

**POCATELLO DEVELOPMENT AUTHORITY**  
**Board of Commissioners Meeting**  
**January 17, 2007**  
**11:00 a.m.**

**City Hall**  
**911 North 7<sup>th</sup> Avenue**

**11:00 a.m. Council Chambers**

Call to Order – Chairman Brown

Acknowledge Guests of Board, if any

Disclosure of Conflicts of Interest, if any

Agenda - Add or Delete Action or Discussion Items

**Action and Discussion Items:**

Minutes for December 20, 2006 – Motion to Approve and/or Amend

Financial Report: December Income and Expenses

Consider Approving Payment of 4th Quarter 2006 Administrative Fees

Central Corridor:

Update on Triangle Development Agreement  
Garfield RFP

Miscellaneous Items/Questions from Commissioners  
Hoku Urban Renewal Discussion

**Executive Session if Required**

**DISTRICT ENDING BALANCES**  
**December 31, 2006**

<b>Bank Balance</b>		<b>\$680,166.84</b>
General Fund	16,164.06	
Discretionary Funds	413,574.83	
Kress Project	37.11	
Newtown District	0.00	
Alvin Ricken District	0.00	
Old Town District	4,213.02	
North Main District	48,683.38	
Roosevelt District	196,208.64	
Central Corridor District	1,285.80	
North Yellowstone District	<u>0.00</u>	
<b>District Totals</b>		<b>\$680,166.84</b>

**POCATELLO DEVELOPMENT AUTHORITY**  
**December 2006**

**INCOME:**

Old Town:	\$4,213.02
North Main:	\$48,683.38
Central Corridor:	\$1,285.80
Interest Income:	\$651.72

**EXPENSES:**

Old Town:	\$11,888.33	Transfer to RAF
Central Corridor	\$1,632.45	Transfer to RAF
	\$200,000.00	Transfer to RAF Final Pool Payment
North Yellowstone:	\$3,449.86	
General Funds:	\$127.73	(PDA Lunch)

POCATELLO DEVELOPMENT AUTHORITY  
CENTRAL CORRIDOR CASH FLOW PROJECTIONS  
2005 THROUGH 2010

YEARS ENDED	Actual 2005	Actual 2006	Estimated 2006	2007	2008	2009	2010
<b>Previous Year Balance*:</b>	<b>\$1,140,009.16</b>	<b>\$1,698,816.51</b>	<b>\$579,773.12</b>	<b>\$271,482.50</b>	<b>\$241,506.06</b>	<b>\$199,824.16</b>	<b>\$953,948.83</b>
<b>INCOME:</b>							
Estimated Tax Revenues****:	1,900,895.24	1,868,042.64	-26,486.65	1,872,518.00	1,685,554.67	1,685,554.67	1,685,554.67
South Cliffs Repayment:		85,000.00					200,000.00
City Advance:			325,600.00				
City Water Portion of OTP:			414,400.00				
Ross Park Pool Repayment:		200,000.00	0.00				
Total Projected Income:	1,900,895.24	2,153,042.64	713,513.35	1,872,518.00	1,685,554.67	1,685,554.67	1,885,554.67
<b>TOTAL AVAILABLE INCOME:</b>	<b>\$3,040,904.40</b>	<b>\$3,851,859.15</b>	<b>\$1,293,286.47</b>	<b>\$2,144,000.50</b>	<b>\$1,927,060.73</b>	<b>\$1,885,378.83</b>	<b>\$2,839,503.50</b>
<b>EXPENSE:</b>							
Current Year Debt Service*:	932,911.25	783,605.00	147,285.00	931,772.50	931,635.00	931,430.00	1,862,227.50
South Cliffs--Phase 1**:							
South Cliffs--Phase 2**:							
Old Town Revitalization:							
Old Town Reinvestment Phase 2***:		1,976,019.53	349,608.53				
Old Town Reinvestment Phase 3 (uncommitted):			76,055.14				
Old Town Building		130,000.00	0.00				
Engineering Expense (JUB)		121,367.60	-3,050.80				
Old Town Engineering--Phase 2:	100,000.00						
Positron:							
Cheyenne Crossing**:	7,972.71	4,593.90	195,406.10	650,243.94			
Whitman/Yellowstone Hotel:		256,500.00	256,500.00				
Federal Express:	200,000.00						
Clark Street Overpass:	101,203.93			157,678.00			
City Advance Payback:				162,800.00	162,800.00		
Triangle:					632,801.57		
Total Projected Expense:	1,342,087.89	3,272,086.03	1,021,803.97	1,902,494.44	1,727,236.57	931,430.00	1,862,227.50
<b>CALCULATED ANNUAL BALANCE</b>	<b>\$1,698,816.51</b>	<b>\$579,773.12</b>	<b>\$271,482.50</b>	<b>\$241,506.06</b>	<b>\$199,824.16</b>	<b>\$953,948.83</b>	<b>\$977,276.00</b>

**Notes:**

\* Includes all Central Corridor Tax Districts--Newtown, Alvin Ricken, Old Town, North Main, Central Corridor

\*\* Project totals as of 1/1/06.

\*\*\* Anticipated final costs

Beginning balance 2006 is total revenues held by Trustee as of 1/1/06.

Repayments in 2010: \$400,000 from Positron, & \$200,000 from South Cliffs.

AMI repayment of \$1.2 million is due in 2012.

\*\*\*\* Change in tax revenues reflects change in Ballard Building: 100% land, 50% building, and no equipment

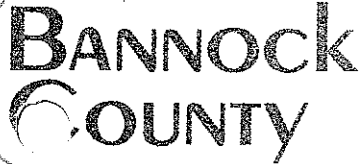
Updated 10/31/06.

pda/financials/ccprojections2004.xls

Pocatello Development Authority  
Cash Budget - 2006

	Actual January	Actual February	Actual March	Actual April	Actual May	Actual June	Actual July	Actual August	Actual September	Actual October	Actual November	Actual December	Current Estimate 2006	Approved 2006
<b>Beginning Balance</b>	<b>\$347,400.24</b>	<b>\$606,480.99</b>	<b>\$603,709.38</b>	<b>\$608,665.05</b>	<b>\$581,575.76</b>	<b>\$600,917.57</b>	<b>\$546,570.36</b>	<b>\$2,517,286.27</b>	<b>\$641,614.15</b>	<b>\$639,240.36</b>	<b>\$841,956.48</b>	<b>\$842,431.29</b>	<b>\$348,000.00</b>	<b>\$348,000.00</b>
<b>SOURCES OF FUNDS</b>														
Kress District	2,180.19	0.00	0.00	0.00	0.00	0.00	3,002.07	0.00	0.00	0.00	0.00	0.00	\$5,182.26	\$5,182.26
Newtown District	20,994.83	748.30	0.00	0.00	0.00	0.00	34,547.17	0.00	0.00	0.00	0.00	0.00	\$56,290.30	\$56,290.30
Al Ricken Drive District	0.00	0.00	0.00	0.00	0.00	0.00	1,031,418.56	0.00	0.00	0.00	0.00	0.00	\$1,031,418.56	\$1,031,418.56
Old Town District	3,428.73	7.89	16,656.91	16,254.03	17,005.94	0.00	217,776.06	11,327.65	0.00	560.68	0.00	4,213.02	\$287,230.91	\$287,230.91
North Main District	0.00	0.00	46,155.01	39,431.59	0.00	0.00	19,113.42	0.00	0.00	0.00	0.00	48,683.38	\$153,383.40	\$153,383.40
Roosevelt District	173,194.08	0.00	1,479.74	0.00	810.60	0.00	199,505.73	0.00	0.00	0.00	0.00	0.00	\$379,990.15	\$379,990.15
Central Corridor District	61,763.33	0.00	22,201.26	8,785.11	4,707.53	0.00	302,717.14	247.26	0.00	201,385.19	0.00	1,285.80	\$603,092.62	\$603,092.62
North Yellowstone District	0.00	0.00	3,322.86	0.00	0.00	0.00	175,601.13	0.00	0.00	3,449.86	0.00	0.00	\$182,373.85	\$182,373.85
General Funds	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
Board Disc.*	0.00	235,000.00	0.00	0.00	0.00	0.00	0.00	72,633.84	0.00	0.00	0.00	0.00	\$307,633.84	\$307,633.84
Interest Income	228.51	263.51	356.29	345.04	356.80	345.53	647.53	648.38	628.27	650.06	629.89	651.72	\$5,751.53	\$5,751.53
<b>TOTAL</b>	<b>266,789.67</b>	<b>236,019.70</b>	<b>90,172.07</b>	<b>64,815.77</b>	<b>22,880.87</b>	<b>345.53</b>	<b>1,984,328.81</b>	<b>84,857.13</b>	<b>628.27</b>	<b>206,045.79</b>	<b>629.89</b>	<b>54,833.92</b>	<b>\$3,012,347.42</b>	<b>\$3,012,347.42</b>
<b>CASH AVAILABLE</b>	<b>\$614,189.91</b>	<b>\$842,500.69</b>	<b>\$693,881.45</b>	<b>\$673,480.82</b>	<b>\$604,456.63</b>	<b>\$601,263.10</b>	<b>\$2,530,899.17</b>	<b>\$2,602,143.40</b>	<b>\$642,242.42</b>	<b>\$845,286.15</b>	<b>\$842,586.37</b>	<b>\$897,265.21</b>	<b>\$3,360,347.42</b>	<b>\$3,360,347.42</b>
<b>APPLICATION OF FUNDS</b>														
Kress District	0.00	2,180.20	0.00	0.00	0.00	0.00	0.00	0.00	3,002.06	0.00	0.00	0.00	\$5,182.26	\$5,182.26
Newtown District	0.00	20,994.83	0.00	748.30	0.00	0.00	0.00	34,547.17	0.00	0.00	0.00	0.00	\$56,290.30	\$56,290.30
Al Ricken Drive District	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,031,418.56	0.00	0.00	0.00	0.00	\$1,031,418.56	\$1,031,418.56
Old Town District	1,261.18	3,428.73	0.00	16,664.80	0.00	0.00	0.00	238,737.62	0.00	0.00	0.00	11,888.33	\$271,980.66	\$271,980.66
North Main District	0.00	0.00	0.00	46,155.01	0.00	0.00	0.00	58,545.01	0.00	0.00	0.00	0.00	\$104,700.02	\$104,700.02
Roosevelt District	0.00	150,000.00	0.00	0.00	0.00	0.00	10,487.90	72,633.84	0.00	0.00	0.00	0.00	\$233,121.74	\$233,121.74
Central Corridor	3,290.80	62,169.73	0.00	21,794.86	0.00	0.00	0.00	328,508.19	0.00	0.00	0.00	201,632.45	\$617,396.03	\$617,396.03
North Yellowstone District	0.00	0.00	0.00	3,322.86	0.00	0.00	0.00	175,601.13	0.00	0.00	0.00	3,449.86	\$182,373.85	\$182,373.85
Board Disc.	0.00	0.00	85,000.00	0.00	0.00	54,661.84	0.00	20,338.16	0.00	0.00	0.00	0.00	\$160,000.00	\$160,000.00
General Funds	3,156.94	17.82	216.40	3,219.23	3,539.06	30.90	3,125.00	199.57	0.00	3,329.67	155.08	127.73	\$17,117.40	\$17,117.40
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	\$0.00
<b>TOTAL</b>	<b>7,708.92</b>	<b>238,791.31</b>	<b>85,216.40</b>	<b>91,905.06</b>	<b>3,539.06</b>	<b>54,692.74</b>	<b>13,612.90</b>	<b>1,960,529.25</b>	<b>3,002.06</b>	<b>3,329.67</b>	<b>155.08</b>	<b>217,098.37</b>	<b>\$2,679,580.82</b>	<b>\$2,679,580.82</b>
<b>ENDING BALANCE</b>	<b>\$606,480.99</b>	<b>\$603,709.38</b>	<b>\$608,665.05</b>	<b>\$581,575.76</b>	<b>\$600,917.57</b>	<b>\$546,570.36</b>	<b>\$2,517,286.27</b>	<b>\$641,614.15</b>	<b>\$639,240.36</b>	<b>\$841,956.48</b>	<b>\$842,431.29</b>	<b>\$680,166.84</b>	<b>\$680,766.60</b>	<b>\$680,766.60</b>

\*Partial admin of the Roosevelt District will be taken in February with remainder of \$72484.08 taken in August



BANNOCK DEVELOPMENT CORPORATION

ISU Research and Business Park  
1651 Alvin Ricken Drive  
Pocatello, Idaho 83201  
www.bannockdevelopment.org

Committed to the continued economic development of Bannock County, Idaho

**POCATELLO DEVELOPMENT AUTHORITY**

**Administration Invoice  
October 2006-December 2006**

Administration/Clerical*: 4th Quarter 2006 (10/06-12/06)	3,000.00
Postage/Copies: 4th Quarter 2006 (10/06-12/06)	<u>125.00</u>
<b>INVOICE TOTAL:</b>	<b>\$3,125.00</b>

1599

**POCATELLO DEVELOPMENT AUTHORITY**  
1651 ALVIN RICKEN DRIVE  
POCATELLO, ID 83201  
(208) 233-3500

**FIRST SECURITY BANK, N.A.**  
1-800-574-4200  
92-6104  
1241

1/17/2007

**PAY TO THE ORDER OF** Bannock Development Corp

\$ **\*\*3,125.00**

Three Thousand One Hundred Twenty-Five and 00/100\*\*\*\*\* **DOLLARS**

Bannock Development Corp

**FOR** 4th Quarter Admin

MP

⑈001599⑈ ⑆124100064⑆ 004 00247 39⑈

THIS DOCUMENT CONTAINS A COLORED BACKGROUND ON WHITE PAPER. MICROPRINT IS LOCATED BELOW THIS WARNING BAND.

**POCATELLO DEVELOPMENT AUTHORITY**  
**4th Quarter 2006**

<b>DATE</b>	<b>TIME SPENT</b>	<b>TOTAL HOURS</b>	<b>TASK DESCRIPTION</b>
10/2/2006	1.50	1.5	admin/clerkal
10/6/2006	1.75	3.3	admin/clerkal
10/10/2006	5.00	8.3	admin/clerkal
10/18/2006	5.50	13.8	admin/clerkal
10/20/2006	2.00	15.8	admin/clerkal
10/25/2006	1.25	17.0	admin/clerkal
11/7/2006	2.00	19.0	admin/clerkal
11/8/2006	3.50	22.5	admin/clerkal
11/15/2006	4.00	26.5	admin/clerkal
11/21/2006	1.25	27.8	admin/clerkal
11/22/2006	1.75	29.5	admin/clerkal
11/28/2006	2.00	31.5	admin/clerkal
11/29/2006	1.75	33.3	admin/clerkal
12/11/2006	2.50	35.8	admin/clerkal
12/13/2006	4.50	40.3	admin/clerkal
12/18/2006	1.50	41.8	admin/clerkal
12/19/2006	1.00	42.8	admin/clerkal
12/20/2006	6.00	48.8	admin/clerkal
12/21/2006	2.50	51.3	admin/clerkal
<b>Total Hours</b>		<b>51.3</b>	

**Pocatello Development Authority  
Request for Qualifications/ Proposals**

**I. Executive Summary**

The Pocatello Development Authority is issuing a Request for Qualifications and Proposals to obtain services of an experienced and creative developer to redevelop an approximate 12,600 square foot commercial site in Pocatello. The site is located near Pocatello's downtown and Old Town Historic District.

The redevelopment property was purchased several years ago to remove a blighted structure by the Pocatello Development Authority (PDA). The Pocatello Development Authority is requesting responses which detail the developer's qualifications and proposals for site redevelopment. The proposals should specify the layout of building(s)(if proposed), parking, landscaping, and potential uses that would be in conformance with Commercial General zoning. Proposals involving vehicle sales and/or off premise signs will be rejected. The due date for the proposals/qualifications is Friday, February 9, 2007.

The PDA board will evaluate proposals based on the submittal requirements and evaluation criteria as detailed in the RFQ/P and select a short list of respondents to interview. The PDA reserves the right to reject any and all responses at their sole discretion.

Upon selection of a developer, the PDA may choose to enter into a Redevelopment Agreement that governs the redevelopment of the site.

**II. Definition of Terms**

**Due Date:** The date and time selected by the PDA for all respondents to the RFQ/P to submit their individual redevelopment proposals.

**Redevelopment Agreement:** A formal legal contract between a selected developer and the PDA outlining specific obligations of both the Development Authority and developer to implement the redevelopment project.

**Redevelopment Project Area:** The area consists of a vacant rectangular property located at southwest corner of North Garfield and West Clark Street. It is legally described as lots 1, 2 and 3 of Block 503 of the Original Pocatello Townsite, and bounded (See Exhibit A).

**III. Site Information**

Exhibit A depicts the boundaries of the area. The PDA owns the parcels depicted in the map and has demolished all buildings on the site. The site includes 3 parcels which are located in the block southwest of Pocatello High School adjacent to the City's designated Downtown Historic District and local Business Improvement District. With the exception of Pocatello High School, the area is currently zoned Commercial General. Most



surrounding properties are retail/commercial and professional office uses. This proposal should be designed to strengthen compatibility of current uses and promote more stability in the affected neighborhood by promoting additional congruent uses.

#### **IV. Project Objectives**

Although the PDA is not specifying the exact use or type of development, the following elements must be taken into account to ensure a quality development for the site:

1. The PDA's goal is to redevelop the project area, thereby increasing the property value.
2. The overall architectural, landscape, and site design shall be of high quality, exemplifying the best of contemporary design for the type of development. The submitted plan must conform to current City of Pocatello requirements regarding building parking and other site specifications identified in City Code. The redevelopment plan should accommodate appropriate pedestrian access to and within the site. Any service and loading areas should be well screened from view.
3. Access and streetscape enhancement is of key importance. Development plans should include proposals for these elements. Parking lot or site lighting should be compatible with that found in the nearby Downtown Historic District.
4. All signage should be coordinated and blend with the development and complement its architectural character. No off premise signage will be allowed.

#### **V. Submittal Requirements**

1. Format --Three sets of the response shall be submitted with one complete set containing original signatures marked ORIGINAL. Conceptual site plans should be reduced to a minimum of 11" x 17" for inclusion in the submittal proposal.
2. Submission Requirements --All responses shall contain the following items and be organized with tabs that correspond to the sections enumerated below. With respect to confidentiality, the respondent may designate portions of the response which contain proprietary data and which must remain confidential. Pages should be clearly marked as confidential, if applicable.

Failure to comply with the instructions of this RFQ/P may be cause for rejection due to non-responsiveness to the RFQ/P. The PDA reserves the right to accept or reject any or all responses and/or any part or parts thereof. The PDA further reserves the right to seek clarification of information submitted in response to this RFQ/P.

General Qualifications:

A. **Cover Letter** – A cover letter signed by an authorized representative of the respondent which provides a summary of the development team and their approach to the project.

B. **Development Team Information** – Description of the anticipated development team structure and key development team staff (including realtor involvement if proposed). Describe the specific role key individuals will play in the development as well as the roles of these individuals in this project.

C. **Relevant Project Experience** – Describe current and previous (last seven years) experience of the firm and/or development team on similar projects. Include all relevant experience in the design and implementation of developments similar to the type of development proposed. Details regarding the process used to complete these projects, gross values at project completion, development partners (lenders, general contractors, etc.) and whether projects met budgetary and scheduling goals should be included.

Of special interest to the PDA are similar public/private partnerships in which the developer has participated. Respondents should describe the role the developer performed in the development partnership with the municipality. Emphasis should be placed on public/private development projects commensurate with the scope and nature of this project.

D. **Financial Data** – The PDA recognizes that it may be premature to identify specific sources of debt and equity financing for this project. However, information is requested on the financing of past projects and a detailed description of the developer's commitment and capability in providing the capital to competently and successfully finance this project. Annual reports, prospectuses and other financial statements that speak to the financial capacity of the developer shall be included.

Project Specific (minimum requirements):

A. **Project Approach** – Describe the respondent's approach to managing the design, phasing, financing, development and construction of this project. The project approach shall be in substantial conformance with the project objectives stated previously in Section IV.

B. **Concept Site Plan(s)** – The respondent shall submit three concept site plans as part of the submittal. Concept site plans shall show the proposed land use, location of buildings, parking layout and number of spaces, landscaping, square footage of building(s) and parking areas, conceptual storm water detention facilities, and any additional information needed (including an infrastructure assessment) to provide a clear understanding of the site plan.

C. **Architectural Elevations** – If buildings are proposed, one set of color elevations/sketches in sufficient detail (which includes all four sides) for all principal buildings shall be submitted in order to illustrate the quality of development from a design perspective. Elevations shall include the types of materials contemplated. Photos (8.5" x 11") of other projects may also be submitted to supplement the elevations in order to illustrate the type of development contemplated.

D. **Project Time Line** – A conceptual time line for development shall be provided. The PDA would prefer construction to begin within 6 months with occupancy occurring within 12 months.

E. **Financial Assistance** – The PDA recognizes that specific details on funding are not yet fully known, however the respondent shall provide a narrative on how the project may likely be financed. The PDA will likely not commit any public funding for the site but may negotiate incentives related to property transfer contingent on performance measures for development of the site. The PDA may also consider a no cost land lease with the selected developer, subject to a performance bond.

#### VI. **Submission Date**

Ten copies of the response shall be submitted no later than 5:00 P.M. MST, February 9, 2007. Responses shall be submitted to:

City of Pocatello  
Attention: Tim Tingey  
911 North 7<sup>th</sup> Avenue  
Pocatello, ID 83205

**Notice:** All materials submitted become the property of the Pocatello Development Authority. Any requirement of the respondent prohibiting publication of the materials submitted with a proposal may disqualify the respondent. Materials specified by the respondent as "Confidential" or "Proprietary" shall be kept confidential as lawfully permitted. Any material misrepresentations made by the respondent will void the proposal response and eliminate the respondent from further consideration. The PDA reserves all rights with regard to this solicitation.

#### VII. **Evaluation Criteria**

The following selection criteria are only examples and are not necessarily in priority order or equal in weight:

1. Experience in public/private development partnerships, financial strength and capacity to complete a project of this scope on-budget and on-schedule.
2. Demonstrated ability and experience to structure a public/private redevelopment agreement, including reducing the public participant's capital investment and risk.

3. Developer's and/or architect's experience in designing and constructing a high quality commercial development.
4. Quality of project, including site layout, architectural design, types of tenants, and other site and design amenities. Special consideration may be given to creative site layout/design.

### **VIII. Selection Process**

The PDA anticipates the following sequence of events:

#### **Due Date**

Responses will be due on Friday, February 9, 2007 no later than 5:00 p.m. MST.

#### **Selection Committee**

The Selection Committee will review proposals, rank them, and make recommendations to the PDA Board for final selection via an interview and presentation process.

#### **Redevelopment Agreement**

The PDA and developer may negotiate a formal Redevelopment Agreement outlining the specific obligations of both the PDA and developer in implementing the project.

**Questions can be directed to:**

**Tim Tingey**  
**Planning and Development Services**  
**City of Pocatello**  
**911 North 7<sup>th</sup> Avenue**  
**Pocatello, ID 83205**  
**208-234-6188**  
**ttingey@pocatello.us**