

POCATELLO DEVELOPMENT AUTHORITY
Amended Agenda for the meeting of
March 16, 2022 – 11:00 a.m.
Council Chambers – Pocatello City Hall

During low/medium community level designations, individuals are encouraged, but not required, to wear masks/face coverings.
During high community level designations, individuals will be required to wear masks/face coverings.

City Hall is accessible to persons with disabilities. Program access accommodations may be provided with three days' advance notice by contacting Skyler Beebe at sbeebe@pocatello.us, 208.234.6248, or 5815 South 5th Avenue, Pocatello, Idaho.

In the event this meeting is still in progress at 12:00 p.m., a ten-minute recess may be called.

- 1. CALL TO ORDER, DISCLOSURE OF CONFLICT OF INTEREST, AND ACKNOWLEDGMENT OF GUESTS.**
- 2. ACTION ITEM –MEETING MINUTES.** The Board may wish to waive the oral reading of the minutes and approve the minutes from the Regular Board of Commissioners meeting on February 16, 2022. *See attached documents.*
- 3. ACTION ITEM –EXPENSE PAYMENTS & REIMBURSEMENTS.** The Board may wish to approve the payment or reimbursement of the following PDA expenses:
 - 3a. \$3,518.50** from the General Fund to ICRMP for 21-22 Policy Year Annual Premium. *See attached invoice.*
 - 3b. \$878.50** from the General Fund to Elam & Burke Attorneys at Law for February 2022 Services. *See attached invoice.*
 - 3c. \$36.92** from the General Fund to Idaho State Journal for the PDA Annual Report Display Ad. *See attached invoice.*
- 4. PUBLIC HEARING/ACTION ITEM – PDA 2021 ANNUAL REPORT.** The Board may wish to consider public comment regarding the 2021 Pocatello Development Authority Annual Report and approve it by Resolution 2022-001 and authorize filing with the Pocatello City Clerk and the State of Idaho Controller's Office.
- 5. ACTION ITEM – PDA TREASURER.** The Board may wish to discuss options for filling the office of Treasurer for the PDA.
- 6. ACTION ITEM – EXECUTIVE SESSION –** The Board may wish to go into Executive Session to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code; and to communicate with legal counsel to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. Idaho Code §74-206(1)(d), (f).
- 7. ACTION ITEM – CALENDAR REVIEW.** The Board may wish to take this opportunity to inform other Board members of upcoming meetings and events that should be called to their attention.
- 8. ACTION ITEM –NEWS FOR THE GOOD OF THE ORDER.** The board may wish to discuss news for the Good of the Order.
- 9. ADJOURN REGULAR MEETING.**

Action Item 2

**POCATELLO DEVELOPMENT AUTHORITY
MEETING MINUTES FOR FEBRUARY 16, 2021 at 11:00 A.M.
COUNCIL CHAMBERS, 911 N 7TH AVENUE, POCATELLO, ID**

PRESENT: Rick Cheatum, Greg Gunter, Jim Johnston, Rob Lion, Scott Turner, and David Villarreal.

Excused: Victoria Byrd, Brian Blad and Terrel Tovey.

OTHERS PRESENT: Executive Director Brent McLane; Secretary Aceline McCulla; Pocatello Public Works Development Engineer Merril Quayle; Pocatello City Public Works Director Jeff Mansfield; Pocatello City Attorney Jared Johnson; and other visitors.

Agenda Item No. 1: Call to Order and Disclosure of Conflicts of Interest

Chair Villarreal called the meeting to order at approximately 11:00 a.m. No conflicts were disclosed.

Agenda Item No. 2: Approve the Minutes

The Board may wish to waive the oral reading of the minutes and approve the minutes from the Regular Board of Commissioners meeting on December 15, 2021, and the Training and Work Session on January 5, 2022.

It was moved by **J. Johnston** and seconded by **G. Gunter** to approve the meeting minutes, as written, from December 15, 2021 and January 5, 2022. Those in favor, Greg Gunter, Jim Johnston, Rob Lion, Scott Turner, and David Villarreal. Those abstained: Rick Cheatum. Unanimous. Motion Carried.

Agenda Item No. 3: Expense Payments & Reimbursements.

The Board may wish to approve the payments or reimbursements of the following PDA expenses:

- 3a. \$34.99** from the General Fund to Aceline McCulla for additional lunch order OF \$13.00 on January 5, 2022, and for \$21.99 for paper on February 8, 2022. *See attached receipts.*
- 3b. \$23.71** from the General Fund to Brent McLane for snacks provided during the January 5, 2022 Training Session. *See attached receipt.*
- 3c. \$13,347.50** from the General Fund to Elam & Burke for legal fees for the following three invoices: **1)** \$4,845.00 for November 2021 Statement; **2)** \$3,430.00 for December 2021 Statement; and **3)** \$5072.50 for January 2022 Statement. *See attached invoices.*
- 3d. \$195.75** from the General Fund to Grand Idaho Inn & Suites for meeting room and beverage expenses for the training and work session on January 5, 2022. **Retro approval needed, paid on January 26, 2022, Check 1420.** *See attached invoice.*
- 3e. \$3,938.47** for City of Pocatello for Administrative Staff costs for period July 1-December 31, 2021. *See attached report.*

It was moved by **R. Lion** and seconded by **R. Cheatum** to approve the reimbursement and expense payments as presented. Those in favor: Rick Cheatum, Greg Gunter, Jim Johnston, Rob Lion, Terrel Tovey, Scott Turner, and David Villarreal. Unanimous. Motion Carried.

Agenda Item No. 4: PDA Treasurer.

The Board may wish to discuss options for filling the office Treasurer to the PDA.

The Board agreed to authorize McLane to work with Doran and prepare an RFQ to be reviewed by the board for a PDA Treasurer and discuss at the March 16 meeting.

It was then moved by **S. Turner** and seconded by **J. Johnston** to approve the financial report as presented. Those in favor: Rick Cheatum, Greg Gunter, Jim Johnston, Rob Lion, Scott Turner, and David Villarreal. Unanimous. Motion Carried.

Agenda Item No.5: IRG Owner Participation Agreement

The Board may wish to discuss a request from IRG to reconsider the decision by the board on 11/17/2021 that approved \$1,100,000.00 in reimbursement funding instead of the requested \$1,600,000.00. IRG has asked that the board consider revising this approval to \$1,400,000.00 as the funds become available.

Debra Harrell, Sr. Vice President of IRG asked that their original request of \$1,400,000.00 be reconsidered to help cover the infrastructure and building repairs. Harrell noted that improvements of the asset are captured and posted on social media monthly.

Turner asked to clarify that IRG wants the \$1,400,000.00 if funds are available. **Harrell** replied yes.

Villarreal asked what funds were available today **McLane** stated that \$1,400,000.00 is available today, and another payment of \$124,000.00 is anticipated and the requested amount would be received by January 2023.

Turner stated that reimbursement would be made upon verification of qualified expenses, per the TIF district conditions. Harrell stated the current submittal is based on actual bids, so an RFP for the \$1,600,000.00 would have to be bid out.

It was moved by **S. Turner** and seconded by **R. Cheatum** to approve the request by IRG for reimbursement of façade improvements to their buildings within the old Naval Ordinance Plant grounds, consistent with the eligible criteria set forth in the Naval Ordinance TIF in the amount of \$1,638,907.00, which is subject to all currently available increment funds and as additional increment funds become available in the future. Those in favor: Rick Cheatum, Greg Gunter, Jim Johnston, Rob Lion, Scott Turner, and David Villarreal. Unanimous. Motion Carried.

McLane clarified that IRG would have to perform the work, pay their contractors, and then submit verification documentation for reimbursement, which would be approved by the PDA before payment is made. If reimbursement is requested but funds are not available, the request would not be paid until funds became available.

Agenda Item No. 6: 2021 Draft Annual Report

The Board may wish to discuss THE 2021 Draft Annual Report prior to publication in March.

Johnston asked that titles be added for City Council President Heidi Adamson and City of Pocatello Mayor Brian Blad.

It was moved by **J. Johnston** and seconded by **S. Turner** to approve the 2021 Annual Report with suggested additions. Those in favor: Rick Cheatum, Jim Johnston, Rob Lion, Scott Turner, and David Villarreal. Those abstained were Greg Gunter. Motion Carried.

Agenda Item No. 7: Feasibility Studies

The Board may wish to discuss a new TIF study for the South 5th Avenue area and the Downtown area.

These were mentioned in the January work session and added for discussion among Board members.

Lion asked for a financial status to verify funds are available for the two feasibility studies. **McLane** stated there are funds in the general fund that may be used for the administrative duties. However, **McLane** noted that verification by the PDA's legal counsel and the PDA treasurer (once appointed) that the general funds can be used for this purpose.

Villarreal commented that once the PDA legal counsel clarifies what categories the funds may be used for, the Board could create a framework and the Board could move forward to improve the community.

It was moved by **D. Villarreal** and seconded by **J. Johnston** that the Board identify the categories and funds available for the next meeting. Those in favor: Rick Cheatum, Greg Gunter, Jim Johnston, Rob Lion, Scott Turner, and David Villarreal. Unanimous. Motion Carried

Agenda Item No. 8: PDA Manual Enhancement

The Board may wish to discuss a PDA Manual Enhancement.

Villarreal noted the **McLane** will confirm what funds are available, verify who can do the work, and how to qualify the work for reimbursement. This manual will guide the PDA as the board members change.

It was moved by **D. Villarreal** and seconded by **J. Johnston** that the Board identify the funds available, who can for the next meeting. Those in favor: Rick Cheatum, Greg Gunter, Jim Johnston, Rob Lion, Scott Turner, and David Villarreal. Unanimous. Motion Carried

Agenda Item No.9: Calendar Review.

The Board may wish to take this opportunity to inform other Board members of upcoming meetings and events that should be called to their attention.

There was nothing to review.

Agenda Item No. 10: NEWS FOR THE GOOD OF THE ORDER.

The board may wish to discuss news for the Good of the Order.

Merril Quayle noted IRG uses FB, Instagram and Twitter to show the improvements they are doing and this would be good for the PDA to tap into. **Lion** noted we should update the PDA webpage and social media to use as tools and share what the PDA does for the community to connect with all generations.

Agenda Item No. 11: ADJOURN THE MEETING.

With no further business, **Chair Villarreal** adjourned the meeting at 12:07 p.m.

Submitted by: _____ Approved on March 16, 2022
Aceline McCulla, Secretary

Action Item 3

AGENDA 3a
Member Billing Contact:

 Brent McLane
 Pocatello Development Authority
 PO Box 4169
 Pocatello, ID 83205

Invoice Date: 3/1/2022
Invoice Number: 18045 - 2022 - 2
Policy Period: 10-1-21 to 9-30-22
Policy Number: 41A18045100121

Insurance Billing

DESCRIPTION
21-22 Policy Year Annual Premium: \$7,037.00 Paid to Date: \$3,518.50 Balance Due: \$3,518.50 For proper application, please do not combine other payments with your premium remittance.

Please Detach and Submit with Payment

Member:

 Pocatello Development Authority
 PO Box 4169
 Pocatello, ID 83205

Make Checks Payable to:

 ICRMP
 PO Box 15116
 Boise, ID 83715

Invoice Date:	3/1/2022
Invoice Number:	18045 - 2022 - 2
Due Date:	4/1/2022
Balance Due:	\$3,518.50
Amount Paid:	

Write Amount Paid Here

251 East Front Street, Suite 300
Post Office Box 1539
Boise, Idaho 83701
Telephone 208 343-5454
Fax 208 384-5844

Pocatello Development Authority
Attn: Brent McLane
City of Pocatello
P.O. Box 4169
Pocatello, ID 83205

FEBRUARY 28, 2022

Invoice # 194916

Billing Atty - MSC

RE: Special Counsel General

CLIENT/MATTER: 09212-00003

FEBRUARY 28, 2022

Invoice # 194916

*** INVOICE SUMMARY PAGE ***

PROFESSIONAL FEES	878.50
COSTS ADVANCED	.00
TOTAL INVOICE	878.50



PROFORMA INVOICE

APG West Payment
Processing
PO Box 1570
Pocatello, ID 83204
Ph. (208) 239-3163

AGENDA 3c

BILLING DATE:	ACCOUNT NO:
03/09/22	1321

CITY OF POCATELLO LEGALS
PO BOX 4169
POCATELLO, ID 83205

AD #	DESCRIPTION	START	STOP	TIMES	AMOUNT
210645	POCATELLO DEVELOPMEN	03/08/22	03/08/22	1	\$36.92

Payments:

Date	Method	Card Type	Last 4 Digits	Check	Amount
------	--------	-----------	---------------	-------	--------

Discount:	\$0.00
Surcharge:	\$0.00
Credits:	\$0.00

Gross:	\$36.92
Paid Amount:	\$0.00

Amount Due: **\$36.92**

We Appreciate Your Business!

**POCATELLO DEVELOPMENT AUTHORITY
NOTICE OF FILING of 2021 ANNUAL REPORT**

Notice is hereby given that the Pocatello Development Authority, an urban renewal agency (the "Agency"), will hold a meeting on Wednesday, March 16, 2022, at the hour of 11:00 a.m., in the Council Chambers at Pocatello City Hall, 911 North 7th Avenue, Pocatello, Idaho, to present its 2021 Annual Report of activities pursuant to Idaho Code §50-2006(c). A copy of the 2021 Annual Report will be filed with the City of Pocatello and available at the office of the City Clerk for examination during regular business hours. Persons wishing to examine a copy of the Agency's 2021 Annual Report or requesting other information may also contact Pocatello Development Authority Executive Director Brent McLane, at the City of Pocatello Planning & Development Services Department at 208-234-6583.

City Hall is accessible to persons with disabilities. Program access accommodations may be provided with three (3) days' advance notice by contacting Skyler Beebe at sbeebe@pocatello.us; 208.234.6248 or 5815 South 5th Avenue, Pocatello, ID.

Published Mar 8, 2022 (ISJ1321-210645)

Action Item 4

Pocatello Development Authority



Board of Commissioners

David Villarreal (Chair)
Scott Turner (Vice-Chair)
Heidi Adamson
Brian Blad
Victoria Byrd
Jim Johnston
Robert Lion
Thomas Ottaway
Terrel Tovey

PDA/City Staff

Brent McLane
(Executive Director)

Jim Krueger
(Treasurer)

Aceline McCulla
(Secretary)

Merril Quayle
(Public Works Engineer)

Profile of the Pocatello Development Authority

The Pocatello Development Authority was created by the City of Pocatello in 1988 by Resolution 1988-13 in accordance with the Urban Renewal Law of 1965 and the Local Economic Development Act. The Authority is an independent public body corporate and politic, and a discrete component of the City of Pocatello.

The purpose of the Pocatello Development Authority is to undertake urban renewal projects in areas designated by the City of Pocatello to be deteriorating and to implement the rehabilitation, conservation, redevelopment, or a combination thereof, of such area or areas, in the interest of the public health, safety, morals or welfare of the residents of the City of Pocatello. The Authority is to afford maximum opportunity, consistent with the needs of the City of Pocatello as a whole, to the rehabilitation or redevelopment of the urban renewal areas by private enterprise.

The Board of Commissioners of the Pocatello Development Authority consists of nine members. Membership includes the President of the Pocatello City Council; a member of the Board of Bannock County Commissioners (or designee); the Mayor of the City of Pocatello; one member with financial expertise such as accounting, banking or lending-institution experience; one member from the education community; and four other members from the citizenry at large. Each commissioner serves a four (4) year term and may serve up to two (2) consecutive terms or eight (8) years. Terms are staggered in such a fashion that no more than two expire in any given year.

At the regular meeting in October, the Board elects the Chairman, Vice-Chairman, Secretary, and Treasurer for a term of one year. The Board may also appoint other positions as may be determined necessary. The Chairman of the Board is the chief presiding officer of the Pocatello Development Authority. The Chairman executes all deeds, bonds, contracts and other legal documents authorized by the Board. Some of the Chairman's duties may be delegated by the Board to the Executive Director of the Authority.

HOW DOES THE PDA WORK?

The Pocatello Development Authority (PDA) works with the City of Pocatello, Bannock Development Corporation and the private sector to remedy blighted and/or deteriorating or deteriorated areas in accordance with Idaho State Law. The PDA administers the funding for this process using tax increment financing according to an urban renewal plan approved by the local legislative body.

The City of Pocatello (via the City Council) is responsible for determining which areas of the City qualify under urban renewal law to be categorized as deteriorated or deteriorating and considered as an urban renewal area (URA). These areas typically lack adequate infrastructure, which may include water, sewer, power, roads or access. These improvements are in most cases too costly for a developer (or the City) to fund up-front and in many cases includes property outside of the primary developer's control.

Once an urban renewal area is established, the City recruits businesses or works through other recruiting efforts such as Bannock Development Corporation to attract businesses to these areas. Businesses that are interested in moving are looking for a site that makes business sense and, in some instances, will consider moving if there is financial aid for infrastructure development or other construction costs such

as demolition. This is where the PDA steps in, through the use of tax increment financing (TIF).

Tax increment financing is a mechanism that allows for funding of urban renewal projects according to an adopted urban renewal plan. When the City establishes a TIF district the value of the property in the district is frozen at its current valuation, creating the base value. The property taxes collected on this base value continue to be distributed to the various taxing entities providing services to that property, (e.g., cities, counties, and school districts), but the property taxes paid on the increased valuation goes to the Pocatello Development Authority (property values typically increase due to new development based on added value). The PDA can issue bonded debt, based upon expected valuation increases, or provide reimbursement to provide funding for infrastructure or site development necessary for the business to build in the district. Approximately two years after the business has moved in, property taxes begin to be collected on the increased valuation and allocated to the Authority to pay debt or reimburse costs. If planned projects are completed and all debt is paid prior to the maximum 20 year period the district may be closed "early" and the added valuation is returned to the various taxing districts.

EXECUTIVE SUMMARY

The mission of the Pocatello Redevelopment Agency (PDA) is to strengthen the tax base of the City of Pocatello and Bannock County through the encouragement of growth and development within the Portneuf Valley. To achieve this goal, four urban renewal districts are currently open. Through the financing of public improvements such as water, sewer, streets, and storm drainage facilities, the PDA has contributed the following to the tax base:

Urban Renewal District	Year Created	Year of Termination	Tax Increment Value, 2021
Naval Ordinance District	2006	2030	\$205,244
North Portneuf District	2007	2030	\$97,952
Pocatello Regional Airport District	2010	2033	\$46,311
Northgate District	2019	2039	\$4,195

The land area of these four urban renewal districts is approximately 3,032 acres. Of the total land area of the districts about 589 acres are located in Power County and the remaining 2,443 is located in Bannock County. The amount of land that is within a district located within the Pocatello city limits is approximately 1,128 acres, or 5.39% of the City's total land area. The current 2021 tax increment value of all districts is about \$353,702.

In the year 2021, the following progress was made in the PDA's Urban Renewal Districts:

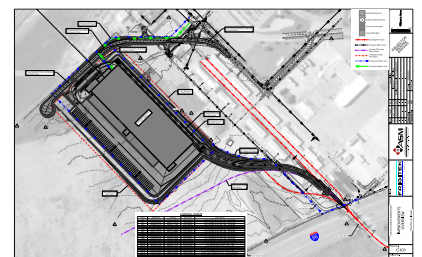
- Initialized working with IRG (Industrial Realty Group), the new owners of the Naval Ordinance Plant property. IRG is in process of major redevelopment of the property and intends to utilize TIF funds for facade improvements. The project proposes the add a commercial component to the property along Quinn Road and enhanced rail service to industrial portion of the property.



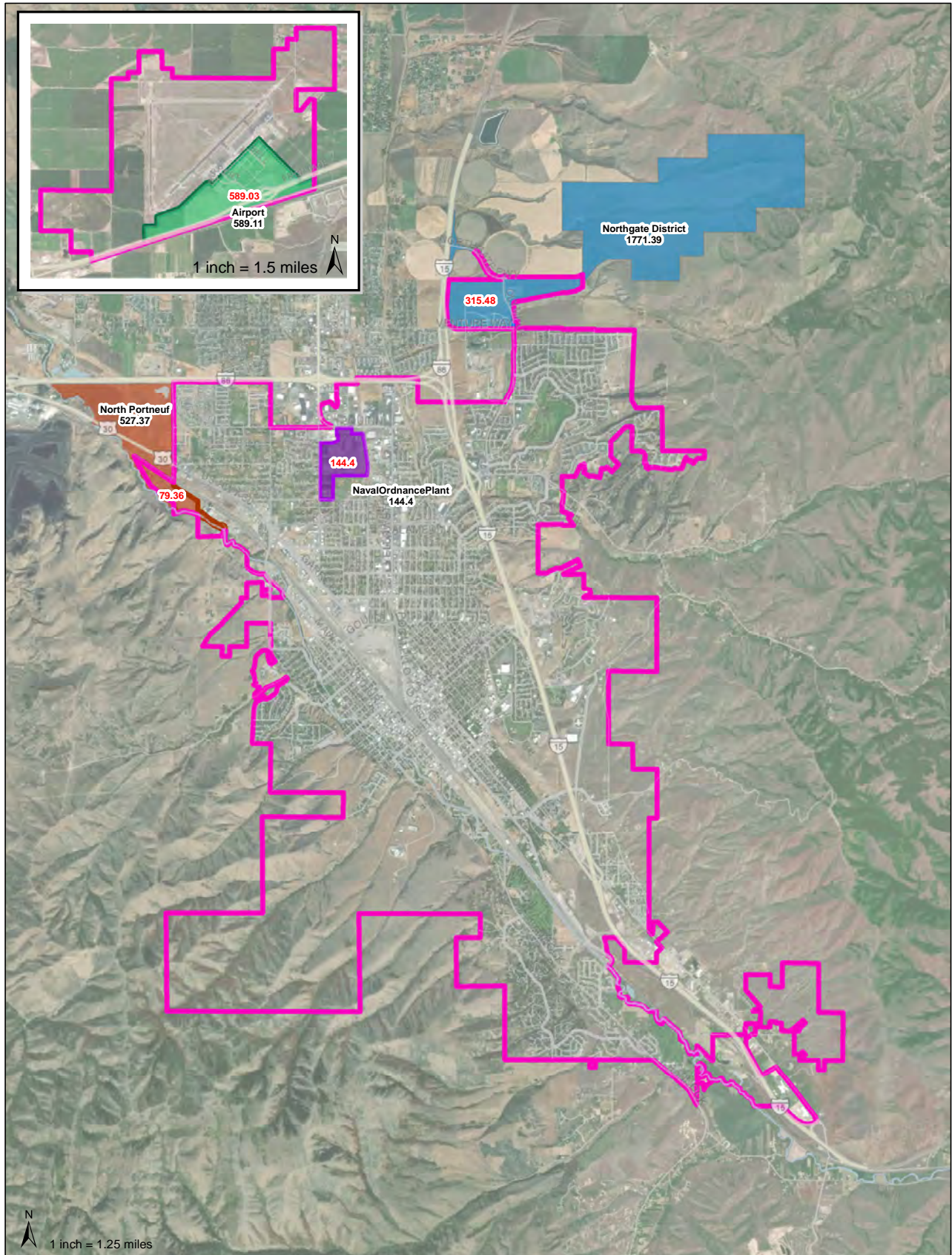
- The Northgate District is starting to gather momentum as there has been investments to private property that includes residential and commercial development. The North Campus of the Portneuf Health Trust began construction and will provide a solid anchor to future development in the Northgate District.



- Continued collaboration with Frigitek, LLC to develop a new cold storage facility within the Pocatello Regional Airport District. This project has already made substantial infrastructure improvements, such as, roadways and utility extensions. Additionally, it will extend rail lines in to the District to provide a robust multi-modal freight hub.



Pocatello TIF Districts



District, Acreage	District, City Acreage	City Limits - Acreage
Airport, 589.11	Airport, 589.03	City Limits - Acreage 20936.62
Naval Ordnance Plant, 144.40	Naval Ordnance Plant, 144.40	
North Portneuf, 527.37	North Portneuf, 79.36	
Northgate District, 1771.39	Northgate District, 315.48	
		$100(1128/20937) = 5.39\%$

Document Path: N:\001_Pocatello_GIS\03-MXD\01\PocatelloTIF_Districts_2021.mxd

Date: 2/2/2021

The City of Pocatello does not guarantee any information contained in this map to be an accurate representation of existing conditions. No reproduction of this material in any form is authorized without written consent from the City of Pocatello.

THE INFORMATION PROVIDED ON THIS MAP IS TO BE USED ONLY FOR REFERENCE PURPOSES. THE MAP AND DATA ARE COMPILATIONS OF STATE, COUNTY, AND CITY RECORDS.



NAVAL ORDINANCE DISTRICT

Established:	2006
Expires:	2030
2021 Tax Increment:	\$205,244
Fund Balance:	\$1,302,547
Bonded Debt:	None
Non-Bonded Debt:	None



Companies Currently in the District:

IRG, new asset owner
SME Steel
Virginia Transformer
Eaton Metal Products
Western Industrial Motor and Machine
McNabb Arms Company
Novatech PC
Cal Polymers Inc.
Gateway West Industrial Center
Market Direct Fleet
H&R Inline Hockey

Improvements:

Power upgrades, rail & pavement upgrades, sewer pump station, monitoring station, and building upgrades to retain manufacturing.



Employee Statistics:

As of September 2021, the Naval Ordnance Plant URA included 579 employees an increase of approximately 10% from September 2020. These employees have estimated wages of \$8,199,196. Approximately 43.5% of the employment in the district is identified as Manufacturing jobs and 6.6% of the employment is identified as Wholesale Trade. (Source: Idaho Department of Labor)

NORTH PORTNEUF DISTRICT

Established:	2007
Expires:	2030
2021 Tax Increment:	\$97,952
Fund Balance:	\$1,414,457
Bonded Debt:	None
Non-Bonded Debt:	None

Companies Currently in the District:

Pocatello Ready Mix
Idaho Rock and Sand LLC
Idaho Materials and Construction
Salmon River Diesel Shop
Nicholas and Co. Inc.
Mountain States Transformer Service Inc.
H and H X-ray Services Inc.
Reddaway
Portneuf Capital LLC



Improvements:

\$1,000,000 by the City to purchase land within the district, relocation of water mainlines and upgrades to non-City utilities (rail, gas, power, and communications).



Employee Statistics:

As of September 2021, the North Portneuf URA included 237 employees an increase of approximately 8% from September 2020. These employees have estimated wages of \$3,782,592. Approximately 43.5% of the employment in the district consisted of Construction jobs and 24.1% consisted of Transportation and Warehousing jobs. (Source: Idaho Department of Labor)

POCATELLO REGIONAL AIRPORT DISTRICT

Established:	2010
Expires:	2033
2021 Tax Increment:	\$46,311
Fund Balance:	\$394
Bonded Debt:	None
Non-Bonded Debt:	None

Companies Currently in the District:

McNabb Grain & Trucking
Pocatello Motocross Park
Petersen, Inc.
Jet Stop
Black Ridge Energy Services, Inc.
Driscoll Tophany
Frigitek, LLC



Improvements:

Upgrades to culinary and fire flow water, sewer, road, storm water, and public non-city utilities (gas, power, and communications). Future improvements are planned for railway extensions in conjunction with the current Frigitek development.



Employee Statistics:

The Pocatello Airport URA includes 199 employees an increase of approximately 4% from September 2020. These employees have estimated wages of \$2,633,903. (Source: Idaho Department of Labor)

NORTHGATE DISTRICT

Established:	2019
Expires:	2039
2021 Tax Increment:	\$4195
Present Fund Balance:	\$4195
Bonded Debt:	None
Non-Bonded Debt:	None

Projects Currently in the District:

Kartchner Homes Multi-Family Development

The Crossings Division 1 consisting of 97 lots.

The Crossings Division 2 consisting of 15 lots.

Portneuf Health Trust



Improvements:

The new Northgate Parkway I-15 interchange was opened in December 2019. This project was made possible through a public-private partnership to which the PDA contributed \$2,000,000.



Employee Statistics:

There currently are no businesses in operation on the site, but there has been significant activity in the area. The Portneuf Health Trust has begun construction of their North Campus. Additionally, Kartchner Homes has developed a large portion of its multi-family development and a number of single-family homes have been completed.

RESOLUTION NO. 2022-001

BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF
POCATELLO, IDAHO:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE URBAN RENEWAL AGENCY OF POCATELLO, IDAHO,
ALSO KNOWN AS THE POCATELLO DEVELOPMENT
AUTHORITY, TO BE TERMED THE “ANNUAL REPORT
RESOLUTION,” APPROVING THE ANNUAL REPORT OF
THE URBAN RENEWAL AGENCY, FOR CALENDAR YEAR
2021; APPROVING THE NOTICE OF FILING THE ANNUAL
REPORT WITH THE CITY AND IDAHO STATE
CONTROLLER; DIRECTING THE CHAIR, VICE-CHAIR, OR
AGENCY ADMINISTRATOR TO FILE SAID REPORT; AND
PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION, made on the date hereinafter set forth by the Pocatello Urban
Renewal Agency of the city of Pocatello, Idaho, also known as the Pocatello Development
Authority, an independent public body, corporate and politic, authorized under the authority of
the Idaho Urban Renewal Law of 1965, Chapter 20, Title 50, Idaho Code, as amended and
supplemented (the “Law”) and the Local Economic Development Act, Chapter 29, Title 50,
Idaho Code as amended and supplemented (the “Act”), a duly created and functioning urban
renewal agency for Pocatello, Idaho, hereinafter referred to as the “Agency;”

WHEREAS, the City Council, on June 22, 2006, after notice duly published, conducted a
public hearing on the Naval Ordnance Plant Urban Renewal Plan (the “Naval Ordnance Plant
Plan”);

WHEREAS, following said public hearing the City Council adopted its Ordinance No.
2797 on June 22, 2006, approving the Naval Ordnance Plant Plan and making certain findings;

WHEREAS, the City Council, on April 19, 2007, after notice duly published, conducted
a public hearing on the North Portneuf Urban Renewal Plan (the “North Portneuf Plan”);

WHEREAS, following said public hearing, the City Council adopted its Ordinance No.
2814 on April 19, 2007, approving the North Portneuf Plan and making certain findings;

WHEREAS, the City Council, on November 4, 2010, after notice duly published
conducted a public hearing on the Pocatello Regional Airport Urban Renewal Area Plan (the
“Pocatello Regional Airport Plan”);

WHEREAS, following said public hearing, the City Council adopted its Ordinance No.
2889 on November 4, 2010, approving the Pocatello Regional Airport Plan and making certain
findings;

WHEREAS, the City Council, on April 18, 2019, after notice duly published conducted a

public hearing on the Urban Renewal Plan for the Northgate Urban Renewal Project (the “Northgate Plan”);

WHEREAS, following said public hearing, the City Council adopted its Ordinance No. 3026 on May 2, 2019, approving the Northgate Plan and making certain findings;

WHEREAS, the Naval Ordnance Plant Plan, the North Portneuf Plan, the Pocatello Regional Airport Plan and the Northgate Plan are referred as the Existing Urban Renewal Plans, together with their respective revenue allocation areas;

WHEREAS, pursuant to Idaho Code Section 20-2006(5)(c), the Agency is required to prepare an annual report and file the annual report with the City and the Idaho State Controller, on or before March 31 of each year;

WHEREAS, pursuant to Idaho Code Section 50-2006(5)(c), the Agency Administrator prepared the annual report of the Agency’s activities for calendar year 2021, a copy of which report is attached hereto as Exhibit A and incorporated herein by reference;

WHEREAS, the Agency Board reviewed and tentatively approved the draft annual report at the February 16, 2022, Agency Board meeting and directed that the report be made available and notice of availability be posted;

WHEREAS, the Agency Administrator took steps to provide a copy of the report for public review and comment;

WHEREAS, on March 16, 2022, pursuant to Idaho Code Section 50-2006(5)(c), the Agency held an open public meeting, properly noticed, to report these findings in the annual report and to take comments from the public at Pocatello City Council Chambers, 911 N. 7th Avenue, Pocatello, Idaho, on the proposed annual report.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE BOARD OF COMMISSIONERS OF THE POCATELLO DEVELOPMENT AUTHORITY OF POCATELLO, IDAHO, AS FOLLOWS:

Section 1: That the above statements are true and correct.

Section 2. That the annual report attached hereto as “**EXHIBIT A**” and the notice of filing the annual report attached hereto as “**EXHIBIT B**” are hereby approved and adopted by the Agency Board.

Section 3: That the Board Chair, Vice-Chair, or Agency Administrator shall submit said annual report to the city of Pocatello, Idaho, and the Idaho State Controller, as directed by the Idaho State Controller’s staff, on or before March 31, 2022.

Section 4: That this Resolution shall be in full force and effect immediately upon its adoption and approval.

Action Item 5

REQUEST FOR PROPOSALS For Treasurer/Bookkeeping Services

The Urban Renewal Agency of the City of Pocatello, also known as Pocatello Development Authority (“Agency”), is requesting proposals from individual accountants and/or accounting firms for treasurer/bookkeeping services to be provided the Agency. It is the intent of the Agency to award this contract within 30 days after receipt of proposals. The term of this agreement is expected to be through the end of the current fiscal year ending September 30, 2023, with the opportunity to renew. Agency may terminate the agreement(s) at any time.

SCOPE OF WORK

Agency has a need for Treasurer/Bookkeeping/Clerical services. The scope of work could include:

- Timely deposit of checks received
- Documenting transaction details for multiple revenue allocation areas
- Recording financial transactions for multiple revenue allocation areas
- Preparation of financial reports for board meetings
- Preparation of revenue projections
- Determining borrowing/cash flow capacity for eligible projects
- Fact-checking accounting data
- Cash flow management
- Submission of bills to Agency Board for approval
- Payment of bills following Board approval
- Preparation of annual budget, any related notices for publication, and submission to the City Clerk
- Retain and provide necessary information to the auditors
- Make payments on Agency contractual obligations
- Retain Agency records and documents as directed by the Agency’s Executive Director
- Assist in the preparation and filing of the Agency’s annual report and other annually required reporting information

Agency seeks professionals in the following disciplines:

1. Treasurer
2. General Bookkeeping
3. Office Administration

GENERAL

The selection process is qualifications-based, and rates and other compensation will be negotiated.

SUBMISSION REQUIREMENTS

RFP response submissions must be received at the address below by 3:00 p.m. MDT, _____, 2022. Only one (1) original submission is required.

Pocatello Development Authority
Attn: Brent McLane, Executive Director
911 North 7th Avenue
Pocatello, Idaho 83201

To be considered each RFP response must include the following minimum information:

1. Cover letter; including name, address, telephone, and e-mail contact.
1. Resume.
3. List of relevant experience.
4. Proposed methodology for accomplishing the Scope of Services described in the RFP above.
5. Cost for services.
6. References.

Agency may, at its own discretion, accept such submissions as it deems to be in the best public interest and in furtherance of the purposes of Idaho Law, or it may proceed with further selection processes, or it may reject any and all submissions. Agency reserves the right to, in its discretion, waive any immaterial defects in any submissions, reissue the request for statements of qualifications, and invite additional respondents to submit proposals. Agency reserves the right to reject any submissions based on real or apparent conflict of interest, to reject any submission containing inaccurate or misleading information, and to request additional data and information from any and all respondents. All submissions will be considered public documents under applicable state law except to the extent portions of the submissions are otherwise protected under state law. Respondents should segregate any proprietary or confidential material and provide an explanation as to why such information should not be deemed a public record, citing the applicable portion of the Idaho Public Records Act.

SELECTION CRITERIA

Selection will be based on the submitted proposals. Final selection is made by the Agency's Board of Commissioners, which has the right to waive or alter submission requirements or to reject any or all submissions.

The issuance of the RFP and the receipt and evaluation of submissions do not obligate Agency to award a contract. Agency will not pay costs incurred in responding to this RFQ. Agency may in its discretion cancel this process at any time prior to the execution of a contract without liability.

Proposals will be evaluated according to completeness, content, experience with similar projects, and cost. Award of a contract to one party responding to this RFP does not mean the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed to be most advantageous to the Agency.

QUESTIONS

Direct any questions to: Brent McLane at (208) 234-6583 or bmclane@pocatello.us.

RESPONSE

By submitting this proposal, the potential parties responding to this RFP certify the following:

1. This proposal is signed by the individual submitting the RFP.
2. The party responding to this RFP has read and understands the terms, conditions, and specifications set forth in this RFP.
3. Any exceptions to the terms, conditions, and/or specifications are specified in the proposal submitted by the parties responding to this RFP.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, if their proposal is accepted within 30 days from the date of the opening, to negotiate a contract to furnish the subject services as outlined in this request.

BUSINESS NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

LEGAL NOTICE

REQUEST FOR QUALIFICATIONS

Treasurer/Bookkeeping Services

The Urban Renewal Agency of the City of Pocatello, Idaho d/b/a Pocatello Development Authority, a public body corporate and politic (“Agency”) invites individuals and entities to submit proposals for general nonexclusive treasurer/bookkeeping services.

The individual or entity would negotiate with Agency for a services agreement.

Interested individuals and entities are invited to obtain submission instructions by contacting Brent McLane at bmclane@pocatello.us. Submission instructions are also available at the Pocatello Development Authority offices located at 911 North 7th Avenue, Pocatello, Idaho 83201. Submissions will be accepted until 3:00 p.m. MDT, _____, 2022. Late or incomplete submissions will not be accepted.

The services contract will be awarded to the individual or agency who, in the sole opinion of Agency, is best qualified to perform the work. The right is reserved to reject any or all submissions not conforming to the intent and purpose of the “Request for Proposals” whenever such action appears to be in the best interests of Agency.

Publish _____, 2022.