

POCATELLO DEVELOPMENT AUTHORITY
Agenda for the meeting of
March 15, 2023 – 11:00 a.m.
Council Chambers – Pocatello City Hall
Iwamizawa Conference Room for Executive Session

During low/medium community level designations, individuals are encouraged, but not required, to wear masks/face coverings.
During high community level designations, individuals will be required to wear masks/face coverings.

City Hall is accessible to persons with disabilities. Program access accommodations may be provided with three days' advance notice by contacting Skyler Beebe at sbeebe@pocatello.us, 208.234.6248, or 5815 South 5th Avenue, Pocatello, Idaho.

In the event this meeting is still in progress at 12:00 p.m., a ten-minute recess may be called.

1. **Call To Order, Roll Call, Disclose Conflicts of Interest and Acknowledgment of Guests.**
2. **Action Item: Meeting Minutes.** The Board may wish to waive the oral reading of the Board of Commissioners' meeting minutes held February 15, 2023, and approve the minutes as written.
3. **Action Item: Monthly Financial Report, Expenses And Reimbursements.** The Board may wish to approve the monthly financial report, expenses and reimbursements.
4. **Action Item: PDA 2022 Audit Report.** There will be a presentation by Deaton & Company on the Fy2022 Financial Audit.
5. **Action Item: PUBLIC HEARING - PDA 2022 Annual Report.** The Board may wish to consider public comment regarding the 2022 Pocatello Development Authority Annual Report and approve it by Resolution 2023-1 and authorize filing with the Pocatello City Clerk and the State of Idaho Controller's Office.
6. **Action Item: Executive Session.** The Board may wish to go into Executive Session to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. Idaho Code Section 74-206(1)(f).
7. **Action Item: Discuss RFP - Professional Services for Eligibility and Economic Feasibility Study.** The Board may wish to discuss and then approve the RFP - Professional Services for Eligibility and Economic Feasibility Study.
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.
9. **News for the Good of the Order.** The board may wish to discuss news for the Good of the Order.
10. **Adjourn Regular Meeting.**

Action Item 2

POCATELLO DEVELOPMENT AUTHORITY
Meeting Minutes for February 15, 2023 at 11:00 A.M.
Council Chambers, 911 N 7th Avenue, Pocatello, Id

AGENDA 2

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

Chair Villarreal called the meeting to order at approximately 11:06 a.m. No conflicts were disclosed.

Members present: Mayor Brian Blad (arrived at 11:33 a.m.) , Victoria Byrd, Greg Gunter, Jim Johnston, Kirk Lepchenske, Scott Turner and David Villarreal (left at 11:33 a.m.).

Members excused/unexcused: Rick Cheatum and Jeff Hough.

Others present: Executive Director Brent McLane, Treasurer Thane Sparks, Secretary Aceline McCulla, City of Pocatello PW Dev. Engineer Merril Quayle, City of Pocatello Attorney Jared Johnson, City of Pocatello PW Director/City Engineer Jeff Mansfield, MiaCate Kennedy (ex-officio member) and other visitors.

Agenda Item No. 2: Approve the Minutes

The Board may wish to waive the oral reading of the minutes and approve the minutes from the Board of Commissioners meeting held January 18, 2023.

It was moved by **J. Johnston** and seconded by **K. Lepchenske** to approve the minutes as written from the regular meeting held January 18, 2023. Those in favor were V. Byrd, G. Gunter, J. Johnston, K. Lepchenske, S. Turner and D. Villarreal. Unanimous. Motion Carried.

Agenda Item 3: Executive Session

The Board may wish to go into Executive Session to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. Idaho Code Section 74-206(1)(f).

It was moved by **S. Turner** and seconded by **J. Johnston** that the Board enter executive session pursuant to Idaho Code 74-206 (1)(f) at 11:09 a.m. Those in favor were V. Byrd, G. Gunter, J. Johnston, K. Lepchenske, S. Turner and D. Villarreal. Unanimous. Motion Carried.

Following the Executive Session, the regular meeting resumed at 11:33 a.m.

Agenda Item 4: Monthly Financial Report, Expenses and Reimbursements

The Board may wish to approve the monthly financial report, expenses and reimbursements.

Sparks noted that the Airport District moved into the black with the December

It was moved by **B. Blad** and seconded by **J. Johnston** to approve the monthly financial report, expenses and reimbursements as presented. Those in favor were V. Byrd, B. Blad, G. Gunter, J. Johnston, K. Lepchenske and S. Turner. Unanimous. Motion Carried.

Agenda Item 5: Discuss RFQ for On Call Professional Services.

The Board may wish to review the RFP for On Call Professional Services.

McLane presented the draft version of the RFP to the Board for comments, if there are no comments this will move forward. McLane confirmed that there are a number of firms qualified within the State of Idaho to provide the requested services. **Gunter** asked when this needs to be done. **McLane** stated he would like to finalize the document before the March meeting. If the Board has questions or comments please email

McLane directly, and do not speak to each other outside of a PDA meeting. **Gunter** asked if this needs to be called "On Call." **McLane** stated no, it does not need to state On Call Professional Services, we can change the name of the RFP. **Blad** clarified that the consultant would identify properties that qualify as TIF areas, then report back. **McLane** noted that the recommendations can be fluid. **Blad** stated that he would like to consider micro-TIFs for specific properties, then identified pros and cons of micro-TIFs, as well as its increments. **Blad** clarified that payouts do not begin until the third year. **McLane** stated he would keep the Board apprised if the Legislature drastically changes TIF laws.

McCulla will email the Board of Commissioners an updated Annual Report and a reminder to send RFP questions to McLane by February 22 and comments for the Annual Report and RFP by March 1.

Agenda Item 6: Review the Draft 2022 Annual Report.

The Board may wish to discuss and review the draft 2022 Annual Report.

McLane asked for comments and stated the Annual Report will come before the PDA as a public hearing on March 15, and the document needs to be submitted to the State by March 31. Please email comments to McLane no later than March 1.

Agenda Item 7: 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 reported.

Agenda Item 8: News for the Good of the Order.

The board may wish to discuss news for the Good of the Order.

Quayle updated the Board on the IRG NOP project.

MiaCate Kennedy of Bannock Development Corporation provided an update of possible business opportunities considering Pocatello and or the airport area as future growth options.

Agenda Item 9: Adjourn Regular Meeting.

With no further business, **Vice Chair Turner** adjourned the meeting at 12:18 p.m.

Submitted by: _____ Approved on: _____
Aceline McCulla, Secretary

Pocatello Develop Authority Board of Commissioners
Executive Session Minutes
City Hall, Paradise Conference Room
February 15, 2023

Chair Villarreal called the meeting to order at 11:12 a.m.

Members present: Victoria Byrd, Greg Gunter, Jim Johnston,
Kirk Lepchenske, Scott Turner and David Villarreal.

Members excused/unexcused: Mayor Brian Blad, Rick Cheatum and Jeff Hough.

Others present: Executive Director Brent McLane, PDA Attorneys Meghan Sullivan and
Abbey Germaine (via GoToMeeting).

Executive Session

The Board may wish to go into Executive Session to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. Idaho Code Section 74-206(1)(f).

With no further discussion, it was moved by **J. Johnston** and seconded by **K. Lepchenske** to adjourn from the executive session pursuant to Idaho Code §74-206(1)(f) at approximately 11:29 a.m., and reconvene to the regular meeting session. Those in favor: Victoria Byrd, Greg Gunter, Jim Johnston, Kirk Lepchenske, Scott Turner and David Villarreal. Unanimous. Motion Carried.

By: _____
Aceline McCulla, Secretary

Approved on: _____

Action Item 3

**Pocatello Development Authority
Monthly Finance Report
March 15, 2023
Fiscal Year 2023**

**Expenditure Approvals:
Checks to be ratified:**

Vendor	Check #	Amount
--------	---------	--------

Checks to be approved:

Vendor	Check #	Amount
ICCU - VISA	dbt23-2	259.13
Thane Sparks	1476	1,200.00
Deaton & Company	1477	7,800.00
ICRMP	1478	3,694.50

Sams Club (8.46), Idaho State Journal (146.20), Subway (104.47)
March services
FY2022 audit services
2nd half of liability insurance

Cash Balances as of March 15, 2023

	General Fund		Naval Ordinance		North Portneuf		Airport		Northgate		Total	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Cash	1,096,746.87		343,666.11		1,609,366.94		15,813.16		229,383.61		3,294,976.69	
Income												
Administrative fees	69,629										69,629	0.00
Property taxes		8,808.66	263,050	116,808.94	35,999	55,938.23	99,926	41,293.25	10,609	181,299.22	409,584	404,148.30
Note payments		3,679.78									-	3,679.78
Interest income	3,508	835.37	1,614	499.82	1,866	1,221.97	600	75.06	33	77.09	7,621	2,709.31
Other											-	0.00
Total Income	73,137	13,323.81	264,664	117,308.76	37,865	57,160.20	100,526	41,368.31	10,642	181,376.31	486,834	410,537.39
Expense												
Administrative expense			44,719		6,120		16,987		1,804		69,630	0.00
Luncheon costs	2,000	1,160.46									2,000	1,160.46
Office expenses	300	198.10									300	198.10
Dues and memberships											-	0.00
Insurance	7,500	3,694.50									7,500	3,694.50
Training and Travel												0.00
City admin charges	9,100	13,235.39									9,100	13,235.39
Professional services	48,000	19,410.00		1,363.00				10,939.26		1,268.50	48,000	32,980.76
Economic Development Grants		84,941.00										84,941.00
Non-capital Infrastructure	1,143,113		1,802,996	798,394.61	1,579,785		129,430		42,663		4,697,987	798,394.61
Total Expense	1,210,013	122,639.45	1,847,715	799,757.61	1,585,905	0.00	146,417	10,939.26	44,467	1,268.50	4,834,517	934,604.82



Pocatello #1033

305 West Quinn Rd.
Pocatello, ID 83202

SELF-CHECKOUT

8T Member 111854619394	
2 @ 3.99	
E 782796 ***KSWTR40PK	7.98 A
SUBTOTAL	7.98
TAX	0.48
**** TOTAL	8.46

XXXXXXXXXXXX0272 CHIP Read
 AID: A0000000031010
 Seq# 203616 App#: 341696
 Visa Resp: APPROVED
 Tran ID#: 304500203616....

APPROVED - Purchase
 AMOUNT: \$8.46
 02/14/2023 17:18 1033 203 154 703

Visa	8.46
CHANGE	0.00

A 6.00 % TAX RATE	0.48
TOTAL TAX	0.48
TOTAL NUMBER OF ITEMS SOLD =	2
02/14/2023 17:18 1033 203 154 703	



OP#: 703 Name: SCO
 Thank You!
 Please Come Again
 Whse:1033 Trm:203 Trn:154 OP:703

Items Sold: 2
8T 02/14/2023 17:18

REMINDER :

Your membership renewal fee will be added to the first purchase after expiration. To sign up for auto-renewal please visit the membership counter.



ADVERTISING RECEIPT

APG West Payment
Processing
PO Box 1570
Pocatello, ID 83204
Ph. (208) 239-3163

BILLING DATE:	ACCOUNT NO:
02/23/23	18588

ACELINE MCCULLA
POCATELLO DEVELOPMENT AUTHORITY
911 N 7th Avenue
POCATELLO, ID 83205

AD #	DESCRIPTION	START	STOP	TIMES	AMOUNT
338268	* *NOTICE OF PUBLIC	02/28/23	03/07/23	2	\$79.10

Payments:

Date	Method	Card Type	Last 4 Digits	Check	Amount
02/22/23	CC	VISA	0272		\$79.10

Discount:	\$0.00	Gross:	\$79.10
Surcharge:	\$0.00	Paid Amount:	\$79.10
Credits:	\$0.00		

Amount Due: \$0.00

We Appreciate Your Business!

*** **NOTICE OF PUBLIC HEARING* ****

HEARING DATE: Wednesday, March 15, 2023
TIME: 11:00 a.m.
PLACE: City Council Chambers, City Hall, 911 North 7th Ave,
Pocatello, Idaho
ORGANIZATION HOLDING HEARING: Pocatello Develop-
ment Authority

The Urban Renewal Agency of the City of Pocatello, the Pocatello Development Authority (PDA) will hear comments from the public on the 2022 Annual Report. The Annual Report represents PDA 2022 activities. The report is available for review on the PDA website at <https://pda.pocatello.gov/> or during business hours in the Planning and Development Services Department, 911 N. 7th Avenue, Pocatello, Idaho.

Please contact Brent McLane by phone (208) 234-6583 or by email bmclane@pocatello.gov with questions.

City Hall is accessible to persons with disabilities. Program access accommodations may be provided with three (3) days' advance notice by contacting Skyler Beebe at sbeebe@pocatello.us; 208.234.6248 or 5815 South 5th Avenue, Pocatello, ID.

Published: February 28, & Mar. 7, 2023 (ISJ18588-338268)



ADVERTISING RECEIPT

APG West Payment
Processing
PO Box 1570
Pocatello, ID 83204
Ph. (208) 239-3163

BILLING DATE:	ACCOUNT NO:
02/23/23	18588

NOTICE OF PUBLIC HEARING

HEARING DATE: Wednesday, March 15, 2023
TIME: 11:00 a.m.
PLACE: City Council Chambers, City Hall, 911 North 7th Ave, Pocatello, Idaho
ORGANIZATION HOLDING HEARING: Pocatello Development Authority

ACELINE MCCULLA
POCATELLO DEVELOPMENT AUTHORITY
911 N 7th Avenue
POCATELLO, ID 83205

The Urban Renewal Agency of the City of Pocatello, the Pocatello Development Authority (PDA) will hear comments from the public on the 2022 Annual Report. The Annual Report represents PDA 2022 activities. The report is available for review on the PDA website at <https://pda.pocatello.gov/> or during business hours in the Planning and Development Services Department, 911 N. 7th Avenue, Pocatello, Idaho.

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Published: February 28, & Mar. 7, 2023 (ISJ18588-338290)

AD #	DESCRIPTION	START	STOP	TIMES	AMOUNT
338290	* NOTICE OF PUBLIC	02/28/23	03/07/23	2	\$67.10

Payments:

Date	Method	Card Type	Last 4 Digits	Check	Amount
02/22/23	CC	VISA	0272		\$67.10

Discount:	\$0.00	Gross:	\$67.10
Surcharge:	\$0.00	Paid Amount:	\$67.10
Credits:	\$0.00		

Amount Due: \$0.00

We Appreciate Your Business!

Subway

114 S 5th Ave STE A

Pocatello ID 83201

208.242.3822 (GM Nicole call direct for special orders at 208.252.0222) email order: sweetking80@att.net

City of Pocatello Tax Exempt ID: 82-6000244

City of Pocatello PDA Luncheon for **Mach 15, 2023**

Check payable to Subway Brian/Trinity 208.242.3822, 208.252.0222 DM Nicole Mobile

Deliver to: **911 N 7th Ave, City Hall Council Chambers by 10:45 a.m.**

Call Aceline to confirm price & details mobile 406.202.6444 / office 208.234.6184

Items	Qty	Each Cost	Totals
Whole Steak & Cheese, PepperJack, Artisan Italian Tst'd	1	\$ 9.99	\$ 9.99
Half/ 6" Steak & Cheese, PepperJack, Artisan Italian Tst'd Jeff no lettuce	1	\$ 6.49	\$ 6.49
Whole Meatball Marinara, PepperJack, Artisan Italian Tst'd	1	\$ 7.99	\$ 7.99
Whole Spicy Italian, PepperJack, Artisan I Let, Tom Tst'd	1	\$ 8.19	\$ 8.19
Whole Rotisserie-Style CK, PepperJack, Artisan Italian, Let, Tom Tst'd	1	\$ 9.99	\$ 9.99
Whole Black Forest Ham, PepperJack, Artisan Italian, Let, Tom Tst'd	1	\$ 8.19	\$ 8.19
Whole Oven Rstd Turkey, PepperJack, Artisan Italian, Let, Tom Tst'd	1	\$ 8.99	\$ 8.99
12 - 4 Rasp/ChCake, 4 White Chip Mac Nut, 4 Choc Chip	4	\$ 2.29	\$ 9.16
13 Chips (2 Cool, 2 Classic, 3 Jale, 3 NC Doritos, 3 Harvest Sun)	13	\$ 1.39	\$ 18.07
TOTAL FOOD			\$ 87.06
Gratuity 20% on food			\$ 17.41
Coupon Discount			\$ -
TOTAL CHECK AMOUNT			\$ 104.47
Instructions for packaging each sandwich:			
1) cut whole subs in half, and then cut each 6" sub in half before wrapping, for a total of (13) 6" subs			
2) all subs are dry (provide mustard, mayo & O/V packets on side)			
3) wrap each cookie individually			
4) napkins 2-3 per person please			
5) Write Jeff's's name on his sandwich, as he is allergic to lettuce			



March 8, 2023

Pocatello Development Authority
911 N. 7th Ave
Pocatello, Idaho 83201

RE: Billing for Services

Professional Services Performed	Total
Audit Services	
Audit report for the year ended September 30, 2022	\$ 7,800.00
Combined total	\$ 7,800.00

Member Billing Contact:

Brent McLane
 Pocatello Development Authority
 PO Box 4169
 Pocatello, ID 83205

Invoice Date: 3/1/2023
Invoice Number: 18045 - 2023 - 2
Policy Period: 10-1-22 to 9-30-23
Policy Number: 42A18045100122

Insurance Billing

DESCRIPTION
22-23 Policy Year Annual Premium: \$7,389.00
Paid to Date: \$3,694.50
Balance Due: \$3,694.50
For proper application, please do not combine other payments with your premium remittance.

Please Detach and Submit with Payment



Member:

Pocatello Development Authority
 PO Box 4169
 Pocatello, ID 83205

Make Checks Payable to:

ICRMP
 PO Box 15116
 Boise, ID 83715

Invoice Date:	3/1/2023
Invoice Number:	18045 - 2023 - 2
Due Date:	4/1/2023
Balance Due:	\$3,694.50
Amount Paid:	

Write Amount Paid Here

Address Corrections? Please make changes on the back of this form and enclose with your payment.

Action Item 4



To the Board of Commissioners
Pocatello Development Authority

We have audited the financial statements of the governmental activities, and each major fund information of Pocatello Development Authority for the year ended September 30, 2022 and have issued our report thereon dated March 3, 2023. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated October 4, 2022, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not have been detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we reported to you any material errors and any fraudulent financial reporting or misappropriation of assets that came to our attention. We also informed you of any violations of laws or governmental regulations that came to our attention, unless clearly inconsequential. Our responsibility, as auditors, is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, we communicated to you internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

We as auditors did not audit and are not responsible for other information in the Authority's CAFR in addition to the entity's financial statements and report. Our audit did not extend beyond the financial information identified in the report. As auditors we do not have an obligation to perform any procedures to corroborate other information contained in these documents. We have limited our services to reading the additional information and therefore, do not provide an opinion on such information. After reading the additional information nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation appearing in the financial statements.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in engagement letter on October 4, 2022.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Pocatello Development Authority are described in Note 1 to the financial statements. During the year, the Authority was not required to implement any new standards. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The Authority had no estimates affecting the financial statements.

Difficulties Encountered in Performing the Audit

During the audit we found various deficiencies in internal controls that required addition procedures to overcome the various risk of material misstatements. These issues with internal controls have been reported with the financial statements and in a management comment letter. We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. During the audit we were required to propose significant adjustments because of audit procedures and the corrects by management were material to the financial statements taken as a whole.

Over all the adjustments made were to correct notes receivables, property taxes receivable, and reclassifications of cash allocations to proper funds.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 3, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

We proposed to management that in addition to the board approving all disbursements, that a separate officer who does not have the ability to record transactions, review the bank reconciliations each month and sign off on approved reconciliations.

This information is intended solely for the use of Board of Commissioners and management of Pocatello Development Authority and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in cursive script that reads "Deaton & Company". The signature is written in black ink and is positioned above the typed name and date.

Pocatello, Idaho
March 3, 2023

Pocatello Development Authority

A COMPONENT UNIT OF THE CITY OF POCATELLO, IDAHO

ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED SEPTEMBER 30, 2022

**POCATELLO DEVELOPMENT AUTHORITY
 COMPREHENSIVE ANNUAL FINANCIAL REPORT
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**POCATELLO DEVELOPMENT AUTHORITY
LIST OF OFFICIALS**

David Villareal, Council Member, Chairman of the Board

Scott Turner, Vice Chairperson of the Board

Brian Blad, Mayor of Pocatello, Board member

Jeff Hough, Bannock County Commissioner, Board member

Rick Cheatum, Pocatello City Council President, Board member

Greg Gunter, Board member

Victoria Byrd, Board member

Jim Johnston, Board Member

Kirk Lepchenske, Board Member

Brent McLane, City of Pocatello, Executive Director

Aceline McCulla, City of Pocatello, Secretary

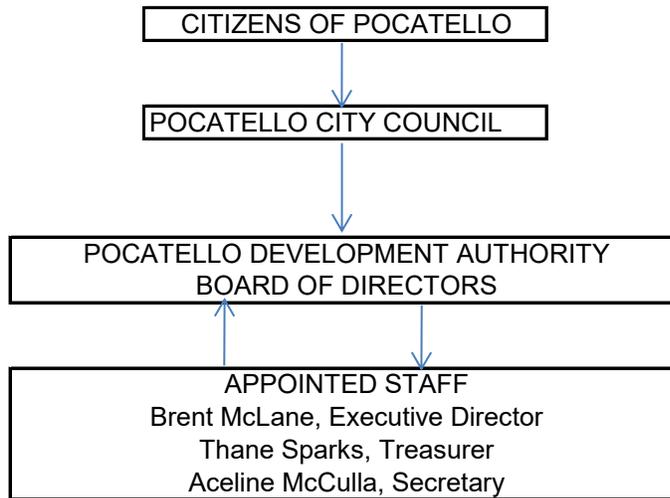
Thane Sparks, Treasurer

LIST OF EX-OFFICIO ADVISORS

Meghan Conrad, Legal Counsel

MiaCate Kennedy, Bannock Development Authority, ex-officio member

POCATELLO DEVELOPMENT AUTHORITY
ORGANIZATION CHART



Advisory Staff:

Meghan Conrad, Attorney, Legal counsel



INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Pocatello Development Authority
Pocatello, Idaho

Report on the Financial Statements

Opinion

We have audited the accompanying financial statements of the business-type activities information of Pocatello Development Authority, (the Authority) a component unit of City of Pocatello as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the Trust's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities information of the Pocatello Development Authority, as of September 30, 2022, and the respective changes in financial position, and, where applicable, cash flows, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Pocatello Development Authority, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Pocatello Development Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and Government Auditing Standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and Government Auditing Standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on pages 20-21 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Supplementary Information

We also have previously audited, in accordance with auditing standards generally accepted in the United States of America, the Authority's basic financial statements for the year ended September 30, 2021, and we expressed unmodified opinions on the respective financial statements of the fiduciary fund information. That audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Trust's basic financial statements as a whole. The summarized comparative information is consistent, in all material respects, with the audited financial statements from which it has been derived.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Authority's basic financial statements. The introductory section is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated March 3, 2023, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Trust's internal control over financial reporting and compliance.

A handwritten signature in cursive script that reads "Deaton & Company". The signature is written in black ink and is positioned centrally below the main text block.

Pocatello, Idaho
March 3, 2023

POCATELLO DEVELOPMENT AUTHORITY
STATEMENTS OF NET POSITION
SEPTEMBER 30, 2022
WITH COMPARATIVE TOTAL AT SEPTEMBER 30, 2021

	Governmental Activities	
	<u>2022</u>	<u>2021</u>
ASSETS		
Cash and cash equivalents	\$ 3,818,960	\$ 3,551,773
Accrued interest	-	15,785
Prepaid expense	3,695	3,519
Property tax receivable	1,323	46,369
Notes receivable (less reserve for bad debts)	8,800	295,742
Total assets	<u>3,832,778</u>	<u>3,913,188</u>
LIABILITIES		
Accounts payable	<u>\$ 5,528</u>	<u>\$ 32</u>
Total liabilities	<u>5,528</u>	<u>32</u>
NET POSITION		
Unrestricted	3,827,250	3,913,156
Restricted	<u>-</u>	<u>-</u>
Total net position	<u>\$ 3,827,250</u>	<u>\$ 3,913,156</u>

**POCATELLO DEVELOPMENT AUTHORITY
STATEMENTS OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2022
WITH COMPARATIVE TOTAL FOR THE ENDED SEPTEMBER 30, 2021**

	Governmental Activities	
	2022	2021
EXPENSES		
General	\$ 63,113	\$ 38,358
Naval Ordinance Plant	570,699	-
North Portneuf	1,437	-
Airport	8,815	614,283
Northgate	1,030	-
	645,094	652,641
 GENERAL REVENUES		
Property taxes	462,878	390,207
Interest	29,287	32,479
Administrative fees	34,163	-
Proceeds collection from bad debts	32,860	-
	559,188	422,686
 NET CHANGE IN NET POSITION	(85,906)	(229,955)
 BEGINNING NET POSITION - restated	3,913,156	4,143,111
 ENDING NET POSITION	\$ 3,827,250	\$ 3,913,156

**POCATELLO DEVELOPMENT AUTHORITY
BALANCE SHEETS
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2022
WITH COMPARATIVE TOTAL AT SEPTEMBER 30, 2021**

	General Fund	Naval Ordinance Plant	North Portneuf	Airport	Northgate	2022	2021
ASSETS							
Cash and cash equivalents	\$ 1,191,362	\$ 1,026,115	\$ 1,552,207	\$ -	\$ 49,276	\$ 3,818,960	\$ 3,551,773
Accrued interest	-	-	-	-	-	-	15,785
Prepaid expense	3,695	-	-	-	-	3,695	3,519
Property tax receivable	-	-	809	-	514	1,323	46,369
Notes receivable	8,800	-	-	-	-	8,800	328,602
Due from other funds	14,616	-	-	-	-	14,616	142,606
	<u>\$ 1,218,473</u>	<u>\$ 1,026,115</u>	<u>\$ 1,553,016</u>	<u>\$ -</u>	<u>\$ 49,790</u>	<u>\$ 3,847,394</u>	<u>\$ 4,088,654</u>
LIABILITIES							
Accounts payable	\$ 5,528	\$ -	\$ -	\$ -	\$ -	\$ 5,528	\$ 32
Due to other funds	-	-	-	14,616	-	14,616	142,606
DEFERRED INFLOWS OF RESOURCES							
Unavailable tax revenues	-	-	809	-	514	1,323	46,369
Unavailable notes receivable revenues	8,800	-	-	-	-	8,800	328,602
	<u>14,328</u>	<u>-</u>	<u>809</u>	<u>14,616</u>	<u>514</u>	<u>30,267</u>	<u>517,609</u>
FUND BALANCES							
Nonspendable	3,695	-	-	-	-	3,695	3,519
Committed	-	1,026,115	1,552,207	-	49,276	2,627,598	2,697,094
Unassigned	1,200,450	-	-	(14,616)	-	1,185,834	870,432
	<u>1,204,145</u>	<u>1,026,115</u>	<u>1,552,207</u>	<u>(14,616)</u>	<u>49,276</u>	<u>3,817,127</u>	<u>3,571,045</u>
	<u>\$ 1,218,473</u>	<u>\$ 1,026,115</u>	<u>\$ 1,553,016</u>	<u>\$ -</u>	<u>\$ 49,790</u>		

Amounts reported for governmental activities in the statements of net position are different because:

Certain receivables are not current resources and are reported as deferred revenues in the governmental funds.	10,123	374,971
Accrual adjustments for allowance for doubtful accounts.	-	(32,860)
Net Position of Governmental Activities	<u>\$ 3,827,250</u>	<u>\$ 3,913,156</u>

POCATELLO DEVELOPMENT AUTHORITY
STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2022
WITH COMPARATIVE TOTAL FOR YEAR ENDED SEPTEMBER 30, 2021

	General Fund	Naval Ordnance Plant	North Portneuf	Airport	Northgate	2022	2021
REVENUES							
General and property taxes	\$ 14,486	\$ 212,341	\$ 98,202	\$ 136,799	\$ 46,064	\$ 507,892	\$ 350,040
Administrative fees	34,163	-	-	-	-	34,163	-
Interest	1,420	2,135	2,275	6	47	5,883	30,751
Interest from notes	23,404	-	-	-	-	23,404	-
	<u>73,473</u>	<u>214,476</u>	<u>100,477</u>	<u>136,805</u>	<u>46,111</u>	<u>571,342</u>	<u>380,791</u>
EXPENDITURES							
Administration	29,730	22,881	1,437	8,815	1,030	63,893	24,093
Projects and grants	-	547,818	-	-	-	547,818	614,283
Professional services	33,383	-	-	-	-	33,383	14,265
	<u>63,113</u>	<u>570,699</u>	<u>1,437</u>	<u>8,815</u>	<u>1,030</u>	<u>645,094</u>	<u>652,641</u>
EXCESS REVENUES OR (EXPENDITURES)	10,360	(356,223)	99,040	127,990	45,081	(73,752)	(271,850)
OTHER FINANCING SOURCES/(USES):							
Notes receivable collections	319,834	-	-	-	-	319,834	6,202
NET CHANGE IN FUND BALANCE	330,194	(356,223)	99,040	127,990	45,081	246,082	(265,648)
BEGINNING FUND BALANCE	873,951	1,382,338	1,453,167	(142,606)	4,195		
ENDING FUND BALANCE	<u>\$ 1,204,145</u>	<u>\$ 1,026,115</u>	<u>\$ 1,552,207</u>	<u>\$ (14,616)</u>	<u>\$ 49,276</u>		
Amounts reported for governmental activities in the statements of activities are different because:							
Governmental funds only report taxes received within sixty days as current fund revenues. All taxes receivable are treated as revenues in the statement of activities.						(45,014)	40,787
Interest on notes receivable not meeting the definition of current asset for modified accrual are recognized on the statements of net position.						-	(5,094)
Principal payments on notes payable are current fund expenditures in governmental funds, but are presented as reductions of long-term debt in the statements of net position.						(319,834)	-
Collections of doubtful accounts are reported as income on the statement of activities.						32,860	-
Change in net position of Governmental Activities						<u>\$ (85,906)</u>	<u>\$ (229,955)</u>

POCATELLO DEVELOPMENT AUTHORITY NOTES TO FINANCIAL STATEMENTS

NOTE 1 - Summary of Significant Accounting Policies

A. Reporting entity

The Idaho Urban Renewal Law of 1965 authorized the Mayor, with advice and consent of the City Council, to appoint a board of commissioners for an urban renewal agency to function within the municipality of Pocatello, provided that the Council has first passed a resolution finding that one or more blighted areas are in existence, and that there is a need for an urban renewal agency to function in the City.

Pocatello's urban renewal agency, Pocatello Development Authority, was found necessary by resolution in 1988 and the board members were appointed thereafter. Unlike other advisory boards to the City Council, state law declares this agency to be "an independent public body corporate and politic" and gives it a wide range of authority to effectuate urban renewal.

Under generally accepted accounting principles, as adopted by the Governmental Accounting Standards Board, the Pocatello Development Authority is included in the Annual Financial Statements of the City of Pocatello as a discretely presented component unit.

B. Government-wide and fund financial statements

The government-wide financial statements (i.e., the statement of net position and the statement of changes in net position) report information on all of the nonfiduciary activities of the government. For the most part, the effect of interfund activity has been removed from these statements.

C. Measurement focus, basis of accounting, and financial statement presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the authority considers revenues to be available if they are collected within 60 days of the end of the current fiscal year.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the authority.

POCATELLO DEVELOPMENT AUTHORITY
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - Summary of Significant Accounting Policies (Continued)

D. *Assets, liabilities, and net position or equity*

1. Deposits and investments

Unrestricted cash balances from all funds are combined and invested in investments authorized under Idaho State Code. Earnings from these investments are credited to the funds based on the monthly balance of cash in each fund. Cash includes cash on hand, deposits and other investments which are immediately convertible to cash or have a maturity of less than 90 days.

PDA is authorized under State Code to invest in obligations of the U.S. Treasury, U.S. Government backed institutions, commercial paper, and repurchase agreements. PDA's policy is to restrict investment to highly liquid money market accounts.

2. Receivables and payables

Property taxes receivable are recorded when certified by the State Tax Commission in October of each year. Taxes not received within sixty days of year-end are deferred. The taxing authorities, within each tax increment financing district, levy property taxes by the third Monday of September on a market value basis. These taxes are billed to the taxpayers in November and are due December 20. Real property taxes not paid constitute a lien on the property when entered on the real property assessment roll as delinquent on the first day of January of the succeeding year. Property taxes are assessed and collected for the Authority by Bannock County.

3. Inventory and prepaid items

Inventory is reported at the lower of cost or fair market value. The Authority had no inventory.

4. Restricted assets

The assets of the special revenue funds are restricted as to usage by the State Code to payment of District expenses and debt service and an administrative fee to the General Fund of the Authority. Remaining net position representing property taxes collected are to be refunded to the taxing districts from which the taxes were collected.

It is the Authorities policy to first apply restricted resources when an expense is incurred for purposes in which both restricted and unrestricted net assets are available.

5. Capital Assets

The Authority has no capital assets.

6. Compensated Absences

The Authority has no liability for compensated absences.

7. Long-term obligations

The Authority had no long-term obligations.

**POCATELLO DEVELOPMENT AUTHORITY
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 - Summary of Significant Accounting Policies (Continued)

D. *Assets, liabilities, and net position or equity - continued*

8. *Fund Equity*

In the fund financial statements, governmental funds report restrictions of fund balance for amounts that are subject to externally enforceable legal restrictions. Commitments of fund balance represent amounts whose use is constrained by limitations that the Board has imposed upon itself.

NOTE 2 - Reconciliation of Government-wide and Fund Financial Statements

Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position.

The governmental fund balance sheet includes the reconciliation between *fund balance - total governmental funds* and *net position - governmental activities* as reported in the government-wide statement of net position.

One element of the reconciliation explains that "Certain receivables are not current resources and are reported as deferred revenues in the governmental funds".

Deferred property taxes	\$	1,323
Deferred notes receivable		8,800
		10,123
	\$	10,123

NOTE 3 - Stewardship, Compliance and Accountability

A. *Budgetary Information*

The budget is prepared on a modified accrual basis by fund, (each tax increment financing district is represented by it own fund), and includes information about the current year.

The Board of the Pocatello Development Authority holds a public meeting in conjunction with adoption of its annual budget. The new budget is submitted to the board at its meeting in August as part of the cash report presented by the Treasurer. When the cash report is approved by the board the budget is approved as well. Budgets may be amended by the same procedure used to adopt the budget. The Budget is published as required.

NOTE 4 - Detailed Notes on all Funds

A. *Deposits and Investments*

Cash and cash equivalents at yearend consist of the following:

Deposits		
Cash in bank		\$ 4,184,661
Cash on books		\$ 3,818,960

**POCATELLO DEVELOPMENT AUTHORITY
NOTES TO FINANCIAL STATEMENTS**

NOTE 4 - Detailed Notes on all Funds - (Continued)

A. *Deposits and Investments - (Continued)*

The Authority has no investments

Deposits - Custodial Credit Risk for deposits is the risk that, in the event of bank failure, the government's deposits may not be returned to it. At year-end, the Authority's carrying amount (reconciled balance reported in the financial statements) of deposits was \$3,818,960 and the bank balance (balance per bank statements) was \$4,184,661. Of the cash balance, \$250,000 was covered by federal depository insurance at Idaho Central Credit Union. There exists a custodial risk of \$3,934,661.

Deposits and Investment transactions are subject to a variety of risks.

Interest Rate Risk is the risk that changes in interest rates will adversely affect the value of an investment. This risk does not exist since the Authority has no investments.

Credit Risk is the risk that an issuer or a counter party to an investment will not fulfill its obligations.

B. *Property Taxes and Abatements*

Property tax revenues are recognized and accrued when billed by Bannock County. PDA's property taxes, levied by the third Monday of September on a market value basis, are billed to the taxpayers in November. Half of the real, personal and mobile home property taxes are due on December 20 and the remainder is due the following June 20. Other property taxes are due December 20. Real property taxes not paid constitute a lien on the property when entered on the real property assessment roll as delinquent on the first day of January of the succeeding year. Property taxes are assessed and collected for PDA by Bannock County.

The Authority had no tax abatements

C. *Notes Receivable*

\$26,000 was loaned to a local limited liability company with a terms of a quarterly payment of \$1,840. This payments covers 6.0% interest and principal with a maturity date of November 1, 2023.

	Balance
	\$ 8,800
Less: Allowance for doubtful accounts	\$ -
	\$ 8,800

D. *Property Tax Receivable and Deferred Property Taxes*

At yearend, property tax receivable and deferred tax revenues were as follows:

	Receivables	Deferred Tax
Northgate	\$ 514	\$ 514
North Portneuf District	809	809
	\$ 1,323	\$ 1,323

**POCATELLO DEVELOPMENT AUTHORITY
NOTES TO FINANCIAL STATEMENTS**

NOTE 4 - Detailed Notes on all Funds - (Continued)

E. Interfund Assets/Liabilities

Due from/to other funds are as follows:

	Due From	Due To
General fund	\$ -	\$ 14,616
Airport	14,616	-
	\$ 14,616	\$ 14,616

The purpose of due to general fund and due from airport fund is as follows:

\$14,616 is a temporary loan by the General fund to cover a committed project expense out of the Airport fund. The Airport fund did not have sufficient cash to cover the project commitment in the prior year.

F. Grants

Pocatello Development Authority has provided grants to businesses wanting to locate in Pocatello, Idaho. These grants contain conditions requiring the grantee to perform specified conditions to receive the grant awards. The grantee is required to repay the grant if the conditions of the grant are not met.

G. Fund Equity

In the fund financial statements, governmental funds report the following fund balance classifications:

Nonspendable Assets

Nonspendable amounts that cannot be spent because they are not in spendable form or that are legally or contractually required to be maintained intact.

Restricted Assets

Restricted amounts are used for a particular purpose, primarily to satisfy regulatory or contractual requirements.

Committed Assets

The tax revenues of special revenue funds are committed by state law to pay for expenditures of Tax Increment Financing Districts. The Districts are established by ordinances passed by the City. The ordinance establishing the District define types of construction, bonded debt, administrative costs, and collected taxes to be refunded to the taxing districts from which they were derived.

Assigned Assets

Assigned amounts are intended to be used for certain purposes as determined by the board with a majority vote pursuant to accounting rules for fund balance reporting and the definition of Governmental Fund Type.

The Pocatello Development Authority's Board of Directors has not assigned any amounts for purposes of future projects.

**POCATELLO DEVELOPMENT AUTHORITY
NOTES TO FINANCIAL STATEMENTS**

NOTE 4 - Detailed Notes on all Funds - (Continued)

G. Fund Equity - Continued

Unassigned Assets

Unassigned residual balances in the General Fund that have not been restricted, committed or assigned.

Other governmental funds may report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources for the fund.

It is the Authority's policy to first use restricted resources and then unrestricted resources as needed. When restricted resources are available for use, it is the Authority's policy to use resources in the following order; first committed, then assigned, and finally unassigned. Fund balance commitments may be established, modified or rescinded by the board.

NOTE 5 - Other Information

A. Contingent Liabilities

The majority of the revenue collected by PDA is derived from tax increment financing. Tax increment financing is a method of segregating a portion of the property taxes paid on properties within an urban renewal district to fund improvements for which the district was formed. This is accomplished by freezing the market value of property within the district.

A contingent liability exists when the market value increase in the district is not large enough to fund any debt incurred by the district to finance the improvements within the district.

B. Litigations, Torts, Theft or Damage, Errors and Omissions, and Natural Disasters

The Authority is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters. The Authority may be party to various pending or threatened litigations, however, liabilities are only reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated.

NOTE 6 - Subsequent Events

Subsequent events are events or transactions that occur after the balance sheet date but before the financial statements are available to be issued. The Pocatello Development Authority recognizes in the financial statements the effects of all subsequent events that provide additional evidence about conditions that existed at the date of the balance sheet, including the estimates inherent in the process of preparing the financial statements.

Subsequent events were evaluated up to March 3, 2023, the date the financial statements were available to be issued.

REQUIRED SUPPLEMENTARY INFORMATION

POCATELLO DEVELOPMENT AUTHORITY
STATEMENT OF REVENUES AND EXPENDITURES - BUDGET TO ACTUAL
FOR THE YEAR ENDED SEPTEMBER 30, 2022

	Original Budget Amounts	Actual Amounts	Variance
REVENUES			
GENERAL FUND			
General taxes	\$ -	\$ 14,486	\$ 14,486
Administrative fees	34,163	34,163	-
Interest	1,159	1,420	261
Miscellaneous	-	23,404	23,404
	<u>35,322</u>	<u>73,473</u>	<u>23,665</u>
SPECIAL REVENUE FUNDS			
Naval Ordnance Plant	230,693	214,476	(16,217)
North Portneuf	16,479	100,477	83,998
Pocatello Regional Airport	88,790	136,805	48,015
Northgate	10,304	46,111	35,807
Subtotal special revenue funds	<u>346,266</u>	<u>497,869</u>	<u>132,013</u>
Total revenue all funds	381,588	571,342	155,678
EXPENDITURES			
GENERAL FUND			
Administration	23,783	29,730	(5,947)
Professional services	19,475	33,383	(13,908)
Contingency	708,433	-	708,433
	<u>751,691</u>	<u>63,113</u>	<u>688,578</u>
SPECIAL REVENUE FUNDS			
Naval Ordnance	1,758,482	570,699	1,187,783
North Portneuf	1,785,944	1,437	1,784,507
Pocatello Regional Airport	140,837	8,815	132,022
Northgate	14,499	1,030	13,469
Subtotal special revenue funds	<u>3,699,762</u>	<u>581,981</u>	<u>3,117,781</u>
Total expenditures all funds	<u>4,451,453</u>	<u>645,094</u>	<u>3,806,359</u>
EXCESS REVENUES OR (EXPENDITURES)	(4,069,865)	(73,752)	3,996,113
OTHER FINANCING SOURCES (USES)			
Notes receivable collections	-	319,834	319,834
Total other financing sources (uses)	<u>-</u>	<u>319,834</u>	<u>319,834</u>
CHANGE IN NET POSITION	(4,069,865)	246,082	4,315,947
BEGINNING NET POSITION	<u>\$ 4,069,865</u>	<u>3,571,045</u>	<u>\$ (498,820)</u>
ENDING NET POSITION		<u>\$ 3,817,127</u>	

**POCATELLO DEVELOPMENT AUTHORITY
NOTES TO STATEMENT OF REVENUES AND EXPENDITURES - BUDGET TO ACTUAL**

NOTE 1 - Expenditures in excess of budget

During the year there were expenditures in excess of their budget for administration and professional service expenses in the general fund.

These expenditures in excess of budget were covered by decreased expenditures in budgeted contingency expenses within the general fund.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Commissioners
Pocatello Development Authority
Pocatello, Idaho

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund, and the aggregate remaining fund information of Pocatello Development Authority, a component unit of the City of Pocatello, Idaho, as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise Pocatello Development Authority's basic financial statements, and have issued our report thereon dated March 3, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit, we considered Pocatello Development Authority's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Pocatello Development Authority's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Pocatello Development Authority's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Pocatello Development Authority's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Pocatello Development Authority's Response to Findings

Pocatello Development Authority's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. The Authority's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Deaton & Company". The signature is written in a cursive, flowing style.

Pocatello, Idaho
March 3, 2023

**POCATELLO DEVELOPMENT AUTHORITY
SCHEDULE OF FINDINGS AND RESPONSES
SEPTEMBER 30, 2022**

Findings

No reportable issues noted.

**POCATELLO DEVELOPMENT AUTHORITY
SCHEDULE OF PRIOR YEAR FINDINGS AND RESPONSES (PAGE 1 OF 2)
SEPTEMBER 30, 2021**

Findings

2021-001 Internal control – Notes Receivable

Criteria and Condition: Management is responsible to ensure controls are appropriate to record and report all financial transactions accurately and on a timely basis.

Context: The Authority's internal control system did not properly allocate all payments received for notes receivable between interest revenue and principal. It was also determined that the terms for delinquent payments were not followed. We were also unable to find supporting documents to verify new terms or changes to loan agreements and whether such terms were agreed upon by both parties.

Cause: The Authority was missing an appropriate separation of duties regarding the oversight of notes receivable. It was also determined that one individual was responsible for the recording, reporting and acceptance of payments over notes receivable.

Recommendation: It is recommended that the board review their policies and procedures to ensure proper controls over the reporting and recording of notes receivable.

Management Response: Management believes the above material weakness was an oversight and will be corrected going forward. Management will review controls to evaluate the best methods to ensure property reporting and recording of notes receivable.

2021-002 Internal control – Bank Reconciliations

Criteria and Condition: Management is responsible to ensure controls are appropriate to record and report all financial transactions accurately and on a timely basis.

Context: During the audit it was determined that over \$140,000 was loaned from the general fund to the Airport District fund with no documentation of proper authorization. Delinquent bank statements were also found through out the year. No bank reconciliations were found in the software backup provided December 2, 2021, for the months of July through September 30, 2021.

Cause: The Authority was missing an appropriate separation of duties regarding the oversight of bank reconciliations during the fiscal year. One individual was responsible for the recording, and reporting of bank transactions.

Recommendation: It is recommended that the board review their policies and procedures to ensure proper controls over the reporting and recording of bank transactions.

Management Response: Management believes the above material weakness was an oversight and will be corrected going forward. Management will review controls to ensure proper controls over the reporting and recording of bank transactions.

**POCATELLO DEVELOPMENT AUTHORITY
SCHEDULE OF PRIOR YEAR FINDINGS AND RESPONSES (PAGE 2 OF 2)
SEPTEMBER 30, 2021**

2021-003 Internal control – Property Tax Revenues

Criteria and Condition: Management is responsible to ensure controls are appropriate to record and report all financial transactions accurately and on a timely basis.

Context: During the audit it was determined that over \$45,000 was deposited erroneously into the City of Pocatello's bank account rather than the Authority's account.

Cause: The Authority's controls did not require those responsible for the recording and reporting of tax revenues to reconcile deposit provided by the counties to the delinquent property taxes.

Recommendation: It is recommended that the board review their policies and procedures to ensure proper controls over the completeness of reporting and recording property tax revenues.

Management Response: Management believes the above material weakness was an oversight and will be corrected going forward. Management will review controls to ensure proper controls over the completeness of reporting and recording property tax revenues.

Action Item 5

Pocatello Development Authority



Board of Commissioners

David Villarreal (Chair)
Scott Turner (Vice-Chair)
Brian Blad (Pocatello Mayor)
Victoria Byrd
Rick Cheatum (Pocatello City Council President)
Greg Gunter
Terrel Tovey (Bannock County Commissioner)
Kirk Lepchenske
Jim Johnston

PDA/City Staff

Brent McLane
(Executive Director)

Thane Sparks
(Treasurer)

Aceline McCulla
(Secretary)

Merril Quayle
(Public Works Engineer)

Profile of the Pocatello Development Authority

The Pocatello Development Authority was created by the City of Pocatello in 1988 by Resolution 1988-13 in accordance with the Urban Renewal Law of 1965 and the Local Economic Development Act. The Authority is an independent public body, corporate, politic and a discrete component of the City of Pocatello.

The purpose of the Pocatello Development Authority is to undertake urban renewal projects in areas designated by the City of Pocatello to be deteriorating and to implement the rehabilitation, conservation, redevelopment or a combination thereof, of such area or areas, in the interest of the public health, safety, morals or welfare of the residents of the City of Pocatello. The Authority is to afford maximum opportunity, consistent with the needs of the City of Pocatello as a whole, to the rehabilitation or redevelopment of the urban renewal areas by private enterprise.

The Board of Commissioners of the Pocatello Development Authority consists of nine members. Membership includes the President of the Pocatello City Council; a member of the Board of Bannock County Commissioners (or designee); the Mayor of the City of Pocatello; one member with financial expertise such as accounting, banking or lending-institution experience; one member from the education community; and four other members from the citizenry at large. Each commissioner serves a four (4) year term and may serve up to two (2) consecutive terms or eight (8) years. Terms are staggered in such a fashion that no more than four expire in any given year.

At the regular meeting in October, the Board elects the Chairman, Vice-Chairman, Secretary, and Treasurer for a term of one year. The Board may also appoint other positions as may be determined necessary. The Chairman of the Board is the chief presiding officer of the Pocatello Development Authority. The Chairman executes all deeds, bonds, contracts and other legal documents authorized by the Board. Some of the Chairman's duties may be delegated by the

HOW DOES THE PDA WORK?

The Pocatello Development Authority (PDA) works with the City of Pocatello, Bannock Development Corporation and the private sector to remedy blighted and/or deteriorating or deteriorated areas in accordance with Idaho State Law. The PDA administers the funding for this process using tax increment financing according to an urban renewal plan approved by the local legislative body.

The City of Pocatello (via the City Council) is responsible for determining which areas of the City qualify under urban renewal law to be categorized as deteriorated or deteriorating and considered as an urban renewal area (URA). These areas typically lack adequate infrastructure, which may include water, sewer, power, roads or access. These improvements are in most cases too costly for a developer (or the City) to fund up-front and in many cases includes property outside of the primary developer's control.

Once an urban renewal area is established, the City recruits businesses or works through other recruiting efforts such as Bannock Development Corporation to attract businesses to these areas. Businesses that are interested in moving are looking for a site that makes business sense and, in some instances, will consider moving if there is financial aid for infrastructure development or other construction costs such

as demolition. This is where the PDA steps in, through the use of tax increment financing (TIF).

Tax increment financing is a mechanism that allows for funding of urban renewal projects according to an adopted urban renewal plan. When the City establishes a TIF district the value of the property in the district is frozen at its current valuation, creating the base value. The property taxes collected on this base value continue to be distributed to the various taxing entities providing services to that property, (e.g., cities, counties, and school districts), but the property taxes paid on the increased valuation goes to the Pocatello Development Authority (property values typically increase due to new development based on added value). The PDA can issue bonded debt, based upon expected valuation increases, or provide reimbursement to provide funding for infrastructure or site development necessary for the business to build in the district. Approximately two years after the business has moved in, property taxes begin to be collected on the increased valuation and allocated to the Authority to pay debt or reimburse costs. If planned projects are completed and all debt is paid prior to the maximum 20 year period the district may be closed "early" and the added valuation is returned to the various taxing districts.

EXECUTIVE SUMMARY

The mission of the Pocatello Redevelopment Agency (PDA) is to strengthen the tax base of the City of Pocatello and Bannock County through the encouragement of growth and development within the Portneuf Valley. To achieve this goal, four urban renewal districts are currently open. Through the financing of public improvements such as water, sewer, streets, and storm drainage facilities, the PDA has contributed the following to the tax base:

Urban Renewal District	Year Created	Year of Termination	Tax Increment Value, 2022
Naval Ordinance District	2006	2030	\$212,341
North Portneuf District	2007	2030	\$98,202
Pocatello Regional Airport District	2010	2033	\$136,799
Northgate District	2019	2039	\$46,064

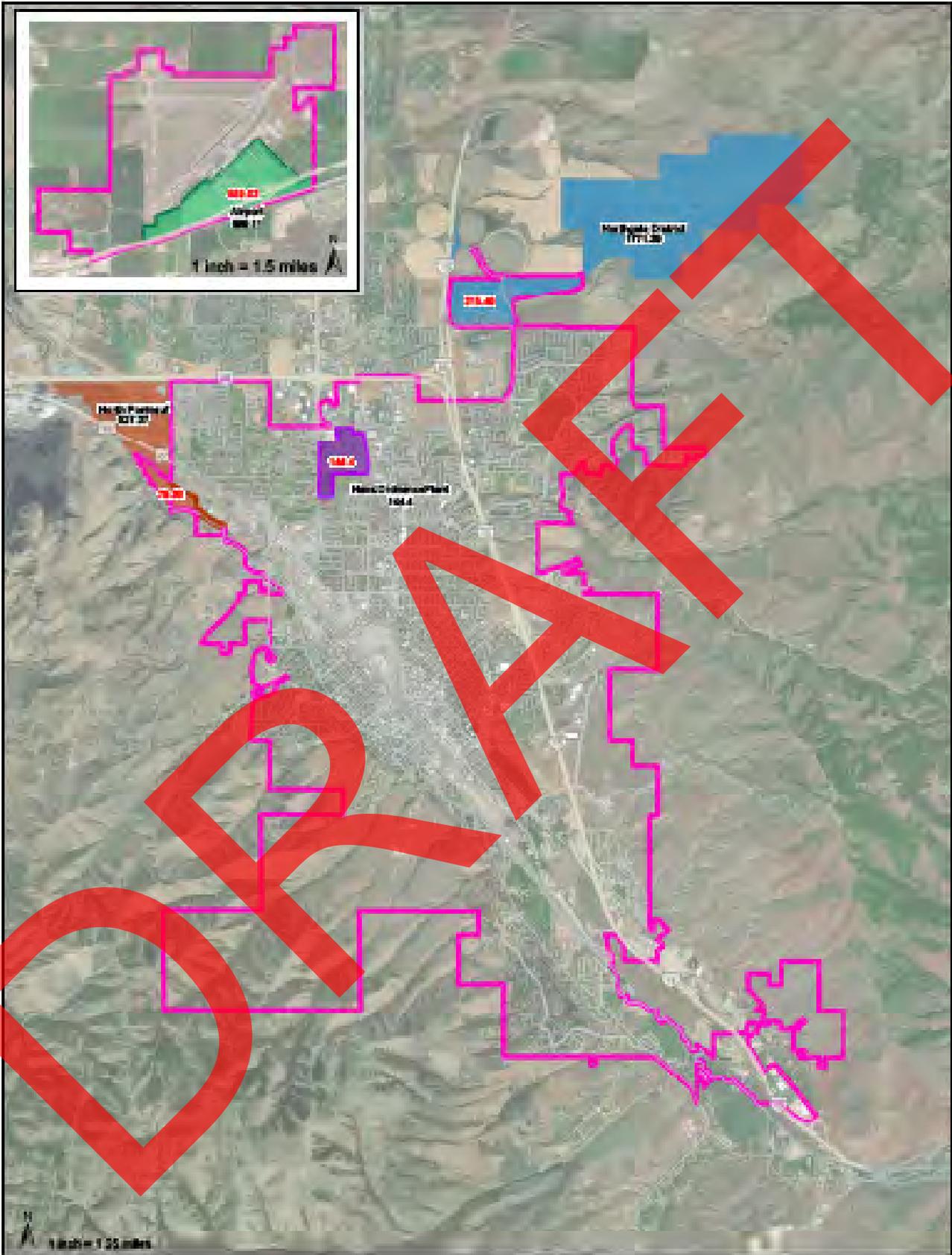
The land area of these four urban renewal districts is approximately 3,032 acres. Of the total land area of the districts about 589 acres are located in Power County and the remaining 2,443 is located in Bannock County. The amount of land that is within a district located within the Pocatello city limits is approximately 1,128 acres, or 5.39% of the City's total land area. The Fiscal Year 2022 tax increment value of all districts was about \$493,405.

In the year 2022, the following progress was made in the PDA's Urban Renewal Districts:

- Initialized working with IRG (Industrial Realty Group), the new owners of the Naval Ordinance Plant property. IRG utilized TIF funds for significant facade improvements including painting, siding repairs, and window replacement. The project also proposes to add a commercial component to the property along Quinn Road, which was rezoned from Industrial to Commercial.
- The Northgate District has seen increased activity in the development of the multi-family portion of the district. There have also been infrastructure investments and investments to private property that includes residential and commercial development. The North Campus of the Portneuf Health Trust has been completed. Last year the PDA began to see increment generated in the Northgate District and may begin to provide reimbursement for investments made in the extensions of Olympus Drive and Northgate Parkway.
- The PDA is looking into the feasibility of providing a rail crossing to connect River Park Way to US Highway 30. This connection would be vital to the growth of industry in the North Portneuf District, as it would provide an alternative truck route over the rail lines. Currently, all freight traffic must traverse Kraft Road to North Main Street. This intersection is identified as one that needs significant improvement due to the unusual configuration of the intersection.



Pocatello TIF Districts



Watershed, Average	Watershed, City Average (1998-2017)	City Limits Average (2018-2021)
Airport (0.00)	Green (0.00)	
North Cultural Plaza (0.00)	Blue (0.00)	
North Parkside (0.00)	Brown (0.00)	
Northgate District (0.00)	Purple (0.00)	

City of Pocatello, Idaho
 City of Pocatello, Idaho
 City of Pocatello, Idaho
 City of Pocatello, Idaho



NAVAL ORDINANCE DISTRICT

Established: 2006
Expires: 2030
2022 Tax Increment: \$212,341
Fund Balance: \$1,026,115
Bonded Debt: None
Non-Bonded Debt: None

Some Companies Currently in the District:

IRG Realty Advisers LLC

SME Steel

Virginia Transformer VTCU
Corp.

Mountainland Supply LLC

Western Industrial Motor and
Machine

McNabb Manufacturing LLC

Novatech PC



Improvements:

Most recently there have been significant improvements to the facades of the buildings in the Naval Ordinance Plant. IRG has invested great energy into rebranding the facility into the Titon Center and is looking forward to future potential opportunities to partner with the PDA. The western portion of the facility was recently rezoned for Commercial use to accommodate the development of a commercially oriented redevelopment of the property and enhance the overall potential of the property.



Employee Statistics:

As of September 2022, the Naval Ordinance Plant URA included 744 employees, an increase of approximately 28.5% from September 2021. These employees have estimated quarterly wages of \$12,538,250. (Source: Idaho Department of Labor)

NORTH PORTNEUF DISTRICT

Established:	2007
Expires:	2030
2022 Tax Increment:	\$98,202
Fund Balance:	\$1,550,206
Bonded Debt:	None
Non-Bonded Debt:	None

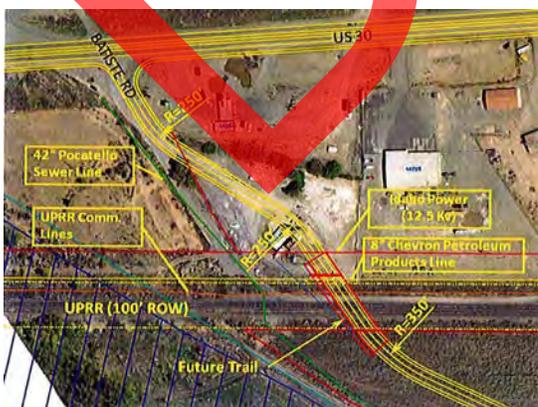
Some Companies Currently in the District:

The Rustic Rose LLC
Idaho Rock and Sand LLC
Hot Rod Construction
Jerry Van Sickle



Improvements:

The PDA is looking into the feasibility of providing a rail crossing to connect River Park Way to US Highway 30. This connection would be a vital to the growth of industry in the North Portneuf District as it would provide an alternative truck route over the rail lines. Currently, all freight traffic must traverse Kraft Road to North Main Street. This intersection is identified as one that needs significant improvement due to the unusual configuration of the intersection.



Employee Statistics:

As of September 2022, the North Portneuf URA included 236 employees, a decrease of approximately 0.4% from September 2021. These employees have estimated quarterly wages of \$4,228,587. Approximately 44.1% of the employment in the district consisted of construction jobs and 21.6% consisted of transportation and warehousing jobs. (Source: Idaho Department of Labor)

POCATELLO REGIONAL AIRPORT DISTRICT

Established:	2010
Expires:	2033
2022 Tax Increment:	\$136,799
Fund Balance:	(\$14,616)
Bonded Debt:	None
Non-Bonded Debt:	None

Some Companies Currently in the District:

McNabb Trucking
Peterson Inc.
Driscoll Tophany
Kase Warbonnett Inc.
Larson & Associates Inc.



Improvements:

There are **two different** Master Plans being developed for the Pocatello Regional Airport. One that is being initiated **by the airport and relates to** the airport facility itself. The other plan has been initiated by Bannock Development Corporation and **encompasses** the property around the airport that is owned by the City of Pocatello. This plan **incorporates** property located within the Airport District, and will help to direct the **future** growth and development of this area. Additionally, the PDA is woking with the City of Pocatello to **establish** a right-of-way plat for a road network to provide clarity for future investors of what land is available for development. While the PDA is not financially invested in either of these plans, it does recognise their importance **in the success** of the district and the Executive Director is directly involved in the planning process.



Employee Statistics:

As of September 2022, the Pocatello Airport URA includes 173 employees, a decrease of approximately 13.1% from September 2021. These employees have estimated quarterly wages of \$2,162,044. (Source: Idaho Department of Labor)

NORTHGATE DISTRICT

Established: 2019
Expires: 2039
2022 Tax Increment: \$46,064
Present Fund Balance: \$49,275
Bonded Debt: None
Non-Bonded Debt: None

Some Projects Currently in the District:

Kartchner Homes Multi-Family Development

The Crossings Division 1 consisting of 97 lots.

The Crossings Division 2 consisting of 15 lots.

Portneuf Health Trust



Improvements:

The new Northgate Parkway I-15 interchange was opened in December 2019. This project was made possible through a public-private partnership to which the PDA contributed approximately \$2,000,000. With the completion of many of the Kartchner Homes Northgate Apartment development and the North Campus of the Portneuf Health Trust, Fiscal Year 2022 was the first year the PDA was able to receive any significant tax increment. The PDA anticipates being able to provide reimbursements related to the initial improvements in the next fiscal year.



Employee Statistics:

As of September 2022, the Northgate District URA includes 2 employees, an increase from 0 in September 2021. These employees have estimated quarterly wages of \$25,429. This number is less now with the completion of recent developments that were not included in the current counts.

Action Item 7

REQUEST FOR PROPOSALS
Professional Consultant Services
For Eligibility and Economic Feasibility Study

The Urban Renewal Agency of the City of Pocatello, Idaho, also known as Pocatello Development Authority (“Agency”), is requesting proposals from qualified consultants to conduct an eligibility study and prepare an eligibility report to determine whether one, or more, proposed geographic areas are eligible to be included in an urban renewal revenue allocation area pursuant to the Idaho Urban Renewal Law of 1965, Chapter 20, Title 50, Idaho Code, as amended, and the Local Economic Development Act, Chapter 29, Title 50, Idaho Code, as amended. At the option of the Agency, the engagement may be extended for additional consultant services required as part of the urban renewal revenue allocation planning process, including, but not limited to, preparation of the economic feasibility study required for such planning efforts.

SCOPE OF WORK

Eligibility Study

Agency has a need for a consultant to conduct an eligibility study and prepare an eligibility report related to one or more geographic areas as outlined on the attached Exhibit A. The work will include reviewing the site conditions of the area by onsite investigation; evaluating the conditions against the statutory criteria for eligibility; preparing a written report setting forth the specific findings. The following services are anticipated in the agreement with the Agency. The descriptions are illustrative in nature and not exhaustive. The actual scope of services will be negotiated after the selection process has been completed.

- Work with Agency Board and staff to review the proposed study area boundary or boundaries, and refine the boundaries as necessary to support Agency goals;
- Onsite review of the proposed study areas to become familiar with the existing site conditions;
- Procure parcel data, including the current assessed values;
- Work cooperatively with other public entities including City of Pocatello Public Works, Bannock County Assessor’s Office, as well as property owners;
- Work cooperatively with Agency legal counsel;
- Work with Agency staff to develop a project schedule;
- Prepare a written eligibility report;
- Attend and present at Agency and Pocatello City Council meetings, as needed

Economic Feasibility Study

To the extent a geographic area is deemed eligible for urban renewal planning purposes, Agency has a need for a consultant to conduct an economic feasibility study and prepare an economic feasibility study report related to one or more geographic areas as determined to be eligible. The work will include reviewing parcel data; projecting new development within the area over a defined period of time not to exceed twenty (20) years as set forth by Idaho Code; projecting potential cash flow; and working with City and Agency staff to determine a proposed public improvement list and cost estimate for the improvements; and preparing a written report setting forth the specific findings. The following services are anticipated in the agreement with the Agency. The descriptions are illustrative in nature and not exhaustive. The actual scope of services will be negotiated after the selection process has been completed.

- Work with Agency Board and staff to review projected development to occur within the proposed project area, and refine the projects as necessary based on existing and projected market conditions and City planning and development documents and goals;
- Review and identify the overlapping taxing districts and determine projected levy rates;
- Review and provide input on public infrastructure needs and potential projects within the project area and work with City staff and others on cost estimates;
- Onsite review of the proposed project area or areas to become familiar with the area and infrastructure needs;
- Work cooperatively with other public entities including City of Pocatello Public Works, Bannock County Assessor's Office, as well as property owners;
- Work cooperatively with Agency legal counsel;
- Work with Agency staff to develop a project schedule;
- Prepare a written economic feasibility study report;
- Attend and present at Agency and Pocatello City Council meetings, as needed

GENERAL

The selection process is proposal and qualifications based, and rates and other compensation will be negotiated. The specific project schedule and deliverables will be determined following selection; however, it is anticipated the eligibility study will be completed on or before May 1, 2023, and the economic feasibility study will be completed on or before August 1, 2023.

SUBMISSION REQUIREMENTS

RFP response submissions must be received at the address below by 3:00 p.m. MDT, _____, 2022. Only one (1) original submission is required.

Pocatello Development Authority
 Attn: Brent McLane, Executive Director
 911 North 7th Avenue
 Pocatello, Idaho 83201

To be considered, each RFP response must include the following minimum information:

1. Cover letter; including name, address, telephone, and e-mail contact
2. Resume
3. List of relevant experience
4. Proposed methodology for accomplishing the Scope of Services described in the RFP above
5. Cost for services

6. RFP Waiver and Release

7. References

Agency may, at its own discretion, accept such submissions as it deems to be in the best public interest and in furtherance of the purposes of Idaho Law, or it may proceed with further selection processes, or it may reject any and all submissions. Agency reserves the right to, in its discretion, waive any immaterial defects in any submissions, reissue the request for statements of qualifications, and invite additional respondents to submit proposals. Agency reserves the right to reject any submissions based on real or apparent conflict of interest, to reject any submission containing inaccurate or misleading information, and to request additional data and information from any and all respondents.

PUBLIC RECORDS

Agency is a public agency. All documents in its possession are public records subject to inspection and copying under the Idaho Public Records Act, Chapter 1, Title 74, Idaho Code. If any Proposer claims any part of a proposal is exempt from disclosure under the Idaho Public Records Act, the Proposer must: 1.) Indicate by marking the pertinent document “CONFIDENTIAL”; and 2.) Include the specific basis for the position that it be treated as exempt from disclosure. Marking the entire proposal as “Confidential” is not in accordance with Idaho Public Records Act and will not be honored. Agency, to the extent allowed by law and in accordance with these Instructions, will honor a nondisclosure designation. By claiming materials to be exempt from disclosure under the Idaho Public Records Act, Proposer expressly agrees to defend, indemnify, and hold Agency harmless from any claim or suit arising from Agency’s refusal to disclose such materials pursuant to the Proposer’s designation. Any questions regarding the applicability of the Public Records Act should be addressed to your own legal counsel prior to submission.

SELECTION CRITERIA

Selection will be based on the submitted proposals. Final selection is made by the Agency’s Board of Commissioners, which has the right to waive or alter submission requirements or to reject any or all submissions.

The issuance of the RFP and the receipt and evaluation of submissions do not obligate Agency to award a contract. Agency will not pay costs incurred in responding to this RFP. Agency may in its discretion cancel this process at any time prior to the execution of a contract without liability.

Proposals will be evaluated according to completeness, content, experience with similar projects, and cost. Award of a contract to one party responding to this RFP does not mean the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed to be most advantageous to the Agency.

QUESTIONS

Direct any questions to: Brent McLane at (208) 234-6583 or bmclane@pocatello.us.

RESPONSE

By submitting this proposal, the potential parties responding to this RFP certify the following:

1. This proposal is signed by the individual submitting the RFP.
2. The party responding to this RFP has read and understands the terms, conditions, and specifications set forth in this RFP.
3. Any exceptions to the terms, conditions, and/or specifications are specified in the proposal submitted by the parties responding to this RFP.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, if their proposal is accepted within 30 days from the date of the opening, to negotiate a contract to furnish the subject services as outlined in this request.

BUSINESS NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

LEGAL NOTICE

REQUEST FOR PROPOSALS

Professional Consultant Services

The Urban Renewal Agency of the City of Pocatello, Idaho, also known as Pocatello Development Authority, a public body corporate and politic (“Agency”) invites individuals and entities to submit proposals for a qualified consultant to conduct an eligibility study and prepare an eligibility report to determine whether a proposed geographic area is eligible to be included in an urban renewal/revenue allocation area pursuant to the Idaho Urban Renewal Law of 1965, Chapter 20, Title 50, Idaho Code, as amended, and the Local Economic Development Act, Chapter 29, Title 50, Idaho Code, as amended. At the option of the Agency, the engagement may be extended for additional consultant services required as part of the urban renewal/revenue allocation planning process.

The individual or entity would negotiate with Agency for a services agreement.

Interested individuals and entities are invited to obtain submission instructions by contacting Brent McLane at bmclane@pocatello.us. Submission instructions are also available at the Agency offices located at 911 North 7th Avenue, Pocatello, Idaho 83201. Submissions will be accepted until 3:00 p.m. MDT, _____, 2022. Late or incomplete submissions will not be accepted.

The consultant services contract will be awarded to the individual or agency who, in the sole opinion of Agency, is best qualified to perform the work. The right is reserved to reject any or all submissions not conforming to the intent and purpose of the “Request for Proposals” whenever such action appears to be in the best interests of Agency.

Publish _____, 2022.

EXHIBIT A – MAP OF GEOGRAPHIC AREAS FOR REVIEW

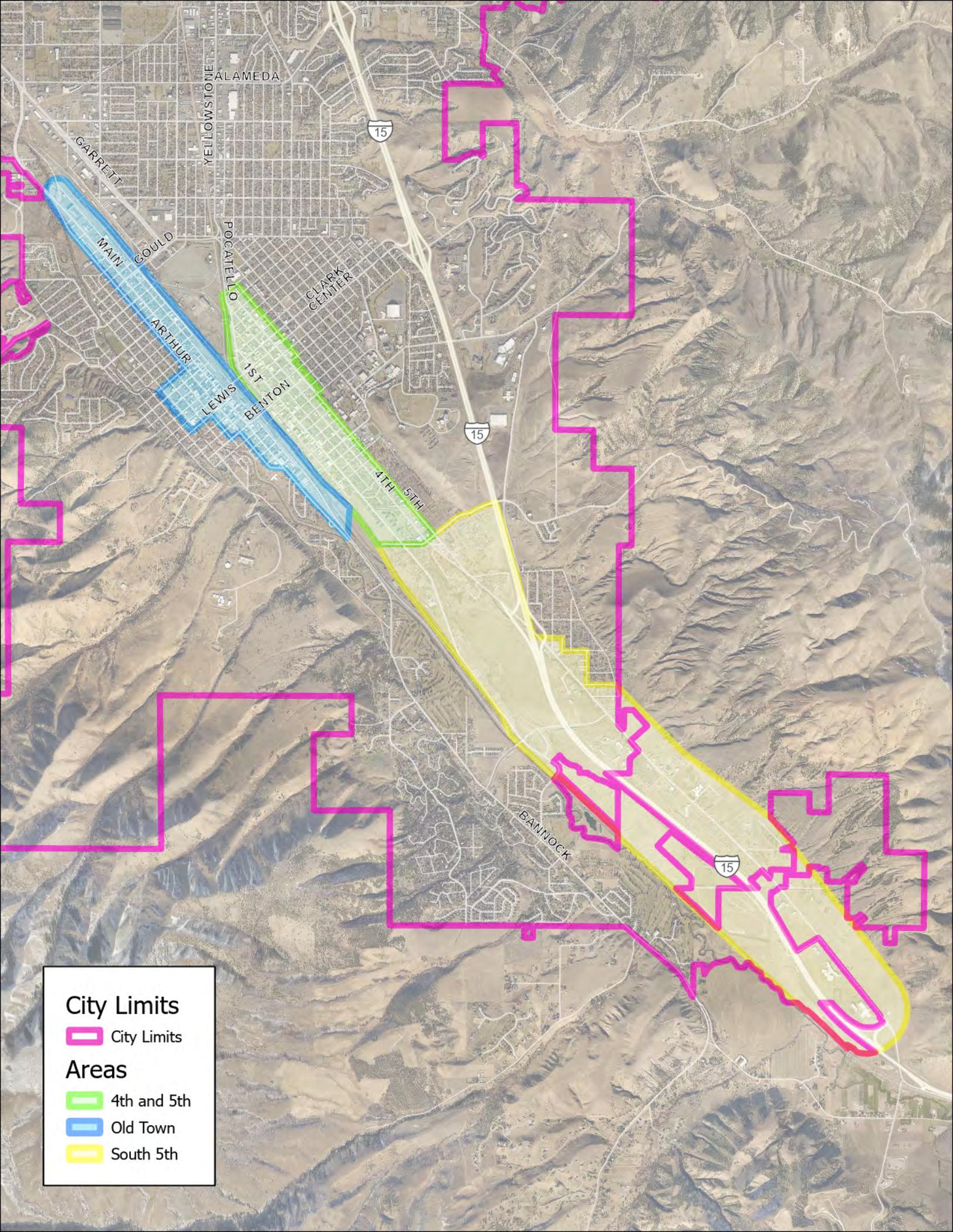
EXHIBIT B-REQUIRED WAIVER & RELEASE (REQUIRED FOR SUBMISSION)

The undersigned has read this waiver and release and fully accepts the Agency’s discretion and non-liability as stipulated herein, and expressly for, but not limited to, Agency’s decision to proceed with a qualification based selection process in response to the Request for Proposals (RFP) to select a company to supply consultant services to Agency for the project.

- A. Discretion of Agency: The Proposer submitting a response to this RFP agrees that Agency has the right to, unless contrary to applicable state law:
 - a. Modify or suspend any and all aspects of the process seeking proposals and making any decisions concerning the consultant services RFP;
 - b. Obtain further information from any person, entity, or group regarding the Proposer, and to ascertain the depth of Proposer’s capability and experience for supplying consultant services and in any and all other respects to meet with and consult with any Proposer or any other person, entity, or group;
 - c. Waive any formalities or defects as to form, procedure, or content with respect to Agency’s RFP to select a consultant and any response by any Proposer thereto;
 - d. Accept or reject any sealed proposal received in response to the RFP, including any sealed proposal submitted by the undersigned; or select any one proposal over another in accordance with the selection criteria; and
 - e. Accept or reject all or any part of any materials or statements, including, but not limited to, the nature and type of proposal.

- B. Non-Liability of Agency:
 - a. The undersigned agrees that Agency shall have no liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decision made at the discretion of Agency as identified above.
 - b. The undersigned, including all team members, have carefully and thoroughly reviewed the RFP and has found it to be complete and free from ambiguities and sufficient for their intended purpose.

Proposer’s Signature: _____
Print Name: _____
Print Title: _____
Name of Firm: _____
Date: _____



City Limits

 City Limits

Areas

 4th and 5th

 Old Town

 South 5th

ALAMEDA
YELLOWSTONE

15

GARRETT
GOULD

MAIN

POCATELLO

CLARK
CENTER

ARTHUR

LEWIS

1ST
BENTON

4TH
5TH

15

BANNOCK

15