



AGENDA
Regular Meeting of the City of Twin Falls
Urban Renewal Agency Board
305 3rd Avenue East, Twin Falls, Idaho
City Council Chambers
Monday, June 9, 2014 at 12:00 pm.

URBAN RENEWAL AGENCY BOARD MEMBERS:

Dexter Ball
Secretary

Cindy Bond
Chair

Dan Brizee

Neil Christensen

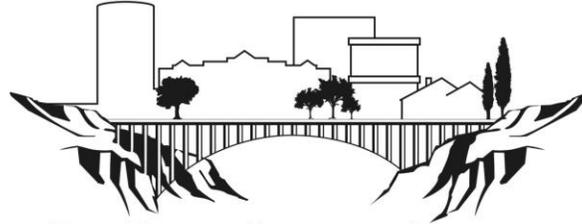
Perri Gardner

Leon Smith
Vice-Chairman

Sarah Taylor

1. Call meeting to order.
 2. Consent Agenda:
 - a. Review and approval of minutes from the May 12, 2014 Regular Meeting.
 - b. Review and approval of June 2014 financial reports.
 3. First review of 2014-15 TFURA budget. (see staff report)
 4. Consideration of a request to approve a resolution and maintenance agreement to transfer the pocket park to the City of Twin Falls. (see staff report)
 5. Update of Clif Bar planning/construction efforts.
 6. Public input and/or items from the Urban Renewal Agency Board or staff.
 7. Adjournment: Executive Session 67-2345(1) (c) to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency.
 8. Adjourn. Next regular meeting: **Monday, July 14, 2014 @ 12:00 pm**
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**Any person(s) needing special accommodations to participate in the above noticed meeting should contact Lorrie Bauer at (208) 735-7313 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**

May 12, 2014

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

Present:

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

Also present:

Melinda Anderson	Urban Renewal Executive Director
Mitch Humble	City of Twin Falls Community Development Director
Brent Hyatt	City of Twin Falls Assistant Finance Officer
Greg Lanting	City Council liaison to URA
Lorrie Bauer	City of Twin Falls Administrative Assistant

Agenda Item 1: Call meeting to order.

Cindy Bond called the meeting to order at 12:01 p.m.

Agenda Item 2: Consent Agenda - Review and approval of minutes from the April 14, 2014 Regular Meeting and the April 25, 2014 Special Meeting and review and approval of the May 2014 financial reports.

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

Agenda Item 3: Consideration of a request to appoint board members to the FY 2015 budget committee.

Melinda Anderson introduced her request to appoint a committee for the FY 2015 budget discussions and asked for appointment of three board members to the FY 2015 budget committee. As Chair, Cindy asked for volunteers and then appointed Dexter Ball, Leon Smith and Dan Brizee. Melinda advised the committee would meet at least once and perhaps twice; the first meeting being held the last week of May.

Agenda Item 4: Update of Clif Bar planning/construction efforts.

Melinda updated the board on the Clif Bar project. She advised the board that the city engineering and community services departments have begun planning for some pieces of the public infrastructure. Keller

Associates has been hired to do the engineering for the pretreatment facility for the wastewater, Idaho Power has begun the engineering to increase power capacity to the property, and a site plan should be available in the near future. She added that she will be working with Jackie Fields to develop the request for qualifications for engineering firms for the site work phase which will get the property ready for Clif Bar to build on per the development agreement.

Agenda Item 5: Update of Downtown Revitalization Project.

Melinda introduced the update to the board by reminding them they had directed staff at the April board meeting to research firms in which to contact for assistance with the Downtown Revitalization/Visioning process. After discussion and research Melinda recommended that the Request for Qualification process be used to find the firm that best meets the needs for this project. A draft copy of the RFQ was attached and minor changes were suggested by the board. Advertising the RFQ would consist of sending a notice to firms discovered through research and posting in the Times-News. Melinda explained the responses would then be ranked by a board committee and negotiations regarding a detailed scope of work, timeline, and budget would begin with the highest ranked. When negotiations are completed, the board would be asked to approve the agreement. Board members had questions regarding the capabilities we're looking for when selecting the firm, timing of the RFQ process, and advertising. After discussion, URA members Sarah Taylor and Perri Gardner, and Vice-Chairman Leon Smith were appointed to review and rank the submitted RFQs with URA Member Neil Christensen as a backup.

Agenda Item 6: Public input and/or items from the Urban Renewal Agency Board or staff.

None

Agenda Item 7: Adjournment: Executive Session 67-2345(1)(c) To conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency.

Chair Cindy Bond asked for a motion. Leon Smith made a motion to go into Executive Session and Dan Brizee seconded. Roll call vote showed that all board members voted in favor of the motion. Chair Cindy Bond announced the board would not be returning to open meeting.

Agenda Item 8: Adjourn. Next regular meeting: Monday, June 9, 2014 @ 12:00 p.m.

Cindy Bond adjourned the meeting at 12:25 p.m.

Respectfully submitted,

Lorrie Bauer
Administrative Assistant

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

October 2013 through May 2014

	Oct '13 - May 14	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Line of Credit Adv. - Clif Bar	3,911,462.03			
Contributions	2,750,000.00			
Investment Income	1,097.13	1,300.00	-202.87	84.4%
Property Taxes	4,255,335.86	7,818,963.00	-3,563,627.14	54.4%
Rental Income	284,631.33	427,673.00	-143,041.67	66.6%
Total Income	11,202,526.35	8,247,936.00	2,954,590.35	135.8%
Gross Profit	11,202,526.35	8,247,936.00	2,954,590.35	135.8%
Expense				
RAA 4-1				
Downtown Development	168,535.67			
Glanbia Project	34,006.52			
RAA 4-1 - Other	31,134.00	4,953,941.00	-4,922,807.00	0.6%
Total RAA 4-1	233,676.19	4,953,941.00	-4,720,264.81	4.7%
RAA 4-3 (Chobani)				
Debt Pay. (Chobani) Interest	1,919,267.40	1,919,268.00	-0.60	100.0%
Debt Pay. (Chobani) Principal	954,000.00	2,922,000.00	-1,968,000.00	32.6%
RAA 4-3 (Chobani) - Other	1,391,490.91	12,402,253.00	-11,010,762.09	11.2%
Total RAA 4-3 (Chobani)	4,264,758.31	17,243,521.00	-12,978,762.69	24.7%
RAA 4-4 (Clif Bar)	3,911,667.03			
Bond Trustee Fees	3,000.00	6,500.00	-3,500.00	46.2%
Community Relations & Website	0.00	200.00	-200.00	0.0%
Debt Payments - Interest	137,833.23	271,211.00	-133,377.77	50.8%
Debt Payments - Principal	21,037.46	453,875.00	-432,837.54	4.6%
Dues and Subscriptions	2,250.00	2,500.00	-250.00	90.0%
Insurance Expense	5,320.00	5,300.00	20.00	100.4%
Legal Expense	153.01	1,000.00	-846.99	15.3%
Management Fee	0.00	136,500.00	-136,500.00	0.0%
Meeting Expense	1,232.92	3,500.00	-2,267.08	35.2%
Miscellaneous	57.95	500.00	-442.05	11.6%
Office Expense	314.33	500.00	-185.67	62.9%
Prof. Dev.\Training	800.00	2,800.00	-2,000.00	28.6%
Professional Fees	0.00	25,000.00	-25,000.00	0.0%
Property Tax Expense	36,075.48	35,500.00	575.48	101.6%
Real Estate Exp. - Call Center	24,283.12	137,235.00	-112,951.88	17.7%
Real Estate Exp. - Other	1,883.57	6,200.00	-4,316.43	30.4%
Real Estate Lease	72,000.00	72,000.00	0.00	100.0%
Total Expense	8,716,342.60	23,357,783.00	-14,641,440.40	37.3%
Net Ordinary Income	2,486,183.75	-15,109,847.00	17,596,030.75	-16.5%
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	2,486,183.75	405,518.00	2,080,665.75	613.1%

Twin Falls Urban Renewal June, 2014 List of Checks

Check #	Date	Paid Amount	Name	Account	Memo
2718	5/12/2014	112.50	Twin Falls Sandwich Company	Meeting Expense	Lunches for URA meeting
2719	5/12/2014	15,000.00	Idaho Power Company	RAA 4-4 Clif Bar	Substation Design Work - Clif Bar
2720	5/15/2014	10,000.00	Title Fact, Inc.	RAA 4-1 Downtown Dev	Earnest Money
2721	5/19/2014	1,546.92	Wells Fargo Bank	Property Tax Income	URA Property Taxes - May, 2014
2722	6/2/2014	285,084.40	City of Twin Falls	RAA 4-3 Chobani	Request #30 Chobani Project Costs
2723	6/2/2014	10,000.00	Title Fact, Inc.	RAA 4-1 Downtown Dev	RAA 4-1 property
2724	6/4/2014	7,761.65	Idaho Scapes Inc.	RAA 4-1 Downtown Dev	Pocket Park Construction
2725	6/4/2014	49,807.00	Sawtooth Sheet Metal	Real Estate Expense - Call Ctr	HVAC Install
2726	6/4/2014	144.30	Idaho Power Company	Real Estate Expense - Call Ctr	Power - 851 Pole Line RD Lights
2726	6/4/2014	65.24	Idaho Power Company	Real Estate Expense - Other	Power - 122 4th Ave S Park - Pocket Park
2726	6/4/2014	7.73	Idaho Power Company	Real Estate Expense - Other	Power - 242 2nd Ave S
2727	6/4/2014	24.52	Lee Enterprises	RAA 4-1 Downtown Dev	Legal Adv - Downtown RFQ Notice
2728	6/4/2014	150.00	Sawtooth Spraying Service	Real Estate Expense - Call Ctr	Sterilize C3 remote parking lot
2729	6/4/2014	1,790.00	Riedesel Engineering	Real Estate Expense - Call Ctr	HVAC bidding
2730	6/4/2014	32.00	Mason's Trophies & Gifts	Misc.	Plaques for retiring member
2731	6/4/2014	1,000.00	EHM Engineers, Inc.	RAA 4-1 Downtown Dev	Pocket Park Construction surveying & staking
2732	6/4/2014	20.53	City of Twin Falls	Real Estate Expense - Call Ctr	C3 landscape water
2733	6/4/2014	450.00	K & G Property Management	Real Estate Expense - Call Ctr	Property Mgmt.
2734	6/4/2014	352.00	J & L Sweeping Service, Inc.	Real Estate Expense - Call Ctr	C3 property maintenance - May, 2014
2735	6/4/2014	2,065.00	Commercial Property Maintenance	Real Estate Expense - Call Ctr	C3 landscape maintenance
2736	6/4/2014	748.00	ACCO Engineered Systems	Real Estate Expense - Call Ctr	HVAC prev. maintenance
2736	6/4/2014	78.50	ACCO Engineered Systems	Real Estate Expense - Call Ctr	RTU #6 cooling adjustment
2736	6/4/2014	78.50	ACCO Engineered Systems	Real Estate Expense - Call Ctr	RTU #7 cooling adjustment
2736	6/4/2014	103.16	ACCO Engineered Systems	Real Estate Expense - Call Ctr	RTU #7 replaced contactor

Urban Renewal Agency of the City of Twin Falls, ID
Profit & Loss Detail
May 2014

Type	Date	Num	Name	Memo	Amount	Balance
Ordinary Income/Expense						
Income						
Line of Credit Adv. - Clif Bar						
Deposit	05/13/2014		Clif Bar & Co.	Wire Transfer	15,000.00	15,000.00
Total Line of Credit Adv. - Clif Bar					15,000.00	15,000.00
Investment Income						
Deposit	05/01/2014			Interest	0.15	0.15
Deposit	05/01/2014			Interest	10.44	10.59
Deposit	05/01/2014			Interest	23.28	33.87
Deposit	05/01/2014			Interest	5.75	39.62
Deposit	05/01/2014			Interest	29.99	69.61
Deposit	05/01/2014			Interest	201.81	271.42
Total Investment Income					271.42	271.42
Property Taxes						
Deposit	05/23/2014		Twin Falls County	Remittance from the County that was transferred	1,546.92	1,546.92
Total Property Taxes					1,546.92	1,546.92
Rental Income						
Deposit	05/05/2014		US Treasury	VA Monthly Rent	1,333.33	1,333.33
Deposit	05/30/2014	13141	C3	May, 2014 rent	34,078.92	35,412.25
Total Rental Income					35,412.25	35,412.25
Total Income					52,230.59	52,230.59
Gross Profit					52,230.59	52,230.59
Expense						
RAA 4-3 (Chobani)						
Check	05/06/2014	2708	City of Twin Falls	Advance Certificate #29 - Chobani Project Costs	83,013.16	83,013.16
Total RAA 4-3 (Chobani)					83,013.16	83,013.16
RAA 4-4 (Clif Bar)						
Check	05/06/2014	2709	Northwest hay Co. Inc.	Offset Disk 10 Acres - Clif Bar	190.00	190.00
Check	05/12/2014	2719	Idaho Power Company	Substation design work - Clif Bar	15,000.00	15,190.00
Check	05/13/2014	BC	Wells Fargo Bank	Clif Bar Wire Transfer Fee	15.00	15,205.00
Total RAA 4-4 (Clif Bar)					15,205.00	15,205.00
Debt Payments - Interest						
Check	05/01/2014	C2	Larry Tucker & Kare...	Monthly Payment	987.87	987.87
Total Debt Payments - Interest					987.87	987.87
Debt Payments - Principal						
Check	05/01/2014	C2	Larry Tucker & Kare...	Monthly Payment	2,675.81	2,675.81
Total Debt Payments - Principal					2,675.81	2,675.81
Meeting Expense						
Check	05/12/2014	2718	Twin Falls Sandwich ...	URA meeting lunches 5/12/14	112.50	112.50
Total Meeting Expense					112.50	112.50
Office Expense						
Check	05/05/2014	BC	Wells Fargo	Wire Transfer	15.00	15.00
Check	05/30/2014	BC	Wells Fargo	Wire Transfer Fee	15.00	30.00
Total Office Expense					30.00	30.00
Prof. Dev.\Training						
Check	05/06/2014	2711	Council of Developm...	2014 Annual Dues	400.00	400.00
Total Prof. Dev.\Training					400.00	400.00
Property Tax Expense						
Check	05/06/2014	2710	Twin Falls County Tr...	2nd half 2013 Taxes - C3	10,120.46	10,120.46
Total Property Tax Expense					10,120.46	10,120.46
Real Estate Exp. - Call Center						
Check	05/06/2014	2712	Riedesel Engineering	HVAC bidding	3,120.00	3,120.00
Check	05/06/2014	2713	Idaho Power Company	Power - 851 Poleline	234.90	3,354.90
Check	05/06/2014	2714	K & G Property Man...	C3 Property Mgmt.	450.00	3,804.90
Check	05/06/2014	2715	J & L Sweeping Serv...	C3 Property maintenance	440.00	4,244.90
Check	05/06/2014	2716	Commercial Property...	Landscape maintenance	950.00	5,194.90
Check	05/06/2014	2717	Acco Engineered Sy...	Invoice 1517763 - Check RTU 15 fan motor	157.00	5,351.90
Check	05/06/2014	2717	Acco Engineered Sy...	Invoice 1517758 - RTU 15 replace fan motor	836.00	6,187.90
Check	05/06/2014	2717	Acco Engineered Sy...	Invoice 611788 - HVAC Preventative maintenance	748.00	6,935.90
Total Real Estate Exp. - Call Center					6,935.90	6,935.90
Real Estate Exp. - Other						
Check	05/06/2014	2713	Idaho Power Company	Power 242 2nd Ave S	8.53	8.53
Total Real Estate Exp. - Other					8.53	8.53
Total Expense					119,489.23	119,489.23

Urban Renewal Agency of the City of Twin Falls, ID
Profit & Loss Detail
 May 2014

Type	Date	Num	Name	Memo	Amount	Balance
Net Ordinary Income					-67,258.64	-67,258.64
Net Income					-67,258.64	-67,258.64

Urban Renewal Agency of the City of Twin Falls, ID
Balance Sheet
As of May 31, 2014

	May 31, 14
ASSETS	
Current Assets	
Checking/Savings	
Cash	
State Investment Pool	3,750,201.81
WF General Checking #6350	516,641.30
WF Revenue Alloc. #5601	3,673,472.24
WF Bond Reserve #5602	699,122.50
WF Bond Fund #5600	17.05
Zions Revenue Alloc. #8616	18,649.50
Zions Revenue Alloc. #8616A	841,202.76
Zions Bond Reserve #8616C	2,873,957.00
Zions Revenue Alloc. #8616B	0.78
Total Cash	12,373,264.94
Total Checking/Savings	12,373,264.94
Other Current Assets	
Deposits	10,000.00
Due from Other Governments	7,676.70
Property Taxes Receivable	110,166.11
Total Other Current Assets	127,842.81
Total Current Assets	12,501,107.75
Fixed Assets	
Land	1,350,000.00
Building	3,779,695.16
Equipment	475,000.00
Accumulated Depreciation	-568,206.77
Total Fixed Assets	5,036,488.39
TOTAL ASSETS	17,537,596.14
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accts Pay - Rental Fund	-1,060.00
Total Other Current Liabilities	-1,060.00
Total Current Liabilities	-1,060.00
Long Term Liabilities	
Deferred Rev.-Property Tax	110,166.11
Security Deposit	68,157.84
Total Long Term Liabilities	178,323.95
Total Liabilities	177,263.95
Equity	
Fund Balance	
Fund Balance-General Fund	-98,600.76
Fund Balance-Revenue Alloc.	8,782,929.78
Fund Balance-Bond Fund	6,448,393.24
Fund Balance-Rental Fund	5,585,571.62
Total Fund Balance	20,718,293.88
Unrestricted Net Assets	-5,844,145.44
Net Income	2,486,183.75
Total Equity	17,360,332.19
TOTAL LIABILITIES & EQUITY	17,537,596.14

Urban Renewal Agency of the City of Twin Falls, ID
Balance Sheet Detail
As of May 31, 2014

Type	Date	Num	Name	Memo	Amount	Balance
ASSETS						17,604,854.78
Current Assets						12,568,366.39
Checking/Savings						12,450,523.58
Cash						12,450,523.58
State Investment Pool						3,000,000.00
Deposit	05/01/2014			Interest	201.81	3,000,201.81
Transfer	05/06/2014			Funds Transfer	750,000.00	3,750,201.81
Total State Investment Pool					750,201.81	3,750,201.81
WF General Checking #6350						973,957.04
Deposit	05/05/2014			Deposit	1,333.33	975,290.37
Check	05/05/2014	BC	Wells Fargo		-15.00	975,275.37
Transfer	05/05/2014			Funds Transfer	83,013.16	1,058,288.53
Check	05/06/2014	2708	City of Twin Falls	Request #29	-83,013.16	975,275.37
Transfer	05/06/2014			Funds Transfer	-750,000.00	225,275.37
Check	05/06/2014	2709	Northwest hay Co. Inc.	Invoice 342	-190.00	225,085.37
Check	05/06/2014	2710	Twin Falls County Treasurer	RPT1033001001OT	-10,120.46	214,964.91
Check	05/06/2014	2711	Council of Development Fina...	Invoice 12983	-400.00	214,564.91
Check	05/06/2014	2712	Riedesel Engineering	Invoice 9756	-3,120.00	211,444.91
Check	05/06/2014	2713	Idaho Power Company	Acct #2205057868=\$234.90, 220454853...	-243.43	211,201.48
Check	05/06/2014	2714	K & G Property Management	Invoice 3423	-450.00	210,751.48
Check	05/06/2014	2715	J & L Sweeping Service, Inc.	Invoice 23557	-440.00	210,311.48
Check	05/06/2014	2716	Commercial Property Mainte...	Invoice 2755	-950.00	209,361.48
Check	05/06/2014	2717	Acco Engineered Systems	Invoice # 1517763, 1517758, 611788	-1,741.00	207,620.48
Check	05/12/2014	2718	Twin Falls Sandwich Company	URA Meeting Lunches	-112.50	207,507.98
Check	05/12/2014	2719	Idaho Power Company	RAA 4-4 Substation Design Work	-15,000.00	192,507.98
Deposit	05/13/2014			Deposit	15,000.00	207,507.98
Check	05/13/2014	BC	Wells Fargo Bank	Clif Bar Wire Transfer Fee	-15.00	207,492.98
Check	05/15/2014	2720	Title Fact, Inc.	Earnest Money - Downtown Property	-10,000.00	197,492.98
Deposit	05/19/2014			Deposit	1,546.92	199,039.90
Check	05/19/2014	2721	Wells Fargo Bank	Property Taxes	-1,546.92	197,492.98
Deposit	05/30/2014			Deposit	34,078.92	231,571.90
Transfer	05/30/2014			Funds Transfer	285,084.40	516,656.30
Check	05/30/2014	BC	Wells Fargo	Wire Transfer Fee	-15.00	516,641.30
Total WF General Checking #6350					-457,315.74	516,641.30
WF Revenue Alloc. #5601						3,675,559.01
Check	05/01/2014	C2	Larry Tucker & Karen Tucker		-3,663.68	3,671,895.33
Deposit	05/01/2014			Interest	29.99	3,671,925.32
Deposit	05/23/2014			Deposit	1,546.92	3,673,472.24
Total WF Revenue Alloc. #5601					-2,086.77	3,673,472.24
WF Bond Reserve #5602						699,122.50
Total WF Bond Reserve #5602						699,122.50
WF Bond Fund #5600						11.30
Deposit	05/01/2014			Interest	5.75	17.05
Total WF Bond Fund #5600					5.75	17.05
Zions Revenue Alloc. #8616						18,649.35
Deposit	05/01/2014			Interest	0.15	18,649.50
Total Zions Revenue Alloc. #8616					0.15	18,649.50
Zions Revenue Alloc. #8616A						1,209,289.88
Deposit	05/01/2014			Interest	10.44	1,209,300.32
Transfer	05/05/2014			Funds Transfer	-83,013.16	1,126,287.16
Transfer	05/30/2014			Funds Transfer	-285,084.40	841,202.76
Total Zions Revenue Alloc. #8616A					-368,087.12	841,202.76
Zions Bond Reserve #8616C						2,873,933.72
Deposit	05/01/2014			Interest	23.28	2,873,957.00
Total Zions Bond Reserve #8616C					23.28	2,873,957.00
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 Revenue Alloc. #8616B						0.78
Total Zions Revenue Alloc. #8616B						0.78
Zions Warrant #6362						0.00
Total Zions Warrant #6362						0.00
Cash - Other						0.00
Total Cash - Other						0.00
Total Cash					-77,258.64	12,373,264.94
Total Checking/Savings					-77,258.64	12,373,264.94

Urban Renewal Agency of the City of Twin Falls, ID
Balance Sheet Detail
As of May 31, 2014

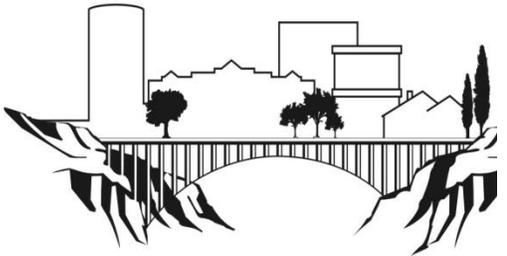
Type	Date	Num	Name	Memo	Amount	Balance
Accounts Receivable						0.00
Accounts Receivable						0.00
Total Accounts Receivable						0.00
Total Accounts Receivable						0.00
Other Current Assets						117,842.81
Account Receivable - Chobani						0.00
Total Account Receivable - Chobani						0.00
Deposits						0.00
Check	05/15/2014	2720	Title Fact, Inc.	Earnest money for downtown property	10,000.00	10,000.00
Total Deposits					10,000.00	10,000.00
Due from Other Governments						7,676.70
Total Due from Other Governments						7,676.70
Interest Receivable						0.00
Int. Rec.-Zions Bond						0.00
Total Int. Rec.-Zions Bond						0.00
Int. Rec.-Bond Fund						0.00
Total Int. Rec.-Bond Fund						0.00
Int. Rec.-Revenue Allocation						0.00
Total Int. Rec.-Revenue Allocation						0.00
Interest Receivable - Other						0.00
Total Interest Receivable - Other						0.00
Total Interest Receivable						0.00
Inventory Asset						0.00
Total Inventory Asset						0.00
Prepaid Insurance						0.00
Total Prepaid Insurance						0.00
Property Taxes Receivable						110,166.11
Total Property Taxes Receivable						110,166.11
Total Other Current Assets					10,000.00	127,842.81
Total Current Assets					-67,258.64	12,501,107.75
Fixed Assets						5,036,488.39
Land						1,350,000.00
Total Land						1,350,000.00
Building						3,779,695.16
Total Building						3,779,695.16
Equipment						475,000.00
Total Equipment						475,000.00
Accumulated Depreciation						-568,206.77
Total Accumulated Depreciation						-568,206.77
Total Fixed Assets						5,036,488.39
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	05/19/2014	14-02190...	Twin Falls County Treasurer	Property Taxes April, 2014	-1,546.92	-1,546.92
Check	05/19/2014	2721	Wells Fargo Bank	Property Taxes - April 2014	1,546.92	0.00
Total Property Tax Clearing Account					0.00	0.00
Total Other Assets					0.00	0.00
TOTAL ASSETS					-67,258.64	17,537,596.14
LIABILITIES & EQUITY						17,604,854.78
Liabilities						177,263.95
Current Liabilities						-1,060.00

Urban Renewal Agency of the City of Twin Falls, ID
Balance Sheet Detail
As of May 31, 2014

Type	Date	Num	Name	Memo	Amount	Balance
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						-1,060.00
Due to Other Governments						0.00
Total Due to Other Governments						0.00
Accts Pay - Bond Fund						0.00
Total Accts Pay - Bond Fund						0.00
Accts Pay - General						0.00
Total Accts Pay - General						0.00
Accts Pay - Rental Fund						-1,060.00
Total Accts Pay - Rental Fund						-1,060.00
Accts Pay - Rev. Alloc. 4-1						0.00
Total Accts Pay - Rev. Alloc. 4-1						0.00
Accts Pay - Rev. Alloc. 4-3						0.00
Total Accts Pay - Rev. Alloc. 4-3						0.00
Payroll Liabilities						0.00
Total Payroll Liabilities						0.00
Prepaid Rent						0.00
Total Prepaid Rent						0.00
Total Other Current Liabilities						-1,060.00
Total Current Liabilities						-1,060.00
Long Term Liabilities						178,323.95
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						110,166.11
Total Deferred Rev.-Property Tax						110,166.11
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
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
Security Deposit						68,157.84
Total Security Deposit						68,157.84
Total Long Term Liabilities						178,323.95
Total Liabilities						177,263.95
Equity						17,427,590.83
Fund Balance						20,718,293.88
Fund Balance-General Fund						-98,600.76

Urban Renewal Agency of the City of Twin Falls, ID
Balance Sheet Detail
As of May 31, 2014

Type	Date	Num	Name	Memo	Amount	Balance
Total Fund Balance-General Fund						-98,600.76
Fund Balance-Revenue Alloc.						8,782,929.78
Total Fund Balance-Revenue Alloc.						8,782,929.78
Fund Balance-Bond Fund						6,448,393.24
Total Fund Balance-Bond Fund						6,448,393.24
Fund Balance-Rental Fund						5,585,571.62
Total Fund Balance-Rental Fund						5,585,571.62
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						20,718,293.88
Opening Balance Equity						0.00
Total Opening Balance Equity						0.00
Unrestricted Net Assets						-5,844,145.44
Total Unrestricted Net Assets						-5,844,145.44
Net Income						2,553,442.39
Total Net Income					-67,258.64	2,486,183.75
Total Equity					-67,258.64	17,360,332.19
TOTAL LIABILITIES & EQUITY					-67,258.64	17,537,596.14



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

Date: June 9, 2014
To: Urban Renewal Agency of the City of Twin Falls
From: Melinda Anderson, URA Executive Director

Request:

Preliminary review of TFURA FY 2015 budget.

Background:

Chair Cindy Bond appointed a budget committee consisting of Leon Smith, Dan Brizee, and Dexter Ball. Melinda Anderson and Brent Hyatt developed a draft budget for the committee to review which they did in May along with Greg Lanting, Council Liaison. Below are highlights from that review and changes being made to this year's budget.

- Management fee: Increases to \$229,000 in FY 2014 due to increased personnel costs; specifically for a staff engineer for the City to cover the URA projects the City is working on. Additionally, we have added 3% increase to staffing costs to cover the increased City budget.
- RAA 4-1 carryover is just under \$3 million in the new budget. These funds would primarily be used to begin TFURA's planned downtown revitalization.
- Chobani revenue and expenditures: Revenues are forecasted at \$6.9 million (including remaining bond proceeds). Expenditures are based on the expected bond payments that began this past April 2014, reimbursing the City for already contracted expenditures, and/or paying down the bond early or reimbursing for future eligible TIF projects.
- Clif Bar revenue and expenditures: TFURA signed a line of credit with Clif for \$18.9 million. Some of those funds will have been used in FY14 and we expect to see about \$14 million carried over into FY15.
- General Fund: overhead expenditures not directly attributable to any of the RAAs such as the management fee, dues, insurance, etc. will now be funded with a transfer from those funds which do generate money.

Revenues

Revenues projected for FY 2015 are:

Property Tax Revenue	\$ 7,655,412
Rental Income	\$ 435,908
Loan proceeds	\$16,111,846
Investment Income	<u>\$ 2,550</u>
Subtotal	\$24,205,716
Cash Carryover	<u>\$ 6,417,000</u>
Total	\$30,622,716

Expenditures

Expenditures projected for FY 2015 are:

Bonds and other debt	\$ 3,760,523
4-3, 4-4 expenditures	\$22,738,232
General Fund	\$ 246,650
Real Estate	\$ 221,600
Projects (RAAs 4-1, 4-2)	<u>\$ 3,567,739</u>
Total	\$30,534,744

Approval Process:

Today's discussion is a preliminary review. If the board requests further changes, staff will make those changes and bring back the final budget for your review at the August 12 board meeting. TFURA will hold a public hearing at that board meeting and then consider a request to adopt it at that time.

Budget Impact:

This is the first review to allow for the adoption of FY 2015 TFURA budget at the August 12 board meeting.

Conclusion:

We ask the board to adopt the preliminary budget amount, \$30,622,716, and to approve the budget hearing be set for August 08, 2014.

Attachments:

1. FY Preliminary Budget

Urban Renewal Agency of the City of Twin Falls, Idaho
Budget Estimates
Fiscal Year October 1, 2014 through September 30, 2015

	2014-2015 Budget							Budget 2014-15	
	General	Rental Fund	Revenue Allocation			Bond Fund			
			4-1	4-3 (Chobani)	4-4 (Clif)	Wells Fargo	Zions Bank		
Revenue									
Investment Income	2,000		250				70	230	2,550
Property Taxes			1,177,000	2,902,249			700,772	2,875,391	7,655,412
Rental Income		435,908							435,908 A
Loan Proceeds (Net of Costs)				1,126,246	14,985,600				16,111,846
Total Revenue	2,000	435,908	1,177,250	4,028,495	14,985,600	700,842	2,875,621		24,205,716
Transfer - Operating	214,650	(4,536)	(12,251)	(41,921)	(155,942)				0 B
Transfer - Storage Tank			(1,172,000)		1,172,000				0
Transfer - Building Loan		(768,000)	768,000						0
Forecasted Cash Carryover	30,000	640,000	2,997,000						3,667,000
Forecasted Cash Carryover - Chobani Bond				2,750,000					2,750,000
Total Revenue and Cash Carryover	246,650	303,372	3,757,999	6,736,574	16,001,658	700,842	2,875,621		30,622,716
Expenditures									
RAA 4-1 (& 4-2)			3,567,739						3,567,739
RAA 4-3 (Chobani) - Committed				352,380					352,380
RAA 4-3 - Additional Projects or Bond Buy Down				6,384,194					6,384,194 C
RAA 4-4 (Clif Bar)					16,001,658				16,001,658 D
Bond Trustee Fees						3,500	3,000		6,500
Community Relations & Website	1,700								1,700
Debt Payments - Interest			0			237,342			237,342
Debt Payments - Principal			184,060			460,000			644,060
Debt Pay Interest - Chobani							1,679,621		1,679,621
Debt Pay Principal - Chobani							1,193,000		1,193,000
Dues and Subscriptions	2,650								2,650 E
Insurance Expense - ICRMP	5,500								5,500
Legal Expense (Notices)	1,000								1,000
Management Fee	229,000								229,000 F
Meeting Expense	3,000								3,000
Miscellaneous	500								500
Office Expense	500								500
Prof. Dev.\Training	2,800								2,800
Property Tax Expense		37,000							37,000 G
Real Estate Exp. - Call Center		106,400							106,400 H
Real Estate Exp. - Other			6,200						6,200 I
Real Estate Lease		72,000							72,000 J
Total Expense	246,650	215,400	3,757,999	6,736,574	16,001,658	700,842	2,875,621		30,534,744
	0	87,972	0	(0)	(0)	0	0		87,972

Notes:

- A). 12 Months for VA \$1,333; C3 - 8 mo. @ \$34,761 & 4 mo. @ \$35,456
- B). The General Fund has no revenues and is dependent on transfers. Transfers have been allocated based on the activity level of the other operating funds. Activity has been determined by budgeted revenues.
- C). Funds available for additional Chobani Projects including additional work on order control. The balance of the Zions SeriesB Bond is \$1,968,000
- D). The current working model assumes that commitments todate are completed in 2014-15. \$3,921,462 of those have been made. The revenue allocation area will be created in 2014-15.
- E). \$400 for CDFA; and \$1,500 for RAI legislative legal work plus \$400 annual dues
- F.) The Management Fee was determined by taking last years fee and increasing by 3% and \$90,000 for the new engineer.
- G). Remote Lot \$16,200; Call Center Lot \$20,800
- H). Idaho Power \$4,000; K&G Property Management \$5,400; City of Twin Falls \$2,000; Repairs and Maintenance \$45,000; HVAC (Replacing 2 Units) \$50,000.
- I). Electricity \$1,200; Weed Spraying \$4,000; Other \$1,000
- J). Remote Lot near Call Center

Urban Renewal Agency of the City of Twin Falls, Idaho
 Budget Estimates
 Fiscal Year October 1, 2014 through September 30, 2015

	Three Years of Actual			2013-2014 Budget						Actual	2014-2015 Budget								
	2010-2011	2011-2012	2012-2013	General	Rental Fund	Revenue Allocation		Bond Fund		Total	10-1-13 to 4-30-14	General	Rental Fund	Revenue Allocation			Bond Fund		Budget 2014-15
						4-1	4-3 (Chobani)	Wells Fargo	Zions Bank					4-1	4-3 (Chobani)	4-4 (Clif)	Wells Fargo	Zions Bank	
Revenue																			
Capital Lease - Jayco	230,075.61	663,746.09							0										2,550
Investment Income	18,311.50	1,736.56	5,019.91			250		75	975	1,300	826	2,000		250			70	230	0
Other Income		1,054.16	9,411.98							0								0	
Grant Income/Contributions		440,153.00								0	2,750,000							0	
Property Taxes	2,112,127.23	2,129,849.07	2,503,935.17			1,375,453	897,670	702,547	4,843,293	7,818,963	4,253,789			1,177,000	2,902,249		700,772	2,875,391	7,655,412
Rental Income	401,819.74	414,634.80	417,683.11		427,673					427,673	249,219	435,908							435,908
Loan Proceeds (Net of Costs)		13,680,309.19	38,211,711.33							0	3,906,462				1,126,246	14,985,600			16,111,846
Sale of Assets			60,000.00							0									0
Total Revenue	2,762,334.08	17,331,482.87	41,207,761.50	0	427,673	1,375,703	897,670	702,622	4,844,268	8,247,936	11,160,296	2,000	435,908	1,177,250	4,028,495	14,985,600	700,842	2,875,621	24,205,716
Transfer - Operating				152,800	(24,194)	(77,824)	(50,782)			0		214,650	(4,536)	(12,251)	(41,921)	(155,942)			0
Transfer - Storage Tank														(1,172,000)		1,172,000			0
Transfer - Building Loan													(768,000)		768,000				0
Forecasted Cash Carryover					246,774	3,713,226				3,960,000		30,000	640,000	2,997,000			0	0	3,667,000
Forecasted Cash Carryover - Chobani Bond							11,555,365			11,555,365					2,750,000				2,750,000
Total Revenue and Cash Carryover				152,800	650,253	5,011,105	12,402,253	702,622	4,844,268	23,763,301		246,650	303,372	3,757,999	6,736,574	16,001,658	700,842	2,875,621	30,622,716
Expenditures																			
RAA 4-1 (& 4-2)	1,236,457.86	1,074,650.95	1,147,351.10			4,953,941				4,953,941	233,676			3,567,739					3,567,739
RAA 4-3 (Chobani) - Committed		13,930,445.55	14,689,191.83				4,311,379			4,311,379	1,308,478				352,380				352,380
RAA 4-3 - Additional Projects or Bond Buy Down							8,090,874			8,090,874				6,384,194					6,384,194
RAA 4-4 (Clif Bar)											3,906,462					16,001,658			16,001,658
Bond Trustee Fees	2,250.00	2,250.00	8,250.00					3,500	3,000	6,500	3,000						3,500	3,000	6,500
Community Relations & Website	26,370.60	11,600.00		200						200		1,700							1,700
Debt Payments - Interest	370,519.08	341,865.74	293,874.87			12,089		259,122		271,211	136,845			0			237,342		237,342
Debt Payments - Principal	619,442.71	1,121,302.46	452,901.71			13,875		440,000		453,875	18,362			184,060			460,000		644,060
Debt Pay Interest - Chobani			531,924.45						1,919,268	1,919,268	1,919,267							1,679,621	1,679,621
Debt Pay Principal - Chobani			17,787,644.91						2,922,000	2,922,000	954,000							1,193,000	1,193,000
Dues and Subscriptions		900.00	2,150.00	2,500						2,500	2,250	2,650							2,650
Insurance Expense - ICRMP	7,597.75	4,565.50	2,391.50	5,300						5,300	5,320	5,500							5,500
Legal Expense (Notices)	732.51	496.23	479.43	1,000						1,000	153	1,000							1,000
Management Fee	94,000.00	106,000.00	113,000.00	136,500						136,500		229,000							229,000
Meeting Expense	3,348.92	2,877.44	2,118.31	3,500						3,500	1,120	3,000							3,000
Miscellaneous	549.93	29.00	27.45	500						500	58	500							500
Office Expense	127.79	354.16	449.63	500						500	284	500							500
Prof. Dev.\Training	6,321.40	2,433.79	1,312.52	2,800						2,800	400	2,800							2,800
Property Tax Expense	12,965.00	46,907.92	34,433.70		35,500					35,500	25,955		37,000						37,000
Real Estate Exp. - Call Center	300,811.73	71,491.42	47,108.69		137,235					137,235	17,347		106,400						106,400
Real Estate Exp. - Other	2,132.03	3,222.40	450.86			6,200				6,200	1,875			6,200					6,200
Real Estate Lease	68,000.00	68,000.00	72,000.00		72,000					72,000	72,000		72,000						72,000
Professional Fees		906.25	15,015.00			25,000				25,000									0
Real Estate Purchase		57,800.00								0									0
Total Expense	2,751,627.31	16,848,098.81	35,202,075.96	152,800	244,735	5,011,105	12,402,253	702,622	4,844,268	23,357,783	8,606,852.00	246,650	215,400	3,757,999	6,736,574	16,001,658	700,842	2,875,621	30,534,744
	10,706.77	483,384.06	6,005,685.54	0	405,518	0	0	0	0	405,518	2,553,444.00	0	87,972	0	(0)	(0)	0	0	87,972

- A). 12 Months for VA \$1,333; C3 - 8 mo. @ \$34,761 & 4 mo. @ \$35,456
- B). The General Fund has no revenues and is dependent on transfers. Transfers have been allocated based on the activity level of the other operating funds. Activity has been determined by budgeted revenues.
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- J). Remote Lot near Call Center

Urban Renewal Agency of the City of Twin Falls, Idaho

Fiscal Year October 1, 2014 through September 30, 2015

Debt Service Amounts

	Fund	2012-2013			2013-2014			2014-2015		
		Est. Balance	Principal	Interest	Est. Balance	Principal	Interest	Est. Balance	Principal	Interest
Tax Exempt Refunding Bonds, Series 2005										
Estimated Balance at September 30 of Prior Year		\$ 5,295,000			\$ 4,875,000			\$ 4,435,000		
2/1 payment	Wells Bond			139,956			\$ 129,561			118,671
8/1 payment	Wells Bond		\$ 420,000	\$ 139,956		\$ 440,000	\$ 129,561		460,000	118,671
Zions Bank - Series 2013A (4/1 pymt)	Zions Bond							31,611,000	1,123,000	1,581,182
Zions Bank - Series 2013B (4/1 pymt)	Zions Bond							1,968,000	70,000	98,439
Note Payable - D L Evans Bank (Jayco I)										
Estimated Balance at September 30 of Prior Year	Rev. Alloc.	\$ 471,535			-			-		
Monthly payments, per amortization schedule	Rev. Alloc.		\$ 214,144			-			-	
	Rev. Alloc.			\$ 15,931			-			-
Note Payable - Larry McElliott										
Estimated Balance at September 30 of Prior Year	RAA 4-1	\$ 2,878			-			-		
Monthly payments, per amortization schedule	RAA 4-1		\$ 2,875			-			-	
	RAA 4-1			\$ 22			-			-
Note Payable - Larry Tucker and Karen Tucker										
Estimated Balance at September 30 of Prior Year	RAA 4-1	\$ 245,958			\$ 215,935			184,060		
Monthly payments, per amortization schedule	RAA 4-1		\$ 30,023			\$ 13,875			\$ 33,841	
	RAA 4-1			\$ 13,941			\$ 12,089			\$ 10,123
Total budgeted principal and interest expenditures			\$ 667,042	\$ 169,850		\$ 453,875	\$ 271,211		\$ 1,686,841	\$ 1,927,086



Date: June 9, 2014
To: Urban Renewal Agency of the City of Twin Falls
From: Melinda Anderson, URA Executive Director

Request:

Consideration of a request to approve Resolution 2014-1 to transfer the pocket park at 122 4th Ave South to the City Council as Dennis Bowyer Park. Along with this resolution is a maintenance agreement between TFURA and City Council.

Background:

TFURA and City Council have had previous discussions regarding the ownership of the new pocket park. Both parties have in concept agreed to the land transfer. This resolution and maintenance agreement formalizes it.

The maintenance agreement is as previously discussed: TFURA will pay for maintenance, repair, power, and water through 2022 when RAA 4-1 expires. After that the City will take on the costs associated with the park since it will then have the increased property tax income to offset the cost.

Attached are the resolution and the maintenance agreement.

Approval Process:

A majority vote by a quorum of the Board is necessary to approve this resolution. Staff will then draft a resolution for the Council to consider accepting the park.

Budget Impact:

A \$6,000 estimate for maintenance was provided at the time of the design. Power and water costs could be an additional \$200 per year.

Conclusion:

Staff requests the board approve the resolution at this time.

Attachments:

1. Resolution 2014-1
2. Maintenance Agreement

RESOLUTION NO. 2014-1

A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF TWIN FALLS, IDAHO, DECLARING THE INTENTION TO TRANSFER REAL PROPERTY.

WHEREAS, The Urban Renewal Agency of the City of Twin Falls owns Lots 9-12, Block 119, of the Twin Falls Townsite, Twin Falls County, Idaho, to be named Dennis Bowyer Park, which has been redeveloped into a pocket park and is no longer needed for the Agency's public purposes; and,

WHEREAS, The City of Twin Falls may wish to acquire the subject property for its public park system.

NOW, THEREFORE, BE IT RESOLVED BY THE URBAN RENEWAL AGENCY OF THE CITY OF TWIN FALLS, IDAHO:

Section 1: That the Urban Renewal Agency of the City of Twin Falls hereby declares its intention to transfer Lots 9-12, Block 119, of the Twin Falls Townsite, Twin Falls County, Idaho, to the City of Twin Falls, contingent upon the City's acceptance of the property.

Section 2: That the Chairman is authorized to execute a deed from the Urban Renewal Agency to the City of Twin Falls upon notification from the City of acceptance of the property.

PASSED BY THE URBAN RENEWAL AGENCY _____, 2014.

SIGNED BY THE CHAIRMAN _____, 2014.

Chairman

AGREEMENT

This Agreement is entered into by and between the City of Twin Falls, Idaho (“City”) and the Urban Renewal Agency of the City of Twin Falls, Idaho (URA”).

WHEREAS, The URA has developed a pocket park on 4th Avenue South near Shoshone Street South, pursuant to its redevelopment efforts in the downtown area; and,

WHEREAS, The URA believes that the pocket park should be incorporated into the City’s public park system; and,

WHEREAS, The City has agreed to accept dedication of the park, provided that the URA continues maintenance of the park during the life of Revenue Allocation Area 4-1.

NOW, THEREFORE, In consideration of the mutual promises contained herein, the parties agree as follows:

1. URA agrees to transfer all right, title and ownership to the redeveloped pocket park, legally described as Lots 9-12, Block 119, Twin Falls Townsite, Twin Falls County, Idaho, to the City.
2. City agrees to accept dedication of the pocket park.
3. URA agrees to pay directly for all power, water, maintenance and repairs through December 31, 2014, and to reimburse the City for the costs of power, water, maintenance and repairs of the pocket park, beginning January 1, 2015 and ending December 31, 2022.
4. URA agrees to pursue all warrantee claims for the pocket park project.
5. City agrees to contract routine landscaping and maintenance of the park, through a contract substantially in the form attached.
6. URA agrees to reimburse City for all maintenance and repair costs within 30 days of billing.

DATED, This _____ day of June, 2014.

CITY OF TWIN FALLS

URBAN RENEWAL AGENCY
OF THE CITY OF TWIN FALLS

Mayor

Chairman

CITY OF TWIN FALLS



PARKS & RECREATION DEPARTMENT

Bid Proposal

PROJECT: 2015 Contract Services for Pocket Park Maintenance

Bid Proposal Submitted by:

Name

Address

City

Phone Date

The City of Twin Falls Parks and Recreation Department is requesting bids for the mowing and maintenance of a new Pocket Park located at the 100 block of 4th Avenue South in Twin Falls Idaho.

As part of the proposal, bidders are required to attend a pre-bid meeting at **10:30 am on Monday, February 23rd, 2015** at the Parks & Recreation Office located at 136 Maxwell Avenue. Bids must be submitted to the Parks & Recreation Office by **3:00pm on Monday, March 9th, 2015**. If awarded the bid, a detailed mowing/maintenance schedule must be submitted to Parks & Recreation prior to work starting. All bids must list any sub-contractors that will be used to perform the work specified and notification must be given to Parks & Recreation if any changes are made to sub-contractors. Please contact Todd Andersen or Kevin Skelton at 736-2265 with any questions.

All irrigation installation/repair, landscaping materials, and workmanship are guaranteed to adhere to the City of Twin Falls Specifications. Any alterations or deviation from the specifications or drawings which involve extra cost will be executed only as per written orders and shall become an addition or deduction to the bid amount or the original proposal. The Contractor shall carry liability insurance in the minimum amount of \$500,000 for jobs less than \$10,000 or \$1,000,000 for jobs larger than \$10,000; and workman's compensation insurance. Certificates of insurance shall be submitted with the bid. All costs incurred due to strikes, accidents or other delays shall be the Contractor's responsibility. **Payments for work performed will be processed on a bi-weekly basis and an itemized invoice must be submitted to Parks & Recreation.** The terms of this contract will begin on the day the bid is awarded and expire December 31, 2015. Future contracts may be renewed at the discretion of the Parks and Recreation Department.

Any damage to Parks & Recreation Department infrastructure must be reported immediately to Todd Andersen or Kevin Skelton. Said damage could range from but not be limited to: mowed over sprinklers, hitting a tree with a mower, running into a sprinkler controller pedestal, etc. *The contractor is liable for damages occurring in their or any of their agents scope of work in contracted areas and final payment will not be issued until after an area inspection has been completed.*

Either party to this agreement may terminate the agreement by giving 30-days prior written notice to the other party.

CONTRACTOR _____ Title _____ Date _____
(Authorized Signature)

WORKMAN'S COMPENSATION CARRIER Date of Expiration

LIABLITIY INSURANCE CARRIER Date of Expiration

Complete the enclosed U.S. Department of Justice Form I-9 and Department of Treasury Form W-9 if you are not incorporated.

Note: This proposal may be withdrawn by the Contractor if not accepted by the City within _____ days.

Acceptance of Proposal: The prices as shown in this proposal are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Name and Title (for City of Twin Falls)

Date

Required work:

Grass: All park areas will be mowed weekly, on a seven (7) day interval, to a height of one and one-half to two inches (1½"- 2"). Mowing/maintenance should follow a 26 week schedule with the start date to be determined by Parks & Recreation. Mowing in the spring and fall will be done on a bi-weekly basis. Mowing will be done weekly during the summer months. A mow schedule will be provided by Parks & Recreation Dept. Clippings shall be bagged and removed from site. Mowing may be done between the hours of 7:00 am and 7:00 pm. If a situation arises requiring mowing to be done outside of the specified hours, prior written approval must be given by Parks & Recreation.

All safety equipment for mowers must be in place to reduce chance of accidental damage to passing vehicles. Contractor shall use safety cones around any vehicle parked in or around roadways. All employees shall wear safety visible clothing at all times. *Any damage to passing vehicles is the contractor's responsibility.*

Edging may be done mechanically or chemically. Grass must be no more than three (3) inches away from sidewalk or curb. Sidewalks must be blown or swept clean after maintenance.

Application of herbicide, fertilizer or pesticide must be applied by a licensed applicator and a copy of the sprayer's certification must be submitted to Parks & Recreation prior to work being performed. Areas will be fertilized twice annually, pesticide applied as needed and an application of herbicide is required for all grass areas in the fall. An application of a pre-emergent (Dimension, Gallery or equivalent product) is required in early Spring and late Fall. All chemical applications must be approved by the Parks & Recreation Department please call Todd or Kevin at least 24 hours prior to application.

Ruts, depressions or damage left in areas by vehicles or accidents need to be reported to Parks & Recreation Department staff as soon as possible and no repair work is to be performed without prior approval by Parks & Recreation. Any damage by the contractor or his employees/agents will be the contractor's responsibility and final payment will be held until repairs are approved.

Sidewalks: Sidewalks must be blown or swept cleaned a minimum of once a month or as needed. For Pole Line Road, the City will assist with a street sweeper once debris has been removed from the median.

Sprinklers: Sprinkler systems will be checked two (2) times annually. The system will be turned on and checked for coverage or leaks and adjustments made as needed. Heads will be cleaned, repaired, and replaced as needed. All replacement parts will be of the same make and quality as the system in place. Valves will be kept in proper working order. Sprinkler control settings and systems will be the contractor's responsibility and watering schedules must follow the City's water conservation ordinance restricting days and times to water. (See attached schedule.) Note: any sprinkler repairs by the contractor must be approved by the Parks & Recreation Department prior to any work being performed. Contractor will be responsible for energizing the irrigation system(s) as well as winterization (blow-out), with the exception of Poleline Road. The Parks & Recreation Department will energize and winterize (blow-out) this system.

Landscaped Areas: All ground cover areas must be kept weed free and clear of debris/garbage at all times. Weeds may be eradicated chemically or manually and all debris should be cleaned up the same day work is performed. Any spaces between home owner's fence lines and sidewalks on landscape strips must be kept weed free, cost of spraying should be reflected in bid. This applies to all areas. All bids must specify how many hours of weed abatement will be performed.

Trees & Shrubs: Any questions concerning trees or shrubs shall be directed to Kevin Skelton, Parks & Recreation Department Coordinator and ISA certified Arborist.

1) **Watering Standards**

- a) Newly planted trees and shrubs should have a soil basin at the base of the plant that holds 2-5 gallons of water. Newly planted trees and shrubs should be watered daily for the first two weeks, then twice a week for the rest of that year's growth season. (see "d" below)
- b) Do not rely on the water from sprinkler systems. It will not provide deep watering for trees or shrubs.
- c) After the first two years, basins are no longer necessary.
- d) All trees and shrubs should be watered into the winter season until such time as the ground no longer accepts water.
- e) These standards are especially true for Evergreens and shrubs.

2) **Pruning and Removal Standards:**

- a) Any public tree or shrubbery which because of growth habit, age, condition or disease becomes a public nuisance as defined in the City Tree Ordinance, shall be

called to the attention of the Parks & Recreation Department and/or the Tree Commission. They shall evaluate its' condition and see that proper steps are taken to either remove, maintain, or to correct the problem.

- b) NO TOPPING. No trees or shrubs shall be pruned in such a manner as to impair their health. An exception shall be allowed when necessary for the emergency relief of an immediate danger to persons or property. Any such emergency procedures must be reported promptly to the Parks & Recreation Department to facilitate planning for completion or follow-up work.
 - c) The use of climbing spurs, gaffs, or spike shoes in the act of pruning live trees is prohibited.
 - d) No severed or partially cut branches shall be left up in any tree being worked on after the tree workers leave the scene of the operation.
 - e) At least one competent tree worker shall coordinate safe work operations from the ground during pruning or removal of trees, unless the tree work area is entirely barricaded or otherwise kept safe for the public, while operations are in progress.
 - f) Stumps of public trees shall be removed to or below ground level.
 - g) Excavations resulting from tree or shrub removal must be promptly filled in to normal ground level with appropriate backfill, such as top soil followed by grass seed or sod, free of debris. Repair or replacement must match the surrounding environment.
 - h) Branches, logs or any other debris resulting from any tree pruning or removal shall be disposed of promptly and properly. The work area shall be maintained safe at all times.
 - i) Public tree pruning and removal is to be completed by or directed by ISA (International Society of Arboriculture) Certified Arborist who maintains current certification status, in addition, tree care providers must be licensed with the City of Twin Falls, Idaho, Parks and Recreation Department. (For a complete list of license holders, contact the Parks and Recreation Department.)
 - j) Topping, heading, rounding over, and other forms of extreme pruning are detrimental to a tree's health and are prohibited.
- 3) **Pruning Methods and Techniques:**
- a) Public tree pruning conducted by ISA Certified Arborists shall be in accordance with the standards and requirements of the ISA as published in the ISA Arborists Certification Study Guide and the ANSI A300.1 1995 practices. Future contracts may include pruning, subject to City of Twin Falls Arborist approval, based on planting

date of tree. Contractor shall be responsible for any tree or shrub which died because of neglect.

- b) Trees shall be pruned in such a manner as to prevent branch and foliage interference with safe public passage. Clearance shall be maintained at a minimum of 13 feet above the surface of the street and 7 feet over the surface of a public pedestrian way.
- c) Anyone needing to prune trees near electric lines shall contact the Idaho Power Line Clearing Specialist in Twin Falls at 736-3205 before beginning any pruning activity. This activity shall also follow all of the safety standards as set forth in the ANSI Z133.1 practices.
- d) Pruning during the first two years after planting shall be limited to removal of dead, broken, or split branches only, with as much leaf surface retention as possible. Future maintenance contracts may include pruning, subject to City Arborist's approval, based on planting date of tree and necessity.
- e) During the first three years after planting, a strong scaffold branch structure should be developed by selecting the primary scaffold branches. Removal of branches that are crossing, rubbing, have included bark, or interfere with formation of a healthy crown is encouraged. Never remove more than 30% of the live crown at one time.
- f) Years 4 - 6 after planting should emphasize selective thinning and pruning to remove dead, interfering, split and broken branches. Large branches with narrow angles of attachment should be removed from the trunk or canopy. Lower branches should be pruned (crown raising) so as not to interfere with human needs where appropriate.
- g) Mature trees shall be pruned as needed to maintain health, sound structure, and hazard elimination by Certified ISA Arborists.

4) **Fertilizing Standards:**

If fertilizing is required to maintain or improve the health of public trees or shrubs (noting that this is not a normal need for these plants), applications shall be performed according to the manufacturer's recommendations and by ISA standards and requirements as set forth in the ISA Arborists Certification Study Guide.

5) **Pest Control Standards:**

- a) Any person engaged in the business of tree or shrub pest control shall maintain a current State of Idaho, Dept. Of Agriculture Pesticide Applicators License and be certified in the ornamental and disease categories. Said person shall apply pesticides and/or fungicides to trees as required to sufficiently control or eliminate any insect, pest or disease which may cause damage or kill the tree. **All** labels and manufacturers recommendations shall be followed for application rates for the particular pest or disease which needs controlled or eliminated.

- b) All pesticides shall be evaluated for their worthiness and environmental impact. When pesticides are deemed necessary, every attempt shall be made to use the least toxic alternative without sacrificing effectiveness.
 - c) Ineffectual control, damage, injury, or death to plants, animals, or persons resulting from the use of the pesticide shall be the responsibility of the operator/applicator.
 - d) When applying pesticides, full compliance with all laws and ordinances providing for the safety of the public and safe and unobstructed passage of vehicles and pedestrians is required.
 - e) Herbicide application should be used discreetly as most broadleaf herbicides can cause damage to tree roots. It is recommended that herbicides be “spot sprayed” when treating in and around tree root zones.
 - f) An application of Dormant Oil, Supreme Oil or equivalent shall be applied to all deciduous trees in early spring, prior to bud break.
- 6) **Conifers:**
Attention only as needed for the prevention and control of pests and or disease.
- 7) **Shrubs:**
All above standards shall also pertain to shrubs where applicable.
- 8) **Clean up and trash removal:**
- a) All areas of the property shall be cleaned and garbage shall be removed and disposed of twice weekly from March 1st to September 31st.
 - b) From October 1st to February 28th the property shall be checked and cleaned once per week.

CITY OF TWIN FALLS WATER CONSERVATION POLICY

Water is a valuable natural resource; one that we are all learning does not come in unlimited supplies. The City of Twin Falls has recognized this by adopting a water conservation ordinance that requires our water customers to comply with restricted landscape irrigation and usage practices. This plan is in effect all year and remains the same from year to year.

The City also encourages our citizens to continue to learn about conservation methods and use available information to decrease our use of this valuable natural resource. The following are a list of community resources that can provide more information:

- www.tfid.org
- Your City of Twin Falls water bill includes individual consumption history
- City Water Conservation Committee 735-7228
- Your local nurseries and garden centers

The landscape irrigation restrictions are outlined below.

Even Number Addresses – ending in 0, 2, 4, 6, 8

1. Landscape irrigation is limited/restricted to the following schedule:
Tuesday, Thursday, Saturday
2. Watering will only be allowed on appropriate irrigation days before 10:00 am or after 5:00 pm
3. Outdoor landscape watering with a drip irrigation system or hand held container is allowed at any time

Odd Number Addresses – ending in 1, 3, 5, 7, 9

1. Landscape irrigation is limited/restricted to the following schedule:
Wednesday, Friday, Sunday
2. Watering will only be allowed on appropriate irrigation days before 10:00 am or after 5:00 pm
3. Outdoor landscape watering with a drip irrigation system or hand held container is allowed at any time