

POCATELLO DEVELOPMENT AUTHORITY
Board of Commissioners
February 11, 1997
11:00 a.m.

City Hall, Council Chambers
911 North 7th Avenue

11:00 a.m.

Call to Order: Chairman McGee

Introduction of Guests, if any

Disclosure of conflicts of interest, if any

Agenda - Add or delete Action or Discussion Items

Discussion and Action Items

Minutes - Motion to Approve and/or Amend

Financial Report: January Income & Expenses

Consider an Ordinance Authorizing the Issuance of Bonds for Old Town Pocatello for the
Facade Easement and Streetscape Improvements/Authorize the Sale of Bonds

Consider Discrepancy in Payment Made in the Kress Building District

Executive Session, if required

**Pocatello Development Authority
Cash Budget - 1997**

| | Actual January | Estimated February | Estimated March | Estimated April | Estimated May | Estimated June | Estimated July | Estimated August | Estimated September | Estimated October | Estimated November | Estimated December | Current Estimate 1997 |
|-----------------------------|---------------------|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------------------|----------------------|-----------------------|-----------------------|-----------------------------|
| Beginning Balance | \$282,540.14 | \$323,722.78 | \$322,257.78 | \$323,277.78 | \$323,912.78 | \$325,097.78 | \$260,332.78 | \$429,211.78 | \$430,446.78 | \$395,431.78 | \$326,566.78 | \$327,601.78 | \$333,686.78 |
| SOURCES OF FUNDS | | | | | | | | | | | | | |
| Gateway West District | 17,297.55 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 80,417.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$97,714.55 |
| Old Kraft Road District | 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 |
| Kress District | 3,051.56 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,022.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$7,073.56 |
| Old Town District | 19,221.03 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 78,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$97,221.03 |
| Newtown District | 1,683.93 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 30,480.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$32,163.93 |
| North Main District | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,366.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$1,366.00 |
| Al Ricken Drive District | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8,661.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$8,661.00 |
| Unrestricted Funds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | \$5,000.00 |
| Interest Income | 1,107.51 | 1,100.00 | 1,150.00 | 1,200.00 | 1,250.00 | 1,300.00 | 1,000.00 | 1,300.00 | 1,350.00 | 1,200.00 | 1,100.00 | 1,150.00 | \$14,207.51 |
| TOTAL | 42,361.58 | 1,100.00 | 1,150.00 | 1,200.00 | 1,250.00 | 1,300.00 | 203,946.00 | 1,300.00 | 1,350.00 | 1,200.00 | 1,100.00 | 6,150.00 | \$263,407.58 |
| CASH AVAILABLE | \$324,901.72 | \$324,822.78 | \$323,407.78 | \$324,477.78 | \$325,162.78 | \$326,397.78 | \$464,278.78 | \$430,511.78 | \$431,796.78 | \$396,631.78 | \$327,666.78 | \$333,751.78 | \$597,094.36 |
| APPLICATION OF FUNDS | | | | | | | | | | | | | |
| Gateway West District | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 36,000.00 | 0.00 | 0.00 | 0.00 | \$36,000.00 |
| Old Kraft Road District | 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 |
| Kress District | 1,113.61 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,022.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$5,135.61 |
| Old Town District | 31.92 | 2,500.00 | 0.00 | 0.00 | 0.00 | 65,000.00 | 0.00 | 0.00 | 0.00 | 70,000.00 | 0.00 | 0.00 | \$137,531.92 |
| Newtown District | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 30,480.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$31,480.00 |
| North Main District | 0.00 | 0.00 | 65.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 | 300.00 | 0.00 | 0.00 | 0.00 | \$1,365.00 |
| Al Ricken Drive District | 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 |
| Unrestricted Funds | 33.41 | 65.00 | 65.00 | 65.00 | 65.00 | 65.00 | 65.00 | 65.00 | 65.00 | 65.00 | 65.00 | 65.00 | \$748.41 |
| Bank Charges | 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 |
| TOTAL | 1,178.94 | 2,565.00 | 130.00 | 565.00 | 65.00 | 66,065.00 | 35,067.00 | 65.00 | 36,365.00 | 70,065.00 | 65.00 | 65.00 | \$212,260.94 |
| ENDING BALANCE | \$323,722.78 | \$322,257.78 | \$323,277.78 | \$323,912.78 | \$325,097.78 | \$260,332.78 | \$429,211.78 | \$430,446.78 | \$395,431.78 | \$326,566.78 | \$327,601.78 | \$333,686.78 | \$384,833.42 |



COMMUNITY DEVELOPMENT AND RESEARCH

P.O. Box 4169, 911 North Seventh Avenue
Pocatello, Idaho 83205
(208) 234-6184 FAX (208) 234-6296

To: PDA Board Members

From: Robert E. Chambers, Director
Community Development and Research *Re*

Date: February 11, 1997

Re: PDA Staff Position Description and Funding Issues

As requested, I have attached a draft job description for a full-time PDA staff position. This may obviously be amended according to PDA Board directives.

I was also asked to explore potential funding for a PDA staff position. At this point, options appear limited:

1. PDA administrative fees may be assessed against current Tax Increment Financing districts and derived from additional increment to the districts. Administrative fees, if assessed, must be related to specific tasks performed on behalf of the district or project by the PDA.

e.g. For the PDA to assess administrative fees against the Alvin Ricken Drive project, former director and current acting director would need to go back in time and account for their time related to the districts formation, and the projects implementation (i.e. Ballard negotiations, ISU land trade, financing, etc.). These costs could then be reimbursed to the PDA from the district.

Future districts and projects may also be assessed administrative fees in order to maintain the position.

2. Organizations and agencies supportive of PDA activities may be approached for financial support.

Thank you.

Enclosure

POCATELLO DEVELOPMENT AUTHORITY
Executive Director

Position Purpose:

This position is accountable for planning, organizing, and directing the work of the Pocatello Development Authority within the City in a manner which will enhance redevelopment activities thereby promoting a positive City image.

Principal Accountabilities:

1. Responsible for the management of existing Tax Increment Financing Projects and Urban Renewal Areas.
2. Responsible for assessing community needs and redevelopment opportunities.
3. Responsible for preparing Tax Increment Financing plans to address needs and redevelopment opportunities.
4. Ensure proper and effective coordination of activities with the City and other community organizations.
5. Ensure project and activity compliance with all applicable state and local laws including directives from the Board of Directors.
6. Responsible for preparing agendas and reports for the Pocatello Development Authority Board of Directors and attending all meetings of the Board, as well as developing recommendations to the Board.
7. Responsible for creating and maintaining a comprehensive records management system.
8. Responsible for the administration of contracts related to redevelopment project activity including consultants, contractors, bond counsel, financing institutions, etc.
9. Responsible for preparing and administering Pocatello Development Authority budget.
10. Responsible for providing information regarding the Pocatello Development Authority and redevelopment activities to the public as needed or requested.

Nature and Scope:

This position reports to ?.

This position requires a Bachelor's Degree in planning, business/public administration, economics, real estate or related field and two years of applicable experience.

This position requires knowledge of land-use policies and procedures including permitting and real estate development. In addition, knowledge of contract negotiations/management, planning, and computers is required. This position demands strong communication skills and the ability to work with diverse groups and individuals.

Salary and Benefits:

This is a full-time position with a salary range of \$28,246.40 to \$35,297.60, plus benefit package.