



AGENDA
Regular Meeting of the City of Twin Falls
Urban Renewal Agency Board
305 3rd Avenue East, Twin Falls, Idaho
City Council Chambers
Monday, January 11, 2016 at 12:00 pm.

URBAN RENEWAL AGENCY BOARD MEMBERS:

Dan Brizee Chairman	Dexter Ball Vice-Chairman	Neil Christensen Secretary	Perri Gardner	Bob Richards	Gary Garnand	Brad Wills
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1. Call meeting to order.
2. Consent Agenda:
 - a. Review and approval of minutes from the December 14, 2015 regular meeting.
 - b. Review and approval of the January 2016 financial report.
3. Main Avenue Project update – Mandi Roberts.
4. Discussion on the City's Economic Development Director and the Twin Falls Urban Renewal Executive Director role and position – Travis Rothweiler (see staff report).
5. Public input and/or items from the Urban Renewal Agency Board or staff.
6. Adjournment:
 - a. Executive Session 74-206(1)(a) to consider hiring a public officer, employee, staff member or individual agent, whose qualities are to be evaluated in order to fill a particular vacancy or need, not to fill a vacancy in an elective office or deliberate staffing needs in general.
 - b. Executive Session 74-206(1)(c) to acquire an interest in deliberating labor negotiations or acquisitions of interests in real property not owned by a public agency.
7. Adjourn. Next regular meeting: **Monday, February 8, 2016 @ 12:00 pm.**

**Any person(s) needing special accommodations to participate in the above noticed meeting should contact Lorrie Bauer at (208) 735-7313 at least two days before the meeting. Si desea esta información en español, llame Leila Sanchez al (208)735-7287.*



MEETING MINUTES

December 14, 2015

The Urban Renewal Agency held its regular monthly meeting at 12:00 p.m. this date in the Twin Falls City Council Chambers located at 305 3rd Avenue East, Twin Falls.

Present:

Dan Brizee	URA Chairman
Dexter Ball	URA Vice Chairman
Neil Christensen	URA Secretary
Perri Gardner	URA Member
Bob Richards	URA Member
Gary Garnand	URA Member
Brad Wills	URA Member

Also present:

Melinda Anderson	Urban Renewal Executive Director
Jesse Schuerman	Urban Renewal Engineer
Mitch Humble	Deputy City Manager
Brent Hyatt	City Assistant Finance Officer
Greg Lanting	City Council Liaison to URA
Leon Mills	Twin Falls County Commissioner Liaison
Renee Carraway Johnson	City Zoning & Development Manager
Josh Palmer	City Public Information Officer
Travis Rothweiler	City Manager
Lorrie Bauer	City Administrative Assistant
Jackie Fields	City Engineer
Chris Talkington	City Council Member
Don Hall	Mayor
Mandi Roberts	Otak, Inc.
Gary Haderlie	JUB Engineers

Agenda Item 1 – Call meeting to order.

Chairman Brizee called the meeting to order at 12:03 p.m.

Agenda Item 2 – Consent Agenda: a) Review and approval of minutes from the November 9, 2015 regular meeting and the November 30, 2015 special meeting and b) Review and approval of December 2015 financial report.

Gary Garnand moved to accept the consent agenda as submitted and Perri Gardner seconded the motion. A roll call vote showed that all board members present voted in favor of the motion.

Agenda Item 3 – Main Avenue Project Update – Mandi Roberts.

Mandi Roberts reported that everything is moving ahead on schedule; planning to bid Phase 1A by mid-February and Phase 1B by mid-May. Currently, they are working on the comments and details from the 60% review of Phase 1A then will work towards the 90% design level.

Using projections, Mandi showed they added two light poles to the design of each block so there would be a continuous level of light. She added the Project Advisory Committee (PAC) is interested in having more accent/festive lighting, or at least an opportunity for private sector provided light strings to be able to use outlets at the base of trees. Due to the concern of providing the electrical boxes, maintenance, etc., there will be more communication with staff. For festival street lighting, it is planned to have electric available at the base of trees. She confirmed there is communication regarding having outlets in the light poles, one at the base and one towards the top.

Mandi then shared design details for the downtown commons area using projections. The perspective view picture showed a stream feature using textured colored concrete to make it look like a “stream” that wraps around the spray-play area and ends at City Hall. An idea to accompany the stream feature was a historical journey thru plaza using a timeline of Twin Falls. Next, the plan view shows diagonally scored concrete running true North-South all the way through the festival street areas and intersection corners. The spray-play area could have a compass design, using colored concrete and unit pavers, showing directions with the spray jets at the direction points of the compass, with a taller jet in the middle.

The blank wall on westerly side of the plaza is structurally tied to building adjacent to it. Through the demolition process we’ll learn more about the aesthetics of what will be left to work with. Mandi stated the community likes the idea of a mural. Other ideas are to project images that can be changed and have sound.

Other updates include the idea to have rock-like slabs along the stream feature as well as landscape strips/area, and low board-formed walls to provide low seating areas. A staircase with three six inch steps are being considered to add some grade to the large area, provide separation between public and musician space, and help elevate the performance area which sets the plaza area down a little, but improves views. The area will also be ADA accessible so it will be a very gradual grade.

Mandi added that legacy tree(s) have been suggested for the plaza area due to their large size which would provide shade over a period of time. Smaller trees will be added as well.

The restroom building will consist of a women’s room and a men’s room on the adjacent side, both consisting of three stalls and two sinks, as well as an enclosed space in the middle for storage of pumping equipment, electrical controls, and other items needed at the plaza. A board member suggested, for security reasons, the women’s restroom door should face Hansen Street. Mandi stated Otak will be working with Hummel on the design of the building and blend materials of this building to those used for City Hall. A simple shed roof at the top with windows to let natural light into the rooms.

She ended the update by suggesting pavers be incorporated into the plaza design along the street. The pavers can be replaced over time to include personalized/donor pavers. She handed the board members a sample of the clay pavers and explained they are high quality and expensive, but very lasting. They are made in Nebraska and are in high demand. Other choices are available, but she stressed the high quality of the suggested pavers and included they are smooth, flat, and easy to maintain.

Members of the Board verbalized their thoughts of excitement in seeing their goal of building a nice foundation for the citizens of the community beautifully planned.

Agenda Item 4 – Consideration of a request to approve TFURA’s Schedule of Regular Meetings for 2016 – Melinda Anderson.

Melinda presented the 2016 meeting schedule. Bob Richards moved to accept the schedule as printed. Gary Garnand seconded the motion. Roll call vote showed that all board members voted in favor of the motion.

Agenda Item 5 - Public input and/or items from the Urban Renewal Agency Board or staff.

Due to Melinda Anderson leaving her position, City Manager, Travis Rothweiler, shared that during the interim he will, with assistance from members of the City’s team, carry out the Urban Renewal Executive Director’s role and responsibilities. He stated that during the January meeting, he’d like to have a workshop conversation with the Board, possibly including the City Council, to evaluate and define the role of the next Urban Renewal Director. He asked the members to be thinking about the existing role and what is needed to fill the position. One possibility could be to split the position and hire two people, one for Economic Development, and one for Urban Renewal. Travis shared he believes it is imperative that the district has a construction manager on the team, on site, overseeing the day to day work of the Main Ave. project, and stated to the Board they should consider hiring that position as the City does not have anyone in that role.

Mayor Hall, Chairman Brizee, Travis Rothweiler, and Greg Lanting presented Melinda Anderson with a plaque of appreciation for her dedicated service to the City of Twin Falls and the Urban Renewal Agency.

The meeting adjourned at 12:51 p.m.

Next regular meeting: **Monday, January 11, 2015 @ 12:00 pm**

Respectfully submitted,

Lorrie Bauer
Administrative Assistant

Urban Renewal Agency of the City of Twin Falls, ID
P&L Over (Under) Budget - YTD

October through December 2015

	Oct - Dec 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Wash. Fed. LOC	0.00	2,500,000.00	-2,500,000.00	0.0%
Line of Credit Adv. - Clif Bar	6,849,149.52	15,000,000.00	-8,150,850.48	45.7%
Investment Income	3,717.93	8,780.00	-5,062.07	42.3%
Property Taxes	29,047.91	7,471,290.00	-7,442,242.09	0.4%
Rental Income	109,029.48	433,726.00	-324,696.52	25.1%
Total Income	6,990,944.84	25,413,796.00	-18,422,851.16	27.5%
Gross Profit	6,990,944.84	25,413,796.00	-18,422,851.16	27.5%
Expense				
RAA 4-1				
Main Ave.	229,123.49			
Rogerson Building	630.45			
Downtown Development	7,845.82			
RAA 4-1 - Other	0.00	6,964,993.00	-6,964,993.00	0.0%
Total RAA 4-1	237,599.76	6,964,993.00	-6,727,393.24	3.4%
RAA 4-3 (Chobani)				
Debt Pay. (Chobani) Interest	0.00	1,372,570.00	-1,372,570.00	0.0%
Debt Pay. (Chobani) Principal	0.00	1,180,000.00	-1,180,000.00	0.0%
RAA 4-3 (Chobani) - Other	115,426.98	9,076,000.00	-8,960,573.02	1.3%
Total RAA 4-3 (Chobani)	115,426.98	11,628,570.00	-11,513,143.02	1.0%
RAA 4-4 (Clif Bar)	2,824,870.13	15,056,477.00	-12,231,606.87	18.8%
Bond Trustee Fees	0.00	3,000.00	-3,000.00	0.0%
Community Relations & Website	0.00	1,700.00	-1,700.00	0.0%
Debt Payments - Interest	0.00	118,880.00	-118,880.00	0.0%
Debt Payments - Principal	0.00	1,005,000.00	-1,005,000.00	0.0%
Dues and Subscriptions	750.00	2,650.00	-1,900.00	28.3%
Insurance Expense	0.00	5,800.00	-5,800.00	0.0%
Legal Expense	0.00	1,000.00	-1,000.00	0.0%
Management Fee	0.00	229,000.00	-229,000.00	0.0%
Meeting Expense	437.52	4,000.00	-3,562.48	10.9%
Miscellaneous	10,000.00	10,500.00	-500.00	95.2%
Office Expense	322.00	500.00	-178.00	64.4%
Prof. Dev.\Training	0.00	2,800.00	-2,800.00	0.0%
Property Tax Expense	10,272.08	37,000.00	-26,727.92	27.8%
Real Estate Exp. - Call Center	6,723.62	133,400.00	-126,676.38	5.0%
Real Estate Exp. - Other	786.28	7,200.00	-6,413.72	10.9%
Real Estate Lease	0.00	72,000.00	-72,000.00	0.0%
Total Expense	3,207,188.37	35,284,470.00	-32,077,281.63	9.1%
Net Ordinary Income	3,783,756.47	-9,870,674.00	13,654,430.47	-38.3%
Other Income/Expense				
Other Income				
Cash Carryover	0.00	10,123,000.00	-10,123,000.00	0.0%
Transfers In	0.00	305,927.00	-305,927.00	0.0%
Transfers Out	0.00	-305,927.00	305,927.00	0.0%
Total Other Income	0.00	10,123,000.00	-10,123,000.00	0.0%
Net Other Income	0.00	10,123,000.00	-10,123,000.00	0.0%
Net Income	3,783,756.47	252,326.00	3,531,430.47	1,499.6%

Twin Falls Urban Renewal January Check List - 2016						
Check #	Date	Paid Amount	Name	Account	Fund	Memo
3168	12/11/2015	650.00	Igloo Development Co., LLC	RAA 4-4 (Clif Bar)	Rev Alloc 4-4	AC #126 Hankins Rd Construction
3169	12/11/2015	1,350.00	EHM Engineers, Inc.	RAA 4-4 (Clif Bar)	Rev Alloc 4-4	AC #127 Hankins Road Design / #431-14B
3170	12/11/2015	7,329.10	Keller Associates	RAA 4-4 (Clif Bar)	Rev Alloc 4-4	AC #128 Wastewater Facility / #15
3171	12/21/2015	262.50	Skinner Fawcett	RAA 4-4 (Clif Bar)	Rev Alloc 4-4	AC #129 Bond Counsel / Inv. #36471
3172	Void					
3173	12/28/2015	780,175.12	Contractors Northwest, Inc.	RAA 4-4 (Clif Bar)	Rev Alloc 4-4	AC #130 Wastewater Treatment Facility / CAP #8
3174	12/28/2015	768,290.66	Stock Construction Services, Inc.	RAA 4-4 (Clif Bar)	Rev Alloc 4-4	AC #131 Construction Mgmt / Inv. #2850-08
3175	12/31/2015	115,426.98	City of Twin Falls	RAA 4-3 (Chobani)	Rev Alloc 4-3	Request from excess property taxes #3
3176	01/04/2016		Replacement check for #3127 written on 11/3/2015			
3177	01/05/2016	253.56	ACCO Engineered Systems	Real Estate Exp. - Call Center	Rental Fund	HVAC Repair - Cox Unit / #1565516
3177	01/05/2016	78.50	ACCO Engineered Systems	Real Estate Exp. - Call Center	Rental Fund	AC in Server Room / #1570977
3177	01/05/2016	346.47	ACCO Engineered Systems	Real Estate Exp. - Call Center	Rental Fund	RTU #9 Repair / #1577085
3178	01/05/2016	239.00	Catering by Karen	Meeting Expense	General	12-14-2015 Meeting Lunch / #2581
3179	01/05/2016	15,750.00	Delta Fire Systems, Inc.	Rogerson Building	Rev Alloc 4-1	Relocation of Fire Sprinkler Line / #81797
3179	01/05/2016	5,900.00	Delta Fire Systems, Inc.	Rogerson Building	Rev Alloc 4-1	Furnish & Install Fire Alarm System / #81823
3180	01/05/2016	730.00	EHM Engineers, Inc.	Rogerson Building	Rev Alloc 4-1	Building Demolition Analysis / #001-15
3181	01/05/2016	11.63	Idaho Power	Real Estate Exp. - Other	Rev Alloc 4-1	Power - 122 4th Ave S (Park)
3181	01/05/2016	249.05	Idaho Power	Real Estate Exp. - Call Center	Rental Fund	Power - 851 Poleline
3182	01/05/2016	264.00	J & L Sweeping Service, Inc.	Real Estate Exp. - Call Center	Rental Fund	Property Maintenance - Dec. / #25622
3183	01/05/2016	6,297.85	JUB Engineers, Inc.	Main Ave.	Rev Alloc 4-1	2015 Main Ave Utility Project #98012
3184	01/05/2016	450.00	K & G Property Management	Real Estate Exp. - Call Center	Rental Fund	Property Management - Dec. / #3561
3185	01/05/2016	61.00	Kimberly Nurseries	Real Estate Exp. - Other	Rev Alloc 4-1	Snow Removal on 12/15- Idaho St & 3rd / #138925
3185	01/05/2016	315.00	Kimberly Nurseries	Real Estate Exp. - Other	Rev Alloc 4-1	Snow Removal on 12/30- Idaho St & 3rd / #139092
3185	01/05/2016	722.50	Kimberly Nurseries	Real Estate Exp. - Call Center	Rental Fund	Snow Removal on 12/18- C3 / #138946
3185	01/05/2016	722.50	Kimberly Nurseries	Real Estate Exp. - Call Center	Rental Fund	Snow Removal on 12/24- C3 / #139024
3185	01/05/2016	361.25	Kimberly Nurseries	Real Estate Exp. - Call Center	Rental Fund	Snow Removal on 12/30- C3 / #139070
3186	01/05/2016	72,000.00	Manaus LLC	Real Estate Lease	Rental Fund	Parking Lot Lease
3186	01/05/2016	15,871.20	Manaus LLC	Property Taxes	Rental Fund	Property Tax for parcel #RPT034700500EOA
3187	01/05/2016	18.00	Mason's Trophies & Gifts	Miscellaneous	General	Plaque for M. Anderson
3188	01/05/2016	55,191.52	Otak	Main Ave.	Rev Alloc 4-1	Main Ave. Streetscape & DT Common Imprv. / #121500416

Urban Renewal Agency of the City of Twin Falls, ID

Profit & Loss Detail

December 2015

Type	Date	Num	Name	Memo	Amount	Balance
Ordinary Income/Expense						
Income						
Line of Credit Adv. - Clif Bar						
Deposit	12/04/2015		Clif Bar & Co.	Advance on the LOC	352,455.11	352,455.11
Deposit	12/11/2015		Clif Bar & Co.	Advance on LOC	9,329.10	361,784.21
Deposit	12/18/2015		Clif Bar & Co.	Advance on the LOC	262.50	362,046.71
Deposit	12/24/2015		Clif Bar & Co.	Advance against the LOC	1,548,775.96	1,910,822.67
Total Line of Credit Adv. - Clif Bar					1,910,822.67	1,910,822.67
Investment Income						
General...	12/01/2015	AJE #159		Interest Earned on Account	80.10	80.10
Deposit	12/01/2015			Interest	58.41	138.51
Deposit	12/01/2015			Interest	43.88	182.39
Deposit	12/01/2015			Interest	18.18	200.57
Deposit	12/31/2015			Interest	1,002.61	1,203.18
Total Investment Income					1,203.18	1,203.18
Property Taxes						
Deposit	12/21/2015	16-0241...	Twin Falls County ...	Property taxes 1-0001	26,146.16	26,146.16
Deposit	12/21/2015	16-0241...	Twin Falls County ...	Property Taxes 1-0007	205.99	26,352.15
Total Property Taxes					26,352.15	26,352.15
Rental Income						
Deposit	12/03/2015		US Treasury	VA Rent	1,333.33	1,333.33
Deposit	12/21/2015	20097	C3	Dec rent	35,455.71	36,789.04
Total Rental Income					36,789.04	36,789.04
Total Income					1,975,167.04	1,975,167.04
Gross Profit					1,975,167.04	1,975,167.04
Expense						
RAA 4-1						
Main Ave.						
Check	12/10/2015	3159	J U B Engineers	2015 Main Av Utility Project / #97359	34,203.52	34,203.52
Check	12/10/2015	3164	Otak	Main Av Prelim Design Addt. Serv / #91500408	4,992.00	39,195.52
Check	12/10/2015	3164	Otak	Main Av Streetscape & DT commons - Nov / #11150...	114,498.76	153,694.28
Check	12/10/2015	3164	Otak	Main Av Streetscape & DT Commons - Oct / #10150...	75,397.23	229,091.51
Total Main Ave.					229,091.51	229,091.51
Rogerson Building						
Check	12/10/2015	3153	City of Twin Falls	Water, Sewer Sanitation Oct & Final bill	76.19	76.19
Check	12/10/2015	3157	Idaho Power	Power - 149 Main Ave E	162.64	238.83
Check	12/10/2015	3157	Idaho Power	Power - 153 Main Ave E	27.56	266.39
Check	12/10/2015	3157	Idaho Power	Power - 155 Main Ave E	36.00	302.39
Check	12/10/2015	3157	Idaho Power	Power - 157 Main Ave E	27.56	329.95
Check	12/10/2015	3157	Idaho Power	Power - 159 Main Ave E	61.33	391.28
Check	12/10/2015	3157	Idaho Power	Power - 161 Main Ave E	22.26	413.54
Total Rogerson Building					413.54	413.54
Total RAA 4-1					229,505.05	229,505.05
RAA 4-3 (Chobani)						
Check	12/28/2015	3172	City of Twin Falls	Reimburse City's Share of UASB costs	0.00	0.00
Check	12/31/2015	3175	City of Twin Falls	Request from excess property taxes #3	115,426.98	115,426.98
Total RAA 4-3 (Chobani)					115,426.98	115,426.98
RAA 4-4 (Clif Bar)						
Check	12/04/2015	3147	Knife River	AC #122 3300 E Railroad Crossing / CAP #4	0.00	0.00
Check	12/04/2015	3148	Contractors Northw...	AC #123 Wastewater Facility Construction / CAP #7	645,287.98	645,287.98
Check	12/04/2015	3149	Skinner Fawcett	AC #124 Bond Counsel / Inv. #36280	1,410.00	646,697.98
Check	12/04/2015	3150	JUB Engineers, Inc.	AC #125 Hankins Water Storage Tank / Inv. #97493	2,995.43	649,693.41
Check	12/08/2015	3151	Clif Bar & Co.	AC #122 3300 E Railroad Crossing / CAP #4 (Replac...	35,936.31	685,629.72
Check	12/10/2015	3165	Times News	Notice of Jud. Conf. of Bond	310.18	685,939.90
Check	12/11/2015	3168	Igloo Development ...	AC #126 Hankins Rd Construction	650.00	686,589.90
Check	12/11/2015	3169	EHM Engineers, Inc.	AC #127 Hankins Road Design / #431-14B	1,350.00	687,939.90
Check	12/11/2015	3170	Keller Associates	AC #128 Wastewater Facility / #15	7,329.10	695,269.00
Deposit	12/14/2015	0001528...	Idaho Power Comp...	Refund	-41,308.00	653,961.00
Check	12/21/2015	3171	Skinner Fawcett	Bond Counsel / Inv. #36471	262.50	654,223.50
Check	12/28/2015	3173	Contractors Northw...	AC #130 Wastewater Treatment Facility / CAP #8	780,175.12	1,434,398.62
Check	12/28/2015	3174	Stock Construction...	Construction Mgmt / Inv. #2850-08	768,290.66	2,202,689.28
Total RAA 4-4 (Clif Bar)					2,202,689.28	2,202,689.28

Urban Renewal Agency of the City of Twin Falls, ID

Profit & Loss Detail

December 2015

Type	Date	Num	Name	Memo	Amount	Balance
Meeting Expense						
Check	12/10/2015	3156	Idaho Pizza Comp...	Meeting lunch 11/30/15	58.60	58.60
Total Meeting Expense					58.60	58.60
Office Expense						
General...	12/30/2015	AJE #160		Reverse Bank Service Charge	-1.00	-1.00
Check	12/31/2015			Service Charge	15.00	14.00
Total Office Expense					14.00	14.00
Property Tax Expense						
Check	12/10/2015	3166	Twin Falls County ...	C3 - 1st half 2015 property tax	10,272.08	10,272.08
Total Property Tax Expense					10,272.08	10,272.08
Real Estate Exp. - Call Center						
Check	12/10/2015	3152	ACCO Engineered ...	HVAC - RTU#9 Repair	1,241.50	1,241.50
Check	12/10/2015	3154	City of Twin Falls	C3 landscape water - October	71.65	1,313.15
Check	12/10/2015	3155	Commercial Proper...	Landscape maintenance-November	350.00	1,663.15
Check	12/10/2015	3157	Idaho Power	Power - 851 Poleline	244.40	1,907.55
Check	12/10/2015	3158	J & L Sweeping Se...	Property mntc - Nov	352.00	2,259.55
Check	12/10/2015	3160	K & G Property Ma...	Property mntc - Nov / #3554	450.00	2,709.55
Check	12/10/2015	3161	Kimberly Nurseries	snow removal - C3	1,083.75	3,793.30
Check	12/10/2015	3163	Magic Valley Electric	C3 light pole replacement / #759	7,960.00	11,753.30
Total Real Estate Exp. - Call Center					11,753.30	11,753.30
Real Estate Exp. - Other						
Check	12/10/2015	3157	Idaho Power	Power - 122 4th Ave S (Park)	10.69	10.69
Check	12/10/2015	3161	Kimberly Nurseries	snow removal - Idaho St & 3rd	315.00	325.69
Check	12/10/2015	3162	Landscaping Your ...	D. Bowyer Park Mntc - Sept	450.00	775.69
Total Real Estate Exp. - Other					775.69	775.69
Total Expense					2,570,494.98	2,570,494.98
Net Ordinary Income					-595,327.94	-595,327.94
Net Income					-595,327.94	-595,327.94

Urban Renewal Agency of the City of Twin Falls, ID

Balance Sheet

As of December 31, 2015

	Dec 31, 15
ASSETS	
Current Assets	
Checking/Savings	
Cash	
WF General Checking #6350	2,963,505.39
WF Savings #8992	3,434,374.23
Zions #8616 - Excess Funds	3,427,717.39
Zions #8616B - Payment Acct.	0.71
Zions #8616C - Bond Reserve	2,705,543.67
Wash. Fed. #342-4	398,137.83
Wash. Fed. Bond Reserve	430,179.62
State Investment Pool	455,805.66
Total Cash	13,815,264.50
Total Checking/Savings	13,815,264.50
Other Current Assets	
Due from Other Governments	5,310.00
Property Taxes Receivable	130,569.00
Total Other Current Assets	135,879.00
Total Current Assets	13,951,143.50
Fixed Assets	
Land	1,350,000.00
Building	3,834,412.16
Equipment	475,000.00
Accumulated Depreciation	-732,624.14
Total Fixed Assets	4,926,788.02
TOTAL ASSETS	18,877,931.52
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
Deferred Rev.-Property Tax	130,569.00
Security Deposit	68,157.84
Total Long Term Liabilities	198,726.84
Total Liabilities	198,726.84
Equity	
Fund Balance	
Fund Balance-General Fund	2,018.58
Fund Balance-Revenue Alloc.	7,504,869.49
Fund Balance-Bond Fund	3,574,156.00
Fund Balance-Rental Fund	5,589,569.19
Total Fund Balance	16,670,613.26
Unrestricted Net Assets	-1,775,165.05
Net Income	3,783,756.47
Total Equity	18,679,204.68
TOTAL LIABILITIES & EQUITY	18,877,931.52

Urban Renewal Agency of the City of Twin Falls, ID
Balance Sheet Detail
As of December 31, 2015

Type	Date	Num	Name	Memo	Amount	Balance
ASSETS						19,473,259.46
Current Assets						14,546,471.44
Checking/Savings						14,410,592.44
Cash						14,410,592.44
WF General Checking #6350						519,610.53
Deposit	12/03/2015			Deposit	1,333.33	520,943.86
Check	12/04/2015	3147	Knife River	VOID: AC #122 3300 E Railroad Cros...	0.00	520,943.86
Check	12/04/2015	3148	Contractors Northwest, Inc.	AC #123 Wastewater Facility Constr...	-645,287.98	-124,344.12
Check	12/04/2015	3149	Skinner Fawcett	AC #124 Bond Counsel / Inv. #36280	-1,410.00	-125,754.12
Check	12/04/2015	3150	JUB Engineers, Inc.	AC #125 Hankins Water Storage Tank...	-2,995.43	-128,749.55
Deposit	12/04/2015			Deposit	352,455.11	223,705.56
Check	12/08/2015	3151	Knife River	AC #122 3300 E Railroad Crossing/C...	-35,936.31	187,769.25
Check	12/10/2015	3152	ACCO Engineered Systems		-1,241.50	186,527.75
Check	12/10/2015	3153	City of Twin Falls	Water, Sewer Sanitation Oct & Final bill	-76.19	186,451.56
Check	12/10/2015	3154	City of Twin Falls	C3 landscape water - October	-71.65	186,379.91
Check	12/10/2015	3155	Commercial Property Main...	Landscape maintenance-November	-350.00	186,029.91
Check	12/10/2015	3156	Idaho Pizza Company		-58.60	185,971.31
Check	12/10/2015	3157	Idaho Power	Utilities	-592.44	185,378.87
Check	12/10/2015	3158	J & L Sweeping Service, I...	Property mntc - Nov	-352.00	185,026.87
Check	12/10/2015	3159	J U B Engineers	2015 Main Av Utility Project / #97359	-34,203.52	150,823.35
Check	12/10/2015	3160	K & G Property Managem...	Property mntc - Nov / #3554	-450.00	150,373.35
Check	12/10/2015	3161	Kimberly Nurseries	Snow Removal	-1,398.75	148,974.60
Check	12/10/2015	3162	Landscaping Your Way	D. Bowyer Park Mntc - Sept	-450.00	148,524.60
Check	12/10/2015	3163	Magic Valley Electric	C3 light pole replacement / #759	-7,960.00	140,564.60
Check	12/10/2015	3164	Otak		-194,887.99	-54,323.39
Check	12/10/2015	3165	Times News	Notice of Jud. Conf. of Bond	-310.18	-54,633.57
Check	12/10/2015	3166	Twin Falls County Treasurer	C3 - 1st half 2015 property tax	-10,272.08	-64,905.65
Deposit	12/11/2015			Deposit	9,329.10	-55,576.55
Check	12/11/2015	3168	Igloo Development Co., LLC	AC #126 Hankins Rd Construction	-650.00	-56,226.55
Check	12/11/2015	3169	EHM Engineers, Inc.	AC #127 Hankins Road Design / #431...	-1,350.00	-57,576.55
Check	12/11/2015	3170	Keller Associates	AC #128 Wastewater Facility / #15	-7,329.10	-64,905.65
Transfer	12/14/2015			Funds Transfer	175,000.00	110,094.35
Deposit	12/14/2015			Deposit	41,308.00	151,402.35
Deposit	12/18/2015			Deposit	262.50	151,664.85
Check	12/21/2015	3171	Skinner Fawcett	Bond Counsel / Inv. #36471	-262.50	151,402.35
Deposit	12/21/2015			Deposit	26,352.15	177,754.50
Deposit	12/21/2015			Deposit	35,455.71	213,210.21
Deposit	12/24/2015			Deposit	1,548,775.96	1,761,986.17
Check	12/28/2015	3172	City of Twin Falls	VOID: Reimburse City's Share of UAS...	0.00	1,761,986.17
Transfer	12/28/2015			Funds Transfer	2,750,000.00	4,511,986.17
Check	12/28/2015	3173	Contractors Northwest, Inc.	AC #130 Wastewater Treatment Facili...	-780,175.12	3,731,811.05
Check	12/28/2015	3174	Stock Construction Servic...	Construction Mgmt / Inv. #2850-08	-768,290.66	2,963,520.39
Check	12/31/2015	3175	City of Twin Falls	Request from excess property taxes #3	-115,426.98	2,848,093.41
Transfer	12/31/2015			Funds Transfer	115,426.98	2,963,520.39
Check	12/31/2015			Service Charge	-15.00	2,963,505.39
Total WF General Checking #6350					2,443,894.86	2,963,505.39
WF Bond Escrow #6400						0.00
Total WF Bond Escrow #6400						0.00
WF Revenue Alloc. #5601						0.00
Total WF Revenue Alloc. #5601						0.00
WF Bond Reserve #5602						0.00
Total WF Bond Reserve #5602						0.00
WF Bond Fund #5600						0.00
Total WF Bond Fund #5600						0.00
WF Savings #8992						6,358,371.62
Transfer	12/14/2015			Funds Transfer	-175,000.00	6,183,371.62
Transfer	12/28/2015			Funds Transfer	-2,750,000.00	3,433,371.62
Deposit	12/31/2015			Interest	1,002.61	3,434,374.23
Total WF Savings #8992					-2,923,997.39	3,434,374.23
Zions #8616 - Excess Funds						3,543,085.96
Deposit	12/01/2015			Interest	58.41	3,543,144.37
Transfer	12/31/2015			Funds Transfer	-115,426.98	3,427,717.39
Total Zions #8616 - Excess Funds					-115,368.57	3,427,717.39
Zions #8616A - Bond Proceeds						0.00
Total Zions #8616A - Bond Proceeds						0.00
Zions #8616B - Payment Acct.						0.71
Total Zions #8616B - Payment Acct.						0.71

Urban Renewal Agency of the City of Twin Falls, ID
Balance Sheet Detail
As of December 31, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Zions #8616C - Bond Reserve						2,705,499.79
Deposit	12/01/2015			Interest	43.88	2,705,543.67
Total Zions #8616C - Bond Reserve					43.88	2,705,543.67
Wash. Fed. #342-4						398,136.83
General Journal	12/30/2015	AJE #160		Reverse Bank Service Charge	1.00	398,137.83
Total Wash. Fed. #342-4					1.00	398,137.83
Wash. Fed. Bond Reserve						430,161.44
Deposit	12/01/2015			Interest	18.18	430,179.62
Total Wash. Fed. Bond Reserve					18.18	430,179.62
State Investment Pool						455,725.56
General Journal	12/01/2015	AJE #159		Interest Earned on Account	80.10	455,805.66
Total State Investment Pool					80.10	455,805.66
Parking Lot Sinking Cash #3425						0.00
Total Parking Lot Sinking Cash #3425						0.00
Wells Fargo Securities #1251						0.00
Total Wells Fargo Securities #1251						0.00
Zions Warrant #6362						0.00
Total Zions Warrant #6362						0.00
Cash - Other						0.00
Total Cash - Other						0.00
Total Cash					-595,327.94	13,815,264.50
Total Checking/Savings					-595,327.94	13,815,264.50
Accounts Receivable						0.00
Accounts Receivable						0.00
Total Accounts Receivable						0.00
Total Accounts Receivable						0.00
Other Current Assets						135,879.00
Accounts Receivable Clif Bar						0.00
Total Accounts Receivable Clif Bar						0.00
Account Receivable - Chobani						0.00
Total Account Receivable - Chobani						0.00
Deposits						0.00
Total Deposits						0.00
Due from Other Governments						5,310.00
Total Due from Other Governments						5,310.00
Interest Receivable						0.00
Int. Rec.-Zions Bond						0.00
Total Int. Rec.-Zions Bond						0.00
Int. Rec.-Bond Fund						0.00
Total Int. Rec.-Bond Fund						0.00
Int. Rec.-Revenue Allocation						0.00
Total Int. Rec.-Revenue Allocation						0.00
Interest Receivable - Other						0.00
Total Interest Receivable - Other						0.00
Total Interest Receivable						0.00
Inventory Asset						0.00
Total Inventory Asset						0.00
Prepaid Insurance						0.00
Total Prepaid Insurance						0.00
Property Taxes Receivable						130,569.00
Total Property Taxes Receivable						130,569.00
Total Other Current Assets						135,879.00
Total Current Assets					-595,327.94	13,951,143.50

Urban Renewal Agency of the City of Twin Falls, ID
Balance Sheet Detail
As of December 31, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Fixed Assets						4,926,788.02
Land						1,350,000.00
Total Land						1,350,000.00
Building						3,834,412.16
Total Building						3,834,412.16
Equipment						475,000.00
Total Equipment						475,000.00
Accumulated Depreciation						-732,624.14
Total Accumulated Depreciation						-732,624.14
Total Fixed Assets						4,926,788.02
Other Assets						0.00
Due from General (4-2)						0.00
Total Due from General (4-2)						0.00
Lease Receivable-Jayco						0.00
Total Lease Receivable-Jayco						0.00
Note Receivable - Agro Farma						0.00
Total Note Receivable - Agro Farma						0.00
Property Tax Clearing Account						0.00
Total Property Tax Clearing Account						0.00
Total Other Assets						0.00
TOTAL ASSETS					-595,327.94	18,877,931.52
LIABILITIES & EQUITY						19,473,259.46
Liabilities						198,726.84
Current Liabilities						0.00
Accounts Payable						0.00
Accounts Payable						0.00
Total Accounts Payable						0.00
Total Accounts Payable						0.00
Credit Cards						0.00
Total Credit Cards						0.00
Other Current Liabilities						0.00
Accts Pay - Rev. Alloc. 4-4						0.00
Total Accts Pay - Rev. Alloc. 4-4						0.00
Due to Other Governments						0.00
Total Due to Other Governments						0.00
Accts Pay - Bond Fund						0.00
Total Accts Pay - Bond Fund						0.00
Accts Pay - General						0.00
Total Accts Pay - General						0.00
Accts Pay - Rental Fund						0.00
Total Accts Pay - Rental Fund						0.00
Accts Pay - Rev. Alloc. 4-1						0.00
Total Accts Pay - Rev. Alloc. 4-1						0.00
Accts Pay - Rev. Alloc. 4-3						0.00
Total Accts Pay - Rev. Alloc. 4-3						0.00
Payroll Liabilities						0.00
Total Payroll Liabilities						0.00
Prepaid Rent						0.00
Total Prepaid Rent						0.00
Total Other Current Liabilities						0.00
Total Current Liabilities						0.00
Long Term Liabilities						198,726.84
BID Grant Oversight						0.00
Total BID Grant Oversight						0.00
Deferred Rev.-Lease						0.00
Total Deferred Rev.-Lease						0.00

Urban Renewal Agency of the City of Twin Falls, ID
Balance Sheet Detail
As of December 31, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Deferred Rev.-Lease Principal						0.00
Total Deferred Rev.-Lease Principal						0.00
Deferred Rev.-Property Tax						130,569.00
Total Deferred Rev.-Property Tax						130,569.00
Due to Rev. Alloc. (4-1)						0.00
Total Due to Rev. Alloc. (4-1)						0.00
Notes and Bonds Payable						0.00
Bond Payable - Rev. Alloc.						0.00
Total Bond Payable - Rev. Alloc.						0.00
Note - D.L. Evans Bank						0.00
Total Note - D.L. Evans Bank						0.00
Note - Dell Building						0.00
Total Note - Dell Building						0.00
Note - McElliott						0.00
Total Note - McElliott						0.00
Notes and Bonds Payable - Other						0.00
Total Notes and Bonds Payable - Other						0.00
Total Notes and Bonds Payable						0.00
Security Deposit						68,157.84
Total Security Deposit						68,157.84
Total Long Term Liabilities						198,726.84
Total Liabilities						198,726.84
Equity						19,274,532.62
Fund Balance						16,670,613.26
Fund Balance-General Fund						2,018.58
Total Fund Balance-General Fund						2,018.58
Fund Balance-Revenue Alloc.						7,504,869.49
Total Fund Balance-Revenue Alloc.						7,504,869.49
Fund Balance-Bond Fund						3,574,156.00
Total Fund Balance-Bond Fund						3,574,156.00
Fund Balance-Rental Fund						5,589,569.19
Total Fund Balance-Rental Fund						5,589,569.19
Fund Balance-Sinking Fund						0.00
Total Fund Balance-Sinking Fund						0.00
Fund Balance - Other						0.00
Total Fund Balance - Other						0.00
Total Fund Balance						16,670,613.26
Opening Balance Equity						0.00
Total Opening Balance Equity						0.00
Unrestricted Net Assets						-1,775,165.05
Total Unrestricted Net Assets						-1,775,165.05
Net Income						4,379,084.41
Total Net Income					-595,327.94	3,783,756.47
Total Equity					-595,327.94	18,679,204.68
TOTAL LIABILITIES & EQUITY					-595,327.94	18,877,931.52



Date: January 11, 2016

To: Urban Renewal Agency of the City of Twin Falls

From: Travis Rothweiler

Request:

Discussion on the City's Economic Development Director and the Twin Falls Urban Renewal Executive Director role and position.

Background:

The purpose of this agenda item is to discuss the role of the City's Economic Development Director and the Twin Falls Urban Renewal Executive Director and the steps that need to be taken to fill the position vacancy caused by Melinda Anderson's departure. This conversation will include a conversation about the role, in general, as well as the knowledge, skills, abilities and essential duties.

Approval Process:

There is no formal action that needs to be taken at this time.

Budget Impact:

Since the position is included in the FY2016 budget, there is no significant impact associated with the discussion of this item.

Attachments:

1. Current position description.

City of Twin Falls

Class Specification

Economic Development Director

Class Code Number: 418-01
FLSA Designation: Exempt

Pay Grade: 15
Effective Date: June 1, 2011

General Statement of Duties

Manages and coordinates economic development programs for City of Twin Falls; performs related work as required.

Classification Summary

The principal function of an employee in this class is to plan, organize, manage and conduct economic development activities within the City. As such, this position has responsibility for a wide range of activities related to community growth and economic development. A high degree of human relations and salesmanship skills are required to promote community programs, establish credibility and gain cooperation and active involvement from potential program participants. The work is performed under the general direction of the Community Development Director but extensive leeway is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment, although travel throughout the community on a regular basis is required.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities

- Plans, organizes and directs economic development activities; develops short and long range economic development plans;
- Manages the City's economic development and urban renewal;
- Supervises activities of the Economic Development Department, addresses personnel issues when necessary;
- Monitors the work environment to assure that it is conducive to creativity, innovation, good service and problem solving;
- Assists in maintaining a business climate conducive to new private investment being made in the area;
- Works toward attracting and retaining environmentally clean and community-minded companies which employ residents of the Magic Valley;
- Serves as Executive Director of the Urban Renewal Agency;
- Works to complete strategic planning objectives for the calendar year;
- Works toward increasing affordable housing for Twin Falls residents;
- Works with the Chamber of Commerce, College of Southern Idaho, Region IV Development Association, Southern Idaho Economic Development Organization, and Idaho Departments of Commerce and Labor, to attract new industry and work with existing industry to expand the Twin Falls area;

- Attracts new industry by advertising in specific trade journals, development of recruitment marketing pieces, organizing site visits and making presentations to prospective employers;
- Proactively recruits new business and programs to potential applicants; promotes programs to lending institutions, business organizations, architects, engineers, commercial real estate dealers and others;
- Gathers, compiles, maintains and organizes demographic, economic and financing resource information for the City of Twin Falls;
- Prepares narrative and financial reports;
- Attends and facilitates various and numerous meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Monitors local, state and federal legislation and regulations relating to economic development and reports findings, trends and recommendations;
- Reviews project progress reports;
- Manages and performs administrative functions of the department, including budgeting, monitoring expenditures, supervising staff, attending city department head meetings, etc.
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs all work duties and activities in accordance with City policies, procedures and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- Program planning, implementation and evaluation techniques;
- Economic development principles;
- Urban renewal laws;
- Negotiating, sales, and marketing skills;
- Community business development, municipal zoning and infrastructure;
- Budgeting, financial accounting, and contract terminology;

Ability to:

- Manage and coordinate program and administrative activities;
- Perform financial and credit analysis;
- Evaluate situations and overcome obstacles during the recruitment process;
- Compile and organize financial and statistical data;
- Establish and maintain effective working relationships with government officials and agencies, senior corporate management and business organizations, lending institutions, civic groups, media and others;
- Interpret and apply regulations, policies and directives;
- Promote programs and gain participant support;

- Communicate clearly and concisely both orally and in writing;
- Supervise, motivate and evaluate the work of others;
- Respond to information requests in a courteous, tactful and diplomatic manner;
- Understand and follow oral and/or written policies, procedures and instructions;
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or GED equivalency; and
- College degree in economics, business administration, planning, public administration or related field; and
- Minimum of five (5) years of experience in economic development and/or urban renewal areas, with two (2) years of supervisory experience; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- University of Oklahoma (CED) three year Certification; or
- Degree from Council on Urban Economic Development.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively and make presentations;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor and evaluate economic development activities, including printed or observed information.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computer and other office equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to attend meetings at various locations and travel throughout the community on a regular basis.