



Urban Renewal Agency Agenda

Tuesday, June 4, 2019, 3:30 PM

**** SPECIAL MEETING ****

City Council Chambers
203 Main Avenue East- Twin Falls, Idaho

Members: Dexter Ball, Perri Gardner, Suzzane Cawthra, Rudy Ashenbrener, Cindy Bond, Andy Hohwieler, Doug Vollmer

- 1) Confirmation of Quorum/Call Meeting to Order
- 2) Consideration of Amendment(s) to the Agenda
- 3) Consent Calendar
 - a) **ACTION ITEM:** Request to approve 1) Minutes for May 13, 2019 meeting; 2) June 2019 Accounts Payable.
By: Lorrie Bauer, Secretary
- 4) Reports/Updates
 - a) **DISCUSSION:** Discussion of Agency Cashflow
By: Nathan Murray, Executive Director
 - b) **INFORMATIONAL:** Downtown Arts Subcommittee Update
By: Leon Smith, Subcommittee Chair
 - c) **INFORMATIONAL:** 2nd Avenue North Parking Lot Update
By: Jesse Schuerman, Staff Engineer
- 5) Items of Consideration
 - a) **ACTION ITEM:** Consideration of a request to approve a maintenance agreement for Urban Renewal Agency property in Downtown Twin Falls.
By: Nathan Murray, Executive Director
 - b) **INFORMATIONAL:** Nominations for URA Chairperson for FY2019-20. (Election will be held at the July 8, 2019 meeting.)
By: Dexter Ball, Chairman
 - c) **INFORMATIONAL:** Nominations for URA Vice-Chairperson for FY2019-20. (Election will be held at the July 8, 2019 meeting.)
By: Dexter Ball, Chairman
- 6) General Input/Announcements - Public/Staff

7) Upcoming Meeting(s)

a) Monday, July 8, 2019 @ 12:00 p.m.

8) Adjournment

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



Urban Renewal Agency Minutes

Monday, May 13, 2019, 12:00 PM

Council Chambers
203 Main Avenue East, Twin Falls, Idaho

Members: Dexter Ball, Perri Gardner, Suzzane Cawthra, Rudy Ashenbrener, Cindy Bond, Andy Hohwieler, Doug Vollmer

1) Confirmation of Quorum/Call Meeting to Order

Present: Dexter Ball, Rudy Ashenbrener, Perri Gardner, Suzzane Cawthra, Andy Hohwieler, Cindy Bond, and Doug Vollmer

Absent: None

Staff Present: Nathan Murray, Executive Director; Brent Hyatt, Assistant Finance Officer; Jesse Schuerman, Engineer; Lorrie Bauer, Secretary; Nikki Boyd, City Council Liaison

Chairman Ball called the meeting to order at 12:01 PM. A quorum was present.

2) Consideration of Amendment(s) to the Agenda

None.

3) Consent Calendar

- a) Request to approve 1) Minutes for April 8, 2019 meeting; 2) April 2019 Financial Report; 3) May 2019 Accounts Payable.

MOTION: Cindy Bond moved to approve the consent calendar. Andy Hohwieler seconded the motion. Roll call vote showed all members present voted. Approved 7 to 0.

4) Reports/Updates

- a) Review of a DRAFT proposal for the Washington Street South Urban Renewal Project Plan.

Nathan Murray shared Kushlan Associates and Elam & Burke have been working on this proposal and a cost for the development has been identified. Meghan Conrad, of Elam & Burke, presented the draft proposal. She shared the plan narrative that was included in the agenda packet was a guiding document that guides development within the project area that meets the statutory requirements of what must be included in an urban renewal plan. The introduction paragraph sets forth the specific elements that a plan must include. She explained there are significant ramifications for amending a plan, therefore, they are trying to include all possible scenarios in this document.

Ms. Conrad shared Section 500 is the most significant part of the plan being the revenue allocation provision which authorizes the trigger for the revenue stream for the project area. It identifies the base year of January 1, 2019 (assuming the project area is adopted by December 31, 2019) and will run for a 20 year period, terminating December 31, 2039, with revenue flowing into the Agency in January and July 2040.

Based on a preliminary analysis, she explained how the project was determined to be economically feasible. It was concluded that the project area is estimated to generate approximately \$49M in revenue

allocation funds for the life of the district as well as approximately \$29M in identified public improvement costs. She explained other costs associated with the study which results in a balance of approximately \$250,000 at the end of the district life. A summary of projects and spreadsheets showing the estimated costs, cash flow revenue, and increments were referenced. Discussion ensued.

Ms. Conrad anticipates the presentation of the final plan for adoption will be in June or July. Following adoption, 2021 will be the first year the Agency will receive income.

5) Items of Consideration

- a) Consideration of a request to approve an engagement letter between the Urban Renewal Agency and Valbridge Property Advisers for a fair re-use appraisal of property located at 160 Main Ave South in Twin Falls.

Nathan Murray explained the developer of the project is asking to purchase the site below market value, \$100.00, and in order for the Agency to sell at that price, a Fair Reuse Appraisal must be completed by an appraiser. Valbridge Property Advisers proposed to complete the appraisal for \$7,500.00. The appraisal would be completed in 3-4 weeks.

The developer has its financing in order and would like to move forward with the project, beginning the end of summer 2019. They are currently working with the Planning & Zoning Commission for a 5 story building with approximately 30 residential units, office, retail, and restaurant space. There will not be condominiums on the top level. Parking is separate from this project. Meghan Conrad briefly explained the disposing of property process and a Disposition and Development Agreement that is currently being prepared. Discussion ensued. The estimated investment is \$9M.

MOTION: Rudy Ashenbrener moved to approve the engagement letter. Doug Vollmer seconded the motion. Roll call vote showed all members present voted. Approved 7 to 0.

- b) Consideration of a request to approve a maintenance agreement for Urban Renewal Agency property in Downtown Twin Falls.

Nathan Murray described the current maintenance/upkeep process and costs associated (not including labor costs from the City of Twin Falls Parks & Recreation employees) with all URA properties. With the addition of the new Main Avenue and Downtown Commons, current practices utilizing City Parks and Recreation employees on an as-needed basis is not possible. Windsor Nurseries submitted a bid in the amount of \$71,000 to provide yearly maintenance to all URA properties. Nathan shared he has been working on a solution with Wendy Davis of the City of Twin Falls Parks & Recreation Department to continue to provide the maintenance as is currently practiced in which Ms. Davis proposed the agency fund a new position, dedicated to URA, in the amount of \$59,000.

Ms. Davis explained that the Parks & Rec staff was not equipped to take on the amount of work necessary for the Agency's property maintenance. She corrected the cost to be \$66,500 - \$70,000 for the new position. Supplies and use of equipment, for example, would be provided by the Parks & Recreation Dept. in exchange for a percentage of time the employee would work on City projects. Discussion ensued.

Due to this being an introduction to the board, Nathan offered to provide confirmed numbers and

concrete details at a later date for a possible remedy to the maintenance task. Brent confirmed the money is there for this arrangement from uncommitted funds. Current contracts and processes will continue at this time.

MOTION: Perri Gardner moved to table this action item until June 2019. Rudy Ashenbrener seconded the motion. Roll call vote showed all members present voted. Approved 7 to 0.

- c) Consideration of a request to approve the purchase of shade structures for the Downtown Commons.

Nathan introduced the agenda item and summarized previous discussions. Recent research was completed for movable structures that could be stored when not in use as well as placed around the Commons for 2-3 months a year. Six similar options were presented to the Board that ranged in cost from \$16,000 to \$35,000 for five structures, which is approximately 1/4 - 1/3 of the value of a permanent shade structure. He asked the board if it would be better to install a permanent structure at a later date that would last longer and provide more shade over the area for the public. He shared that with the other projects and maintenance issues in the downtown area, staff does not feel this is a necessary expense at this time. The plaza contingency fund contains \$38,000 to complete work that yet remains so it is not available. Vice Chair Gardner shared an idea with interest expressed during a recent Downtown Arts Subcommittee meeting for some kind of art that would be aesthetically pleasing and provide shade in the Commons. Discussion ensued.

MOTION: Perri Gardner moved to authorize staff to purchase three (3) Option 1-Liberty models at a cost of \$3,359 per unit for use in the commons. Andy Hohwieler seconded the motion. Roll call vote showed all members present voted. Approved 4 to 3.

- d) Consideration of a request to approve a bid for landscaping improvements within Shoshone St. between 2nd Ave. NE and 2nd Ave. SW.

Nathan shared that last fall, Kevin Skelton of the Parks Dept. notified him that the landscaped islands on Shoshone St. between the second avenues contained dying trees, overgrown shrubs, and irrigation problems and that he would clean out the islands to beautify the area at that time. The intersection is a state right-of-way that has been maintained by the Twin Falls City Parks Dept. He asked if the Agency would be interested in re-landscaping the islands to be consistent with the Main Avenue landscaping in RAA4-1. Mr. Skelton provided a bid from Windsor's Nursery for \$13,294.02 and Landscaping Your Way for \$10,502. Other providers were asked to submit bids, but none were received.

Mr. Skelton shared the landscape plan for the islands would be consistent with the new downtown plantings, and not specifically the items referenced in the bids. He shared that the public preferred the visibility at the intersection after removal of the plantings.

MOTION: Perri Gardner moved to approve the request utilizing Landscaping Your Way to do the landscaping improvements at Shoshone St. between 2nd Ave. NE and 2nd Ave. SW. Cindy Bond seconded the motion. Roll call vote showed all members present voted. Approved 7 to 0.

6) General Input/Announcements - Public/Staff

- a) Appoint a Budget Committee to review the 2019-2020 budget.
Rudy Ashenbrener, Andy Hohwieler, and Cindy Bond were appointed to the budget committee. Brent Hyatt will schedule a meeting at a later date.

- b) Board member Rudy Ashenbrener - Current term on the Board ends June 30, 2019 and he is interested in a 3-year appointment. Staff will present the re-appointment request to the City Council in June. Staff will present a re-appointment request to the City Council on June 3rd for a 3 year term.
- c) Reminder to the Board: The Statue organizing the Urban Renewal District states to elect officers, Chair and Vice-Chair, once a year. There is no particular process or limitation on current officer's continuance other than their own interest and other member's willingness to appoint them. If interested in the positions let it be known prior to the July election.

Staff Comment: Brent Hyatt proposed the budget committee would look at how much money is remaining in Area 4-1 and match the appropriate funds to upcoming proposed projects. At that time, the funds could be committed towards specific projects to remove the question of how much money remains.

Public Comment: Dan Brizee commented on the downtown parking and retaining continuity on Urban Renewal properties.

7) Upcoming Meeting(s)

- a) Monday, June 10, 2019 @ 12:00 p.m.
Nathan Murray shared he is not available on this date and suggested June 3rd as a possible rescheduled meeting date. Lorrie Bauer will verify upcoming schedules and advertise the new June 2019 meeting date.

8) Adjournment

- a) EXECUTIVE SESSION 74-206(1)(f) - Communicate with Legal Counsel for the 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.
MOTION: Perri Gardner moved to adjourn to executive session. Suzzane Cawthra seconded the motion. Roll call vote showed all members present voted. Approved 7 to 0.

Lorrie Bauer, Recording Secretary

Twin Falls Urban Renewal June 2019 Accounts Payable

<u>Check #</u>	<u>Date</u>	<u>Paid Amount</u>	<u>Name</u>	<u>Account</u>	<u>Fund</u>	<u>Memo</u>
3918	05/17/2019	5,043.50	The Shade Experts USA	City Property Exp.	Rev Alloc 4-1	50% on Order PO#ED-URA-706 - Shade Umbrellas
3919	06/03/2019	123.00	Chick-fil-A	Meeting Expense	General	Lunch for 20190513 Meeting / #2121828
3920	06/03/2019	45.50	City of Twin Falls	160 Main Ave S.	Rev Alloc 4-1	160 Main Ave S - Water & Sewer / #130529-2019-05
3920	06/03/2019	69.94	City of Twin Falls	City Property Exp.	Rev Alloc 4-1	Commons - Industrial Cleaner for sweeper (101-00-00-136-00)
3920	06/03/2019	701.26	City of Twin Falls	Real Estate Expense	Rev Alloc 4-1	D.Bowyer Park mowing (Apr & May) by Living Earth (101-00-00-136-00)
3920	06/03/2019	47.98	City of Twin Falls	City Property Exp.	Rev Alloc 4-1	Ground Fault Out Tester and Pruner for Downtown Mntc (101-00-00-136-00)
3920	06/03/2019	5.60	City of Twin Falls	City Property Exp.	Rev Alloc 4-1	Techline Coupling for Downtown URA (101-00-00-136-00)
3921	06/03/2019	4,599.53	Elam & Burke	Legal Expense	Rev Alloc 4-1	Professional Fees for April 2019 / #179137
3922	06/03/2019	186.00	Electric 1 West, Inc.	City Property Exp.	Rev Alloc 4-1	Commons - Quazite Lid Replacement / #90
3923	06/03/2019	72.00	Happy Housekeepers	City Property Exp.	Rev Alloc 4-1	Commons - Restroom Cleanup / #89226
3923	06/03/2019	96.00	Happy Housekeepers	City Property Exp.	Rev Alloc 4-1	Commons - Restroom Cleanup / #89282
3923	06/03/2019	96.00	Happy Housekeepers	City Property Exp.	Rev Alloc 4-1	Commons - Restroom Cleanup / #9292029
3923	06/03/2019	96.00	Happy Housekeepers	City Property Exp.	Rev Alloc 4-1	Commons - Restroom Cleanup / #9262116
3924	06/03/2019	10.14	Idaho Power	Real Estate Expense	Rev Alloc 4-1	122 4th Ave S - Power / #2228 2019-05
3924	06/03/2019	217.16	Idaho Power	City Property Exp.	Rev Alloc 4-1	129 Hansen St E - Power / #0226 2019-05
3924	06/03/2019	109.08	Idaho Power	160 Main Ave S.	Rev Alloc 4-1	160 Main Ave S - Power / #9168 2019-05
3925	06/03/2019	9.58	Intermountain Gas Company	160 Main Ave S.	Rev Alloc 4-1	160 Main Ave S - Gas / 30001 201905
3926	06/03/2019	1,737.16	JUB Engineers, Inc.	Main Ave.	Rev Alloc 4-1	2015 Main Av Utilities 3/3 - 3/30/19 / #124942
3926	06/03/2019	6,502.34	JUB Engineers, Inc.	Main Ave.	Rev Alloc 4-1	2015 Main Av Utilities 3/30 - 5/4/19 / #125133
3927	06/03/2019	97.95	PMT	City Property Exp.	Rev Alloc 4-1	Commons - Broadband Services / #858403-2 2019-05



Date: Tuesday, June 4, 2019
To: Urban Renewal Agency of the City of Twin Falls
From: Nathan Murray, Executive Director

DISCUSSION

Request:

Discussion of Agency Cashflow

Time Estimate:

N/A

Background:

As the Urban Renewal Agency of Twin Falls nears closure of Revenue Allocation Area #4-1, the apportionment of remaining funds to the appropriate projects will be a key responsibility of the Board. In order to make an informed decision, attached is a document which estimates projected cash flows through 2023. There are sufficient funds to maintain existing properties, perform some planned infrastructure improvement projects and incentivize new projects to a small degree, but large expenses could take the Agency beyond its current ability spend, and with little time remaining in the area there are few mechanisms to recoup these costs.

Approval Process:

N/A

Budget Impact:

N/A

Regulatory Impact:

N/A

Conclusion:

A priority for the Board, going forward, will be the application of remaining funds to the right projects to meet the goals of the Agency.

Attachments:

1. URA Simplified Cash Flow v1.3

Urban Renewal Agency**Cash Flow Projection - General Fund and RAA 4-1**

	<u>FY 2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>
Beginning Cash - General Fund	2,488,550	1,364,495	(182,746)	(1,041,677)	(103,394)
Beginning Cash - RAA 4-1	381,488				
Cash Held in Reserve for Bond	(940,982)				
Adjusted Beginning Balance	1,929,056	1,364,495	(182,746)	(1,041,677)	(103,394)
Receipts:					
Property Taxes	2,503,528	2,553,599	2,604,671	2,656,764	2,709,900
Other Income (Chobani)	150,000	150,000	150,000	150,000	150,000
Refund of Washington Federal Bond Reserves				942,000	
Disbursements:					
Project Costs to Date (Main/Commons/Ice Rink)	(161,000)				
Starr - Balance of Commons	(38,000)				
Parking Lot Paving - Gould	(70,000)				
On going operating costs for RAA-1	(80,000)	(80,000)	(80,000)	(80,000)	
On going operating costs for General	(235,000)	(242,050)	(249,312)	(256,791)	(264,495)
Demo and Site Prep. of 160 Main	(300,000)				
Parking Structure 160 Main		(1,600,000)	(800,000)		
Payments to the City of Twin Falls	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)
Debt Payments Washington Federal	(1,334,089)	(1,328,790)	(1,484,290)	(1,473,691)	
Payments to the Taxing Districts					(1,492,011)
	1,364,495	(182,746)	(1,041,677)	(103,394)	0

Potential Projects:

Albion Sewer Junction	1,400,000
Geo-Technical Investigation for Storm Water	60,000
Storm Water Retention	600,000



Date: Tuesday, June 4, 2019
To: Urban Renewal Agency of the City of Twin Falls
From: Nathan Murray, Executive Director

ACTION ITEM

Request:

Consideration of a request to approve a maintenance agreement for Urban Renewal Agency property in Downtown Twin Falls.

Time Estimate:

N/A

Background:

For several months now, the Urban Renewal Agency of Twin Falls has been considering how to best manage additional maintenance responsibilities for Downtown stemming from completion of Main Avenue and the Downtown Commons. The Agency has seen an increase in the maintenance costs for its properties, and managing multiple contracts has become time consuming and costly. During fiscal years 2015-2018, the Agency spent an average of \$16,000/yr (see attached) toward maintenance of downtown properties. So far in fiscal year 2018-19, the Agency has spent \$25,000 in hard costs, not including labor as we've relied heavily on in-kind donations from the Twin Falls Parks and Recreation Department.

Staff is considering contracting with either the Twin Falls Parks and Recreation Department or Windsor Nursery for an all-inclusive type service, at a pre-arranged price, to simplify budgeting, manage anticipated costs, and timely respond to the needs of properties that are impacted daily.

Twin Falls Parks and Recreation is proposing that the Agency fund a new position that will be dedicated to work on downtown and respond to downtown needs. The full cost of a new Parks Attendant position at the minimum hourly wage is \$52,187 for a single employee on a traditional health plan, and \$61,127 for an employee starting at the middle of the table. An employee with full family benefits would range from \$62,501 to \$71,441. The position will be funded by the Agency through the life of the district, and will continue to be funded by the City after 2023.

Windsor Nursery is proposing a contract to cover the cost of services with an estimated base of \$74,175/yr plus additional expenses per special event at an hourly rate. Windsor helped build out the Commons and is familiar with operating the fountain, and helped prepare the Commons during the winter months.

The third option would be to continue as we've been doing, managing the properties as staff, negotiating and reviewing contracts as needed.

Approval Process:

A majority vote by the board for acceptance of one of the three presented options.

Budget Impact:

Funds for the new position, paid to the Parks and Recreation Department, would come from the Agency's budget for RAA #4-1.

Regulatory Impact:

N/A

Conclusion:

Based on the need for near daily maintenance, and the ease of transition after RAA #4-1 expires, staff recommends budgeting the payment of approx. \$62,000 to the Twin Falls Parks and Recreation department to dedicate an employee to maintain Downtown Twin Falls Urban Renewal Agency properties.

Attachments:

1. Property Maintenance (1)
2. Property Maintenance-2 (1)
3. Windsor Nursery Proposal

<i>What</i>	<i>Parcel ID</i>	<i>Location</i>	<i>Who Maintains</i>	<i>Responsible for</i>	<i>Notes</i>	<i>ENDS</i>
Dennis Bowyer Park <i>(City owned/URA Maintain)</i>	RPT0001145017AA	122 4th Avenue South	Parks & Rec = Living Earth	Landscape maintenance, Snow/Ice removal (URA reimbursement); URA directly pays ID Power; City directly pays for water.	P&R contracts; URA pays	RAA 4-1 = 12/31/2022
VA building		260 2nd Avenue East	VA - incl. Backflow Testing	Nothing until 11/1/2020	VA responsible for all maintenance per lease agreement ending Oct. 31 2020	10/31/2020 per lease
Maxwell/Railroad Avenue lots	varies	Maxwell Ave & Railroad Ave	Sean Standley = Sawtooth Spraying	Weed Control & Snow/Ice removal	Code contracts; URA pays. City maintains & pays for snow/ice removal.	RAA 4-1 = 12/31/2022
Parking Lots <i>(P&R Map - #1)</i>	RPT0001155000AA RPT00107166005A	Minidoka Avenue & 5th Av S / Hansen St area	Parks & Rec = Sawtooth Spraying	Snow/Ice removal & Dormant oil tree spray	P&R contracts; URA pays	RAA 4-1 = 12/31/2022
Parking Lot <i>(P&R Map #2)</i>	RPT0001145006BA	5th Avenue South (between Shoshone & Hansen)	Parks & Rec = Sawtooth Spraying	Snow/Ice removal & Dormant oil tree spray	P&R contracts; URA pays	RAA 4-1 = 12/31/2022
Parking Lot <i>(P&R Map - #3)</i>	RPT0001133010BA	Idaho St. & 3rd Ave South; incl. corners across the streets (St. Luke's ofc)	Parks & Rec = Sawtooth Spraying	Dormant oil tree spray	P&R contracts; URA pays	RAA 4-1 = 12/31/2022
			URA = Kimberly Nurseries	Snow/Ice removal	URA contracts & pays (Nathan)	
Parking Lot	RPT0001085008AA RPT0001085006AA	2nd Avenue North (229 & 241)	URA = Kimberly Nurseries	Snow/Ice removal	URA contracts & pays (Nathan)	RAA 4-1 = 12/31/2022
Parking Lots (Sr. Center)	RPT0001153007AA RPT0001153001DA	5th Ave W & Gooding & 530 Shoshone St S (Sr. Center)	Parks & Rec = Sawtooth Spraying	Snow/Ice removal & Dormant Oil Tree Spray	City pays for all maintenance.	RAA 4-1 = 12/31/2022
Parking Lot	RPT0001118004AA	215 Shoshone St. South	Sean Standley = Sawtooth Spraying	Weed Control & Snow/Ice removal	Code contracts; URA pays.	RAA 4-1 = 12/31/2022
Main Avenue - Intersections	varies	Jerome to Fairfield	URA = Kimberly Nurseries	Snow/Ice removal	URA contracts & pays (Nathan)	RAA 4-1 = 12/31/2022
Main Avenue - misc mntc	varies	Jerome to Fairfield	URA	Flag replacement; Planter maintenance; misc landscaping	TBD	RAA 4-1 = 12/31/2022
Downtown Commons Plaza	RPT0001087029AA	149 Main Ave E		URA directly pays Power, Water, Restroom Cleaning & Broadband; Landscape Maintenance, Snow/Ice removal - needs contract	TBD - Landscape-Snow/Ice Removal	RAA 4-1 = 12/31/2022
Downtown Commons Restroom Bldg	RPT000108700CAA	159 Main Av E (aka 129 Hansen St E)				RAA 4-1 = 12/31/2022
Parking Lot <i>(corner by Commons Bldg)</i>	RPT000108700BAA	2nd Av E <i>(Commons Restroom corner parking)</i>		Snow/Ice removal; Landscape Maintenance	City takes care of all.	RAA 4-1 = 12/31/2022
Parking Lot	RPT0001133017AA RPT0001133023AA RPT0001133025AA	4th Avenue S between Hansen & Idaho St. (341 Hansen St S)		Weed Control; Snow/Ice Removal	City takes care of all.	RAA 4-1 = 12/31/2022
Parking Lot (ongoing from 341 Hansen St)	RPT0001133029AA	(249 4th Av S)				RAA 4-1 = 12/31/2022

Average Yearly Maintenance Costs for URA Property

2016-2018

Various Properties	1,100.00	
D. Bowyer Park	3,305.80	122 4th Ave S
Parking Lot	3,107.34	3rd Av & Idaho St
Main Avenue	4989.23	
Downtown Commons	3744.00	
	16,246.37	

Windsors Nursery Downtown URA Maintenance Estimates

Below is a breakdown of the work needed to maintain Main Avenue in Twin Falls between Fairfield St and Jerome, the Downtown Commons Plaza, Dennis Boyer Park, and various downtown parking lots owned by the URA.

Daily/Weekly Tasks:

Clean up Vandalism if necessary (police reports must be made before cleaning up if this happens)

\$45/per man hour if needed

Clean debris and garbage from all areas Downtown checking for water / Irrigation issues and or any damage to amenities and furnishings, daily.

Allowing 2 hours per day, 5 days a week- \$11,300

Complete fountain maintenance to include maintaining proper water balance, maintaining accurate chemical logs and maintenance records, keeping chemical feed systems full, backwash filters as needed, daily (May - Early November)

\$8,700 and City will supply the chemicals

Maintain planter pots and all planter areas by removing weeds as needed. Some replanting of dead may be required as needed.

\$6,300- replanting will be billed as needed if not covered under warranties

Cleaning Restrooms which are open 365 days and keeping all supplies stocked as needed.

N/A

All restroom/mechanical building maintenance and repairs as needed.

N/A

Yearly Tasks: (listed as spring to winter timing)

Spring irrigation turn on and system check

\$1,650- irrigation material will be billed as needed

Test Backflow Devices (2) for irrigation systems and (1) in Commons building for fountain

\$255

Banners switched over to spring / summer design

\$600

Clean out planter beds

Spring Cleanup-\$3,600

Apply pre-emergent in all planter beds (must be licensed Applicator)

\$2,890

Maintenance and repairs that are needed to Commons building / pumps/ heating system

N/C

Clean all sidewalks with scrubber to remove stains from events Downtown. Motorized machine supplied. Cleaning/scrubbing should take place a minimum of 4 times per season (April-November).

Machine use by competent operator(s) only, vetted through Parks Dept.

\$5,460

Sweep all areas of leaves, dirt, sand on sidewalks and asphalt parking stalls etc. Note: no motorized machine supplied.

\$5,520- 4 times a year

Prune trees early spring if needed Note: Must be ISA Certified Arborist and licensed through the Parks & Rec. Dept.

\$2,000

Apply dormant oil to all trees in early spring. Professional Applicator license required.

\$2,300

Startup of fountain in May, dependent on the weather. Must be CPO certified for public use facility

\$580

Installation of approximately 85 hanging baskets along Main Street and Hansen Streets to include hanging fixture repair and maint.

\$600- hanging fixture repair billed as needed

Set up and take down of Ice Skate Rink for summer special event in July (This is not a for sure event but will need the cost associated to make this happen)

\$3,600

Check and verify that power is working in outlets used on Main Street and in the Commons areas for the Twin Falls Tonight weekly event mid-June - mid August, 8 weekly events.

\$800

Check and verify that power is working in outlets for the weekly Farmers Market mid-June - end of October. 19 events yearly

\$1,900

Respond to issues as needed for events (including fountain issues)

\$150 per call

Prune plants in pots and planter beds along Main Street, Hansen Street and Commons parking lot areas at end of season (November)

\$7,600

Remove hanging plants (approximately 85, Early November)

\$600

Leaves cleaned up from all planters and streetscapes along Main St., Hansen Streets and Commons Parking lot.

\$2,800

Winterize Fountain (November)

\$480

Winterize sprinkler systems for Downtown and Commons areas (Late October - Early November)

\$1,320

Switch back banners to fall /winter design (October- November)

\$600

Install Ice skating Rink in Commons area (December)

\$2,400

Snow removal in Commons area as needed (December - March)

Snow plow machine/truck \$85 / hour minimum

Ice Melt per bag \$18

Ice Melt Application when its only Ice Melt - \$35/per man hour

Remove Ice Skate Rink (February). Trailer is supplied by URA

\$920

Note: Not included in this list is and special event prep or clean up not listed above from family reservations and or new Downtown events not known at this time.

Any additional snow removal to parking lots or intersections not listed above.

See above for schedule of labor rates on commons snow removal

Windsor's Labor/Machine Rates for an as needed basis:

\$45 per man hour horticultural maintenance and cleanup crew labor

\$55 per man hour for equipment operator labor

\$95 per hour for water truck

\$85 per man hour certified electrician labor

\$85 per running hour for bucket truck

\$45 per man hour irrigation tech labor

\$55 per man hour certified chemical applicator labor

\$125 per working hour for tree pruning equipment and 3 man crew