of Canyon Springs Road where it intersects the Perrine Coulee. CH2M Hill's estimated construction cost for the units is \$535,000. Staff has reserved \$535,000 (TIF funds) for construction of the units. The two sites are approximately 25' wide and 50' deep. The main tank is approximately 10'-12' wide and 10' high. The units will be enclosed within a chain link slatted fence, and the vacuum unit needed to draw the air out of the sewer main is as loud as an air conditioning unit. The slats in the fence and tank will be earth tone in color to blend in as much as possible.

Discussion followed.

- Method used to reduce odor at Chobani
- Costs for annual maintenance and power costs
- Testing of technology and warranty

Assistant City Engineer Vitek stated that ferric chloride is an alternative to reduce odors, but it is costly. The proposed units will reduce odors by 99%.

City Manager Rothweiler stated that the North East sewer line serves the North East section of the community, starting with Kimberly, Chobani, residential and commercial customers. It would be appropriate to run costs with the normal operations. Staff is currently working with Chobani to start the UASB. Chobani's cleaning solutions could have contributed to the increased H₂S gas production, which was out of the design parameters. Changes were made and odors have been reduced.

Assistant City Engineer Vitek explained that if the location in the canyon is approved, easements will need to be obtained for power and water from adjacent property owner Dave McCullum. The City will need to receive approval from the Twin Falls Highway District for easements for the Pole Line and Eastland location.

Vice Mayor Hawkins opened up the public hearing.

Terry Green, 2805 Pole Line Road East, spoke against the request. He recommended sealing the manholes and testing a unit for effectiveness in the Canyon prior to placing at Pole Line and Eastland.

Mark Bowen, CH2M Hill, spoke on the technology of the units. This is a proven technology and is used quite often. It is 99% effective in removing odor.

Scott Allan, Twin Falls Highway District Administrator, stated that Troy Vitek has been before the Commissioners on two occasions and their main concern is odor from the unit and the public's perception of the Twin Falls Highway District on the installation of the unit. The Commissioners would like to review supportive data as to the current background level and projected odor level after the unit is installed prior to proceeding with granting of easement.

Vice Mayor Hawkins closed the public hearing.

Deliberations:

- Measuring the hydrogen sulfide parts per million

Assistant City Engineer Vitek stated that an odor study was conducted and since that time, odors went up considerably and ferric chloride was used to reduce odors. The City can elect to do nothing and see if the report and the actual infield testing match. He will share the report with the Twin Falls Highway District at their next meeting.

Councilmember Talkington recommended installing the unit in the canyon for a trial run prior to installing the unit at Pole Line and Eastland.

Councilmember Lanting stated he would be in favor of the recommendation if the odors were not being treated with chemicals at Pole Line Road and Eastland. He asked if other properties are available other than the Pole Line and Eastland location.

City Engineer Vitek explained that the City will need to purchase property, unless property is donated, if a different location is chosen. The City does not have water in the Carriage Lane location. The Morning Sun Park location is best suited for the unit because of hydrology. If manholes are sealed the odor will begin to go down the tributaries and emit from every homeowner's vent in the area. Fencing can be changed.

- Data information for Council review
- Other location than Morning Sun Park
- Cost comparison on ferric chloride and units
- Impact of neighborhoods

City Manager Rothweiler stated Council does not have to make a decision tonight and may elect to hold an additional public hearing. Information that could be used for Council consideration would be presented at the public hearing and entered into the record.

Assistant City Engineer Vitek stated that after the City received numerous odor complaints, ferric chloride was added at the Chobani site, reducing odors. The report recommended the installation of units because it is cost effective and viable.

City Manager Rothweiler stated that ferric chloride used to treat the odor is expensive and impacting taxpayers. It is also corrosive to the City's system.

Assistant City Engineer Vitek stated that neighborhoods impacted by the odor include Carriage Lane, Falls Avenue, and Morning Sun Subdivision.

Council discussion followed.

- Placing unit at Canyon Springs only
- Plugging manholes
- Unit locations
- Reduction of odor when chemical treatment began
- Comprehensive strategy completed
- Cost effectiveness

Councilmember Barigar stated that odors made it unbearable to be outside until the chemical treatment started. A comprehensive strategy has been completed and installing the units is cost effective. Unsealing manholes will affect the lives of those living in the Pole Line area and does not address the larger issue.

MOTION:

Councilmember Barigar moved to approve the two new odor reduction units on the City sewer line on property located on the east side of Eastland Drive North and on the southeast side of Canyon Springs Road. The motion was seconded by Councilmember Lanting.

Councilmember Munn asked staff what the plan is if the Twin Falls Highway District denies access on their property.

Assistant City Engineer Vitek stated there is not a second location at this time.

Councilmember Talkington asked if there is another option than a slatted chain link fence.

Assistant City Engineer stated that a solid block wall is an option. A cost is associated with the installation of the wall.

MOTION:

Councilmember Talkington made an amendment to the motion that the enclosures of the Eastland/Pole Line odor control facility have a solid block wall extending as high as possible to block view from road level.

Discussion followed.

Roll call vote showed Councilmember Talkington voted in favor of the motion. Councilmembers Hawkins, Munn, Barigar, Lanting and Mills Sojka voted against the motion. Failed 1 to 5.

Minutes

Tuesday, May 27, 2014

Page 7 of 7

Roll call vote on the main motion showed Councilmembers Hawkins, Munn, Barigar, Lanting and Mills Sojka voted in favor of the motion. Councilmember Talkington voted against the motion. Approved 5 to 1.

V. ADJOURNMENT:

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

Mayor Hall will be present at the Executive Session.

MOTION:

Councilmember Lanting moved to adjourn to Executive Session 67-2345(1)(c). The motion was seconded by Councilmember Barigar. Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0.

The meeting adjourned at 6:49 p.m.

Leila A. Sanchez

Deputy City Clerk/Recording Secretary

COUNCIL MEMBERS:

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

**MINUTES****Meeting of the Twin Falls City Council****Monday, June 2, 2014****City Council Chambers****5:00 P.M.****PLEDGE OF ALLEGIANCE TO THE FLAG****CONFIRMATION OF QUORUM****CONSIDERATION OF THE AMENDMENTS TO THE AGENDA****PROCLAMATION: None****GENERAL PUBLIC INPUT**

AGENDA ITEMS		Purpose	By:
I. <u>CONSENT CALENDAR:</u>			
1. Consideration of a request to approve the Accounts Payable for May 28 through June 2, 2014.	Action		Sharon Bryan
2. Consideration of a request to approve the May 19, 2014, Council Minutes.	Action		Leila A. Sanchez
3. Consideration of a request to approve the "Bed Races" Fundraiser for the Multiple Sclerosis Society to be held on Saturday, June 14, 2014.	Action		Ryan Howe
II. <u>ITEMS FOR CONSIDERATION:</u>			
1. Consideration of a request to approve the Agreement between the City of Twin Falls and CH2MHill/OMI for the operations and management of the City's Waste Water Treatment Plant.	Action		Travis Rothweiler
2. Presentation of an update on the Road Show and Zone Maintenance Projects.	Presentation		Jon Caton
3. Consideration of a request to award the 2014 Chip Seal Project to Emery, Inc. in the amount of \$522,999.81.	Action		Jacqueline Fields
4. Consideration of a request to adopt an ordinance amending City Code Title 4 updating the City's adoption of building, plumbing, and mechanical codes.	Action		Mitchel Humble
5. Consideration of a request to adopt a resolution establishing a minimum crawl space depth.	Action		Mitchel Humble
6. Consideration of a request for the Mayor to appoint Chris Talkington as a member of the Twin Falls Urban Renewal Agency Downtown RFQ Response Evaluation subcommittee.	Action		Don Hall/ Melinda Anderson
7. Public input and/or items from the City Manager and City Council.			
III. <u>ADVISORY BOARD REPORTS/ANNOUNCEMENTS:</u>			
IV. <u>PUBLIC HEARINGS:</u> 6:00 P.M.			
1. Request to authorize the Mayor to sign/submit the application materials for an Idaho Community Development Block Grant (ICDBG) to partially finance infrastructure development for Clif Bar's new baking facility.	PH/ Action		Carleen Herring Region IV
V. <u>ADJOURNMENT:</u>			
1. Executive Session 67-2345(1)(a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.			
2. Executive Session 67-2345(1)(f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement.			

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

MINUTES

Monday, June 2, 2014

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Present: Suzanne Hawkins, Jim Munn, Shawn Barigar, Don Hall, Chris Talkington, Gregory Lanting, Rebecca Mills Sojka
Absent: None
Staff Present: City Manager Travis Rothweiler, City Attorney Fritz Wonderlich, Community Development Director Mitchel Humble, City Engineer Jacqueline Fields, Economic Development Director Melinda Anderson, Public Works Director Jon Caton, Sergeant Ryan Howe, Deputy City Clerk Sharon Bryan, Deputy City Clerk/Recording Secretary Leila A. Sanchez.

Mayor Hall called the meeting to order a 5:00 P.M. He then invited all present, who wished to, to recite the pledge of Allegiance to the Flag. A quorum was present.

CONSIDERATION OF THE AMENDMENTS TO THE AGENDA:

City Manager Rothweiler stated Executive Session 67-2345(1) (a) has been removed from the agenda.

PROCLAMATION: None

GENERAL INPUT: None

I. CONSENT CALENDAR:

1. Consideration of a request to approve the Accounts Payable for May 28 - June 2, 2014, totals: \$553,570.18, May 30, 2014, Fire Payroll total: \$50,148.68, May 28, 2014, Prepay Payroll total: \$301.22.
2. Consideration of a request to approve the May 19, 2014, Council Minutes.
3. Consideration of a request to approve the "Bed Races" Fundraiser for the Multiple Sclerosis Society to be held on Saturday, June 14, 2014.

John Fischer invited the public to participate in the "Bed Races" Fundraiser. The event will take place on June 14, 2014, from 11:00 a.m. to 4:00 p.m. in the 100 Block of Main Avenue between Shoshone Street and Gooding Street.

MOTION:

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

II. ITEMS FOR CONSIDERATION:

1. Consideration of a request to approve the Agreement between the City of Twin Falls and CH2MHill/OMI for the operations and management of the City's Waste Water Treatment Plant.

City Manager Rothweiler explained that at the May 27, 2014, City Council meeting, discussion was made on the proposed agreement and tonight, the agreement is ready for Council consideration.

Discussion followed.

- Direct and overhead costs
- Liability amount

MOTION:

Councilmember Talkington moved to approve the final agreement between the City of Twin Falls and CH2MHill/OMI for a ten year duration. The motion was seconded by Councilmember Lanting. Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

2. Presentation of an update on the Road Show and Zone Maintenance Projects.

Public Works Director Caton explained that Public Works will be replacing utilities in Zone 2 and seal coating. Zone 2 is essentially the part of town south of South Park Avenue and the Eastern Idaho Railroad. Manhole replacement is being performed in Zone 1, following up last season's seal coat. Major maintenance and reconstruction projects outside of Zone 2 are the reconstruction of the intersection of Eastland & Orchard and also Orchard Avenue West. All expenditures are planned and part of the 2013-14 budget.

Discussion followed.

- Project on Diamond Avenue
- Zone 2 – chip seal and fog seal
- Orchard Avenue West Overlay Project
- Old Towne (chip seal)

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Monday, June 2, 2014

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- Idaho Street (chip seal)
- Fog seal and chip seal cost estimate of \$675,000
- Washington Avenue, Shoup and Heyburn (chip seal)
- Differences on the longevity of chip versus fog seal
- Roads are assessed to determine what seal will be used

Public Works Director Caton stated over the past year the City purchased manhole equipment. He gave a system overview and cost effectiveness of Mr. Manhole.

Discussion followed

- Manholes located at Addison between the two Five Points
- Chip seal and revise striping at Eastland and 4th Avenue
- Restriping at N. College and Fillmore

3. Consideration of a request to award the 2014 Chip Seal Project to Emery, Inc. in the amount of \$522,999.81.

City Engineer Fields explained the request.

On May 22, 2014, bids were opened for the 2014 Chip Seal Project. Two bids were received and the low bidder was Emery, Inc., of Filer, ID, in the amount of \$522,999.81. The bid is \$522,999.81 and the total budget is \$880,000.00. The remaining \$357,000.19 will be used for fog sealing, crack sealing, purchasing tabs to preserve locations of existing pavement markings, purchasing new thermoplastic pavement markings and towing costs during these projects.

Staff recommends the City Council authorize the Mayor to sign the contract for 2014 Chip Seal Project with Emery, Inc. in the amount of \$522,999.81.

Discussion followed

- 2013 tonnage cost
- Public notification of project, detours, etc.
- Towing of vehicles

MOTION:

Councilmember Lanting moved to award the 2014 Chip Seal Project to Emery, Inc. in the amount of \$522,999.81 and approve the Mayor to sign the contract. The motion was seconded by Councilmember Barigar. Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

4. Consideration of a request to adopt an ordinance amending City Code Title 4 updating the City's adoption of building, plumbing, and mechanical codes.

Community Development Director explained the request.

The Building Department staff recently reviewed City Code, Title 4 to determine if the Title was still in compliance with State requirements that periodically change and found several regulations in Title 4 that need to be updated to stay current with the State's adoption of the same codes. Prepared is an ordinance that makes the various changes that are needed.

Approval of this request will amend the City Code by updating the City's adoption of the building, plumbing, and mechanical codes. Upon approval, the City's adopted building, plumbing, and mechanical codes will be in compliance with the State requirements.

Staff reviewed these proposed changes with the Building Inspections Department Advisory Committee at their April 24, 2014, meeting. The Committee recommends the adoption of the proposed amendments is presented.

Discussion followed.

Building Official Thomson explained revisions to 4-1-2, second paragraph, in which the State is no longer exempting tri-plex and four-plex residential buildings from installing fire sprinklers. Any residential building with more than two units now requires fire sprinklers.

MOTION:

Councilmember Lanting moved to suspend the rules and place Ordinance 3072, on third and final reading by title only. The motion was seconded by Vice Mayor Hawkins. Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

Deputy City Clerk Sanchez read the Ordinance.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TWIN FALLS, IDAHO, AMENDING TWIN FALLS CITY CODE §§4-1-1, 4-1-2, 4-3-1, AND 4-5-1, BY UPDATING THE CITY'S ADOPTION OF BUILDING, PLUMBING AND MECHANICAL CODES.

MOTION:

Councilmember Lanting moved to adopt Ordinance 3072. The motion was seconded by Vice Mayor Hawkins. Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

5. Consideration of a request to adopt a resolution establishing a minimum crawl space depth.

Community Development Director explained the request.

Many buildings in our area are constructed with footings and foundation walls rather than with a slab on grade. Building codes regulate many facets of this construction such as joist spacing, joist span, joist materials, or access to the crawl space. One aspect of the construction that is not regulated by building codes is the minimum depth of a crawl space. This lack of regulation can be problematic at times. Staff feels that a minimum crawl space depth of 30 inches is adequate to provide enough space for contractors, inspectors, maintenance workers, and homeowners to maneuver within.

Staff reviewed the proposed regulation with the Building Inspections Department Advisory Committee at their January 9, 2014 and April 24, 2014 meetings. The Committee recommends the Council adopt the attached resolution as presented.

Discussion followed.

- Costs to builders
- Minimum height other cities require

Incoming Building Official Bordi explained that the minimum depth of a crawl space of 30 inches will not typically be used as a baseline. Jurisdiction in Treasure Valley and other locations require a minimum crawl space.

Community Development Director Humble stated research was completed by Jon Victor on policies by other cities.

Don Acheson, Riedesel Engineering asked if the minimum crawl space has any impact on flood certificates. Incoming Building Official Bordi stated that the flood zones should remain the same.

Councilmember Lanting moved to approve Resolution 1924. The motion was seconded by Councilmember Talkington.

Discussion followed.

- Builders / building community feedback

Community Development Director Humble stated discussions were made at two Advisory Board meetings. The meetings were open to the public. The Advisory Board consists of building community members. Feedback was received from the two homebuilders on the board. No other input was received.

Councilmember Mills Sojka stated she is not against the request but believes she does not have enough information on the standards of what other cities require.

Vice Mayor Hawkins stated the minimum crawl space will provide room for City employees and homeowners. In addition, the minimum crawl space is a selling feature for the homeowner.

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

5. Consideration of a request for the Mayor to appoint Chris Talkington as a member of the Twin Falls Urban Renewal Agency Downtown RFQ Response Evaluation subcommittee.

Mayor Hall recommends the appointment of Councilmember Talkington because of his long time history in our downtown and community.

Economic Development Director Anderson explained the TFURA has created a sub-committee to evaluate responses to a Request for Qualifications for design and facilitation expert assistance. TFURA board approved sending out RFQs to help with design and public visioning facilitation of 5 blocks of Main Avenue (including alleys and intersecting streets) – Fairfield to Jerome Streets. These

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Monday, June 2, 2014

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5 blocks lie within RAA 4-1 which means TFURA can use TIF funds to help with above-ground amenities in this specific area. The RFQ responses were received this past Friday, May 30, 2014.

At its May board meeting, Cindy Bond, Chair, appointed three board members to this group – Leon Smith, Perri Gardner, and Sarah Taylor. Staff will include Melinda Anderson and Mitch Humble. As chair of the sub-committee, Leon Smith requested the Mayor appoint one City Council member to this subcommittee.

Discussion followed.

Councilmember Mills Sojka stated she served on the DT/OT Infrastructure Assessment sub-committee and was unaware of the Twin Falls Urban Renewal Agency Downtown plan of the visioning hire. She asked for the budget, scope of work, and who will be paying for the visioning.

Economic Development Director Anderson stated the TFURA board is seeking experience and skills for the design and public visioning facilitation. The budget has not been set at this time. The sub-committee will evaluate the responses received. Their first meeting will be held on June 5, 2014, to decide how to evaluate the RFP's. Once the ranking has been completed; the board will begin to negotiate with the number one ranked firm on the scope of work, timeline of work, and budget. The funds will be paid for by TFURA for the public visioning process and preliminary design from the general budget, which are TIF dollars in 4-1.

Construction bids have not been started on Main Avenue because the agency is going through the process first on the public visioning and preliminary design. After the completion of the preliminary design, a request for qualifications will be made for an engineering firm to turn the design into biddable documents.

Discussion followed on the Evergreen Study and other visioning studies.

Economic Development Director Anderson stated former plans and studies have looked at downtown from at a 10,000' level. The design and public visioning will be from street level to design specific elements of streets, traffic parking, landscaping, streetscaping, and lighting. This will also include looking at opportunities for redevelopment of properties in the 5 block area.

The meetings are open to the public.

MOTION:

Councilmember Lanting moved to appoint Chris Talkington as a member of the Twin Falls Urban Renewal Agency Downtown RFQ Response Evaluation sub-committee. The motion was seconded by Vice Mayor Hawkins.

Councilmember Mills Sojka stated her concern of approving this process before knowing anything much about the RFQ. She believes there is a committee working on the downtown issues and does not understand the need for a second sub-committee.

Councilmember Lanting stated that the request before the Council is to approve Chris Talkington to the sub-committee. This is a URA committee not a City Council committee.

Mayor Hall appreciates the URA for asking the City Council participation.

Roll call vote showed Councilmembers Hawkins, Munn, Hall, Barigar, Lanting, and Mills Sojka voted in favor of the motion. Councilmember Talkington abstained from voting. Approved 6 to 0, with one abstention.

Councilmember Talkington gave a brief history of downtown and the TFURA involvement. He explained the sub-committee will be: 1. checking community projects listed by the firms which may involve onsite visits. 2. The Twin Falls Engineering Department will be involved in the process. 3. Maximize contact with Main Street businesses to discuss the scope of the project and schedule.

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

City Manager Rothweiler stated that on June 4, 2014, Tip A Cop will be held at Perkins. Donations are to support the Special Olympics group.

The June 16, 2014, City Council meeting will be cancelled.

Councilmember Barigar reported that the Hanging Baskets are now on Shoshone Street.

Vice Mayor Hawkins reported that on Thursday, June 5, 2014, the transition to jet aircraft will take place at 2:30 p.m. at the Airport and will be open to the public; and, the Twin Falls Police Department will host a Bike Rodeo at Canyon Ridge High School.

III. **ADVISORY BOARD REPORTS/ANNOUNCEMENTS:**

IV. **PUBLIC HEARINGS:** **6:00 P.M.**

1. Request to authorize the Mayor to sign/submit the application materials for an Idaho Community Development Block Grant (ICDBG) to partially finance.

City Manager Rothweiler stated the City of Twin Falls is eligible to apply for Idaho Community Development Block Grant funds to partially finance the range of infrastructure improvements that Clif Bar requires to begin construction of their new baking facility on the east side of the community.

Carleen Herring explained that the Block Grant is provided by the US Department of Housing and Urban Development through the Idaho Department of Commerce.

City Manager Rothweiler stated this initial application will provide assistance to build a lift-station providing wastewater capacity for the new plant. The total project cost is \$6,323,300, in which \$500,000 is the community development block grant.

The recommendation is to adopt the resolution authorizing the Mayor to sign and submit the ICDBG application materials.

Mayor Hall opened and closed the public testimony portion of the hearing.

City Manager Rothweiler stated that this application for funding from the ICDBG program does require matching funds. It is anticipated the Twin Falls Urban Renewal Agency will provide the necessary match for this project. The City of Twin Falls has implemented the majority of the requirements during the completion of previous ICDBG funded projects in the community.

MOTION:

Councilmember Lanting moved to accept Resolution 1925. The motion was seconded by Councilmember Mills Sojka.

Councilmember Lanting stated that the City will not be eligible for the grant when the City of Twin Falls reaches a population of 50,000.

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

V. **ADJOURNMENT:**

1. **Executive Session 67-2345(1)(a)** To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.
2. **Executive Session 67-2345(1)(f)** To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement. infrastructure development for Clif Bar's new baking facility.

Councilmember Lanting moved to approve Executive Session 67-2345(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement. Infrastructure development for Clif Bar's new baking facility. The motion was seconded by Vice Mayor Hawkins. Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

The meeting adjourned at 6:26 p.m.

Leila A. Sanchez
Deputy City Clerk/Recording Secretary

COUNCIL MEMBERS:

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

**MINUTES****Meeting of the Twin Falls City Council****Monday, June 9, 2014****City Council Chambers**

5:00 P.M.

PLEDGE OF ALLEGIANCE TO THE FLAG**CONFIRMATION OF QUORUM****CONSIDERATION OF THE AMENDMENTS TO THE AGENDA****PROCLAMATION:** **General Aviation Proclamation** - *Jared VanderKooi/Reeder Flying Service & Kerry Requa/Idaho Aviation Assoc.***GENERAL PUBLIC INPUT**

AGENDA ITEMS		Purpose	By:
I. <u>CONSENT CALENDAR:</u>			
1. Consideration of a request to approve the Accounts Payable for June 3 - 9, 2014.		Action	Sharon Bryan
2. Consideration of a request to approve the Snake Harley-Davidson outdoor appreciation concert to be held at 2404 Addison Avenue East on Friday, July 18, 2014.		Action	Dennis Pullin
3. Consideration of a request to approve the Fit & Well Fair to be held at the Twin Falls City Park on Saturday, June 21, 2014.		Action	Dennis Pullin
II. <u>ITEMS FOR CONSIDERATION:</u>			
1. Swearing in ceremony for four new Twin Falls Department Police Officers. Mayor Don Hall to administer the Oath of Office to Officers Medina Alajbegovic, Tyler Campbell, Tavita Messenger, and Eric Strassner.		Action	Chief Brian Pike Mayor Don Hall
Presenting Police Officer David Cushing with his Basic Certification and Police Officers Justin Cyr and Steven Gassert with their Intermediate Certification.		Presentation	Captain Matt Hicks
2. Consideration of a request to adopt a resolution that approves participation in a State Local Agreement (<i>for Construction</i>) to build the signal at the intersection of Carriage Lane and Addison Avenue East and to authorize the Mayor to sign the agreement.		Action	Jacqueline Fields
3. A presentation by the City Manager followed by citizen input and general discussion about the FY 2015 budget priorities and philosophies.		Presentation	Travis Rothweiler
4. Public input and/or items from the City Manager and City Council.			
III. <u>ADVISORY BOARD REPORTS/ANNOUNCEMENTS:</u>			
IV. <u>PUBLIC HEARINGS:</u> 6:00 P.M.			
1. Consideration of a request to amend Twin Falls Vision 2030, A Comprehensive Plan for a Sustainable Future to update Chapter 11, Development Impact Fee Capital Improvement Plans.		PH/Action	Mitchel Humble
V. <u>ADJOURNMENT:</u>			
1. Executive Session 67-2345(1) (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.			

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

Present: Suzanne Hawkins, Don Hall, Jim Munn, Chris Talkington, Rebecca Mills Sojka

Absent: Shawn Barigar and Gregory Lanting

Staff Present: City Manager Travis Rothweiler, City Attorney Fritz Wonderlich, Community Development Mitchel Humble, City Engineer Jacqueline Fields, Police Chief Brian Pike, Police Captain Bryan Krear, Staff Sergeant Dennis Pullin, Deputy City Clerk Sharon Bryan, Deputy City Clerk/Recording Secretary Leila A. Sanchez

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

CONSIDERATION OF THE AMENDMENTS TO THE AGENDA

City Manager Rothweiler stated the agenda has been amended to include:

Consideration of a request to approve the Snake Harley-Davidson outdoor appreciation concert to be held at 2404 Addison Avenue East on Friday, July 18, 2014 and Consideration of a request to approve the Fit & Well Fair to be held at the Twin Falls City Park on Saturday, June 21, 2014.

He also requested to amend the agenda to consider an Alcohol License for Video Mexico.

PROCLAMATION:

General Aviation Proclamation - *Jared VanderKooi/Reeder Flying Service & Kerry Requa/Idaho Aviation Assoc.*

Mayor Hall read and presented the proclamation to Jared Vanderkooi and Kerry Requa.

GENERAL PUBLIC INPUT: None

MOTION:

Councilmember Munn moved to amend the agenda to include a discussion to consider an Alcohol License for Video Mexico. The motion was seconded by Councilmember Mills Sojka. Roll call vote showed all members present voted in favor of the motion. Approved 5 to 0.

AGENDA

I. CONSENT CALENDAR:

1. Consideration of a request to approve the Accounts Payable for June 3 - 9, 2014, \$177,215.15 and Payroll, June 6, 2014, total: \$122,156.15.
2. Consideration of a request to approve the Snake Harley-Davidson outdoor appreciation concert to be held at 2404 Addison Avenue East on Friday, July 18, 2014.
3. Consideration of a request to approve the Fit & Well Fair to be held at the Twin Falls City Park on Saturday, June 21, 2014.

MOTION:

Councilmember Talkington moved to approve the Consent Calendar as amended to include approval of an Alcohol License for Video Mexico. The motion was seconded by Vice Mayor Hawkins. Roll call vote showed all members present voted in favor of the motion. Approved 5 to 0.

II. ITEMS FOR CONSIDERATION:

1. *Swearing* in ceremony for four new Twin Falls Department Police Officers.

Mayor Don Hall to administer the Oath of Office to Officers Medina Alajbegovic, Tyler Campbell, Tavita Messenger, and Eric Strassner.

Chief Pike introduced Officers Medina Alajbegovic, Tyler Campbell, Tavita Messenger, and Eric Strassner and explained the Oath of Office and the Pinning of the Badge.

Mayor Hall administered the Oath of Office to the officers.

Presenting Police Officer David Cushing with his Basic Certification and Police Officers Justin Cyr and Steven Gassert with their Intermediate Certification.

Captain Krear gave the presentation with Mayor Hall and Chief Pike assisting.

2. Consideration of a request to adopt a resolution that approves participation in a State Local Agreement (*for Construction*) to build the signal at the intersection of Carriage Lane and Addison Avenue East and to authorize the Mayor to sign the agreement.

City Engineer Fields gave the presentation.

On June 11, 2013, staff discussed with the City Council funding opportunities for safety projects on streets. ITD approved Project Key 13546, which is placement of a signal at Carriage Ln. and Addison Ave. E. The project is ready to advertise for construction, but prior to advertising, the City and ITD are to enter into an agreement for construction.

Staff recommends adoption of the proposed resolution that approves participation in these projects and authorizes the Mayor to sign the agreement.

Discussion followed.

- Traffic warrant has not been conducted at the intersection of Fillmore and North College Road
- Future acquisition of right of way
- Costs associated with the removal of power poles

MOTION:

Councilmember Talkington moved passage of Resolution 1926, and allows the Mayor to sign the State Local Agreement as presented. The motion was seconded by Vice Mayor Hawkins. Roll call vote showed all members present voted in favor of the motion. Approved 5 to 0.

3. A presentation by the City Manager followed by citizen input and general discussion about the FY 2015 budget priorities and philosophies.

City Manager Rothweiler gave a PowerPoint presentation (attached).

In addition, he explained that two significant needs that have not been addressed are the expansion and the renovation of City facilities and to replace the Wills Booster Station located at the south well field.

City Engineer Fields explained the function and maintenance cost of the Wills Booster Station.

City Manager Rothweiler explained that based upon conceptual engineering the project may be cost \$5.5 million.

Discussion followed.

Councilmember Talkington stated that Council will need to provide direction to the City Manager on the use of uncaptured funds.

Councilmember Mills Sojka stated that she would exercise caution on spending \$5.5 - \$6 million of reserves for City facilities; and, discussion of a new City Hall should involve the community. The budget is driven by the Strategic Plan and is concerned that a new City Hall is not in the Strategic Plan. She would be more comfortable if an amendment is made

to the Strategic Plan to add space needs and a new City Hall. She was made aware of the space needs study a month or two ago.

Councilmember Munn stated there is a clear and definitive need to address the dismal state of the police department. The existing Police Station building was designed for 45 employees and currently there are 105 – 110 employees in the building. City Hall, in addition, is in disrepair.

Vice Mayor Hawkins stated she is in agreement with the budget presentation, including discussion on the 3%.

Mayor Hall stated that his primary focus is on space needs, addressing the Canyon Springs grade safety issues, employee recruitment, retention and compensation, police department space needs and maintenance of the Wills Booster station.

City Manager Rothweiler discussed Police Department building options.

Chief Pike and Councilmember Munn discussed Police Department building inadequacies.

Councilmember Talkington stated his concern of using \$7 million of cash reserves for repair of Canyon Springs Road.

City Manager Rothweiler stated that the overall budget presented reflects Council's direction of using the 3%, not taking the foregone balance and honoring the commitment to city employees. The use of reserves can be applied and used at any time.

City Manager Rothweiler explained that approximately a year ago staff discussed police department space needs. Money was appropriated in the budget to do the first of a five phase renovation project to the police department. Bids were received for the remodeling project and the lowest total bid amount received came in at more than twice the budgeted for the project. Staff will welcome community tours and involvement and agreed that the community needs to be part of the solution.

Councilmember Munn stated mold, inadequate locker rooms, inadequate ventilation systems for drug vaults, crime lab issues, etc. at the police department, has to be addressed.

Chief Pike explained the locker room is not functional, shower facilities are inadequate, and lack of ventilation. Staff will continue to grow as the City continues to grow.

Councilmember Talkington stated the public service issue at the police department should drive all capital expenditures this year.

Chief Pike stated that staff is willing to explore every possibility to address space needs.

Councilmember Mill Sojka stated that she would like to take the time to assess the different opportunities to address space needs. She stated that she has been on the City Council the past three years and this is the first time she has heard of space needs. In the strategic plan conversation there were no red flags and did not come up in steps.

City Manager Rothweiler stated the 2013 police department remodeling project bids exceeded the total amount of the budget. The solution still exists. The City can spend an excess of a \$1 million and can buy another temporary solution.

Councilmember Mills Sojka stated that whether the remodeling went forward or not there are still space confines. The square footage would not change whether remodeling was done or not.

Mayor Hall stated that the Council has been aware of the space needs issues with both the Police Department and City Hall. In 2006, architectural plans were done for the remodeling of City Hall and Police Department; in addition Council toured the city facilities.

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7:16 p.m. Recess

7:28 p.m. Reconvened

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

City Manager Rottweiler reported that the June 16, 2014, City Council meeting has been cancelled due to a lack of quorum and a retirement celebration for Dwaine Thomson will be held on June 24, 2014, at 2:00 p.m. in the Council Chambers.

Vice Mayor Hawkins thanked the Police Department for their work done on the Bike Rodeo that was held on Saturday, June 7, 2014.

III. ADVISORY BOARD REPORTS/ANNOUNCEMENTS:

Councilmember Talkington reported on: Joslyn Field Airport Open House for the new jet service. He also explained that the Airport Commission is proceeding with an 8,000 sq. ft. Airport Terminal and gave an update on the Twin Falls URA Downtown Project Request for Qualifications.

Mayor Hall recognized Dr. Cindy Bond, Urban Renewal Agency Chair, for her seven year service on the board.

IV. PUBLIC HEARINGS: 6:00 P.M.

1. Consideration of a request to amend Twin Falls Vision 2030, A Comprehensive Plan for a Sustainable Future to update Chapter 11, Development Impact Fee Capital Improvement Plans.

Community Development Director Humble explained the request.

The City Council adopted the City's development impact fee program in January 2009 for an August 2009 implementation. Idaho Code requires the development impact fee capital improvement plans (CIPs) are included in the City's comprehensive plan. Idaho Code 67-8208 requires cities with impact fees to update their CIPs at least once every five years.

The Development Impact Fee Advisory Committee recommends proposed changes to the Police Impact Fee, Fire Impact Fees, Community Park Impact Fees, Streets Impact Fees, Text Amendments and Fee Summary. Staff concurs with the recommendations.

On May 13, 2014, the Planning & Zoning Commission unanimously recommended approval of the amendment as presented.

He made the clarification that the Fire Department ladder truck is not a replacement truck but a second truck to be utilized.

Discussion followed.

- Construction and cost to operate a new fire station.
- Regional / Community Park includes open space trails
- Calculation for the acquisition and development of new community park amenities
- Reevaluation of the park development cost - \$80,435 per acre and acquisition cost - \$41,250 per acre
- Resources for a community park
- Street Impact Fees and growth related costs
- Growth related costs and retail /new business
- Impact fee used to offset growth

Mayor Hall opened and closed the public testimony portion of the hearing.

Discussion followed.

MOTION:

Councilmember Mills Sojka moved to direct staff to update the per acre cost of acquisition for a community park to the most accurate numbers that we have today. The motion was seconded by Councilmember Talkington. Roll call vote showed all members present voted in favor of the motion. Approved 5 to 0.

MOTION:

Councilmember Talkington moved to amend Twin Falls Vision 2030, A Comprehensive Plan for a Sustainable Future to update Chapter 11, Development Impact Fee Capital Improvement Plans. The motion was seconded by Councilmember Munn. Roll call vote showed all members present voted in favor of the motion. Approved 5 to 0.

V. ADJOURNMENT:

1. Executive Session 67-2345(1) (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.

MOTION:

Councilmember Munn moved to adjourn to Executive Session 67-2345(1)(a). The motion was seconded by Vice Mayor Hawkins. Roll call vote showed all members present voted in favor of the motion. Approved 5 to 0.

The meeting adjourned at 8:20 p.m.

Leila A. Sanchez
Deputy City Clerk/Recording Secretary



City of Twin Falls, Idaho

2015 Fiscal Year Budget Development Session III – Public Input Session
June 9, 2014

2015 Fiscal Year Budget Development Session III
"In Progress Update" – June 9, 2014

City of Twin Falls Mission Statement

Our mission, as stewards of the public trust, is to meet current and future needs of the community, promote citizen input, preserve our heritage, conserve and protect our social and physical resources and enhance the quality of life in Twin Falls.

Our Approach

Our process allows us to...

- ❖ BETTER ENGAGE OUR CITIZENS
- ❖ BETTER ENGAGE OUR EMPLOYEES
- ❖ BRING COMMON SENSE TO OUR BUDGET
- ❖ THINK & OPERATE STRATEGICALLY
- ❖ TRANSFORM OUR GOVERNMENT & OUR COMMUNITY



Our Approach

Our process allows us to...

ALIGN THE BUDGET WITH THE CITY OF TWIN FALLS STRATEGIC PLAN

The City of Twin Falls 2030 Strategic Plan will be used to help shape, develop and establish the City's overarching priorities and goals. A key characteristic of our process is to link to the City's strategic priorities and goals with the annual budget.



2015 Fiscal Year Budget Development Session III
"In Progress Update" - June 9, 2014

Strategically Linking Our Vision and Our Resources

As designed, the City of Twin Falls' 2030 Strategic Plan will assist the City to plot a course that will enable it to grow, develop and improve in a manner that honors and respects its history and unique characteristics. From our efforts, City of Twin Falls will continue to be recognized as a world class community.

2015 Fiscal Year Budget Development Session III
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2030 Strategic Plan Focus Areas

Healthy Community
Learning Community
Secure Community
Accessible Community
Environmental Community
Prosperous Community
Responsible Community
Internal Organization



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Planning For the Future...

The Long Term Planning Committee was composed of 25 employees from all levels of the organization and from different departments. The purpose of the Committee was to consider the impacts of timelines, allocation of resources, and budgetary constraints as they began financially mapping out the strategic plan, advocating for adjustments that could be made in order to ensure achievability.

The Committee learned about the different functions and roles performed by the different departments. They spent time assessing capital and personnel requests for the next five fiscal years, tying each request to a focus area and specific initiatives of the strategic plan.

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Long-Term Planning Committee

The Long-Term Planning Committee was tasked with updating the City's five-year fiscal planning tool.

- Tied directly to the goals and objectives in the City's Strategic Plan.
- Focuses on what the needs of the organization are to maintain services, as well as accommodate the changes and growth currently experienced by the city.

2015 Fiscal Year Budget Development Session III
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Long Term Planning Group Strategies

The major themes presented by the members of the long term planning group's recommendation are:

Additional personnel needs are high across the organization and these needs will only increase as the community continues to grow.

Addressing the facility needs of the organization to accommodate staff and the public.

Invest in the equipment needed to improve efficiencies of current processes.

Invest in upgrading current equipment to keep pace with its use and demand.

We are a service organization that is committed to serving the community and its citizens in the most fiscally responsible manner possible.

2015 Fiscal Year Budget Development Session III
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Citizen Strategies for FY 2015

The City Council provided two opportunities in April for members of the community to share their thoughts about what they believed should be considered, discussed and included in the FY 2015 Budget.

In those meetings, the Council heard:

Invest in our paths and trail system – Magic Valley Trail Enhancement Committee

Invest in our facilities/downtown – Downtown Business Owners

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City Manager's Strategies for FY 2015

Make advances in the City's defined strategic planning objectives

Continue to review and develop performance plans to advance established visions

Building collaborative partnerships with our public, private and other community partners

Sustainable Twin Falls, the Economic Development Ready Team, and Activate Twin Falls/Magic Valley are just three examples of the many opportunities that we have to collaborate

Invest in our employees by providing competitive compensation and benefits as well as advanced training opportunities

Provide compensation adjustment based on performance

Move the compensation table

Build and exercise compensation compression model for tenured employees.

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City Manager's Strategies for FY 2015

Invest in water, waste water and transportation infrastructure as well as our parks, paths and open spaces

Continue to advance water, waste water and transportation improvement initiatives in a thoughtful and fiscally responsible manner

Continue to explore opportunities to expand our trail system and open space

Invest in our facilities and structures

- Police Station remodel

Explore opportunities to have City Hall and Hansen Building reunited in one facility

Continue to pursue innovative strategies that will lead to more efficient and effective outcomes

Use of results of National Citizen Survey and Performance Measurement

Use of data to drive solutions

2015 Fiscal Year Budget Development Session III
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City Council's Strategies for FY 2015

Allow for the statutory increase in property tax revenue and increase utility rates judiciously.

Some members of the City Council indicated they would be open to discussing the viability of using a portion or all of the foregone balance for specific, one-time capital projects.

Invest in Our Employees

Implement the City's 2030 Strategic Planning Objectives

Invest in water, waste water and transportation systems – including Canyon Springs Grade – in a thoughtful, fiscally responsible, and sustainable manner

2015 Fiscal Year Budget Development Session III
"In Progress Update" – June 9, 2014

City Council's Strategies for FY 2015

Continue to explore opportunities to expand our trail system and create/preserve open space

Develop innovative strategies that create greater efficiencies in key service delivery areas



Economic Trends

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Economic Trends and Indicators – National

Home prices continue to increase in every state. Since April 2013, the average U.S. home price has jumped nearly 12%. Ninety-five of the 100 largest metro areas reported higher prices in April compared with a year earlier. However, home prices are still 14.3% lower than their 2006 peak.

Job growth is strengthening. Unemployment rates fell in almost all large U.S. cities in April, helped by stronger hiring. The gains show the job market is improving throughout the country. The U.S. unemployment rate fell to the lowest it has been since September 2008 (6.1%).

Stocks are setting record highs. Since 2013, the Dow has gained almost 3,639.49 points since January 2013 – from 13,104.14 to 16,743.63 (June 2, 2014). This represents one of the largest gains in US History.

Consumer Confidence increased May 2014 to 80.4 from a reading of 76.2 in May 2013. Over the course of the last year, Consumer Confidence has ebbed and flowed, but generally trended upward.

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Economic Trends and Indicators – Idaho

Although growth in state-wide housing starts and wages are expected to be slightly less robust than previously anticipated, each area is expected to see growth in each year from 2014 to 2017.

An important driver in the state's recovery has been the increase in housing starts. Idaho's Division of Financial Management is projecting that state-wide housing starts will increase by an average of 13.7% each year for the next three fiscal years.

Continued improvement in the state-wide labor market is also expected to continue. Total non-farm employment is expected to grow by 3.0% in FY 2015, 2.9% in FY 2016, and 2.6% in FY 2017.

Real personal income continues to grow state-wide, as well. The average income growth rate between FY 2015 and FY 2017 is expected to grow by 2.9% each year.

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Economic Indicators – Building Activity

Single Family Starts increased from: 182 in FY 2013 (Actual) to 198 in FY 2014 (Projected)

New Commercial Starts decreased from: 33 in FY 2013 (Actual) to 30 in FY 2014 (Projected)

Commercial Addition/Remodel increased from: 96 in FY 2013 (Actual) to 115 in FY 2014 (Projected)

Permits Issued	May-13	May-14	Change	May 2013 - YTD	May 2014 - YTD	Change
New Single Family	12	21	75.0%	104	113	8.7%
Duplex	0	0	0.0%	1	3	200.0%
Manufactured Homes	0	0	0.0%	1	0	-100.0%
Res. Addition/Remodel	5	6	20.0%	58	42	-28.8%
Miscellaneous Res.	21	2	-90.5%	51	79	54.9%
New Commercial	2	3	50.0%	23	16	-30.4%
Com. Addition/Remodel	3	1	-66.7%	55	60	9.1%
Miscellaneous Com.	9	4	-55.6%	80	93	16.3%
Electrical	83	57	-31.3%	541	557	3.0%
Plumbing	73	63	-13.7%	425	401	-5.6%
Mechanical	71	58	-16.9%	485	509	2.8%
Total All Permits	279	216	-22.6%	1835	1873	2.1%

2015 Fiscal Year Budget Development Session III
"In Progress Update" – June 9, 2014

Economic Indicators – Building Activity

Total Revenues are up 41% through May 2014, from \$455,285 to \$641,792.
Building (58.9%), Electrical (60.5%), and Plumbing (12.5%) permit revenues are all up.
Mechanical permit revenues are down (18.7%).

Estimated Value of Work	May-13	May-14	Change	May 2013 - YTD	May 2014 - YTD	Change
New Single Family	\$1,738,823	\$1,995,367	72.1%	\$15,524,090	\$18,030,172	16.1%
Shed	\$0	\$0	0.0%	\$0	\$0	0.0%
Manufactured Homes	\$0	\$0	0.0%	\$0	\$0	0.0%
New Addition/Renovate	\$122,297	\$85,140	-27.1%	\$683,500	\$1,370,348	55.2%
Renovations Rem.	\$188,521	\$21,758	-88.6%	\$188,500	\$498,911	25.1%
New Commercial	\$752,239	\$1,055,894	139.5%	\$13,809,352	\$15,155,000	9.4%
Comm. Addition/Renovate	\$381,620	\$75,000	-80.4%	\$6,106,794	\$12,896,168	112.1%
Manufactured Com.	\$16,805	\$66,833	295.9%	\$16,800	\$1,138,170	65.7%
Total All Permits	\$3,245,291	\$3,212,758	-0.9%	\$37,537,830	\$47,851,664	26.1%

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Economic Indicators - MCI

The **Municipal Cost Index** is designed to show the effects of inflation on the cost of providing municipal services. The MCI draws on the monthly statistical data collected by the U.S. Departments of Commerce and Labor as well as independently compiled data to project a composite cost picture.

From April 2013 to April 2014, the MCI has increased by a total of 1.8%, while the CPI has increased by 2.0% over this same period of time.

To "keep up with inflation," the City of Twin Falls would have to capture approximately \$952,450 in new revenues to support current and existing operations. That includes \$565,112 in Tax Supported Revenues and \$387,338 in Enterprise Revenues.

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Economic Indicators – Unemployment

The unemployment rate is important as a gauge of joblessness. It is a gauge of the economy's growth rate. However, the unemployment rate is considered to be a "lagging indicator." On the national level, the number of new applications filed last week for unemployment benefits fell to the lowest level in the last seven years.

The unemployment rate in Twin Falls is lower than the state and federal rates, and continues to show signs of improvement. Statistically, economists consider full-employment to occur when the unemployment rate is at 5%.

Unemployment Indicators			
	April 2014	March 2014	April 2013
National Unemployment Rate	6.3%	6.2%	7.5%
State Unemployment Rate	5.8%	5.2%	6.4%
Twin Falls Unemployment Rate	4.8%	5.3%	6.0%

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Property Tax Values and Revenues

Property Values

Residential properties in Twin Falls have started to increase in taxable value. This is the first year we have seen increases in the taxable value of residential properties generally since FY 2010.

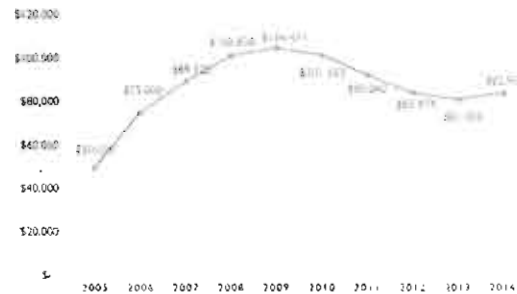
Commercial and Industrial Properties should also realize slightly higher taxable valuations for the 2014 tax year (FY 2015).

Homeowner's Exemption

The State of Idaho's Homeowner's exemption is expected to increase 3.60%, from \$81,000 to \$83,920.

FISCAL YEAR 2015 BUDGET DISCUSSIONS
BUDGET DEVELOPMENT SESSION II - APRIL 23, 2014

Homeowner's Exemption



2014-2015 Fiscal Year Budget

2015 Fiscal Year Budget Development Session III
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Government Fund-Type Revenues

Total Taxable Value of the City of Twin Falls For FY 2014 was \$2,200,305,399. The Tax Rate for FY 2014 was 0.007856543.

Total Taxable Value for FY 2015 is estimated to be \$2,237,513,473. The Tax Rate is currently estimated to be .008066988.

The Homeowner's Exemption is expected to increase from \$81,000 to \$83,920.

Growth formula will be based on a New Construction Net Taxable Value of \$31,133,208 and yield \$244,599 in tax revenue.

2015 Fiscal Year Budget Development Session III
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Government Fund-Type Revenues

The 2015 Fiscal Year Budget does not include any of the City's foregone balance of \$1,478,577. We are not able to calculate the impact of the tax rate at this time.

Increases will also be realized in building permit revenues, all state shared revenues, franchise fees, liquor apportionment, investments, dedicated highway monies, and grants.

Anticipating Cash Reserves will only be used to cover significant capital projects in the Library Fund.

2015 Fiscal Year Budget Development Session III
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Government Fund-Type Expenses

Personnel Expenses: Projected to increase by \$1,689,589, or by 9.34%, to cover:

Performance-Based Compensation Adjustments of 3%

Moving the Salary Table 0.5% to keep up with "Market"

Adjusting Compression Ratio Adjustment Table by moving Market Wage to 5 years and providing targeted adjustments for tenured employees

Increases to health insurance of 7.72%

9 FTE positions and funding to implement potential restructuring strategies.

2015 Fiscal Year Budget Development Session III
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Government Fund-Type Expenses

Personnel Expenses: Funding for Nine New Positions in the Government Fund-Types equals \$626,217. The requested new positions are:

Deputy Prosecuting Attorney
Information Services Tech II
2 Police Officers
2 Staff Engineers – one to be funded with contribution from URA
Parks Operator
Recreation Aide
Street Operator

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Government Fund-Type Expenses

Maintenance and Operational Expenses: Projected to increase by \$263,713, or by 3.77%

Largest increases are:

- Legal – \$90,000 for Professional Legal Service Contract
Significant portion of the adjustment was made in FY 2014 when new Agreement was executed.

Planning and Zoning – \$80,000 for Comprehensive Plan Update

2015 Fiscal Year Budget Development Session III
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Government Fund-Type Expenses

Capital Expenses: Requested investments are \$6,592,309*, compared to \$6,152,451 for FY 2014 and includes:

- \$415,200 in Information Services for Computer, Switch, and Firewall Replacements
- \$380,318 in Police Department vehicle replacements
- \$1,127,000 in Fire Department for Ladder Truck (to be paid for with Grant Funds and Impact Fees)
- \$614,300 in General Park Improvements - \$229,000 to be paid for with Impact Fees
- \$132,500 in General Recreation Improvements
- \$2,030,000 in Street Department Roadway Maintenance and Improvement Projects, including sealcoat, Zone 3 Mill/Overlay, Eastland South Phase 2 and 3rd Avenue West Reconstruction
- \$600,000 in Street Department for Engineering Work Associated with Canyon Springs Grade
- \$200,000 in Contingency Funding

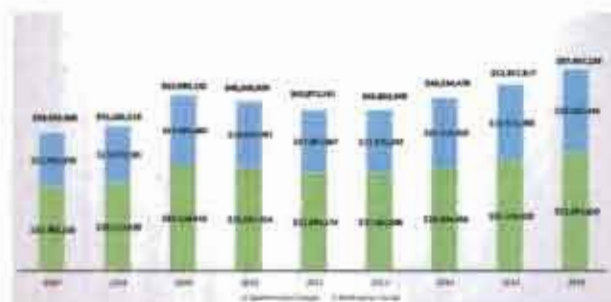
* excludes \$2,000,000 for College of Southern Idaho safety initiative project (construction of Cheney Drive), \$1,066,667 for airport construction projects because they are dedicated Federal grant funds.

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	FY 2014 Adopted Budget	FY 2015 "In-Progress" Budget
Total Taxable Value	\$2,200,305,399	\$2,237,313,473
Total Net Budget	\$52,937,917	\$57,437,326*
Tax Supported Funds	\$31,416,419	\$33,853,810*
Enterprise Funds	\$21,521,498	\$23,583,516*
Total Tax Collections	\$17,286,791	\$18,049,995
Tax Rate	0.007854543	0.008044988
Taxes per \$1,000 in Value	\$7.85/\$1,000	\$8.07/\$1,000

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Net Budgets From FY 2007 to FY 2015



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Fiscal Year 2015 – Enterprise Fund-Type

Water:

Total Rate Increase is projected to be 2%, or an increase of \$0.75/month to the average water user, defined as using 18,000 gallons per month.

Funding For One New FTE: Water Operator

Capital Expenses for FY 2015 are recommended at \$1,382,500 compared to \$1,727,500 for FY 2014.

In addition, the City allocated \$3.5 million of Water Fund cash reserves to the water reservoir. Over the course of the last two fiscal years, the City has invested more than \$9.9 million in its water system.

The City Manager's Recommended Budget requests the use of \$3 million in General Fund cash reserves and \$340,000 Water Fund cash reserves cover one-time capital investments.

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Fiscal Year 2015 – Enterprise Fund-Type

Sewer:

Total Rate Increase is projected to be 1%, or an increase of \$0.25/month to the average residential sewer user, defined by a user who's use is capped at 8,000 gallons per month. Industrial and commercial customers will see a similar, proportionate rate adjustment.

Funding for One New FTE: Waste Water Collections Operator.

Capital Expenses in the sewer fund are recommended to be \$820,000 in FY 2015, compared to \$1,179,300 for FY 2014. However, FY 2015's investment excludes the \$38 million improvements made to the City's Waste Water Treatment Plant and collection system that will be covered with bond proceeds.

Sanitation:

Total Rate Increase is projected to be 1.5%, or an increase of \$0.25/month to the residential customer. PSI's current requested increase is 2% or \$0.21 and \$0.04 is to cover anticipated increases in internal operational costs.

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How much more will it cost for City Water, Sewer and Sanitation Services?	FY 2014 Adopted Fee Schedule	FY 2015 "In-Progress" Budget
Total Enterprise		
Average Residential Water Rate – 18,000	\$37.26	\$38.01
Average Residential Sewer Rate – 8,000	\$24.49	\$24.74
Residential Sanitation Rate	\$16.99	\$17.24
Total	\$78.74	\$79.99
Difference		\$1.25
Municipal Cost Index		\$81.43
Municipal Cost Index Difference		\$2.69

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Use of Government Fund-Type Cash Reserves

At the conclusion of FY 2014, the City is projecting that it will have \$12.69 million in unrestricted cash reserves in the General and Capital Funds that can be used to fund one-time capital projects.

The Library Fund is projected to have approximately \$1,066,000 in Cash Reserves that can also be used for one-time capital projects.

The City Manager's Recommended Budget includes funding in the form of General Fund and Capital Fund Cash Reserves that will allow us to invest:

- \$5 to \$6.5 million for in City Facilities
- \$2.5 to \$3.0 million for Wills Booster Station
- \$250,000 for New Windows, Security and PA system and Presentation Equipment at the Twin Falls Public Library

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Use of Government Fund-Type Cash Reserves

After funding these investments, the City is projecting that it will have \$3.1 to \$5.1 million in unrestricted cash reserves in the General and Capital Funds that can be used to fund one-time capital projects in addition to the Restricted Cash balances of \$5.117 million in the General Fund (3 mos. of operations) and \$750,000 in the Capital Improvement Fund.

The Library is projected to have a Cash Reserve balance of \$816,000 after the investments have been made.

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Your Thoughts...



Monday June 23, 2014 City Council Meeting

To: Honorable Mayor and City Council

From: Dennis J. Bowyer, Parks & Recreation Director

Request:

Consideration of a request to name the small dog enclosure at “Baxter’s Park in Memory of Dale Drown” as the “Becker Small Dog Enclosure - donated by Dr. Marty & Teresa Becker in memory of Bob & Virginia Becker.”

Time Estimate:

Staff presentation will take approximately 5 minutes. Following the presentations, we expect some time for questions and answers.

Background:

In April of 2012, the City Council adopted a Naming Policy for Public Buildings, Streets, Public Parks, and Parks and Recreation Facilities.

The procedure to request to name or rename a public building, street, public parks, or park and recreation facility is:

- Request is submitted to the Parks & Recreation Department.
- Staff will review the proposal for adherence to criteria.
- Parks & Recreation Commission will hear the request as part of a public meeting.
- Commission will forward their recommendation to the City Council for consideration.

Some key points of the Policy are:

- There are six criteria to name or re-name facilities.
 1. Neighborhood or geographical identification.
 2. Natural or geological features.
 3. Local or national historical or cultural significance.
 4. Historical figure, or an individual, family, or organization that make a significant land, monetary, or service contribution to the acquisition of property, park system, or the community in general.
 5. In general, portions of a facility typically do not have a name other than that of the entire facility. However, a park’s interior features, rooms in a building, sub-elements and/or facilities may have names other than that of the entire park. In naming minor facilities, rooms, and sub-elements or parks, these names are subject to the criteria designated herein.

Elected/appointed City of Twin Falls officials and currently employed staff shall not be eligible for consideration until they are no longer in office or have been retired from city service for at least six months.

6. A name, once adopted, should be bestowed with the intention that it will be permanent, and changes should be strongly resisted.

Dr. Marty Becker submitted the attached request to name the small dog enclosure at Baxter's Park as the "Becker Small Dog Enclosure - donated by Dr. Marty & Teresa Becker in memory of Bob & Virginia Becker."

Following the procedure set in the policy, staff presented the request to the Parks & Recreation Commission at the June 10th meeting. Their request falls under numbers 4 and 5 of the criteria to name or rename facilities. The Commission felt that their donation was a significant investment in the development of the dog park.

The Parks and Recreation Commission unanimously approved of the request to name the small dog enclosure at Baxter's Park as the "Becker Small Dog Enclosure - donated by Dr. Marty & Teresa Becker in memory of Bob & Virginia Becker." and forward the recommendation to the City Council for their consideration.

Approval Process:

The Naming Policy spells out the procedure to name or rename a facility. The first three steps in the procedure has been followed, step four is the recommendation from the Parks & Recreation Commission to be forward to the City Council for a final decision. Approval for this request requires a majority vote of the City Council.

Budget Impact:

None, Dr. Marty and Teresa Becker have donated \$15,000 to the Twin Falls Community Foundation for the construction of the dog park.

Regulatory Impact:

Approval of this request would name the small dog enclosure at Baxter's Park as the "Becker Small Dog Enclosure - donated by Dr. Marty & Teresa Becker in memory of Bob & Virginia Becker."

Conclusion:

The Parks & Recreation Commission recommends to the City Council to name the small dog enclosure at Baxter's Park as the "Becker Small Dog Enclosure - donated by Dr. Marty & Teresa Becker in memory of Bob & Virginia Becker."

Attachment:

1. Dr. Marty Becker's Request Letter
2. Naming Policy

My father, Bob, passed away just after his 80th birthday in July 1997. He showed, by example, that animals were not to be used and abused, but treated very well. All of our dairy cows had names. It was in the early 1950's, that Dad allowed us to have our first indoor dog; a Min Pin named Skeeter that could sleep in bed with me. In having pets that moved from outside, to inside to underneath the covers, the Becker's were a few decades in front of this trend. Dad volunteered at Magic Valley Hospital (before the name change) and was, along with my Mother, a generous supporter of the Twin Falls Animal Shelter.

My 89-year-old Mother, Virginia Becker, died on Sunday, Aug 4, 2013. She lived in TF County for over 70 years and in Twin Falls for almost 20 years. Both pets and people knew no better friend. I don't just say the latter lightly or reflexively upon her recent passing. My Mother holds the record for the most volunteer hours in history at Magic Valley Regional Medical Center and then St. Lukes. Over 20,000 volunteer hours where people who knew her (patients, co-workers, visitors) remarked on her positive attitude, hard work and wicked sense of humor. Her dedication and donations didn't stop here. She gave lavishly to organizations serving women's shelters, under-privileged families and to low income people wanting to further their education. They also gave much to the Magic Valley Agricultural museum.

But it's pets that strummed Mom's heartstrings and loosened her purse-strings the most. She gave money, fund raised for the TF County Animal Shelter, continuously donated supplies (paper towels, laundry detergent, towels...things needed but not often thought of by donors), and sent folks there to get pets and move them from "the cage at the shelter to the couch at their home." She's probably directly responsible for over 100 pet adoptions. Mom herself adopted a wonderful little Min Pin, Sugar Baby, who helped her live a happy, full life in her 80's and shortly before her death when Mom found Sugar a forever home.

I, too, was born and raised in TF County and practiced as a veterinarian in Twin Falls for 17 years. Both of our children, Mikkell and Lex, were born at Magic Valley Regional Medical Center and spent their early childhoods enjoy city parks (Candy Cane especially), Shoshone Falls, etc.

Visiting my Mother in Twin Falls during what would turn out to be the last chapter of her life, Doug and Judy Pollock told me that Twin Falls didn't have a dog park. Mom and I were shocked! To jump-start the fundraising, Teresa and I decided to give \$15,000 to help make the dog park a reality.

We ask that the community honors my families' commitment to pets, people and Twin Falls by naming the small dog exercise area in Twin Falls' first dog park, "Becker Small Dog Enclosure - donated by Dr. Marty & Teresa Becker in memory of Bob & Virginia Becker."

Respectfully

Dr. Marty Becker *"America's Veterinarian"*

"Taking the pet out of petrified...puts pets back into practices"



City of Twin Falls Naming Policy

Public Buildings, Streets, Public Parks, & Park and Recreation Facilities

The City of Twin Falls believes that the designation of names for public buildings, streets, public parks, and park and recreation facilities is in the public interest and should promote & celebrate the community's identity, diversity and pride.

The City Council shall designate the names of public buildings, streets, public parks, and parks and recreation facilities, after receiving a recommendation from the Parks and Recreation Commission which recommendation shall be based on public input and compliance to the standards contained herein.

The selection of names for buildings, streets, parks, and park and recreation facilities shall be based upon the following criteria:

1. Neighborhood or geographical identification (e.g. Harrison and Morning Sun Parks, Albion, Buhl, etc. street names)
2. Natural or geological features (e.g. Shoshone Falls and Dierkes Lake)
3. Local or national historical or cultural significance (e.g. Oregon Trail Youth Complex and Frontier Field)
4. A historical figure, individual, family, or organization that has made a significant land, monetary, or service contribution to the acquisition of the property, park system, or the community in general (e.g. Cascade Park, Clyde Thomsen Park, Drury Park, and Harry Barry Park)
 - Building, parks, and facilities shall not ordinarily be named for living persons, except in the event that an individual, family or organization has made a significant and tangible contribution or donations to, or has performed extraordinary or outstanding public service for the community and/or parks and recreation system, or in cases where such name is stipulated as a condition of the donation or acquisition.

- In cases where the person is living, or the event to be commemorated took place within the last year, there shall be a lapse of at least three months between the receipt of the name proposal and the final recommendation for its adoption.
 - In cases where the person is deceased, the person shall have been deceased for a minimum of six months, and there shall be a lapse of at least three months between the receipt of the name proposal and the final recommendation for its adoption.
 - In cases of outstanding public service; buildings, streets, parks or facilities may be named for a person, provided at least six or more months have lapsed between the service provided and the consideration for naming.
5. In general, portions of a facility typically do not have a name other than that of the entire facility. However, a park's interior features, rooms in a building, sub-elements and/or facilities may have names other than that of the entire park (e.g. Carter Gibb Field at Frontier Field). In naming minor facilities, rooms, and sub-elements or parks, these names are subject to the criteria designated herein.

Elected/appointed City of Twin Falls officials and currently employed staff shall not be eligible for consideration until they are no longer in office or have been retired from city service for at least six months.

6. A name, once adopted, should be bestowed with the intention that it will be permanent, and changes should be strongly resisted.

Procedure

1. A request for naming of a public building, street, public park, or park and recreation facility shall be submitted in writing to the Parks and Recreation Department.
2. Those submitting a naming request should show how the proposed name is consistent with the criteria in this policy. When naming after a person or persons, the application will describe that person's local or national historical or cultural significance. Written documentation of approval by next of kin to be honored (if available) is required as part of the proposal. City staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Parks & Recreation commission. If the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.
3. Upon completion of staff review, the request will be scheduled for consideration by the Parks and Recreation Commission. The request will be considered at a public meeting to provide the opportunity for public input on the proposed naming.
4. The Parks and Recreation Commission shall forward their recommendation to the City Council for final decision.

5. If a contest or competition is to be held to determine the name of a building, street, park, or park and recreation facility, the Parks and Recreation Commission and the Parks & Recreation Director or appropriate staff shall establish guidelines and rules for the contest.
6. The City Council and/or the Parks and Recreation Commission can initiate the naming process whenever deemed necessary and/or in the best interest of the City.
7. In the absence of any naming requests, the Parks and Recreation Commission shall adhere to criteria stated in this policy in recommendation of a name.

Renaming of Existing Public Buildings, Public Park, and Park and Recreation Facilities

Renaming of public buildings, streets, public parks, and parks and recreation facilities carries with it a much greater burden of process compared to initial naming. Tradition and continuity of name and community identification are important community values. Each application must meet the criteria in this policy, but meeting all criteria does not ensure renaming. The process for renaming a facility is the same procedure to name a public building, street, public park, or park and recreation facility.

General Naming Regulations

1. Land and/or improvements dedicated to the City as part of a subdivision's development requirements shall not be considered a significant contribution as it relates to this naming policy.
2. This naming policy shall not apply to new streets being proposed and/or constructed as part of a subdivision by a developer.
3. Nothing contained in this policy shall prevent the City from entering into a contractual agreement regarding the naming and sponsorship of a facility. A naming and sponsorship contract shall be subject to the process described in this policy. A facility sponsorship name shall not be considered permanent, but will expire with the expiration of the contract.
4. In the renaming of a street, the applicant shall notify all property owners and residents on that street of a public hearing in front of the City Council.
5. The regulations contained in this policy may be waived in certain circumstances at the discretion of the City Council.

Adopted April 23, 2012



Date: Monday, June 23, 2014
To: Honorable Mayor and City Council
From: Troy Vitek, Assistant City Engineer

Request:

Consideration of a request to award a contract to Record Steel and Construction, Inc., dba RSCI, in the amount of \$17,963,307.00 for Construction Package 2 of the WWTP upgrades.

Discussion will include an update on WWTP schedule and costs to date.

Time Estimate:

The staff presentation will take approximately 5 minutes.

Background:

The City of Twin Falls pre-qualified five bidders for the WWTP upgrades. On June 5, the City received four bids for the Construction Package 2 of the WWTP expansion. All bidders met the requirements of the bid form and Staff recommends awarding the contract to the lowest bidder, RSCI, in the amount of \$17,963,307.00. This differs from the Bid Tab sheet by \$26,300, which is the value of Alternate 7B. 7B would only need to be installed if the project came in over budget and we were not able to complete Alternate 7. Because the project is under budget, Alternative 7 will be included. Bid Alternates were added to get as close to the budget as possible. Alternates allow the agreement to be finalized based on costs without having to go through a rebid. Due to the extremely competitive bids, Staff recommends Bid Alternates 1, 2, 3, 5, 6 & 7 and their value are in the total award price.

Approval Process:

City Council authorizes the City to sign the agreement.

Budget Impact:

Construction Package 2 is part of the WWTP Improvement Project. The bids came in under the Engineer's Estimate by roughly \$5.8 million.

Conclusion:

Staff recommends that the Council approve the request as presented.

Attachments:

1. Bid Tabulation
2. Cost Control Report
3. CH2MHill recommendation of award
4. Notice of Award
5. Agreement

OWNER: City of Twin Falls
 PROJECT: Phase 2 Expansion - Package 2
 BID OPENING: June 5, 2014, 3:00 p.m.
 ENGINEER: CH2M HILL

		Engineer's Estimate		Bidder		Bidder		Bidder		Bidder		Bidder	
		CH2M HILL		Alder Construction Company		Gerber Construction, Inc.		Record Steel and Construction, Inc. dba RSC		Slayden Construction Group, Inc.		Sletten Construction Company	
DESCRIPTION													
1	Addenda Acknowledged			☐		☒		☒		☒		☒	
2	Bid Signed			☐		☒		☒		☒		☒	
3	Contractor's License No.			☐		☒		☒		☒		☒	
4	Bid Bond			☐		☒		☒		☒		☒	
5	Naming of Subcontractors			☐		☒		☒		☒		☒	
6	Affidavit of Payment of All Taxes			☐		☒		☒		☒		☒	
7	Evidence of Authority to Sign			☐		☒		☒		☒		☒	
		Unit Price	Line Total	Unit Price	Line Total	Unit Price	Line Total	Unit Price	Line Total	Unit Price	Line Total	Unit Price	Line Total
5.1. Lump sum work		\$	18,505,345			\$	15,755,000	\$	13,000,300	\$	14,950,000	\$	13,736,600
5.2. Unit Price Work													
5.2.3 Unit Price Item No. 1	1000	\$ 55.10	\$ 55,100			\$ 150.00	\$ 150,000	\$ 104.00	\$ 104,000	\$ 102.00	\$ 102,000	\$ 88.00	\$ 88,000
5.2.3 Unit Price Item No. 2	3000	\$ 55.10	\$ 165,300			\$ 140.00	\$ 420,800	\$ 76.00	\$ 228,000	\$ 91.00	\$ 273,000	\$ 66.67	\$ 200,000
5.3. Major Equipment													
5.3.2 Lowest of Line Item B1 or B2		\$	685,500			\$	816,000	\$	750,000	\$	809,000	\$	697,000
5.3.2 Line Item C1		\$	205,658			\$	359,000	\$	215,037	\$	304,000	\$	274,000
5.4. Assignable Contracts		\$	1,612,070			\$	1,612,070	\$	1,612,070	\$	1,612,070	\$	1,612,070
5.5. Allowances		\$	345,000			\$	345,000	\$	345,000	\$	345,000	\$	345,000
5.6 Additive Bid Alternates													
5.6.2 Line Item 1		\$	319,259			\$	259,000	\$	303,900	\$	251,000	\$	104,400
5.6.2 Line Item 2		\$	301,451			\$	388,000	\$	350,800	\$	438,000	\$	293,400
5.6.2 Line Item 3		\$	399,460			\$	218,000	\$	227,100	\$	149,000	\$	261,500
5.6.2 Line Item 4		xxxxx	xxxxx			xxxxx	xxxxx		xxxxx		xxxxx		xxxxx
5.6.2 Line Item 5		\$	105,974			\$	63,000	\$	60,900	\$	59,000	\$	57,800
5.6.2 Line Item 6		\$	413,345			\$	274,000	\$	301,000	\$	256,000	\$	259,000
5.6.2 Line Item 7		\$	664,635			\$	532,000	\$	465,200	\$	593,000	\$	539,400
5.6.2 Line Item 7B		\$	1,506			\$	82,000	\$	26,300	\$	69,000	\$	67,600
5.7. Base Bid		\$	23,779,623			\$	21,253,870	\$	17,989,607	\$	20,210,070	\$	18,535,770

Corrected Total

City of Twin Falls - WWTP Improvements Project
Cost Control Report

Waste Water Treatment Plant Upgrade 2013 EN1401
Cost Control Report

For Period Ending: 24-Sep-13
 Report Date: 18-Jun-14

Projects	60% Design Development	Engineers Estimate	Actual Bid	Executed Change Orders	Total	Previously Invoiced
Belt Filter Press 3	\$1,300,000.00	\$1,300,000.00				
Idaho Power Feeder Replacement	\$250,000.00		\$156,771.00			\$1,500
WPA - IFAS	\$1,664,571.00	\$1,664,571.00	\$1,245,500.00	\$0.00	\$1,245,500.00	
WPD - Gates	\$289,214.00	\$289,214.00	\$345,821.00	\$0.00	\$345,821.00	
CP1 - Earthwork	\$2,154,857.00	\$2,218,593.00	\$2,093,189.00	\$0.00	\$2,093,189.00	
CP2 - Construction	\$20,439,980.00	\$21,573,973.00	\$16,254,407.00		\$16,254,407.00	
CP2 - Alternatives	\$1,877,036.00	\$2,204,144.00	\$1,708,900.00		\$1,708,900.00	
Contract Change Order Reserve	\$2,250,000.00	\$2,250,000.00	\$2,250,000.00		*	Reserved for Change Orders
Permitting	\$200,000.00				\$0.00	
Engineering	\$3,170,000.00		\$3,170,956.00		\$3,170,956.00	\$2,855,540
Services During Construction	\$3,000,000.00		\$3,000,000.00		\$3,000,000.00	
Financial Services	\$27,500.00		\$27,500.00		\$27,500.00	\$12,808
Misc Costs			\$64,647.86			\$64,648
Canyon Springs Roadway		\$1,000,000.00				
	\$36,622,958.00	Total	\$26,726,370.86			

**** these costs are included in the CP2 Construction cost**

Alternatives	Cost for alternatives
Filtrate Pump Station	\$319,259
W3 Pump Improvements	\$301,451
Aeration Basing Modifications	\$399,480
Stainless Steel Mechanism	\$105,974
Blower 4	\$413,345
Ras Pump Station 1 Improvements	\$664,635
Standby Power to Ras Pump Sta 2	\$1,506



CH2MHILL

CH2M HILL
322 E Front Street
Suite 200
Boise, ID
83702
Tel 208.346.6310
Fax 208.346.6315

June 9, 2014

RE: CITY OF TWIN FALLS – Construction of TWIN FALLS WWTP PHASE 2 EXPANSION Construction Package 2

Dear Troy,

CH2M HILL has reviewed the bids in response to the Invitation to Bid. Bids were received from four prequalified companies as indicated on the attached bid tabulation sheet.

We have reviewed the bids submitted and recommend award to the apparent low bidder, Record Steel and Construction, Inc. dba RSCI.

Sincerely,

CH2M HILL

Gregg Thompson, P.E.
Project Manager

NOTICE OF AWARDDated 09 JUN 2014

Project: TWIN FALLS WWTP PHASE 2 EXPANSION - CONSTRUCTION PACKAGE 2	Owner: City of Twin Falls Twin Falls, Idaho	Engineer's Project Number 475881
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Bidder

Record Steel and Construction, Inc dba RSCI

Bidder's Address (send Certified Mail, Return Receipt Requested)333 W Rossi St
Suite 200
Boise, ID 83706

You are notified that your Bid dated June 5, 2014 for the above Contract has been considered.
You are the Successful Bidder and are awarded a Contract for:

1. Lump Sum Work (see paragraph 5.1 of Section 00 41 13, Bid Form)
2. Unit Price Work (see paragraph 5.2 of Section 00 41 13, Bid Form)
3. Major Equipment; Items. B1 and C1 (see paragraph 5.3 of Section 00 41 13, Bid Form)
4. Assignable Contracts (see paragraph 5.4 of Section 00 41 13, Bid Form)
5. Allowances (see paragraph 5.5 of Section 00 41 13, Bid Form)
6. Additive Bid Alternates; Items 1, 2, 3, 5, 6, and 7 (see paragraph 5.6 of Section 00 41 13, Bid Form)

The Contract Price of your Contract is SEVENTEEN MILLION NINE SIXTY HUNDRED SIXTY THREE THOUSAND THREE HUNDRED SEVEN DOLLARS (\$17,963,307.00)

The Contract Documents for your execution are comprised of the following. Please note that a conformed set of drawings and specifications (inclusive of all addenda 1 thru 6 items) will be delivered by approximately 15 JUL 2014.

You must comply with the following conditions precedent within 15 days after the date you receive this Notice of Award.

1. Agreement Section 00 52 13
2. Performance Bond Form 00 61 13.13
3. Payment Bond Form 00 61 13.16
4. Please make 3 copies of the proposed Contract Documents that accompany this Notice of Award. Then complete the pages, affixing signatures, dates, notary and/or corporate seals, etc. where necessary and:
 - a. Mail 3 executed copies to: City of Twin Falls, Attention Troy Vitek, 321 Second Avenue East, P. O. Box 1907, Twin Falls, ID 83303-1907
 - b. Email one electronic executed copy (PDF) to: Pam.Brewer@ch2m.com

5. Deliver with the executed Contract Documents the Performance Bond and Payment Bond (Bonds) as specified in Section 00 61 13.13, Section 00 61 13.16, General Conditions (Article 5.01 and 5.02) and Supplementary Conditions (paragraph SC-5.02).
6. Other conditions precedent:
 - The Certificate of Insurance must be completed and submitted listing additional insureds as noted in SC-5.04.
 - As required by the Agreement, General Conditions Paragraph 2.05, Record Steel and Construction, Inc dba RSCI will provide a preliminary schedule of values and a preliminary Progress Schedule within 10 calendar days after the date of NTP.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

City of Twin Falls

Owner

By: _____

Authorized Signature

Title

Copy to CH2M HILL

AGREEMENT

THIS AGREEMENT is by and between City of Twin Falls, Idaho (Owner) and Record Steel and Construction, Inc dba RSCI (Contractor).

Owner and Contractor, in consideration of the mutual covenants set forth herein, agree as follows:

1. **WORK**

1.1. Contractor shall complete the Work as specified or indicated in the Contract Documents. The Work is generally described in Section 01 11 00, Summary of Work.

2. **ENGINEER**

2.1. The Project has been designed by CH2M HILL (Engineer), who is to act as Owner's representative, assume duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

3. **CONTRACT TIMES**

3.1. Time of the Essence: Time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

3.1.1. Days for Milestones, Substantial Completion and Final Payment: As shown in the table, the associated Work for each milestone (including Substantial Completion and Final Payment) shall be complete with the calendar days of Notice to Proceed. Final Payment shall be in accordance with Paragraph 14.07 of the General Conditions.

Milestone	Milestone Deadline (Calendar Days)	Liquidated Damages (per Calendar Day)
1 - 13 mgd	330	\$5,000
2 - 16 mgd	515	\$5,000
Substantial Completion	565	\$5,000
Final Payment	625	\$2,500

3.2. Liquidated Damages:

3.2.1. Contractor and Owner recognize that time is of the essence of this Agreement and that Owner will suffer financial loss if the Work is not completed within the times specified in Paragraph Contract Times above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty), Contractor shall pay the Owner for each day that expires after the time specified herein for each Milestone (including Substantial Completion) until the work for each Milestone is substantially complete.

3.2.2. Non-Concurrent Liquidated Damages: If more than one Milestone is delayed and liquidated damages apply, only the largest liquidated damage that applies each day shall be used to calculate the liquidated damages for that day.

3.2.3. Final Payment: After Substantial Completion, if Contractor neglects, refuses, or fails to complete remaining Work within the Contract Time or any proper extension thereof granted by Owner, Contractor shall pay Owner for each day that expires after the time specified herein for completion and readiness for final payment until the Work is completed and ready for final payment.

4. CONTRACT PRICE

4.1. Owner will pay Contractor for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the amounts determined pursuant to the following:

4.1.1. Lump Sum: For Work other than Unit Price Work, a lump sum of \$17,631,307.00.

4.1.1.1. The above Lump sum amount reflects Owner's adoption of the following alternates:

4.1.1.1.1. Additive Bid Alternate 1: Filtrate Pump Station.

4.1.1.1.2. Additive Bid Alternate 2: W3 Pump Improvements.

4.1.1.1.3. Additive Bid Alternate 3: Aeration Basin Modifications.

4.1.1.1.4. Additive Bid Alternate 4: NOT USED.

4.1.1.1.5. Additive Bid Alternate 5: Stainless Steel Clarifier Mechanism.

4.1.1.1.6. Additive Bid Alternate 6: Blower 4.

4.1.1.1.7. Additive Bid Alternate 7: RAS Pump Station 1 Improvements.

~~4.1.1.1.8. Additive Bid Alternate 7B: Standby Power to RAS Pump Station 2.~~

4.1.1.2. Allowance(s) are included in the above lump sum price and have been computed in accordance with Paragraph 11.02 of the General Conditions.

4.1.1.3. Major equipment costs, as defined in the Bid Form, and as selected by the Owner, are included in the above lump sum price (APG-Neuros Variable Speed Turbo Air Blower and Wes-Tech Engineering, Inc. Secondary Clarifier Mechanism).

4.1.1.4. Assigned contracts, as defined in the Bid Form, are included in the above lump sum price.

plus:

4.1.2. Unit Prices:

4.1.2.1. As provided in Paragraph 11.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer as provided in Paragraph 9.07 of the General Conditions. Unit prices have been computed as provided in Paragraph 11.03 of the General Conditions.

4.1.2.2. For Unit Price Work, an amount equal to the sum of established unit price for each separately identified item of Unit Price Work times the estimated quantity of that item as indicated in this paragraph:

Item No.	Description	Estimated Quantity	Unit	Unit Price	Estimated Price
1.	Rock Excavation for quantities between 0 cy and 1000 cy	1000	BCY	\$104.00	\$104,000.00

Item No.	Description	Estimated Quantity	Unit	Unit Price	Estimated Price
2.	Rock Excavation for quantities between 1001 cy and 4000 cy	3000	BCY	\$76.00	\$228,000.00

TOTAL OF ESTIMATED UNIT PRICES: \$332,000

5. PAYMENT PROCEDURES

5.1. Submittal and Processing of Payments: Contractor shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

5.2. Progress Payments and Retainage: Owner will make progress payments on account of the Contract Price on the basis of Contractor's Application for Payment on the date of each month as established in the preconstruction conference during performance of the Work as provided herein. All such payments will be measured by the Schedule of Values established as provided in Paragraph 2.07 of the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided in the General Requirements.

5.2.1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Engineer may determine or Owner may withhold, including but not limited to liquidated damages, in accordance with Paragraph 14.02 of the General Conditions:

5.2.1.1. Ninety five percent of Work completed (with the balance being retainage). If the Work has been 50 percent completed as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, Owner, on recommendation of Engineer, may determine that as long as the character and progress of the Work remain satisfactory to them, there will be no additional retainage; and

5.2.1.2. Ninety five percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).

5.2.2. Owner will release to Contractor retainage for those separate portions of the Work determined substantially complete by Engineer and accepted by Owner for use as intended.

5.2.3. Upon Substantial Completion, Owner will pay an amount sufficient to increase total payments to Contractor to 100 percent of the Work completed, less such amounts as Engineer will determine in accordance with Paragraph 14.02.B.5 of the General Conditions and less 100 percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the tentative list of items to be completed or corrected attached to the certificate of Substantial Completion.

5.3. Final Payment: Upon final completion and acceptance of the Work in accordance with Paragraph 14.07 of the General Conditions, Owner will pay the remainder of the Contract Price as recommended by Engineer as provided in Paragraph 14.07.

6. INTEREST

6.1. Monies not paid when due as provided in Article 14 of the General Conditions shall bear interest at the rate of one-half percent per month.

7. CONTRACTOR'S REPRESENTATIONS

7.1. In order to induce Owner to enter into this Agreement, Contractor makes the following representations:

7.1.1. Contractor has examined and carefully studied the Contract Documents and the other related data identified in the Bidding Documents.

7.1.2. Contractor has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

7.1.3. Contractor has observed and inspected facilities and services to be transferred to Contractor from Construction Package 1, as specified in Section 01 31 13, Project Coordination, and is satisfied with the condition of these facilities and services.

7.1.4. Contractor is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.

7.1.5. Contractor has carefully studied: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and drawings of physical conditions relating to existing surface or subsurface structures at the Site (except Underground Facilities) if any, which have been identified in Paragraph 4.02 of the Supplementary Conditions as containing reliable "technical data", and (2) reports and drawings of Hazardous Environmental

Conditions, if any, at the Site which have been identified in Paragraph 4.06 of the Supplementary Conditions as containing reliable "technical data."

7.1.6. Contractor has considered the information known to Contractor; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on 1) the cost, progress, and performance of the Work; 2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, including any specific means, methods, techniques, sequences, and procedures of construction expressly required by the Contract Documents; and 3) Contractor's safety precautions and programs.

7.1.7. Based on the information and observations referred to above, Contractor does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents.

7.1.8. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.

7.1.9. Contractor has given Engineer written notice of conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.

7.1.10. The Contract Documents are generally sufficient to indicate and convey understanding of terms and conditions for performance and furnishing of the Work.

8. CONTRACT DOCUMENTS

8.1. Contents:

8.1.1. The Contract Documents that are attached to this Agreement (except as expressly noted otherwise) consist of the following:

8.1.1.1. This Agreement (pages 1 to 10, inclusive).

8.1.1.2. Performance bond (pages 1 to 4, inclusive).

- 8.1.1.3. Payment bond (pages 1 to 4, inclusive).
- 8.1.1.4. General Conditions (pages 1 to 40, inclusive).
- 8.1.1.5. Supplementary Conditions (pages 1 to 19, inclusive).
- 8.1.1.6. Specifications as listed in the table of contents of the Project Manual.
- 8.1.1.7. Drawings consisting of 244 sheets with each sheet bearing the following general title: "Twin Falls WWTP Phase 2 Expansion, Package 2".
- 8.1.1.8. Addenda (numbers 1 to 6, inclusive).
- 8.1.2. Exhibits to this Agreement (enumerated as follows):
 - 8.1.2.1. Exhibit A-1: Procurement Package A; IFAS Equipment: Assignment of Contract; Consent to Assignment; and Acceptance of Assignment form.
 - 8.1.2.2. Exhibit A-2: Procurement Package D; IFAS Gates: Assignment of Contract; Consent to Assignment; and Acceptance of Assignment form.
- 8.1.3. The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:
 - 8.1.3.1. Notice to Proceed (pages 1 to 2, inclusive).
 - 8.1.3.2. Work Change Directives.
 - 8.1.3.3. Change Order(s).
- 8.1.4. The Engineer, or designee, will resolve any discrepancies between these documents. The following order of precedence (highest to lowest) will normally apply:
 - 8.1.4.1. Authorized Change Orders.
 - 8.1.4.2. This Agreement, including Exhibits and Addenda.
 - 8.1.4.3. Supplementary Conditions.
 - 8.1.4.4. Standard General Conditions of the Construction Contract, Engineers Joint Contract Documents Committee.

8.1.4.5. Specifications.

8.1.4.6. Project Drawings.

8.1.4.7. Design Details.

8.1.4.8. Figure dimensions and dimensions that can be computed on plans shall take precedence over scale dimensions.

8.2. There are no Contract Documents other than those listed above in this Article.

8.3. The Contract Documents may only be amended, modified, or supplemented as provided in Paragraph 3.04 of the General Conditions.

9. MISCELLANEOUS

9.1. Terms used in this Agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.

9.2. Successors and Assigns: Owner and Contractor each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

9.3. Severability: Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

9.4. Assignment of Contract:

9.4.1. No assignment by a party hereto of any rights under or interests in the Contract shall be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, monies that may become due and monies that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment shall release or discharge the assignor from any duty or responsibility under the Contract Documents.

9.4.2. The contracts between Owner as "buyer" and the entities listed below as "seller" for procurement of goods and special services ("procurement contracts") are hereby assigned to Contractor by Owner, and Contractor

accepts such assignments. A form documenting the assignments is attached as an exhibit to this Agreement.

Assigned Contract	Description	Seller
Procurement Package A	IFAS Equipment	Kruger Inc.
Procurement Package D	Fabricated Slide Gates	Golden Harvest, Inc

9.4.3. This assignment will occur on the Effective Date of the Agreement, and will relieve the Owner as “buyer” from all further obligations and liabilities under the procurement contract. Contractor shall assume full responsibility for the performance of “seller” as a Subcontractor. Notwithstanding this assignment, all performance guarantees and warranties required by the “procurement contract” will continue to run for the benefit of the Owner and, in addition, for the benefit of the Contractor. Except as noted in the agreement between “buyer” and “seller,” all rights, duties, and obligations of Engineer to “buyer” and “seller” under the “procurement contract” will cease.

9.4.4. Owner will provide Contractor with a conformed copy of the assigned contract after the assignment is completed.

9.5. Contractor’s Certifications:

9.5.1. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this paragraph:

9.5.1.1. “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process or in Contract execution;

9.5.1.2. “fraudulent practice” means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract Price at artificial noncompetitive levels, or (c) to deprive Owner of the benefits of free and open competition;

9.5.1.3. “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, noncompetitive levels; and

9.5.1.4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement in triplicate. One counterpart each has been delivered to Owner, Contractor, and Engineer. All portions of the Contract Documents have been signed or identified by Owner and Contractor or on their behalf.

This Agreement will be effective on _____, 20__ (which is the Effective Date of the Agreement).

OWNER: City of Twin Falls Twin Falls,
Idaho

CONTRACTOR: Record Steel and
Construction, Inc dba RSCl

By: _____

By: _____

Title: _____

Title: _____

[CORPORATE SEAL]

[CORPORATE SEAL]

Attest: _____

Attest: _____

Title: _____

Title: _____

Address for giving notices:

Address for giving notices:

(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Agreement.)

License No. _____
(Where applicable)

Agent for service or process: _____

(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

END OF SECTION

EXHIBIT A-1 to Agreement between Buyer and Seller Dated: _____

**ASSIGNMENT OF CONTRACT; CONSENT TO ASSIGNMENT; AND
ACCEPTANCE OF ASSIGNMENT**

This assignment will be effective on the Effective Date of the Agreement between Buyer and Construction Contractor.

The Contract between _____ (“Buyer”)

and _____ (“Seller”)

for furnishing Goods and Special Services under the Contract Documents entitled “Supply and Delivery of Integrated Fixed-Film Activated Sludge (IFAS) Equipment, Procurement Package A” is hereby assigned, transferred, and set over to

_____ (“Construction Contractor”). Construction Contractor shall be totally responsible for the performance of Seller and for the duties, rights, and obligations of Buyer, not otherwise retained by Buyer, under the terms of the Contract between Buyer and Seller.

ASSIGNMENT DIRECTED BY:

(If Buyer is a corporation, attach evidence of authority to sign. If Buyer is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of Buyer-Seller Agreement.)

Buyer
By: _____
(Signature) (Title)

**ASSIGNMENT ACKNOWLEDGED
AND ACCEPTED BY:**

(If Seller is a corporation, attach evidence of authority to sign.)

Seller
By: _____
(Signature) (Title)

ASSIGNMENT ACCEPTED BY:

(If Construction Contractor is a
corporation, attach evidence of authority to
sign.)

Construction Contractor
By: _____
(Signature) (Title)

EXHIBIT A-2 to Agreement between Buyer and Seller Dated: _____

**ASSIGNMENT OF CONTRACT; CONSENT TO ASSIGNMENT; AND
ACCEPTANCE OF ASSIGNMENT**

This assignment will be effective on the Effective Date of the Agreement between Buyer and Construction Contractor.

The Contract between _____ (“Buyer”)

and _____ (“Seller”)

for furnishing Goods and Special Services under the Contract Documents entitled “Supply and Delivery of Fabricated Slide Gates, Procurement Package D” is hereby assigned, transferred, and set over to

_____ (“Construction Contractor”). Construction Contractor shall be totally responsible for the performance of Seller and for the duties, rights, and obligations of Buyer, not otherwise retained by Buyer, under the terms of the Contract between Buyer and Seller.

ASSIGNMENT DIRECTED BY:

(If Buyer is a corporation, attach evidence of authority to sign. If Buyer is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of Buyer-Seller Agreement.)

Buyer

By: _____
(Signature) (Title)

**ASSIGNMENT ACKNOWLEDGED
AND ACCEPTED BY:**

(If Seller is a corporation, attach evidence of authority to sign.)

Seller

By: _____
(Signature) (Title)

TWIN FALLS WWTP PHASE 2 EXPANSION
PACKAGE 2

CITY OF TWIN FALLS, ID

ASSIGNMENT ACCEPTED BY:

(If Construction Contractor is a
corporation, attach evidence of authority to
sign.)

Construction Contractor
By: _____
(Signature) (Title)



Date: Monday, June 23, 2014

To: Honorable Mayor and City Council

From: Lorie Race, CFO

Request:

This is a request to change the current credit card process used by the City of Twin Falls. Robert Atkins, of Wells Fargo, will be in attendance to help answer questions.

Time Estimate:

I will give a brief background of our current process, followed by the proposed changes. This presentation should take about 7-10 minutes, plus time for any questions the Council might have.

Background:

The City of Twin Falls has a credit card usage process in place, but the current process is not the best tool to control usage or costs. I believe the proposed changes offer better control over the City's credit card usage, plus reduced time and costs in processing transactions.

Budget Impact:

There is no budget impact. There is no direct cost to use the proposed process.

Regulatory Impact:

There is no regulatory impact.

Conclusion:

I recommend the Council adopt the proposed change to the City of Twin Falls' credit card usage process.

Attachments:

- Sample policies and procedures for employees issued a credit card.

***WellsOneSM* Commercial Card Program**

Policy and Procedures Manual

7-1-14

THE ATTACHED IS A SAMPLE OF SOME OF THE TOPICS YOU MAY WANT TO ADDRESS IN YOUR CARDHOLDER POLICY AND PROCEDURES MANUAL AND IS NOT INTENDED TO REPRESENT WELLS FARGO BANK'S VIEWS OF WHAT SHOULD BE COMMUNICATED TO YOUR CARDHOLDERS. THE CONTENT OF ANY COMPANY MANUAL SHOULD BE BASED ON YOUR OWN INTERNAL POLICIES, PROCEDURES AND OBJECTIVES. PLEASE MODIFY THIS SAMPLE ACCORDINGLY.

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Introduction

Welcome to the *WellsOne* Commercial Card Program!

The purpose of the *WellsOne* Commercial Card Program is to streamline and simplify the requisitioning, purchasing and payment process for small dollar transactions. The program is designed to shorten the approval process and reduce the paperwork of procurement procedures such as purchase orders, check requests and expense reimbursements. The goal of the program is to:

- Reduce the cost of processing small dollar purchases
- Receive faster delivery of required merchandise
- Simplify the payment process

This reference guide will provide you with the particulars of the program, including general guidelines, reconciliation and record keeping procedures, and customer service information. It is important to read the following information carefully, as you will be responsible for adhering to the established policy and procedures.

As with any new process, it is difficult to anticipate every question or issue that may arise. The pilot phase is intended to surface procedures, issues or hurdles that may be encountered in using the card. The feedback will give us an opportunity to refine our policies and procedures.

If you have any additional questions, please contact your manager or your card program administrator:

Name	Sharon Bryan or Shayne Carpenter
------	----------------------------------

Phone No.	Sharon-735-7245 or Shayne-735-7247
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General Guidelines

Card Issuance:

As a cardholder, you will be asked to complete a cardholder application form, which will then be signed, by your manager and the Program Administrator. By signing the application form, you have agreed to adhere to the guidelines established in this manual. Most importantly, you are the only person entitled to use the card and the card is not to be used for personal use. As each card is linked to a specific cost center and individual employee, the card cannot be transferred from one employee to another.

Upon receipt of your *WellsOne* Commercial Card, you will need to activate the account by calling the toll-free number printed on the card. For verification purposes, you will be asked to provide a piece of information, such as the last four digits of your Social Security Number or Employee ID #. Although the card will be issued in your name, your personal credit history will not affect your ability to obtain a card. The company is responsible for payment of all purchases.

Account Maintenance:

If there's a need to change any information regarding your account, such as mailing address or expense accounting code, please contact your Program Administrator. The only account information you are able to change online is the email address and the automatic deposit (ACH) information, if applicable.

Card Usage:

The *WellsOne* Commercial Card can be used at any merchant that accepts Visa, **except as the company otherwise directs**. It may be used for in-store purchases as well as online, phone, fax or mail orders. There is no special terminal or equipment needed by the Visa merchant to process a card transaction.

When using the card with merchants, please emphasize that an invoice must not be sent as this may result in a duplicate payment. For online, phone, fax and mail orders, please instruct the merchant to send a receipt only. This receipt must be retained for your records.

Limitations and Restrictions:

Your manager has assigned a credit limit to your card. There may also be a single transaction limit placed on your card, which means your card will be declined if you attempt to purchase more than this set amount at one time. Do not split a purchase to avoid the single transaction limit. If you believe the single transaction limit will inhibit optimum usage of the program, please discuss this with your manager.

In addition to the single transaction limit, every cardholder has a total monthly dollar limit assigned to his/her account. As limitations vary by cardholder, please discuss the limit with your respective manager. If you believe your monthly limit to be insufficient for your requirements, and your manager agrees, your manager must contact the Program Administrator to have your limit(s) increased.

The *WellsOne* Commercial Card program also allows for merchant category blocking. If a particular merchant category is blocked (e.g., jewelry stores), and you attempt to use your card at such a merchant, your purchase will be declined. Management has made an effort to ensure that the vendors/suppliers used during the normal course of business are not restricted. If your card is refused at a merchant where you believe it should have been accepted, you should call the Wells Fargo Business Purchasing Service Center at **1-800-932-0036** to determine the reason for refusal. Depending on the result of your inquiry, you may want to discuss the issue further with your Program Administrator. He/she is empowered to modify the restrictions on your use of the card.

IMPORTANT: All requests for changes in limitations and restrictions must be made through your manager or the Program Administrator. Wells Fargo Bank will change existing cardholder restrictions only after a request is received from the Program Administrator.

Lost or Stolen Cards:

You are responsible for the security of your card and any purchases made on your account. If you believe you have lost your card or that it has been stolen, **immediately** report this information to Wells Fargo Bank Business Purchasing Service Center (BPSC) at **1-800-932-0036**. – the BPSC is available 24 hours day/7 days week. Immediately after reporting to the BPSC, you must inform your Program Administrator. **It is extremely important to act promptly in the event of a lost or stolen card to avoid company liability for fraudulent transactions.**

As with a personal charge card, you will no longer be able to use the account number after notifying the bank. A new card should be issued within 48 hours of notice to Wells Fargo Bank.

Authorized Purchases

Purchases may include:

- Office supplies and forms
- Books and subscriptions
- Day timers and calendars
- Professional membership dues
- Hardware and tools
- Spare parts
- Miscellaneous items, e.g., videotapes
- Uniform Rentals/Cleaning
- Courier/Overnight Deliveries
- Mobile Phones & Pager Bills
- Travel and Training Expenses

Unauthorized Purchases

- Items for personal use
- Any single transaction exceeding \$1,500.00.
- Capital goods
- Leased equipment

As with any company purchase, the card is not to be used for any product, service or with any merchant considered to be inappropriate for company funds.

Failure to comply with the above guidelines for authorized purchases under the *WellsOne* Commercial Card program may result in disciplinary action, cancellation of your card privileges, and possible termination of employment.

Travel and Training

The *WellsOne* Commercial Card is intended to assist you with payment for airfare, hotels, and out-of-pocket expenses during business travel. If for some reason you do incur out-of-pocket expenses, when you reconcile your statement you can input out-of-pocket expenses. You will select, from a drop down list, the type of expense that was incurred and input the amount. A check will be issued to you from A/P.

The *WellsOne* Commercial Card, when used for travel, must be used in accordance with the travel and expense policy already established.

Reconcilement and Payment

Unlike personal credit cards, the *WellsOne* Commercial Card program is handled as corporate liability. Your personal credit history has not been taken into account when a card has been issued in your name.

The Accounts Payable Department is responsible for paying the Program invoice(s) each month. You are not responsible for payment under your account.

At the end of a statement period, you will be notified via email that it is time to review your card statement. You will access the Commercial Card Expense Reporting tool via the Internet to review your statement. The statement will reflect the transaction date, posting date, supplier/merchant name and the total amount of the purchase. You have the ability to reconcile your account at any time.

You are responsible for the following:

- Retaining all receipts for items purchased under the program.
- Ensuring all transactions posted are legitimate purchases made by yourself on behalf of the company.

Receipt Retention:

It is a requirement of the program that you keep all receipts for goods and services purchased. For orders placed via phone, fax or mail, or online, you must request a receipt, detailing merchandise price, sales/use tax, freight, etc., be included with the goods mailed/shipped. (*Note:* a merchant should not reject this request, as it is a Visa policy). It is extremely important to request and retain purchase receipts, as this is the only original documentation that shows whether sales tax has been paid.

Since standard reimbursement policies require retention of receipts or other proof of purchase, record keeping is not an extraordinary requirement.

As card records will be audited from time to time, it is essential to adhere to the above record keeping guidelines.

Reconcilement of Purchases:

It is your responsibility, immediately upon receipt of your statement to check it to ensure all the transactions posted are legitimate transactions made by yourself, mark transactions for which receipts will be attached, and attach line item detailed point of sale receipts or delivery invoices. Other optional functions such as splitting transactions, adding descriptions, marking transactions as personal, and reclassifying expenses can be performed using the Commercial Card Expense Reporting tool. All of the available functions will be part of your initial training and can

be referenced in the Cardholder Quick Reference Guide. If everything is in order, you will mark the statement as reviewed. Once your statement has been marked as reviewed, an email will be issued to your manager for his/her approval. Follow company procedures for forwarding the receipts to your manager. Please make copies for your records.

Disputed or Fraudulent Charges:

If there is a discrepancy between your receipts and your statement, it is imperative that the issue is addressed immediately! Depending on the type of discrepancy, you will need to contact the merchant or complete the online dispute form to resolve the disputed transaction.

If you believe the merchant has charged you incorrectly or there is an outstanding quality or service issue, you must first contact the merchant and try to resolve the error or problem. If you are able to resolve the matter directly with the merchant, and the error involved an overcharge, a credit adjustment should be requested and will appear on your next statement. Note: The item should be highlighted on your record log as a reminder to verify that correct credit has been received.

If the merchant disagrees that an adjustment is necessary, you will complete the online dispute form. The details of the disputed transaction will be entered online and followed up on by Wells Fargo Bank.

Wells Fargo Bank must receive any charge dispute within **60 days** of the transaction date. While pending resolution, Wells Fargo Bank will credit the company's account for the amount of the disputed transaction. Although Wells Fargo Bank acts as the arbitrator in any dispute, you should never assume that a dispute will be resolved in your favor.

If the dispute is not resolved to your satisfaction, and you believe the merchant has unfairly treated you, please notify your manager with the relevant details. If the merchant is one of our preferred vendors, our purchasing department may take further action.

Any fraudulent charge (i.e., a charge appearing which was not authorized by you) must be reported immediately to your Program Administrator. Prompt reporting of any such charge will help to prevent the company from being held responsible. A Declaration of Forgery or Unauthorized Use form may be required and will be sent to, if applicable.

Sales and Use Tax

Merchants are required by tax authorities to include the applicable sales or use tax at the time of purchase. The amount of tax is dependent on a variety of factors including the state, country and city where the goods are purchased.

All merchandise not purchased for resale should include the applicable sales tax.

Out-of-state purchases, where sales tax has not been charged, should accrue the applicable use tax.

If your purchases are usually tax-exempt, you will be required to provide merchants with the necessary forms for non-taxable goods or services. Your program may require that you have two cards, one for tax-exempt and one for taxable items. Questions regarding this policy and any other questions concerning tax issues should be addressed to your Program Administrator.

Frequently Asked Questions

- **Why did the company decide to participate in a Commercial Card Program?**

Like most companies today, we are exploring ways to streamline processes and reduce costs. Frequently the expenses incurred to process a small dollar purchase can run as high as the price of the item itself.

With a commercial card, many of the typical purchasing steps should be eliminated including generating a requisition, preparing a purchase order, matching a packing slip to a purchase order, matching invoices with purchasing requisitions, individual payments of invoices, etc.

- **What is the procedure when I pay for something with my commercial card?**

Essentially, the process is the same as when using your personal credit card. **You must always ask for a receipt** for your records, particularly for online, phone, fax and mail orders.

- **Are there any restrictions associated with the use of my card?**

Yes, in addition to our company policy stating the type of products you can buy, other controls and limits may be placed on your card including:

- Monthly dollar limit
- Daily dollar limit
- Per transaction dollar limit
- “Blocked” merchant categories

Please see your manager or Program Administrator for your specific restrictions.

- **How will I know if I have exceeded my monthly limit?**

You can check you balance and expenditures online at any time. You may also call the toll-free Wells Fargo Bank Customer Service number on the back of your card.

- **What should I do if a supplier does not accept the *WellsOne* Commercial Card?**

Please contact your Program Administrator and provide him/her with the supplier’s name, address and phone number.

- **How will I know if the company is getting billed correctly for the purchases I have made?**

You will be able to check all transactions online at any time. You will also review your statements at the end of each period. This statement is for your review only and allows you to reconcile your purchases. You must review the statement in a timely manner, as any disputed or fraudulent transactions must be reported to Wells Fargo Bank in a timely manner.

- **How will my monthly commercial card bills be paid?**

You are not responsible for the payment of your commercial card bills. The monthly statement you receive is for your review and reconciliation only. Accounts Payable will make one monthly payment to Wells Fargo Bank covering expenses for all company employees using the card.

- **Who in our company may I talk to if I have questions going forward?**

We have designated the following individual(s) as Program Administrator(s) (PA). Sharon Bryan can assist you with your credit card and purchase information. Shayne Carpenter can assist you with changes to transaction amounts. Shayne Carpenter should be contracted for any questions you have regarding limits, usage and other issues. Only Shayne will have the authority to change any existing information or restrictions to a cardholder's account.

- **What should I do if I have a problem associated with something I bought with my *WellsOne* Commercial Card?**

Please refer to the "Disputed or Fraudulent Charges" section of this guide for complete details. It is extremely important that you address these items immediately.

- **Once I receive the card, can I begin using it immediately?**

Once you receive your card, you will be instructed to call Wells Fargo Bank's toll-free number and provide certain information (e.g., social security number or other meaningful data) to activate the card. This procedure ensures a secure card issuance process and helps to prevent fraud.

- **What should I do if my card is lost or stolen?**

It is extremely important to call Wells Fargo Bank's Customer Service toll-free number (1-800-932-0036) immediately in the event your card is lost or stolen. You must also notify your Program Administrator.

- **Can another employee utilize my card for purchases?**

Each *WellsOne* Commercial Card will be embossed with the individual employee's name. The employee is responsible for the proper use of his/her card. ***At no time should another individual utilize your card.***

- **Can the *WellsOne* Commercial Card be used out the United States?**

Yes, the *WellsOne* Commercial Card is accepted worldwide. Purchases can be made in any currency and billed in U.S. Dollars.

- **What should I do if I need to change my monthly or single purchase limits?**

You may request a credit limit change by contacting your Program Administrator.

By signing below, I am acknowledging that I have read and understood the above Policy and Procedures in regards to the Wells One Commercial Card for City of Twin Falls.

Cardholder Name

Date



MONDAY June 23, 2014

To: Honorable Mayor and City Council

From: Mitchel Humble, Community Development Director

Request:

An update on the Zoning Ordinance amendment progress.

Background:

In September of 2012, the City Council reviewed and initiated several potential amendments to City Code, Title 10, the Zoning Ordinance. At that time, the Mayor also appointed two Council members to work with staff and four other City residents on a committee to prepare the amendments. That committee began to refer to themselves as the Zoning Ordinance Amendment Committee, or the ZOAC. The ZOAC worked for 14 months on several different amendments. Some were completed, some were examined and determined to be unnecessary, some were worked on and not yet completed, and others were not begun by the ZOAC. Attached is a list of the amendments that were initiated by the Council in September 2012 and their current status.

In December 2013, the Council began discussing City transparency. The actions of the ZOAC were one particular area of focus in those discussions. At the end of that process, the Council adopted a resolution establishing some specific transparency regulations for City activities. The ZOAC could no longer operate as it had been operating. The ZOAC has not met since the Council's transparency discussions began.

Following the adoption of the transparency resolution, the Council adopted another resolution officially creating the ZOAC as a recommending body to the Council. Two Council members were then appointed to the newly created ZOAC. However, no further members have been appointed yet. The newly created ZOAC has yet to start meeting.

In the absence of the regular ZOAC meetings, staff continued to put some finishing touches on some of the Code amendments that had progressed far enough to continue without regular ZOAC input. Staff also began working on these amendments with the entire Planning & Zoning Commission (P&Z) at several of their regular monthly work sessions. The P&Z has provided some valuable input on these amendments that has allowed staff to finish two of them. Those two are now scheduled for hearing by the P&Z at their upcoming 7/8/14 meeting. One additional amendment will be scheduled for hearings soon, following one or two more work sessions with the P&Z.

Members of the P&Z have expressed gratitude to staff for involving them in the amendment process in their work sessions. Some Commissioners felt like they were being excluded from the process when the ZOAC was working on the amendments. The Commission preferred to work on the amendments as a Commission rather than just one or two members of the Commission being appointed to the ZOAC.

I have provided this feedback to the Mayor. Under the new transparency regulations, ZOAC meetings will have to be held as public meetings. Also, not more than two of the Commissioners would be permitted to serve on the ZOAC. Some of the Commissioners have suggested that if the meetings have to be public meetings anyway, then why not use the P&Z to draft Code amendments. That way all of them could be included in the process. The Mayor has asked that I provide this update to the Council so that the Council can discuss and provide feedback on how we proceed to prepare Zoning Ordinance amendments.

Approval Process:

There is no action requested with this item.

Budget Impact:

There is no significant impact associated with this discussion item.

Regulatory Impact:

There is no regulatory impact associated with this discussion item.

Conclusion:

No action is necessary. The Council may want to discuss and provide feedback regarding the process for continued drafting of Zoning Ordinance amendments.

Attachments:

List of Initiated Zoning Ordinance amendments and their current status

LIST OF AMENDMENT TOPICS:

Following is a list of amendment topics already authorized by the Council. They are presented in no particular order and are followed by a brief description of the potential need for change. **Status updates are added below each item in red.**

1. **Xeriscaping** – review landscape requirements to determine if the Code should be amended to support, encourage, or require xeriscaping landscaping.
2. **Gateway Arterial Landscaping** – review the gateway arterial landscaping requirements. Some developers have suggested that they are too restrictive for in-fill or redevelopment projects.
3. **Urban Village/Urban Infill** – the Comp Plan contains this future land use designation, but there is no zoning district that matches it. Create a mixed-use development zoning district.
4. **Open Space Residential/Cluster Development** – the Comp Plan encourages alternate housing design through open space or clustering. Create a Code section that allows/encourages alternate housing design.
5. **Neighborhood Center Development** – the Comp Plan recommends that we review and possibly amend our Neighborhood Center Code content.
6. **Office District** – review and possibly create a full Office zoning district rather than the current overlay.
7. **New Residential District(s)** – review and possibly create residential zoning districts for single family between R-1 and R-2, duplex, and fourplex.
8. **Downtown Zoning District(s)** – the Comp Plan suggests that we review and possibly amend the Code regarding our downtown to create a mixed use district, a downtown residential district, and maybe downtown architectural requirements.
9. **Land Uses** – our permitted use regulations are extremely dated. They need to be reviewed and updated. Consider creating several conditional uses and reduce the number of special uses. Create definitions for all uses. Reorganize the structure of the use regulations into a matrix that is easier to understand and cross reference. **This topic was started by the ZOAC and discussed at 2-3 meetings in Fall 2013. The Council then began discussing open meetings and transparency. That process led to the ZOAC as it was functioning to no longer comply with City policy. This topic has been put on hold until committee meetings begin again or some alternate process is agreed upon.**
10. **Planned Unit Developments** – our PUD process is complicated and difficult to understand. We need to review and possibly amend it to stream line the process, but also to make it clearer. **We The ZOAC group has finished its work on this update. The proposal has been shared with the public in two different open house meetings. This section includes a fairly significant change its title. We're proposing to rename these Zoning Development Agreements (ZDA) instead of PUD to more closely align with Statute regarding PUDs and development agreements. Staff is currently reviewing the entire Title 10 to identify other Code sections with references to PUDs that we will need to adjust. This is a tedious and time consuming task. Once complete, staff will schedule this amendment for public hearings.**
11. **Building Heights** – following a recent request for additional height, the Council directed staff to begin working on an amendment regarding increasing maximum building heights. **The ZOAC has completed its work on this topic for the second time. A public hearing at the Planning & Zoning Commission for its adoption has been scheduled for July 8th.**
12. **Parking Lot Sales** – ~~due to concerns expressed by a local small businessman, the council recently directed staff to prepare an amendment that would create some kind of process to allow limited parking lot sale events.~~ **The amendment has been adopted by the Council.**
13. **Canyon Rim Overlay** – ~~The Council was asked by a group of concerned citizens to initiate amendments to the City's Canyon Rim Overlay District. The group feels like the rims (Snake River and Rock Creek) need greater protection in the Code.~~ **The ZOAC voted that no change was needed to this code section at their**

8/28/13 meeting. The Council has heard and accepted the report. No further action on this item is necessary.

14. **Parking** – we need to review our parking requirements for various uses to determine if they are adequate, too weak, or too strong. There has been concerns raised that uses such as medical offices or Starbucks have too little parking available, yet other uses like Target, Wal-Mart, or the Mall have too much. Bicycle parking should also be reviewed along with vehicle parking. The ZOAC is has finished this topic. A public hearing at the Planning & Zoning Commission for its adoption has been scheduled for July 8th.
15. **Sign Code** – the current Sign Code was adopted in 2009. Since its adoption, we've identified some loop-holes in the Sign Code that should be reviewed and potential fixed. The Council has approved an amendment that was applied for by the Realtors' Association to amend the Sign Code to relax regulations for off-site real estate signs, specifically to allow those to be located in the ROW. Further amendments may be necessary after more review.
16. **Public Hearing Notice** — a recent zoning hearing before the City Council identified a potential flaw in our public hearing notice requirement, that perhaps notifying property owners within 300 feet may not always be adequate. The Council directed us to review this Code Section as well. The ZOAC completed its work on this topic and recommended no changes to the Code to the City Council. That recommendation was given to, and accepted by the Council.