Pocatello Development Authority

City of Pocatello
911 North 7th Avenue
Pocatello, Idaho 83205

An urban renewal agency for the City of Pocatello, Idaho

Pocatello Development Authority - Budget 2023-2024 Fiscal Year

	General Fund	Naval Ordinance	North Portneuf	Airport	Northgate	Total
Estimated Beginning Cash Balance October 1, 2023	$1,098,000	$60,000	$1,648,000	$10,800	$346,900	$3,163,700
INCOME:						
Administrative fees - estimated	$75,100					$75,100
Property taxes	$14,400	$124,000	$103,000	$83,800	$295,000	$620,200
Interest Income	$21,960	$200	$32,960	$200	$6,900	$62,220
Total Projected Income:	$111,460	$124,200	$135,960	$84,000	$301,900	$757,520
Amount Available for FY 2024 appropriations	$1,209,460	$184,200	$1,783,960	$94,800	$648,800	$3,921,220
EXPENSE:						
Contingency (1)	$1,052,360	$0	$1,768,460	$62,100	$633,300	$3,516,220
Planned development projects		$166,000				$166,000
Administrative expense - estimated		$18,200	$15,500	$17,700	$15,500	$66,900
Luncheon costs	$2,100					$2,100
Office expenses	$500					$500
Dues and memberships						$0
Errors and omission insurance	$8,500					$8,500
City Administration Charges	$16,000					$16,000
Professional services	$130,000			$15,000		$145,000
Total Projected Expense:	$1,209,460	$184,200	$1,783,960	$94,800	$648,800	$3,921,220
CALCULATED ENDING BALANCE	$ -	$ -	$ -	$ -	$ -	$ -

1. The General fund contingency covers any potential unplanned projects.

The remaining contingencies in the other districts are for potential unplanned projects.

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NOTICE OF PUBLIC HEARING
POCATELLO DEVELOPMENT AUTHORITY, POCATELLO, IDAHO
FOR FISCAL YEAR 2023-2024 (FY 2024)

Notice is hereby given that the Pocatello Development Authority, Pocatello, Idaho, will hold a public hearing for consideration of a proposed budget for the fiscal period October 1, 2023 - September 30, 2024; all pursuant to the provisions of Section 50-1002, I. C. and Section 63-802, I.C., said hearing to be held in the Pocatello City Hall Council Chambers at 911 North 7th Avenue, Pocatello, Idaho, at 11:00 a.m. on August 16, 2023. At said hearing all interested persons may appear and show cause, if any they have, why the proposed budget should not be adopted. The estimated revenue from property taxes for Fiscal Year 2024 is $620,200**,** and the sum of revenue from other sources including internal transfers is estimated to be $137,320**.** City Hall and the Council Chambers are accessible to persons with disabilities. Interpreters for persons with hearing impairments and/or taped information for persons with visual impairments can be provided upon three (3) days' notice. For accessibility arrangements, please contact Skyler Beebe, the Americans with Disabilities Coordinator at 234-6248.

	FY 2022 Budgeted Expenditures	FY 2022 Budgeted Revenues	FY 2023 Budgeted Expenditures	FY 2023 Budgeted Revenues	FY 2024 Proposed Expenditures	FY 2024 Proposed Revenues
General Fund	751,691	35,322	1,210,213	73,137	1,209,460	111,460
Naval Ordinance	1,758,482	230,693	1,847,714	264,664	184,200	124,200
North Portneuf	1,785,944	16,479	1,585,905	37,865	1,783,960	135,960
Airport	140,837	88,790	146,417	100,526	94,800	84,000
Northgate	14,499	10,304	44,466	10,642	648,800	301,900
Tax Districts	3,699,762	346,266	3,624,502	413,697	2,711,760	646,060
Grand Total	4,451,453	381,588	4,834,715	486,834	3,921,220	757,520

I, Brent McLane, Executive Director of the Pocatello Development Authority, do hereby certify that the above is a true and correct statement of the proposed expenditures and revenues for Fiscal Year 2023-2024 (FY 2024).

Dated this 19th day of July 2023.

Brent McLane

Published two consecutive Tuesdays: August 1 and August 8, 2023, in the Idaho State Journal. (Display Ad)

POCATELLO DEVELOPMENT AUTHORITY
Meeting Minutes for September 20, 2023 at 11:00 A.M.
Council Chambers, 911 N 7th Avenue, Pocatello, Id

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

Chair Villarreal called the meeting to order at 11:00 a.m.

Members present: Rick Cheatum, Greg Gunter, Jim Johnston, Nathan Richardson, Scott Turner and David Villarreal.
Members excused: Mayor Brian Blad and Jeff Hough
Members unexcused: Kirk Lepchenske.
Others present: Executive Director Brent McLane, Treasurer Thane Sparks, Secretary Aceline McCulla, City of Pocatello Development Engineer Merril Quayle, City of Pocatello Public Works Director/City Engineer, City of Pocatello Attorney Jared Johnson, Bannock Development Corporation Executive Director MiaCate Kennedy and other visitors.

No conflicts were disclosed by the Board members.

Villarreal introduced Martin Blair, Vice President for Research and Economic Development at Idaho State University. Blair is interested in opening up everything ISU has to the PDA and City of Pocatello, and Blair would facilitate a meeting to discuss ideas to work together.

Agenda Item No. 2: Approve the Meeting Minutes.
The Board may wish to waive the oral reading of the minutes, and approve the minutes from the Board of Commissioners' meeting held August 23, 2023.

It was moved by **J. Johnston** and seconded by **N. Richardson** to approve the minutes as written from the meeting held August 23, 2023. Those in favor were R. Cheatum, G. Gunter, J. Johnston, N. Richardson, S. Turner and D. Villarreal. Motion Carried.

Villarreal asked that some text be added to Cheatum's comments that agenda 3 did not reflect "to approve the Budget," in the agenda action item, so the budget approval would be placed on the September 20 meeting. The Board agreed to this request.

Agenda Item 3: Approve the PDA Fiscal Year 2024 (FY24) Budget. The Board may wish to approve the Fiscal Year 2024 PDA Budget and authorize the Treasurer to submit to regulatory agencies.

It was moved by **G. Gunter** and seconded by **R. Cheatum** and to approve the Fiscal Year 2024 PDA Budget and authorize the Treasurer to submit to regulatory agencies. Those in favor were R. Cheatum, G. Gunter, J. Johnston, N. Richardson and S. Turner and D. Villarreal. Motion Carried.

Agenda Item 4: Discuss RFP - Professional Services for Eligibility and Economic Feasibility Study.
The Board may wish to discuss, select and approve one proposal from proposals received for the Professional Services for Eligibility and Economic Feasibility Study.

McLane identified the two businesses that submitted their proposals, that the RFP was publicly noticed and only two submissions were received. **Cheatum** asked McLane for his professional guidance on the two proposals and the cost difference. **McLane** explained that the proposal by SB Friedman is a lot more

detailed as to what they will be providing, and the cost of that reflects that detail. The Out West Policy Advisors proposal is a bargain, but it is unclear what detail they will be providing in the product they will produce for us. McLane is a little wary of the lack of detail, but the dollar amounts are so significantly different that it is something to consider. **Villarreal** noted that a vacated statement about services and you get down the road a little, it additional detail you wanted becomes an add-on or change order. The SB Friedman proposal provides clarity and a broader scope and the detail and a specific dollar value to their product. Whereas, if PDA went with Out West Policy Advisors agreement and not have probability of detail, PDA would then have to go back to them and ask for changes on the initial proposal. Villarreal's view is he has more clarity of detail on the SB Friedman proposal and a more serious proposal of services. **McLane** noted that the proposals are split up so the PDA does not have engage in the entirety of the proposal. The fees are broken down by study areas. The Board may choose one, two or three of the study areas, or select the specific areas you want them to engage. **Gunter** asked if the PDA could select on ale cart basis? **McLane** clarified that the PDA could select two or three of the study areas. Outwest Policy Advisors have the same approach, the initial study covers all three study areas, which is the cheapest portion; and the PDA may add-on a further study for each area if you choose. **Johnston** asked if McLane spoke with businesses listed in the RFP for as reference checks on past work projects completed**. McLane** stated he did contact some references listed and asked questions, and received positive feedback on Out West Policy Advisors, but McLane did not mention our project. **Richardson** asked if add-on fees or change orders could exceed $440,000.00. **Villarreal** commented that he has seen change order that are much greater than that amount. **Cheatum** asked if there is additional value in SB Friedman that would be more beneficial to the PDA's desired outcome. **McLane** noted the SB Friedman proposal has market analysis detail and economic impacts the City could have if those improvements were made. The Out West Policy Advisors may provide this information also, but it was unclear because it was not provided in the detail information. They mention State Code and Feasibility Studies, but they did not go into the specifics of what they were going to provide in those documents. The PDA could get a couple page report from Out West Policy Advisors, whereas SB Friedman you may have some real data that is beneficial and the PDA can really lean on to help the PDA in this process. **Cheatum** noted the SB Friedman proposal details what the PDA can expect in the end report. The Out West Policy Advisors proposal glosses over the details, which concerns Cheatum that the PDA may not have the information they want to make necessary decisions. Cheatum wants to motion for the SB Friedman proposal.

It was moved by **R. Cheatum** and seconded by **N. Richardson** to approve the proposal by SB Friedman as presented, have legal counsel prepare the Consultant Engagement Letter for signatures to move forward with the project, and to authorize the Chair to sign the Consultant Engagement Letter and Resolution 23-004. Those in favor were R. Cheatum, J. Johnston, N. Richardson, S. Turner, and D. Villarreal. Motion Carried. Unanimous.

The Board discussed the differences between the detailed and successful projects either similar or the same as the project the PDA wants done.

Agenda Item 5: Approve the Independent Contractor Agreement for Treasurer/Bookkeeper Services for Fiscal Year 2024 and Resolution 23-004. The Board may wish to approve the Independent Contractor Agreement for Treasurer/Bookkeeper for Fiscal Year 2024, and to authorize the Chair to sign the Independent Contractor Agreement for Treasurer/Bookkeeper for Fiscal Year 2024 and Resolution 23-004.

Gunter asked when the Board discussed and approved the FY24 Independent Contractor Agreement for Treasurer/Bookkeeper on August 23. **McLane** noted that during the FY24 Budget discussion on the administrative line items, Treasurer duties and costs were discussed along with an increase from $1,200.00 to $1,500.00 and to have legal prepare the Independent Contractor Agreement for Treasurer/Bookkeeper and the Resolution. Staff were directed to add to this item to the September 20 agenda for approval by the

Board on have the Independent Contractor Agreement for Treasurer/Bookkeeper prepared by Legal. **Villarreal** asked Sparks about his professional insurance coverage and his services should reflect his contract amount. **Sparks** stated his coverage and costs.

It was moved by **R. Cheatum** and seconded by **S. Turner** to approve the Independent Contractor Agreement for Treasurer/Bookkeeper for Fiscal Year 2024 and Resolution 23-004, and to authorize the Chair to sign the Independent Contractor Agreement for Treasurer/Bookkeeper for Fiscal Year 2024 and Resolution 23-004. Those in favor were R. Cheatum, J. Johnston, N. Richardson, S. Turner and D. Villarreal. Those opposed: G. Gunter. Motion Carried.

Agenda Item 6: Monthly Financial Report, Expenses and Reimbursements.
The Board may wish to approve the monthly financial report, expenses and reimbursements.

It was moved by **S. Turner** and seconded by **D. Villarreal** to approve the financial report, expenses and reimbursements as presented. Those in favor were R. Cheatum, G. Gunter, J. Johnston, N. Richardson, S. Turner, and D. Villarreal. Motion Carried.

Agenda Item 7: PDA Officer Election- The Board may wish to hold an election of officers with an effective date of October 18, 2023.

Johnston nominated David Villarreal as Chair.

Johnston nominated Scott Turner as Vice Chair.

It was moved by **J. Johnston** and seconded by **R. Cheatum** to reappoint David Villarreal as Chair and Scott Turner as Vice Chair. Those in favor were R. Cheatum, G. Gunter, J. Johnston, N. Richardson and S. Turner and D. Villarreal. Motion Carried.

Agenda Item 8: Calendar Review.
The Board may wish to take this opportunity to inform other Board members of upcoming meetings and events that should be called to their attention.

Nothing was discussed.

Agenda Item 9: News for the Good of the Order.
The board may wish to discuss news for the Good of the Order.

Quayle provided an update on active TIF projects. Quayle noted the NOP has a 3,000 square foot sign that says *Welcome to Pocatello,* with graphic designs in each letter of activities or events that contributed to Pocatello's history over the years.

Quayle was contacted by the previous NOP owner's daughter. She presented Quayle with over 2000 pictures of the property over the years. Quayle plans to submit the pictures to the Historical Society to document historical events that occurred at the NOP.

Johnston noted the ribbon cutting at the Pocatello Regional Airport. **Quayle** noted areas that are available for leases would be identified. Teale Engineering is the Airport Consultant who is helping with new hangers and other design ideas to improve the airport.

Great Western Malting and Portneuf Capital are working on a new plat to expand their businesses and improve the area.

Is anything happening in Downtown Historic Pocatello. **Quayle** noted that staff are applying for grants to assist with improving different areas of the City. The Terry First Street project is another grant being sought to improve this area and improve access to the downtown area.

Agenda Item 10: Adjourn Regular Meeting.

With no further business, **Villarreal** adjourned the meeting at 11:51p.m.

Submitted by:  Approved on: October 18, 2023

Aceline McCulla, Secretary