COUNCIL MEMBERS

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

AGENDA

Meeting of the Twin Falls City Council
Monday, April 4, 2016- City Council Chambers
305 3rd Avenue East -Twin Falls, Idaho

5:00 P.M.

PLEDGE OF ALLEGIANCE TO THE FLAG
CALL MEETING TO ORDER
CONFIRMATION OF QUORUM
CONSIDERATION OF THE AMENDMENTS TO THE AGENDA
PROCLAMATIONS:
Parkinson's Disease Awareness Month – Nancy Turley, Parkinson's Support Group
Volunteer Appreciation Month – April 2016 – Jeanette Roe, TF Senior Center
Arbor Day Proclamation – Wendy Davis, City of Twin Falls
GENERAL PUBLIC INPUT

AGENDA ITEMS	Purpose:	By:
I. CONSENT CALENDAR:		
1. Consideration of a request to approve the Accounts Payable for March 29 through April 4, 2016.	Action	Sharon Bryan
2. Consideration of a request to approve the March 21, 2016 and March 28, 2016, City Council Minutes.	Action	Leila A. Sanchez Sharon Bryan
3. Consideration of a request to approve the "88.1 The Bridge 10th Anniversary Fireworks Display," event to be held on Friday, April 8, 2016.	Action	Ron Fustos
4. Consideration of a request to approve the Findings of Fact, Conclusions of Law, and Decision for the Final Plat Application for Eastpark Subd. No. 2 in c/o EHM Engineers, Inc., and Seastrom Commercial Subdivision in c/o EHM Engineering, Inc.	Action	Rene'e V. Carraway-Johnson
5. Consideration of a request to approve Sunway Subdivision No. 2. Final Plat for property located on the south side of North College Road West, extended and east side of Sunway Drive North aka 1700 East Road in care of EHM Engineers.	Action	Rene'e V. Carraway-Johnson
II. ITEMS FOR CONSIDERATION:	Purpose:	By:
1. Presentation of an update on Chobani business by Michael Gonda, Vice President/Corporate Communications.	Presentation	Michael Gonda/Chobani
2. Consideration of a request to sign the Agreement for Services Outside City Limits for property located on the corner of Hankins Road and Hwy 30 (Kimberly Road) in c/o the Buttars Family Limited Partners.	Action	Troy Vitek
3. Consideration of a request to adopt a resolution Authorizing Destruction of Public Records no longer required by law or for City business and to notify the Idaho State Historical Society before destruction of any records.	Action	Sharon Bryan
4. Presentation of an update on the Twin Falls Police Department efforts to implement a body-worn camera program.	Presentation	Anthony Barnhart
5. Public input and/or items from the City Manager and City Council.		
III. ADVISORY BOARD REPORT/ANNOUNCEMENTS:		
6:00 P.M.	Purpose:	By:
IV. PUBLIC HEARINGS:		
1. Consideration of a request to approve a Zoning Title Amendment to delete City Code 10-7-13 Vehicle Stacking Requirements for drive-through facilities in c/o the City of Twin Falls. (app. 2767)	PH/Action	Jonathan Spendlove
V. ADJOURNMENT: 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.		

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.

April 4, 2016 City Council Meeting

To: Honorable Mayor and City Council

From: Sharon Bryan

Request:

Consideration of a request to destroy any semipermanent or temporary records as listed on the attached resolution and to notify the Idaho State Historical Society before destruction of any records.

Background:

Idaho State Code 50-907 requires that before the City can destroy any semipermanent or temporary records we need to get City Council approval as well as notify the Idaho State Historical Society before destruction of any records. This needs to be done by resolution. (See attached)

State Code 50-907 Semipermanent records shall be kept for not less than five (5) years after the date of issuance or completion of the matter contained within the record.

(3) "Temporary records" shall consist of:
(a) Building applications, plans, and specifications for noncommercial and nongovernment projects after the structure or project receives final inspection and approval;
(b) Cash receipts subject to audit;
(c) Election ballots and duplicate poll books; and
(d) Other documents or records as may be deemed of temporary nature by the city council.

Temporary records shall be retained for not less than two (2) years, but in no event shall financial records be destroyed until completion of the city's financial audit as provided in section 67-450B, Idaho Code.

(4) Semipermanent and temporary records may only be destroyed by resolution of the city council, and upon the advice of the city attorney. Such disposition shall be under the direction and supervision of the city clerk.

The resolution ordering destruction shall list in detail records to be destroyed. Prior to destruction of semipermanent records, the city clerk shall provide written notice, including a detailed list of the semipermanent records proposed for destruction, to the Idaho state historical society thirty (30)days prior to the destruction of any records.

Budget Impact:

The 2015/2016 City Budget includes a budget for shredding services.

Regulatory Impact:

The Council's approval of this request will enable the departments listed to properly destroy these records making room for new ones.

Conclusion:

Staff recommends that the Council approve this resolution.

Attachments:

Resolution

RESOLUTION NO. _____

Authorizing 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:

FINANCE DEPARTMENT

- Election ballots November 2003 – 2009
- Duplicate poll books
- Payable claims 2009-2010
- Business Licenses 2008-2011
- Bank Statements 2006-2011
- Check Registers 2007-2015

UTILITY BILLING DEPARTMENT

- Payment stubs from utility billings March – December 2013
- Payment stubs from utility billings January – March 2014

POLICE DEPARTMENT

- **2005 Case Reports** (excluding NCIC files; homicide reports, sexual abuse reports; officer-involved shooting reports; fatal traffic accidents; and all death reports.
- No trespass orders that are expired or past one year (2014)
- 2010 Accident Reports
- 2010 Citations
- 2010 Pawns
- 2010 Travel & Training Requests
- 2010 Overtime Slips/Leave Requests
- 2010 Towed Vehicle Slips
- 2010 False Alarm Reports
- 2014 FI Cards
- 2010 House Check Forms
- 2010 Parking tickets
- 2010 Cash receipt books
- 2014 Criminal History Logs (NCIC)
- 2010 and any prior private security license applications that are not active or they are no longer with the company

FIRE DEPT.

- Duplicate Examine/Copy Public Records all of 2014
- Duplicate Claims from October 1, 2009 – September 30, 2010
- Burn Permits from 2013
- Monthly Training Reports from 2005
- Calendar Of Events Logs 2014 – (All have been scanned and saved)

- Carbon Monoxide Detector Activation and Checklist for Carbon Monoxide 2014 – (All have been scanned and saved)
- Inventory of Station Supplies 2014
- Monthly Truck Logs from 2014 – (All have been scanned and saved)
- Mako Air Compressor Logs 2014 – (All have been scanned and saved)
- Daily Generator Logs 2014 – (All have been scanned and saved)
- Old Files of Employees whom are no longer Employed with the City - (Miscellaneous Training Paperwork, Certificates, Documents, Etc.)
- Public Fire Education Program Schedules 2013, 2014 – (In FIRE RMS Program)
- All Fire Safety Inspection Forms (Mobile Fuelers, Aircraft Fueling System, Bulk Plant Loading & Unloading Facilities) 2010
- AED Maintenance Checklist 2014 – (All have been scanned and saved)

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 , 2016
SIGNED BY THE MAYOR , 2016

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Mayor Shawn Barigar

Attest:

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Sharon Bryan, Deputy City Clerk