



Twin Falls City Council Agenda

Wednesday, January 2, 2019, 5:00 PM

- AMENDED -

Council Chambers
203 Main Avenue East- Twin Falls, Idaho

****SPECIAL MEETING NOTICE****

The Monday, December 31, 2018, City Council meeting has been rescheduled to Wednesday, January 2, 2019.

Members: Shawn Barigar, Suzanne Hawkins, Nikki Boyd, Chris Talkington, Gregory Lanting, Christopher Reid, Ruth Pierce

- 1) CALL MEETING TO ORDER/CONFIRMATION OF QUORUM
- 2) PLEDGE OF ALLEGIANCE
- 3) PROCLAMATIONS: None
- 4) GENERAL PUBLIC INPUT
- 5) CONSENT CALENDAR
 - a) **ACTION ITEM:** Request to approve the Accounts Payable for December 13 thru December 26, 2018.
By: Amy Luna, Finance Administrative Assistant
 - b) **ACTION ITEM:** Request to approve the December 17, 2018, City Council Minutes.
By: Amy Luna, Finance Administrative Assistant
 - c) **ACTION ITEM:** Request to approve Resolution No. 2019-001 - Authorizing the Destruction of Records
By: Amy Luna, Finance Administrative Assistant
 - d) **ACTION ITEM:** Approve Alcohol License Request for The Olive Garden.
By: Amy Luna, Finance Administrative Assistant
- 6) ITEMS OF CONSIDERATION
 - a) **PRESENTATION:** Swearing in of five new Twin Falls Police Department Police Officers and the formal promotion of four new Corporals.
By: Craig Kingsbury, Chief of Police

- b) **ACTION ITEM:** Request to adopt the resolution authorizing the Mayor to execute the State Local Agreement for Construction of Key 20752 Int. Washington Street and Caswell.
By: Jackie Fields, City Engineer
- c) **ACTION ITEM:** Request for permission to enter into contract negotiations with Teton Communications, Inc. for the upgrade of our existing radio system to a Trunked P25 Digital System for Police and Fire services.
By: Kathy Markus, Information Technology Communications Manager
- d) **ACTION ITEM:** Presentation of the Fiscal Year 2018 Annual Impact Fee Report.
By: Jonathan Spendlove, Planning and Zoning Director
- e) **ACTION ITEM:** Review, Discussion, and Action on the automatic increase to Impact Fees for calendar year 2019.
By: Jonathan Spendlove, Planning and Zoning Director
- 7) GENERAL INPUT/ADVISORY BOARD REPORT/ANNOUNCEMENTS
- 8) PUBLIC HEARINGS: None
- 9) ADJOURNMENT
 - a) **ACTION ITEM:** **Executive Session 74-206(1) (b)** To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student; and, **Executive Session 74-206(c)** 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 (208) 735-7287 at least two working days before the meeting. Si desea esta información en español, llame Leila Sanchez (208) 735-7287.

Public Input Procedures

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

Public Hearing Procedures for Zoning Requests

1. Prior to opening the first Public Hearing of the session, the Mayor or Chairman shall review the public hearing procedures.
 2. Individuals wishing to testify or speak before the City Council or Planning and Zoning shall wait to be recognized by the Mayor or Chairman, approach the microphone/podium, state their name, then proceed with their comments. Following their statements, they shall write their name and address on the record sheet(s) provided by the staff. The staff 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.
 4. Applicant is limited to 15 minutes, unless a written request for additional time is received, at least 72 hours prior to the hearing, and granted by the Mayor or Chairman.
 5. A City Staff Report shall summarize the application and history of the request.
 6. The City Council or Planning & Zoning Commission may ask questions of staff or the applicant pertaining to the request.
 7. The general public will then be given the opportunity to provide their testimony regarding the request. The Mayor or Chairman may limit public testimony to no less than two (2) minutes per person.
 - Five or more individuals, having received personal public notice of the application under consideration, may select by written petition, a spokesperson. The written petition must be received at least 72 hours prior to the hearing and must be granted by the Mayor or Chairman. 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.
 8. Following the Public Testimony and Applicant's response, the hearing shall continue. The City Council or Planning & Zoning Commission, as recognized by the Mayor or Chairman, shall be allowed to question the Applicant, Staff or anyone who has testified. The Mayor or Chairman may again establish time limits.
 9. The Mayor or Chairman shall close the Public Hearing. The City Council or Planning and Zoning Commission shall deliberate on the request. Deliberations and decisions shall be based upon the information and testimony provided during the Public Hearing. Once the Public Hearing is closed, additional testimony from the staff, applicant or public is not allowed. Legal or procedural questions may be directed to the City Attorney.
- * Any person not conforming to the above rules may be prohibited from speaking. Persons refusing to comply with such prohibitions may be asked to leave the hearing and, thereafter removed from the room by order of the Mayor or Chairman.



**Twin Falls City Council
Minutes**

Monday, December 17, 2018, 5:00 PM

City Council Chambers
203 Main Avenue East- Twin Falls, Idaho

1) CALL MEETING TO ORDER/CONFIRMATION OF QUORUM

Present: Mayor Shawn Barigar, Vice Mayor Nikki Boyd, Council Members Suzanne Hawkins, Chris Talkington, Greg Lanting, Christopher Reid & Ruth Pierce.

Absent: None

Staff Present: City Manager Travis Rothweiler, Deputy City Managers Mitch Humble & Brian Pike, City Attorney Shane Nope, Parks & Recreation Director Wendy Davis, Fire Chief Les Kenworthy, Fire Administrative Assistant Danielle Kolb, Police Chief Craig Kingsbury, Captain Anthony Barnhart, Network Administrator Mike Plane, Finance Administrative Assistant Amy Luna

Mayor Barigar called the meeting to order at 05:00 PM. A quorum was present.

2) PLEDGE OF ALLEGIANCE

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

3) PROCLAMATIONS: None

4) GENERAL PUBLIC INPUT: None

5) CONSENT CALENDAR

Council Member Lanting asked to vote on Item (b) by itself, as he was not present last week.

MOTION: Council Member Talkington moved to approve the Consent Calendar as presented minus Item (b). Council Member Reid seconded the motion. Roll call vote showed all members present voted in favor of the motion. 7 to 0.

MOTION: Council Member Hawkins moved to approve the December 10, 2018, City Council Minutes (Item b). Vice Mayor Boyd seconded the motion. Roll call vote showed all members present voted. Approved 5 to 0 with Council Member Lanting and Pierce abstaining.

- a) **ACTION ITEM:** Request to approve the Accounts Payable for December 6 thru December 12, 2018.
- b) **ACTION ITEM:** Request to approve the December 10, 2018, City Council Minutes.
- c) **ACTION ITEM:** Request to approve the 2019 City Council Schedule of Regular Meetings & Public Hearings.
- d) **ACTION ITEM:** Request for the approval of the **Final Plat** for Valencia Park Subdivision, a ZDA, approximately 9.006 (+/-) acres, to develop 84 lot residential lots located along Valencia Street, extended from Southwood Avenue to 3600 North Road. c/o Rex Harding TD&H Engineering, Inc. (app. PZ18-0102)
- e) **ACTION ITEM:** Request for a Right-of-Way encroachment by 1485 Pole Line Road East.
- f) **ACTION ITEM:** Request to accept the Improvement Agreement for the purpose of developing Valencia Park Subdivision, a ZDA.

6) ITEMS OF CONSIDERATION

- a) **ACTION ITEM:** Request from Randy Steadham, Zions Bank, to appeal the decision of Parks & Recreation Commission regarding a Tree Removal Permit for property located at 2188 Addison Avenue East.

Parks and Recreation Director Wendy Davis introduced Randy Steadham from Zions Bank who made an appeal of the decision of the Parks & Recreation Commission, regarding a Tree Removal Permit for property located at 2188 Addison Avenue East.

Council Member Reid recused himself from this item.

Discussion ensued on the following:

Mayor Barigar: Asked about the trees having bores as stated in the letter.

Council Member Hawkins: Asked about the tree's blocking the vision to the North.

Mr. Steadham: Showed pictures that he had on his phone of the trees in question.

Vice Mayor Boyd: Spoke about saving mature trees and how they may stick out like sore thumbs when the new landscaping goes in.

Council Member Lanting: Asked about removal of both houses and what the plan for that is.

MOTION: Council Member Talkington moved to approve the appeal of the decision of Parks & Recreation Commission, regarding a Tree Removal Permit for property located at 2188 Addison Avenue East. Council Member Pierce seconded the motion. Roll call vote showed all members present voted. 6 to 0 with Council Member Reid abstaining.

- b) **ACTION ITEM:** Request to extend Twin Falls Golf Club Agreement through February 22, 2019.

Parks & Recreation Director Wendy Davis made a request for approval for the Mayor to sign the addendum to extend the Twin Falls Golf Club Agreement through February 22, 2019.

Discussion ensued on the following:

Council Member Lanting: What is the status of the restrooms?

MOTION: Vice Mayor Boyd moved to approve the request that the Mayor sign the addendum to approve the request to extend the Twin Falls Golf Club Agreement through February 22, 2019. Council Member Pierce seconded the motion. Roll call vote showed all members present voted in favor of the motion. 7 to 0.

- c) **ACTION ITEM:** Presentation from the Fire Station Advisory Committee.

Deputy City Manager Brian Pike, Fire Chief Les Kenworthy & Fire Committee Member Debbie Dane made a presentation from the Fire Station Advisory Committee.

Discussion ensued on the following:

Mayor Barigar: Thanked the committee for their hard work on this presentation.

Council Member Talkington: Asked if a majority or 2/3 vote is needed to pass the bond?

Council Member Hawkins: Asked about the time frame for public hearings on this and other issues in the area. Thanked the committee as well. Were there any other options?

Council Member Talkington: Spoke in favor of this recommendation. Would like to go forward with the bond on a 20 year term to save money.

City Manager Rothweiler: Explained the bond amount and how it is calculated.

Council Member Reid: Thanked the members of the Committee. Spoke in favor of this recommendation and the 20 year bond.

Council Member Lanting: How many years before Chobani comes back on the tax roll? How quickly do the fire impact fees grow? Thanked the committee. Is in favor of this recommendation and the 20 year bond.

Vice Mayor Boyd: Thanked the Firefighters and the committee for their hard work. Spoke in favor of this recommendation and the 20 year bond.

Council Member Hawkins: Asked if the bond amount would include the purchase of the land to build the fire stations?

Council Member Pierce: Thanked all and is in favor of this recommendation.

Mayor Barigar: Spoke in favor of this recommendation as well.

Council Member Talkington: Asked if the bond amount needs to be stated as the maximum?

MOTION: Council Member Reid moved to accept the recommendation of the Fire Station Advisory Committee with the 20 year bond. Vice Mayor Boyd seconded the motion. Roll call vote showed all members present voted. 7 to 0.

7) GENERAL INPUT/ADVISORY BOARD REPORT/ANNOUNCEMENTS

City Manager Rothweiler stated that the next City Council meeting will be held on January 2, 2019, at 5 pm.

8) PUBLIC HEARINGS: None

9) ADJOURNMENT

The meeting adjourned at 06:05 PM

RESOLUTION NO. 2019-001

Authorizing the Destruction of Records.

Whereas, Idaho Code 50-907 (4) requires the City Council to authorize destruction of public records no longer required by law or for city business, and

Whereas, the Deputy City Clerk of the City of Twin Falls, Idaho have requested that certain records be authorized for destruction in order to dispose of them,

NOW, THEREFORE, BE IT RESOLVED by the city council of the City of Twin Falls, Idaho as follows:

POLICE DEPARTMENT

- 2013 Accident Reports
- 2013 Citations
- 2013 Travel & Training Requests
- 2013 Overtime Slips/Leave Requests
- 2013 Towed Vehicle Slips
- 2013 False Alarm Reports
- 2017 FI Cards
- 2017 House Check Forms
- 2017 Parking tickets
- 2013 Cash receipt books
- 2017 Criminal History Logs (NCIC)

The administrative staff of the City is authorized to take all necessary steps to carry out the authorization provided by this Resolution.

PASSED BY THE CITY COUNCIL
SIGNED BY THE MAYOR

January 3, 2019
January 3, 2019

Mayor Shawn Barigar

Attest:

Amy Luna
Finance Administrative Assistant



City of Twin Falls
103 Main Avenue East
P.O. Box 1907
Twin Falls, Idaho 83303

Alcohol License

Please attach a copy of your state license

Business Name: Olive Garden Holdings, LLC State License # 2T-33/4629
Doing Business As: The Olive Garden Italian Restaurant
Physical Address: 1597 Pole Line Road East City, State, Zip Twin Falls, ID 83301
Legal Description of Place of Business Lot 3 Block 1 Subdivision Third Amended Magic Valley Mall,
Planned Unit Development according to the Official Plat thereof, filed in Book 22 of Plats at Page 47, Records of Twin Falls County, Idaho
Mailing Address: ATTN: Licensing, PO Box 695016 City, State, Zip: Orlando, FL 32869
Contact Person: Annette Pirzadian Phone # 407-245-4804

Beer:	Bottled for consumption off the premises only	(\$ 50.00)	☐
	Bottled for consumption on premises	(\$150.00)	☐
	Bottled for Draught for consumption on premises	(\$200.00)	☒
Wine:	Retailed Sales for consumption off premises only	(\$200.00)	☐
	Wine by the Drink for consumption on premises only	(\$200.00)	☐
Liquor:	Liquor license & fees cover wine license and fees	(\$562.50)	☒

License expires June 30th

Total Fee \$762.50 + \$50.00 app fee = \$812.50

Applicant is an: Individual ☐ Partnership ☐ Corporation ☐ **Applicant is a Limited Liability Company

If a partnership, name all partners:

Name: N/A

Name: _____

Name: _____

If a corporation or association, name all officers:

Name: Joseph G. Kern

Title: President & Manager

Name: Colleen Hunter Lyons

Title: Secretary, Treasurer & Manager

Name: _____

Title: _____

Name: _____

Title: _____

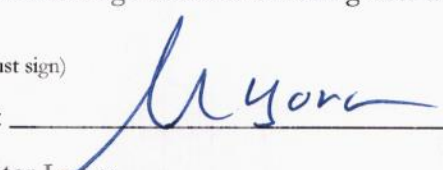
Date of incorporation or organization: 7/13/2015 Place of incorporation or organization: Florida

Principal place of business in Idaho: 1597 Pole Line Road East, Twin Falls, ID 83301

Owner of premises: Olive Garden Holdings, LLC d/b/a The Olive Garden Italian Restaurant

Name of person who will manage business of selling beer at retail: Jack Winn, General Manager

(If a partnership, all partners must sign)

Signature of applicant 

Name: Colleen Hunter Lyons Birth date: 6/22/1972

Signature of applicant _____

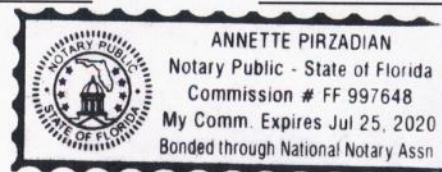
Name: _____ Birth date: _____

Signature of applicant _____

Name: _____ Birth date: _____

Signature of applicant _____

Name: _____ Birth date: _____



Subscribed and sworn to before me this 10th day of December, 2018



Notary Public for ~~Idaho~~ Florida

Residing at: Orange County, Florida

Notary Expiration Date: 7/25/2020

For Questions call 208-735-7245 [Click here for the City Code \(Title 3 then Chapter 7,8, & 9\)](#)

Return completed form to: Deputy City Clerk, City of Twin Falls, 103 Main Ave. East, Twin Falls, ID 83301

CITY STAFF USE ONLY:

Approvals:

Planning and Zoning:

Yes

☒

No _____

Comments:

Chris

Police Department:

Yes

☒

No _____

Comments:

Matthew Hill

City Clerk:

Yes _____

No _____

Comments:

State of Idaho

Cycle Tracking Number: 107265
ISLD ID: 8405

Idaho State Police

Retail Alcohol Beverage License

Premise Number: 2T-33
Incorporated City

License Year: 2019
License Number: 4629

This is to certify, that
Olive Garden Holdings LLC
The Olive Garden Italian Restaurant

is licensed to sell alcoholic beverages as stated below at:

1597 Pole Line Rd East, Twin Falls, Twin Falls County

Acceptance of a license by a retailer shall constitute knowledge of and agreement to operate by and in accordance to the Alcohol Beverage Code, Title 23. Only the licensee herein specified shall use this license. County and city licenses are also required in order to operate.

Liquor	Yes	<u>\$0.00</u>
Beer	Yes	<u>\$0.00</u>
On-premise consumption	Yes	<u>\$0.00</u>
Kegs to go	No	
Restaurant	Yes	<u>\$0.00</u>
Wine by the bottle	Yes	<u>\$0.00</u>
Wine by the glass	Yes	<u>\$0.00</u>
Multipurpose arena	No	
Growlers	No	

TOTAL FEE: \$0.00

Signature of Licensee, Corporate Officer, LLC Member or Partner



OLIVE GARDEN HOLDINGS LLC
THE OLIVE GARDEN ITALIAN
ATTN: LICENSING
PO BOX 695016
ORLANDO, FL 32869
Mailing Address

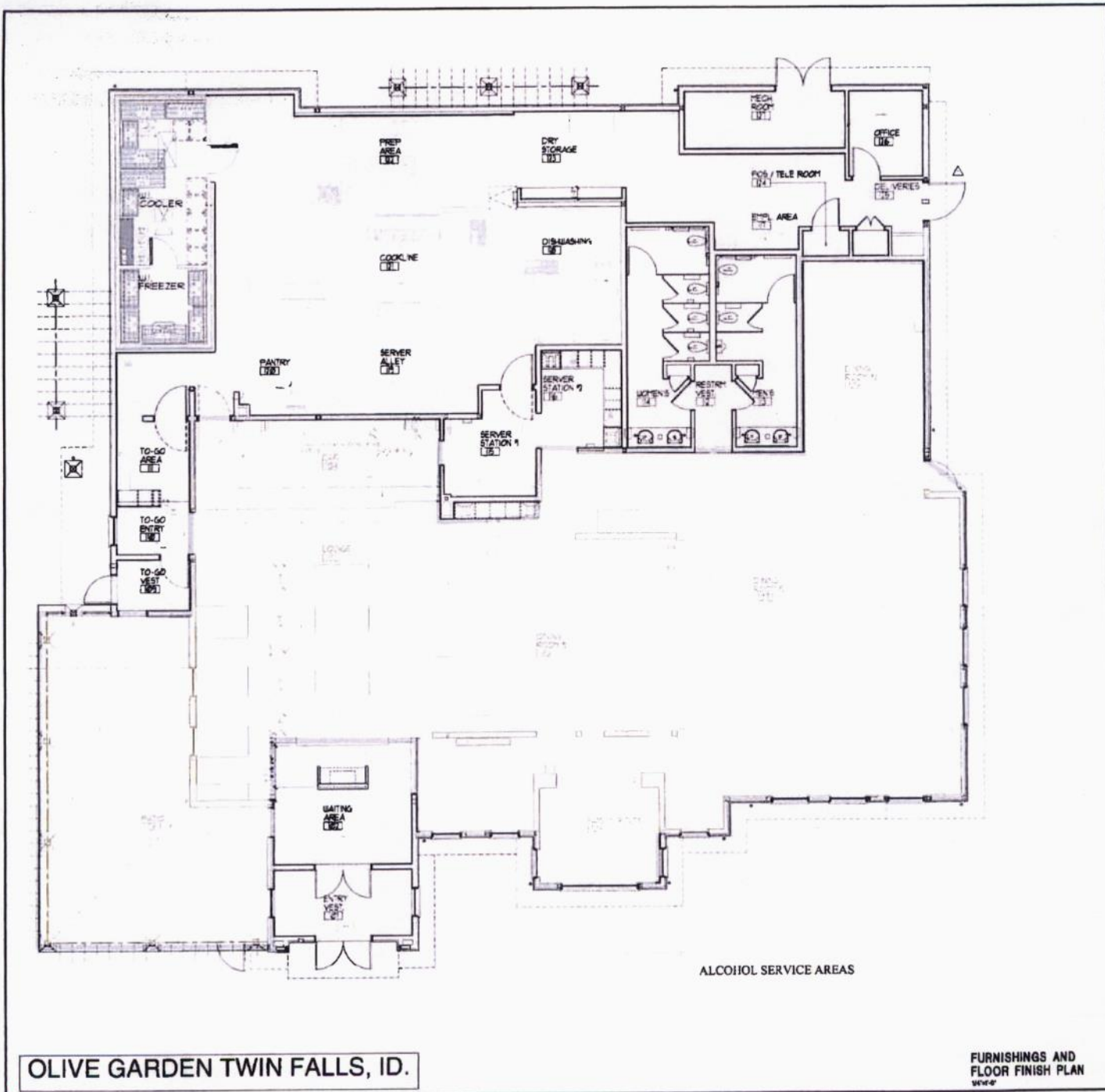
License Valid: 12/12/2018 - 06/30/2019

Expires: 06/30/2019




Director of Idaho State Police

PREMISE ID 21-33



RECEIVED

OCT 01 2018

IDAHO STATE POLICE
ALCOHOL BEVERAGE CONTROL



Date: Wednesday, January 2, 2019
To: Honorable Mayor and City Council
From: Craig Kingsbury, Chief of Police

PRESENTATION

Request:

Swearing in of five new Twin Falls Police Department Police Officers and the formal promotion of four new Corporals.

Time Estimate:

The presentation will take approximately 45 minutes.

Background:

SWEARING IN CEREMONY

The Twin Falls Police Department has hired five new Police Officers, who will be attending the Idaho Peace Officer Standards and Training Basic Patrol Academy Session #194, which commences on January 7, 2019.

AJBIN BILAJAC was hired on October 29, 2018, as a full-time Police Officer. Ajbin was born in Hanover, Germany. He immigrated from Bosnia and Herzegovina to Boise, Idaho, in 1998. Prior to his employment with our agency, Ajbin worked with the Idaho Department of Corrections in maximum security.

CODY CUNNINGHAM was hired on November 13, 2018, as a full-time Police Officer. Cody was born and raised in Twin Falls and graduated from Canyon Ridge High School. Upon graduation, Cody enlisted in the United States Marine Corps and served from August 2014 to August 2018. He is currently pursuing a Bachelor of Science Degree in Psychology.

JACOB LEE was hired on October 29, 2018, as a full-time Police Officer. Jacob was born in Twin Falls. He grew up in Meridian and graduated from Rocky Mountain High School. He went on to continue his education at the College of Southern Idaho and the College of Western Idaho. He attained an Associate's Degree in Liberal Arts. Jacob is continuing his education with the goal of completing his Bachelor's Degree in Criminal Justice.

JONATHAN SHOBE was hired on October 29, 2018, as a full-time Police Officer. Jonathan was born in Twin Falls and attended and graduated from Jerome High School. Prior to his employment with our Department, he worked as a physical therapy aide.

CURTIS WHEELER was also hired on October 29, 2018, as a full-time Police Officer. Curtis was born in California. He and his family moved to Oregon and then to Hawaii, where he graduated from high school. Upon graduation, he enlisted in the Marine Corps and spent four years with the 2nd Battalion, 7th Marine Regiment based in 29 Palms, California. Prior to his employment with our agency, Curtis

owned a fugitive recovery business in Colorado Springs, Colorado.

PROMOTIONS

The Twin Falls Police Department has incorporated new Corporal positions to the supervisory rank structure. The following four individuals were selected after a very competitive promotional process:

ADAM DIXON began his career with the Twin Falls Police Department on May 18, 2009, as a full-time Police Officer. Adam attended Brigham Young University Idaho before completing the CSI Law Enforcement Program.

During his tenure with our Department, Adam has served as a Patrol Officer, Field Training Officer, and Bomb Squad Technician Assistant. Adam was awarded his POST Intermediate Certification in May 2013 and his Advanced Certification in May 2017.

STEVEN GASSERT began his career with the Twin Falls Police Department in 2002 when he joined the Twin Falls Police Department Explorer Program. Steven was hired as a full-time Police Officer on March 24, 2008. In June 2015, Steven left for a short amount of time to work in the non-profit field. He realized that the TFPD is where he wants to work and was rehired on January 11, 2016.

During his tenure with our agency, Steven has served as a Patrol Officer, Field Training Officer, and School Resource Officer. In his position as a School Resource Officer, Steven had an active involvement in Bully Prevention Education Programs in the schools and received state and national recognition for his work.

Steven is a POST-certified Instructor and helps teach in the Law Enforcement Program at CSI. He was awarded his POST Intermediate Certification in April 2014.

JAYSON MICKELSON was hired by the Twin Falls Police Department on April 19, 2010, as a Communications Specialist. Jayson tested for a sworn officer position when a position became available and was hired as a full-time Police Officer on August 23, 2010.

Prior to his employment with the TFPD, Jayson served in the United States Marine Corps from November 2005 to November 2009. He served three tours in Iraq and attained the rank of Sergeant.

During his employment with our Department, Jayson has served as a Patrol Officer, Field Training Officer, School Resource Officer, and is a member of the Special Weapons and Tactics (SWAT) Team. Jayson successfully attended and graduated from POST Basic Academy. He received his POST Intermediate Certification in May 2017.

DAVE WEIGT began his career with the Twin Falls Police Department as a full-time Police Officer in February 1998. He graduated from Twin Falls High School. Dave was self-sponsored when he attended POST Basic Academy in July 1997.

During his employment with the TFPD, Dave has been a Patrol Officer, Field Training Officer, SWAT Team member, Firearms Instructor, GLOCK Armorer, Traffic and Motor Officer, and a School Resource Officer. Dave received his POST-Intermediate Certification in March 2005, Advanced Certification in July 2017,

and Master Certification in October 2017.

Corporals Dixon, Gassert and Mickelson assumed their supervisory duties in the Patrol Division on December 9, 2018. Corporal Weigt assumed his supervisory duties in the Patrol Division on December 18, 2018, once a replacement was selected for his School Resource Officer position.

Approval Process:

N/A

Budget Impact:

N/A

Regulatory Impact:

N/A

History:

N/A

Analysis:

N/A

Conclusion:

Chief Kingsbury would like to have Mayor Shawn Barigar administer the Oaths of Office to Officers Bilajac, Cunningham, Lee, Shobe and Wheeler. Chief Kingsbury would also like to formally promote Corporals Dixon, Gassert, Mickelson and Weigt before the City Council.

Attachments:

None



Date: Wednesday, January 2, 2019
To: Honorable Mayor and City Council
From: Jackie Fields, City Engineer

ACTION ITEM

Request:

ACTION ITEM: Request to adopt the resolution authorizing the Mayor to execute the State Local Agreement for Construction of Key 20752 Int. Washington Street and Caswell.

Time Estimate:

5 minutes

Background:

This project is to construct a safety improvement at the intersection of Washington St. N and Caswell. In January 2018, the City Council authorized the Mayor to execute an agreement for design. The safety improvement is the installation of a Pedestrian Hybrid Beacon. The project is ready to bid so it is time to consider entering into an agreement for construction.

Approval Process:

The City Council adopts a resolution that authorizes the Mayor to execute the state local agreement for construction. Execution of the agreement will also authorize payment of a portion of the City share: \$18,243.00.

Budget Impact:

In FY2017-18, the "Ped Signal at Caswell and Washington St. N" was budgeted with the City's estimated match of \$26,300. With the execution of the SLA for Project Development, the City paid \$2000 towards the project. Because this State Local Agreement for Construction was not ready until November, the project could not encumber the remaining funds and the funds should have returned to Streets reserves. The request for approval of this contract includes a request to utilize Streets reserves in the amount of \$18,243.

Regulatory Impact:

N/A

History:

N/A

Analysis:

N/A

Conclusion:

Staff recommends adopting the resolution that authorizes the Mayor to execute the State Local Agreement for Construction of Key 20752 Intersection Washington St and Caswell.

Attachments:

1. 20752 SLAConst
2. PHB Guidance

**STATE/LOCAL AGREEMENT
(CONSTRUCTION)
PROJECT NO. A020(752)
INT. WASHINGTON ST & CASWELL, TWIN FALLS
TWIN FALLS COUNTY
KEY NO. 20752**

PARTIES

THIS AGREEMENT is made and entered into this _____ day of _____, _____, by and between the **IDAHO TRANSPORTATION BOARD** by and through the **IDAHO TRANSPORTATION DEPARTMENT**, hereafter called the State, and the **CITY OF TWIN FALLS**, acting by and through its Mayor and Council, hereafter called the Sponsor.

PURPOSE

The Sponsor has requested federal participation in the costs of installing a pedestrian hybrid beacon at the intersection of Washington Street and Caswell Avenue in Twin Falls, which has been designated as Project No. A020(752). This Agreement sets out the responsibilities of the parties in the construction and maintenance of the project.

Authority for this Agreement is established by Section 40-317 of the Idaho Code.

The Parties agree as follows:

SECTION I. GENERAL

1. This Agreement is entered into for the purpose of complying with certain provisions of the Federal-Aid Highway Act in obtaining federal participation in the construction of the project.
2. Federal participation in the costs of the project will be governed by the applicable sections of Title 23, U.S. Code (Highways) and rules and regulations prescribed or promulgated by the Federal Highway Administration, including, but not limited to, the requirements of 23 U.S.C. §313.23, CFR §635.410, and 28 CFR Part II.

3. Funds owed by the Sponsor shall be remitted to the State through the ITD payment portal at:
<https://apps.itd.idaho.gov/PayITD> .
4. All information, regulatory and warning signs, pavement or other markings, and traffic signals, the cost of which is not provided for in the plans and estimates, must be erected at the sole expense of the Sponsor upon the completion of the project.
5. The location, form and character of all signs, markings and signals installed on the project, initially or in the future, shall be in conformity with the Manual of Uniform Traffic Control Devices as adopted by the State.
6. This State/Local Agreement (Construction) upon its execution by both Parties, supplements the State/Local Agreement (Project Development) by and between the same parties, dated February 6, 2018.
7. Sufficient Appropriation. It is understood and agreed that the State is a governmental agency, and this Agreement shall in no way be construed so as to bind or obligate the State beyond the term of any particular appropriation of funds by the Federal Government or the State Legislature as may exist from time to time. The State reserves the right to terminate this Agreement if, in its sole judgment, the Federal Government or the legislature of the State of Idaho fails, neglects or refuses to appropriate sufficient funds as may be required for the State to continue payments. Any such termination shall take effect immediately upon notice and be otherwise effective as provided in this Agreement.

SECTION II. That the State shall:

1. Enter into an Agreement with the Federal Highway Administration covering the federal government's pro rata share of construction costs.
2. Advertise, open bids, prepare a contract estimate of cost based on the successful low bid and notify the Sponsor thereof.

3. Award a contract for construction of the project, based on the successful low bid, if it does not exceed the State's estimate of cost of construction by more than ten (10) percent. If the low bid exceeds the estimate by more than 10%, the bid will be evaluated, and if justified, the contract will be awarded and the Sponsor will be notified.
4. Obtain concurrence of the Sponsor before awarding the contract if the Sponsor's share of the low bid amount exceeds the amount set forth in Section III, Paragraph 1 by more than ten (10) percent.
5. Provide to the Sponsor sufficient copies of the Contract Proposal, Notice to Contractors, and approved construction plans.
6. Designate a resident engineer and other personnel, as the State deems necessary, to supervise and inspect construction of the project in accordance with the plans and specifications in the manner required by applicable state and federal regulations. This engineer, or his authorized representatives, will prepare all monthly and final contract estimates and change orders, and submit all change orders to the Sponsor for their concurrence. If the Sponsor's share of any change order exceeds \$1,000.00, the State will submit a statement to the Sponsor indicating the amount owed by the Sponsor.
7. Appoint the Local Highway Technical Assistance Council as the contract administrator for the State.
8. Notify the Sponsor when construction engineering and inspection (CE&I) costs have reached approximately 85% of the estimated cost for CE&I.
9. Maintain complete accounts of all project funds received and disbursed, which accounting will determine the final project costs.
10. Upon completion of the project, after all costs have been accumulated and the final voucher paid by the Federal Highway Administration, provide a statement to the Sponsor summarizing the estimated and actual costs, indicating an adjustment for or against the Sponsor. Any excess funds transmitted by the Sponsor and not

required for the project will be applied to any outstanding balance the Sponsor may have on a previously completed project. If no such outstanding balance exists, the excess funds will be returned to the Sponsor.

SECTION III. That the Sponsor shall:

1. Pay to the State before the advertisement for bids, the amount of **EIGHTEEN THOUSAND TWO HUNDRED FORTY-THREE DOLLARS (\$18,243)**, which is the Sponsor's estimated share of the cost for construction plus preliminary engineering, and construction engineering & inspection (CE&I), and after deducting credit for the Sponsor's previous deposit as applies to Preliminary Engineering and the Sponsor's match for the consulting agreement. These costs and the Sponsor's match are detailed in the attached *Worksheet for State/Local Construction Agreements* marked Exhibit A. The actual cost to the Sponsor will be determined from the total quantities obtained by measurement plus the actual cost of engineering and contingencies required to complete the work. Construction engineering, inspection and contingencies will be approximately 24.5% of the total construction cost.
2. Upon approval of the lowest qualified bid received, if the Sponsor's share exceeds the amount set forth in Section III, Paragraph 1, transmit to the State the Sponsor's portion of such excess cost.
3. Authorize the State to administer the project and make any necessary changes and decisions within the general scope of the plans and specifications. Prior approval of the Sponsor will be obtained if it is necessary, during the life of the construction contract, to deviate from the plans and specifications to such a degree that the costs will be increased or the nature of the completed work will be significantly changed.
4. Designate an authorized representative to act on the Sponsor's behalf regarding action on change orders. That authorized _____ name is representative's Jesse Schuerman, Phone _____ No. 208-735-7252.

5. When change orders are submitted by the State for approval pursuant to Section II, Paragraph 6, the Sponsor or its authorized representative shall give approval of same as soon as possible, but no later than ten (10) calendar days after receipt of the change order. If approval is delayed, any claims due to that delay shall be the responsibility of the Sponsor.
6. Upon receipt of any statement referred to in Section II, Paragraphs 6 and 10, indicating an adjustment in cost against the Sponsor, promptly remit to the State a check or warrant in that amount.
7. Maintain the project upon completion to the satisfaction of the State. Such maintenance includes, but is not limited to, preservation of the entire roadway surface, shoulders, roadside cut and fill slopes, drainage structures, and such traffic control devices as are necessary for its safe and efficient utilization. Failure to maintain the project in a satisfactory manner will jeopardize the future allotment of federal-aid highway funds for projects within the Sponsor's jurisdiction.
8. To the extent permitted by Idaho law and as provided by the Idaho Tort Claims Act, indemnify, save harmless the State, regardless of outcome, from the expenses of and against suits, actions, claims or losses of every kind, nature and description, including costs, expenses and attorney fees that may be incurred by reason of any act or omission, neglect or misconduct of the Sponsor or its consultant in the design, construction and maintenance of the work which is the subject of this Agreement, or Sponsor's failure to comply with any state or federal statute, law, regulation or rule. Nothing contained herein shall be deemed to constitute a waiver of the State's sovereign immunity, which immunity is hereby expressly reserved.

EXECUTION

This Agreement is executed for the State by its Engineering Services Division Administrator, and executed for the Sponsor by the Mayor, attested to by the City Clerk, with the imprinted corporate seal of the City of Twin Falls.

IDAHO TRANSPORTATION DEPARTMENT

Engineering Services
Division Administrator

ATTEST:

CITY OF TWIN FALLS

City Clerk

Mayor

(SEAL)

By regular/special meeting
on _____.

hm:20752 SLAConst.docx

RESOLUTION

WHEREAS, the Idaho Transportation Department, hereafter called the **STATE**, has submitted an Agreement stating obligations of the **STATE** and the **CITY OF TWIN FALLS**, hereafter called the **CITY**, for construction of a pedestrian hybrid beacon at the intersection of Washington St & Caswell Avenue; and

WHEREAS, the **STATE** is responsible for obtaining compliance with laws, standards and procedural policies in the development, construction and maintenance of improvements made to the Federal-aid Highway System when there is federal participation in the costs; and

WHEREAS, certain functions to be performed by the **STATE** involve the expenditure of funds as set forth in the Agreement; and

WHEREAS, The **STATE** can only pay for work associated with the State Highway system; and

WHEREAS, the **CITY** is fully responsible for its share of project costs; and

NOW, THEREFORE, BE IT RESOLVED:

1. That the Agreement for Federal Aid Highway Project A020(752) is hereby approved.
2. That the Mayor and the City Clerk are hereby authorized to execute the Agreement on behalf of the **CITY**.
3. That duly certified copies of the Resolution shall be furnished to the Idaho Transportation Department.

CERTIFICATION

I hereby certify that the above is a true copy of a Resolution passed at a *regular, duly* called special (X-out non-applicable term) meeting of the City Council, City of Twin Falls, held on _____, _____.

(Seal)

City Clerk

WORKSHEET FOR STATE / LOCAL CONSTRUCTION AGREEMENTS

Key No: 20752

Project No: A020(752)

Project Name: Int Washington St & Caswell

Sponsor: City of Twin Falls

Description of work: This project includes a Pedestrian Hybrid Beacon as a vehicle/pedestrian crash reduction countermeasures at the intersection of Washington St. and Caswell Ave in Twin Falls, ID.

Date of State/Local Agreement for Project Development: 2/6/2018

TOTAL ESTIMATED COST OF CONSTRUCTION <i>Includes E&C</i>	\$263,796		
APPROVED FORCE ACCOUNT WORK	\$0		
PLUS PE BY STATE <i>(from 2101)</i>	\$2,000		
PLUS PC BY LHTAC <i>(from 2101)</i>	\$10,000		
PLUS PC <i>(from PC Agreements)</i>	\$46,300		
MINUS ALL NON-PARTICIPATING PARTICIPATING TOTAL	\$322,096		
MATCH PERCENTAGES			
PERCENTAGE AMOUNTS			
MINUS FEDERAL MAXIMUM			
ADD OVERAGE <i>(If Any To Local)</i>			
LOCAL SHARE OF CONSTRUCTION AMOUNT			

FEDERAL

LOCAL

92.66%

7.34%

\$298,454.15

\$23,641.85

\$0

298,454



\$0

\$23,642

ADJUSTMENTS

PLUS ALL NON-PARTICIPATING <i>(From above if work by contract)</i>	\$0
MINUS FUNDS ADVANCED BY THE SPONSOR FOR STATE PE <i>(from PD Agreement)</i>	\$2,000
MINUS APPROVED FORCE ACCOUNT WORK <i>(From above)</i>	\$0
MINUS PRELIMINARY ENGINEERING PAID BY LOCAL	\$3,399
<i>(If LPA has not rec'd reimbursement, use actual PC dollars paid by LPA)</i>	
<i>(If LPA has rec'd reimbursement, use local match % of actual PC dollars paid by LPA)</i>	
<i>(Amounts must be supported by District Records Inspector Audit)</i>	

CONSTRUCTION AMOUNT REQUIRED FROM SPONSOR AFTER ADJUSTMENTS \$18,243

Comments:

PREPARED BY: Heather Parker

Date: 11/9/2018



Install a Pedestrian Hybrid Beacon (PHB)

A push-button-activated pedestrian signal that stops vehicular traffic, allowing pedestrians to cross. The PHB is comprised of a yellow beacon centered below two red beacons that remain dark until activated, then flashes yellow for a few seconds, followed by a solid yellow, then a solid red during the WALK phase. At the end of the WALK interval, the vehicle signal will display an alternating flashing red allowing motorists to proceed after stopping and yielding to pedestrians on or approaching their half of the street. Once the pedestrian clearance interval is completed, the vehicle signal returns to a dark mode, and the pedestrian signal rests in a steady DON'T WALK (raised hand symbol). The PHB was originally referred to as the HAWK (High-intensity Activated crossWalk)

Source: Lee Engineering, LLC



A PHB in use as a pedestrian is crossing the street.



Source: Lee Engineering, LLC

A view of what a driver would see as they approach an intersection outfitted with a PHB.

Targeted Crash Types

- Pedestrian
- Bicyclist

Problems Addressed

- Vehicle conflicts with non-motorists

Conditions Addressed

- Crash history or observed conflicts between vehicles and non-motorists crossing at the intersection.
- High volume of crossing pedestrians or bicyclists at the intersection.
- Observed vehicles not yielding to pedestrians in crosswalk.
- High pedestrian delay due to few available gaps in traffic.

Considerations

- Used in combination with a crosswalk and pedestrian signal heads.
- Must meet MUTCD warrant for installation.
- Install a stop line along each approach approximately 60 feet advance of the crosswalk if overhead signal heads are used.
- The crossing is only across one side of the intersection. Side street vehicle traffic is not stopped. (While the 2009 MUTCD stated that the PHB should not be used within 100 feet of an intersection, the National Committee on Uniform Traffic Control devices has voted to eliminate that provision in the next MUTCD.)
- Public involvement meetings and education may be needed to introduce the public to the operation of the PHB. Police need to be educated, as well.
- Can be modified to better accommodate bicycle traffic (i.e., BikeHAWK).

Other Resources

[NCHRP 562 & TCRP 112: Improving Pedestrian Safety at Unsignalized Intersections](#)
[Pedestrian Hybrid Beacon Guide, Recommendations and Case Study, FHWA](#)
[Pedestrian Hybrid Beacon, FHWA](#)
[Safety Effectiveness of the HAWK Pedestrian Crossing Treatment, FHWA](#)
[Pedestrian Hybrid Beacon \(PHB\), PEDSAFE](#)
[Pedestrian Hybrid Beacon Fact Sheet, Wisconsin DOT](#)

Industry Standard

MUTCD
[Chapter 4F. Pedestrian Hybrid Beacons](#)

Select Examples

[Huron St. & Chapin St., Ann Arbor, MI](#)
[Pima Rd. & Jomax Rd., Scottsdale, AZ](#)
[Mendenhall Loop Rd., Juneau, AL](#)





Date: Wednesday, January 2, 2019
To: Honorable Mayor and City Council
From: Kathy Markus, Information Services, Information Technology
Communications Manager

ACTION ITEM

Request:

ACTION ITEM: Request for permission to enter into contract negotiations with Teton Communications, Inc. for the upgrade of our existing radio system to a Trunked P25 Digital System for Police and Fire services.

Time Estimate:

5 Minutes

Background:

\$562,840 has been reserved for an upgrade to our existing radio system to a Trunked P25 Digital System for police and fire services. The digital system will remain on the 450 UHF system. The majority of our surrounding agencies use this frequency. For the past several years, all of the radios that we have purchased are compatible with the analog and with an upgrade they are compatible with the digital system. The majority of our existing repeaters are also upgrade able. We will be using our existing towers, antennas, and combiners. This past preparation greatly reduces the cost of the Trunked P25 Digital System.

The proposed system will provide the following advantages:

- Radio users will be able to communicate with radio users on other towers without having to manually change channels
- Radios can be programmed with emergency button when reprogramming
- Radio users will receive a confirmation tone when connected
- An alert beep tells if the radio is not registered
- Radio users are identified, if an officer is requesting assistance, we will know who is in need of help
- If one repeater drops, connectivity is not dropped, there will be 1 less conversation
- Existing conversations do not allow interference
- No background noise
- Existing radios can be utilized
- Existing infrastructure can be repurposed
- Existing Quantar Repeater can be used as cold backup equipment
- The system can easily integrate with SIRCOMM
- The radios can be programmed by our staff
- Talk groups and communication settings can be custom configured
- No yearly provider fees
- Easy to manage
- Channels can be added without having to add radios or antennas
- Technical radio problems are identified faster based on radio ID

- The system will have the same coverage and penetration as our existing system
- When coverage is added, the radios do not need to be reprogrammed
- Digital P25 scanners are required for the public to hear the conversations
- Encryption does not decrease the radio range as with analog.

An RFP went out in July 2016. Federal Engineering (FE), is an independent, nationwide systems engineering and consulting firm specializing in the planning, design and implementation of state-of-the-art communications systems. Before any of the RFPs were reviewed by FE or the scoring committee, FE reviewed the RFP and created a scoring matrix which had a maximum score of 500. This matrix was used to evaluate the three responses. The group that scored the RFP consisted of the Public Safety Deputy City Manager, Police Chief, Fire Chief, Dispatch Communication Manager, ITC Manager, and Network Administrator. Federal Engineering participated in the group review by answering questions, providing feedback, and providing comments, but did not participate in the group scoring. The scoring results were as follows:

Teton Communications, Inc./Tait System: 400

White Cloud Communications, Inc./Kenwood System: 315

White Cloud Communications, Inc./Tait System: 285

In the groups scoring, the proposal from Teton Communications was clearly the best. The Staff is now requesting permission to enter into contract negotiations with Teton Communications, Inc. FE will assist the City with contract and price negotiations. A complete contract is vital to the success of the radio system update.

Approval Process:

Majority Vote

Budget Impact:

None at this time.

Regulatory Impact:

N/A

History:

N/A

Analysis:

N/A

Conclusion:

The city public safety employees are often involved in incidents that are life threatening. During these incidents, it is critical that communication is clear and that the end user is easily identifiable. A properly installed 450 UHF Trunked P25 Digital System Upgrade will enhance our existing system to provide a safer experience for our employees. Using new equipment and leveraging our existing equipment will minimize the total cost of the upgrade. A contract with Teton Communications, Inc. will ensure that they meet the expectations of the City.

Attachments:

1. FE Twin Falls - Proposal Review Comments - Teton 20181205
2. FE Twin Falls - Proposal Review Comments - WC Kenwood 20181206
3. FE Twin Falls - Proposal Review Comments - WC Tait 20181205



Federal Engineering, Inc.

10600 Arrowhead Drive
Fairfax, VA 22030
703-359-8200

MEMORANDUM

To: Kathy Markus, City of Twin Falls
From: Keith Estes, Project Manager, Federal Engineering, Inc.
Subject: Bidder Proposal Review Comments – Teton Communications, Inc.
Date: December 7, 2018
Project: UHF P25 Radio System Upgrade

FE reviewed the proposal from Teton Communications, Inc. (Teton) in response to the City of Twin Falls (City's) Request for Proposals (RFP) for the upgrade of the City's conventional UHF radio system to a P25 Phase 1 trunked radio system and identified the following items that need to be addressed in a request for clarification (RFC) sent by the City to Teton:

RFP Section 1.2.3, Response Procedure

Bidders were asked to provide a detailed system design and equipment description. Teton did not adequately describe the functionality of each component in their proposed system and how they interact together to meet the City's need for a new P25 Phase 1 trunked radio system.

FE Recommendation: The City should request a detailed system design and equipment description from Teton, including data sheets for all system components. The detailed system design description should include why Teton proposed the Tait TB9100 repeater, which is not upgradeable to P25 Phase 2, instead of the TB9400, which is, and how the requirement for the system to be upgradeable to P25 Phase 2 is addressed with their proposed system.

RFP Section 5.1.1, P25 Phase 1 Trunked Repeater Stations

Teton's proposal assumes the reuse of existing City TB8100 repeaters for the fourth channel on the new system, however, RFP Section 5.1.1 requires vendors to supply four new repeaters at each site. In addition, RFP Section 1.3 says that frequencies will be reused, not repeaters.

FE Recommendation: The City should request that Teton revise its proposal and pricing to reflect four repeaters at each site, not three.



RFP Section 5.1.1, P25 Phase 1 Trunked Repeater Stations

Teton did not specify whether their proposed Tait TB8100 repeaters can provide automatic call sign identification.

FE Recommendation: The City should ask Teton if their proposed equipment complies with this requirement.

RFP Section 5.3, System Management

Teton's proposal states that they will provide Castlerock SNMPC Software system monitoring software, Tait programming/monitoring software and Etherstack configuration/monitoring software, but the only data sheet provided for software was WhatsUp Gold.

FE Recommendation: The City should request a data sheet for all software to be provided by Teton and ask for clarification what the WhatsUp Gold software is for.

RFP Section 6.8, Decommissioning, Removal and Disposal of Unused Legacy Equipment

Section 2, Paragraph 6.8 of Teton's proposal says, "since the scope of work on this item is not fully defined, the removal of existing equipment not used by the city will be performed at the cities direction and will be billed on an hourly basis".

FE Recommendation: The City should provide clarification to all Bidders, either by providing a list of specific equipment to be decommissioned or asking them to provide an hourly billing rate for these services. Bidders should also be asked to modify their pricing to reflect the changes.

Section 10, Pricing

Although Teton provided their pricing in accordance with Table 10-1, additional detail for Item 4, RF Sites and Item 7, System Services, would help to determine if Teton provided all of the required equipment, parts and services.

FE Recommendation: The City should request additional pricing detail for the RF sites and System Services, with sufficient detail to identify all equipment, parts and services to be provided.





Federal Engineering, Inc.

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Fairfax, VA 22030
703-359-8200

MEMORANDUM

To: Kathy Markus, City of Twin Falls
From: Keith Estes, Project Manager, Federal Engineering, Inc.
Subject: Bidder Proposal Review Comments – White Cloud - JVCKenwood
Date: December 7, 2018
Project: UHF P25 Radio System Upgrade

FE reviewed White Cloud Communications, Inc. (White Cloud's) JVCKenwood proposal in response to the City of Twin Falls (City's) Request for Proposals (RFP) for the upgrade of the City's conventional UHF radio system to a P25 Phase 1 trunked radio system and identified the following items that need to be addressed in a request for clarification (RFC) sent by the City to White Cloud:

RFP Section 1.2.3, Response Procedure

White Cloud did not provide detailed system design and equipment descriptions. All that was provided was an equipment list and some product data sheets.

FE Recommendation: The City should request detailed system design and equipment descriptions and product data sheets for all equipment and software to be provided.

RFP Section 2.1, General

White Cloud did not provide sufficient information in their proposal to evaluate compliance with the general system requirements.

FE Recommendation: The City should request documentation that specifically addresses each requirement in Section 2.1 and describes how each requirement is addressed with their proposed system.

RFP Section 2.2, System Architecture

White Cloud did provide a system block diagram, but it is unreadable at 11" x 17".

FE Recommendation: The City should request a system block diagram that is readable at no larger than 11" x 17".



RFP Section 3, System Functional Requirements

White Cloud's only response to the system functional requirements was stating "yes" that they comply on the Statement of Compliance form. This may be sufficient when responding to system features or capabilities such as radio disable, caller identification and voice group priority, but additional information is needed to evaluate how they comply to other requirements such as interoperability and system reliability and fault tolerance.

FE Recommendation: The City should request documentation that specifically addresses how their proposed system meets the interoperability requirements specified in Section 3.6 and the system reliability and fault tolerance requirements in Section 3.7.

RFP Section 6.1, Implementation Plan

White Cloud provided a white paper from Tait describing typical P25 system implementation steps but provided nothing specific to the City's new system.

FE Recommendation: The City should request an implementation plan that specifically addresses the system that White Cloud is proposing for the City.

RFP Section 6.3, Project Schedule

White Cloud did provide a project schedule, but it doesn't include all major tasks and milestones.

FE Recommendation: The City should request a project schedule that includes all key steps and milestones.

RFP Section 6.4, Project Management

White Cloud did not identify a project manager that would serve as the primary point of contact for contractual matters.

FE Recommendation: The City should request that White Cloud identify who their project manager will be and ask for a resume showing experience managing similar projects.

RFP Section 6.5, Project Engineering

White Cloud did not identify a project engineer that would serve as the primary point of contact for technical issues.

FE Recommendation: The City should request that White Cloud identify who their project engineer will be and ask for a resume showing experience as a technical lead on similar projects.

RFP Section 6.7.1, Operational Performance Tests

White Cloud did not provide a sample Operational Performance Test Plan.

FE Recommendation: The City should request a sample Operational Performance Test Plan.



RFP Section 7.3, Training

White Cloud provided a generic table listing training courses that they offer and a description of each, but it is unknown which courses they would conduct for Twin Falls.

FE Recommendation: The City should request confirmation of which courses White Cloud would conduct for Twin Falls.

RFP Section 8.2.1, Financial Stability

White Cloud did not respond to the following requirements:

- Do they have annual land mobile radio sales equal to or greater than \$1,000,000?
- Do they have any bankruptcy filings within the past 60 months?
- Do they have any current or pending lawsuits for performance related issues?
- Do they have any lawsuits for performance related issues within the last 24 months?

FE Recommendation: The City should request a response to these questions.

RFP Section 8.2.2, Experience in the Market

White Cloud did not provide an adequate response to the following requirements:

- In response to whether they have experience designing and implementing turnkey P25 solutions, they only referenced the Idaho Nuclear Labs project
- They did not state whether they are authorized to resell or the manufacturer of all proposed products and services
- They did not state whether they have certified technicians for all proposed products and services

FE Recommendation: The City should request additional information that shows that White Cloud has experience implementing P25 systems other than the Idaho Nuclear Labs project, that they are an authorized reseller or manufacturer of all proposed products and that they have technicians that are certified on all proposed products.

RFP Section 8.3, References

White Cloud provided three references for work that they have done in Twin Falls, but there was no description of the type of systems.

FE Recommendation: The City should request additional information for each reference describing the type of system and work that White Cloud performed.

RFP Section 8.4, Past Projects with the City of Twin Falls

White Cloud did not state whether they have done prior work for the City of Twin Falls.

FE Recommendation: The City should request a response as to whether White Cloud has done any previous work for the City.



Section 10, Pricing

Although White Cloud provided their pricing in accordance with Table 10-1, additional detail for Item 4, RF Sites and Item 7, System Services, would help to determine if White Cloud provided all of the required equipment, parts and services.

FE Recommendation: The City should request additional pricing detail for the RF sites and System Services, with sufficient detail to identify all equipment, parts and services to be provided.





Federal Engineering, Inc.

10600 Arrowhead Drive
Fairfax, VA 22030
703-359-8200

MEMORANDUM

To: Kathy Markus, City of Twin Falls
From: Keith Estes, Project Manager, Federal Engineering, Inc.
Subject: Bidder Proposal Review Comments – White Cloud - Tait
Date: December 7, 2018
Project: UHF P25 Radio System Upgrade

FE reviewed White Cloud Communications, Inc. (White Cloud's) Tait proposal in response to the City of Twin Falls (City's) Request for Proposals (RFP) for the upgrade of the City's conventional UHF radio system to a P25 Phase 1 trunked radio system and identified the following items that need to be addressed in a request for clarification (RFC) sent by the City to White Cloud:

RFP Section 1.2.3, Response Procedure

White Cloud did not provide detailed system design and equipment descriptions. All that was provided was an equipment list and a product data sheet for a Tait transportable repeater.

FE Recommendation: The City should request detailed system design and equipment descriptions and product data sheets for all equipment and software to be provided.

RFP Section 2.1, General

White Cloud did not provide sufficient information in their proposal to evaluate compliance with the general system requirements.

FE Recommendation: The City should request documentation that specifically addresses each requirement in Section 2.1 and describes how each requirement is addressed with their proposed system.

RFP Section 2.2, System Architecture

White Cloud did not provide a system block diagram.

FE Recommendation: The City should request a system block diagram that shows the interconnection of all major system components.



RFP Section 3, System Functional Requirements

White Cloud's only response to the system functional requirements was stating "yes" that they comply on the Statement of Compliance form. This may be sufficient when responding to system features or capabilities such as radio disable, caller identification and voice group priority, but additional information is needed to evaluate how they comply to other requirements such as interoperability and system reliability and fault tolerance.

FE Recommendation: The City should request documentation that specifically addresses how their proposed system meets the interoperability requirements specified in Section 3.6 and the system reliability and fault tolerance requirements in Section 3.7.

RFP Section 6.1, Implementation Plan

White Cloud provided a white paper from Tait describing typical P25 system implementation steps but provided nothing specific to the City's new system.

FE Recommendation: The City should request an implementation plan that specifically addresses the system that White Cloud is proposing for the City.

RFP Section 6.3, Project Schedule

White Cloud did not provide a project schedule.

FE Recommendation: The City should request a project schedule that includes all key steps and milestones.

RFP Section 6.7.1, Operational Performance Tests

White Cloud did not provide a sample Operational Performance Test Plan.

FE Recommendation: The City should request a sample Operational Performance Test Plan.

RFP Section 7.3, Training

White Cloud stated compliance with the training requirements but did not provide course descriptions.

FE Recommendation: The City should request a description of each course that will be conducted by White Cloud.

RFP Section 8.2.1, Financial Stability

White Cloud did not respond to the following requirements:

- Do they have annual land mobile radio sales equal to or greater than \$1,000,000?
- Do they have any bankruptcy filings within the past 60 months?
- Do they have any current or pending lawsuits for performance related issues?
- Do they have any lawsuits for performance related issues within the last 24 months?



FE Recommendation: The City should request a response to these questions.

RFP Section 8.2.2, Experience in the Market

White Cloud did not provide an adequate response to the following requirements:

- In response to whether they have experience designing and implementing turnkey P25 solutions, they only referenced the Idaho Nuclear Labs project
- They did not state whether they are authorized to resell or the manufacturer of all proposed products and services
- They did not state whether they have certified technicians for all proposed products and services

FE Recommendation: The City should request additional information that shows that White Cloud has experience implementing P25 systems other than the Idaho Nuclear Labs project, that they are an authorized reseller or manufacturer of all proposed products and that they have technicians that are certified on all proposed products.

RFP Section 8.3, References

White Cloud provided three references for work that they have done in Twin Falls, but there was no description of the type of systems.

FE Recommendation: The City should request additional information for each reference describing the type of system and work that White Cloud performed.

RFP Section 8.4, Past Projects with the City of Twin Falls

White Cloud did not state whether they have done prior work for the City of Twin Falls.

FE Recommendation: The City should request a response as to whether White Cloud has done any previous work for the City.

Section 10, Pricing

Although White Cloud provided their pricing in accordance with Table 10-1, additional detail for Item 4, RF Sites and Item 7, System Services, would help to determine if White Cloud provided all of the required equipment, parts and services.

FE Recommendation: The City should request additional pricing detail for the RF sites and System Services, with sufficient detail to identify all equipment, parts and services to be provided.





Date: Wednesday, January 2, 2019
To: Impact Fee & Improvement Reimbursement Committee
From: Planning and Zoning Department

ACTION ITEM

Request:

ACTION ITEM: Presentation of the Fiscal Year 2018 Annual Impact Fee Report.

Time Estimate:

Approximately ten (10) minutes.

Background:

The 2018 financial report is attached for your review.

The report indicates expenditures which took place this past calendar year. Some expenditures of note include the Fire Station Review Study (~\$400,000), the North College Road Extension Engineering Plans (~\$300,000), and additional trail extensions / enhancements along The Preserve trail section (~\$180,000).

The FY 2019 Budget includes ~\$900,000 for the construction of the North College Road Extension. The contracted price recently awarded amounts to ~\$770,000.

In addition to the Finance Report, the Annual Impact Fee Report to the City Council includes other recommendations from the Impact Fee Committee:

1. Periodic reports, at least annually, with respect to the Capital Improvements Plan and report to the governmental entity any perceived inequities in implementing the plan, or imposing the development impact fees; and"
2. "Advise the governmental entity of the need to update or revise land use Assumptions, Capital Improvement Plan and Development Impact Fees."

The current Capital Improvement Plans have been operating well for the past 4 years, with minimal negative feedback received by staff. Per State Statute, Capital Improvement Plans are required to be reviewed and updated at least every 5 years. We will be entering that 5th year in 2019, and as such we need to conduct this review and update.

Approval Process:

The Council may accept the Annual Financial Report by a simple motion and majority vote.

Additionally, the Council may also initiate the review and update of the Capital Improvement Plan by a simple motion and majority vote.

Budget Impact:

N/A

Regulatory Impact:

N/A

History:

N/A

Analysis:

N/A

Conclusion:

During the October 25, 2018 Impact Fee Committee meeting, a unanimous recommendation was forwarded acknowledging the fair and equitable implementation of the Capital Improvements Plan, and the imposition of the impact fees.

Furthermore, the Committee has forwarded a unanimous recommendation to initiate a review/update of the Capital Improvement Plan, to be conducted during the 2019 Calendar year.

The City Council is tasked with discussing and acting on the Annual Impact Fee Program Financial Report, and the Capital Improvement Plan review/update.

Attachments:

1. Revenue & Expenditure Update-9-30-18
2. 10-25-18 IFC Minutes

City of Twin Falls
Summary of Impact Fee Activity

10/10/2018

(unaudited)

9/30/2018

	<u>Total</u>	<u>17-18</u>	<u>Totals</u>	
Residential Impact Fees-Police	\$ 320,214	\$ 109,554	\$ 429,767	
Non-resid. Impact Fees-Police	\$ 360,646	\$ 95,193	\$ 455,839	
Revenue Subtotal-Police	\$ 680,860	\$ 204,746	\$ 885,606	
Dispatch Consoles - Expenditures	\$ (26,981)	\$ (67,679)	\$ (94,660)	\$ (2,125) Dispatch furniture circuits (65,554) Consoles; accostic panels
Net Revenue-Police	\$ 653,879	\$ 137,067	\$ 790,946	
Residential Impact Fees-Fire	\$ 806,071	\$ 243,403	\$ 1,049,474	
Non-resid. Impact Fees-Fire	\$ 885,900	\$ 211,464	\$ 1,097,364	
Revenue Subtotal-Fire	\$ 1,691,971	\$ 454,866	\$ 2,146,838	
Future Fire Station Review - Expenditures	\$ -	\$ (400,032)	\$ (400,032)	\$ (132,104) Dispatch
Net Revenue-Fire	\$ 1,691,971	\$ 54,835	\$ 1,746,806	
Residential Impact Fees-Streets	\$ 518,817	\$ 170,587	\$ 689,404	
Non-resid. Impact Fees-Streets	\$ 1,420,132	\$ 457,977	\$ 1,878,109	
Revenue Subtotal-Streets	\$ 1,938,949	\$ 628,564	\$ 2,567,513	
Street - North College Rd. Extension	\$ -	\$ (300,000)	\$ (300,000)	
Street light project - Expenditures	\$ (410,742)	\$ -	\$ (410,742)	\$ (270,704) N. College Rd Ext.
Net Revenue-Streets	\$ 1,528,207	\$ 328,564	\$ 1,856,771	
Residential Impact Fees-Parks	\$ 881,675	\$ 234,431	\$ 1,116,106	
Transfer from the CI Fund	\$ 560,000	\$ (560,000)	\$ -	
Revenue Subtotal-Parks	\$ 1,441,675	\$ (325,569)	\$ 1,116,106	
Parks - Equipment storage bldg	\$ (168,366)	\$ -	\$ (168,366)	
Parks - Trails	\$ (724,032)	\$ (181,588)	\$ (905,620)	
	\$ 549,277	\$ (507,157)	\$ 42,120	
Net Revenue-Parks	\$ 549,277	\$ (507,157)	\$ 42,120	
FY 2018 budget includes: Streets - N. College Rd Extension - \$300,000				
Interest Income-Adj for Unrealized Gain or Loss	\$ 202,094	\$ 98,301	\$ 300,395	
TOTALS	\$ 4,625,429	\$ 111,609	\$ 4,737,039	



Twin Falls Development Impact Fee Advisory Committee & Improvement Reimbursement Commission Minutes

Thursday, October 25, 2018, 12:00 PM

203 Main Avenue East
Twin Falls, ID 8301

SPECIAL MEETING

Members: Gerald Martens, Nathan Bishop, Chad DeBie, Andrew DiPietro, Jennifer Jensen, Susan Petruzzelli, Colby Ricks

Council Liaison: Greg Lanting

1) Confirmation of Quorum/Call Meeting to Order

Members Present: Martens, Bishop, DeBie, DiPietro, Petruzzelli, Ricks

Staff Present: Spendlove, Humble, Strickland, O'Connor, Vitek, Ebersole, Fehringer, Race

Council Liaison Present: Lanting

Chairman DeBie called the meeting to order and confirmed a quorum.

2) Consent Calendar

3) Introduction of New Members

Member Conlin has resigned from the committee as of October 2018.

4) Review of Member Terms

a) Membership Information

PZ Director Spendlove stated the committee does not have any "term outs" prior to our next meeting. Andrew DiPietro's 1st terms expire in April of 2019 and we will address this at the next meeting. There are two spots open and replacements will need to be found by the next meeting.

Agenda items adjusted as follows.

6) Improvement Reimbursement Items

a) Broadmoor Subdivision Reimbursement Request

Member Martens stepped down (applicant).

Assistant City Engineer Vitek stated that there are issues with the reimbursement application and that City Attorney Nope has asked to table this item until further review can be done.

Motion:

Member Petruzelli made a motion to table the item for 30 day. Member Bishop seconded the motion.

Unanimously Approved.

Member Martens returned to his seat.

5) Impact Fee Items

- a) Review, Discussion and Action on the Annual Financial Report, Impact Fee Program, and implementation of the Capital Improvement Plan.

Staff Presentation:

PZ Director Spendlove stated the 2018 financial report is attached for your review. Following the Committee review, staff will prepare the Annual Impact Fee Report to the City Council, including an updated financial report.

The report indicates expenditures which took place this past calendar year. Some expenditures of note include the Fire Station Review Study (~\$400,000) , the North College Road Extension Engineering Plans (~\$300,000), and additional trail extensions / enhancements along The Preserve trail section (~\$180,000).

The FY 2019 Budget included ~\$900,000 for the construction of the North College Road Extension. The contracted price recently awarded amounts to ~\$770,000.

In addition to the Finance Report, the Annual Impact Fee Report to the City Council shall include other recommendations from the Committee:

1. Periodic reports, at least annually, with respect to the Capital Improvements Plan and report to the governmental entity any perceived inequities in implementing the plan, or imposing the development impact fees; and"
2. "Advise the governmental entity of the need to update or revise land use Assumptions, Capital Improvement Plan and Development Impact Fees."

The current Capital Improvement Plans have been operating well for the past 4 years, with minimal negative feedback received by staff.

Discussion Followed: Without Concerns

Motion:

Committee Member Bishop made motion to accept the annual report. Committee Member Ricks seconded.

Unanimously approved.

- b) Review and action on recommendation to City Council on the automatic Impact Fee increase scheduled January 1, 2019.

Staff Presentation:

PZ Director Spendlove stated the current fee rates are listed on the attached file. These rates went into effect April 1, 2018.

Per City Code 10-18-12, on January 1 of each year the amount of the impact fee shall automatically increase to account for inflation increases in the cost of providing police, fire, parks and recreation, and street public facilities to serve new development.

The amount to be adjusted will be based on the municipal cost index (MCI) as published by the American Cities and Counties Magazine.

According to the latest numbers, September 2018, the MCI is currently at a 3.236% increase over last year. As prices of construction and materials increase, it is prudent to stay in line with actual costs of projects listed on the Capital Improvement Program.

Discussion Followed:

- Chairman DeBie asked if how fees are determined and if they are based on actual costs to the city to do business.
- CFO Race stated fees are based month to month and the increase percentage was calculated from Sept. 2017 - Sept. 2018.
- Committee Member Martens stated concern regarding the inequity of impact fees for multifamily units compared to a conventional single family home project. He would like the formula looked at as to how the fees are calculated, but would approve fee increases at current percentage. He stated that 3.236% is on low side for increase and will not overly impact construction costs.
- Planning and Zoning Director Spendlove reminded committee that the increase percentage could change once the final report is completed.

Motion:

Committee Member Martens motion to recommend the automatic increase to Council, but not to exceed 3.5%. Committee. Member Ricks seconded.

Unanimously approved

- c) Discussion and Action on recommending review and update of the Capital Improvement Plans.

Staff Presentation:

PZ Director Spendlove stated per State Statute, the Capital Improvement Plan shall be reviewed at least once every 5 years. As we look forward to this next year, the current

iteration will be reaching that 5 year mark and will need to be updated.

As this update process can be intensive and time consuming, staff wishes to be underway in January 2019. In order to proceed Staff recommends the Committee discuss and forward a recommendation to begin the Capital Improvement Plan update process.

Discussion Followed:

- Committee Member Martens stated you have to be careful at looking at other communities and how they are charging fees because there may be different scenarios that apply to those areas. He thinks Twin Falls fees are fair. He has not felt a need to mess with the formulas, except now with multifamily fees due to the change in community goals and needs.
- Committee Member Petruzzelli stated you still need to look at other communities that have addressed same housing issues and needs that Twin Falls is experiencing.
- Committee Member Bishop stated that the multi-family home fees need to account for amount of people in those homes and services needed to service those people.
- Committee Member Martens stated that a homeowner gets a homeowners exemption vs. the renter living in an apartment or the owner of the complex. This affects the city fees in two ways: taxing and impact fees.
- Committee Member Bishop stated that encourages homeownership.

Motion: Committee Member Petruzzelli motioned to recommend initiating the process to review and update the Capital Improvement Plan and Impact Fee Report. Committee Member Marten seconded.

Unanimously Approved.

7) Upcoming Meeting(s)

- Next regular meeting: Tentative April 18, 2019.
- Special meeting (if needed): Kelli Ebersole will contact committee with date through email.

8) Adjournment

Chairman DeBie adjourned meeting at 1:14 pm.

Kelli Ebersole –Administrative Assistant



Date: Wednesday, January 2, 2019
To: Impact Fee & Improvement Reimbursement Committee
From: Planning and Zoning Department

ACTION ITEM

Request:

ACTION ITEM: Review, Discussion, and Action on the automatic increase to Impact Fees for calendar year 2019.

Time Estimate:

Approximately five (5) minutes.

Background:

Current fee rates are listed in the attached file. These rates went into effect April 1, 2018.

Per City Code 10-18-12, on January 1 of each year the amount of the impact fee shall automatically increase to account for inflation increases in the cost of providing police, fire, parks and recreation, and street public facilities to serve new development.

The amount to be adjusted will be based on the municipal cost index (MCI) as published by the American Cities and Counties Magazine.

According to the latest numbers, September 2018, the MCI is currently at a 3.236% increase over last year. As prices of construction and materials increase, it is prudent to stay in line with actual costs of projects listed on the Capital Improvement Program.

Approval Process:

The Council is tasked with discussing the possible increase and the recommendation of the Impact Fee Committee. If the Council wishes to allow the automatic increase to occur, no further action is necessary. If the Council wishes to modify the inflation adjustment in any way, a motion and simple majority vote is needed to initiate the process for a Resolution to be prepared for later action.

Budget Impact:

Allowing the automatic increase to occur will increase the Impact Fee amounts. However, it is not a direct correlation to the current fee amount, the value of the projects are modified to reflect current construction/material costs and the fee is then generated from those prices.

Regulatory Impact:

N/A

History:

N/A

Analysis:

N/A

Conclusion:

During the October 25, 2018 Meeting of the Impact Fee Committee, a unanimous recommendation was forwarded to allow the automatic increase to occur, but not to exceed 3.5%.

The Council is tasked with making a final decision on this item.

Attachments:

1. Impact Fee Rates effective April 1, 2018

Impact Fee Rates effective April 1, 2018.

Impact Fee Funds & Categories	Rate
Police Fees	
Residential (per dwelling unit)	\$ 301.00
Nonresidential (per square foot)	\$ 0.15
Fire Fees	
Residential (per dwelling unit)	\$ 670.00
Nonresidential (per square foot)	\$ 0.34
Street Fees	
Single Family (per dwelling unit)	\$ 534.00
Multifamily (per dwelling unit)	\$ 351.00
Retail (per square foot)	\$ 2.56
Office (per square foot)	\$ 0.79
Industrial (per square foot)	\$ 0.57
Institutional (per square foot)	\$ 0.16
Parks & Recreation Fees	
Residential (per dwelling unit)	\$ 632.00
Nonresidential (per square foot)	N/A
Total Fees	
Single Family (per dwelling unit)	\$ 2,137.00
Multifamily (per dwelling unit)	\$ 1,954.00
Retail (per square foot)	\$ 3.05
Office (per square foot)	\$ 1.28
Industrial (per square foot)	\$ 1.06
Institutional (per square foot)	\$ 0.65