



**AMENDED
AGENDA**

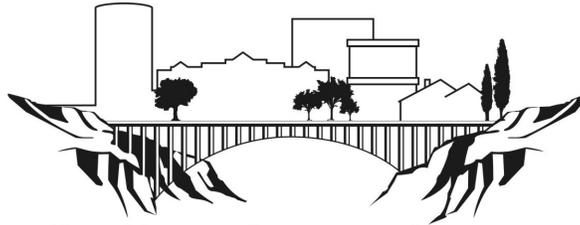
Regular Meeting of the City of Twin Falls
Urban Renewal Agency Board
305 3rd Avenue East, Twin Falls, Idaho
City Council Chambers
Tuesday, November 12, 2013 at 1:30 pm.

URBAN RENEWAL AGENCY BOARD MEMBERS:

Dexter Ball Cindy Bond Dan Brizee Neil Christensen Perri Gardner Leon Smith Sarah Taylor
Secretary Chairman Vice-Chairman

1. Call meeting to order.
2. Consent Agenda:
 - a. Review and approval of minutes from the October 14, 2013 Regular Meeting and October 7, 2013 & October 17, 2013 Special Meetings.
 - b. Review and approval of November 2013 financial report.
3. Consideration of a request to approve the FY 2014 C3 site management contract with K&G Property Management for \$5,400 plus maintenance and repairs beginning October 1, 2013. (see staff report)
4. Consideration of a request to approve a change order to PMF Inc to include sidewalk accessibility from the parking lot on 4th Ave So for \$3,485.
5. Consideration of a request to approve a Line of Credit agreement between TFURA and Clif Bar for \$19,000,000 (staff report forthcoming)
6. Consideration of a request to approve an engagement letter for Rick Skinner of Skinner, Fawcett to assist the Agency to review various legal documents, develop required RAA documents, and help with judicial confirmation for \$42,000 - \$47,000 all related to the Clif Bar project. (see staff report)
7. Public input and/or items from the Urban Renewal Agency Board or staff.
8. Adjourn. Next regular meeting: **Monday, December 9, 2013 @ 12:00 pm**

**Any person(s) needing special accommodations to participate in the above noticed meeting should contact Katy Touchette at (208) 735-7268 at least two days before the meeting. Si desea esta información en español, llame Leila Sanchez al (208)735-7287.*



**THE URBAN RENEWAL AGENCY
OF THE CITY OF TWIN FALLS**

**URBAN RENEWAL AGENCY
MEETING MINUTES
October 14, 2013**

The Urban Renewal Agency held its regular meeting at 12:00 p.m. this date in the Twin Falls City Council Chambers located at 305 3rd Avenue East, Twin Falls. Those present were:

Cindy Bond	URA Chair
Leon Smith	URA Vice-Chair
Dexter Ball	URA Secretary
Neil Christensen	URA Member
Dan Brizee	URA Member
Sarah Taylor	URA Member

Absent: Perri Gardner, URA Member

Also present:

Melinda Anderson	Urban Renewal Executive Director
Mitch Humble	City of Twin Falls Community Development Director
Don Hall	Vice-Mayor, Twin Falls City Council
Brent Hyatt	City of Twin Falls Assistant Finance Officer
Josh Palmer	Public Information Officer
Katy Touchette	City of Twin Falls Executive Assistant

Cindy Bond called the meeting to order at 12:00 noon.

Agenda Item 2: Consent Agenda - Review and approval of minutes from September 9 regular meeting, and review and approval of October 2013 financial report.

Leon Smith made a motion to approve the consent agenda as presented, and Neil Christensen seconded the motion. Roll call vote showed that all board members present voted in favor of the motion.

Agenda Item 3: Presentation by Gary Haderlie, JUB Engineering, of the Old Town Infrastructure Assessment Report.

Melinda Anderson gave a brief history of this project and introduced Gary Haderlie, who gave a short summary of the report. Using overhead projections, Gary showed the area that was covered in this report and talked about the different aspects of the infrastructure that was studied, to include water and sewer lines, streets, sidewalks, and alleys. He stated that the report was an engineering analysis of the Old Town/downtown infrastructure and was not meant to cover costs, projects to be undertaken, etc. Soon a committee of URA members will meet with a committee of City Council members and City staff to discuss the review the analysis, and make engineering recommendations as to a multi-year capital improvement plan. Chairman Cindy Bond asked for volunteers to this committee and chose Leon Smith (chairman), Dan Brizee, and Sarah Taylor.

Staff discussed that once that review is complete the City and URA will want to bring in other stakeholders such as downtown property owners and merchants to help rank the priorities. Gary stated the report will be completed and submitted to the board next week after some final adjustments are made.

Agenda Item 4: Update on Pocket Park – Melinda Anderson

Melinda told the board members that All Seasons would be giving their final plans to the Parks Department this afternoon. As the construction season has just about concluded for the year, staff will bid the project in January with a hoped for construction start date of March 15. One landscaping company has indicated this plan could take up to 90 days to finish construction.

Agenda Item 5: Public input and/or items from the Urban Renewal Agency Board or staff.

Nothing at this time.

Agenda Item 6: Adjourn. Next regular meeting: Tuesday, November 12, 2013 at 1:30 p.m.

Cindy Bond adjourned the meeting at 12:37 p.m.

Agenda Item 7: Field Trip – After the meeting TFURA board members, staff, and others will take a windshield tour of URA-owned properties in downtown, Old Town, and Maxwell St. area.

Respectfully submitted

Katy Touchette
Executive Assistant



On October 7, 2013, the Urban Renewal Agency held a Special Meeting at 6:00 p.m. this date in the Twin Falls City Council Chambers located at 305 Third Avenue East. Those present were:

Cindy Bond	URA Chair
Leon Smith	URA Vice-Chair
Dexter Ball	URA Secretary
Neil Christensen	URA Member
Dan Brizee	URA Members
Perri Gardner	URA Member
Travis Rothweiler	City Manager
Melinda Anderson	Executive Director

Cindy Bond called the meeting to order at 6:00 p.m.

The purpose of the meeting:

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

67-2345(1)(e) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.

MOTION:

Leon Smith made the motion to adjourn to Executive Sessions 67-2345 (1)(c) and (1)(e), as presented. The motion was seconded by Dan Brizee and roll call vote showed all members present voted in favor of the motion. Approved 6 to 0.

The meeting adjourned 6:05 p.m.

Leila A. Sanchez, Recording Secretary



THE URBAN RENEWAL AGENCY
OF THE CITY OF TWIN FALLS

MINUTES
AMENDED AGENDA
SPECIAL MEETING of the City of Twin Falls
Urban Renewal Agency Board
305 3rd Avenue East, Twin Falls, Idaho
City Council Chambers
Thursday, October 17, 2013

URBAN RENEWAL AGENCY BOARD MEMBERS:

Dexter Ball	Cindy Bond	Dan Brizee	Neil Christensen	Perri Gardner	Leon Smith	Sarah Taylor
Secretary	Chairman				Vice-Chairman	

12:15 P.M.

1. Call meeting to order.
2. Consideration and possible action on a development agreement with an economic development opportunity.
3. Adjourn.

****Any person(s) needing special accommodations to participate in the above noticed meeting should contact Katy Touchette at (208) 735-7268 at least two days before the meeting. desea esta información en español, llame Leila Sanchez al (208)735-7287.***

**Minutes of the
Urban Renewal Agency of the City of Twin Falls
October 17, 2013
Joint Session with City of Twin Falls Council**

PRESENT: Cindy Bond, Leon Smith, Dexter Ball, Neil Christensen, Dan Brizee, Perri Gardner, Sarah Taylor

STAFF PRESENT: City Manager Travis Rothweiler, City Attorney Fritz Wonderlich, TFURA Executive Director Melinda Anderson, Deputy City Clerk/Recording Secretary Leila A. Sanchez

Chair Cindy Bond called the Special Meeting of the Urban Renewal Agency in order at 12:20 P.M. A quorum was present.

For the purpose of:

Consideration and action on a development agreement with an economic development opportunity.

City Manager Rothweiler addressed Governor Otter, distinguished guests, Mayor, Council, Twin Falls Urban Renewal Agency Members. Rothweiler spoke about the company's, Clif Bar, aspirations and how they both dovetail with Twin Falls and at the same time inspire us to aspire to even further aspirations.

Rothweiler then reviewed how the project started and progressed from May thru October this year until we are here today to review the final development agreement draft. He reviewed aspects of the agreement with the Agency Members. Since Clif Bar would lend the funds to TFURA that made it risk-free for the Agency and the community.

Rothweiler then asked both the City Council to consider a request to authorize the Mayor and TFURA Chair to enter into a development agreement with Clif Bar and Company to allow the development of their new baking facility in Twin Falls Idaho.

MOTION:

Dexter Ball made the motion to approve the Development Agreement between the Urban Renewal Agency, the City of Twin Falls, and Clif Bar and authorize Chairperson Cindy Bond to sign the agreement. The motion was seconded by Perri Gardner and roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

Cindy Bond stated that the signing ceremony will take place at the City Park.

MOTION:

Cindy Bond made the motion to adjourn the meeting to the Twin Falls City Park and following the signing of the Development Agreement the meeting will be adjourned. The motion was seconded by Dexter Ball and roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

The meeting adjourned at 12:39 P.M.

Leila A. Sanchez
Deputy City Clerk/Recording Clerk

Urban Renewal Agency of the City of Twin Falls, ID
P & L Budget vs. Actual with Declining Bal.(\$ Over Budget)

October 2013

	Oct 13	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Investment Income	140.79	1,300.00	-1,159.21	10.8%
Property Taxes	5,842.32	7,818,963.00	-7,813,120.68	0.1%
Rental Income	36,745.58	427,673.00	-390,927.42	8.6%
Total Income	42,728.69	8,247,936.00	-8,205,207.31	0.5%
Gross Profit	42,728.69	8,247,936.00	-8,205,207.31	0.5%
Expense				
RAA 4-1	0.00	4,953,941.00	-4,953,941.00	0.0%
RAA 4-3 (Chobani)				
Debt Pay. (Chobani) Interest	0.00	1,919,268.00	-1,919,268.00	0.0%
Debt Pay. (Chobani) Principal	0.00	2,922,000.00	-2,922,000.00	0.0%
RAA 4-3 (Chobani) - Other	404,077.46	12,402,253.00	-11,998,175.54	3.3%
Total RAA 4-3 (Chobani)	404,077.46	17,243,521.00	-16,839,443.54	2.3%
Bond Trustee Fees	0.00	6,500.00	-6,500.00	0.0%
Community Relations & Website	0.00	200.00	-200.00	0.0%
Debt Payments - Interest	1,079.67	271,211.00	-270,131.33	0.4%
Debt Payments - Principal	2,584.01	453,875.00	-451,290.99	0.6%
Dues and Subscriptions	2,250.00	2,500.00	-250.00	90.0%
Insurance Expense	2,660.00	5,300.00	-2,640.00	50.2%
Legal Expense	0.00	1,000.00	-1,000.00	0.0%
Management Fee	0.00	136,500.00	-136,500.00	0.0%
Meeting Expense	104.86	3,500.00	-3,395.14	3.0%
Miscellaneous	0.00	500.00	-500.00	0.0%
Office Expense	30.00	500.00	-470.00	6.0%
Prof. Dev.\Training	0.00	2,800.00	-2,800.00	0.0%
Professional Fees	0.00	25,000.00	-25,000.00	0.0%
Property Tax Expense	0.00	35,500.00	-35,500.00	0.0%
Real Estate Exp. - Call Center	0.00	137,235.00	-137,235.00	0.0%
Real Estate Exp. - Other	0.00	6,200.00	-6,200.00	0.0%
Real Estate Lease	0.00	72,000.00	-72,000.00	0.0%
Total Expense	412,786.00	23,357,783.00	-22,944,997.00	1.8%
Net Ordinary Income	-370,057.31	-15,109,847.00	14,739,789.69	2.4%
Other Income/Expense				
Other Income				
Cash Carryover	0.00	15,515,365.00	-15,515,365.00	0.0%
Transfers In	0.00	152,800.00	-152,800.00	0.0%
Transfers Out	0.00	-152,800.00	152,800.00	0.0%
Total Other Income	0.00	15,515,365.00	-15,515,365.00	0.0%
Net Other Income	0.00	15,515,365.00	-15,515,365.00	0.0%
Net Income	-370,057.31	405,518.00	-775,575.31	-91.3%

Twin Falls Urban Renewal November, 2013 List of Checks

Check #	Date	Paid Amount	Name	Account	Memo
2630	10/14/2013	104.86	Daisy's	Meetings	URA meeting lunches
2631	10/21/2013	5,842.32	Wells Fargo Bank	Property Tax 1-0001	URA Property Taxes - Oct, 2013
2632	10/28/2013	404,077.46	City of Twin Falls	RAA 4-3 Chobani	Request #19 Chobani Project Costs
2633	11/4/2013	368,893.48	City of Twin Falls	RAA 4-3 Chobani	Request #20 Chobani Project Costs
2634	11/7/2013	748.00	ACCO Engineered Systems	Real Est Exp - Call Center	HVAC Preventive Maintenance
2635	11/7/2013	244.47	City of Twin Falls	Real Est Exp - Call Center	Landscape Water - 851 Poleline
2636	11/7/2013	2,655.00	Commercial Prop Maintenance	Real Est Exp - Call Center	Landscape maintenance
2637	11/7/2013	246.12	Idaho Power	Real Est Exp - Call Center	Power - 851 Poleline Road C3
2637	11/7/2013	7.53	Idaho Power	Real Est Exp - Other	Power - 242 2nd Ave South
2638	11/7/2013	440.00	J & L Sweeping Service	Real Est Exp - Call Center	Parking lot sweeping
2639	11/7/2013	450.00	K & G Prop Mgmt.	Real Est Exp - Call Center	C3 Property Mgmt.
2640	11/7/2013	1,199.12	Quality First Asphalt Maint.	Real Est Exp - Call Center	Crack Seal parking lot
111	11/7/2013	16,975.80	JUB Engineers	RAA 4-1 Downtown Dev.	Old Town/Downtown Infrastructure Assessment
112	11/17/2013	15,791.55	PMF, Inc.	RAA 4-1 Glanbia	4th Ave S parking lot completion
112	11/17/2013	17,000.00	PMF, Inc.	RAA 4-1 Downtown Dev.	Demolition - 151 Maxwell Avenue

Urban Renewal Agency of the City of Twin Falls, ID
Profit & Loss Detail
October 2013

Type	Date	Num	Name	Memo	Amount	Balance
Ordinary Income/Expense						
Income						
Investment Income						
Deposit	10/1/2013		Wells Fargo	Interest on Account	5.76	5.76
Deposit	10/1/2013		Wells Fargo	Interest on Account	22.86	28.62
Deposit	10/1/2013		Zions First National ...	Interest on Account	64.71	93.33
Deposit	10/1/2013		Zions First National ...	Interest on Account	47.42	140.75
Deposit	10/1/2013		Zions First National ...	Interest on Account	0.04	140.79
Total Investment Income					140.79	140.79
Property Taxes						
Deposit	10/24/2013		Twin Falls County	Tax Remittance	5,842.32	5,842.32
Total Property Taxes					5,842.32	5,842.32
Rental Income						
Deposit	10/2/2013		US Treasury	VA Rent	1,333.33	1,333.33
Deposit	10/25/2013		US Treasury	VA Rent	1,333.33	2,666.66
Deposit	10/28/2013	11201	C3	October rent	34,078.92	36,745.58
Total Rental Income					36,745.58	36,745.58
Total Income					42,728.69	42,728.69
Gross Profit					42,728.69	42,728.69
Expense						
RAA 4-3 (Chobani)						
Check	10/28/2013	2632	City of Twin Falls	Request #19 - Chobani Project Costs	404,077.46	404,077.46
Total RAA 4-3 (Chobani)					404,077.46	404,077.46
Debt Payments - Interest						
Check	10/1/2013	C2	Larry Tucker & Kare...	Monthly Payment for Note	1,079.67	1,079.67
Total Debt Payments - Interest					1,079.67	1,079.67
Debt Payments - Principal						
Check	10/1/2013	C2	Larry Tucker & Kare...	Monthly Payment for Note	2,584.01	2,584.01
Total Debt Payments - Principal					2,584.01	2,584.01
Dues and Subscriptions						
Check	10/7/2013	2615	RAI	Annual Dues	750.00	750.00
Check	10/7/2013	2615	RAI	Legislative Legal Work	1,500.00	2,250.00
Total Dues and Subscriptions					2,250.00	2,250.00
Insurance Expense						
Check	10/7/2013	2619	ICRMP	First half Annual Insurance Payment	2,660.00	2,660.00
Total Insurance Expense					2,660.00	2,660.00
Meeting Expense						
Check	10/14/2013	2630	Daisy's	URA meeting lunches	104.86	104.86
Total Meeting Expense					104.86	104.86
Office Expense						
Check	10/2/2013	bc	Wells Fargo Bank	Wire Transfer	15.00	15.00
Check	10/25/2013	BC	Wells Fargo Bank	Wire Transfer	15.00	30.00
Total Office Expense					30.00	30.00
Total Expense					412,786.00	412,786.00
Net Ordinary Income					-370,057.31	-370,057.31
Net Income					-370,057.31	-370,057.31

Urban Renewal Agency of the City of Twin Falls, ID
Balance Sheet
As of October 31, 2013

	Oct 31, 13
ASSETS	
Current Assets	
Checking/Savings	
Cash	
WF General Checking #6350	980,171.27
WF Revenue Alloc. #5601	2,647,082.98
WF Bond Reserve #5602	699,122.50
WF Bond Fund #5600	801.71
Zions Revenue Alloc. #8616	2,437.19
Zions Revenue Alloc. #8616A	2,815,379.31
Zions Bond Reserve #8616C	2,874,284.66
Total Cash	10,019,279.62
Total Checking/Savings	10,019,279.62
Other Current Assets	
Deposits	15,000.00
Due from Other Governments	9,371.00
Interest Receivable	
Int. Rec.-Bond Fund	5.75
Int. Rec.-Revenue Allocation	13.97
Total Interest Receivable	19.72
Property Taxes Receivable	87,917.00
Total Other Current Assets	112,307.72
Total Current Assets	10,131,587.34
Fixed Assets	
Land	1,350,000.00
Building	3,715,264.11
Equipment	475,000.00
Accumulated Depreciation	-406,666.67
Total Fixed Assets	5,133,597.44
TOTAL ASSETS	15,265,184.78
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
Deferred Rev.-Property Tax	131,596.00
Total Long Term Liabilities	131,596.00
Total Liabilities	131,596.00
Equity	
Fund Balance	
Fund Balance-General Fund	161,318.79
Fund Balance-Revenue Alloc.	2,788,394.84
Fund Balance-Bond Fund	699,918.86
Fund Balance-Rental Fund	5,380,370.51
Total Fund Balance	9,030,003.00
Unrestricted Net Assets	6,473,643.09
Net Income	-370,057.31
Total Equity	15,133,588.78
TOTAL LIABILITIES & EQUITY	15,265,184.78

Urban Renewal Agency of the City of Twin Falls, ID
Balance Sheet Detail
As of October 31, 2013

Type	Date	Num	Name	Memo	Amount	Balance
ASSETS						16,041,824.08
Current Assets						10,908,226.64
Checking/Savings						10,795,918.92
Cash						10,795,918.92
WF General Checking #6350						959,541.00
Check	10/1/2013	2614	City of Twin Falls	Request #18	-263,233.03	696,307.97
Transfer	10/2/2013			Funds Transfer	263,233.03	959,541.00
Check	10/2/2013	bc	Wells Fargo Bank		-15.00	959,526.00
Deposit	10/2/2013			Deposit	1,333.33	960,859.33
Check	10/7/2013	2615	RAI	Invoice M14023	-2,250.00	958,609.33
Check	10/7/2013	2616	EHM Engineers, Inc.	Invoice 201-13	-945.00	957,664.33
Check	10/7/2013	2617	Sawtooth Spraying Service	Invoice 30639	-180.00	957,484.33
Check	10/7/2013	2618	City of Twin Falls	Account: 030304-000	-462.85	957,021.48
Check	10/7/2013	2619	ICRMP	Policy #33A18018100113	-2,660.00	954,361.48
Check	10/7/2013	2620	Melinda Anderson	Reimbursement	-173.34	954,188.14
Check	10/7/2013	2621	Idaho Power Company	Acct 2205057868=263.48, 2204548537=...	-271.01	953,917.13
Check	10/7/2013	2622	All Seasons Landscaping	Invoice 55586	-7,500.00	946,417.13
Check	10/7/2013	2623	Quality First Asphalt Mainte...	Invoice 1949	-1,000.00	945,417.13
Check	10/7/2013	2624	K & G Property Management	Invoice 3361	-433.00	944,984.13
Check	10/7/2013	2625	Acco Engineered Systems	Invoice 1499619	-167.56	944,816.57
Check	10/7/2013	2626	Commercial Property Mainte...	Invoice 2680	-1,700.00	943,116.57
Check	10/7/2013	2627	J & L Sweeping Service, Inc.		-352.00	942,764.57
Check	10/9/2013	2628	Riedesel Engineering	Invoice 9380	-311.25	942,453.32
Check	10/9/2013	2629	Century Link	Invoice 1276096860	-74.44	942,378.88
Check	10/14/2013	2630	Daisy's		-104.86	942,274.02
Deposit	10/21/2013			Deposit	2,500.00	944,774.02
Deposit	10/21/2013			Deposit	5,842.32	950,616.34
Check	10/21/2013	2631	Wells Fargo Bank	Property Taxes	-5,842.32	944,774.02
Transfer	10/25/2013			Funds Transfer	404,077.46	1,348,851.48
Check	10/25/2013	BC	Wells Fargo Bank		-15.00	1,348,836.48
Deposit	10/25/2013			Deposit	1,333.33	1,350,169.81
Check	10/28/2013	2632	City of Twin Falls	Request #19 - Chobani	-404,077.46	946,092.35
Deposit	10/28/2013			Deposit	34,078.92	980,171.27
Total WF General Checking #6350					20,630.27	980,171.27
WF Revenue Alloc. #5601						2,777,159.99
Deposit	10/1/2013			Deposit	22.86	2,777,182.85
Check	10/1/2013	C2	Larry Tucker & Karen Tucker		-3,663.68	2,773,519.17
Check	10/22/2013	Req. #109	City of Twin Falls		-113,000.00	2,660,519.17
Check	10/22/2013	Req. #110	Doug McCoy Construction		-19,278.51	2,641,240.66
Deposit	10/24/2013			Deposit	5,842.32	2,647,082.98
Total WF Revenue Alloc. #5601					-130,077.01	2,647,082.98
WF Bond Reserve #5602						699,122.50
Total WF Bond Reserve #5602						699,122.50
WF Bond Fund #5600						795.95
Deposit	10/1/2013			Deposit	5.76	801.71
Total WF Bond Fund #5600					5.76	801.71
Zions Revenue Alloc. #8616						2,437.15
Deposit	10/1/2013			Deposit	0.04	2,437.19
Total Zions Revenue Alloc. #8616					0.04	2,437.19
Zions Revenue Alloc. #8616A						3,482,625.09
Deposit	10/1/2013			Deposit	64.71	3,482,689.80
Transfer	10/2/2013			Funds Transfer	-263,233.03	3,219,456.77
Transfer	10/25/2013			Funds Transfer	-404,077.46	2,815,379.31
Total Zions Revenue Alloc. #8616A					-667,245.78	2,815,379.31
Zions Bond Reserve #8616C						2,874,237.24
Deposit	10/1/2013			Deposit	47.42	2,874,284.66
Total Zions Bond Reserve #8616C					47.42	2,874,284.66
Parking Lot Sinking Cash #3425						0.00
Total Parking Lot Sinking Cash #3425						0.00
Wells Fargo Securities #1251						0.00
Total Wells Fargo Securities #1251						0.00
Zions Warrant #6362						0.00
Total Zions Warrant #6362						0.00
Cash - Other						0.00
Total Cash - Other						0.00
Total Cash					-776,639.30	10,019,279.62
Total Checking/Savings					-776,639.30	10,019,279.62

Urban Renewal Agency of the City of Twin Falls, ID
Balance Sheet Detail
As of October 31, 2013

Type	Date	Num	Name	Memo	Amount	Balance
Accounts Receivable						0.00
Accounts Receivable						0.00
Total Accounts Receivable						0.00
Total Accounts Receivable						0.00
Other Current Assets						112,307.72
Account Receivable - Chobani						0.00
Total Account Receivable - Chobani						0.00
Deposits						15,000.00
Total Deposits						15,000.00
Due from Other Governments						9,371.00
Total Due from Other Governments						9,371.00
Interest Receivable						19.72
Int. Rec.-Bond Fund						5.75
Total Int. Rec.-Bond Fund						5.75
Int. Rec.-Revenue Allocation						13.97
Total Int. Rec.-Revenue Allocation						13.97
Interest Receivable - Other						0.00
Total Interest Receivable - Other						0.00
Total Interest Receivable						19.72
Inventory Asset						0.00
Total Inventory Asset						0.00
Prepaid Insurance						0.00
Total Prepaid Insurance						0.00
Property Taxes Receivable						87,917.00
Total Property Taxes Receivable						87,917.00
Total Other Current Assets						112,307.72
Total Current Assets					-776,639.30	10,131,587.34
Fixed Assets						5,133,597.44
Land						1,350,000.00
Total Land						1,350,000.00
Building						3,715,264.11
Total Building						3,715,264.11
Equipment						475,000.00
Total Equipment						475,000.00
Accumulated Depreciation						-406,666.67
Total Accumulated Depreciation						-406,666.67
Total Fixed Assets						5,133,597.44
Other Assets						0.00
Due from General (4-2)						0.00
Total Due from General (4-2)						0.00
Lease Receivable-Jayco						0.00
Total Lease Receivable-Jayco						0.00
Note Receivable - Agro Farma						0.00
Total Note Receivable - Agro Farma						0.00
Property Tax Clearing Account						0.00
Deposit	10/21/2013	0210072	Twin Falls County	Property Taxes Oct	-5,842.32	-5,842.32
Check	10/21/2013	2631	Wells Fargo Bank	Property Taxes - October, 2013	5,842.32	0.00
Total Property Tax Clearing Account					0.00	0.00
Total Other Assets					0.00	0.00
TOTAL ASSETS					-776,639.30	15,265,184.78

Urban Renewal Agency of the City of Twin Falls, ID
Balance Sheet Detail
As of October 31, 2013

Type	Date	Num	Name	Memo	Amount	Balance
LIABILITIES & EQUITY						16,041,824.08
Liabilities						538,177.99
Current Liabilities						406,581.99
Accounts Payable						0.00
Accounts Payable						0.00
Total Accounts Payable						0.00
Total Accounts Payable						0.00
Credit Cards						0.00
Total Credit Cards						0.00
Other Current Liabilities						406,581.99
Accts Pay - Bond Fund						0.00
Total Accts Pay - Bond Fund						0.00
Accts Pay - General						113,746.56
Check	10/7/2013	2617	Sawtooth Spraying Service	Weed Spray - URA properties	-180.00	113,566.56
Check	10/7/2013	2620	Melinda Anderson	RAI Board mtg Mileage Reimb.	-137.50	113,429.06
Check	10/7/2013	2620	Melinda Anderson	RAI Mtg per diem	-12.50	113,416.56
Check	10/7/2013	2620	Melinda Anderson	URA Mtg Reimb.	-23.34	113,393.22
Check	10/7/2013	2621	Idaho Power Company	Power 242 2nd Ave S	-7.53	113,385.69
Check	10/9/2013	2628	Riedesel Engineering	Engineering Services	-311.25	113,074.44
Check	10/9/2013	2629	Century Link	Conference Call	-74.44	113,000.00
Check	10/22/2013	Req. #109	City of Twin Falls	2012-2013 Management Fee	-113,000.00	0.00
Total Accts Pay - General						-113,746.56
Accts Pay - Rental Fund						1,878.89
Check	10/7/2013	2618	City of Twin Falls	Landscape water - 851 Poleline	-462.85	1,416.04
Check	10/7/2013	2621	Idaho Power Company	Power 851 Poleline Rd	-263.48	1,152.56
Check	10/7/2013	2623	Quality First Asphalt Mainten...	East Pkg lot Asphalt Repairs - Invoice 1949	-1,000.00	152.56
Check	10/7/2013	2624	K & G Property Management	Monthly management & Operations Fees...	-433.00	-280.44
Check	10/7/2013	2625	Acco Engineered Systems	Leek Repairs	-167.56	-448.00
Check	10/7/2013	2626	Commercial Property Mainte...	Prop. Maintenance & Operations - C3	-1,700.00	-2,148.00
Check	10/7/2013	2627	J & L Sweeping Service, Inc.	Sept parking lot sweeping	-352.00	-2,500.00
Deposit	10/21/2013	0001465...	Idaho Power Company	C3 Bldg HVAC Replacement	2,500.00	0.00
Total Accts Pay - Rental Fund						-1,878.89
Accts Pay - Rev. Alloc. 4-1						27,723.51
Check	10/7/2013	2616	EHM Engineers, Inc.	Backhoe Test bores	-945.00	26,778.51
Check	10/7/2013	2622	All Seasons Landscaping	Park Design Conceptual Drawing Invoice ...	-7,500.00	19,278.51
Check	10/22/2013	Req. #110	Doug McCoy Construction		-19,278.51	0.00
Total Accts Pay - Rev. Alloc. 4-1						-27,723.51
Accts Pay - Rev. Alloc. 4-3						263,233.03
Check	10/1/2013	2614	City of Twin Falls	Chobani project costs Req #18	-263,233.03	0.00
Total Accts Pay - Rev. Alloc. 4-3						-263,233.03
Payroll Liabilities						0.00
Total Payroll Liabilities						0.00
Prepaid Rent						0.00
Total Prepaid Rent						0.00
Total Other Current Liabilities						-406,581.99
Total Current Liabilities						-406,581.99
Long Term Liabilities						131,596.00
BID Grant Oversight						0.00
Total BID Grant Oversight						0.00
Deferred Rev.-Lease						0.00
Total Deferred Rev.-Lease						0.00
Deferred Rev.-Lease Principal						0.00
Total Deferred Rev.-Lease Principal						0.00
Deferred Rev.-Property Tax						131,596.00
Total Deferred Rev.-Property Tax						131,596.00
Due to Rev. Alloc. (4-1)						0.00
Total Due to Rev. Alloc. (4-1)						0.00
Notes and Bonds Payable						0.00
Bond Payable - Rev. Alloc.						0.00
Total Bond Payable - Rev. Alloc.						0.00
Note - D.L. Evans Bank						0.00
Total Note - D.L. Evans Bank						0.00

Urban Renewal Agency of the City of Twin Falls, ID
Balance Sheet Detail
As of October 31, 2013

Type	Date	Num	Name	Memo	Amount	Balance
Note - Dell Building						0.00
Total Note - Dell Building						0.00
Note - McElliott						0.00
Total Note - McElliott						0.00
Notes and Bonds Payable - Other						0.00
Total Notes and Bonds Payable - Other						0.00
Total Notes and Bonds Payable						0.00
Total Long Term Liabilities						131,596.00
Total Liabilities					-406,581.99	131,596.00
Equity						15,503,646.09
Fund Balance						9,030,003.00
Fund Balance-General Fund						161,318.79
Total Fund Balance-General Fund						161,318.79
Fund Balance-Revenue Alloc.						2,788,394.84
Total Fund Balance-Revenue Alloc.						2,788,394.84
Fund Balance-Bond Fund						699,918.86
Total Fund Balance-Bond Fund						699,918.86
Fund Balance-Rental Fund						5,380,370.51
Total Fund Balance-Rental Fund						5,380,370.51
Fund Balance-Sinking Fund						0.00
Total Fund Balance-Sinking Fund						0.00
Fund Balance - Other						0.00
Total Fund Balance - Other						0.00
Total Fund Balance						9,030,003.00
Opening Balance Equity						0.00
Total Opening Balance Equity						0.00
Unrestricted Net Assets						6,473,643.09
Total Unrestricted Net Assets						6,473,643.09
Net Income						0.00
Total Net Income						-370,057.31
Total Equity					-370,057.31	15,133,588.78
TOTAL LIABILITIES & EQUITY					-776,639.30	15,265,184.78



Date: November 12, 2013
To: Urban Renewal Agency of the City of Twin Falls
From: Melinda Anderson, URA Executive Director

Request:

Consideration of a request to approve the FY 2014 C3 site management contract with K&G Property Management for \$5,400 plus maintenance and repairs beginning October 1, 2013.

Background:

This is the fourth annual agreement that the Agency has signed with K & G Property Management to manage the C3 site and surrounding property. Prior to the Agency purchase of the site in 2010, K & G managed the same property for Dell Corporation for 10 years.

Each year staff has worked with Kendra Jenks, owner, to develop the maintenance budget for this property. This year's budgeted amount of \$58,275 is a 7.5% increase over the 2013 amount of \$53,871 due to parking lot crack fill and potential roof repairs. The budgeted expense is covered by the lease payment the Agency receives from C3.

Capital improvements – in 2011 the Agency determined it would begin a replacement program of the current HVAC units on the roof of the building. Due to the age and the increasing amount of repairs required to keep the units functioning properly plus the Agency's C3 budget, it was decided to replace 2 each year. In 2013, the Agency replaced the two oldest units and in 2014 it expects to replace 2 more units. That replacement cost is budgeted at \$65,000.

For the first time since K&G began providing property management services it has increased its monthly management fee from \$433 to \$450. That is a reasonable request. As city staff will now be processing the few monthly invoices from subcontractors for the C3 site, the 5% fee K & G charged for this service will no longer be in effect. That would be a \$2,269 savings from FY 2013.

K&G has provided good services both to the Agency and to Dell when it owned the property.

The agreement for 2013/14 is attached to this report for your review. The agreement runs from Oct. 1, 2013 to Sept. 30, 2014. Fritz Wonderlich has reviewed the final draft and okayed it.

Approval Process:

Approval by a quorum of the Board in open meeting.

Budget Impact:

Funds for the purchase are budgeted for FY 2013 and paid for through the C3 lease.

Conclusion:

Staff recommends the board approve this request.

Attachments:

1. K&G Agreement
2. C3 Repair/Maintenance/Capital budget

K & G Property Management

MANAGEMENT CONTRACT

AGREEMENT made this 30th day of September, 2013 between Kendra Jenks dba: K&G Property Management (herein called "Agent") and the Urban Renewal Agency of the City of Twin Falls (herein called "Owner"):

Witnesseth

IN CONSIDERATION of the mutual premises and covenants herein contained, Owner and Agent agree as follows:

1. Owner hereby appoints and employs Agent as the sole and exclusive managing agent of Owner's premises, commonly known as the C3 (Call Center) Building and Concept 91 (Parking Lot) located at 851 Pole Line Road, Twin Falls, ID 83301, for the period from October 01, 2013 to September 30, 2014. Either party may terminate this Agreement by giving notice in writing of intention to terminate at least thirty (30) days prior to a month end period.
2. Agent hereby accepts such appointment and employment for and in consideration of the compensation hereinafter provided, and agrees to use its best efforts in managing said premises.
3. Owner hereby authorizes Agent to perform the following in the name of, for the account of, and at the expense of Owner:
 - A. Visit site 1-time monthly to perform and prepare an external parking lot inspection report and discuss any tenant issues and or deficiencies to report back to Owner.
 - B. Negotiate any service contracts, including contracts for electricity, gas, fuel, steam, water, telephone, window cleaning, rubbish removal, laundry service, exterminating, equipment maintenance, sweeping, security, landscaping and other services, or such of them as Agent shall deem advisable with Owner's approval.
 - C. Make or cause to be made all repairs, replacements, alterations, additions, improvements and decorations in and to said premises as Agent may determine advisable. The expense incurred for any one item of same shall not exceed the sum of One hundred Dollars (\$100.00) unless authorized by Owner, except under such circumstances as Agent shall deem to be an emergency.
 - D. Purchase all supplies and materials as Agent may determine advisable.
 - E. Handle routine contacts and contracts with vendors.
 - F. Hire, promote, discharge and supervise vendors/employees as Agent may determine advisable to be employed in the care, management or operation of said premises with Owner's written or emailed consent. It is understood and agreed that all such vendor/employees are in the employ of Owner solely, and the Agent is in no way liable to such employees for their wages or other compensation, nor to Owner or others for any action of omission on the part of such employees.

K & G Property Management

4. Agent shall render to Owner a monthly statement of receipts and disbursements.
 - A. Owner shall pay all obligations, liabilities, costs, expenses and fees arising on account of or in connection with this Agreement.
 - B. Owner shall reimburse Agent promptly for any monies, which Agent may elect to advance for the account of Owner. Nothing herein contained, however, shall be construed to obligate Agent to make any such advances.
 - C. Agent shall not pay such account(s) interest or amortization on mortgages, taxes or assessments unless Owner, in writing, directs Agent to do so.
5. Agent is clothed with such other general authority and powers as may be necessary or advisable to carry out the intent of this Agreement.
6. Owner agrees to comply with all statutes, ordinances, laws, rules and orders of any federal, state or local government or department or offices thereof having jurisdiction in said premises respecting the use, operation or construction thereof, as well as with all orders and requirements of the local Board of Fire Underwriters or any other body exercising similar functions.
7.
 - A. Owner agrees to indemnify and hold and save Agent free and harmless from any and all damages or injuries to person (s) or property, or claims, actions, obligations, liabilities, costs, expenses and fees by reason of any cause whatsoever when Agent is carrying out the provisions of this Agreement or acting upon the directions of Owner, so long as the agent is not guilty of negligence or willful misconduct. It is expressly agreed that the foregoing provision of this sub-paragraph shall survive the termination of this Agreement, but shall not be construed to mean that Owner's liability does not survive as to other provisions of this Agreement.
 - B. Owner agrees to procure and maintain during the term of this Agreement comprehensive general public liability insurance, including property damage insurance, elevator liability insurance, steam boiler insurance, workmen's compensation insurance, and such other insurance as may be advisable for the protection of Owner.
8. Owner hereby grants Agent the privilege of displaying Agent's signs in and upon said premises announcing that said premises is under Agent's management.
9.
 - A. Owner agrees to pay Agent:
 - a) **For management:** \$450.00 Monthly for Management Services.
 - b) **For Emergency/after hour charges:** A \$60.00 per hour for after hours emergency calls will be charged when an Agents presence is required after normal business office hours of Monday-Friday from 8:00 a.m. to 5:00 p.m.
 - c) **For consulting and additional site visitations:** A \$60.00 per hour charge for services rendered outside of the routine site management visit specifications.

K & G Property Management

10. All notices to be given hereunder shall be in writing and shall be sent by United States registered mail, return requested, postage prepaid addressed to Owner at Twin Falls URA, c/o Melinda Anderson, PO Box 1907, Twin Falls ID 83303-1907 or to such other addresses as may from time to time be given. Any notice mailed as herein provided shall be deemed and treated to have been received on the date of mailing.

11. Agent is not and never shall be liable to any creditor of Owner. Nothing contained in this Agreement shall constitute or be construed to be or create a partnership or joint venture between Owner and Agent. This Agreement shall be binding upon the parties hereto, their heirs, legal representatives, successors and assigns, and may not be changed orally but only by a writing signed by the party to be changed thereby.

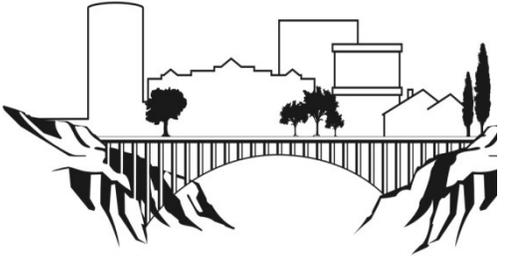
IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year first above written.

BY OWNER _____

BY AGENT _____

Twin Falls Urban Renewal
 Concept 91, 851 Poleline Road, Twin Falls, Idaho
 2013-2014 October thru September

2013-2014 Proposed Budget	Proposed Budget												2013-2014 Proposed BUDGET TOTAL	2012-2013 APPROVED BUDGET	Difference		
	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13	Jul 13	Aug 13	Sep 13					
851 Poline Road ON-Site Parking Lot																	
Parking Lot Lighting Maintenance	550.00	0.00	0.00	550.00	0.00	0.00	550.00	0.00	0.00	550.00	0.00	350.00	2,550.00	2,550.00	0.00	No Change	
Parking Lot Maintenance	2,500.00	0.00	0.00	0.00	0.00	0.00	550.00	0.00	450.00	0.00	0.00	1,000.00	4,500.00	1,000.00	3,500.00	Increase needed to crack fill any large cracks to protect asphalt	
HVAC PM's	0.00	0.00	748.00	0.00	0.00	748.00	0.00	0.00	748.00	0.00	0.00	748.00	2,992.00	2,992.00	0.00	No Change	
HVAC Repair Maintenance	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	12,600.00	12,600.00	0.00	No Change	
Landscaping	1,500.00	1,000.00	0.00	0.00	0.00	2,265.00	2,350.00	1,285.00	1,485.00	2,095.00	1,512.00	1,575.00	15,067.00	15,067.00	0.00	No Change	
Management	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	5,400.00	5,196.00	204.00	Management Increase	
Admin/Actg. Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Roof Repair	350.00	0.00	0.00	0.00	0.00	0.00	350.00	0.00	0.00	0.00	0.00	0.00	700.00	0.00	700.00	Roof under warranty if repair is due to install or manufacturer warranty otherwise there is a cost	
Snow Removal	0.00	1,445.00	2,167.50	1,445.00	1,445.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,502.50	6,502.50	0.00	NO Change	
Sweeping	440.00	352.00	352.00	352.00	352.00	440.00	352.00	352.00	440.00	352.00	440.00	440.00	4,664.00	4,664.00	0.00	NO Change	
General Maintenance (Fire Systems, ceiling tiles, misc. Power wash exterior of building Annually)			200.00			200.00		2,500.00	200.00			200.00	3,300.00	3,300.00	0.00	No Change	
TOTAL GENERAL BUDGET EXPENSES	6,840.00	4,297.00	4,967.50	3,847.00	3,297.00	5,153.00	5,652.00	5,637.00	4,823.00	4,497.00	3,452.00	5,813.00	58,275.50	53,871.50	4,404.00	This is approx a 7.5% increase to the proposed 2013-2014 Budget due to Crack Fill for Parking Lot Maintenance and roof repair	
CAPITAL IMPROVEMENTS																	
HVAC Replacement PLAN-RTU # 2 & 3							65000.00						65000.00	52000.00	13,000.00	Based on 7-year Replacement Plan	
TOTAL with Capital Improvements	6840.00	4297.00	4967.50	3847.00	3297.00	5153.00	70652.00	5637.00	4823.00	4497.00	3452.00	5813.00	123275.50	105871.50	17404.00	Difference 2012-2013 budget to 2013-2014 includes Capital Improvements (Increase due largely due to HVAC and Crack Fill projects)	



Date: November 12, 2013
To: Urban Renewal Agency of the City of Twin Falls
From: Melinda Anderson, URA Executive Director

Request:

Consideration of a request to approve an engagement letter with Rick Skinner of Skinner Fawcett LLP for \$42,000-\$47,000 to review various legal documents, developed required RAA legal documents, and help with judicial confirmation all related to the Clif Bar project.

Background:

As TFURA moves forward to sign a line of credit with Clif Bar, create a new Revenue Allocation Area (RAA) and Plan, petition for judicial confirmation, and complete the bonding process it's necessary to hire bond counsel to assist with that. This is a service required for any new complicated urban renewal project such as this. Rick Skinner provides those services in a very competent manner and for a reasonable cost. Staff and Fritz Wonderlich will work with Rick and his team to complete all the necessary steps to complete the project.

Approval Process:

Approval would be made by a quorum of the TFURA board in an open meeting.

Budget Impact:

Funds are available for this engagement letter and will be paid for from bond proceeds.

Conclusion:

Staff recommends the board approve this this agreement.

Attachments:

1. Skinner Fawcett letter of engagement

SKINNER FAWCETT LLP
LAW OFFICES

RICHARD A. SKINNER
CHARLES W. FAWCETT
DENNIS GIBALA
HENRY RUDOLPH
RYAM M. FAWCETT
JOHN R. MCDEVITT

515 SOUTH 6TH STREET
P.O. BOX 700
BOISE, ID 83701-0700
TELEPHONE (208) 345-2663
FAX (208) 345-2668
E-MAIL: rskinner@skinnerfawcett.com

November 5, 2013

Urban Renewal Agency of the City of Twin Falls, Idaho
Twin Falls, Idaho

RE: Revenue Allocation Bonds Series 2014

We are writing concerning the above bonds which are being structured for the Urban Renewal Agency of the City of Twin Falls, Idaho (the "Agency") to finance an urban renewal project in the City of Twin Falls, Idaho. We already begun our services and would expect that our services will include the review of documentation relating to an urban renewal plan, development agreement, petition for judicial confirmation and related proceedings, resolutions and ordinances, preparation of documentation for structuring of a bond issue with reference to state and federal law and assistance in the judicial confirmation proceedings and related matters, if any. Our services will also include preparation of ordinances, agreements and resolutions, preparation of financing documentation as necessary for authorizing the issuance and sale of the bonds; preparation and arrangements for proceedings for authorization, sale and issuance of the bonds; consultation with the trustee or paying agent, the financial advisors, Agency staff members and consultants regarding issuance of the bonds; IRS tax analysis and preparation of related documents, preparation of the bonds for delivery; preparation of closing documents; and, the research and due diligence for rendering of final approving opinions as to the validity of the bonds. Unless specifically requested and a separate engagement is entered into, our services would not include the preparation of the official statement or other offering documentation for the bonds. Our services also do not include, and we do not expect there to be, preparation of any letter of credit or reimbursement documents or opinions unless we are specifically asked to perform those services under separate compensation. Our services would end with the closing of the bonds.

We would estimate our fees and expenses for the above mentioned services not to exceed \$42,000-47,000 as bond counsel. It is somewhat difficult to estimate our fees since the final structure of the bonds has not been determined. If we are asked to be disclosure counsel, we would provide a quote at that time. If unusual or unforeseen complications arise in the financing which might result in greater legal fees than originally anticipated, we will notify you prior to the incurring of such greater fees.

The counsel fees and out of pocket expenses mentioned above may be deferred and paid out of the proceeds of the bonds no later than the date of the bond closing. If bonds are not issued for

any reason, then we would expect to be compensated by the Agency for our services rendered to date when our services end, plus out of pocket expenses to that date.

If you have any questions on any of the above or if you need something more formal from us, please let me know. We are looking forward to helping to bring this financing to completion.

Very truly yours,

SKINNER FAWCETT LLP

RICHARD A. SKINNER

RAS/sg

The foregoing has been approved by the Urban Renewal Agency of the City of Twin Falls, Idaho, this _____ day of October, 2013.

By: _____
Authorized Representative