

CAPITAL CITY DEVELOPMENT CORPORATION  
Board of Commissioners Meeting  
Conference Room, Fifth Floor, 121 N. 9th Street  
March 13, 2017 12:00 p.m.

A G E N D A

- I. **CALL TO ORDER**.....Chairman Hale
- II. **AGENDA CHANGES/ADDITIONS**.....Chairman Hale
- III. **CONSENT AGENDA**
- A. Expenses
    - 1. Approval of Paid Invoice Report – February 2017
  - B. Minutes and Reports
    - 1. Approval of Meeting Minutes from February 13, 2017
  - C. Other
    - 1. Resolution 1485 Third Amendment to Financial Advisory Services Agreement with Piper Jaffray & Co.
    - 2. Resolution 1487 rescinding and re-enacting the *Board's Public Records Retention Policy and Email Policy*

IV. **ACTION ITEM**

- 12:05 A. PUBLIC MEETING: 2016 Annual Report (5 minutes) ..... Chairman Hale
- 12:10 B. CONSIDER: Approval of the 2016 Annual Report (10 Minutes) ..... John Brunelle
- 12:20 C. CONSIDER: Approving 2017-2022 Capital Improvement Plan Mid-Year Amendment (10 minutes).....  
.....Todd Bunderson
- 12:30 D. CONSIDER: Resolution #1486 Approving Pre-Qualification of Contractors for 2017 Streetscape  
Improvements Project (10 minutes) ..... Mary Watson
- 12:40 E. CONSIDER: The Sturiale Place, LLC Historic Façade Agreement Designation (10 minutes) .....  
.....Shellan Rodriguez & Laura Williams

V. **INFORMATION/DISCUSSION ITEMS**

- 12:50 A. Central District Infrastructure Assessment (10 minutes) ..... Doug Woodruff
- 1:00 B. Operations Report (5 minutes).....John Brunelle

VI. **EXECUTIVE SESSION**

*Deliberate regarding acquisition of an interest in real property which is not owned by a public agency; consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code; and communicate with legal counsel to discuss the legal ramifications and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated [Idaho Code Section 74-206(1)(c),(d) and (f)].*

VII. **ADJOURN**

*This meeting is being conducted in a location accessible to those with physical disabilities. Participants may request reasonable accommodations, including but not limited to a language interpreter, from CCDC to facilitate their participation in the meeting. For assistance with accommodation, contact CCDC at 121 N 9th St, Suite 501 or (208) 384-4264 (TTY Relay 1-800-377-3529).*

Capital City Development Corp  
ACH & Cash Disbursements Report  
For the Period 02/01/2017 through 02/28/2017

Board Officer Review

Payee	Description	ACH Date	Amount
<b>Debt Service:</b>			0
US Bank	2015 Bond interest	2/28/2017	40,050.00
US Bank	2010 B Bond interest	2/28/2017	118,681.25
US Bank	2010 C Bond interest	2/28/2017	35,392.50
US Bank	2011 B Bond interest	2/28/2017	214,343.75
	Total Debt Service		408,467.50
<b>ABM/AMPCO Parking:</b>			
Monthly Parkers ACH	Payments from Monthly Parkers	2/2/2017	8,602.00
	Total Parking		8,602.00
<b>Payroll:</b>			
EFTPS - IRS	Federal Payroll Taxes	2/1/2017	12,253.94
Idaho State Tax Commission	State Payroll Taxes	2/1/2017	2,308.00
CCDC Employees	Direct Deposits Net Pay	2/1/2017	30,287.76
EFTPS - IRS	Federal Payroll Taxes	2/15/2017	13,979.22
Idaho State Tax Commission	State Payroll Taxes	2/15/2017	2,471.00
CCDC Employees	Direct Deposits Net Pay	2/15/2017	32,494.87
PERSI	Retirement Payment	2/15/2017	16,720.84
PERSI	Retirement Payment	2/27/2017	10,382.18
	Total Payroll		120,897.81
<b>Other:</b>			
Idaho Power (autopay)	January electricity bills - AutoPay	2/17/2017	268.76
Intermountain Gas (autopay)	January gas bills - AutoPay	2/7/2017	59.50
Boise City Utility Bills (autopay)	February Utilities - AutoPay	2/27/2017	424.52
Car Park/ParkBOI Expenses	Parking Operations & Admin Exp - DEC16	2/15/2017	165,037.92
Paid Invoice's	Other Paid Invoice's	Feb 2017	295,395.87
Total Paid Invoices	Total Checks and Electronic payments		461,186.57
Grand Totals	Total Payments		\$ 999,153.88

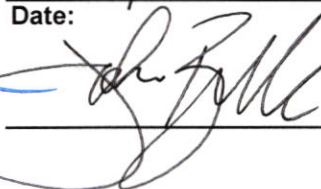
Reviewed by:  
Finance Director

3/7/2017

Date: 

Reviewed by:  
Executive Director

3/7/17

Date: 

Reviewed by:  
Board Member

3-7-17

Date: 

## Report Criteria:

Detail report type printed

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
3996	ABRI Partners LLC	PO#170044	Type 1 Part. Agreement -	01/31/2017	42,774.00	62294	02/13/2017
Total 3996:					42,774.00		
3838	American Fire Protection L	9021	Monthly pump inspection &	01/31/2017	185.00	62323	02/27/2017
		9104	Drum Drip System Repairs	01/04/2017	206.76	62323	02/27/2017
Total 3838:					391.76		
3932	Anvil Iron Works	091169	Gate for Front Office	01/31/2017	880.00	62295	02/13/2017
Total 3932:					880.00		
1316	Blue Cross of Idaho	1701300001	Health Insurance - Februar	02/01/2017	18,957.33	62290	02/01/2017
Total 1316:					18,957.33		
1331	Boise Centre	8209-IN	Snow Removal JAN17	01/31/2017	6,212.06	62296	02/13/2017
		8211-IN	Grove maintenance fee - F	02/01/2017	2,458.33	62296	02/13/2017
Total 1331:					8,670.39		
1385	Boise City Utility Billing	0447416001	848 Main St # 0447416001	02/01/2017	6.65	10338	02/27/2017
		0548469002	CD 107 S 9th-Trash servic	02/01/2017	208.94	10338	02/27/2017
		0548469002	RM 107 S 9th-Trash servic	02/01/2017	142.08	10338	02/27/2017
		0548469002	WS 107 S 9th-Trash servic	02/01/2017	66.85	10338	02/27/2017
Total 1385:					424.52		
1418	Boise Metro Chamber of C	5771595	Regional Leadership Conf	01/30/2017	1,500.00	62297	02/13/2017
Total 1418:					1,500.00		
3816	Capitol Landscape Inc.	01.25.2017	Emergency Brick Repair -	01/25/2017	1,190.00	62298	02/13/2017
		01.27.2017	Brick Repair - CD	01/27/2017	465.00	62298	02/13/2017
		01.27.2017	Brick Repair - RMOB	01/27/2017	180.00	62298	02/13/2017
		01.27.2017	Brick Repair - WS	01/27/2017	360.00	62298	02/13/2017
		01.27.2017	Emergency Brick Repairs -	01/27/2017	134.00	62298	02/13/2017
		02.08.2017	Replace Tree Grate Frame	02/08/2017	15,905.00	62324	02/27/2017
Total 3816:					18,234.00		
3712	Car Park	BOI17-0026	BLVD LED Lights	12/23/2016	2,912.10	10315	02/14/2017
		DECEMBER	9th and Main - Eastman	12/31/2016	29,284.39	10315	02/14/2017
		DECEMBER	Cap & Main - Cap T.	12/31/2016	30,881.13	10315	02/14/2017
		DECEMBER	9th & Front - City Centre	12/31/2016	36,500.08	10315	02/14/2017
		DECEMBER	10th & Front - Grove	12/31/2016	29,313.76	10315	02/14/2017
		DECEMBER	Cap & Front - BLVD	12/31/2016	10,750.57	10315	02/14/2017
		DECEMBER	Cap & Myrtle - Myrtle Stree	12/31/2016	26,183.91	10315	02/14/2017
		JAN17 DEP	Parking Deposit Made to C	01/21/2017	1,354.08	62320	02/14/2017
		JAN17 DEP	Parking Deposit Made to C	01/21/2017	770.00	62321	02/14/2017
Total 3712:					167,950.02		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
3857	Carew Co	2060	BOMA Ad in Magazine	02/06/2017	343.75	62299	02/13/2017
Total 3857:					343.75		
3898	Carver Thornton Young (C	17-0106	Fulton Street Art Design	01/19/2017	625.50	10316	02/14/2017
		17-0107	Hayman House CNA	01/19/2017	440.00	10316	02/14/2017
Total 3898:					1,065.50		
1556	Caselle Inc.	77809	Contract support - Februar	02/01/2017	787.33	62291	02/01/2017
Total 1556:					787.33		
3876	Communications Et Al	CCDC2017-2	Radio Advertising - Brick P	01/31/2017	536.00	62325	02/27/2017
		CCDC2017-2	Radio Advertising - Brick P	01/31/2017	4.00	62325	02/27/2017
Total 3876:					540.00		
3947	Crane Alarm Service	5390	Fire Alarm System - Monito	02/01/2017	25.00	62300	02/13/2017
Total 3947:					25.00		
1703	CSHQA	29341	Final Design, Construction	12/31/2016	7,484.53	10317	02/14/2017
		29342	Garage Signage	12/31/2016	5,782.42	10317	02/14/2017
Total 1703:					13,266.95		
1832	Eide Bailly LLP	EI00471933	Audit 2016	02/20/2017	16,650.00	62326	02/27/2017
Total 1832:					16,650.00		
1838	Elam & Burke P.A.	165917	Ash Street Properties	12/31/2016	488.90	62301	02/13/2017
		165918	30th Street - SS Policy	12/31/2016	20.00	62301	02/13/2017
		165920	Multi-Modal Center/Grove	12/31/2016	692.00	62301	02/13/2017
		165921	CD Closeout	12/31/2016	989.00	62301	02/13/2017
		165922	Civic Partners Developmen	12/31/2016	1,060.00	62301	02/13/2017
		165923	The Fowler	12/31/2016	867.00	62301	02/13/2017
		165924	Parcel B Hotel Project	12/31/2016	312.00	62301	02/13/2017
		165925	RM Bond Financing	12/31/2016	1,012.50	62301	02/13/2017
		165926	Coursey/Eastman	12/31/2016	630.47	62301	02/13/2017
		165927	101-0 General	12/31/2016	554.00	62301	02/13/2017
		165928	RMOB District - SS	12/31/2016	40.00	62301	02/13/2017
		165929	RM Implement	12/31/2016	670.00	62301	02/13/2017
		165930	WS District - SS	12/31/2016	80.00	62301	02/13/2017
		166297	Ken Howell/Cap T Project	01/31/2017	234.00	62327	02/27/2017
		166298	Ash Street Properties	01/31/2017	408.00	62327	02/27/2017
		166299	Multi-Modal Center/Grove	01/31/2017	296.00	62327	02/27/2017
		166300	CD Closeout	01/31/2017	40.30	62327	02/27/2017
		166301	Civic Partners Developmen	01/31/2017	721.65	62327	02/27/2017
		166302	The Fowler	01/31/2017	663.00	62327	02/27/2017
		166304	Parcel B Hotel Project	01/31/2017	255.00	62327	02/27/2017
		166305	RM Bond Financing	01/31/2017	1,107.30	62327	02/27/2017
		166306	Max Coursey	01/31/2017	20.75	62327	02/27/2017
		166307	101-0 General	01/31/2017	1,500.78	62327	02/27/2017
		166309	RM Implement	01/31/2017	421.00	62327	02/27/2017
		166310	WS District	01/31/2017	510.00	62327	02/27/2017
		166346	Multi-Purpose Facility & A	01/31/2017	2,385.00	62327	02/27/2017



Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
		166347	Downtown Public Library	01/31/2017	427.50	62327	02/27/2017
	Total 1838:				16,406.15		
3993	Experis US Inc	8113578981	Document Management So	01/27/2017	135.00	10318	02/14/2017
		8113584047	Document Management So	01/29/2017	135.00	10318	02/14/2017
	Total 3993:				270.00		
1898	Fiberpipe	1817-17529	Email, Audio, & Domain	02/01/2017	64.90	62302	02/13/2017
	Total 1898:				64.90		
3807	FreedomVoice Systems	2017-020105	Monthly Service	02/01/2017	531.56	62303	02/13/2017
	Total 3807:				531.56		
3916	Fund Raisers LTD	CHECK #104	Reimbursement Check De	02/09/2017	2,064.00	62322	02/14/2017
	Total 3916:				2,064.00		
3832	Glancey Rockwell & Associ	15504	CCDC Garage and Lobby	01/31/2017	807.50	62304	02/13/2017
	Total 3832:				807.50		
2165	Idaho Power	2200406607J	9th St outlets #220040660	01/31/2017	9.76	10327	02/17/2017
		2200910368J	617 S Ash #2200910368	01/31/2017	14.43	10327	02/17/2017
		2201627995J	9th & State # 2201627995	01/31/2017	7.98	10327	02/17/2017
		2202934903J	8th St lights #2202934903	01/31/2017	236.59	10327	02/17/2017
	Total 2165:				268.76		
2186	Idaho Statesman	263244 JAN1	Legal Notices	01/31/2017	131.47	62305	02/13/2017
	Total 2186:				131.47		
2240	Intermountain Gas Compa	6948213000	617 Ash St #69482130007	01/23/2017	59.50	10328	02/07/2017
	Total 2240:				59.50		
3966	Involta	0023376	Website Hosting Services	02/01/2017	1,545.32	62306	02/13/2017
		0023376	Website Hosting Services	02/01/2017	197.42-	62306	02/13/2017
		23132	Website Hosting Services	01/23/2017	1,073.42	62306	02/13/2017
		23132	Website Hosting Services	01/23/2017	876.00-	62306	02/13/2017
	Total 3966:				1,545.32		
3922	Kevin Martin	LORI LAWY	Paid Invoice for Transcripti	01/31/2017	103.00	10312	02/09/2017
	Total 3922:				103.00		
3913	Kimley-Horn and Associate	191934010-0	Parcel B Garage Study	01/31/2017	397.50	62328	02/27/2017
	Total 3913:				397.50		
3819	Level 3 Communications L	51003710	Internet & Data	01/17/2017	669.61	62307	02/13/2017

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 3819:					669.61		
3881	Mary E. Watson	FEB2017	Bond Law - Denver, CO	02/07/2017	199.90	10314	02/09/2017
Total 3881:					199.90		
3950	McAlvain Construction Inc.	115013-16	Grove Construction Chang	01/31/2017	2,300.20	10319	02/14/2017
		115013-16	Grove Construction	01/31/2017	6,981.00	10319	02/14/2017
		115013-16	Grove Construction	01/31/2017	6,791.00	10319	02/14/2017
		115013-16	Grove Construction	01/31/2017	16,667.00	10319	02/14/2017
		115013-16	Grove Construction	01/31/2017	17,449.14	10319	02/14/2017
Total 3950:					50,188.34		
3833	Musgrove Engineering P.A.	16-198E	Power Line Relocation - T	01/27/2017	1,685.00	10320	02/14/2017
Total 3833:					1,685.00		
3767	neurilink llc	25569	Boardroom Microphones a	01/31/2017	5,785.96	62308	02/13/2017
Total 3767:					5,785.96		
3901	Plaza 121 Building	02012017	DBA Dues - CCDC	02/01/2017	424.30	62309	02/13/2017
Total 3901:					424.30		
2774	Pro Care Landscape Mana	11959	Snow removal on 8th Stree	01/31/2017	1,174.00	62310	02/13/2017
		11959	8th Street Corridor - Snow	01/31/2017	156.10	62310	02/13/2017
Total 2774:					1,330.10		
3896	Rim View LLC	FEBRUARY	Monthly Rent and NNN - Tr	02/01/2017	12,878.91	62292	02/01/2017
Total 3896:					12,878.91		
2888	Roper Investments	JANUARY 20	Capitol Terrace Condo billi	01/31/2017	3,648.55	62311	02/13/2017
Total 2888:					3,648.55		
3979	Sam Schwartz Engineering	67583	Front & Myrtle Couplet Alte	01/31/2017	33,715.94	10321	02/14/2017
Total 3979:					33,715.94		
3968	Sarah Jones	DEC/JANUA	Milage for Business USe of	01/31/2017	17.60	10313	02/09/2017
Total 3968:					17.60		
3542	Security LLC - Plaza 121	FEBRUARY	Office rent - February 2017	02/01/2017	10,219.30	62293	02/01/2017
Total 3542:					10,219.30		
3974	Stability Networks Inc.	23943	Complete Care Network Su	01/31/2017	1,800.00	10322	02/14/2017
		23943	App River SecureTide	01/31/2017	70.00	10322	02/14/2017
Total 3974:					1,870.00		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
3029	State Insurance Fund	15149390	Workers Comp	01/26/2017	1,654.00	62312	02/13/2017
Total 3029:					1,654.00		
3242	Suez Water Idaho	0600033719	Eastman office #06000337	01/17/2017	56.91	10330	02/07/2017
		0600357562	Grove & 10th #060035756	01/13/2017	52.04	10329	02/02/2017
		0600557272	503 509 Ash/Pioneer Grn 0	01/17/2017	23.34	10330	02/07/2017
		0600557272	503 509 Ash/Pioneer Grn 0	01/26/2017	4.31	10331	02/15/2017
		0600634762	617 Ash St water #060063	01/13/2017	23.34	10330	02/07/2017
		0600639143	516 S 9th St irri #06006391	01/17/2017	29.69	10330	02/07/2017
		0600668823	437 S 9th St irri #06006688	01/17/2017	29.69	10330	02/07/2017
		0600721753	Grove Plaza #0600721753	01/18/2017	50.43	10330	02/07/2017
		0600911085	280 N 8th Sprinklers #0600	01/18/2017	29.71	10330	02/07/2017
Total 3242:					299.46		
3815	Synoptek LLC	1113307	DPPS Website Design - Ph	01/20/2017	255.00	62313	02/13/2017
		1113904	DPPS Website Design - Ph	01/31/2017	1,190.00	62313	02/13/2017
Total 3815:					1,445.00		
3893	Taylor-Made Upholstery LL	CCDC-2217	Repair Chair BACKs	02/02/2017	80.00	62314	02/13/2017
Total 3893:					80.00		
3751	The Parking Consultants	201590	General Parking Issues (55	02/02/2017	940.00	62329	02/27/2017
Total 3751:					940.00		
3923	Trailhead	30090	Suez- 01/13/17 Statement	01/31/2017	92.41	10323	02/14/2017
		30090	Intermountain Gas - 01/23/	01/31/2017	474.26	10323	02/14/2017
Total 3923:					566.67		
3505	Travelers	0106481466	Crime Policy	02/01/2017	562.00	62315	02/13/2017
Total 3505:					562.00		
3170	Treasure Valley Coffee Inc.	04864553	Coffee & tea	01/23/2017	78.55	10324	02/14/2017
Total 3170:					78.55		
3248	ULI-Urban Land Institute	2209386	ULI Idaho - Active Tran &	02/01/2017	40.00	62330	02/27/2017
Total 3248:					40.00		
3233	United Heritage	02014-001 F	ST & LT Dissability & Life I	02/01/2017	1,265.64	62316	02/13/2017
Total 3233:					1,265.64		
3266	Valley Regional Transit	20556	3 Year BBS Project - Grov	02/01/2017	10,000.00	62317	02/13/2017
		20699	Bus Passes	02/13/2017	540.00	62331	02/27/2017
Total 3266:					10,540.00		
3841	VoiceText Communications	13103	Conference calls	01/15/2017	23.35	10325	02/14/2017

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 3841:					23.35		
3365	Westerberg & Associates	194	Legislative Advisement Ser	01/31/2017	5,000.00	10326	02/14/2017
Total 3365:					5,000.00		
3374	Western States Equipment	IN000251560	Bldg 8 generator maintena	01/30/2017	275.67	62318	02/13/2017
Total 3374:					275.67		
3990	Xerox Corporation	087933274	Copier Lease - January 20	01/31/2017	417.51	62319	02/13/2017
Total 3990:					417.51		
3419	Zimmer Gunsul Frasca Arc	255.00	Boise IP Development Con	01/31/2017	255.00	62332	02/27/2017
Total 3419:					255.00		
Grand Totals:					461,186.57		

## Report Criteria:

Detail report type printed



CAPITAL CITY DEVELOPMENT CORPORATION  
Board of Commissioners Meeting  
Conference Room, Fifth Floor, 121 N. 9th Street  
February 13, 2017 12:00 p.m.

**MEETING MINUTES**

**I. CALL TO ORDER**

Chairman Hale convened the meeting with a quorum at 12:03 p.m.

Present were: Commissioner John Hale, Commissioner Dave Bieter, Commissioner Pat Shalz, Commissioner Dana Zuckerman, Commissioner Stacy Pearson, Commissioner Maryanne Jordan, Commissioner Ben Quintana, Commissioner Ryan Woodings, and Commissioner Scot Ludwig.

Agency staff members present were: John Brunelle, Executive Director; Todd Bunderson, Development Director; Ross Borden, Finance Director, Max Clark, Parking and Facilities Director; Mary Watson, Attorney & Contracts Manager; Kathy Wanner, Contracts Specialist, Shellan Rodriguez, Project Manager; Matt Edmond, Project Manager; Laura Williams, Executive Assistant/Development Specialist. Also present was Agency legal counsel, Ryan Armbruster.

**II. AGENDA CHANGES/ADDITIONS**

There were no changes/additions to the agenda.

**III. CONSENT AGENDA**

- A. Expenses
  - 1. Approval of Paid Invoice Report – January 2017
- B. Minutes and Reports
  - 1. Approval of Meeting Minutes from January 9, 2017
- C. Other
  - 1. Resolution 1479 Endorsing the State Street Transit Corridor Implementation Coordination MOU  
*[No fiscal obligation; Board Reviewed 01/09/2017]*
  - 2. Resolution 1480 Approving the Amendment to Article 1, Section 1.1 of the Amended and Restated Condo Declaration for Capital Terrace Condominiums
  - 3. Resolution 1481 Approving the 2017 License Agreement with Capital City Public Market, 1 Inc.
  - 4. Resolution 1482 Approving T4 Agreement for City of Boise City Hall Plaza Renovation  
*[For City Hall Renovation NTE \$1,225,000; For Capitol Blvd. Improvements NTE \$80,000, Board Reviewed 01/09/2017]*
  - 5. Resolution 1484 Approving Termination and Release of DDA and Deed Exceptions for Capitol Terrace Condominiums

Chair Hale moved to approve the Consent Agenda.

All said Aye. The motion to approve the Consent Agenda carried 9-0.

**IV. ACTION ITEMS**

**A. CONSIDER: Election of Officers, Approval of Executive Committee Charge, Designation of Executive Committee Members, Designation of Secretary Pro Tempore**

Chair Hale presented the slate of Executive Committee officers as follows:

- Chair – John Hale
- Vice Chair – Dana Zuckerman
- Secretary/Treasurer – Ryan Woodings
- At-Large Member – Pat Shalz

Commissioner Ludwig moved to elect the Executive Committee officers as presented, appoint the At-Large member of Executive Committee, approve the Executive Committee Charge, and designate Ross Borden, CCDC Finance Director, as the Secretary Pro Tempore.

Commissioner Jordan and seconded the motion.

All said Aye. The motion carried 9-0. <sup>1</sup>

**B. CONSIDER: Annual Independent Audit and Financial Report for FY 2016**

Kevin Smith, Eide Bailly, gave a report.

Commissioner Zuckerman moved to accept independent auditor Eide Bailly's report of the Agency's Fiscal Year 2016 financial statements and authorize staff to deliver the audit report to all required entities.

Commissioner Shalz seconded the motion.

All said Aye. The motion carried 9-0.

**C. CONSIDER: Resolution 1483 Authorizing Finance Director to negotiate terms for approximately \$13 million RMOB District Redevelopment Bonds, Series 2017**

Ross Borden, CCDC Finance Director, gave a report

Commissioner Zuckerman moved to adopt Resolution 1483 authorizing the Finance Director in consultation with the Agency's financial advisor, bond counsel and counsel to negotiate formal terms with Zions Bank and develop financing documents for approximately \$13 million in Redevelopment Bonds, Series 2017, for Board consideration at its April 10, 2017 Regular meeting; Designating Bank of America as the alternate bank; and authorize publication of the Notice of Negotiated Bond Sale, Notice of Bond Purchase Agreement, and Notice of Bond Resolution.

Commissioner Shalz seconded the motion.

All said Aye. The motion carried 9-0.

**V. INFORMATION/DISCUSSION ITEMS**

**A. Trailhead Report**

Raino Zoller, Executive Director of Trailhead gave a report

**B. Operations Report**

John Brunelle, CCDC Executive Director gave a report.

Chair Hale thanked the outgoing board member Commissioner Pearson for her service on the CCDC Board of Commissioners.

**VI. EXECUTIVE SESSION**

Commissioner Zuckerman moved to enter into executive session to deliberate regarding acquisition of an interest in real property which is not owned by a public agency; consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code; and communicate with legal counsel to discuss the legal ramifications and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated [Idaho Code Section 74-206(1)(c),(d) and (f)].

Commissioner Bieter seconded the motion.

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<sup>1</sup> Originally, the motion, second, and approval did not include the appointment of the Secretary Pro Tempore or approval of the executive committee charge. Shortly after the vote, Commissioner Ludwig moved to include within the motion the appointment of the Secretary Pro Tempore, Ross Borden, CCDC Finance Director and approval of executive committee charge. Commissioner Jordan seconded the motion. All voted aye 9-0.

A roll call vote was taken:

Chair Hale Aye  
Commissioner Zuckerman Aye  
Commissioner Shalz Aye  
Commissioner Ludwig Not in attendance for roll call vote  
Commissioner Pearson Absent  
Commissioner Woodings Aye  
Commissioner Jordan Aye  
Commissioner Quintana Aye  
Commissioner Bieter Aye

Records that are exempt from disclosure were discussed.

Commissioner Jordan left executive session at 1:15 p.m.

## **VII. EXECUTIVE SESSION ADJOURNMENT**

A motion was made by Commissioner Zuckerman to adjourn executive session at 1:38 p.m. and return to the public meeting. Commissioner Shalz seconded the motion.

A roll call vote was taken:

Chair Hale Aye  
Commissioner Zuckerman Aye  
Commissioner Shalz Aye  
Commissioner Ludwig Aye  
Commissioner Pearson Aye  
Commissioner Woodings Aye  
Commissioner Jordan Absent  
Commissioner Quintana Aye  
Commissioner Bieter Aye

## **VIII. REGULAR MEETING ADJOURNMENT**

There being no further business to come before the Board, a motion was made by Commissioner Shalz to adjourn the meeting.

Commissioner Bieter seconded the motion.

All said Aye. The motion carried 8-0

The meeting was adjourned at 1:39 p.m.

- - - -

ADOPTED BY THE BOARD OF DIRECTORS OF THE CAPITAL CITY DEVELOPMENT CORPORATION  
ON THE 13<sup>th</sup> DAY OF March, 2017.

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John Hale, Chair

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Ryan Woodings, Secretary/Treasurer



## AGENDA BILL

<b>Agenda Subject:</b> Amendment to Financial Advisory Services Agreement with Piper Jaffray & Co.		<b>Date:</b> March 13, 2016
<b>Staff Contact:</b> Ross Borden, Finance Director	<b>Attachments:</b> <div>1. Resolution 1485</div> <div>2. Third Amendment to Financial Services Agreement</div>	
<b>Action Requested:</b> Adopt Resolution 1485 amending the financial advisory services agreement with Piper Jaffray & Co.		

### Background:

The Agency's current contract for financial advisory services with Piper Jaffray & Co was approved by the Board on October 15, 2014 with a termination date of December 31, 2018 (Resolution 1365).

That agreement was first amended in August 2015 to include financial advisory services for the Agency's issuance of Redevelopment Bond, Series 2015, \$5.0 million principal amount, for projects in the Central District (Resolution 1400).

It was amended a second time in December 2016 to include financial advisory services for the Agency's \$13.0 million financing for three projects in the River Myrtle-Old Boise urban renewal district (Resolution 1472).

This third amendment is for financial advisory services related to the evaluation, preparation and possible financing of a portion of the city of Boise's Main Library project.

### Fiscal Notes:

The proposed fee schedule is \$2.50 per \$1,000 of bonds, subject to a \$25,000 minimum and a \$70,000 maximum fee payable upon closing of the financing. Piper Jaffray is owed \$10,000 if the project is not completed by December 31, 2018.

**Staff Recommendation:** Adopt Resolution 1485.

### Suggested Motion:

CONSENT AGENDA. I move adoption of Resolution 1485 amending the financial advisory services agreement with Piper Jaffray & Co. to include the city of Boise's Main Library Project.



**RESOLUTION NO. 1485**

BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF THE CITY OF BOISE, IDAHO:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO, APPROVING THE THIRD AMENDMENT TO FINANCIAL SERVICES AGREEMENT WITH PIPER JAFFRAY & CO.; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE THIRD AMENDMENT TO FINANCIAL SERVICES AGREEMENT AND ANY OTHER NECESSARY DOCUMENTS; AUTHORIZING ANY TECHNICAL CORRECTIONS TO THE AMENDMENT; AUTHORIZING THE EXPENDITURE OF FUNDS; AND PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION is made on the date hereinafter set forth by the Urban Renewal Agency of Boise City, Idaho, an independent public body, corporate and politic, authorized under the authority of the Idaho Urban Renewal Law of 1965, as amended, Chapter 20, Title 50, Idaho Code, and the Local Economic Development Act, as amended and supplemented, Chapter 29, Title 50, Idaho Code (collectively, the "Act"), as a duly created and functioning urban renewal agency for Boise City, Idaho (hereinafter referred to as the "Agency"); and,

WHEREAS, the City Council of the City of Boise City, Idaho (the "City"), after notice duly published, conducted a public hearing on the River Street-Myrtle Street Urban Renewal Plan (the "River Street Plan"), and following said public hearing the City adopted its Ordinance No. 5596 on December 6, 1994, approving the River Street Plan and making certain findings; and,

WHEREAS, the City, after notice duly published, conducted a public hearing on the First Amended and Restated Urban Renewal Plan, River Street-Myrtle Street Urban Renewal Project (annexation of the Old Boise Eastside Study Area and Several Minor Parcels) and Renamed River Myrtle-Old Boise Urban Renewal Project (the "River Myrtle-Old Boise Plan"); and,

WHEREAS, following said public hearing, the City adopted its Ordinance No. 6362 on November 30, 2004, approving the River Myrtle-Old Boise Plan and making certain findings; and,

WHEREAS, the Agency entered into a Financial Services Agreement with Piper Jaffray & Co., dated October 15, 2014, allowing for financial advisory services relative to specific projects as well as general financial analysis and advice ("Agreement"); and,

WHEREAS, the Agreement was amended in August 2015 to include financial advisory services for the Agency's issuance of Redevelopment Bond, Series 2015, \$5.0 million principal amount, for Agency projects in the Central urban renewal district as authorized by the Amended and Restated Urban Renewal Plan for the Boise Central District Project I, Idaho R-4 and Project II, Idaho R-5 adopted by Ordinance No. 6576 on June 26, 2007 by the Boise City Council; and,

WHEREAS, the Agreement was amended a second time in December 2016 to include financial advisory services for the Agency's issuance of Redevelopment Bond, Series 2017, \$13

million principal amount, for Agency projects in the River Myrtle-Old Boise urban renewal district; and,

WHEREAS, Agency staff and Piper Jaffray & Co. have drafted a Third Amendment to Financial Services Agreement, attached as Exhibit A, to allow Piper Jaffray & Co. to provide financial advisory services for the city of Boise Main Library Project for which the Agency may serve as conduit issuer of lease revenue bonds or similar obligations payable by the city of Boise; and,

WHEREAS, Agency staff recommends approval of the Third Amendment to Financial Services Agreement, and the Agency Board finds it in the best interest of the Agency to approve same.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, AS FOLLOWS:

Section 1: That the above statements are true and correct.

Section 2: That the Third Amendment to Financial Services Agreement, set forth as Exhibit A hereto, be and the same is hereby approved.

Section 3: That the Board hereby authorizes the Executive Director to sign and enter into the Third Amendment to Financial Services Agreement, and, further, is hereby authorized and directed to execute all necessary documents required to implement the Third Amendment to Financial Services Agreement, subject to representations by Agency legal counsel that all conditions have occurred; the Executive Director is further authorized to approve and accept any necessary technical changes to the Amendment, upon advice from Agency legal counsel that said changes are consistent with the provisions of the Amendment presented to the Agency Board at its March 13, 2017, meeting; the Executive Director is further authorized and directed to perform any and all other duties required pursuant to the Amendment, including the expenditure of funds.

Section 4: That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED by the Urban Renewal Agency of Boise City, Idaho, on March 13, 2017.  
Signed by the Chairman of the Board of Commissioners, and attested by the Secretary to the Board of Commissioners on March 13, 2017.

URBAN RENEWAL AGENCY OF BOISE CITY

By: \_\_\_\_\_  
John Hale, Chairman

ATTEST:

By: \_\_\_\_\_  
Secretary

### THIRD AMENDMENT TO FINANCIAL SERVICES AGREEMENT

This Third Amendment to Financial Services Agreement, is entered into the \_\_\_\_ day of February, 2017, by and between Capital City Development Corporation (the Issuer), and Piper Jaffray & Co. (the Financial Services Provider).

#### RECITALS

WHEREAS, the Issuer and the Financial Services Provider entered into a Financial Services Agreement dated October 15, 2014, as amended by that First Amendment to Financial Services Agreement, dated August 10, 2015, and as amended by that Second Amendment to Financial Services Agreement, dated November 7, 2016 (the "Agreement") and

WHEREAS, the Issuer desires to amend the Agreement to include additional Projects; and

WHEREAS, the Issuer desires to engage the Financial Services Provider to render the services with respect to an additional Project.

NOW THEREFORE, the parties agree as follows:

- 1) The Agreement is hereby amended to include the following Project in the scope of services to be provided under the Agreement:

Financial Advisory services related to the evaluation, preparation and possible financing of a portion of the City of Boise's Main Library expansion project in which the Issuer would serve as the conduit issuer of lease revenue bonds or similar obligations payable by the City of Boise (the "Main Library Conduit Financing Project").

Proposed Fee schedule: \$2.50 per \$1,000 of bonds, subject to a minimum \$25,000 fee and a maximum \$70,000 fee. The proposed fee will be due and payable to the Financial Services Provider upon the completion and closing of the Main Library Conduit Financing Project. If the Main Library Conduit Financing Project is not completed by December 31, 2018, then the Financial Services Provider will be due a fee in the amount of \$10,000 at that time.

- 2) The Issuer agrees that the letter dated June 21, 2016 from the Financial Services Provider entitled "New Required Disclosures under MSRB Rule G-42 and Affirmation of Certain Aspects of Our Relationship," attached as Exhibit A, is fully incorporated herein and forms a part of the Agreement.

This amendment forms part of, is subject to and incorporated into the above-referenced Agreement.

IN WITNESS WHEREOF, the parties have executed this Third Amendment to Financial Services Agreement on the date first above written. By the signature of its representative below, each party affirms that it has taken all necessary action to authorize said representative to execute this Agreement.

CAPITAL CITY DEVELOPMENT CORPORATION

PIPER JAFFRAY & CO.

By: \_\_\_\_\_  
Title: Executive Director  
Date: \_\_\_\_\_

By:   
Title: Managing Director  
Date: February 7, 2017

## EXHIBIT A

New Required Disclosures under MSRB Rule G-42 and Affirmation of Certain Aspects of Our Relationship



Dated: June 21, 2016

John Brunelle, Executive Director  
Capital City Development Corporation  
121 N. 9<sup>th</sup> St. Suite 501  
Boise, Idaho 83702

Re: New Required Disclosures under MSRB Rule G-42 and Affirmation of Certain Aspects of Our Relationship

Dear Mr. Brunelle,

This letter is being provided to you because of the new Municipal Securities Rulemaking Board (MSRB) Rule G-42, (which we refer to herein as the Rule), effective June 23, 2016, which will apply to Piper Jaffray in its capacity as a financial advisor or municipal advisor to you. The Rule applies to all municipal advisors. The Rule applies in connection with our current engagement under **FINANCIAL SERVICES AGREEMENT** dated October 15, 2014 (the "Agreement") between Piper Jaffray & Co. ("us" or "Piper Jaffray") and the **CAPITAL CITY DEVELOPMENT CORPORATION** ("you" or the "Client"). The Rule generally requires that we make certain disclosures. It also requires that we affirm in writing certain aspects of our existing relationship. This letter will serve as written documentation required by our regulators under the Rule of certain specific terms, disclosures and other items of information relating to our relationship. We ask that you acknowledge receipt of this letter and if you have any questions, we invite you to contact your Piper Jaffray municipal advisor, Eric Heringer directly.

1. **Scope of Services.** (a) ***Services to be provided.*** We are required under the Rule to affirm the scope of the services we have agreed to provide for you and any limitations on the scope. We believe the Scope of Services with respect to our engagement is as described in the Agreement. If you disagree with this assessment, or desire to amend the Scope of Services, please contact us accordingly.

(b) ***Limitations on Scope of Services.*** The Scope of Services is subject to the limitations as may be provided in the Agreement. In addition, the following further limitations apply. With respect to any preliminary or final official statement, Piper Jaffray will assist in performing a review of certain information in the preliminary or final official statement, if any, at your direction and will review the accuracy of certain information respecting the bond issue set forth therein such as mathematical tables, including with respect to bond prices, yields, debt service schedules and coverage ratios. Piper Jaffray is not responsible for the preparation of the preliminary or final official statement or for verifying or certifying as to the overall accuracy or completeness of any statements therein. In addition you agree to allow us to rely on any opinion or representation of you or your counsel as to the accuracy or completeness of the preliminary and final official statement.

Unless explicitly directed by you in writing and included in the Agreement, the Scope of Services does not include evaluating advice or recommendations received by you from third parties. The Scope of Services also does not include tax, legal, accounting or engineering advice with respect to any Issue or in connection with any opinion or certificate rendered by counsel or any other person at closing. Finally, the Scope of Services does not include review or advice on any feasibility study.

(c) ***IRMA status.*** Piper Jaffray requests that you provide to us, for review prior to posting or mailing, any written representation of you contemplated under SEC Rule 15Ba1-1(d)(3)(vi)(B) (i.e. an IRMA letter) that references Piper Jaffray, its personnel and its role as IRMA.

2. **Piper Jaffray's Regulatory Duties When Servicing the Client.** The Rule requires that Piper Jaffray make a reasonable inquiry as to the facts that are relevant to your determination whether to proceed with a course of action or that form the basis for any advice provided by Piper Jaffray to you. The rule also requires that Piper Jaffray undertake a reasonable investigation to determine that it is not basing any recommendation on materially inaccurate or incomplete information. Piper Jaffray is also required under the rule to use reasonable diligence to know the essential facts about you as the Client and the authority of each person acting on your behalf.

Accordingly, Piper Jaffray seeks your assistance and cooperation and that of your agents (for example, bond or disclosure counsel) in carrying out these regulatory duties, including providing to us accurate and complete information and reasonable access to relevant documents, other information and personnel needed to fulfill such duties. In addition, if you ask Piper Jaffray to provide advice with regard to any recommendation made by a third party such as an underwriter, because we have regulatory duties to document the suitability of that recommendation, we request that you provide to us written direction to do so as well as any information you have received from such third party relating to its recommendation.

3. **Term.** The term of Piper Jaffray's engagement and the terms on which the engagement may be terminated are as provided in the Agreement.

4. **Compensation.** The form and basis of compensation for Piper Jaffray's services are as provided in the Agreement.

5. **Required Disclosures.** The Rule requires that Piper Jaffray provide you with the following disclosures of material conflicts of interest and of information regarding certain legal events and disciplinary history.

(a) ***Disclosures of Conflicts of Interest.*** The Rule requires that Piper Jaffray provide to you disclosures relating to any actual or potential material conflicts of interest, including certain categories of potential conflicts of interest identified in the Rule, if applicable. If no such material conflicts of interest are known to exist based on the exercise of reasonable diligence by us, Piper Jaffray is required to provide a written statement to that effect.

Accordingly, we make the following disclosures with respect to material conflicts of interest in connection with the Scope of Services under the Agreement, together with explanations of how we address or intend to manage or mitigate each conflict. To that end, with respect to all of the conflicts disclosed below, we mitigate such conflicts through our adherence to our fiduciary duty to you in connection with municipal advisory activities, which includes a duty of loyalty to you in performing all municipal advisory activities for you. This duty of loyalty obligates us to deal honestly and with the utmost good faith with you and to act in your best interests without regard to our financial or other interests. As a broker-dealer with a client oriented business, our success and profitability over time is based on assuring the foundations exist of integrity and quality of service. Furthermore, Piper Jaffray's supervisory structure, utilizing our long-standing and comprehensive broker-dealer supervisory processes and practices, provides strong safeguards against individual representatives of Piper Jaffray potentially departing from their regulatory duties due to personal interests. The disclosures below describe, as applicable, any additional mitigations that may be relevant with respect to any specific conflict disclosed below.

**Compensation-Based Conflicts.** We are required to provide you with disclosures of potential conflicts of interest related to the fees due to us under the Agreement. If the compensation paid by you is based on the size of an issue, while this form of compensation is customary in the municipal securities market, it may present the appearance of a conflict or the potential for a conflict because it could create an incentive for Piper Jaffray to recommend unnecessary financings or financings that are disadvantageous to you, or create an incentive for Piper Jaffray to advise you to increase the size of the issue. If the fees expected to be paid by you are in a fixed amount established at the outset of the agreement, the amount is usually based upon an analysis by you and Piper Jaffray of, among other things, the expected duration and complexity of the transaction and the scope of services to be performed by Piper Jaffray. This form of compensation presents the appearance of a conflict or a potential conflict

of interest because, if the transaction requires more work than originally contemplated, Piper Jaffray may suffer a loss. Thus, Piper Jaffray may have an incentive to recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. If the fees expected to be paid by you are based on hourly fees of Piper Jaffray's personnel, with the aggregate amount equaling the number of hours worked by such personnel times an agreed-upon hourly billing rate, this form of compensation presents the appearance of a conflict or a potential conflict of interest if we do not agree on a reasonable maximum amount at the outset of the engagement, because Piper Jaffray does not have a financial incentive to recommend alternatives that would result in fewer hours worked. In addition, any contingent-based compensation, i.e. based upon the successful delivery of the issue, while customary in the municipal securities market, may present the appearance of a conflict or the potential for a conflict because it could create an incentive for Piper Jaffray to recommend unnecessary financings or financings that are disadvantageous to you. We believe that each of these potential conflicts of interest are mitigated by our duty of care and fiduciary duty to you and by the general mitigations related to our duties to you, as described above.

**Transactions in Client's Securities.** As a municipal advisor, Piper Jaffray cannot act as an underwriter in connection with the same issue of bonds for which Piper Jaffray is acting as a municipal advisor. From time to time, Piper Jaffray or its affiliates may submit orders for and acquire your securities issued in an Issue under the Agreement from members of the underwriting syndicate, either for its own trading account or for the accounts of its customers. Again, while we do not believe that this activity creates a material conflict of interest, we note that to mitigate any perception of conflict and to fulfill Piper Jaffray's regulatory duties to you, Piper Jaffray's activities are engaged in on customary terms through units of Piper Jaffray that operate independently from Piper Jaffray's municipal advisory business, thereby eliminating the likelihood that such investment activities would have an impact on the services provided by Piper Jaffray to you under the Agreement.

**(b) Disclosures of Information Regarding Legal Events and Disciplinary History.** The Rule requires that all municipal advisors provide to their clients certain disclosures of legal or disciplinary events material to a client's evaluation of the municipal advisor or the integrity of the municipal advisor's management or advisory personnel. Accordingly, Piper Jaffray sets out below required disclosures and related information in connection with such disclosures.

I. **Material Legal or Disciplinary Event.** There are no legal or disciplinary events that are material to the Client's evaluation of Piper Jaffray or the integrity of Piper Jaffray's management or advisory personnel disclosed, or that should be disclosed, on any Form MA or Form MA-I filed with the SEC.


II. **Most Recent Change in Legal or Disciplinary Event Disclosure.** Piper Jaffray has not made any material legal or disciplinary event disclosures on Form MA or any Form MA-I filed with the SEC.

**(c) How to Access Form MA and Form MA-I Filings.** Piper Jaffray's most recent Form MA and each most recent Form MA-I filed with the SEC are available on the SEC's EDGAR system at <http://www.sec.gov/edgar/searchedgar/companysearch.html>. The Form MA and the Form MA-I include information regarding legal events and disciplinary history about municipal advisor firms and their personnel, including information about any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation. The SEC permits certain items of information required on Form MA or MA-I to be provided by reference to such required information already filed by Piper Jaffray in its capacity as a broker-dealer on Form BD or Form U4 or as an investment adviser on Form ADV, as applicable. Information provided by Piper Jaffray on Form BD or Form U4 is publicly accessible through reports generated by BrokerCheck at <http://brokercheck.finra.org>, and Piper Jaffray's most recent Form ADV is publicly accessible at the Investment Adviser Public Disclosure website at <http://www.adviserinfo.sec.gov>. For purposes of accessing such BrokerCheck reports or Form ADV, Piper Jaffray's CRD number is 665.

**(d) Future Supplemental Disclosures.** As required by the Rule, this Section 5 may be supplemented or amended, from time to time as needed, to reflect changed circumstances resulting in new conflicts of interest or changes in the conflicts of interest described above, or to provide updated information with regard to any legal or


disciplinary events of Piper Jaffray. Piper Jaffray will provide you with any such supplement or amendment as it becomes available throughout the term of the Agreement.

Piper Jaffray & Co.

By:   
Title: Managing Director  
Date: June 21, 2016

ACKNOWLEDGED:

CAPITAL CITY DEVELOPMENT CORPORATION

By:   
Title: EXECUTIVE DIRECTOR  
Date: JUNE 22, 2016





## AGENDA BILL

<b>Agenda Subject:</b> Rescinding and Re-Enacting the Board of Commissioners’ <i>Public Records Retention Policy and Email Policy</i>		<b>Date:</b> March 13, 2017
<b>Staff Contact:</b> Kathy Wanner, Contracts Specialist	<b>Attachments:</b> 1. Resolution No. 1487	
<b>Action Requested:</b> Adopt Resolution No. 1487 rescinding and re-enacting the Board’s <i>Public Records Retention Policy and Email Policy</i> .		

### Background:

The Board of Commissioners adopted a Public Records Retention Policy and Email Policy in April 2014 with Resolution No. 1340. The action before the Board is to rescind the *Public Records Retention Policy and Email Policy* and replace it with the attached updated *Public Records Retention Policy and Email Policy*.

The Agency's permanent records are stored in an off-site records storage location. Earlier this year, CCDC was approached by the Boise City Department of Arts and History with an offer to archive and store certain permanent Agency records. Arts and History employs an archivist and has archival and records storage facilities. Agency records include information of historical significance to the City, so it is consistent for certain records to be archived by the City.

The Board's Records Retention Policy states that "permanent records shall be retained by the Agency or may be transferred to the Idaho State Historical Society's permanent records repository." The proposed change will add the City of Boise as an additional and preferred entity for the storage and archive of permanent CCDC records.

Other minor changes include updates to the Agency logo, Idaho Code citations, and formatting improvements.

### Fiscal Notes:

No fiscal impact.

### Staff Recommendation:

Adopt Resolution No. 1487 rescinding and re-enacting the *Public Records Retention Policy and Email Policy* as presented in Exhibit A.

### Suggested Motion:

CONSENT AGENDA. I move to adopt Resolution No. 1487 rescinding and re-enacting the Board of Commissioners' *Public Records Retention Policy and Email Policy* as presented in Exhibit A.

**Attachment 1**

**Resolution No. 1487**

**( *Begins on the following page.* )**

# ATTACHMENT 1

## RESOLUTION NO. 1487

BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF THE CITY OF BOISE, IDAHO:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO, RESCINDING AND REENACTING A PUBLIC RECORDS RETENTION POLICY AND EMAIL POLICY; AUTHORIZING THE EXECUTIVE DIRECTOR TO IMPLEMENT THE POLICY, TO MAKE MINOR MODIFICATIONS, AND TO ESTABLISH ADMINISTRATIVE PROCEDURES, SUBJECT TO CERTAIN CONDITIONS; AND PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION is made on the date hereinafter set forth by the Urban Renewal Agency of Boise City, Idaho, an independent public body, corporate and politic, authorized under the authority of the Idaho Urban Renewal Law of 1965, as amended, Chapter 20, Title 50, Idaho Code, and the Local Economic Development Act, as amended and supplemented, Chapter 29, Title 50, Idaho Code (collectively, the "Act"), as a duly created and functioning urban renewal agency for Boise City, Idaho (hereinafter referred to as the "Agency"); and,

WHEREAS, Idaho Code defines public records and establishes requirements for the preservation of permanent public records and retention and disposition of semi-permanent and temporary public records; and,

WHEREAS, the Agency is a public agency and produces records considered to be permanent, semi-permanent, temporary, and transitory; and,

WHEREAS, proper handling of the Agency's records requires a records management program that will identify, catalog, and preserve public records which must be kept permanently and will create an orderly system for cataloging, maintaining, retrieving, storing, and disposing of semi-permanent, temporary, and transitory public records; and,

WHEREAS, a records management program makes office operations more efficient and effective, saving time and expense; and,

WHEREAS, proper disposal of public records that are no longer required to be kept reduces costs for storage; and,

WHEREAS, the Agency Board adopted Resolution No. 1340 on April 14, 2014, approving a Public Records Retention Policy and Email Policy as set forth in Exhibit A to Resolution No. 1340; and,

WHEREAS, Agency staff has evaluated that Public Records Policy and recommends that it be rescinded and that a new, updated *Public Records Retention Policy and Email Policy* be enacted to better address the storage and retention of permanent records produced by the Agency, and to correct formatting deficiencies and code citations made throughout the document; and,

WHEREAS, Agency staff has prepared the updated *Public Records Retention Policy and Email Policy*, attached as Exhibit A and incorporated herein by reference, and recommends approval of same; and,

WHEREAS, Agency Board finds it in the best interests of the Agency and the public to approve the Updated Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO:

Section 1: That the above statements are true and correct.

Section 2: That the *Public Records Retention Policy and Email Policy* approved by the Agency Board by its adoption of Resolution No. 1340 is hereby rescinded in its entirety.

Section 3: That the updated *Public Records Retention Policy and Email Policy* attached hereto as Exhibit A, and incorporated herein as if set out in full, is enacted, approved, and adopted by the Agency Board; and further, that the Executive Director is authorized and directed to take all action to implement the updated *Public Records Retention Policy and Email Policy* in the conduct of Agency business; and further, that the Executive Director is authorized to make minor technical and administrative modifications to the Retention Schedule as provided in the Policy; and further, that the Executive Director is authorized to establish administrative procedures for the Policy, upon advice from the Agency's legal counsel that said policies are consistent with the provisions of the Policy and Idaho law.

Section 4: That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED By the Urban Renewal Agency of Boise City, Idaho, on March 13, 2017.  
Signed by the Chair of the Board of Commissioners and attested by the Secretary to the Board of Commissioners on March 13, 2017.

URBAN RENEWAL AGENCY OF BOISE CITY

By: \_\_\_\_\_  
John Hale, Chairman

ATTEST:

By: \_\_\_\_\_  
Secretary

**EXHIBIT A**  
**Updated Public Records Retention Policy and Email Policy**



**Public Records Retention Policy and Email Policy**

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Adopted by the CCDC Board of Commissioners  
Resolution No. 1487 – March 13, 2017

## **Part 1:**

### **Public Records Retention Policy**

Management of public records is a vital function of every public entity, and understanding the basic principles of records management is essential. While Idaho law provides that any “writing” prepared or used in the conduct of public business qualifies as a public record, it also recognizes that records vary tremendously in their utility and significance. For instance, resolutions and minutes are important for day-to-day operation and are also historically significant, and Idaho law provides that these records are not to be destroyed. On the other hand, many types of public records should be kept for the applicable retention period and destroyed once their utility is exhausted. The Capital City Development Corporation Board of Commissioners (CCDC Board) has established this Public Records Retention Policy (Retention Policy) and the companion Email Policy (Email Policy) in Part 2, to address how Capital City Development Corporation (Agency) manages its public records.

#### **I. Introduction**

##### **What Constitutes a Public Record?**

The definition of “public record” is found in the Idaho Public Records Law in Idaho Code 74-101:

“Public record” includes, but is not limited to, any writing containing information relating to the conduct or administration of the public’s business prepared, owned, used or retained by any state agency, independent public body corporate and politic or local agency regardless of physical form or characteristics.

Idaho Code 74-101 also defines “writing”:

“Writing” includes, but is not limited to, handwriting, typewriting, printing, photo stating, photographing and every means of recording, including letters, words, pictures, sounds or symbols or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums or other documents.

In basic terms, the definition of public record established by Idaho law includes any recorded information, regardless of medium, that relates to the business of agency government. Public records can be paper documents, books, maps, pictures, audio/visual recordings, microfilm or microfiche, as well as electronic documents (including computer files and email).

All Agency records are property of the Agency, and no Agency official, elected or appointed or staff, shall have any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction or removal of Agency records is prohibited.

There are four types of records:

**1. PERMANENT RECORDS**, (Idaho Code 50-907), consist of:

- a) Adopted meeting minutes
- b) Ordinances and resolutions
- c) Building plans and specifications for commercial projects and government buildings
- d) Fiscal year-end financial reports
- e) Records affecting the title to real property or liens
- f) Other documents and records as may be deemed of permanent nature by the CCDC Board, such as:
  - i. Bond documents
  - ii. Bylaws
  - iii. Urban renewal plans and attachments

Permanent records shall be retained by the Agency in perpetuity or may be transferred to the 1). City of Boise or 2). Idaho State Historical Society's permanent records repository upon resolution by the CCDC Board.

**2. SEMI-PERMANENT RECORDS**, (Idaho Code 50-907), consist of:

- a) Claims, canceled checks, warrants, duplicate warrants, purchase orders, vouchers, duplicate receipts, utility and other financial records
- b) Contracts
- c) License applications
- d) Departmental reports
- e) Bonds and coupons
- f) Other documents and records as may be deemed of semi-permanent nature by the CCDC Board.

Generally, semi-permanent records shall be kept for not less than five (5) years after the date of issuance or completion of the matter contained within the record. Certain semi-permanent records may need to be retained for as long as ten (10) years.

**3. TEMPORARY RECORDS**, (Idaho Code 50-907), consist of:

- a) Building applications, plans, and specifications for noncommercial and nongovernment projects after the structure or project receives final inspection and approval
- b) Cash receipts subject to audit
- c) Other documents or records as may be deemed of temporary nature by the CCDC Board, such as:
  - i. Public records requests
  - ii. Bankruptcy notices
  - iii. Budget worksheets
  - iv. Budget instructions
  - v. Computer system security
  - vi. Maintenance records
  - vii. Employee travel records
  - viii. Leave applications

Generally, temporary records shall be retained for not less than two (2) years. Certain temporary records may need to be retained for three (3) years.



**4. TRANSITORY RECORDS** consist of;

- a) Phone messages (including voice mail messages and Voice Over Internet Protocol (VOIP) messages with no substantive information)
- b) Appointment books
- c) Routine correspondence
- d) Materials for which CCDC is not the Office of Origin and have been gathered for informational purposes only (See definition of Office of Origin in Exhibit A.)
- e) Documents with no substantive information
- f) Other documents and records as may be deemed of transitory in nature by the CCDC Board

These records shall be kept until administrative needs end, or become superseded or obsolete. Transitory records fall outside the three statutory categories stated above.

## **II. Background**

### **Value of Records Management**

The need to improve records management is a common theme heard from officials from around the state. Some public officials, for example, find their city hall and offices buried in tons of records that may be decades old because their predecessors refused to destroy anything. Other public officials discover that key records are missing, perhaps falling victim to theft, fire, or other calamities.

An effective records management program seeks to accomplish the following:

- Saves valuable office space and money by systematically removing semi-active records from office files to low-cost storage
- Identifies and protects vital records, those necessary to continue or reestablish a city's operations after a disaster
- Identifies and protects historical/archival records and ensures they are stored in an appropriate manner
- Saves time and money by developing an orderly system for maintaining, retrieving, storing and disposing of records

The elements of a comprehensive records management program include:

- Inventory and appraisal of records
- Preparation of a record retention schedule
- Management and control of active, semi-active and inactive records
- Final disposition through destruction or permanent retention
- Disaster preparedness
- Use of electronic document imaging

## **Inventory and Appraisal of Records**

The first step in a records management program is to undertake an inventory that identifies, counts and measures all records created and maintained by the Agency. The inventory encompasses all media types, including paper records, computer disks, electronic files, CDs and DVDs, microfilm or microfiche, maps, drawings and pictures. The inventory serves as the foundation for a records management program, and can assist in the following areas:

- **Inactive Records:** Most offices retain more records than necessary and records are retained much longer than needed, meaning valuable office space is typically occupied by duplicate records or original records that have exceeded their specified retention period and should be destroyed. The primary benefit of a records inventory is reclaiming wasted space and putting it to more effective use.
- **Digital Imaging:** An inventory will provide an indication of records that are good candidates for digital imaging.
- **Archival Materials:** An inventory will identify records of archival value and their location.
- **File Management:** Knowing the volume and retrieval rate of records will help determine future filing equipment needs and the best system of filing records.

The basic information gathered in a records inventory includes:

- Titles of documents
- Format they are presently in
- Date of execution or the date it was created
- Date of expiration or the date the matter was resolved
- Type of record, i.e. transitory, temporary, semi-permanent or permanent
- Date the document is eligible for destruction
- Destruction method
- The present location of the document

The inventory process shall begin with current active contracts and then move on to the archives.

## **Preparation of a Record Retention Schedule**

A record retention schedule establishes the minimum retention period and final disposition, either by destruction or permanent retention, for the various types of records. State and federal law and regulations provide specific retention periods for many, but not all, records.

There are several important considerations to keep in mind regarding record retention schedules:

- The retention schedule lists the minimum amount of time that a record must be kept – it does not require the Agency to destroy records that have exceeded their minimum

retention nor does it authorize staff to begin destroying records. These issues are explained in more detail below and addressed in Part 1: Section III.

- The retention schedule does require the Agency to keep the record for the applicable period, during which the record may be inspected and copied as a public record unless specifically exempt from disclosure as provided by Idaho law.
- The retention period only applies to the official copy of a record. Duplicate copies may be disposed of at any time. It is important to designate the official copy so it is easily identifiable for retention purposes.

In determining appropriate periods of retention, city officials should consider the administrative, policy, fiscal, legal and historical value of the various types of records.

- **Administrative Value:** This is the length of time the Agency needs to retain a record to meet its own business needs. Records with administrative value are typically operational records, calendaring meeting notes, phone messages, some correspondence, and short to-do lists. In most cases, the administrative value of records is exhausted when the applicable transaction is completed.
- **Policy Value:** Records with policy value document the establishment and interpretation of laws and policies. Most of these records have long-term or permanent retention, because they deal with issues of lasting importance. Records with significant policy value include: resolutions, legal opinions, policy-related correspondence, personnel and other Agency policies, etc.
- **Fiscal Value:** Records with fiscal value document the Agency's financial transactions and include ledgers, payroll, vouchers, receipts, etc. Retention periods for these records are often relatively short, because their value is largely exhausted after completion of the annual audit. However, there are other records (primary copies of the budget, audit and year-end financial reports, for instance) that merit permanent retention.
- **Legal Value:** Records with legal value provide documentation of the Agency's rights and obligations. These records include: contracts and agreements, titles, leases, claims, etc. Some records have permanent legal value (titles to real property, for instance). It is important to understand the applicable state and federal laws when establishing retention periods for these records.
- **Historical Value:** Certain records have long term historical value because they provide authentic evidence of policies, programs, governing officials, local historical information, etc. Even though these records may have exhausted their administrative, policy, fiscal, and legal value, they should be identified as permanent records.

The CCDC Board has adopted a records retention schedule (Retention Schedule) as part of this Retention Policy which is included as Exhibit B. It is important that the schedule be updated periodically to reflect new types of records that accompany new services or responsibilities. The Retention Policy states that substantive revisions to the Retention Schedule shall be presented to the CCDC Board for approval and

delegates responsibility to the CCDC Executive Director (Executive Director) for approval of minor technical and administrative modifications not affecting the substance of the Retention Schedule (see Part 1: Section III.A.1). The Retention Schedule and subsequent revisions should be reviewed for legal issues by Agency legal counsel.

### **Management and Control of Active, Semi-Active and Inactive Records**

The fundamental principle of effective records management is that the various stages of the records' "life-cycle" have important implications for how records are managed.

- **Active Records:** Records typically less than two years old, which are actively used and stored in the most easily accessible areas.
- **Semi-Active Records:** Records generally at least two years old, which are needed occasionally and should be stored in low cost facilities that meet appropriate requirements for records storage.
- **Inactive Records:** Records that are seldom, if ever, needed and are retained until the end of their retention period (unless a permanent record).
- **Final Disposition:** Permanent records must be retained by the Agency in perpetuity or transferred to the 1). City of Boise or 2). Idaho State Archives. Nonpermanent records reaching the end of the required retention period may be destroyed pursuant to the requirements of Idaho law and Agency policy (see Part 1: Section III.E and Part 2: Sections III.2 and III.5).

### **Final Disposition/Destruction of Documents**

Final disposition of records happens in one of three ways:

- Destruction of nonpermanent records
- Permanent physical records are retained in perpetuity by the Agency or the City of Boise
- Permanent records are scanned electronically and the physical records transferred to the 1). City of Boise or 2). State Archives

The process for destruction of nonpermanent records typically begins once the records have reached their minimum retention period, but there are some important exceptions that dictate records must be kept longer. See Part 1: Section III.E for the process and exceptions.

### **Penalties for Improper Destruction of Records**

It is important to understand that unauthorized destruction of records is a serious crime:

- Idaho Code 18-3201 provides that a public officer found guilty of willfully destroying, altering, falsifying, or theft of Agency records is guilty of a felony punishable by up to 14 years in prison.

- Idaho Code 18-3202 provides that any individual (excluding public officers) found guilty of willfully destroying, altering, falsifying or theft of Agency records may be punished by up to 5 years in prison or 1 year in the county jail, and a fine of up to \$1000.

### **Retaining Permanent Records**

For permanent records, the Agency has the option of keeping the records permanently, in on- or off-site storage, or transferring the records to the 1). City of Boise, or 2). State Archives upon resolution of the CCDC Board of Commissioners. Transferring records to the City of Boise or State Archives has numerous benefits, including:

- The Agency can forward any public records requests to the archives staff, who will handle the request.
- The archives are specially designed for records storage, so the Agency can be confident that valuable records will be adequately protected for future generations.

### **Use of Electronic Document Imaging for Records Retention**

Digital Imaging Systems scan images of paper documents and store them in digital format (computer readable) on optical or magnetic media (such as CDs, hard drives, network drives, or computer disks).

Basic requirements for use of photographic and digital media for records retention are stated in Part 1: Section III.C.3.

## **III. Public Records Retention Policy**

- A. Establishment of Records Management System: Agency shall establish and maintain a records management system that includes the following:
  1. Creating a records retention schedule identifying specific types of records and classifying them as permanent, semi-permanent, temporary or transitory, and specifying the length of time each type of record is to be kept and, if the record is not a permanent record, when the record may be destroyed.
    - a. The Records Retention Schedule approved by the CCDC Board as a part of this Retention Policy is attached as Exhibit A (Retention Schedule).
    - b. The Executive Director shall review the Retention Schedule on an as needed basis to determine if it remains current or needs to be revised. Substantive revisions shall be presented to the CCDC Board for approval. The Executive Director is authorized to approve minor technical and administrative modifications affecting the substance of the Retention Schedule. When records are encountered that are not listed on the Retention Schedule, the Executive Director may add them if they are similar in character to records that are listed on the Retention Schedule. In determining appropriate periods of retention, the administrative, policy, fiscal, legal and historical value of the various types of records shall be considered.

3. Establishing methods of managing, controlling and storing active, semi-active and inactive records so records are easy to locate, may be accessed in an efficient manner and storage costs are minimized.
4. Creating an index system so that the location, content and status of records are easy to determine, and the Agency can account for its records.
5. Evaluating the Agency's existing records, classifying them according to the Records Retention Schedule and undertaking a systematic program of retaining or disposing of these records according to the schedule, except as stated in Part 1: Section III.E.1.
6. Creating a method of tagging future records as they are created with information on the record's retention period and the date after which non-permanent records may be destroyed. Destruction of records shall follow the procedures set forth in Part 1: Section III.E below.

#### B. Exclusions from Retention Policy

If CCDC has a document in its possession and 1) CCDC is not the Office of Origin for the document and 2) CCDC is not otherwise required to retain this document based on this Records Retention Policy, the document is excluded from the Records Retention Policy and may be disposed by the Executive Director or his/her designee without CCDC Board review in any manner considered appropriate by the Agency. (See definition of Office of Origin in Exhibit A.)

#### C. Electronic Records

1. Electronic Records as Originals: Idaho Code 28-50-112 provides that records that originate in electronic form may be considered an original record if the electronic file:
  - a. Accurately reflects the information set forth in the record after it was first generated in its final form as an electronic record or otherwise; and
  - b. Remains accessible for later reference.
2. Any paper documents printed from the electronic version shall be considered copies, except if a paper document then has original information added to it such as original signatures or hand written notes. A paper document with added original information is an original in its own right.
3. Creating Electronic Original of Non-Permanent Records from Paper Documents: The Agency creates and receives numerous paper documents which would be classified as non-permanent documents. Examples include correspondence, price quotes, bids, responses to RFQs and RFPs, invoices, vouchers, employment applications, time sheets, expense reports, receipts, etc. The Executive Director is authorized to design and implement paperless work flow systems that include creating digital versions of paper documents, and designating the digital version as the original for purposes of the Retention Schedule. Once the digital document is created, checked for quality and completeness and filed in the Agency's

computer system, the paper document shall be considered a copy and may be destroyed except as provided below:

- a. Paper documents with information that is essential to keep in its original form such as original signatures shall not be destroyed but shall be retained in a paper filing system until the end of retention period for the document is reached and destruction process has been completed.
4. As technology continues to change, the status of electronic records is expected to change. The Executive Director shall examine this Part 1: Section B on an as needed basis and make recommendations to the CCDC Board if revisions are needed.

D. Use of Photographic and Electronic Digital Imaging for Records Retention

1. Agency records shall be created and maintained in electronic digital form whenever possible, and paper documents created or received by the Agency shall be converted to electronic digital format if such conversion is consistent with this Retention Policy.
2. Executive Director shall identify the photographic and electronic digital imaging resources, systems and storage devices (such as CDs, hard drives, network drives, or computer disks) needed by the Agency to convert paper documents to digital format (computer readable). Items exceeding the Executive Director's spending authority shall be forwarded to the CCDC Board for approval.
3. Use of photographic or electronic digital imaging for records retention: Media used shall meet the following standards:
  - a. The medium must accurately reproduce the record in paper form throughout its applicable retention period.
  - b. The medium must preclude unauthorized alteration of the record.
  - c. Digital media must provide for reproduction on paper at a resolution of at least 300 dots per inch.
  - d. A record preserved on photographic or digital media in compliance with the preceding requirements is "deemed an original public record for all purposes. A reproduction or copy of such a document, certified by the Agency, shall be deemed to be a transcript or certified copy of the original and shall be admissible before any court or administrative hearing." Idaho Code 50-907
  - e. When nonpermanent records are preserved on photographic or digital media, the original paper record may be destroyed. Paper originals of permanent records must be kept by the Agency in perpetuity or may be transferred to the State Archives upon resolution of the CCDC Board.

E. Destruction Process for Non-Permanent Records

1. Start of Destruction Process; Exceptions: The process for destruction of non-permanent records typically begins once the records have reached their minimum retention period, except as follows:



- a. **Legal Records:** Records needed for pending criminal or civil cases shall not be destroyed. Consult legal counsel to determine when the record should be destroyed, after the case has reached its final disposition and appeals periods have ended.
  - b. **Public Records Requests:** Records that are subject of a pending public records request shall not be destroyed until the request is granted or the period for appealing the denial of the request has ended.
  - c. **Pending Audits or Investigations:** Records needed for any pending audit or investigation shall not be destroyed.
  - d. **Records with Unique Historical Value:** Certain “nonpermanent” records may have considerable historical value that justifies permanent retention. The Executive Director may use his/her discretion to determine if specific records fall into this category, or may request the CCDC Board to make such a determination. The Executive Director may contact the City of Boise’s Department of Arts and History or the Idaho State Historical Society for information on the potential historical value of a specific record.
  - e. **Records Required to Protect Agency:** Other records deemed by the Executive Director and/or Agency legal counsel as needed to protect the Agency from liability or other types of harm shall not be destroyed until this need no longer exists.
- 2. **Email Records:** Shall be retained and disposed of as provided in Part 2: Email Policy.
  - 3. **Transitory Records:** Shall be disposed of as described in this Part 1: Sections III.E.4 and III.E.5. CCDC Board approval is not required for destruction of transitory records.
  - 4. **Temporary and Semi-Permanent Records:** Destruction of temporary and semi-permanent records requires adoption of a resolution by the CCDC Board approving destruction and notification to the Boise City Clerk as described below. The resolution ordering the destruction shall list the records with sufficient detail to provide the following information:
    - a. Name
    - b. Date of execution or the date it was created
    - c. Date of expiration or the date the matter was resolved
    - d. Type of record, i.e. transitory, temporary or semi-permanent
    - e. Date the item document is eligible for destruction
    - f. Destruction method

After receiving CCDC Board approval, notification shall be sent to the Boise City Clerk’s Office of the Agency’s intent to destroy the listed documents. If the Boise City Clerk wishes to retain documents from the list, they may do so at their own expense and have 30 days from the resolution date in which to notify the Agency which documents they wish to retain. If the Boise City Clerk declines or sends no response in the 30 day notice period, destruction of the records may proceed as described in Part 2: Sections III.E.4 and III.E.5.

5. Destruction Methods: The following are acceptable methods of destroying records not on magnetic or electronic media and not email:
  - a. **Shredding:** Shredding is the Agency's preferred method, since shredding destroys records and ensures confidentiality in a single step. Shredding of large amounts of documents should be completed by a firm with sufficient capacity to handle the volume of records. The firm should provide certification that shredding has been completed.
  - b. **Recycling:** This method is most appropriate for transitory and temporary records. This method shall not be used, however, if confidentiality of records would be compromised. Confidential records shall be shredded prior to disposal.
  - c. **Landfill:** The method may be used, provided that any confidential records are shredded prior to disposal so privacy of confidential records is protected.
6. Destruction Methods for Records on Magnetic & Electronic Media: Magnetic media (including audio and videotapes, disks, etc.) may be erased and reused, incinerated or shredded. Destruction of electronic files can be difficult, because copies of a single file may reside in numerous locations and require considerable effort to find and delete. Agency shall make a diligent effort to locate and remove all copies of a digital file that is scheduled for destruction.
7. Destruction Methods for Email: Destruction methods for email shall be as provided in Part 2: Email Policy.

F. Retaining Permanent Records

1. The Executive Director shall make a recommendation to the CCDC Board whether the Agency's permanent records should be kept on the Agency's premises or in off-site storage, or if part or all of the Agency's permanent records should be transferred to the 1). City of Boise or 2). Idaho State Archives. The CCDC Board shall adopt a resolution if it desires to transfer part or all of the Agency's permanent records to the City of Boise or Idaho State Archives.
2. The Executive Director shall identify the best method(s) for preserving the Agency's permanent records considering legal requirements, requirements of this Retention Policy and the types of technology available, and present a recommended course of action to the CCDC Board. Based on the CCDC Board's direction, procedures for preservation of permanent records shall be added to this Retention Policy as Exhibit C. The procedures shall include:
  - a. Storage location(s)
  - b. Electronic and paper filing systems
  - c. Types of media and equipment required to access records on selected media
  - d. Back-up systems

3. Permanent records which originated as paper documents shall be retained as paper documents, but may be scanned and stored as electronic documents so they may be accessed through the Agency's computer system. The paper document shall be considered the original.
  4. For records which originated as digital documents, the digital version shall be considered the original. Any paper documents printed from the digital version shall be considered copies. A paper document then has original information added to it such as original signatures or hand written notes. A paper document an original in its own right.
  5. Executive Director in consultation with Agency legal counsel may establish classes of paper documents such as signed real estate deeds; signed development and disposition agreements; signed and recorded easements, etc. that are considered originals and shall be retained as paper documents.
- G. Policy Administration & Modifications: Executive Director shall have administrative responsibility for implementing this Retention Policy as set forth in Part 1: Section III. Executive Director is authorized to make minor modifications to the Retention Policy as the need arises and as allowed the Retention Policy, and may deviate from the Retention Policy in certain situations in order to achieve the primary purpose of serving the CCDC's mission, provided all modifications shall be made in writing. Substantive changes to the Retention Policy require CCDC Board action by adoption of a resolution approving an amendment to the Retention Policy.

**Part 1: Public Records Retention Policy**  
**Approved by the CCDC Board of Commissioners by**  
**Resolution No. 1487**

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John Hale, Chair

Date: \_\_\_\_\_

## **Part 2: Email Policy**

Electronic messages including traditional emails, text messages and voice mail messages sent as MP3 files (email<sup>1</sup>), are a form of business communication and they contain information about business activities which, like records in other formats, are subject to audit, public records requests and to legal processes such as discovery and subpoena. Email sent or received in the course of business transactions are government records and must be retained and managed for as long as they are needed for administrative, fiscal, legal or historical requirements. Included in this definition of government records are messages sent between staff members, staff and the public, staff and vendors/contractors, staff and CCDC Board members, and between CCDC Board members. To limit potential exposure of personal communications during a public records request, staff and CCDC Board members should only use their official CCDC email address to conduct Agency business. Business communications received at a personal email address should be forwarded to the appropriate CCDC email address for response.

The Capital City Development Corporation Board of Commissioners (CCDC Board) has established this Email Policy (Email Policy) and the companion Public Records Retention Policy (Retention Policy) in Part 1, to address how Capital City Development Corporation (Agency) will manage its public records.

### **I. Managing Email Messages as Public Records**

#### **Classifying Email Messages**

The first question that needs to be asked is, “**Is the email related to Agency business?**” If the answer is “No,” then the message is considered “**non-record**” material. Non-record material has nothing to do with the actions of the Agency and should be deleted immediately. Examples may include:

- Personal Messages
- Spam: “Spam” is the term for electronic “junk” mail. It is similar to the advertising mail that you get at home; it is completely unsolicited and unwanted.
- Unsolicited Email: Unsolicited email could be considered a type of spam, but in this context it’s referring to mail that may be unwanted but is somewhat business related, such as advertising from vendors.

If the message is business related, then the message is considered a public record and needs to be classified as to the type of record so the retention period for the email can be determined.

#### **Determining Retention Period**

The CCDC Board has adopted a Records Retention Schedule (Retention Schedule) as part of its Retention Policy, which is attached as Exhibit B. This schedule establishes the minimum retention period and final disposition, either by destruction or permanent retention, for the various types of records. This schedule identifies a wide variety of Agency records based on their administrative, policy, fiscal, legal and historical value, then classifies them as transitory, temporary, semi-permanent and permanent and

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<sup>1</sup> For simplicity, this policy uses the term “email” to refer to traditional email, text messages and voice mail messages sent as MP3 files collectively.)

assigns retention periods to each type. State and federal law and regulations also provide specific retention periods for many, but not all, records.

Emails convey information through the message itself and through attachments. For purposes of this Email Policy, the message in the email and any attached documents, including VOIP messages sent as an attachment to email messages, are considered separate records. The email may be a transitory record but the attachment(s) may be transitory, temporary, semi-permanent or permanent records and vice versa. Attached documents classified as temporary, semi-permanent or permanent records should be detached, saved and stored outside of the email application in an appropriate location. The Retention Policy contained in Part 1 applies to these attached documents. This Email Policy applies to the retention and disposition of the email message itself.

The majority of email messages are transitory messages having only brief convenience or reference value. The Retention Policy allows for transitory records to be destroyed as soon as the administrative need for them ends.

Email messages may transmit significant content, however, and depending on the type of content, they need to be retained as temporary, semi-permanent or permanent records. Examples include:

- **General Administrative Correspondence:** General administrative correspondence has some documentary value to the Agency, but does not need to be retained permanently. See the Retention Schedule under the Administrative Records section which defines general administrative correspondence as semi-permanent record and requires a retention period of five years. These records must remain accessible for the entire retention period and should be managed and maintained like the rest of the Agency's semi-permanent records.
- **Policy/Program Correspondence, Discussion or Notifications:** Policy/program correspondence documents the formulation, adoption, and implementation of significant policy/program decisions.
- **Procurement-Related Correspondence:** Correspondence between Agency and consultants; use of email to notify bidders of the availability of bid invitations and providing links to related documents; notifications to bidders of a contract award and commencement of an appeal period.
- **Legal Information:** Exchange of information between Agency personnel and Agency legal counsel, which may rise above transitory correspondence and may or may not be considered privileged information.

Typical retention periods for temporary records are two to three years and for semi-permanent records are five to ten years. Permanent records cannot be destroyed.

## **II. Responsibility for Retention**

Once it has been determined that an email message is a record that needs to be retained, it must be determined who in the Agency is the one responsible for retaining it – the sender or the recipient:

- If the message comes from outside of the Agency, this record represents incoming correspondence and should be retained by the person in the Agency who received the message and acted on it. An exception to this would be if someone else (such as another section or division) in the Agency is responsible for handling the action required to deal with the email, the initial recipient may forward it to that person who would be responsible for filing the message.
- If the message is sent and received by personnel within CCDC, not all need to retain a copy of the same message. If the message that was sent was not altered in any way (responded to, edited, had attachments added, etc.), then the original sender has the responsibility for retaining the message. If a recipient did make alterations to a message, then the recipient would be responsible for retaining the message. If there is a string of multiple replies between two or more people to the same message, then only the last reply needs to be saved **only if all of the replies and comments are captured in the final message**. This is done by ensuring that the “include original message text” feature is activated for any replies and forwards.
- The individual identified as being responsible for retention of an email shall also be responsible for safeguarding it if either the email message or its attachments are temporary, semi-permanent or permanent records (see Part 2: Section III.2 below).
- The Executive Director may assign responsibility for retention of email messages to a specific person or persons in lieu of assigning responsibility to each employee at his/her discretion.

### III. Management and Preservation of Email Records

Below are some considerations to help Agency officials on overall management of email records.

#### 1. Location of Email Records

Email records of long-term value should not be stored on individual workstations, or on an individual’s “C:Drive,” but on the public server that is regularly backed up.

#### 2. Safeguarding Non-Transitory Email Messages and Attachments

- a. Email Messages: If the content in an email message itself is classified as temporary, semi-permanent or permanent, a copy of the email message shall be saved in the appropriate administrative or project file on the public server. The minimum retention period for an email message and its disposal shall be based on its content and follow the Retention Schedule. Agency administration shall assure that an email program capable of opening these documents continues to be available into the future, or that emails are printed, scanned and stored as PDFs in administrative and project files.

The Executive Director shall create and implement procedures to assure that email messages are retained for the specified period in the Retention Schedule. In the interim, it is recommended that the individual responsible for retention of an email message move the email message to the related administrative or project folder for safekeeping until the retention period for the email message has expired.

- b. Email Attachments: Email attachments that are classified as temporary, semi-permanent or permanent records should be detached from the email message, saved

and stored outside of the email application in the appropriate administrative or project file on the public server. Retention and disposal of the email attachment shall be based on its content and follow this Retention Schedule. Agency administration shall assure that software programs capable of opening these documents continues to be available into the future, or that emails are printed, scanned and stored as PDFs in administrative and project files.

The individual responsible for safeguarding a specific email and its attachments shall be the same as the individual responsible for its retention (see Part 2: Section II “Responsibility for Retention” above.)

**3. Transactional Information (Metadata)**

This data is automatically created with each email that is sent and received. Metadata includes the name of the sender and all recipients, the date the message was created and sent, information about the host application that generated the message, and a record of all of the systems and computers the message was routed through. In some email applications, this metadata is a visible part of the message; in some applications, it is in the header; and in some other applications, the metadata is stored in a “properties” file. Transactional information is an important consideration in any information system for retention of email and any legal use that may be made of an email message.

**4. Distribution Lists**

In a distribution list, groups of recipients are referenced under a common name. To send a message to the entire committee, the common name is typed into the “To” line of the message rather than manually entering in each individual address. If such lists are used, then the names and addresses of all the list members need to be retained along with the message, if that information is important to the evidentiary value of the message. Depending on the format of the email, this information is sometimes saved in the metadata.

**5. Deletion of Email Messages**

Agency employees may delete transitory email messages as soon as the administrative need for these email messages ends. The employee should delete the email from their inbox or folder/subfolder and then empty their ‘Deleted Items’ folder within the email application. These emails will be saved for an additional two months on the public server and then purged.

Agency employees shall not delete email messages classified as temporary, semi-permanent or email messages prior to the permitted disposal date based on the Retention Schedule. See Part 2, Section II and III.2 for more information on who is responsible for retention and safeguarding of email messages.

**6. Control of Copies**

Because email messages can be forwarded and routed to multiple addresses, copies of the messages could exist after the retention period has expired. All Agency staff should be trained in identifying what constitutes the official or “record” copy. In most cases, the author or creator and/or the principal recipient of the email message is responsible for maintaining the record copy, but the retention for other copies is governed by the function the record plays in documenting the work of the recipient. Employees should be encouraged to delete unofficial copies of messages as soon as possible.



#### **7. When an Employee Leaves**

Any time an employee leaves an Agency, the employee's email messages need to be reviewed by the appropriate personnel to ensure that any records are properly classified and stored, and that any non-records are disposed of in the correct manner. This should be done before the former employee's account is removed from the server. Ideally, the employee would be doing this type of file management on a regular basis, just as he/she does with paper files. Employee exit procedures, however, should verify that records remaining in an email account are appropriately transferred to others within the organization or deleted, as is dictated by retention schedules.

If the employee had personal messages on the email system, the Agency is under no obligation to retain that information. However, in cases where the employee was dismissed or demoted due to misuse of the email system, these messages may be used as evidence by the Agency or the employee in responding to the charges. While the Agency is not obligated to retain non-business related material, it cannot destroy evidence and may be required to document the Agency's charges or allow the employee access to these messages in order to rebut the charges.

#### **IV. Accessibility of Email Records**

Email messages must be managed in such a way that the Agency can respond promptly to public records requests. Email messages that are available for public inspection must remain accessible throughout their entire retention period and should be maintained in a manner which permits efficient and timely retrieval. Developing a standardized system of document naming, filing, indexing and retrieval will assist the Agency in maintaining the accessibility of non-exempt email messages throughout the required retention period.

Appropriate measures should be to insure that email messages that are the subject of pending public records requests and/or litigation are not deleted from the email, or other electronic record keeping system, before the request and any appeals are met.

#### **V. Employee Training**

All Agency employees should be trained in using the Retention Schedule to identify and classify the records they create. They should be aware of proper retention and disposition procedures, and who to contact when records need to be transferred out of their custody. Because individual employees have direct control over the creation and distribution of email messages, the Agency should provide training for its employees on Agency email procedures. In addition to those mentioned previously, the following issues should be addressed in administration of this Email Policy:

##### **1. Appropriate Usage of Email Systems**

The email system is provided, at the Agency's expense, to assist employees in carrying out government business. The email system is property of the Agency and the Agency has the right to monitor and review use of the system.

##### **2. Email Confidentiality/Privacy**

Email messages travel through several computers and networks and could be captured and viewed at any point along the way. Sensitive or confidential information should not be

transmitted via email unless the proper protocols have been followed to secure the message. Because email has become such a commonly used business communication tool, care needs to be taken to protect personal privacy rights of other co-workers (or any other third party). While information of a personal nature (social security numbers, home telephone numbers and addresses, medical conditions, etc.) should not be included in email messages, it is unreasonable to expect staff to not use the benefits of the messaging system for this type of communication. While these messages are usually exempt from public records requests, they could be stored in an Inbox with non-exempt messages and exposed inadvertently.

**3. Filing Structures and Subject Lines**

Employees should be trained in using the Agency's email application to create folders for organizing their email messages. An organized system of folders helps individuals to separate their emails according to topic and can help ensure that important records are not accidentally lost or misplaced. Using clear and concise subject lines helps in identifying the content of email messages and in indexing and retrieving stored email messages. It is also a courtesy for the recipient in identifying important messages from the possible spam or unsolicited email that a person may receive.

**VI. Policy Administration & Modifications**

The Executive Director shall have administrative responsibility for implementing this Email Policy as set forth in Part 2 of the Public Records Retention Policy and Email Policy. The Executive Director is authorized to make minor modifications to the Email Policy as the need arises and as allowed the Email Policy, and may deviate from the Email Policy in certain situations in order to achieve the primary purpose of serving the CCDC's mission, provided all modifications shall be made in writing. Substantive changes to the Email Policy require CCDC Board action by adoption of a resolution approving an amendment to the Email Policy.

**Part 2: Email Policy**

**Approved by the CCDC Board of Commissioners by  
Resolution No. 1487**

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John Hale, Chair

Date: \_\_\_\_\_

## **Exhibit A: Definition of Terms**

**Access:** Permission and opportunity to use a record.

**Accession:** The act and process of transferring records into the physical custody of an archive or records center.

**Active Record:** A record used frequently—for paper records, at least once per month; these records are kept in the “active office” and are usually less than two years old.

**Administrative Value:** The usefulness of a record to an organization in the conduct of its daily business.

**Alphabetic Arrangement:** The ordering of a records series by the letters in titles of the files within the series, such as name or subject.

**Alphanumeric Arrangement:** The ordering of a records series by means of a classification system that uses filing codes consisting of combinations of letters and numbers.

**American National Standards Institute (ANSI):** A U.S. standards organization composed of representatives from industry, technical societies, consumer organizations, and government agencies.

**Annotation:** A note added or attached to an original record.

**Annual Accumulation:** The volume of records created, received and retained in the course of a year.

**Archival Quality:** The ability of a recording medium to permanently retain its original characteristics; also the ability of a medium to resist deterioration for a lengthy, specified time; and the extent to which something will or will not last for an extended period of time.

**Archival Record:** A record that is kept permanently because of its continuing and enduring value as a historic document; also referred to as a “Historical Record” or “Permanent Record”.

**Archives:** A facility that preserves records with historical value, such as the City of Boise’s Department of Arts and History or the State Archives operated by the Idaho State Historical Society in Boise.

**Arrangement:** The act or result of placing records in a particular order or sequence.

**Association for Information and Image Management (AIIM):** A trade and professional organization concentrating on applications of micrographic, optical, and computer technology and systems; formerly the National Micrographics Association.

**Audio/Visual Records:** Records in pictorial or aural form, including still and motion pictures, graphic materials (posters and art), audio/video recordings, and combinations of such media.

**Automated Access:** Access provided to records through electronic databases or other electronic means.

**Backup:** The act or result of copying an electronic record to ensure its information will not be lost.

**Backward Compatibility:** The ability of software or hardware to read files in previous versions of the software/hardware.

**Bitmap (BMP) Files:** A relatively low quality digital image file format, used most often in word processing applications, BMP format creates a lossless compression; files end with a “.bmp” extension.

**Bit:** The smallest discrete units of digital data, short for binary digit (either 0 or 1); eight consecutive bits typically represent a character, or byte.

**Bits Per Inch (BPI):** A measure of how densely information is packed on a storage medium

**Byte:** The number of bits representing a character (such as A, 1 or \$) to a computer, normally 8 bits.

**Case File:** A file containing standardized contents related to a specific action, event, person, place, project or subject; also referred to as a “Project File.”

**Certified Copy:** A copy of a document signed and certified as a true copy by the official custodian of the record.

**Chronological Arrangement:** Records filed in date sequence in reverse (latest date on top) or forward (earliest date on top) chronologic order.

**City of Boise Department of Arts and History:** The City of Boise’s Department of Arts and History accepts, houses and archives permanent records from the City of Boise and city sub units such as its urban renewal agency.

**Closed File:** A file into which no more documents may be added.

**Cloud Storage:** A service model in which data is maintained, managed and backed up remotely and made available to users over a network (typically the Internet).

**Compact Disk (CD):** A type of optical disk storage media on which text, data, sounds, visual images, etc. can be recorded digitally; compact disks come in a variety of formats: CD-ROMs that are read-only, CD-Rs that can be written once and then are read-only, and CD-RWs that can be rewritten on multiple occasions.

**Compound Document:** A document with multiple elements, including text, images, animation, hypertext, etc.

**Compression:** A process using special software that reduces the size of an electronic file.

**Computer-Aided Drafting & Design (CAD or CADD):** Any system for computer-aided rather than manual drafting and design that displays data spatially on a predefined coordinate grid system, allowing data from different sources to be connected and referenced by location.

**Confidential Record:** A record that is not open to the public, usually to protect the privacy rights of individuals.

**Conservation:** The repair and stabilization of damaged documents.

**Conversion:** Changing file formats, often to make a record software-independent and in a standard or open format.

**Cost-Benefit Analysis:** Any method of examining the cost advantages that can be realized by modifying the way records are managed.

**Cubic Foot:** A standard measurement for the volume of records, equaling 1,728 cubic inches; to determine the number of cubic feet of a given set of records, multiply the length of the records by the width and height (all in inches) and then divide by 1,728.

**Custody:** Guardianship, or control, of records including both physical possession and legal responsibility.

**Data:** Symbols or representations of facts or ideas that can be communicated, interpreted, or processed by manual or automatic means; often associated with electronic data, statistics or measurements.

**Data Dictionary:** A formal description of the information contained in a database (including format, definition, structure and usage).

**Database:** A computer file that stores data structured in a way that allows for easy and specific access to information it contains.

**Date Span:** The period of time covered by a certain set of records.

**Destruction:** The act of disposing of nonpermanent records by shredding, incineration, recycling, etc.

**Digital:** Representing data as discrete variables in the form of numerical characters.

**Digital Data:** Data that consists, at its most basic level, of just 0s and 1s.

**Digital Subscriber Line (DSL):** (originally digital subscriber loop) is a family of technologies that provide Internet access by transmitting digital data over the wires of a local telephone network.

**Digital Versatile Disk (DVD):** An optical disk with more storage capacity than CDs, these disks include: DVD-ROM (read-only), DVD-RAM (rewritable), DVD+RW (competitor to DVD-RAM with similar functionality and slightly greater storage capacity).

**Dispersal:** Transfer of duplicate copies of vital records to locations other than those where the originals are housed.

**Disposition:** The final stage in the life-cycle of a record: nonpermanent records are typically destroyed, and permanent records are kept by the Agency in perpetuity or transferred to the State Archives.

**Document:** A single record item, containing information in any medium, generated in the normal course of business that facilitates the management of that information (such as a letter, an email, or a completed form).

**Dots per Inch (DPI):** The definition of a printed image will be given in DPI (dots per inch) or PPI (pixel per inch). This point number means that a printer can print so many points per inch (=2.54cm). The higher the value, the finer the print.

**Duplicate:** An extra copy of a record; duplicates may be destroyed at any time as long as an original designated as the “record copy” is retained for the applicable retention period.

**Electronic Document Imaging:** The production of digital images of documents, usually in order to improve access to the records.

**Electronic Mail (Email):** Electronic correspondence sent from one user to one or more recipients.

**Electronic Record:** Information evidencing any action, transaction, occurrence, event or other activity produced by or stored in an information technology system and capable of being accurately produced in tangible form.

**Electronic Records Management:** The process of applying records management principles to electronic records.

**Encyclopedic Arrangement:** An arrangement of filing in which records are filed under broad, major headings and then under the specific subheading to which they relate, and headings and subheadings are arranged alphabetically.

**Environmental Control:** The maintenance of a storage environment for long-term storage of records that includes monitoring the temperature, humidity, light and impurities in the air.

**Erasable Optical (EO) Disk:** These disks can be written to, read and erased as often as magnetic disks, but require special software.

**Extranet:** A type of Internet site to which organizations allow only selected external access.

**Facility:** A permanent location containing the equipment, supplies, and telecommunication lines used by an organization to conduct its business.

**Field:** A location in a database that stores a particular type of data (such as an address field, agency field, urban renewal district field, project name field, etc.).

**File:** (1) A collection of related records that are treated as a unit, sometimes used synonymously with “records series” and sometimes referring to the contents of one case or file folder. (2) To arrange documents into a logical sequence.

**File Transfer Protocol (FTP):** A type of URL that is commonly used to store and exchange large files.

**Files Management:** The process of designing and managing an efficient organization for active office records so they are easy to find, arrange and use.

**Filing System:** A pre-defined plan using numbers, letters, or keywords to identify and organize records in a systematic scheme.

**Finding Aid:** A tool (such as a series description, catalog, or index) that is designed to help users find information within archival records.

**Firewall:** A security system that uses hardware and/or software mechanisms to prevent unauthorized users from accessing an organization's internal computer network.

**Fiscal Value:** The usefulness of a record in documenting monetary decisions and activities.

**Flash Drive:** a small electronic device containing flash memory that is used for storing data or transferring it to or from a computer, digital camera, etc.

**Forms Management:** A system that establishes standards and procedures for the creation, design, and revision of all forms within an organization.

**Forward Compatibility:** The ability of a software program to create files that can be read by more advanced versions of the software.

**Geographic Information System (GIS):** A computerized database system used to gather, manipulate, display and analyze spatial data (including maps, three-dimensional models, and tables).

**Gigabyte:** 1,024 megabytes of digital data, abbreviated as "GB".

**Graphics Interchange Format (GIF):** A digital image file format, GIF supports color and grayscale; limited to 256 colors, GIFs are more effective for images such as black and white documents, logos, graphics and thumbnail images rather than color photos or art; a lossless format, files in GIF format end with a ".gif" extension.

**Hardware:** A computer system's physical equipment, including the central processing unit (CPU), control unit, memory, input/output devices, and storage devices.

**Historical Record:** See "Archival Record."

**Historical Value:** The value of a record in documenting important information about the Agency and its usefulness for historical research.

**Hypertext:** A computer-based text retrieval system that enables a user to access particular locations in webpages or other electronic documents by clicking on links within specific webpages or documents.

**Imaging:** The process of electronically capturing the visual appearance of a paper document; informally called "Scanning."

**Inactive Record:** A record that does not have to be readily available, but which must be kept for administrative, policy, legal, fiscal, or historical purposes.



**Index:** An information guide that identifies the location of specific pieces of information within a document or a set of documents (for example, an index to a set of minutes could list topics and when they were discussed or an index to personnel files could list the names of people included).

**Indexing:** The process of designing a guide to identify and locate specific pieces of information within the records of an organization.

**Information Security:** The protection of information against unauthorized disclosure, transfer, modification, or destruction, whether accidental or intentional.

**Information Technology (IT):** The system for managing the entire range of computing, telecommunications, and information services; sometimes called “Information Services” (IS) or “Management Information Services” (MIS).

**Internet:** The master network of interconnected computers that allows the rapid transfer of information in electronic form.

**Intranet:** An internal Internet site that cannot be accessed by anyone outside the organization.

**Joint Photographic Experts Group (JPEG):** A digital image file format, with a “.jpeg” extension, is a lossy compression technique for color and grayscale images; depending on the degree of compression, the loss of detail may be visible to the human eye.

**Jukebox:** An automated optical disk system for storing disks, using robotics for retrieval, and having one or more computer drives.

**Kilobyte:** 1,024 bytes of digital data, abbreviated as “KB”.

**Legal Value:** The usefulness of a record in documenting legally enforceable rights or obligations of the Agency, citizens, businesses, etc.

**Life Cycle of a Record:** The concept that the value and appropriate management of a record changes from its creation through its active and inactive stages to its final disposition.

**Local Area Network/Local Access Network (LAN):** A computer network that user interconnects computers in a limited area such as a home, school, computer laboratory, or office building using network media.

**Locator System:** An access guide for finding inactive records (examples include databases, shelf addresses, box numbers, and card files).

**Lossiness:** The degree to which data is lost during file compression.

**Lossless Compression:** Reduction in file size without loss of information, achieved by storing data more efficiently; a bitmapped image that has undergone lossless compression will be identical to the original uncompressed image when decompressed; the GIF, TIFF, PNG, and JPEG image formats allow lossless compression, which cannot shrink file size to the extent possible with lossy compression.

**Lossy Compression:** Reduction in file size that involves permanent loss of information; algorithms selectively discard data in order to attain a greater size diminishment than is possible with lossless compression; entails a decrease in quality, but this is often imperceptible (or nearly so) with image files, depending on the level and type of compression employed; the JPEG and JPEG2000 formats allow lossy compression.

**Magnetic Disk:** A type of digital storage media, magnetic disks include hard disks found in computers, floppy disks, zip disks and removable cartridges.

**Magnetic Tape:** A type of digital storage media, magnetic tapes come in reel-to-reel as well as cartridge format (encased in a housing for ease of use); the primary advantages of magnetic tapes are their relatively low cost and large storage capacities (up to several gigabytes); magnetic tapes are a common choice for long-term storage or the transport of large volumes of information.

**Malicious Code:** Any software that is intentionally introduced into a system with an unauthorized purpose.

**Medium:** The physical form of recorded information, including paper, microfilm, audio/visual tapes, CDs and DVDs, computer disks, etc.

**Megabyte:** 1,024 kilobytes of digital data, abbreviated as “MB”.

**Metadata:** Commonly defined as “structured data about data,” or data captured in specific categories or elements; metadata can include data associated with either an information system or a data object or set of objects for purposes of description, administration, preservation, the documentation of legal requirements, technical functionality, use and usage, and so forth.

**Migration:** The periodic transfer of data from one electronic system to another to retain the integrity of the data and allow users to continue to use the data in the face of changing technology; sometimes called “Data Migration.”

**Mitigation:** The reduction of the chances that a disaster will occur, and the reduction of its negative effects if one does occur.

**Needs Assessment:** A report that systematically examines a records management problem, evaluates solutions, and recommends a solution.

**Network:** a system of computers and other devices (such as printers) that are connected to each other.

**Network Drive:** A storage device on a local access network (LAN) within a business or home. Within a business, the network drive is usually located on a server.

**Numerical Arrangement:** The ordering of a records series by file number.

**Obsolete Record:** A record that has met its retention period, is no longer useful to the organization, and may be destroyed.

**Office of Origin:** The corporate body, entity or administrative unit in which a group of records is created, and produced and/or published during the course of business. Also known as Office of Record.

**Official Copy:** A record, in its final version, used to meet the minimum retention period for that record; also referred to as the “Record Copy.”

**Offline Storage:** Storage and retrieval system where assets are not immediately available for use, or not accessible through a network or computer, but stored on some independent media, such as a CD-ROM, or Flash Drive.

**Online Storage:** Storage and retrieval system where assets are immediately available for use or directly connected to a network or computer through fixed disk storage.

**Offsite Storage:** A secure location, remote from the work location, where inactive, vital or archival records are stored.

**Onsite Storage:** Storage for inactive or vital records on the premises of the organization.

**Operating System:** For purposes of electronic records, software directing a computer’s operation.

**Optical Character Recognition (OCR):** A method of entering data into a computer by using an optical scanning device to read the contents of documents; OCR can be used to create text-searchable files for digital collections; see also “Scanning.”

**Optical Disk:** A noncontact, random-access disk typically tracked by optical laser beams and used for mass storage and retrieval of generally digitized text and graphics; sometimes called an optical digital disk or optical digital data disk; types include WORM (write once read many), CD-ROM (compact disk-read only memory), CD-I (compact disk-interactive), and erasable optical disks.

**Password:** A character string usually selected by a user, known to the computer system, and used in conjunction with an associated username to identify the user and allow access to the system.

**Periodic Transfer:** The removal of records from current files to semi active or inactive storage on a scheduled basis.

**Permanent Record:** A record that must be kept permanently by the Agency or be transferred for permanent storage at the State Archives, because of the document’s value for reference or historical significance; also referred to as an “Archival Record” or “Historical Record.”

**Photograph:** An image recorded on light-sensitive material.

**Pixel:** From “picture element,” the smallest dot, or image element, that can be processed individually for display on a screen; pixel size, frequency, and color determine the accuracy with which photographic images can be represented; the greater a pixel’s bit depth, the greater the number of different shades or colors it can represent; the larger or fewer the pixels within an image, the more likely “pixilation”—where individual pixels become apparent and break the illusion of continuous tone—is to occur. See also “Resolution.”

**Policy:** A broad document that specifies a general rule for records and information management in an organization.

**Policy Value:** The value of a record in documenting the establishment and interpretation of Agency decisions, policies and procedures (such as resolutions, legal opinions, agency policies, etc.); most records with significant policy value have long-term or permanent retention because they deal with issues of lasting importance.

**Portable Document Format (PDF):** PDFs are commonly used to capture, distribute, view, store and print electronic documents; PDF preserves the fonts, images, graphics and overall “look” of the original digital files; the PDF format is proprietary, but widely used; files end with a “.pdf” extension.

**Portable Network Graphics (PNG) File:** A patent-free file format for lossless compression of images that provides some additional features that improve the ability to control image appearance over the GIF format; files end with a “.png” extension.

**Preservation:** The combination of procedures and environmental standards designed to maintain records in a useable form.

**Privacy:** The expectation that personal information will be protected from unauthorized disclosure.

**Procedure:** A detailed document that specifies step-by-step rules for records and information management in an organization.

**Proprietary:** A technology or product that is owned exclusively by a single commercial entity that keeps knowledge of its inner workings secret; some proprietary products can only function when used with other products of the same ownership; the limitations of proprietary technology are fueling moves toward open standards.

**Purge:** To remove documents from a file that have exceeded their retention periods and are of no further value.

**Random Access Memory (RAM):** Computer memory used to process and store data that can be accessed directly rather than sequentially.

**Read Only Memory (ROM):** Memory whose contents cannot be changed by the user.

**Reciprocal Agreement:** A contract between two entities that permits either one to use the other’s facilities or resources in the event of a disaster.

**Record:** The definition of record established by Idaho law includes any recorded information, regardless of medium, that relates to the business of Agency government.

**Record Copy:** A record in its final version, kept for the minimum retention period required for the record.

**Recorded Information:** Information placed on a medium, such as paper, computer disk, or microform, to be available for later retrieval and use.

**Recording Density:** In electronic records, the number of bits in a single linear track per unit of length of a recording medium (e.g., 6250 bits per inch (bpi)).

**Records Center:** A centralized area for housing and servicing inactive records whose reference rate does not warrant their retention in prime office space.

**Records Inventory:** A process to locate, identify and describe the records maintained by an organization; the inventory identifies records that could be moved to inactive storage or destroyed, seeks to improve efficiency of records management, and plan for future space and equipment needed for records storage.

**Records Management:** The systematic control of all records in an organization throughout their life cycle.

**Record Retention Schedule:** A comprehensive listing of the various types of Agency records with the length of time that each group or “series” of related records must be kept and its final disposition, whether permanent retention or destruction.

**Record Series:** Consists of records accumulated over a period of time and arranged in an organized file or set of files which can be described and handled as a unit.

**Reference Frequency:** The rate at which people use a set of records.

**Resolution:** A relative, rather than an absolute, value usually expressed as the density of elements, such as pixels, within a specific distance, most commonly an inch; also see Pixel.

**Resolution Target:** A chart containing a number of increasingly smaller resolution test patterns consisting of sets of horizontal and vertical lines of specific size and spacing; also called “Resolution Test Chart” or “Microcopy Resolution Test Chart.”

**Retention:** The process of keeping records for the period designated in the Agency’s Record Retention Schedule.

**Retention Period:** The amount of time a record must be kept as determined by its administrative, fiscal, legal, policy or historical value; the retention period is defined by the Agency’s Records Retention Schedule (some retention periods are set by state or federal law or regulations).

**Retrieval:** The process of locating a record and taking it to the place where it will be used.

**Scanning:** In electronic records, the process of converting alphanumeric or graphic information on paper or microforms to picture elements, or bit-mapped representation; also referred to as “Image Scanning”; see also “Optical Character Recognition (OCR).”

**Security:** Protecting records by controlling user access to documents for specific purposes.

**Series:** See “Record Series.”

**Server:** A system (software and suitable computer hardware) that responds to requests across a computer network to provide, or help to provide, a network service.

**Shredder:** A machine used for destruction of records by cutting into fine shreds.

**Software:** The programs, procedures, and rules used to operate a computer; see also “Hardware.”

**Specific Authorization:** The legal authority, exercised by resolution of the CCDC Board of Commissioners, authorizing the CCDC Executive Director to destroy records that are no longer needed by the Agency.

**State Archives:** Operated by the Idaho State Historical Society, the State Archives in Boise accepts and houses permanent records from the state and local governments.

**Tagged Image File Format (TIFF):** A digital image format, TIFF supports black and white, gray-scaled, and color; TIFF is a nonproprietary format offering the option of lossless compression; files indicated with “.tif” extension.

**Terabyte:** 1,024 gigabytes of digital data, abbreviated as “TB”.

**Tickler File:** A collection of pending items arranged by the date of action and kept to remind someone to resolve the issues on time.

**Transitory Records:** Records of short-lived utility, involving routine activities (such as phone messages and routine correspondence) with no substantive information.

**Turn Key System:** In electronic records, a computer system that is ready to run, typically with all necessary software already installed.

**Username:** an identification used by a person with access to a computer, network, or online service.

**Version Control:** A method for monitoring changes to a document; systematic management of different drafts or revisions of a document to ensure that the record copy of a document can always be distinguished from an earlier draft.

**Virus:** A piece of computer code that, once loaded onto a computer, carries out mischief or destruction against a computer system.

**Vital Record:** A record without which the Agency could not carry out its powers and responsibilities.

**Workflow:** The path that a record takes and the processes that occur as a record travels through an organization.

**Working Copy:** A preliminary version of a document, not the final record or master copy.

**Write Once Read Many (WORM):** Of or relating to a type of optical disk on which information can be recorded only once but from which it can be retrieved and read many times.



## AGENDA BILL

<b>Agenda Subject:</b> Consider Approval of 2016 Annual Report		<b>Date:</b> March 13, 2017
<b>Staff Contact:</b> John Brunelle, Executive Director	<b>Attachments:</b> 1 - Draft of 2016 Annual Report	
<b>Actions Requested:</b> Approve 2016 Annual Report and direct staff to finalize document and fulfill statutory publication and access requirements.		

### Background:

Idaho Code requires public agencies like CCDC to report on their activities each year including complete financial statements setting forth assets, liabilities, revenues, and operating expenses. These annual reports must be filed annually by March 31 with the agency's local governing body, which for CCDC is Boise City.

Agencies such as CCDC must also conduct a public meeting to report these activities and take public comment. This meeting's agenda includes the required public meeting which allows for public comment. Any member of the public is invited to comment on the draft 2016 Annual Report.

Once approved by the Board, the report will be finalized and filed with the Boise City Clerk's Office. Notice will be published in the *Idaho Statesman* that the report has been filed and is available for inspection during business hours at the City Clerk's Office and CCDC. The Agency also publishes each year's report on its website.

### Fiscal Notes:

None.

### Staff Recommendation:

Accept the 2016 Annual Report and to direct staff to finalize and deliver it to the Boise City Clerk, post it on the Agency's website, and publish notice in the *Idaho Statesman* that it has been filed and is available for review in the City Clerk's Office as well as at CCDC and on CCDC's website.

### Suggested Motion:

I move to approve the 2016 Annual Report and to direct staff to finalize the document and fulfill statutory publication and access requirements.

**DRAFT**

**INFRASTRUCTURE  
PLACEMAKING  
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SPECIAL PROJECTS**

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**2016 ANNUAL REPORT**





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# JOHN HALE, CCDC BOARD CHAIR



This is one of the most exciting times to live and work in Boise, and as CCDC’s Board Chair I am inspired by our role in creating an urban environment throughout our districts. This year 2016 was an exceptional year for downtown Boise in terms of new construction and finished development projects changing our city’s skyline and functionality.

Through collaborative partnerships with the City of Boise, ACHD, DBA, and The District (GBAD), and motivated private sector developers, we continue to strengthen and amplify Boise as a destination for conventions and business relocation. The new Simplot Company Headquarters and Clearwater buildings, along with several residential projects under construction have proven that people want to live, work, and play in downtown – and this large group of inspired professionals are making it happen.

Another great example of Boise’s strong economy is Trailhead, a hub for startups and growing businesses. Their success has initiated a growth to include additional space for even more Trailhead members. The list of successful projects in 2016 goes on, and many are included in the following pages.

As Board chair, I have great appreciation for the leadership of Executive Director John Brunelle. In 2016, his staff has taken on more projects than any time in the 51 year history of the agency. They truly embrace the opportunity to help other people by making a meaningful, permanent, and positive impact on our city. I am looking forward to seeing what else our great city and its development community have in store for 2017.

# JOHN BRUNELLE, EXECUTIVE DIRECTOR



Our 2016 Annual Report captures CCDC’s substantial commitment to making a meaningful, permanent, and positive impact on our community. The Agency’s projects and partnerships have advanced the steady and impressive redevelopment and economic growth in our districts, and in this past year we saw much of the agency’s work come to fruition in downtown. The year was marked with celebration, with many ground breakings, document signings, ribbon cuttings, and grand opening events.

Our team of motivated professionals worked with developers, investors, builders, and other public agencies to move these projects from concept to reality. These outstanding relationships advanced our planning goals and enriched Boise’s economy. In the past 42 months, CCDC catalyzed over \$575 million in private investment with public participation of approximately \$27 million.

The agency benefits greatly from the collective leadership and individual strengths of the Board of Commissioners. Two of our longstanding commissioners, David Eberle, and Lauren McLean, concluded their outstanding service on the CCDC board in 2016. The board welcomed three new commissioners as well: Maryanne Jordan, Scot Ludwig, and Ben Quintana. It is through their dedicated and thoughtful guidance that CCDC can achieve its goals to cultivate our local economy and build great public spaces – both of which contribute to a healthy and sustainable city.

With the completion of the past comes the promise of development and completion in the months ahead which will include the rededication of The Grove Plaza, the completion of the Broad Street improvement project, and more partnerships with private developers working to make public improvements. During this period of rapid, sustained growth we remain relentless in our effort help our community thrive by building a more diverse, accessible, and bodacious Boise.

## BOARD OF COMMISSIONERS



DANA ZUCKERMAN  
Vice Chair



PAT SHALZ  
Secretary-Treasurer



RYAN WOODINGS  
Commissioner



STACY PEARSON  
Commissioner



DAVE BIETER  
Commissioner



BEN QUINTANA  
Commissioner



MARYANNE JORDAN  
Commissioner



SCOTT LUDWIG  
Commissioner

## ABOUT CCDC

Boise's Redevelopment Agency, CCDC, catalyzes investment in the city through its own projects and public/private partnerships. CCDC focuses its work on economic development, infrastructure, place making, and mobility in its four redevelopment districts. The agency's staff work hand-in-hand with local partner organizations and companies to redevelop underutilized properties and improve public places.

## VISION STATEMENT

Help the Boise community thrive in a sustainable economy where an exceptional built environment and excellent business opportunities are in perfect balance.

## MISSION STATEMENT

CCDC ignites diverse economic growth, builds vibrant urban centers, and promotes healthy community design.

### CENTRAL

District Term: FY 1989 - 2018 | Acreage: 34

### 30TH STREET

District Term: FY 2016 - 2033 | Acreage: 249

### RIVER MYRTLE-OLD BOISE

District Term: FY 1996 - 2025 | Acreage: 340

### WESTSIDE

District Term: FY 2003 - 2026 | Acreage: 144



## FIVE KEY STRATEGIES

- INFRASTRUCTURE
- PLACE MAKING
- MOBILITY
- ECONOMIC DEVELOPMENT
- SPECIAL PROJECTS

## FIVE CORE VALUES

- PROFESSIONALISM
- LEADERSHIP
- ACCOUNTABILITY
- INTEGRITY
- TRANSPARENCY

## TEN GUIDING PRINCIPLES

- 01 Working in public service provides a great opportunity to help thousands of other people by making a meaningful, permanent, and positive impact on our community.
- 02 Creating places and neighborhoods people love is a key element in making a city desirable for residents, visitors, and investors.
- 03 Expanding mobility choices, improving infrastructure and encouraging innovation are imperative actions to making Boise competitive and equitable.
- 04 Communicating with our stakeholders for guidance and buy-in helps build trust and a stronger community.
- 05 Questioning, observing, networking and experimenting triggers associational thinking and are catalysts for innovation and creative ideas.
- 06 Fostering the expansion of local enterprise and career opportunity creates economic energy in our districts and beyond.
- 07 Redeveloping properties within our districts enhances the urban environment, honors our heritage, and fuels economic growth.
- 08 Focusing on community involvement enhances our holistic approach to building a diverse and bodacious Boise.
- 09 Maximizing our unique financial powers to catalyze investment, facilitate public projects, and increase agency revenue is paramount to stable and consistent resource management.
- 10 Collaborating with public and private partners to proactively plan and complete high quality development projects advances our planning goals and enriches Boise's prosperity.

# AGENCY OWNED PROPERTY

CCDC obtains strategic properties with redevelopment potential. Generally the Agency will issue a Request for Qualifications/Proposals (RFQ/P) to the public with specific information about redevelopment objectives for the property and how the private sector can participate in the project. CCDC owns the following properties and is actively planning for property redevelopment. Idaho Code 50-2011(f) requires certain reporting on Agency owned properties.

MAP OF PROPERTIES ACQUIRED FOR PUBLIC USE, REHABILITATION, OR RESALE



## PROPERTIES ACQUIRED FOR REHABILITATION OR RESALE

### 1) 620 S. 9TH (0.6 ACRES)

This property will be the location of Phase II of The Afton and 611 S. 8th (noted above) was part of lot line adjustment / property split made in order to phase the condominium development. Also acquired in 2001, the original warehouse has been since been demolished in preparation for Phase II construction. The disposition and construction on this parcel are scheduled for later in 2016 as per the Disposition and Development Agreement.

### 2) 429 S. 10TH (0.08 ACRES)

This land was acquired in 2001 to help bundle property for a private development in the River Street neighborhood. With multiple ownership changes on the block occurring over the past few years, and with construction underway on the Simplot HQ/JUMP project, and planned development in 2016 on Parcel B, CCDC is currently working with area property owners to identify the best strategy for redevelopment and disposition.

### 3) FRONT STREET REMNANT (0.32 ACRES)

Left over from the Front Street realignment, this parcel was acquired in 2007 with intentions of combining it with adjacent land in a mixed-use development. CCDC is currently in an Exclusive Right to Negotiate contract with a development entity that is planning to redevelop adjacent parcels. The property disposition is planned for fall 2017.

### 4) 503/509/511/623/647 S ASH (0.7 ACRES)

These small parcels were acquired in 2006, 2007, and 2011 as part of right of way acquisition for alignment of the Pioneer Corridor pathway project which will connect the Boise River Greenbelt to the city center. The properties now represent a new opportunity for an infill development project and CCDC is initiated redevelopment plans, in coordination with Boise City neighborhood revitalization strategies, which will involve a RFQ/P for these properties in 2016.

### 5) 617 S ASH (0.14 ACRES)

Like the above Ash St. parcels, 617 S Ash was acquired in 2011 for the Pioneer Corridor project. It includes The Hayman House, a historic home of cultural value to be preserved in the River Street neighborhood. Current disposition plans are considering a historic interpretive usage in cooperation with the City of Boise and one or more non-profit organizations prior to issuance of the planned RFQ/P on the adjoining parcels.

## PROPERTIES ACQUIRED FOR PUBLIC USAGE

The Grove Plaza: This property is managed by CCDC as an urban public park. Plans for disposition will be addressed in the Central District Termination Plan.

8th Street From Main to Bannock: This property is a public street managed by CCDC as a festival, café, and public event street segment. Plans for disposition will be addressed in the Central District Termination Plan.

Public Parking Garages: Agency owned parking garages include: Grove Street Garage, Eastman Garage, City Centre Garage, Boulevard Garage, Myrtle Street Garage, and Capitol Terrace Garage. Plans for retention and/or disposition will be addressed in the Central District Termination Plan. (Indicated on map with "P").



# KEY STRATEGIES

1

## INFRASTRUCTURE

IMPROVE PUBLIC INFRASTRUCTURE TO ATTRACT NEW INVESTMENT AND ENCOURAGE BEST USE OF PROPERTY.



2

## PLACE MAKING

DEVELOP PUBLIC SPACES AND ENERGIZED ENVIRONMENTS WHERE A BLEND OF CULTURES AND CONCENTRATED MIX OF USES CREATE A VALUED SENSE OF PLACE.



3

## MOBILITY

EXPAND MOBILITY CHOICES THAT INCLUDE PARKING AND MULTIPLE TRANSIT MODES TO ENABLE UNIVERSALLY ACCESSIBLE URBAN DISTRICTS.



4

## ECONOMIC DEVELOPMENT

CULTIVATE COMMERCE AND GROW RESILIENT, DIVERSIFIED, AND PROSPEROUS LOCAL ECONOMIES.



5

## SPECIAL PROJECTS

INVEST IN PROJECTS THAT RESPOND TO EMERGING REVITALIZATION OPPORTUNITIES INCLUDING PUBLIC AMENITIES, HISTORIC PRESERVATION, AND SUPPORT OF LOCAL ARTS AND CULTURE.



KEY STRATEGY 1



# INFRASTRUCTURE







## BROAD STREET IMPROVEMENTS

Inspired by an initiative known as 'eco-districts,' the LIV District is a neighborhood development strategy designed around the principals of sustainable development and operations, as a part of Boise's first eco district. Now known as the LIV District, which stands for Lasting, Innovative, and Vibrant, the LIV District is a sub-district of the neighborhood platted as the Central Addition located east of Capitol Boulevard between Front and Myrtle Streets. The high level goal is to create an efficient, functioning, and sustainable in-town neighborhood in core of downtown Boise. In cooperation with the City of Boise and ACHD, CCDC is participating in the project with nearly \$5 million of place making improvements and infrastructure enhancements to Broad Street, the district's primary street; now Boise's coolest street. CCDC has contracted with ZGF for conceptual design work, Jensen Belts Associates for construction drawings and permitting, and Guho Corporation as the Construction Manager/ General Contractor and the project will be finished by Summer 2017 This combined effort has catalyzed significant new private development and financial investment in the previously struggling area.

The public improvements will include:

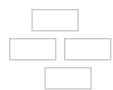
1. Reconstruction of Broad Street with creative design and streetscape amenities such as new street lights, benches, trees, planters, and curbless streets for festival uses
2. An extension of the city's geothermal system down Broad Street and into the injection well at Julia Davis Park expanding the service capabilities for this utility
3. Additional Fiber Optic resources available to the new commercial and residential developments
4. Use of innovative storm water solutions including permeable pavers and green storm water infrastructure which will allow stormwater to flow into the public right of way from private developments avoiding additional stormwater system impact in an over subscribed area – an essential key to enabling urban-scale projects



## THE ONE NINETEEN

Sawtooth Development converted a surface parking lot into 26 luxury residences at 119 W. 10th Street in the core of downtown Boise. The project includes two levels of podium parking with 39 structured parking stalls and four levels of contemporary residential units above. This condominium project is designed with a focus on urban living and alternative transportation. CCDC is participating in the project with a Type 1 Streetscape Grant reimbursing the developer \$150,000 for eligible expenses in the public right of way such as street trees, historic streetlights, street furnishings (bike racks and benches), sidewalks, landscaping, and sidewalk awnings.

The project total cost is approximately \$7.4 million and the condos were completed in December of 2016. The One Nineteen is the first completed for-sale downtown housing in an Urban Renewal District since 2008. CCDC is thrilled to help this first project as it breaks the ice for future housing projects in downtown.







## THE STURIALE PLACE

The Sturiale Place is a historic home being restored by Rita Sturiale. The 3,000 s.f. residence was previously located in the Central Addition LIV District across the street from The Fowler Apartments site. Ms. Sturiale relocated the building to a vacant parcel located at 1501 W. Jefferson Street, directly south of Rite Aid and located in the Westside District. Renovations are currently underway to restore and remodel the home for commercial uses to become an Italian café and specialty gift shop both uses that will allow public access to the restored historic structure.

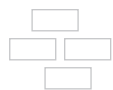
Through a Type 1 Streetscape Grant, CCDC provided \$40,000 in assistance for public improvements which includes street lighting, brick pavers, street trees, and limited landscaping.

The original house was initially built in 1893 for Mary F. Wood the first librarian of the Boise Carnegie Library. The Sturiale Café is projected to be open in the spring of 2017, bring vibrancy and life to a street that has been notoriously under-served.



## 13TH AND RIVER

The Riverstone Building is a mixed use project that includes retail on the ground floor and a dormitory on the 2-4th floors. The dormitory is being used to house exchange students who attend the Riverstone International School. CCDC provided approximately \$43,000 in assistance through the Type 1 Streetscape Grant Program for public streetscape improvements on 13th Street and West River Street such as trees, street lights, and consolidated curb cuts.







## KEY STRATEGY 2

# PLACE MAKING



## THE GROVE PLAZA

The Grove Plaza is the heart of downtown Boise and the city's most prominent public space. The plaza hosts over 60 events each year that range from large-scale concerts to cultural festivals. Originally constructed in 1986, The Grove Plaza was ready for some significant improvements when CCDC embarked on the renovation process in late 2014. Through a stakeholder and public engagement process, CCDC identified the essential pieces of the renovation project including:

- Re-construct the fountain - preserving and enhancing its attributes, while fixing mechanical issues
- Replace broken and cracked I-shaped bricks with new rectangular brick
  - Original engraved bricks were re-engraved and replaced
  - Re-initiate a personalized, engraved brick program
- Determine health of trees and replace trees in decline
- Implement suspended paving system to replace the inadequate concrete tree wells
- Build green storm water infrastructure and install high efficiency water-wise irrigation systems
- Install permanent sound and lighting equipment for ambient music and events
- Provide an improved performance stage
- Free, public Wi-Fi access
- New moveable chairs, tables, and umbrellas for additional shade

With these concepts as a guide, designs were created by the Portland-based firm, Zimmer Gunsul Frasca (ZGF) and drawings were created by local Boise firm, CSHQA. McAlvain Construction was awarded the Construction Manager / General Contractor (CM/GC) contract for the project in September 2015. The construction process is an elaborate coordination exercise between the various construction projects underway on the block, and utilizing the services of a CMGC (Construction Manager General Contractor) has been essential to the process.

The Grove Plaza construction will cost approximately \$5.95 million and is being completed in careful coordination with the other major public and private construction projects on the neighboring properties including the City Center Plaza building, Main Street Station, and the Boise Centre expansion. The first phase included the north spoke, west spoke, east spoke and central plaza which were completed in late 2016. Phase two, the South Spoke will be complete by June 2017.







## JULIA DAVIS PARK ENTRY

CCDC, in partnership with the City of Boise, is developing a pathway connection from the south end of 5th Street into Julia Davis Park. This connection is part of Boise's Central Addition LIV District initiative and the Boise Parks Department's plans for Julia Davis Park. The entrance is intended to increase the visibility and access to Julia Davis Park from Downtown Boise, as well as increase connectivity across Front and Myrtle streets between Julia Davis Park, the Central Addition LIV District, and downtown Boise.

The pathway project includes reconstruction of 5th Street south of Myrtle with 12' wide stamped concrete sidewalks, 4' wide furnishing zones for street lights and trees, a 52' vehicular turnaround, and a 12' wide pathway with landscaping improvements that will serve pedestrians and cyclists from the south end of 5th Street to Julia Davis Drive.

While the pathway connection into Julia Davis Park south of 5th Street will be for pedestrians and cyclists, the project will preserve vehicular access on 5th Street south of Myrtle as it currently exists.

Construction began in spring 2016 following the extension of a geothermal line in the area and should be completed by late summer of 2017.



## CCDC ALLEY PROGRAM

Alleys are an often overlooked and underutilized public asset in the downtown environment. Alleys serve an essential role in parking access, waste disposal, pickup and delivery, and as utility corridors. They also constitute up to 20 percent of the public space within a city block. This underutilized space present throughout downtown Boise also presents many opportunities for better storm water capture and runoff reduction, art exhibition, place making, and public space for various uses within a bustling downtown. CCDC is working with the City of Boise, ACHD, utility companies, and various other stakeholders and partners to leverage and coordinate multiple investments into improving a number of downtown alleys as multifunctional public spaces. The public investment will include improvements such as undergrounding utility lines, consolidating waste receptacles, lighting, public art, and signage. The alleys from 8th to Capitol between Idaho and Bannock are currently the Board's top priority, and the alleys from 6th to 3rd streets between Main and Idaho are also being explored as part of ACHDs "Green Alley" initiative.



## PIONEER CORRIDOR

Pioneer Pathway is a shared use recreational trail between the Boise River Greenbelt near Pioneer Bridge and the heart of Downtown Boise. The path runs through the River Street Neighborhood and is a public recreational open space convenient to a number of existing neighbors including Mercy Housing, Pioneer Neighborhood Community Center, and Giraffe Laugh. Payette Brewing recently relocated and renovated a building for a brewing facility, tasting room and outdoor patio on a property adjacent to the Pioneer Pathway, and the company cited this amenity as a key factor in their decision to move to this location.

The third and final phase of the Pathway, between the south side of River Street and the Greenbelt by Ann Morrison Park, was completed in February 2016. This completes the original plan to connect the Boise River Greenbelt at Pioneer Bridge, through the JUMP project (with the opportunity to hike up the Pioneer Stairs to the Pioneer Room, and into Boise's new Coolest Street (Broad Street) in the LIV District or on to BoDo, South 8th Street Marketplace, and The Grove Plaza. The pathway will be maintained by Boise Parks & Recreation and is open to the public in perpetuity as assured through right-of-way and formalized public easements. The pathway features a signature look in brick pavers, contemporary lighting, modern stylish benches and trash receptacles, and landscaping, including new River Birch trees.







## PLANNING FOR THE FUTURE OF PUBLIC PARKING

For the last fifteen months a team of mobility professionals and business representatives met to address the anticipated issue of a shortage of available parking downtown in mid-2017 or earlier. After much research and an extensive outreach effort the group recommended four initiatives for public and private consideration. Recommended solutions included the creation of a single brand for downtown mobility called GoBOI; the creation of a coordinating entity that functions like a Transportation Management Organization; the development of a mobility app creating a seamless one-stop experience for customers seeking information and planning trips to and around the downtown; and preliminary recommendations for the establishment of two remote park & shuttle services as an interim parking solution until other measures are adopted.

## BIKE RACK INFILL PROJECTS

In 2016 CCDC added several additional bike racks to the downtown streetscape in response to business owners request for more bike parking. Bike racks were installed outside of Mixed Greens gift shop and School of Rock, and larger Bike corrals were added outside of 10 Barrel Brewery and the Modern Hotel. The Bike Corrals hold approximately 15 bikes are placed on the road, generally in a car park space, with permission from ACHD.

## FRONT AND MYRTLE ANALYSIS

CCDC has initiated an alternatives analysis to examine potential modifications to the Front and Myrtle thoroughfare in Downtown Boise in hopes of finding a better balance between all travel modes and commercial/retail interests along the corridor. In July 2016, CCDC published a request for proposals to conduct an alternatives analysis of Front and Myrtle Streets and Sam Schwartz Consulting was selected. The alternatives analysis will identify and consider a number of alternative treatments that might be used to address the challenges presented by the corridor. Once the technical analysis has been conducted and the alternatives have been vetted with the appropriate agencies for feasibility, they will go through a public outreach process, and an implementation strategy will be developed.



## PUBLIC PARKING AT 5TH AND BROAD STREET

The Fowler is a 159-unit mixed-use apartment project being developed by Local Construct. The project is located at the corner of 5th and Broad Streets in downtown Boise. The building program includes two and a half floors of parking, five floors of apartment units, and approximately 4,000 square feet of retail space on the ground level.

The CCDC Board of Commissioners approved a Type 3 Transformative Assistance Agreement for the Fowler Project which includes reimbursement for eligible public improvements, certain predevelopment expenses, and purchase of 89 public parking spaces. The cost of the parking stalls will be approximately \$2.6 million which will be financed with a bond sale with an additional \$650,000 for public improvements including streetscapes.

The Fowler is one of the first housing projects of its kind in downtown Boise (large-scale, for-rent, market-rate apartments). It is also the first new downtown Boise apartment project constructed since the economic downturn in 2008. CCDC is excited to assist this project which supports Boise City's housing initiative and provides a housing project which can be used as a recent comparable for purposes of appraisal and lending. The project is expected to be completed by summer 2017.







## MAIN STREET STATION

After many years of planning, the new downtown multi-modal center is now open. Located adjacent The Grove Plaza, Main Street Station is an underground transit center owned and operated by Valley Regional Transit. The facility was built by Gardner Company in conjunction with the City Center Plaza which houses Clearwater Analytics, Boise State University's Computer Science Department, and Boise Centre's convention center expansion.

CCDC provided \$2.4 million in local match funding to Valley Region Transit's \$10 million Federal Transit Authority's earmark funds in order to construct the facility. As of publication, the entire \$2.4 million in local match has been paid to Valley Regional Transit. Expanding mobility choices by improving transportation facilities and building infrastructure are actions imperative to making Boise economically competitive and equitable.





# ECONOMIC DEVELOPMENT



## TRAILHEAD

In March 2015, CCDC helped establish Boise's newest space for innovators and entrepreneurs, "Trailhead." This collaborative professional place encourages gathering, connecting, and learning. Educational programming, unique networking opportunities, along with structured and unstructured events and drop-in sessions are offered. Trailhead is a non-profit, community effort focused on helping develop the next generation of business successes in the Boise valley.

CCDC has contracted for economic development services for this purpose and selected Trailhead as the location for office space located at 8th & Myrtle streets in the heart of the agency's River-Myrtle urban renewal district. This innovative co-working space offers users access to critical educational resources, varied collaboration opportunities and provides continuing inspiration to grow a business.

In 2016, Trailhead hosted 322 events attended by 6,600 people including the Inaugural Startup Week with 30 events and 700 attendees. Membership at Trailhead grew 80% and they have privately now opened an additional space to accommodate the entrepreneurial demand and coding school. This space is called Trailhead North for the larger and faster growing startups.





## BOISE CENTRE EXPANSION

The Greater Boise Auditorium District (The District) had long sought to expand and improve its convention center, Boise Centre, located on The Grove Plaza. After 25 years without any significant renovation – Boise Centre recently completed Phase 1 of 3 expansion phases. Phase 1, Boise Centre East is a 36,000 SF facility that was built in conjunction with the Clearwater Building and opened in October 2016. Phase 2 will connect the original building to the East building with an elevated concourse and Phase 3 renovates the original building to add a Junior Ballroom and new office space.

A recent Supreme Court decision allows CCDC to act as a conduit financier, and in 2016 CCDC secured a bond for approximately \$25 million to fund the first phase of the expansion. In turn, CCDC leases the new building back to The District on an annually renewable (year-to-year) lease term. CCDC's conduit financing role allows efficient use of public resources utilizing low interest rates, and enabling the expansion to occur faster than other options.

This convention expansion has driven new hotel construction and retains the successful convention center location in central downtown Boise in a cost efficient and competitive expansion plan, which places Boise in an improved position to attract significantly more and bigger conventions to the downtown. Aiding in the convention center expansion helps CCDC advance its mission to promote economic vitality in downtown Boise. An expanded convention center will bring more visitors and businesses to downtown, who in turn, spend money at hotels, shops, restaurants, and potentially consider Boise as a place to relocate.







## HOTELS STUDY

In June 2015, PFK Consulting presented a Downtown Boise Hotel Market Study to CCDC, The Greater Boise Auditorium District, and The City of Boise which co-funded the assessment to identify and refine the lodging opportunities in downtown Boise. The report evaluated the downtown Boise lodging market and identified missing hotel segments as well as quantified future lodging demand based on projected growth and comparable cities.

The studies key findings included: Boise's downtown lodging inventory consisted of many older, limited-service hotels which do not meet current market demands; There is a specific unmet need to add a large, full-service hotel to cater to convention groups; and in comparison to comparable cities Boise has fewer hotels and is considerably below average for quality, branded, full-service hotels.

This assessment helped to advance several new hotel developments which were in pre-development phases in response to the expanded convention center plans. Good news is on the horizon and CCDC is participating in four downtown hotels of various types and character adding a diverse set of new hotel brands, prices, and products to the Boise market.

## HOTELS COMPLETED/IN PROGRESS

- INN AT 500
- RESIDENCE INN BY MARRIOTT
- HYATT PLACE
- HILTON GARDEN INN

## INN AT 500

The Inn at 500 Capitol opened its doors to the public in January of 2017. The 6-story, 112-room boutique hotel features a high-end restaurant, local artwork, themed rooms, a 1,700 SF conference room space, and a gym. Obie Development focuses on "creating boutique, thoughtful, and community-oriented developments with strong attention to detail and the complete guest experience."

CCDC is assisting the \$19 million development through two types of participation agreements and a parking lease agreement. The Type 2 General Assistance Agreement will provide \$269,000 for utility line relocation and upgrading, as well as streetscape improvements, public art, and landscaping located in a public easement for all Boise residents and visitors to enjoy. The Type 4 Capital Improvement Reimbursement Agreement will provide approximately \$198,000 for streetscape improvements, such as streetlights, trees, and benches located in the existing right-of-way.

Parking for the hotel will be provided on-site and through an agreement to use spaces in the City Centre or Myrtle Street garages owned by CCDC.





# RESIDENCE INN BY MARRIOTT

Eagle based developer, Pennbridge Capital, is constructing a 186-room, 10-story extended stay hotel at the corner of Broad Street and Capitol Boulevard in downtown Boise. The hotel is expected to cost \$31 million and is planned to be a Residence Inn by Marriott. This type of hotel caters to a longer-term visitor with amenities such as a kitchenette in each room, fitness area, pool, and a third floor patio and bar.

CCDC is assisting the project through a Type 2 General Assistance Participation Agreement. This project will receive approximately \$876,000 over the course of 4 years after the hotel is complete to pay for public infrastructure improvements.

Public improvements to the property include brick sidewalks, street trees, decorative fencing, streetlights, bicycle racks, green stormwater infrastructure, and a ground level plaza with irrigated planters and seating. The project will also relocate and extend the communication utilities located within the alleyway, underground the overhead facilities crossing Myrtle Street, and to tap into the city’s geothermal for domestic hot water



# HYATT PLACE

PEG Development based in Salt Lake City, UT, is building a 150 room hotel on a half block site located between 10th and 11th Streets on Bannock. The \$24 million project is better utilizing downtown property which was previously a surface parking lot. Construction is scheduled to be complete in early 2017. CCDC is assisting the project through a Type 2 General Assistance Participation Agreement and the project will receive up to \$650,000 for public improvements in installments for 4 years after the project is complete.







## PIONEER CROSSING – HILTON GARDEN INN

A Hilton Garden Inn is planned to be constructed by Gardner Company at Pioneer Crossing (previously Parcel B) on the corner of 13th and Front Streets. The 5 story hotel will have approximately 136 rooms, fitness center, pool, and 4,000 SF meeting room. CCDC is assisting the project through a Type 3 General Assistance Participation Agreement to pay for the public improvements associated with the entire 4-block development. The combined development's tax increment will allow CCDC to reimburse expenses for up approximately \$4 million in public streets, streetscapes, and utilities locate in the public right of way, in a public easement, or related to shared costs of condominium ownership.

## REDEVELOPMENT PROPERTIES / HOUSING

A unique tool that CCDC is utilizing to proactively achieve redevelopment is the strategic acquisition of underdeveloped and disinvested land and buildings followed by a competitive disposition process that targets specified uses which advance urban renewal plans. Through a public and competitive Request for Proposal process, CCDC identifies private developers who are willing to take on a catalytic project. These types of projects on these properties would likely not be possible without the financial participation of CCDC. These projects typically serve as catalysts for the neighborhood and result in spin-off development in the vicinity.

Strategically redeveloping properties within our districts enhances the urban environment, comports with specialized plans for downtown, and fuels economic growth. Collaborating with public and private partners to proactively plan and complete high quality development projects advances community planning goals and enriches Boise's prosperity. In 2016, CCDC worked on three redevelopment projects – The Afton, Watercooler Apartments, and Ash Street.





## THE AFTON

In 2015, CCDC was able to take advantage of this strategy when it conveyed ownership of a portion of a dilapidated warehouse property located at 8th and River Streets in August 2016. This property is located in a key location that connects downtown Boise to the Boise River and Greenbelt and areas south of the river like the BSU campus. After an open competitive process and careful review of multiple proposals from in and out of the Boise market, CCDC made a selection and entered into an Exclusive Right to Negotiate Agreement with RMH Company to develop a mixed-use condominium project with a focus on for-sale housing.

RMH Company, a Boise firm, has planned the project in two phases and will build condos and retail space on the property. The project has been named The Afton after an original landowner Emory Afton, president of Wholesale Electric Parts Company. The first phase of The Afton will be comprised of approximately 28 for-sale units including 3 live/work units with 1st floor retail space. There will also be approximately 3,000 SF of retail space located on corner of 8th and River.

CCDC's proactive effort to add a new, attractive, and energizing residential development to this neighborhood is being very well received both in terms of sales and in with the neighbors. Construction of phase 1 began in October 2015, and is scheduled to be complete in late spring 2017. Phase 2 is coming up ahead of schedule based on the success of phase 1. This particular corner location has been overlooked for years, and will now come to life, offering Boise residents a new and exciting downtown housing option.







## THE WATERCOOLER APARTMENTS

In early 2015, CCDC issued a Request for Qualifications/Proposals (RFQ/P) inviting development teams to submit proposals for the CCDC-owned property located at 1401 W. Idaho Street in Boise. The CCDC Board of Commissioners selected Local Construct's proposal in May 2015 based on their proposal's ability to meet the 10 requirements: Strong financing, Quick Construction, Pedestrian Friendly Design, Urban Context, Active Mixed Use, a High Floor to Area Ratio, Sustainability, Investment, and Catalyst Potential.

In the following months, an Exclusive Right to Negotiate (ERN) was finalized with the developer and CCDC staff and the developer refined and approved the design and scope of the project. The final Disposition and Development Agreement was approved by CCDC's Board, and Local Construct completed the purchase of the property in May of 2016.

The 3 floor apartment building is now well under construction and will include 30 new workforce apartments and 7 live/work units as well as 1,450 square feet of corner retail space. The project also includes a pocket park for public use. Total development costs are anticipated to be \$7 million. The building is scheduled to be complete mid-2017.



## ASH STREET

CCDC owns several parcels on Ash Street totaling approximately 0.75 acres and are all currently vacant. These parcels were part of an acquisition of land necessary to construct the Pioneer Pathway and all of the blighted parcels were razed. The Agency then identified the combined parcels as a new opportunity site for workforce house. Located adjacent to the Pioneer Pathway, the historic Hayman House, by a small city park and within the River Street Neighborhood, this location offers an ability to be both close to the Boise River and close to the downtown core. A Request for Qualifications/Proposals for a workforce housing development was published in September 2016 with proposals due on November 15, 2016. The CCDC Board of Commissioners reviewed two complete proposals on November 29, 2016. The proposals were reviewed based on five criteria including neighborhood design and context, catalyst potential, investment, development schedule, and sustainability.

On December 12, 2016, the Board of Commissioners chose to award the RFP to deChase Miksis to construct workforce housing. The deChase Miksis project proposes 23 3-bedroom townhouses with one-car garages, and 8 1-bedroom apartments with one parking space each. This in-fill housing project will energize the neighborhood, diversify the housing stock, and help connect this area as a safe, walkable and interesting area of town between the Boise River and Downtown. It also pays homage to the Hayman House and the history of the neighborhood.

CCDC and deChase Miksis are currently in an Exclusive Right to Negotiate period, and staff anticipates the Disposition and Development Agreement to be finalized in late spring 2017.



## SPECIAL PROJECTS

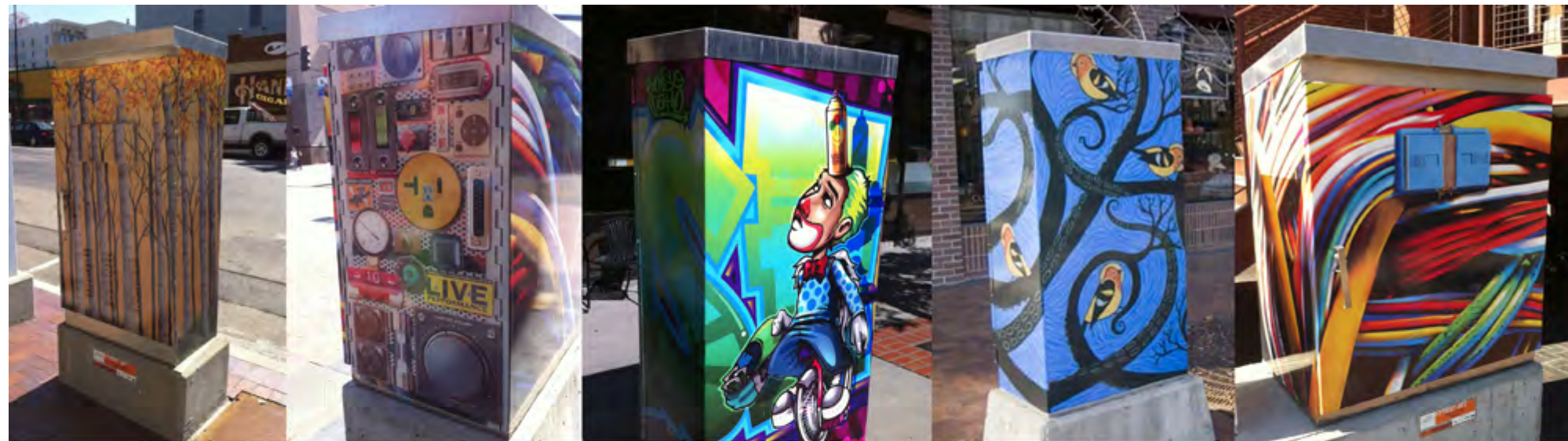


## HAYMAN HOUSE

The Historic Hayman House is located next to the Ash Street Properties, and CCDC purchased the home with a commitment to preservation for both the architectural features and also to recognize the diversity of the inhabitants of this historic neighborhood. CCDC's redevelopment efforts around this property required development proposals to consider how this property would be respected and incorporated into any new construction proximate to the property. In 2016, CCDC determined a preservation strategy that involved completing several Capital Needs Improvement options and then conveying the property to the Boise City Arts & History Department. The Arts & History department will be a better long-term owner of the property with plans to increase the programming and educational opportunities that can take place on the site.

## TRAFFIC BOX ARTWORK

CCDC and the City of Boise Art and History department partner to wrap utility boxes with artistic prints in the downtown. This adds to the pedestrian experience and also support the local art culture. Equally as important this effort has significantly reduced the graffiti which was frequent before the initiation of this collaborative program. This helps create a safer feeling downtown, encourages walking, and enhances the pedestrian experience. There are now 62 traffic boxes with art wraps located in Boise, and CCDC continues to support this public art effort annually. In 2016, 24 new art wraps were added to the collection and CCDC has plans to fund an additional 12 in 2017.



## WHITTIER ELEMENTARY FENCE ART

CCDC paid for \$10,000 for a public art project located on the fence of Whittier Elementary School along Whitewater Park Boulevard. The piece was created by Idaho artists, Dennis & Margo Proksa of Black Rock Forge in Pocatello. The artwork was installed in August of 2016.







## CENTRAL DISTRICT SUNSET PLANNING

Urban renewal districts have limited terms by design. Districts are designed to address and improve infrastructure deficiencies and stimulate new development to create a safe, prosperous and welcoming public environment and catalyze investment in specific geographies. The Central District encompasses ten blocks in the heart of downtown Boise. It is CCDC's first urban renewal district, created in 1988. The district's thirty-year statutory lifespan ends in 2018 which final improvements to occur during Fiscal Year 2018. The return on the investment accelerates over the life of an urban renewal district with significant new private development occurring in the past few years. Here in its penultimate year, the Central District will generate \$4.9 million in tax increment revenue based on assessed district-wide increment value of \$296 million. Compare those current amounts to the \$351,000 in tax increment revenue generated by an assessed increment value of \$23 million in Year 1 and it is fair to conclude that the efforts in the Central District have been a tremendous success in revitalizing the core of downtown Boise

The Central District's success in 'densifying' (efficiently utilizing limited, high value real estate) the heart of the city is also an excellent example of utilizing structured parking for efficient land use— which CCDC filled during the life of the district with the construction of the its six garage, 2,600 space public parking system.

CCDC also owns 8th Street from Bannock to Main streets as well as the (newly renovated) The Grove Plaza and north, south and west spokes with easements through the east spoke. Post-Central sunset ownership of those assets is currently under consideration by the Central District Sunset Working Group comprised of representatives from the CCDC Board and city of Boise.

## CITY OF BOISE PARKS PLAN

Increasing development activity in downtown is leading to the rise of distinct urban neighborhoods. A need for urban parks and public spaces that anchor and energize these neighborhoods was recently identified and planned for in the Downtown Parks and Public Spaces Master Plan. CCDC supported Boise City Planning and Development Services' 11 month public planning process by assisting with public engagement, reviewing plans and documents, and updating CCDC's five year capital improvement plan to fund high priority near term urban park and interpretive site specific projects. A few examples of these key projects that CCDC is carrying forward include Hayman House community pocket park, a permanent public market, large public space near in the Westside District, Old Boise Linear Park, central business district alley enhancements, central addition streetscape improvements, Main Library public space, and Julia Davis Park 5th street entrance.



## PARKING AND MOBILITY PLANNING

Two significant plans were introduced in 2016 that will help frame the community discussion around providing mobility options outside of the single occupied vehicle. Fundamental to this vision is the idea that city streets (particularly in a downtown setting) are much more than spaces for moving vehicles - they are public places where urban life happens, and as such they must accommodate a range of functions and activities. The first plan is the Downtown Parking Strategic Plan, introduced in the spring and adopted by the City Council and CCDC Board of Commissioners in the fall. The concepts and proposals in the Parking Strategic Plan will serve as a guide to addressing many of the mobility challenges brought on by development and growth over the next several years. The second is the City's Transportation Action Plan, a vision of a modern, well-balanced transportation system. The TAP articulates a clear vision of a transportation system that provides real choice in mobility while creating great places for people. It includes a set of principles & values, targeted actions, and an evaluation matrix. The TAP is set to be adopted by the City Council the spring of 2017.

## SOUTH 8TH STREET CORRIDOR PLAN

Staff worked in collaboration with the City of Boise to select and hire consultants to evaluate the south area and recommend interventions to activate the area focusing on ROI. lolci, a landscape architecture, land planning and urban design firm located in SLC was hired for the effort. Through a series of stakeholder outreach efforts and public charrettes, a planning document was completed by lolci in the summer of 2016 recommending ideas to active the 8th Street Corridor. As the master plan reached completion, CCDC worked in collaboration with City of Boise to select CTY architects in Boise to take the plan and produce a working plan to identify specific projects, approximate budgets and timelines. CTY completed their effort towards the end of 2016. The documents were presented to the Board in January 2017.







## FINANCIAL HIGHLIGHTS

- The Agency's total assets and deferred outflows of resources exceeded its liabilities and deferred inflow of resources at the close of the fiscal year 2016 by \$37,796,202. Of this total, \$14,533,359 is invested in capital assets (net of debt).
- At fiscal year close, the Agency's governmental funds reported a combined ending fund balance of \$35,004,757, of which \$34,405,846 is nonspendable, restricted, committed or assigned.
- During fiscal year 2016 the Agency's expenses were \$12,674,685 compared to the \$15,288,248 reported in 2015. The change was primarily due to the decrease in interest on long-term debt with the Ada County Courthouse Project Bond payoff in fiscal year 2015. efficiency due to installation of new PARCS automated parking control equipment in 2014. Revenue allocation increased about 12.8% or \$1,511,032 in fiscal year 2016 as compared to the prior year due to the increased property valuations and new construction in Agency urban renewal districts.
- Total revenues increased by \$1,859,035. The majority of the increase was a result of increased property tax increment revenue.
- Interest and fees expense on long-term debt in governmental activities decreased by \$2,001,067 compared with fiscal year 2015, consistent with the payoff of the Ada County Courthouse Project Bond in 2015.
- The Agency's key revenues are parking revenues and revenue allocation district revenues (tax increment revenue). Parking revenues increased \$676,297 primarily due to: 1) monthly parking rate increased effective on January 1, 2016, 2) increased parking activity and 3) continued parking revenue collection efficiency due to installation of new PARCS automated parking control equipment in 2014. Revenue allocation increased about 12.8% or \$1,511,032 in fiscal year 2016 as compared to the prior year due to the increased property valuations and new construction in Agency urban renewal districts.



2016 FINANCIAL STATEMENTS

STATEMENT OF NET POSITION

	2015	2016	Percentage Change 2015-2016
Current & Other Assets	\$40,240,182	\$50,877,527	26.4%
Capital Assets	22,222,029	24,619,146	10.8%
<b>Total Assets</b>	<b>62,462,211</b>	<b>75,496,673</b>	<b>20.9%</b>
Deferred Outflows of Resources	<b>444,730</b>	<b>494,324</b>	<b>11.2%</b>
Long-term Debt Outstanding	18,396,459	21,578,832	17.3%
Other Liabilities	1,546,518	2,304,877	49.0%
<b>Total Liabilities</b>	<b>19,942,977</b>	<b>23,883,709</b>	<b>19.8%</b>
Deferred Inflows of Resources	<b>13,765,022</b>	<b>14,311,086</b>	<b>4.0%</b>
<b>Net Position</b>			
Net Investment in Capital Assets	16,051,747	14,533,359	(9.5%)
Restricted & Unrestricted	13,147,195	23,262,843	76.9%
<b>Total Net Position</b>	<b>\$29,198,942</b>	<b>\$37,796,202</b>	<b>29.4%</b>

Table 1 reflects the condensed fiscal year 2016 and fiscal year 2015 Statement of Net Position. Increases or decreases in Net Position value may vary significantly with variations in debt service payments, the timing of large public improvement projects, or the purchase or sale of land, buildings, and parking facilities. The Agency's total Net Position increased \$8,522,260 compared to fiscal year 2015. The increase is the result of planned capital projects deferred to future budget years and continued increase of property tax increment revenues.

Approximately 38% of the Agency's net position is invested in Capital Assets (i.e. land, buildings, equipment, parking facilities, and other) with the remaining balance in other net assets to provide for ongoing obligations and subsequent year activities.

STATEMENT OF ACTIVITIES

	2015	2016	Percentage Change 2015-2016
<b>Revenues</b>			
<b>Program Revenues</b>			
Charges for Services	\$1,621,402	\$194,372	(88.0%)
Operating Grants & contributions	562,718	1,652,113	193.6%
Parking	5,391,272	6,065,718	12.5%
<b>Total Program Revenue</b>	<b>7,575,392</b>	<b>7,912,203</b>	<b>4.4%</b>
<b>General Revenue</b>			
Property Tax Increment	11,826,169	13,337,201	<b>12.8%</b>
Unrestricted Investment			
Earnings	11,349	22,541	98.6%
<b>Total Revenues</b>	<b>19,412,910</b>	<b>21,271,945</b>	<b>9.6%</b>
<b>Expenses</b>			
<b>Program Expenses</b>			
Community Development	8,782,209	8,372,953	(4.7%)
Interest on Long-Term Debt	2,990,768	989,701	(66.9%)
Parking Facilities	3,515,271	3,312,031	(5.8%)
<b>Total Program Expenses</b>	<b>15,288,248</b>	<b>12,674,685</b>	<b>(17.1%)</b>
<b>Increase in Net Position</b>	<b>4,124,662</b>	<b>8,597,260</b>	
<b>Net Position - Beginning</b>	<b>25,074,280</b>	<b>29,198,942</b>	<b>16.4%</b>
<b>Net Position - Ending</b>	<b>\$29,198,942</b>	<b>\$37,796,202</b>	<b>29.4%</b>

Revenues: Charges for Services include lease revenues from the Ada County Courthouse Corridor Project. Operating Grants & Contributions include various reimbursements. Parking revenues include proceeds generated from operating the parking garages. General Revenues include earnings on investments. Overall, total Agency revenues increased \$1,859,035 compared with the prior year. Additionally, tax increment revenues increased \$1,511,032 compared to fiscal year 2015, reflecting strong economic conditions and higher property values.

Expenses: Community Development includes the general expenses of the Agency related to fulfilling its mission. Interest on Long-Term Debt includes the interest portion of payments related to long-term financing arrangements. Parking Facilities includes the cost of operating the parking system. Overall, total Agency expenses in fiscal year 2016 decreased \$2,613,563. The change was primarily due to the decrease in interest on long-term debt with the Ada County Courthouse Corridor Project Bond payoff in fiscal year 2015.



## AGENDA BILL

<b>Agenda Subject:</b> CCDC Capital Improvement Plan 2017-2021 (CIP) Amendment		<b>Date:</b> March 13, 2017
<b>Staff Contact:</b> Todd Bunderson	<b>Attachments:</b> 1 – Summary of 2017 CIP Amendment 2 – 2017-2021 CIP Amendment Detail 3 – 2017-2021 Original CIP	
<b>Action Requested:</b> Approve Mid-Year CIP Amendment		

### Background:

Most changes for this amendment relate to timing, better descriptions, or small changes in amounts based on updated cost estimates.

Only one new project was added with funding, item 31a in the River Myrtle District which relates to the Alternatives Analysis previously approved by the Board. This \$175,000 will allow CCDC to fund some “quick win” improvements in the current year as follows:

- Reduce the curb radius of 21 corners along Front and Myrtle that are currently unnecessarily large, thereby reducing pedestrian crossing distance and increasing the sidewalk area on those corners
- Improve the connection of the Pioneer Pathway across Myrtle and 11th with Pioneer Crossing, JUMP, Simplot HQ, and the downtown core
- Install conduit across Front at 10th and 12th to accommodate potential future signalized crossings at those intersections
- Close 4 unused driveway cuts on Myrtle

In summary, the most significant change in dollar terms relates to timing on Broad Street. In general the original approved CIP is substantially intact with this amendment but a bit more current.

The development of a multi-year capital improvement plan has been a valuable tool for coordinating capital improvements with intergovernmental agencies and working with private partners through the Agency’s Participation Program.

The CCDC Board approved the original 2017-2021 Capital Improvement Plan in August of 2016 as part of the fiscal 2017 budget. The process anticipated a mid-year update. This provides a good starting point for development of the 2022 project plan during the budget season.

**Fiscal Notes:**

Projects and estimated costs are identified by project description, district, and fiscal year. Changes to the original CIP approved in August, 2016 are highlighted together with short explanatory notes.

- CENTRAL: Slightly higher revenue projections allowed an increase in the central district closeout improvement plan with a total change to the 2-year plan of \$230,000.
- RIVER: \$930,000 of the total 5-year change to this district relates to the timing of expenses related to the Broad Street project; less work was completed in fiscal year 2016 than originally planned and will now be completed in fiscal year 2017. Total change is \$1,005,000.
- WESTSIDE: \$35,000 was added to the 13<sup>th</sup>/14<sup>th</sup> streetscape infill project based on more current cost estimates. Resources are available in this district to cover this expense.
- 30<sup>th</sup> STREET: No changes made in project amounts.
- TOTAL: Total change to 5-year CIP is \$1,270,000 primarily related to project timing.

**Staff Recommendation:**

Approve CIP Amendment

**Suggested Motion:**

I move to approve the CIP Amendment as presented.

## 2017-2021 CIP Amendment Summary

### CENTRAL DISTRICT

2017 Amendment

5-Year CIP Comparison

	FY2017	FY2018	FY2019	FY2020	FY2021	TOTAL
ORIGINAL	\$ 4,638,000	\$ 918,400	0	N/A	N/A	\$ 5,556,400
AMENDED	\$ 4,668,000	\$ 1,118,400	0	N/A	N/A	\$ 5,786,400
CHANGE	\$ 30,000	\$ 200,000	0	N/A	N/A	\$ 230,000

### RIVER-MYRTLE DISTRICT

2017 Amendment

5-Year CIP Comparison

	FY2017	FY2018	FY2019	FY2020	FY2021	TOTAL
ORIGINAL	\$ 21,459,800	\$ 3,605,100	\$ 6,327,600	\$ 4,629,200	\$ 6,512,200	\$ 42,533,900
AMENDED	\$ 21,264,800	\$ 4,380,100	\$ 7,202,600	\$ 4,179,200	\$ 6,512,200	\$ 43,538,900
CHANGE	\$ (195,000)	\$ 775,000	\$ 875,000	\$ (450,000)	\$ -	\$ 1,005,000

### WESTSIDE DISTRICT

2017 Amendment

5-Year CIP Comparison

	FY2017	FY2018	FY2019	FY2020	FY2021	TOTAL
ORIGINAL	\$ 13,450,000	\$ 1,154,400	\$ 2,087,100	\$ 3,170,000	\$ 2,392,000	\$ 22,253,500
AMENDED	\$ 13,485,000	\$ 704,400	\$ 2,087,100	\$ 3,620,000	\$ 2,392,000	\$ 22,288,500
CHANGE	35,000	(450,000)	0	450,000	0	35,000

### 30TH STREET DISTRICT

2017 Amendment

5-Year CIP Comparison

	FY2017	FY2018	FY2019	FY2020	FY2021	TOTAL
ORIGINAL	\$ 390,000	\$ 300,000	\$ 375,000	\$ 400,000	\$ 400,000	\$ 1,865,000
AMENDED	\$ 390,000	\$ 300,000	\$ 375,000	\$ 400,000	\$ 400,000	\$ 1,865,000
CHANGE	0	0	0	0	0	0

### ALL DISTRICTS

2017 Amendment

5-Year CIP Comparison

	FY2017	FY2018	FY2019	FY2020	FY2021	TOTAL
ORIGINAL	\$ 39,937,800	\$ 5,977,900	\$ 8,789,700	\$ 8,199,200	\$ 9,304,200	\$ 72,208,800
AMENDED	\$ 39,807,800	\$ 6,502,900	\$ 9,664,700	\$ 8,199,200	\$ 9,304,200	\$ 73,478,800
CHANGE	\$ (130,000)	\$ 525,000	\$ 875,000	\$ -	\$ -	\$ 1,270,000

# 5 Year CIP Amendment

CENTRAL DISTRICT		FY2017	FY2018	FY2019	FY2020	FY2021	STATUS	NOTES
Estimated Resources		\$ 4,668,000	\$ 1,118,400	N/A	N/A	N/A		
<b>INFRASTRUCTURE</b>				DISTRICT CLOSED				
1	8th Street Improvements	580,000					Designated	
3	8th Street Event Bollards (Electric)	100,000					Tentative	Reduced by \$150K
4	Central District Closeout Improvements		868,400				Tentative	Increased by \$200K
5	Protected Bike Lanes - Idaho St, 9th - Capitol (Joint Project w/ACHD)		100,000				Designated	
6	Protected Bike Lanes - Main St, 9th - Capitol (Joint Project w/ACHD)		150,000				Designated	
7	Wayfinding Project Installation	400,000					Designated	
<b>PLACEMAKING</b>								
8	Alley Placemaking Project (8th to Capitol between Idaho and Bannock)	500,000					Tentative	Increased by \$100K
9	City Hall Plaza Improvements	650,000					Obligated	
10	City Hall Streetscapes West Side	655,000					Obligated	Increased by \$80K
11	The Grove Plaza Renovation	1,668,000					Obligated	
12	The Grove Plaza Renovation - Personalized Brick Engraving (revenue estimated at \$270K)	60,000						
<b>TRANSIT</b>								
13	VRT Transit Improvements in District	25,000					Obligated	
<b>SPECIAL PROJECTS</b>								
14	Protective Bollards at Capitol Blvd. & Front St	30,000					Tentative	
Estimated Expenses		\$ 4,668,000	\$ 1,118,400					

# 5 Year CIP Amendment

RIVER MYRTLE DISTRICT		FY2017	FY2018	FY2019	FY2020	FY2021	STATUS	NOTES
Estimated Resources		\$ 21,264,800	\$ 4,380,100	\$ 7,202,600	\$ 4,179,200	\$ 6,512,200		
<b>INFRASTRUCTURE</b>								
1	Protected Bike Lanes - Idaho Street, Capitol - 2nd (Joint Project w/ACHD)			150,000			Designated	
2	Protected Bike Lanes - Main Street, Capitol - Broadway (Joint Project w/ACHD)			150,000			Designated	
3	Wayfinding Project Installation	600,000					Designated	
4	Alley Improvement Project (11th to 12th between Grove to Front)	20,000	200,000				Tentative	Reduced budget by \$230K and timing change from '20 to '18
5	Alley Improvement Project (6th to 3rd between Bannock and Idaho)			450,000			Tentative	
6	Alley Improvement Project (6th to 3rd between Bannock and Jefferson)			450,000			Tentative	
7	Alley Improvement Project (5th to 3rd between Main and Idaho)		250,000				Designated	Reduced budget by \$35K and timing change from '17 to '18. 6th - 5th block now covered in T4 agreement
<b>PARKING</b>								
8	RM Parking Garage - Partial Ownership Property Acquisition	3,000,000					Tentative	
9	T3 Participation: 5th & Broad Streets Parking Deck, Fowler Apartments, (BOND)	2,590,000					Obligated	
10	T3 Participation: Pioneer Crossing Development - Parking Structure (BOND)	5,400,000					Obligated	Changed Designated to Obligated
<b>PLACEMAKING</b>								
11	8th Street Corridor Improvements Phase 1	425,000					Designated	Split 8th Street Corridor Improvements into 2 phases and move \$1M to '18
11a	8th Street Corridor Improvements Phase 2		1,000,000					
12	8th Street Improvements, State to Bannock (split with Westside District)			200,000			Designated	
13	Bannock Street Improvements, 9th to Capitol Blvd, North side (split with Westside District)			400,000			Designated	
14	Downtown Urban Parks Plan / Development Catalyst TBC						Tentative	
15	Grove Street Pedestrian Street Plan (16th to 10th) per ACHD/DBIF		75,000	100,000	2,700,000		Tentative	
16	Grove Street Pedestrian Street Plan (6th to 3rd) per ACHD/DBIF		75,000			3,900,000	Tentative	
17	Main Street, Capitol - 5th, South Side	1,020,000					Designated	6th from Main to Grove moved to '19 - Budget TBD
18	Streetscape - Design Next Year's Projects	50,000	50,000	50,000	50,000	50,000	Tentative	
19	T1 Participation: Streetscape Grant, 515 W Idaho (Paulsen Building)	150,000					Designated	
20	T1 Participation: Streetscape Grants (not yet assigned)	300,000	300,000	300,000	300,000	300,000	Tentative	
21	T2 Participation: 5th & Front Mixed Use Development (TBD)						Tentative	
22	T2 Participation: 5th & Idaho Streetscape Improvements (5th & Idaho Apartments)			156,000	156,000	53,000	Obligated	
23	T2 Participation: Capitol & Broad Streetscape Improvements (Inn at 500 Hotel)			269,500			Obligated	
24	T3 Participation: Infrastructure, Utilities, Streetscapes (Pioneer Crossing Development)			311,200	313,200	553,200	Designated	
25	T3 Participation: Streetscape Improvements Front & Myrtle, 9th&11th (JUMP/Simplot HQ)			875,000			Obligated	Timing Change - moved from '18 to '19
26	T3 Participation: Streetscape Improvements on Broad, 5th, & Myrtle (Fowler Apartments)	550,000					Obligated	
27	T4 Participation: Public Park and Undergrounding Utilities (5th & Idaho Apartments)	215,000	790,000				Designated	Added \$215K to '17 for alley improvements
28	T4 Participation: Streetscape Improvements 8th Street, Broad - Myrtle, Both Sides	59,800					Obligated	
29	T4 Participation: Capitol & Myrtle Streetscapes (Inn at 500 Hotel)	200,000					Obligated	
30	T4 Participation: Idaho Historical Museum Streetscapes at Julia Davis Park		146,000				Obligated	
<b>TRANSIT</b>								
31	Connector Analysis (Front & Myrtle) ITD \$3.3M Resurface Planned for FY19/Planning FY19	180,000					Obligated	
31a	Front & Myrtle "Quick Wins" as determined by analysis	125,000					Designated	New Project
32	Downtown Circulator Preliminary Engineering		354,100	327,900			Designated	
<b>SPECIAL PROJECTS</b>								
33	620 S 9th Street Phase II Site Remediation	270,000					Designated	
34	Hayman House Capital Projects	70,000					Designated	Combined Hayman House line items
35	T5 Participation: Ash Street Properties RFQ/P	45,000					Designated	
36	T5 Participation: Parcel Acquisition/Redevelopment			1,500,000		1,500,000	Tentative	
37	Traffic Box Art Wraps	30,000	30,000	30,000			Tentative	
38	Multi-Purpose Stadium Assessment	150,000					Tentative	
SUBTOTAL RIVER MYRTLE (NOT LIV DISTRICT)		15,449,800	3,270,100	5,719,600	3,519,200	6,356,200		
SUBTOTAL CENTRAL ADDITION LIV DISTRICT (listed on following page)		5,815,000	1,110,000	1,483,000	660,000	156,000		
Total River Myrtle Estimated Expenses		21,264,800	4,380,100	7,202,600	4,179,200	6,512,200		

## 5 Year CIP Amendment

RM CONTINUED... CENTRAL ADDITION LIV DISTRICT		FY2017	FY2018	FY2019	FY2020	FY2021	STATUS	NOTES
<b>INFRASTRUCTURE</b>								
1	5th & Myrtle New Signalized Crossing		200,000				Designated	Timing change - moved from '17 to '18
2	Broad Street Geothermal Extension & Hookups	500,000					Obligated	Description Change
3	Install Fiber Optic Cable to Incentivize/Service Commercial Development in LIV (BOND)	210,000					Obligated	
<b>PARKING</b>								
4	Public Parking Supporting Julia Davis Park (see TBD parking garage)						Tentative	
<b>PLACEMAKING</b>								
5	5th & 6th Street 2-Way Conversions; Front to Myrtle (Amount TBD)							
6	Broad Street, Capitol - 2nd, Street and Infrastructure Improvements (BOND)	4,320,000					Designated	Timing Change - \$520K from '16 to '17
7	Central Addition Gateways	75,000					Tentative	
8	Front Street, 6th - 3rd, North Side (Pending ITD Permission)			330,000			Tentative	
9	Myrtle Street, Capitol - 2nd, Both Sides (Pending ITD Permission)		610,000	493,000			Tentative	
10	New Pedestrian Entrance - 5th & Julia Davis Park	410,000					Obligated	Timing Change - \$410K from '16 to '17
11	T1 Participation: Central Addition (Not yet awarded)	300,000	300,000	300,000	300,000		Tentative	
12	T2 Participation: Capitol & Broad Streetscape Improvements (Marriott Hotel)			360,000	360,000	156,000	Designated	
SUBTOTAL CENTRAL ADDITION LIV DISTRICT		5,815,000	1,110,000	1,483,000	660,000	156,000		
SUBTOTAL RIVER MYRTLE (NOT LIV DISTRICT)		15,449,800	3,270,100	5,719,600	3,519,200	6,356,200		
Total River Myrtle Estimated Expenses		\$ 21,264,800	\$ 4,380,100	\$ 7,202,600	\$ 4,179,200	\$ 6,512,200		

## 5 Year CIP Amendment

WESTSIDE DISTRICT		FY2017	FY2018	FY2019	FY2020	FY2021	STATUS	NOTES
Estimated Resources		\$ 13,485,000	\$ 704,400	\$ 2,087,100	\$ 3,620,000	\$ 2,392,000		
<b>INFRASTRUCTURE</b>								
1	Protected Bike Lanes - Idaho Street, 16th - 9th (Joint Project w/ACHD)			150,000			Designated	
2	Protected Bike Lanes - Main Street, from 16th to 9th (Joint Project w/ACHD)			150,000			Designated	
3	Wayfinding Project Installation	100,000					Designated	
<b>PARKING</b>								
4	Parking Garage with Mixed Use Development (BOND)	10,200,000					Tentative	
<b>PLACEMAKING</b>								
5	15th & 16th Streets/Grove to Idaho Rightsizing per ACHD DBIF			200,000			Tentative	
6	8th Street, State - Bannock, Both Sides (Split w RM)			400,000			Tentative	
7	Bannock Street, 9th - Capitol (Split with RM)			500,000			Tentative	
8	Design Upcoming Streetscape Projects	50,000	50,000	50,000	50,000		Tentative	
9	Downtown Urban Parks Plan / Development Catalyst	1,000,000					Tentative	
10	Grove Street Pedestrian Plazas, 16th - 10th				2,700,000		Tentative	
11	Main Street, 13th - 14th Streetscape Infill (Hurless)	85,000					Designated	Increased by \$35K
12	State Street, 16th - 8th, Both Sides (Joint Project w/ACHD)				450,000		Designated	Budget Timing Change - '18 to '20 to reflect ACHD Schedule change
13	T1 Participation: Streetscape Grants (Not yet awarded)	300,000	300,000	300,000	300,000	300,000	Tentative	
14	T2 Participation: 10th & Bannock Streetscape Improvements (Hyatt Place Hotel)		120,000	120,000	120,000	92,000	Designated	
15	T3 Participation: Streetscape Improvements & Façade Easement (Athlos Academies)	750,000					Obligated	
<b>TRANSIT</b>								
16	Downtown Circulator Preliminary Engineering		234,400	217,100			Tentative	
<b>SPECIAL PROJECTS</b>								
17	T5 Parcel Acquisition for Redevelopment	1,000,000				2,000,000	Tentative	
Estimated Expenses		\$ 13,485,000	\$ 704,400	\$ 2,087,100	\$ 3,620,000	\$ 2,392,000		



## 5 Year CIP Amendment

30TH STREET DISTRICT FY		FY2017	FY2018	FY2019	FY2020	FY2021	STATUS	NOTES
Estimated Resources		\$ 390,000	\$ 300,000	\$ 375,000	\$ 400,000	\$ 400,000		
<b>INFRASTRUCTURE</b>								
1	Capital Improvements General	75,000	200,000	275,000	300,000	300,000	Tentative	
2	Wayfinding Project Installation	50,000					Designated	
3	Main Fairview Improvements TBD							
<b>PLACEMAKING</b>								
4	Downtown Urban Parks Plan / Development Catalyst (TBD)						Tentative	
5	T1 Participation: Streetscape Grants (Not yet awarded)						Tentative	
6	T1 Participation: Streetscape Grants (Clairvoyant Brewing Company)	65,000					Designated	
<b>TRANSIT</b>								
7	Downtown Circulator Preliminary Engineering						Tentative	
8	Shared Parking and Transit Improvements (TBD)							New Project
<b>SPECIAL PROJECTS</b>								
9	Development Projects General	50,000	100,000	100,000	100,000	100,000	Tentative	
10	T1 Participation: Streetscape Improvements on Moore & 31st (Sandhill Crane Apartments)	150,000					Tentative	Description Change
11	TBD Participation: 27th & Stewart (Whitewater Station)						Tentative	Description Change
12	TBD Participation: 6.5 Acres on Whitewater Park & Main						Tentative	
13	TBD Participation: 2.5 Acres on 24th & Fairview						Tentative	
14	TBD Participation: 10.5 Acres on 27th & Fairview						Tentative	
15	TBD Participation: 10 Acres College of Western Idaho Boise Campus						Tentative	
16	TBD Participation: Public Improvements on Jefferson, 28th, and Idaho (Whittier School)						Tentative	New Project
<b>Estimated Expenses</b>		<b>\$ 390,000</b>	<b>\$ 300,000</b>	<b>\$ 375,000</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>		

# 5-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEAR 2017-2021



## INFRASTRUCTURE

## PLACEMAKING

## PUBLIC PARKING



## TRANSIT

## SPECIAL PROJECTS

APPROVED 8-24-2016



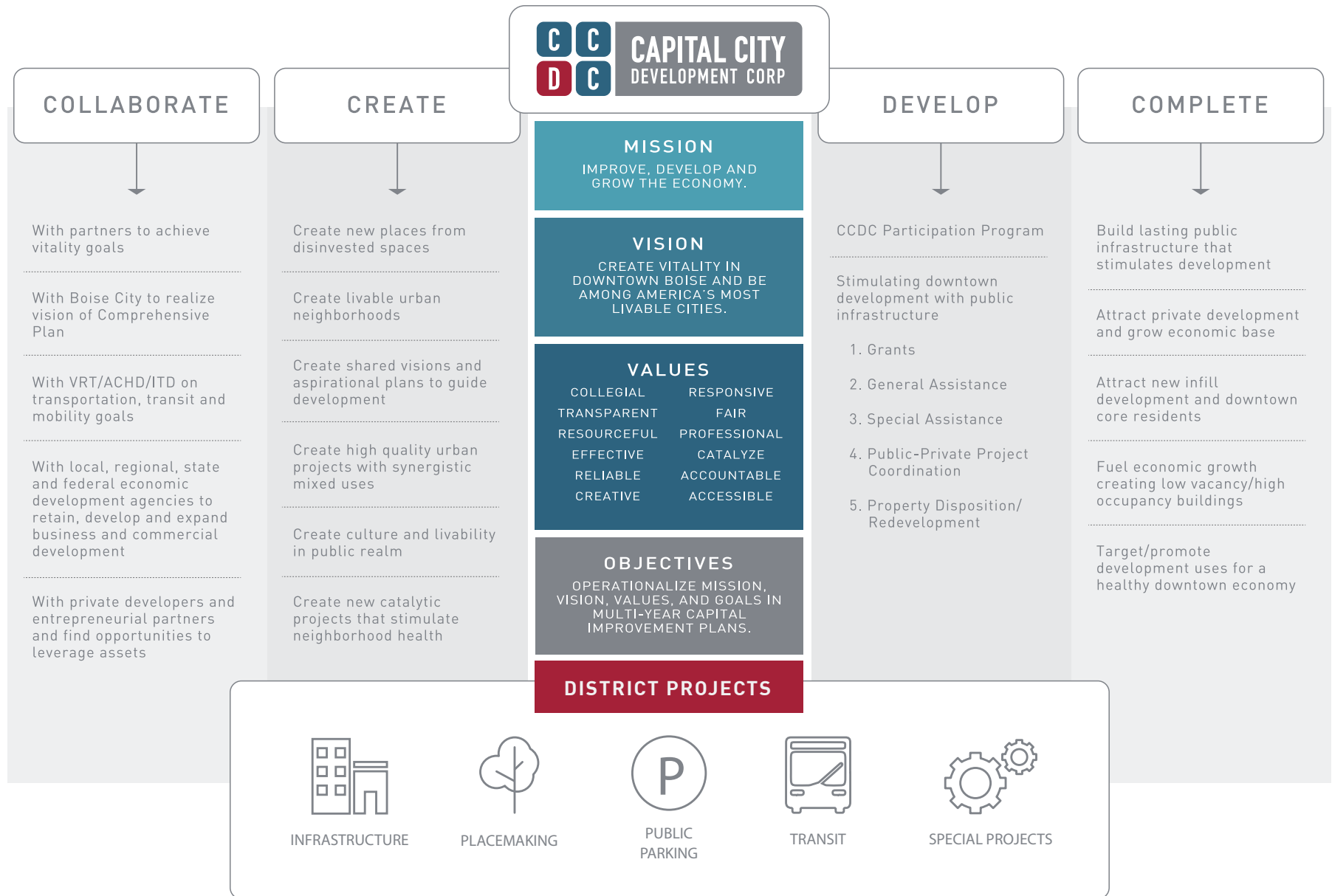
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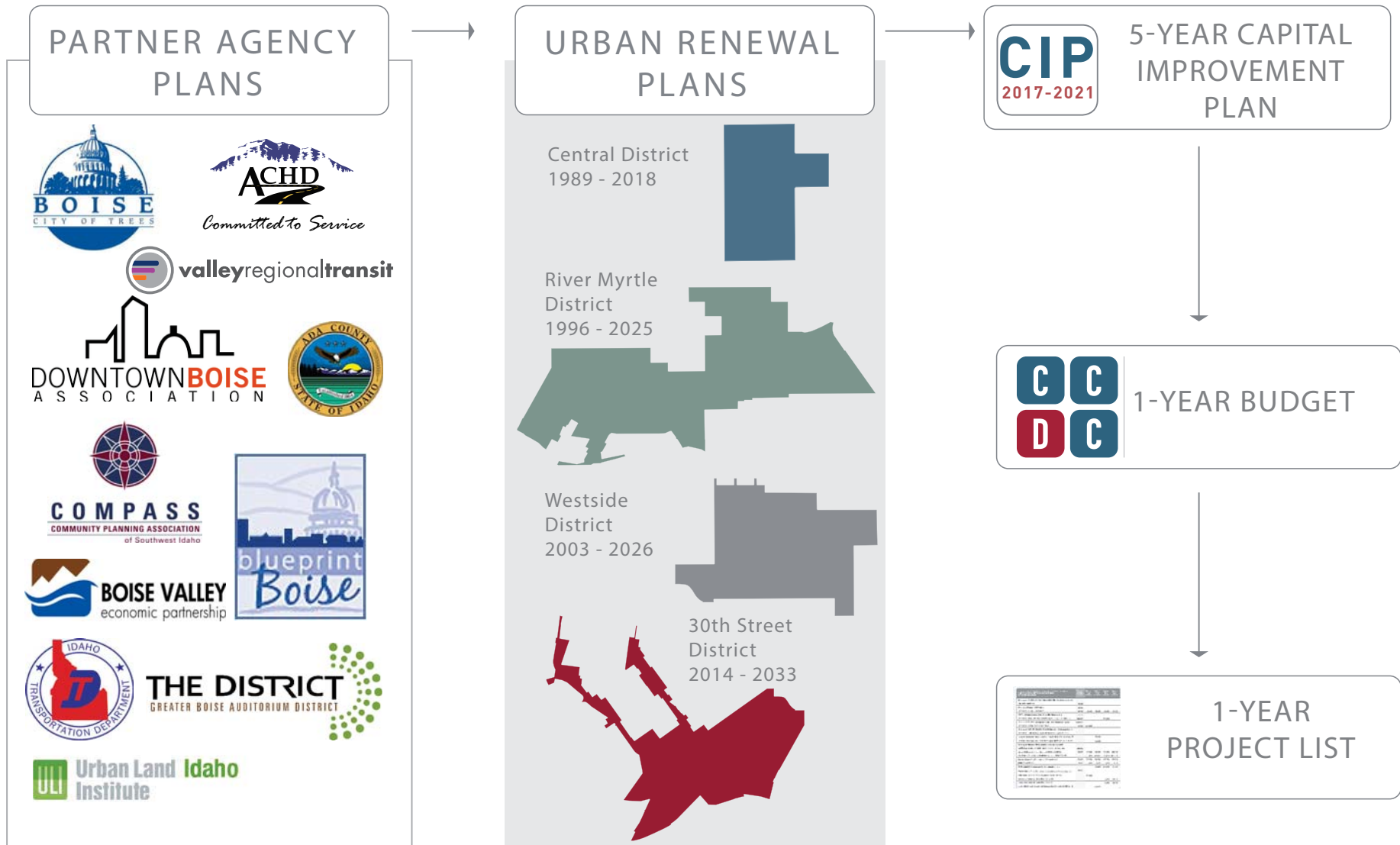
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# ABOUT CCDC







Partner Agency plans are used to inform the Urban Renewal Plans.

Long term Urban Renewal Plans are written when the districts are formed.





# CIP CREATION



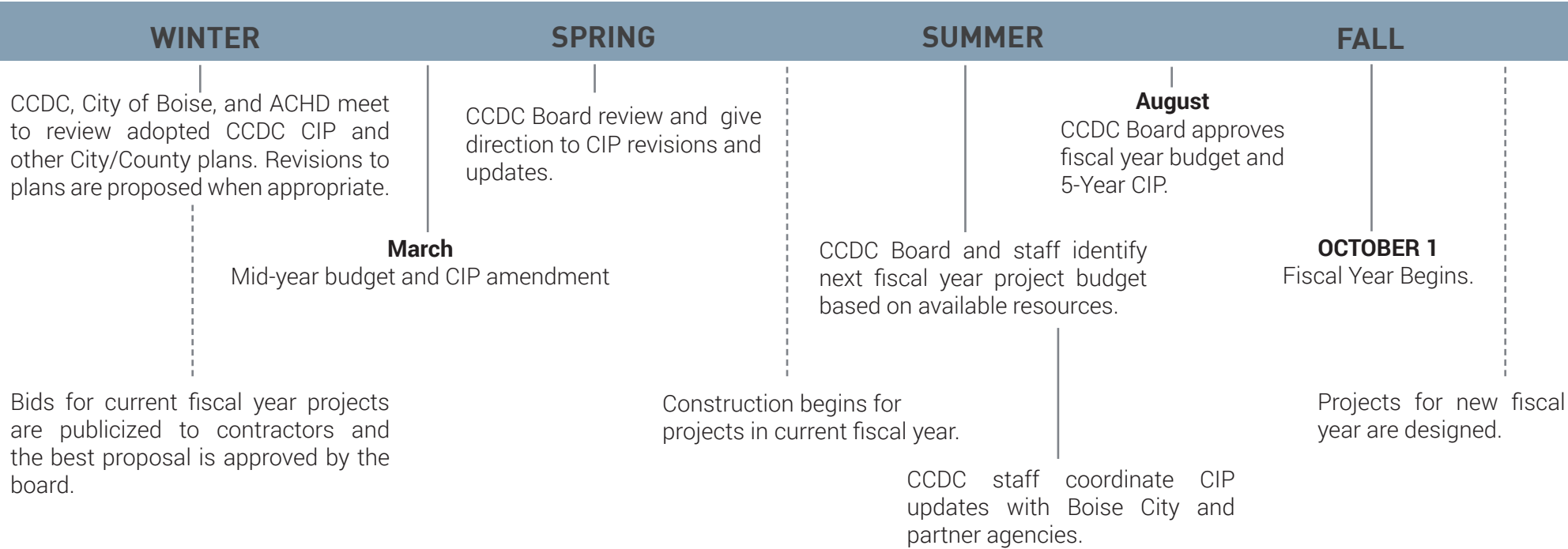
## Why does CCDC Create a 5-Year CIP?

CCDC creates a 5-year, fiscally responsible CIP as a predictable framework to collaborate with agency and community partners to achieve urban redevelopment goals and the long term vision for the city. The plan allows for flexibility to take advantage of unanticipated opportunities and changes in market conditions.

The CIP is built in conjunction with the budget to allocate limited resources by district to various capital improvement projects and participation agreements. The plan is evaluated and revised annually to make necessary adjustments as conditions change. As the CIP is updated each year, an additional year will be added so the CIP is always addressing the 5 upcoming years.

## What Types of Projects Are Included in the CIP?

CCDC is enabled by state statute to “prevent or arrest the decay of urban areas” and to “encourage private investment in urban areas.” CCDC does this through a variety of direct investments in public amenities and strategic planning efforts that benefits the public good. These investments fall into five main categories: Infrastructure, Placemaking, Parking, Transit, and Special Projects. In addition to managing our own projects, CCDC also assists the City of Boise and private developers by contributing to parts of their projects which fall under the categories previously mentioned.










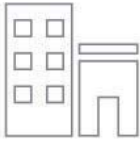
# CITY GOAL IMPLEMENTATION



Blueprint Boise, the comprehensive plan for the City of Boise, was originally adopted in November 2011 and has seventeen goals for the Downtown Boise Planning Area. These goals are compatible with CCDC's mission and vision for downtown Boise. As such, in addition to advancing the redevelopment goals of adopted urban renewal plans, the Capital Improvement Plan also seeks to advance the Blueprint Boise goals for Downtown. One or more of the five project types undertaken by CCDC support each of Blueprint Boise's seventeen goals for Downtown, as shown below. For more information on CCDC's project types see pages (19-23).

Blueprint Boise Downtown Goals	CCDC Project Types				
	 Infrastructure	 Parking	 Placemaking	 Transit	 Special
<b>Centers, Corridors &amp; Neighborhoods</b>					
Downtown as civic, economic, educational, social and cultural center			●		●
Create in-town residential neighborhoods on the periphery of the CBD			●		●
Encourage redevelopment of surface parking	●	●			●
<b>Parking</b>					
Implement a Downtownwide parking system		●			
<b>Connectivity</b>					
Develop a robust, multimodal transportation system	●			●	
Strengthen connections to the Boise River and Downtown subdistricts	●		●		
<b>Public Services/Facilities</b>					
Maximize the use of existing infrastructure Downtown	●	●		●	
<b>Neighborhood Character</b>					
Use Downtown development as a model for sustainable land use	●	●	●	●	●
Create a safe, clean, and enjoyable environment Downtown.		●	●		●
Recognize the role religious institutions and other service providers					●
High standard for quality design and construction Downtown		●	●		●
<b>Culture, Education &amp; Arts</b>					
Maintain Downtown as the cultural center for the community and region			●		●
Retain and expand education opportunities Downtown					●
Recognize and protect historic resources Downtown			●		●
<b>Economic Development</b>					
Create and maintain a prosperous economy Downtown	●	●			●
Strive to keep Downtown's economy diversified	●	●			●
Balance prosperity, preservation, and design in permitting new development			●		●



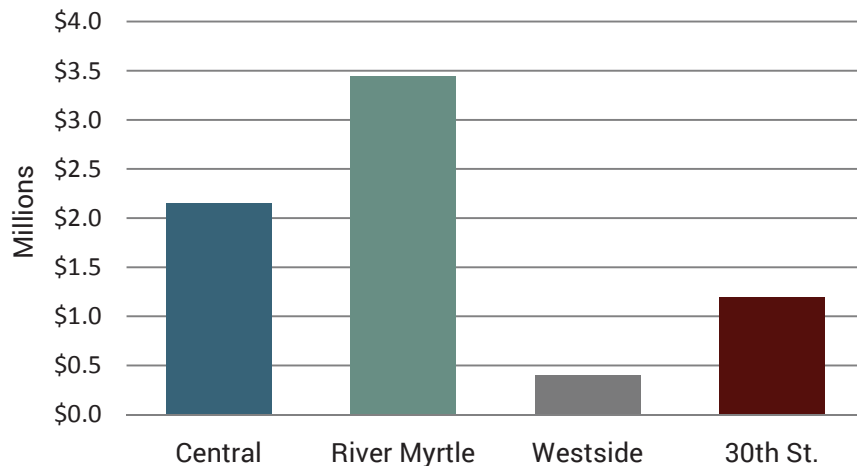


## INFRASTRUCTURE

### What does this type of project include?

- New street construction and signal installation
- Protected bike lanes
- Utility under grounding
- Geothermal extensions
- 2-way street conversions
- Downtown wayfinding system for pedestrian, bicycle, and vehicular traffic

5-Year Infrastructure Investment by District

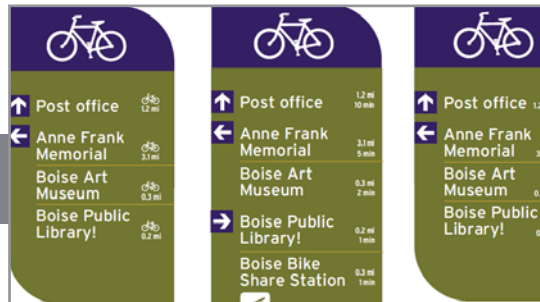


### Why does CCDC invest in these projects?

**Public investment fosters private investment.** Improving access, livability, and sustainability in downtown increases property values and also stimulates private developers to invest in and enhance real estate. CCDC's investments in public infrastructure encourage the highest and best use for properties downtown. By constructing infrastructure private developers can simply connect to existing utilities and amenities, which helps offset higher land and construction costs. Adding protected and clearly designated bike lanes on the roadways promotes alternative transportation options by making it easier for Boise residents and visitors to safely bicycle in and around downtown.

Another way in which CCDC **promotes sustainability** is through geothermal system expansion. CCDC's partnership with the City of Boise is essential to growing the city's robust geothermal heating system; a key goal of **Boise's Central Addition LIV District**. These extensions will make geothermal more accessible and gives real estate developers and property owners an attractive option in using this natural heating source.

Lastly, the new Wayfinding System **advances economic vitality** by clearly designating popular downtown locations and parking structures. This makes it easier and more convenient for visitors and residents to shop, dine, and enjoy our beautiful city. All of these infrastructure projects combined create an exciting city where people and business can thrive.





## PUBLIC PARKING

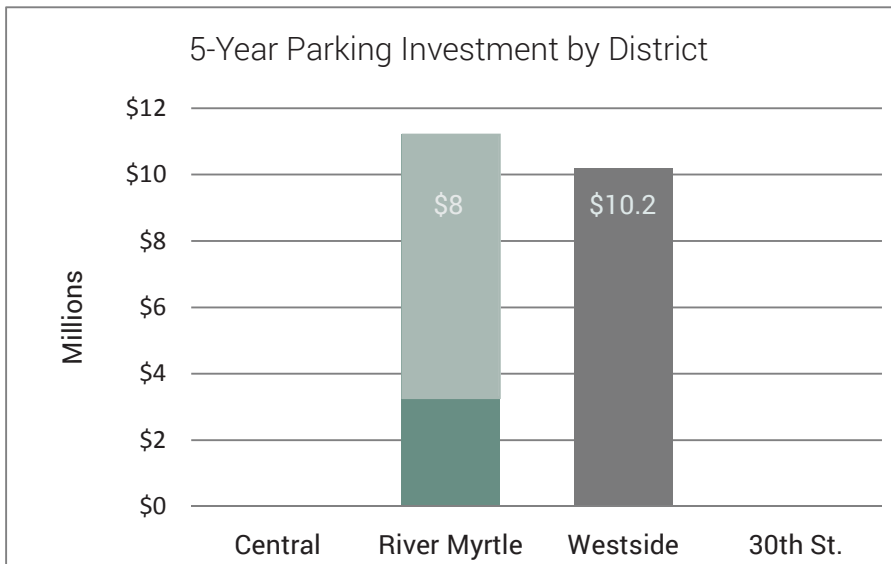
### What does this type of project include?

- Capital improvements and updates to existing parking structures
- Building new parking structures
- Contributing funds to public/private partnership parking garage projects

### Why does CCDC invest in these projects?

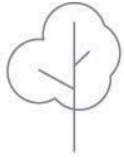
**Structured public parking contributes to a vibrant downtown** and a strong economy in many ways. Structured public parking consolidates parking facilities and **frees up land for development** that would otherwise continue to be used as uninventing, under performing, inefficient surface parking. Structured parking can also be located more conveniently to high demand areas than surface lots, and can be integrated with a mix of retail, commercial, and residential uses. Structured parking allows former surface lots to redevelop into a **variety of uses** that are more productive and appealing, including residential, commercial, or even open space.

This new development both broadens the tax base and creates a virtuous cycle allowing more people to live, work, and play downtown. Well-designed structured parking with consolidated driveways and integrated ground floor retail, office and restaurant uses enhances the street level experience by making it more safe, comfortable, useful, and interesting for all users. Structured public parking allows for more convenience for users, better flexibility for businesses and employers, and reduced parking provision and management costs overall. CCDC supports public structured parking by providing financing of new structures and management of existing structures. Public parking garages **leverage significant new private development investment.**



Note: \$8 million of River Myrtle parking investment and all \$10.2 million of Westside parking investment is from bond revenue.

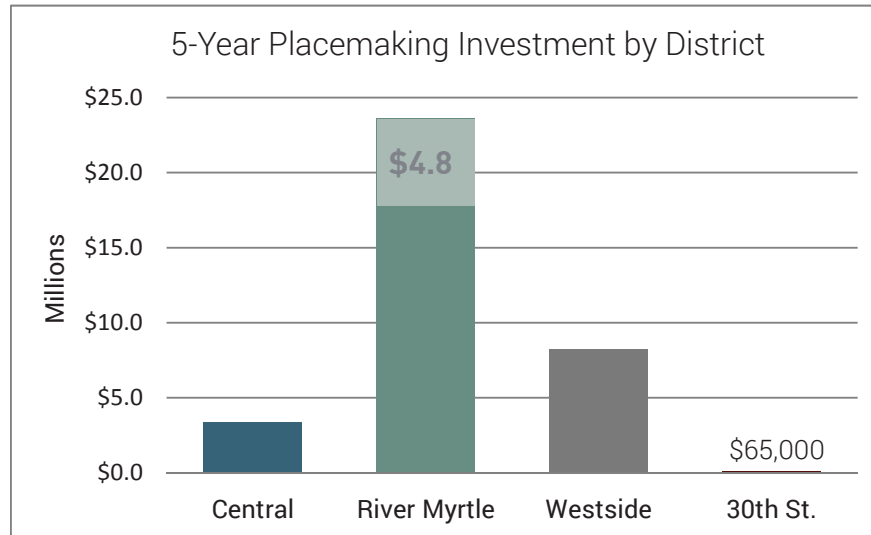




## PLACEMAKING

### What does this type of project include?

- Streetscape updates - new sidewalk paving, curb and gutter, street trees, historic streetlights, bike racks, litter receptacles, and benches
- Open space creation - public parks, plazas, sidewalk cafe seating, and pathways (e.g. Pioneer Pathway)
- Suspended paving system under sidewalks - a cell based system used under paving as a means to deliver soil to support tree growth and absorb stormwater right where it falls



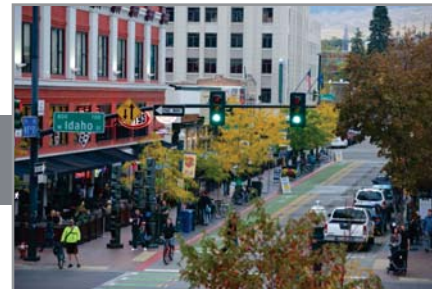
Note: \$4.8M in bonding for Broad Street improvements included

### Why does CCDC invest in these projects?

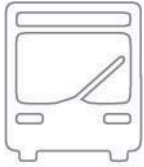
Creating a **sense of place** through streetscapes and public open space is an essential part of keeping downtown Boise the regional center for business, government, tourism, and culture. There is a tangible difference between the streets which CCDC has improved with new trees, pavers, and benches and the old, cracked concrete sidewalks with no shade or interest for a pedestrian. Placemaking **contributes to the economic vitality of downtown** by making the city a place people want to spend time exploring. 8th Street and The Grove Plaza, both CCDC projects, are thriving gathering places which benefit neighboring shops and restaurants.

This energetic city center has a multiplier effect, bringing **vibrancy to the entire downtown** neighborhood. CCDC will continue to expand this energy into new neighborhoods with many upcoming streetscape improvement projects.

NOTE: Although suspended paving systems are normally installed with placemaking projects, they are an increasingly important component in stormwater management downtown.





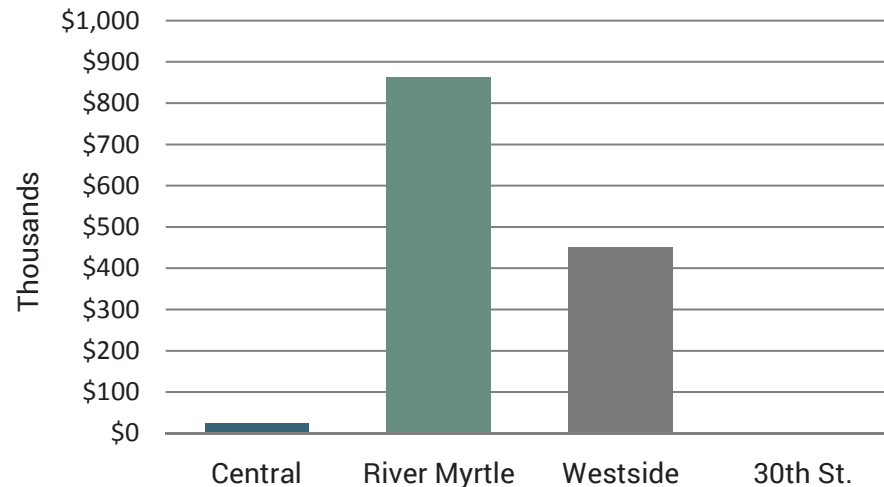


## TRANSIT

### What does this type of project include?

- Boise GreenBike
- Main Street Station
- Transit Shelters
- Downtown Circulator Preliminary Engineering

5-Year Transit Investment by District



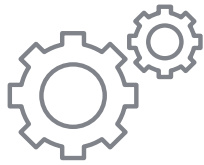
### Why does CCDC invest in these projects?

Public transit is essential to a healthy downtown. It **improves access and mobility** into and around downtown, allows downtown employers to access larger workforces, provides a transportation alternative to the privately owned automobile, increases property values, and improves the capacity and efficiency of the transportation system. Emerging transit services, such as bike share systems increase access and mobility, and in turn increase economic and tourist activity within downtown Boise.

Through providing matching funds of \$2.4 million, CCDC is **leveraging significant federal funding of \$9.6 million** to construct Main Street Station, a modernized transit hub that will allow Valley Regional Transit to effectively serve downtown Boise and the Boise metro region for years to come. CCDC is also a founding partner and station sponsor for **Boise GreenBike**, downtown Boise's brand new bike share system. Both of these investments will not only make it easier for locals and visitors to get into and explore downtown, they will do so in a healthy and sustainable way that **promotes air quality and public health** while reducing traffic congestion.

Initial funds are programmed for an alternatives analysis and pre-engineering to advance transit with a downtown circulator system.





## SPECIAL PROJECTS

### What does this type of project include?

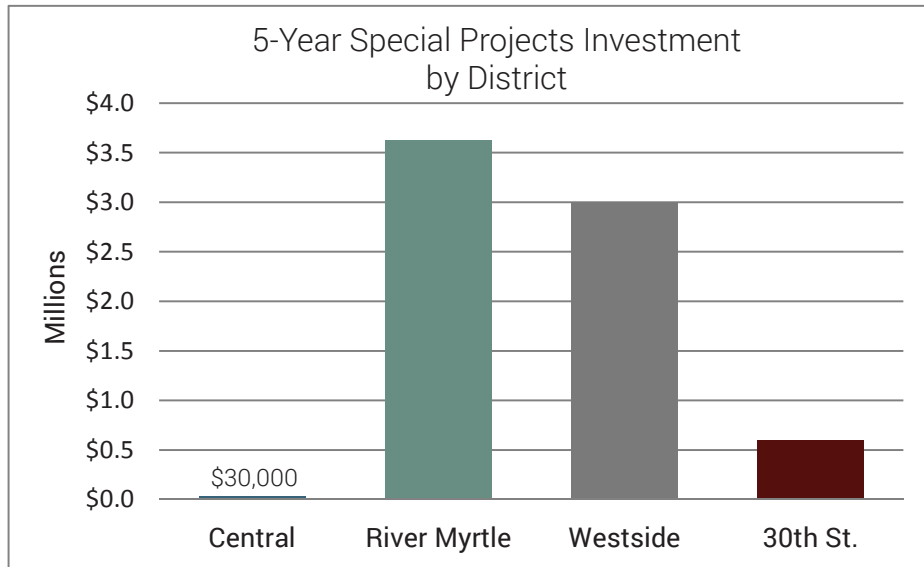
- Land acquisition for redevelopment
- Public art (e.g. sculpture in BoDo)
- Market Studies (Housing, Hotel)
- Creating business incubator office space (Trailhead and Watercooler)

### Why does CCDC invest in these projects?

Special efforts are essential to ensuring a vibrant downtown with a **world class quality of life**. Such efforts include broad investment in public arts, proactive property development and redevelopment initiatives, and strategies to attract and promote housing, hospitality, and entrepreneurship downtown.

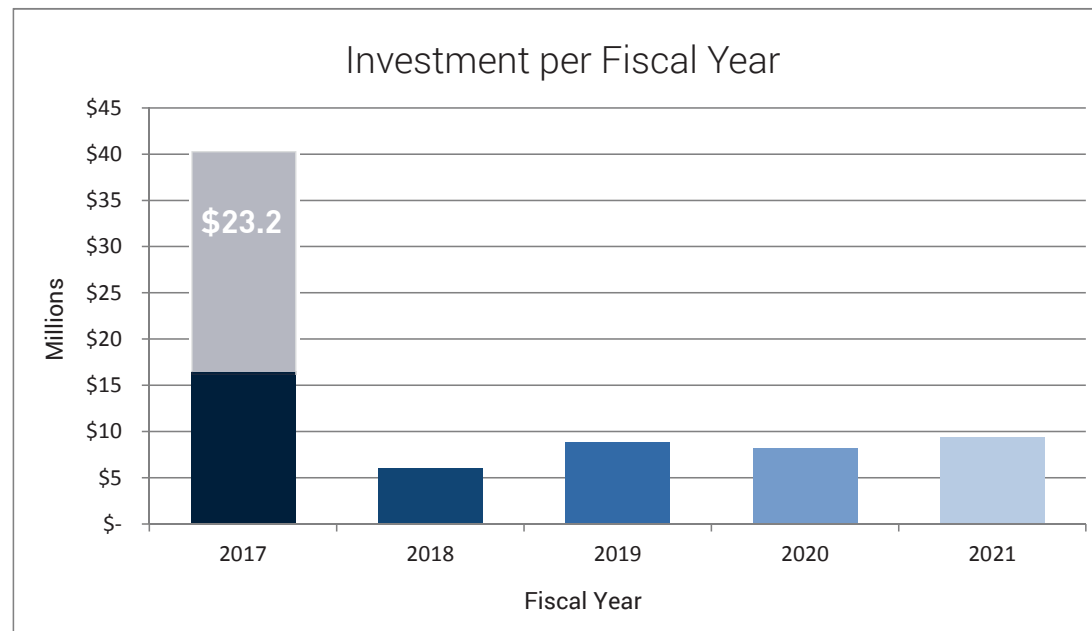
Public art enhances the downtown environment, offers social and educational opportunities, and promotes tourism. It can also be used to **celebrate local artists** and discourage vandalism. CCDC funds public art downtown on an ongoing basis, including standalone installations, installations with streetscape improvements, and innovative programs such as the traffic box art wraps.

Commissioned studies of the condition of downtown housing and hospitality can identify shortfalls and opportunities not otherwise readily recognized by the market. These studies may in turn be used to **encourage private development** and facilitate financing. Efforts to acquire, consolidate, and remediate properties also promote redevelopment downtown (e.g. The Afton condominiums and 1401 Idaho St. apartments). Redevelopment is not the only means of revitalization. Otherwise vacant facilities can also be transitionally re-purposed into business incubators (Watercooler, Trailhead), attracting and supporting entrepreneurial talent and economic growth downtown.



# INVESTMENT SUMMARY

	Central	River Myrtle	Westside	30th St.	Total
Infrastructure	\$ 2,148,400	\$ 3,445,000	\$ 400,000	\$ 1,200,000	\$ 7,193,400
Parking		\$ 10,990,000	\$ 10,200,000		\$ 21,190,000
Placemaking	\$ 3,353,000	\$ 23,611,900	\$ 8,202,000	\$ 65,000	\$ 35,231,900
Transit	\$ 25,000	\$ 862,000	\$ 451,500		\$ 1,338,500
Special	\$ 30,000	\$ 3,625,000	\$ 3,000,000	\$ 600,000	\$ 7,255,000
<b>Total</b>	<b>\$ 5,556,400</b>	<b>\$ 42,533,900</b>	<b>\$ 22,253,500</b>	<b>\$ 1,865,000</b>	<b>\$ 72,208,800</b>



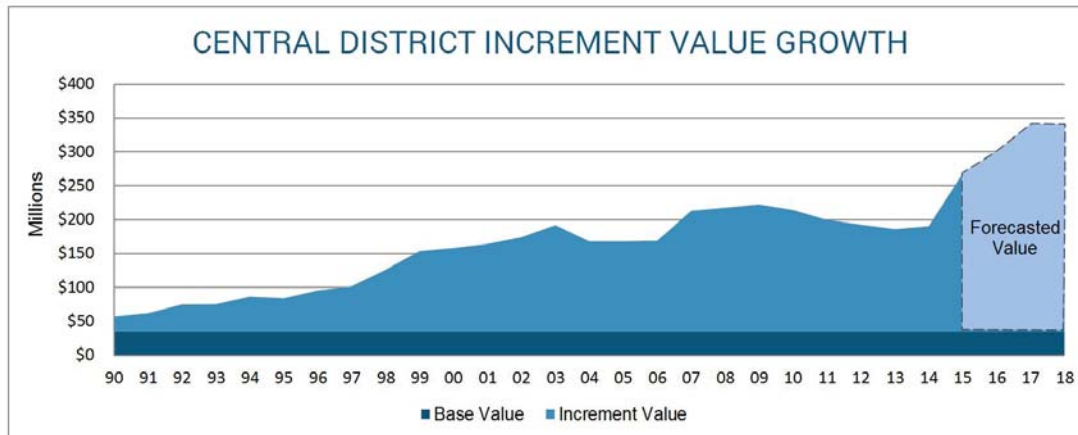
NOTE: Bond proceeds of \$23.2 Million included in 2017 investment



The original urban renewal district in downtown Boise, the Central District has evolved a great deal over the years. It was first established as part of the federal urban renewal program in 1965 in hopes of locating a regional shopping mall in downtown Boise. After the federal government discontinued its urban renewal program and efforts to establish a regional mall downtown were averted, the Central District was subsequently reconfigured as an urban renewal district funded by tax increment financing in 1987.

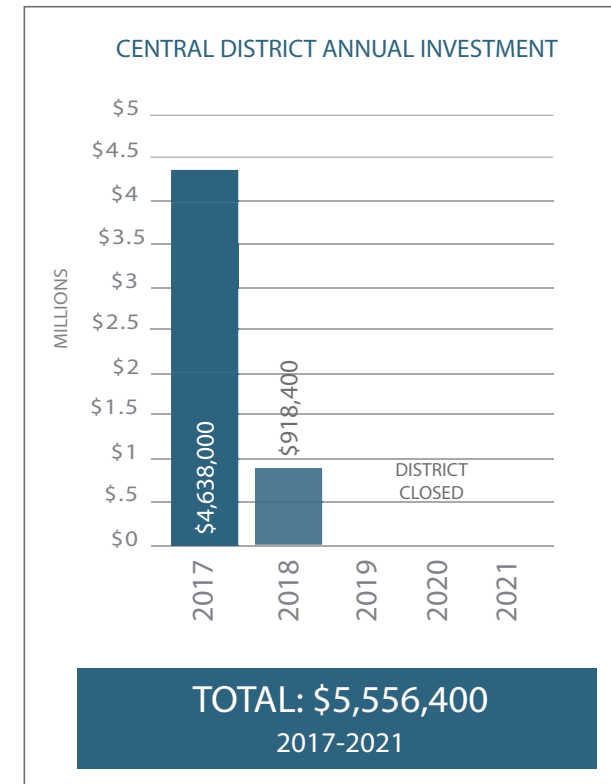
Rather than a regional mall the plan called for mixed-use, pedestrian-oriented development, including office, retail, residential and cultural uses in new structures or renovated historic buildings. As the Central District prepares to sunset, nearly all of the goals of the 1987 have been accomplished including creating lively streets lined with retail; enhancing Capitol Boulevard as a grand gateway; improving 8th Street as a principal pedestrian connection; building a major public open space - The Grove Plaza; eliminating surface parking by constructing structured public parking to allow downtown development to intensify; funding public art projects; and creating a downtown business association to manage downtown marketing and events, as well as public space operation and maintenance.

These public improvements have been joined by substantial private investments, including the 8th & Main building, Aspen Lofts, Boise Centre, Chase building, Grove Hotel & CenturyLink Arena, and Wells Fargo building. Still more public and private investments are expected before the district expires, including City Center Plaza and Main Street Station as well as City Hall Plaza and The Grove Plaza renovations.



## FAST FACTS

- 34 acres
- Established: 1989
- District Ends: 2018
- Base Value: \$35 Million
- 2016 Total Value: \$331 Million
- 2017 TIF Revenue: \$4.7 Million





# CENTRAL DISTRICT PROJECTS



CENTRAL DISTRICT		FY2017	FY2018	FY2019	FY2020	FY2021	STATUS
Estimated Resources		\$ 4,638,000	\$ 918,400	N/A	N/A	N/A	
INFRASTRUCTURE				DISTRICT CLOSED			
1	8th Street Improvements	580,000					Designated
3	8th Street Event Bollards (Electric)	250,000					Tentative
4	Central District Closeout Improvements		668,400				Tentative
5	Protected Bike Lanes - Idaho St, 9th - Capitol (Joint Project w/ACHD)		100,000				Designated
6	Protected Bike Lanes - Main St, 9th - Capitol (Joint Project w/ACHD)		150,000				Designated
7	Wayfinding Project Installation	400,000					Designated
PLACEMAKING							
8	Alley Placemaking Project (8th to Capitol between Idaho and Bannock)	400,000					Tentative
9	City Hall Plaza Improvements	650,000					Obligated
10	City Hall Streetscapes West Side	575,000					Obligated
11	The Grove Plaza Renovation	1,668,000					Obligated
12	The Grove Plaza Renovation - Personalized Brick Engraving (revenue estimated at \$270K)	60,000					
TRANSIT							
13	VRT Transit Improvements in District	25,000					Obligated
SPECIAL PROJECTS							
14	Protective Bollards at Capitol Blvd. & Front St.	30,000					Tentative
Estimated Expenses		\$ 4,638,000	\$ 918,400				

## Status Definitions

**Obligated:** projects for which a formal agreement has been approved and/or executed. This may include an awarded contract, executed task order, or participation agreement.

**Designated:** proposed projects for which there has been a board designation, an informal agreement, or demonstrated commitment. This includes things like City Hall Plaza, participation agreements in process, or interagency coordination (Fulton, Broad, State).

**Tentative:** includes important projects and efforts that are less well defined, or projects that are less time sensitive.

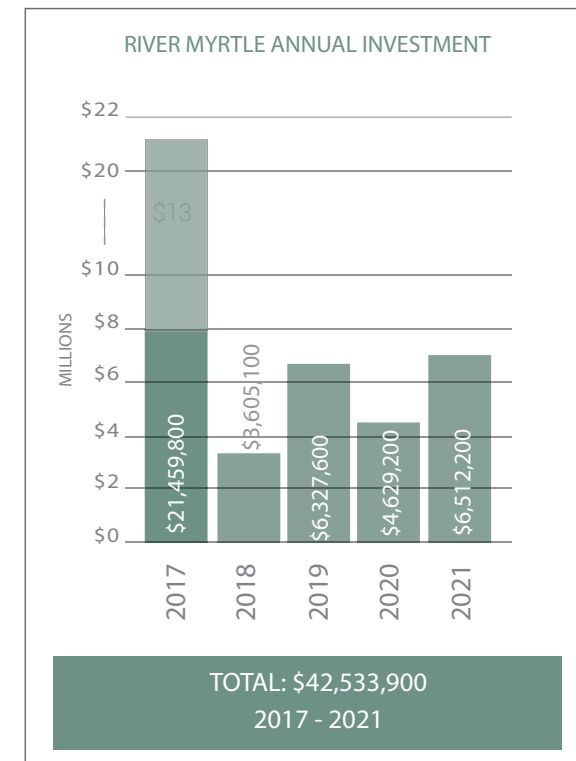
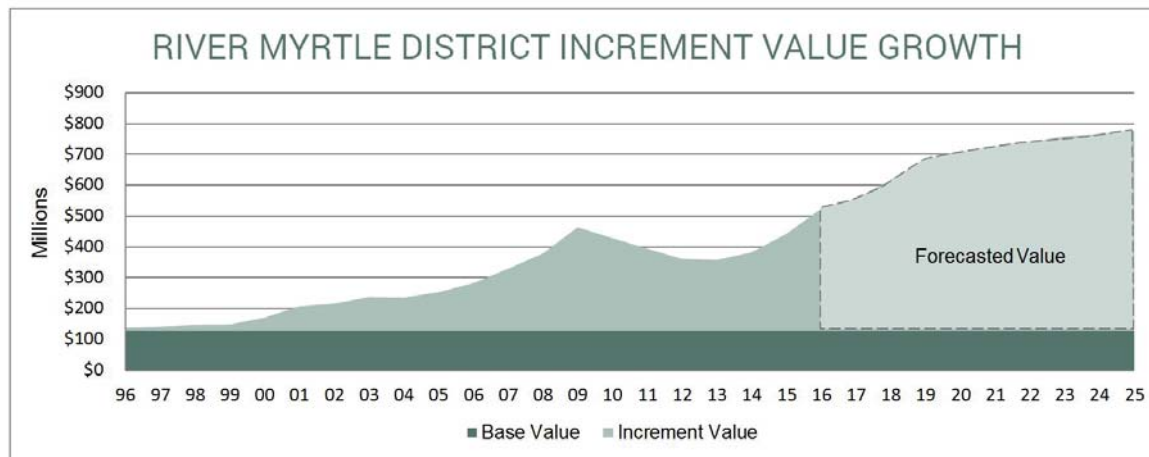
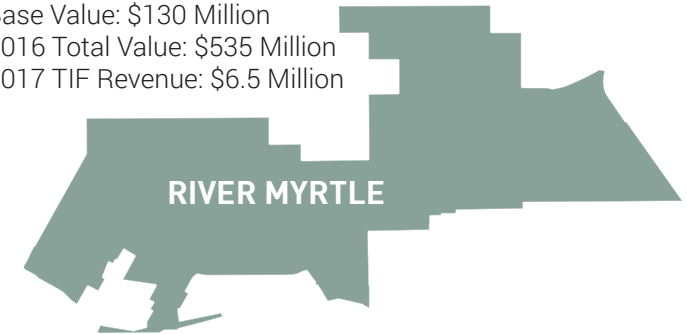
The River Myrtle District consisted of mostly vacant property, deteriorated residences and warehouses, and remnants of older industrial uses when it was first established in 1994. Redevelopment opportunities included the vacant Union Pacific switch yard properties, the 14-acre Ada County property, and the historic Eighth Street Marketplace, while assets included close access to the major employment centers in downtown (St. Luke's Medical Center), riverfront parks and the Boise River Greenbelt, and Boise State University. In 2004, the district was expanded to include Old Boise-Eastside and some additional areas between River Street and the Boise River making it the largest district. The district's urban renewal plan seeks to strengthen north-south connections between downtown and the Boise River; re-establish mixed-use, urban neighborhoods as part of an expanded downtown; extend/connect the Boise River Greenbelt and Julia Davis Park into sub-districts; and develop the Cultural District on the south end of 8th Street.

Public and private investment in the district to date includes the Ada County Courthouse Corridor, BoDo, the Downtown Connector (Front and Myrtle), Idaho Independent Bank Building, three public parking garages, numerous streetscape improvements, three prominent regional or national grocery chains, and numerous multifamily housing developments.

Still more public and private investment is underway or expected, including the Afton, Central Addition LIV District infrastructure improvements, JUMP and Simplot world headquarters, Payette Brewery, the completion of the Pioneer Pathway, 5th & Idaho, Idaho History Museum remodel, The Roost Apartment Project, and as many as three new hotels.

## FAST FACTS

- 340 acres
- Established: 1994
- District Ends: 2026
- Base Value: \$130 Million
- 2016 Total Value: \$535 Million
- 2017 TIF Revenue: \$6.5 Million



Note: FY '17 Includes \$13 million of bond proceeds



# RIVER MYRTLE DISTRICT PROJECTS



RIVER MYRTLE DISTRICT		FY2017	FY2018	FY2019	FY2020	FY2021	STATUS
Estimated Resources		\$ 21,459,800	\$ 3,605,100	\$ 6,327,600	\$ 4,629,200	\$ 6,512,200	
<b>INFRASTRUCTURE</b>							
1	Protected Bike Lanes - Idaho Street, Capitol - 2nd (Joint Project w/ACHD)			150,000			Designated
2	Protected Bike Lanes - Main Street, Capitol - Broadway (Joint Project w/ACHD)			150,000			Designated
3	Wayfinding Project Installation	600,000					Designated
4	Alley Improvement Project (11th to 12th between Grove to Front)				450,000		Tentative
5	Alley Improvement Project (6th to 3rd between Bannock and Idaho)			450,000			Tentative
6	Alley Improvement Project (6th to 3rd between Bannock and Jefferson)			450,000			Tentative
7	Alley Improvement Project (6th to 3rd between Main and Idaho)	285,000					Designated
<b>PARKING</b>							
8	RM Parking Garage - Partial Ownership Property Acquisition	3,000,000					Tentative
9	T3 Participation: 5th & Broad Streets Parking Deck, Fowler Apartments, (BOND)	2,590,000					Obligated
10	T3 Participation: Parcel B Development - Parking Structure (BOND)	5,400,000					Designated
<b>PLACEMAKING</b>							
11	8th Street Corridor Improvements	1,425,000					Designated
12	8th Street Improvements, State to Bannock (split with Westside District)			200,000			Designated
13	Bannock Street Improvements, 9th to Capitol Blvd, North side (split with Westside District)			400,000			Designated
14	Downtown Urban Parks Plan / Development Catalyst TBD						Tentative
15	Grove Street Pedestrian Street Plan (16th to 10th) per ACHD/DBIP		75,000	100,000	2,700,000		Tentative
16	Grove Street Pedestrian Street Plan (6th to 3rd) per ACHD/DBIP		75,000			3,900,000	Tentative
17	Main Street, Capitol - 5th, South Side	1,020,000					Designated
18	Streetscape - Design Next Year's Projects	50,000	50,000	50,000	50,000	50,000	Tentative
19	T1 Participation: Streetscape Grant, 515 W Idaho (Paulsen Building)	150,000					Designated
20	T1 Participation: Streetscape Grants (not yet assigned)	300,000	300,000	300,000	300,000	300,000	Tentative
21	T2 Participation: 5th & Front Mixed Use Development (TBD)						Tentative
22	T2 Participation: 5th & Idaho Streetscape Improvements (5th & Idaho Apartments)			156,000	156,000	53,000	Obligated
23	T2 Participation: Capitol & Broad Streetscape Improvements (Inn at 500 Hotel)			269,500			Obligated
24	T3 Participation: Infrastructure, Utilities, Streetscapes (Parcel B Development)			311,200	313,200	553,200	Designated
25	T3 Participation: Streetscape Improvements Front & Myrtle, 9th&11th (JUMP/Simplot HQ)		875,000				Obligated
26	T3 Participation: Streetscape Improvements on Capitol & Myrtle (Fowler Apartments)	550,000					Obligated
27	T4 Participation: Public Park (\$620K) and Undergrounding Utilities (5th & Idaho Apartments)		790,000				Designated
28	T4 Participation: Streetscape Improvements 8th Street, Broad - Myrtle, Both Sides	59,800					Obligated
29	T4 Participation: Capitol & Broad Streetscapes (Inn at 500 Hotel)	200,000					Obligated
30	T4 Participation: Idaho Historical Museum Streetscapes at Julia Davis Park		146,000				Obligated
<b>TRANSIT</b>							
31	Connector Analysis (Front & Myrtle) ITD \$3.3M Resurface Planned for FY19/Planning FY17	180,000					Designated
32	Downtown Circulator Preliminary Engineering		354,100	327,900			Designated
<b>SPECIAL PROJECTS</b>							
33	620 S 9th Street Phase II Site Remediation	270,000					Designated
34	Boise City Art Project (Hayman House/Pioneer Pathway)	25,000					Designated
35	CIP Ash Street Properties - Hayman House	45,000					Designated
36	T5 Participation: Ash Street Properties RFQ/P	45,000					Designated
37	T5 Participation: Parcel Acquisition/Redevelopment			1,500,000		1,500,000	Tentative
38	Traffic Box Art Wraps	30,000	30,000	30,000			Tentative
39	Multi-Purpose Stadium Assessment	150,000					Tentative
SUBTOTAL RIVER MYRTLE (NOT LIV DISTRICT)		16,374,800	2,695,100	4,844,600	3,969,200	6,356,200	
SUBTOTAL CENTRAL ADDITION LIV DISTRICT (listed on following page)		5,085,000	910,000	1,483,000	660,000	156,000	
Total River Myrtle Estimated Expenses		21,459,800	3,605,100	6,327,600	4,629,200	6,512,200	

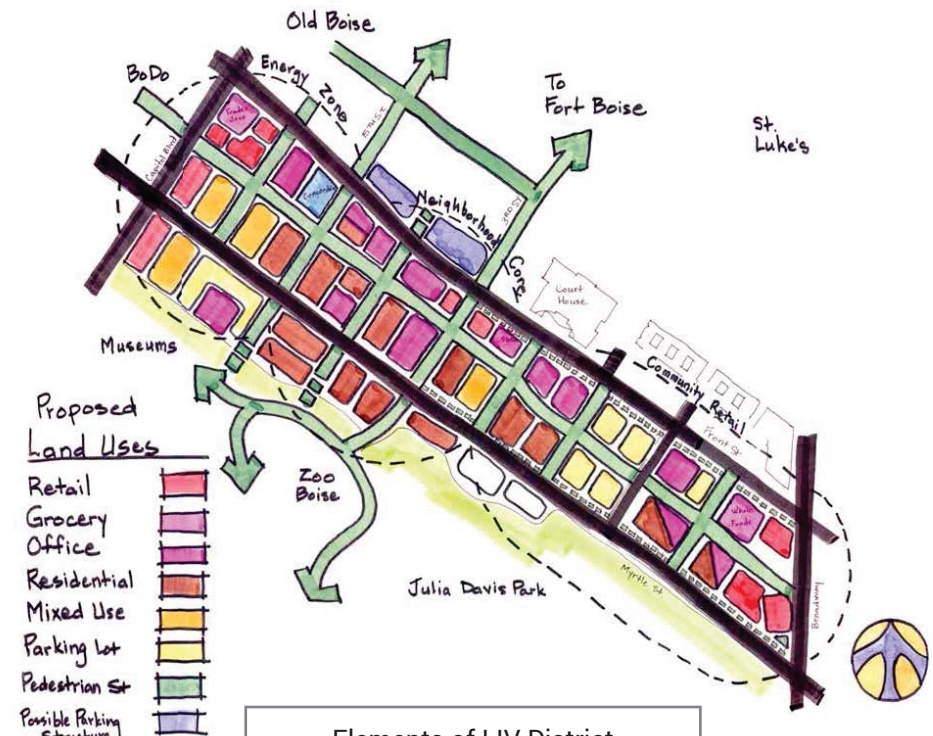


## CENTRAL ADDITION LIV DISTRICT

The Central Addition LIV District is a sub-district within the River Myrtle Urban Renewal District. The intent of this district is to create a dedicated area within Boise focused on implementing a variety of sustainability goals. Through a partnership between the City of Boise, CCDC, ACHD, and ITD a large investment in green infrastructure, geothermal expansion, placemaking, and historic preservation will occur. This investment will leverage private funds by encouraging and supporting private developers. Already, Trader Joe's, Concordia Law School, Idaho Independent Bank, Boise Brewing, George's Cycles, and CSHQA have established a presence in the district. Other planned private developments include a luxury boutique hotel and a 160-unit workforce housing apartment complex.

CCDC is leading the streetscape improvements and historic preservation activities, while also funding the geothermal system expansion, green stormwater management, and new public parking facilities. Streetscaping on Broad Street is scheduled to begin in the spring of 2016. Broad Street will become the core of the LIV District with new urban density housing and small retail services on the street level. Front and Myrtle are high volume vehicle traffic roads, however plans are being made to manage the traffic and increase pedestrian walkability.

Surrounded by the Ada County Courthouse, Julia Davis Park, Zoo Boise, and BoDo, the Central Addition is uniquely poised to exist as a vibrant and well-connected sub-district of Downtown. Signage and pathways connecting BSU to Julia Davis Park through the LIV District will be established. District policies will encourage mixed-use infill development with parking garages to promote walkability and land development. Environmental sustainability will be encouraged by establishing green infrastructure solutions including permeable pavers on sidewalks, low water usage plants, and geothermal heating systems that can easily be connected to new developments.



### Elements of LIV District

- Infrastructure
  - Energy
  - Stormwater
  - Geothermal
- Mobility
- Housing
- Placemaking
- Economic Development
- Stakeholder Engagement
- Metrics



# RIVER MYRTLE PROJECTS CON'T...



## CENTRAL ADDITION LIV DISTRICT

RM CONTINUED... CENTRAL ADDITION LIV DISTRICT		FY2017	FY2018	FY2019	FY2020	FY2021	STATUS
<b>INFRASTRUCTURE</b>							
1	5th & Myrtle New Signalized Crossing	200,000					Designated
2	Broad Street Geothermal Extension & Hookups (Includes \$500,000 COB/EPA Grant/BOND)	500,000					Obligated
3	Install Fiber Optic Cable to Incentivize/Service Commercial Development in LIV (BOND)	210,000					Obligated
<b>PARKING</b>							
4	Public Parking Supporting Julia Davis Park (see TBD parking garage)						Tentative
<b>PLACEMAKING</b>							
5	5th & 6th Street 2-Way Conversions; Front to Myrtle (Amount TBD)						
6	Broad Street, Capitol - 2nd, Street and Infrastructure Improvements (BOND)	3,800,000					Designated
7	Central Addition Gateways	75,000					Tentative
8	Front Street, 6th - 3rd, North Side (Pending ITD Permission)			330,000			Tentative
9	Myrtle Street, Capitol - 2nd, Both Sides (Pending ITD Permission)		610,000	493,000			Tentative
10	New Pedestrian Entrance - 5th & Julia Davis Park						Obligated
11	T1 Participation: Central Addition (Not yet awarded)	300,000	300,000	300,000	300,000		Tentative
12	T2 Participation: Capitol & Broad Streetscape Improvements (Marriott Hotel)			360,000	360,000	156,000	Designated
SUBTOTAL CENTRAL ADDITION LIV DISTRICT		5,085,000	910,000	1,483,000	660,000	156,000	
SUBTOTAL RIVER MYRTLE (NOT LIV DISTRICT)		16,374,800	2,695,100	4,844,600	3,969,200	6,356,200	
<b>Total River Myrtle Estimated Expenses</b>		<b>\$ 21,459,800</b>	<b>\$ 3,605,100</b>	<b>\$ 6,327,600</b>	<b>\$ 4,629,200</b>	<b>\$ 6,512,200</b>	

### Status Definitions

**Obligated:** projects for which a formal agreement has been approved and/or executed. This may include an awarded contract, executed task order, or participation agreement.

**Designated:** proposed projects for which there has been a board designation, an informal agreement, or demonstrated commitment. This includes things like City Hall Plaza, participation agreements in process, or interagency coordination (Fulton, Broad, State).

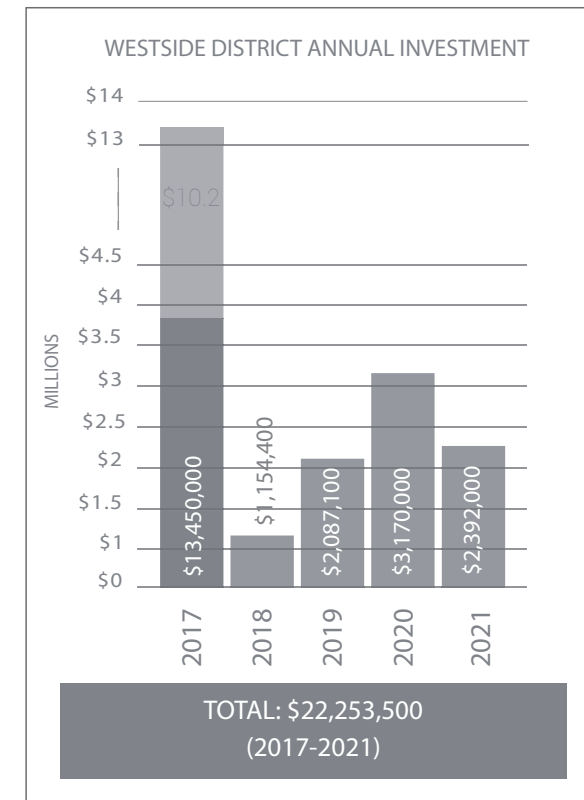
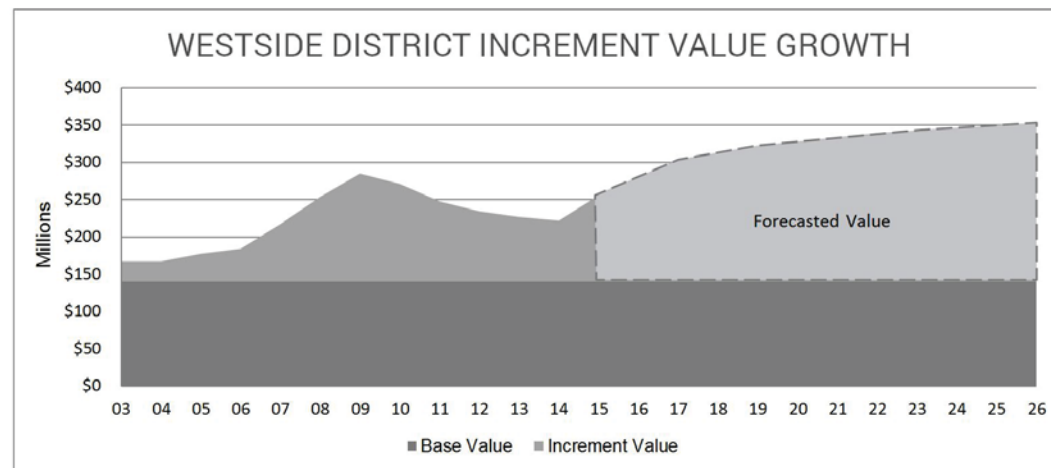
**Tentative:** includes important projects and efforts that are less well defined, or projects that are less time sensitive.

The Westside Downtown District was established in 2001, and is home to Boise Cascade, Idaho Power, Meadow Gold, One Capitol Center, and an abundance of surface parking. The Westside plan calls for a rich mixture of urban-style housing, shops, restaurants; increased downtown housing availability; an urban village centered around a plaza on 14th Street; plazas and park-like green spaces enriched with public art, concerts and cultural events; improved transit service; robust connections to other parts of downtown, the greenbelt, and the foothills; conversion of surface parking to structured parking; Main and Idaho as retail streets connecting to the downtown core; pedestrian-oriented design; and enhancement of the Boise City Canal through the district.

Public and private investment in the district to date includes the 9th & Grove Plaza, Banner Bank building, Boise Plaza remodel, Hotel 43 remodel, Linen building remodel, Owyhee hotel to apartment/office/event space conversion, Modern Hotel remodel, and numerous streetscape improvements, particularly along Main and Idaho streets. Still more investment in the district is either underway or expected in the near term, including One Nineteen, 1401 Idaho St. apartment project, CC Anderson building preservation and conversion to corporate headquarters, and a new hotel.

## FAST FACTS

- 144 acres
- Established: 2004
- District Ends: 2026
- Base Value: \$140 Million
- 2016 Total Value: \$296 Million
- 2017 TIF Revenue: \$2.5 Million



Note: FY '17 Includes \$10.2 million of bond proceeds





# WESTSIDE DISTRICT PROJECTS



WESTSIDE DISTRICT		FY2017	FY2018	FY2019	FY2020	FY2021	STATUS
Estimated Resources		\$ 13,450,000	\$ 1,154,400	\$ 2,087,100	\$ 3,170,000	\$ 2,392,000	
<b>INFRASTRUCTURE</b>							
1	Protected Bike Lanes - Idaho Street, 16th - 9th (Joint Project w/ACHD)			150,000			Designated
2	Protected Bike Lanes - Main Street, from 16th to 9th (Joint Project w/ACHD)			150,000			Designated
3	Wayfinding Project Installation	100,000					Designated
<b>PARKING</b>							
4	Parking Garage with Mixed Use Development (BOND)	10,200,000					Tentative
<b>PLACEMAKING</b>							
5	15th & 16th Streets/Grove to Idaho Rightsizing per ACHD DBIP			200,000			Tentative
6	8th Street, State - Bannock, Both Sides (Split w RM)			400,000			Tentative
7	Bannock Street, 9th - Capitol (Split with RM)			500,000			Tentative
8	Design Upcoming Streetscape Projects	50,000	50,000	50,000	50,000		Tentative
9	Downtown Urban Parks Plan / Development Catalyst	1,000,000					Tentative
10	Grove Street Pedestrian Plazas, 16th - 10th				2,700,000		Tentative
11	Main Street, 13th - 14th Streetscape Infill (Hurless)	50,000					Designated
12	State Street, 16th - 8th, Both Sides (Joint Project w/ACHD)		450,000				Designated
13	T1 Participation: Streetscape Grants (Not yet awarded)	300,000	300,000	300,000	300,000	300,000	Tentative
14	T2 Participation: 10th & Bannock Streetscape Improvements (Hyatt Place Hotel)		120,000	120,000	120,000	92,000	Designated
15	T3 Participation: Streetscape Improvements & Façade Easement (Athlos Academies)	750,000					Obligated
<b>TRANSIT</b>							
16	Downtown Circulator Preliminary Engineering		234,400	217,100			Tentative
<b>SPECIAL PROJECTS</b>							
17	T5 Parcel Acquisition for Redevelopment	1,000,000				2,000,000	Tentative
Estimated Expenses		\$ 13,450,000	\$ 1,154,400	\$ 2,087,100	\$ 3,170,000	\$ 2,392,000	

## Status Definitions

**Obligated:** projects for which a formal agreement has been approved and/or executed. This may include an awarded contract, executed task order, or participation agreement.

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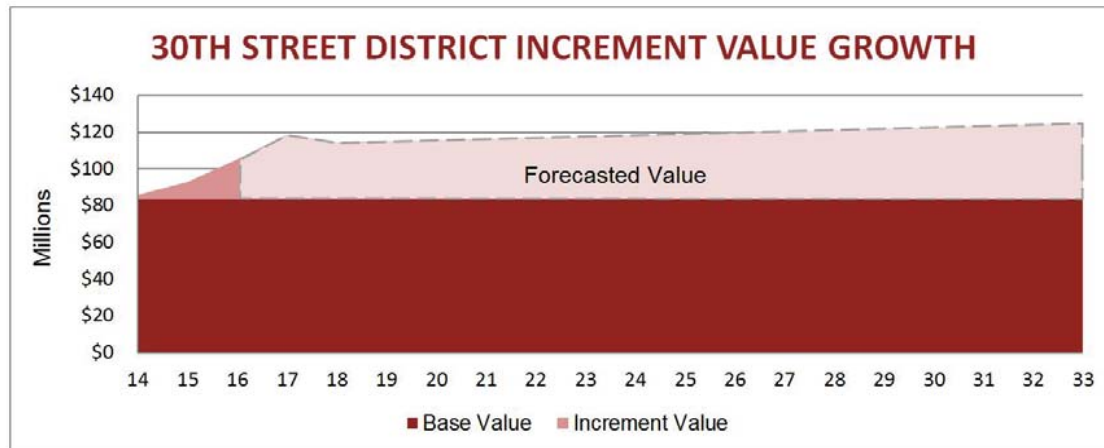
**Tentative:** includes important projects and efforts that are less well defined, or projects that are less time sensitive.

The 30th Street District, also known as the West End, established in 2014, is the newest district in downtown Boise. The 30th Street master plan envisions the district as a premiere urban place celebrating its unique location between the Boise River corridor and downtown Boise. It includes attractive neighborhoods and vibrant mixed-use activity centers serving local residents, the community and the region. The area serves as a gateway to downtown, welcomes visitors and has a unique identity and strong sense of place where people and businesses thrive.

Recent and ongoing improvements in the district include the Whitewater Park, Esther Simplot Park, Whitewater Park Boulevard, 27th Street road diet, a new surgical office building, and a proposed College of Western Idaho campus.

## FAST FACTS

- 249 acres
- Established: 2014
- District Ends: 2033
- Base Value: \$81 Million
- 2016 Total Value: \$114 Million
- 2017 TIF Revenue: \$0.5 Million



NOTE: Anticipated value growth from upcoming private development is not yet included in forecast. See 30th Street Area "Special Projects" for a list of planned future developments.





# 30TH STREET DISTRICT PROJECTS



30TH STREET DISTRICT FY		FY2017	FY2018	FY2019	FY2020	FY2021	STATUS
Estimated Resources		\$ 390,000	\$ 300,000	\$ 375,000	\$ 400,000	\$ 400,000	
<b>INFRASTRUCTURE</b>							
1	Capital Improvements General	75,000	200,000	275,000	300,000	300,000	Tentative
2	Wayfinding Project Installation	50,000					Designated
3	Main Fairview Improvements TBD						
<b>PLACEMAKING</b>							
4	Downtown Urban Parks Plan / Development Catalyst (TBD)						Tentative
5	T1 Participation: Streetscape Grants (Not yet awarded)						Tentative
6	T1 Participation: Streetscape Grants (Clairvoyant Brewing Company)	65,000					Designated
<b>TRANSIT</b>							
7	Downtown Circulator Preliminary Engineering						Tentative
<b>SPECIAL PROJECTS</b>							
9	Development Projects General	50,000	100,000	100,000	100,000	100,000	Tentative
10	T1 Participation: 32nd & Moore	150,000					Tentative
11	27th & Stewart (TBD)						Tentative
12	6.5 Acres on Whitewater Park & Main (TBD)						Tentative
13	2.5 Acres on 24th & Fairview (TBD)						Tentative
14	10.5 Acres on 27th & Fairview (TBD)						Tentative
15	10 Acres College of Western Idaho Boise Campus (TBD)						Tentative
Estimated Expenses		\$ 390,000	\$ 300,000	\$ 375,000	\$ 400,000	\$ 400,000	

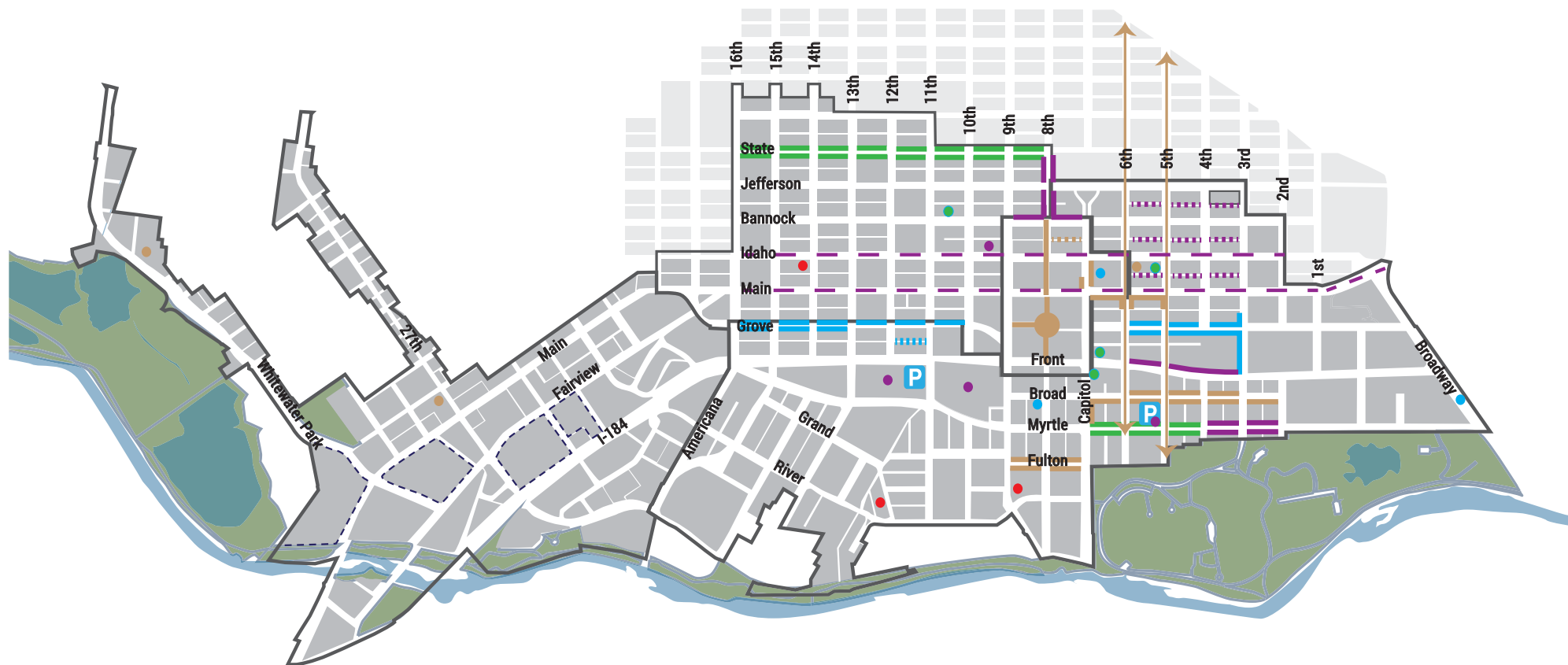
## Status Definitions

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**Tentative:** includes important projects and efforts that are less well defined, or projects that are less time sensitive.





## Participation Projects / Development Agreements

- Parking Participation
- Type 1 Participation Project: Streetscape Grant
- Type 2 Participation Project: General Assistance
- Type 3 Participation Project: Transformative Assistance
- Type 4 Participation Project: Public-Private Coordination
- Type 5 Participation Project: Property Disposition (CCDC - Owned)
- Pending 30th Street Area (West End) Developments

## Placemaking & Streetscape Projects

- 2017
- 2018
- 2019
- 2020
- 2021

## Infrastructure Projects

- 2017 2-way Street Conversion (pending ACHD Approval)
- 2017 Alley Improvements (utility undergrounding)
- 2019 Protected Bike Lanes
- 2019 Alley Improvements (utility undergrounding)
- 2020 Alley Improvements (utility undergrounding)

## Project Specs:

- Total Construction Budget: \$5.9 Million
- Substantial Completion: Late 2016
- District Location: Central

## Major Improvements:

- A new interactive fountain with more jets, added lights, and programmed features
- New brick pavers
  - Re-engraved 1986 personalized bricks
  - New personalized bricks
- New lighting and sound system
- New trees to replace trees in decline
- Green stormwater infrastructure
- Added tables and chairs
- Public restrooms with attendant booth
- Improved performance stage
- Free Wi-Fi

The Grove Plaza has become Boise's most vibrant downtown public space. During the day children play in the fountain, while adults read or enjoy lunch. Sometimes, you may find you are the only person in the whole plaza, while in the evenings you can enjoy a concert with thousands of others. The Grove Plaza hosts a variety of events including a summer concert series, Alive After Five, and the Capital City Public Market on Saturdays. This public plaza has leveraged tens of millions of dollars in private development over the years. The most recent building constructed is City Center Plaza, a mixed use development with over \$70 million of new investment.

A portion of The Grove Plaza was closed in summer 2015 to accommodate the construction of the adjacent City Center Plaza project which includes a regional transit hub below grade (Main Street Station). In November 2014, CCDC began an outreach campaign to gather input on The Grove Plaza renovation. Property owner meetings were held and a public survey was conducted to find out which kind of improvements Boise residents would like to see in the next generation of the plaza. Using this input, CCDC with design help from the local Boise firm, CSHQA, and the Portland-based firm, Zimmer Gunsul Frasca (ZGF), prepared exciting plans for the renovation.

CCDC is performing construction in conjunction with the other major construction projects on The Grove Plaza including the City Center Plaza building, Main Street Station, and the Boise Centre expansion. In May 2016, CCDC with McAlvain Construction as the construction manager / general contractor began construction. The renovation of the central plaza is scheduled to be finished by late 2016. Similar to 1986, CCDC is re-energizing The Grove Plaza: Brick by Brick program. You can buy a brick engraved with your own name or personal message to support The Grove Plaza renovations.





## Project Specs:

- Total Budget: \$5.8 Million (Broad Street only)
- Completion Estimate: Summer 2017
- District Location: River Myrtle
- Total LIV District Budget: \$10.3 Million

## Key Components:

- Reconstruction of Broad Street with creative design and streetscape amenities (lights, benches, trees/planters, permeable pavers, green storm water infrastructure, etc.)
- Extension of the geothermal system down Broad Street and into the injection well at Julia Davis Park
- Additional Fiber Optic resources
- Use of innovative storm water solutions
- Construct new pedestrian entrance into Julia Davis Park at 5th Street

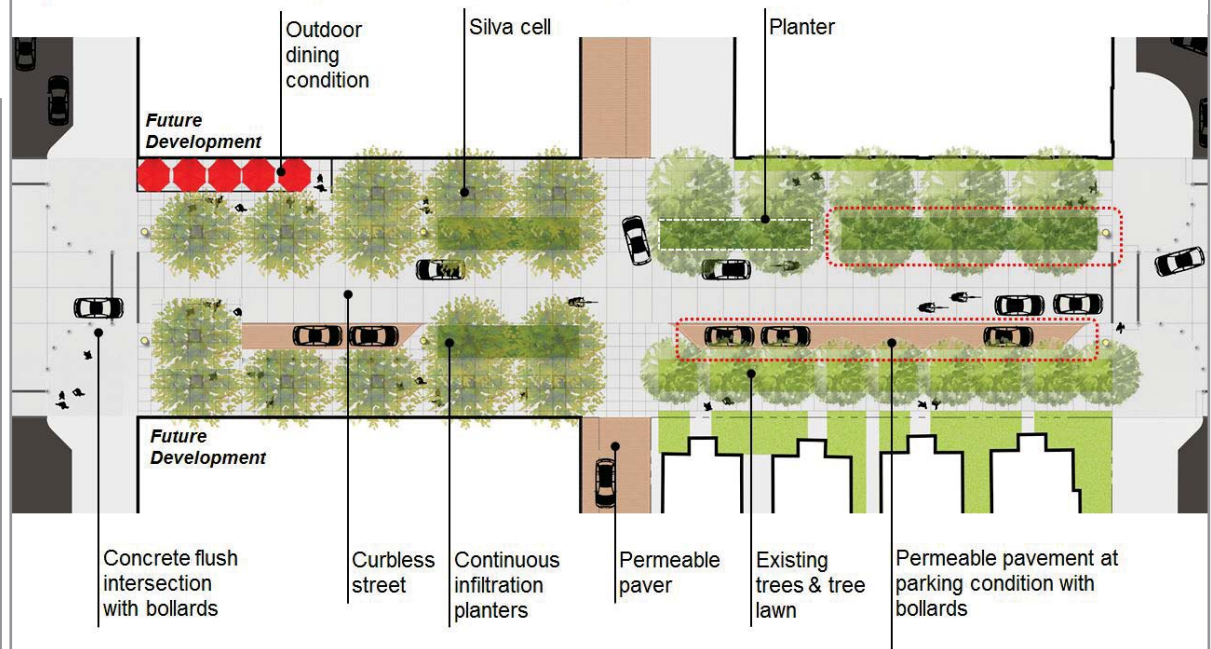


The City of Boise has created a vision for the area which it calls “The Central Addition LIV District.” Inspired by an initiative known as ‘eco-districts,’ the LIV District is a neighborhood development strategy structured on the principals of sustainable development, operations, and Boise’s LIV culture – Lasting, Innovative, and Vibrant. The LIV District is a sub-district of the neighborhood platted as the Central Addition, and the high level view is to create an efficient, functioning, and sustainable neighborhood in Boise’s downtown.

In cooperation with the City of Boise and ACHD, CCDC will participate in the 2016 LIV District plan through a variety of place making improvements and infrastructure enhancements to Broad Street, the district’s primary arterial road. CCDC has contracted with ZGF for conceptual design work, Jensen Belts Associates for construction drawings and permitting, and Guho Corporation to be the Construction Manager/ General Contractor. CCDC looks forward to contributing to this effort, making the area a catalyst for economic development and downtown reinvestment by private entities

## Street Concept coolest in Boise

space for **storm water planters and permeable paving**





## Project Specs:

- Total Budget: \$6 million, leveraging approximately \$57 million in private investment
- Completion Estimate: 2019 (all phases); units are expected to become available for all three projects in 2017
- District Location: River Myrtle and Westside

## Key Components:

- Participating in 3 housing developments
  - 620 S. 9th St. - The Afton
  - 1401 W. Idaho St. - Watercooler Building
  - 5th and Broad St. - The Roost
- 620 9th St. and 1401 Idaho St. are CCDC owned properties conveyed to property owners after competitive selection
- 5th and Broad will receive funding for a parking structure built as part of the housing development

Housing brings needed vitality to downtown, supports the development of a strong and diverse retail presence, provides rental and ownership options to attract and retain downtown workers, reduces auto-dependent commute trips, and strengthens the tax base. CCDC commissioned a study in April 2015 to assist the organization and policy makers in better understanding the downtown Boise housing environment. The study identified barriers to development, best practices for encouraging development, and provided recommendations for CCDC housing initiatives over the next 5 years.

One of the ways CCDC can encourage housing development is by conveying CCDC owned properties to private developers for a price that reduces the land basis, making development more feasible for private investment. In order to receive this competitively-priced land, a private developer must comply with a stringent set of priorities CCDC establishes in the RFP. After staff and board review, CCDC awards an Exclusive Right to Negotiate (ERN) to the developer that best understands and fulfills CCDC's vision for the property.

CCDC conveyed ownership of a portion of its property located at 620 S. 9th Street in October 2015. RMH Development won the ERN by successfully including the elements CCDC proposal required. RMH plans include creating a mixed use development called The Afton, which has over 5000 square feet of retail space and 25 residential condominium units in phase one and an additional 39 residential condominiums in phase 2.

1401 West Idaho Street, commonly known as the Watercooler building, was conveyed to LocalConstruct in May 2016. An Exclusive Right to Negotiate was awarded to LocalConstruct in June 2015 after a competitive proposal process. The developer's plans for the building include 32 market rate apartments, 7 live work units, 1,450 square feet of retail space, and a pocket park.

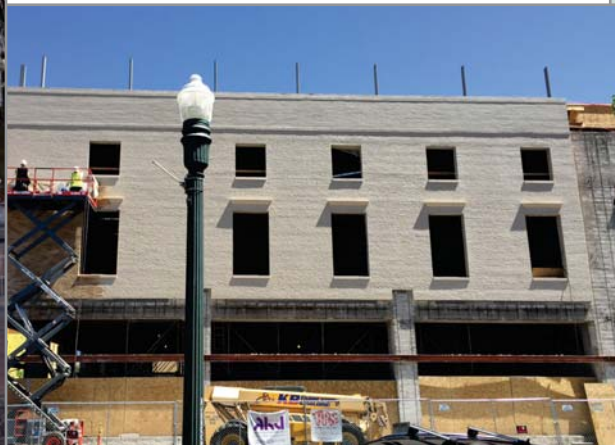
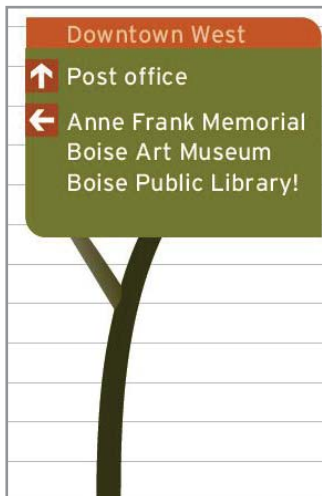
Another crucial way in which CCDC can assist in residential development is through funding public parking, which creates shared efficiencies between private and public needs. LocalConstruct plans to build an apartment building with 152 for rent apartments in the Central Addition LIV District. CCDC will be participating in this development by purchasing and operating the parking structure built by LocalConstruct, but available to be used by the public at large.







## 5-YEAR CAPITAL IMPROVEMENT PLAN FISCAL YEAR 2017-2021



**CAPITAL CITY**  
DEVELOPMENT CORP



## AGENDA BILL

<b>Agenda Subject:</b> Pre-qualification of Contractors for 2017 Streetscape Improvements		<b>Date:</b> March 13, 2017
<b>Staff Contact:</b> Mary Watson, Contracts Manager   Attorney at Law	<b>Attachments:</b> 1. Location Map - 2017 Streetscape Improvements 2. Resolution No. 1486 3. Request for Qualifications issued January 4, 2017	
<b>Action Requested:</b> Adopt Resolution 1486 selecting pre-qualified contractors for the 2017 Streetscape Improvements Project.		

### Background:

Agency staff has found it desirable for public works contractors to have experience in constructing public plaza or urban streetscape improvements similarly-sized to planned Agency projects. Equally important is a demonstrated ability to handle complex logistics and site conditions in an urban setting, sufficient resources to keep the project moving quickly, and sensitivity to community relations.

To accomplish those goals, the Agency utilizes Idaho Code § 67-2805(3)(b) which provides for a two-stage process for procuring public works construction valued in excess of \$100,000:

- Stage 1: Agencies can examine preliminary supplemental qualifications such as experience constructing similar facilities and overall performance history to pre-qualify licensed public works contractors prior to a competitive bidding process.
- Stage 2: Invite competitive bids from only licensed public works contractors that have been pre-qualified at Stage 1.

The 2017 Streetscape Improvements Project includes blocks within the River Myrtle-Old Boise District and the Westside Downtown District. The Agency's Request for Qualifications (RFQ) for the 2017 Streetscape Improvements Project was issued on January 4, 2017. Legal notice was published in the *Idaho Statesman* newspaper on January 4 and 11, 2017.

Five contractors responded to the RFQ by the 5:00 p.m., February 8, 2017, deadline:

1. Guho Corp.
2. Knife River Corporation - Northwest
3. Layton Construction Company, LLC
4. McAlvain Construction, Inc.
5. Wright Brothers, The Building Company, Eagle LLC



### Public Works Contractor Licensing

The Agency's streetscape improvements – improvements that are constructed within the public rights-of-way in downtown Boise – require either a Type 2 Highway Construction or a Type 4 Specialty Construction public works contractors license, issued by the State of Idaho's Division of Building Safety.

A review of the five contractor's licensing information revealed that Layton Construction Company, LLC ("Layton") does not hold the correct public works contractors license. Layton has a Type 3 Building Construction public works contractors license which does not allow the company to undertake construction projects in public rights-of-way. Layton confirmed the Type 3 licensing when contacted by staff. Because of this licensing deficiency, Layton is ineligible to be pre-qualified for the 2017 Streetscape Improvements Project.

### Review of RFQ Submissions

Along with basic company and licensing information, the RFQ requested information about similar project experience, key personnel, overall performance history, references, and prior experience working with the Agency. The RFQ submissions were scored on a 100-point scale – and contractors were advised that a score of 75 or greater was necessary to be eligible to bid the 2017 Streetscape Improvements Project. See Attachment 3.

After a detailed review of the submissions from the four properly licensed contractors, staff concluded that each of them provided sufficient information regarding to the following pre-qualification criteria:

- Experience constructing similar public works facilities – 30 points possible
- Key personnel – 15 points possible
- Overall performance history – 25 points possible
- References – 25 points possible
- Prior Experience with Capital City Development Corporation – 5 points possible

### **Fiscal Notes:**

The Agency's FY2017 budget includes sufficient funding for this project.

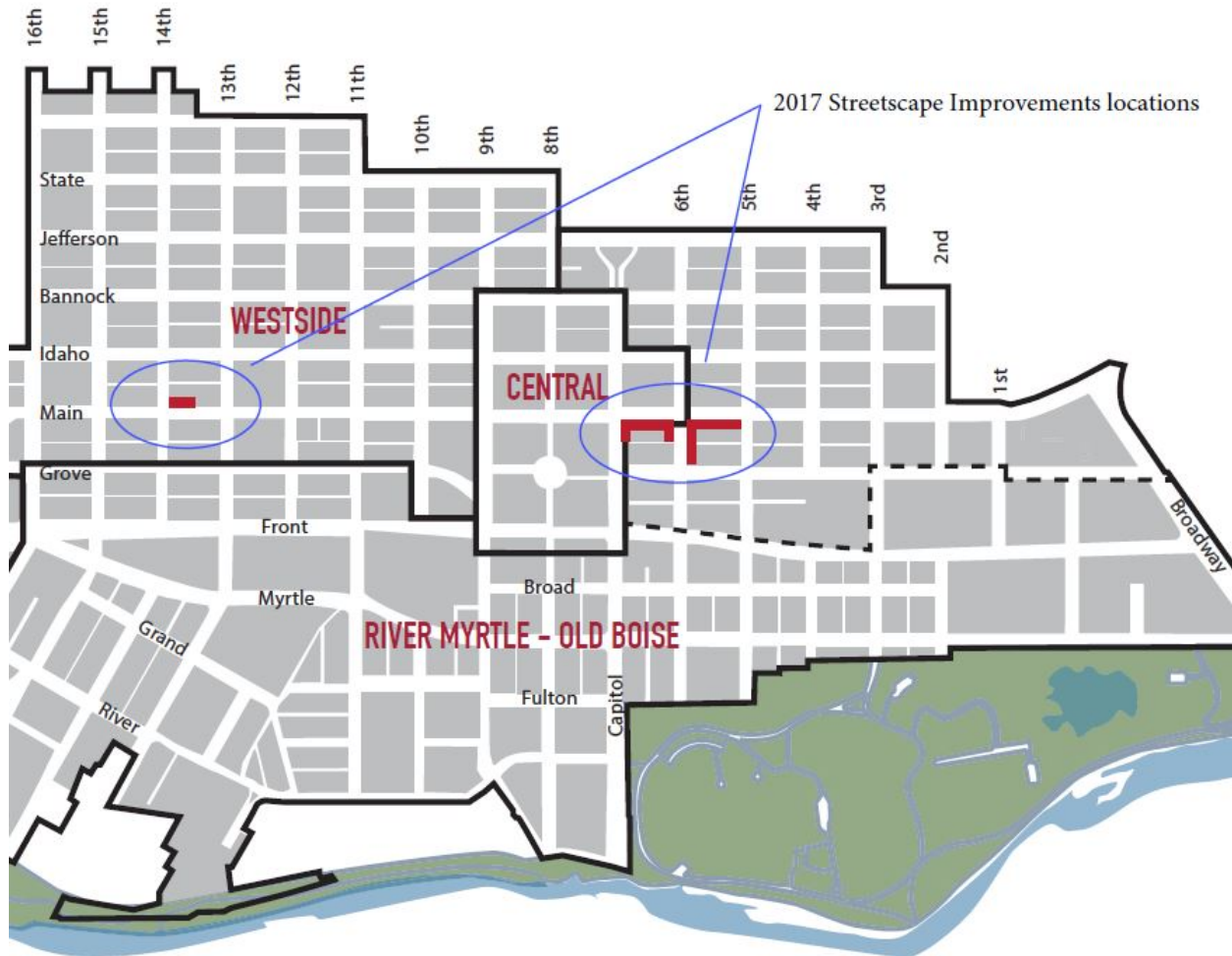
### **Staff Recommendation:**

Staff recommends that the Agency Board adopt Resolution No. 1486 pre-qualifying Guho Corp., Knife River Corporation - Northwest, McAlvain Construction, Inc., and Wright Brothers, the Building Company, Eagle LLC as eligible to submit competitive bids for the 2017 Streetscape Improvements Project. The resolution also finds that Layton Construction Company, LLC, is not pre-qualified to submit a competitive bid because it does not hold the correct public works contractors license to undertake streetscape improvements construction within public rights-of-way.

### **Suggested Motion:**

I move to adopt Resolution No. 1486 pre-qualifying Guho Corp., Knife River Corporation - Northwest, McAlvain Construction, Inc., and Wright Brothers, the Building Company, Eagle LLC as eligible to submit competitive bids for the 2017 Streetscape Improvements Project.

**Attachment 1**  
**Location Map – 2017 Streetscape Improvements**



## ATTACHMENT 2

### RESOLUTION NO. 1486

BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO, PRE-QUALIFYING GUHO CORP., KNIFE RIVER CORPORATION - NORTHWEST, MCALVAIN CONSTRUCTION, INC., AND WRIGHT BROTHERS, THE BUILDING COMPANY, EAGLE LLC, AS ELIGIBLE TO SUBMIT COMPETITIVE BIDS FOR THE 2017 STREETScape IMPROVEMENTS PROJECT; FINDING THAT LAYTON CONSTRUCTION COMPANY, LLC, IS NOT ELIGIBLE TO BE PRE-QUALIFIED FOR LICENSING REASONS; AND PROVIDING AN EFFECTIVE DATE

THIS RESOLUTION is made on the date hereinafter set forth by the Urban Renewal Agency of Boise City, Idaho, an independent public body, corporate and politic, a duly created and functioning urban renewal agency for Boise City, Idaho (the "Agency"), authorized under the authority of the Idaho Urban Renewal Law of 1965, as amended, Chapter 20, Title 50, Idaho Code, and the Local Economic Development Act, as amended and supplemented, Chapter 29, Title 50, Idaho Code, for the purpose of financing the undertaking of any urban renewal project (collectively the "Act"); and,

WHEREAS, Idaho Code § 67-2805(3)(b) provides for a two-stage process for procurement of public works construction, which includes:

- Stage 1: Allows public agencies to establish preliminary supplemental qualifications for purposes of prequalifying licensed public works contractors prior to a competitive bidding process, and,
- Stage 2: Invites competitive bids from only licensed public works contractors that have been pre-qualified at Stage 1; and,

WHEREAS, Idaho Code § 67-2805(3)(b) allows a political jurisdiction to examine a public works contractor's qualifications related to:

- Demonstrated technical competence
- Experience constructing similar facilities
- Prior experience with the political subdivision
- Availability of resources, equipment, and personnel
- Overall performance history; and,

WHEREAS, the Agency issued a Request for Qualifications from licensed public works contractors for the 2017 Streetscape Improvements Project ("RFQ") on January 4, 2017, and published notice of the RFQ in the Idaho Statesman newspaper on January 4 and 11, 2017; and,



WHEREAS, the deadline for submitting a signed Statement of Qualifications Form ("SOQ Form"), and Required Waiver & Release Form (collectively, the "RFQ Submission") was February 8, 2017, at 5:00 p.m.; and,

WHEREAS, five (5) construction companies provided an RFQ Submission by the February 8, 2017, deadline: Guho Corp., Knife River Corporation - Northwest, Layton Construction Company, LLC, McAlvain Construction, Inc., and Wright Brothers, The Building Company, Eagle LLC; and,

WHEREAS, Agency staff examined the five (5) RFQ Submissions and, based on the information provided, found that Guho Corp., Knife River Corporation - Northwest, McAlvain Construction, Inc., and Wright Brothers, the Building Company, Eagle LLC, provided sufficient information regarding the pre-qualification criteria stated in the RFQ; and,

WHEREAS, Agency staff examined the RFQ Submission from Layton Construction Company, LLC, and found that the company is not eligible to be pre-qualified because the company does not hold the correct public works contractors license to undertake streetscape improvements construction; and,

WHEREAS, the Agency's streetscape improvements construction requires either a Type 2 Highway Construction or a Type 4 Specialty Construction public works contractors license, and Layton Construction Company, LLC, has a Type 3 Building Construction public works contractors license; and,

WHEREAS, Agency staff recommends the Agency Board pre-qualify, in accordance with Idaho Code § 67-2805(3)(b), Guho Corp., Knife River Corporation - Northwest, McAlvain Construction, Inc., and Wright Brothers, the Building Company, Eagle LLC, as eligible to submit competitive bids for the 2017 Streetscape Improvements Project; and,

WHEREAS, the Agency Board finds it in the best public interest to pre-qualify Guho Corp., Knife River Corporation - Northwest, McAlvain Construction, Inc., and Wright Brothers, the Building Company, Eagle LLC, as eligible to submit competitive bids for the 2017 Streetscape Improvements Project.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, AS FOLLOWS:

Section 1: That the above statements are true and correct.

Section 2: That the Agency Board hereby finds that Guho Corp., Knife River Corporation - Northwest, McAlvain Construction, Inc., and Wright Brothers, the Building Company, Eagle LLC, provided sufficient information regarding the pre-qualification criteria stated in the RFQ.

Section 3: That the Agency Board hereby pre-qualifies, in accordance with Idaho Code § 67-2805(3)(b), Guho Corp., Knife River Corporation - Northwest, McAlvain Construction, Inc., and Wright Brothers, the Building Company, Eagle LLC, as eligible to submit competitive bids for the 2017 Streetscape Improvements Project.

Section 4: That the Agency Board finds that Layton Construction Company, LLC, is ineligible to be pre-qualified for the 2017 Streetscape Improvements Project because the company does not hold the correct public works contractors license to undertake streetscape improvements construction within public rights-of-way.

Section 5: That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED by the Urban Renewal Agency of Boise City, Idaho, on March 13, 2017.  
Signed by the Chairman of the Board of Commissioners and attested by the Secretary to the Board of Commissioners on March 13, 2017.

URBAN RENEWAL AGENCY OF BOISE CITY:

By: \_\_\_\_\_  
John Hale, Chairman

ATTEST:

By: \_\_\_\_\_  
Ryan Woodings, Secretary



## REQUEST FOR QUALIFICATIONS

### PUBLIC WORKS CONTRACTORS

#### PRE-QUALIFICATION FOR 2017 STREETScape IMPROVEMENTS PROJECT BOISE, IDAHO

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**QUALIFICATIONS MUST BE RECEIVED BY:  
5:00 P.M. LOCAL TIME, FEBRUARY 8, 2017**



**REQUEST FOR QUALIFICATIONS**  
**Pre-Qualification for 2017 Streetscape Improvements Project**

January 4, 2017

Capital City Development Corporation (CCDC) invites Licensed Public Works Contractors to submit qualifications to bid on its 2017 Streetscape Improvements Project. In accordance with Idaho Code § 67-2805(3)(b), CCDC will qualify bidders on the following criteria: technical competence; experience constructing similar facilities; prior experience with CCDC; available non-financial resources, equipment, and personnel; and overall performance history based upon the contractor's entire body of work. Only contractors pre-qualified through this process will be allowed to submit a bid for the public works construction project.

License public works contractors seeking pre-qualification must complete and submit the pre-qualification forms provided herein.

**Submission deadline is 5:00 P.M. local time, February 8, 2017.**

CCDC appreciates your interest in meeting the needs of the agency and the citizens of Boise.



Mary E. Watson  
Contracts Manager | Attorney at Law



121 N 9TH ST, SUITE 501 BOISE, ID 83702  
208-384-4264 [WWW.CCDCBOISE.COM](http://WWW.CCDCBOISE.COM)

**RFQ: Pre-Qualification for 2017 Streetscape Improvements Project**  
**PART 1 – GENERAL INFORMATION**

**1.1 SCOPE OF WORK**

Continuing its mission of improving downtown Boise's streetscapes, this CCDC streetscape project will involve sidewalk demolition and installation of innovative storm water solutions and creative streetscape design with new curb and gutter, concrete and brick paver treatments, trees and tree grates, historic streetlights, pedestrian ramps, and furnishings such as bike racks, trash receptacles, and benches. All work will be in accordance with project plans and specifications.

This investment will be made in downtown Boise's River Myrtle - Old Boise and Westside Urban Renewal Districts on Main Street adjacent to 14<sup>th</sup> Street and on Main Street between Capitol Boulevard and 5<sup>th</sup> Street, with segments extending south of Main Street on Capitol Boulevard as well as 6<sup>th</sup> Street. Please see the attached map depicting the planned construction locations.

CCDC anticipates the total project costs to be approximately \$1 Million dollars.

**1.2 RFQ SUBMISSION**

The submission package or envelope must be sealed and plainly marked for delivery as follows:

**Capital City Development Corporation**  
**121 N. 9th Street, Suite 501**  
**Boise, Idaho 83702**

Please indicate **"RFQ 2017 Streetscape Improvements Project"** on the outside envelope.

To be considered, the submission package must contain:

Exhibit A: Statements of Qualifications  
Exhibit B: Required Waiver & Release

Exhibit A: Statements of Qualifications requires that the Respondent provide other documents containing requested information and answer Yes / No questions found throughout. Failure to supply the requested information or complete any form may be cause to deem the submission non-responsive.

One (1) SIGNED original submission package and two (2) complete copies are required. Unsigned submissions will not be accepted. Late or incomplete submissions will not be accepted. Email or fax submissions will not be accepted. Respondent assumes full responsibility for the timely delivery of its submission to CCDC.

Respondent will be responsible for all costs (including site visits where needed) incurred in preparing or responding to this RFQ. All materials and documents submitted in response to this RFQ become the property of CCDC and will not be returned.

### **1.3 OBJECTIONS**

Written objections to prequalification procedures must be received by CCDC at least three (3) business days before the date and time upon which submissions are due. Objections are to be directed to:

Mary Watson, Contracts Manager | Attorney at Law  
Capital City Development Corporation  
121 N. 9<sup>th</sup> Street, Suite 501  
Boise, Idaho 83702

### **1.4 ADDENDA**

In the event it becomes necessary to revise any part of the RFQ, written addenda will be issued. Addenda will be made available by way of the CCDC website: [www.ccdcboise.com](http://www.ccdcboise.com). It is the Respondent's responsibility to check for addenda prior to submitting a submission package. Respondents are requested to acknowledge all addenda in the space provided on the Submittal Cover Sheet. No addenda will be issued fewer than four (4) business days before the submission deadline unless the deadline is extended.

### **1.5 RIGHTS RESERVED**

CCDC reserves the right to act in the public best interest and in furtherance of the purposes of the Idaho Urban Renewal Law, Chapter 20, Title 50, Idaho Code, and the laws for Purchasing by Political Subdivisions, Chapter 28, Title 67, Idaho Code. CCDC reserves the right to waive any formalities or defects as to form, procedure, or content with respect to its RFQ and any minor irregularities in the submissions received, to request additional data and information from any and all Respondents, to reject any submissions based on real or apparent conflict of interest, to reject any submissions containing inaccurate or misleading information, and to accept the submissions that are in the best interest of CCDC. The issuance of this RFQ and the receipt and evaluation of submissions does not obligate CCDC to take any further action relative to the RFQ. CCDC may in its discretion cancel this process at any time without liability.

### **1.6 PUBLIC RECORDS**

CCDC is a public agency. All documents in its possession are public records subject to disclosure under the Idaho Public Records Act, Chapter 1, Title 74, Idaho Code, and will be available for inspection and copying by any person after the RFQ process is complete.

If any Respondent claims any part of its submission is exempt from disclosure under the Idaho Public Records Act, Respondent 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 submission as "Confidential" is not in accordance with the Idaho Public Records Act and will not be honored. CCDC, to the extent allowed by law and in accordance with these Instructions, will honor a designation of nondisclosure. By claiming material to be exempt from disclosure under the Idaho Public Records Act, Respondent expressly agrees to defend, indemnify, and hold CCDC harmless from any claim or suit arising from CCDC's refusal to disclose such materials. Any questions regarding the applicability of the Public Records Act should be addressed to your own legal counsel prior to submission.

END OF PART 1



**RFQ: Pre-Qualification for 2017 Streetscape Improvements Project**  
**PART 2 – QUALIFICATION INFORMATION**

**2.1 BASIS FOR SELECTION AND PRE-QUALIFICATION**

In accordance with Idaho Code § 67-2805(3)(b), this Request for Qualifications will be evaluated as detailed below. Only Respondents who complete all information requested, completely and accurately, and receive a score of 75 or greater will be eligible to bid on the 2017 Streetscape Improvements Project.

- Experience constructing similar public works facilities – 30 points possible
- Key personnel – 15 points possible
- Overall performance history – 25 points possible
- References – 25 points possible
- Prior Experience with Capital City Development Corporation – 5 points possible

CCDC may conduct investigations and interviews, if necessary, to determine the performance record and abilities of Respondent to perform the size and type of work to be contracted. By submitting a response to this RFQ, the Respondent is authorizing CCDC to conduct investigations and interviews as needed.

**2.2 PROJECT SCHEDULE (*Tentative*)**

Prequalification

Request for Qualifications issued	January 4, 2017
Objections	February 3, 2017
Qualifications Due	February 8, 2017
Selection of Pre-Qualified Contractors	CCDC Board Meeting: March 13, 2017
<i>Deadline to Appeal</i>	<i>7 days from notice of Board decision</i>

Project Bidding

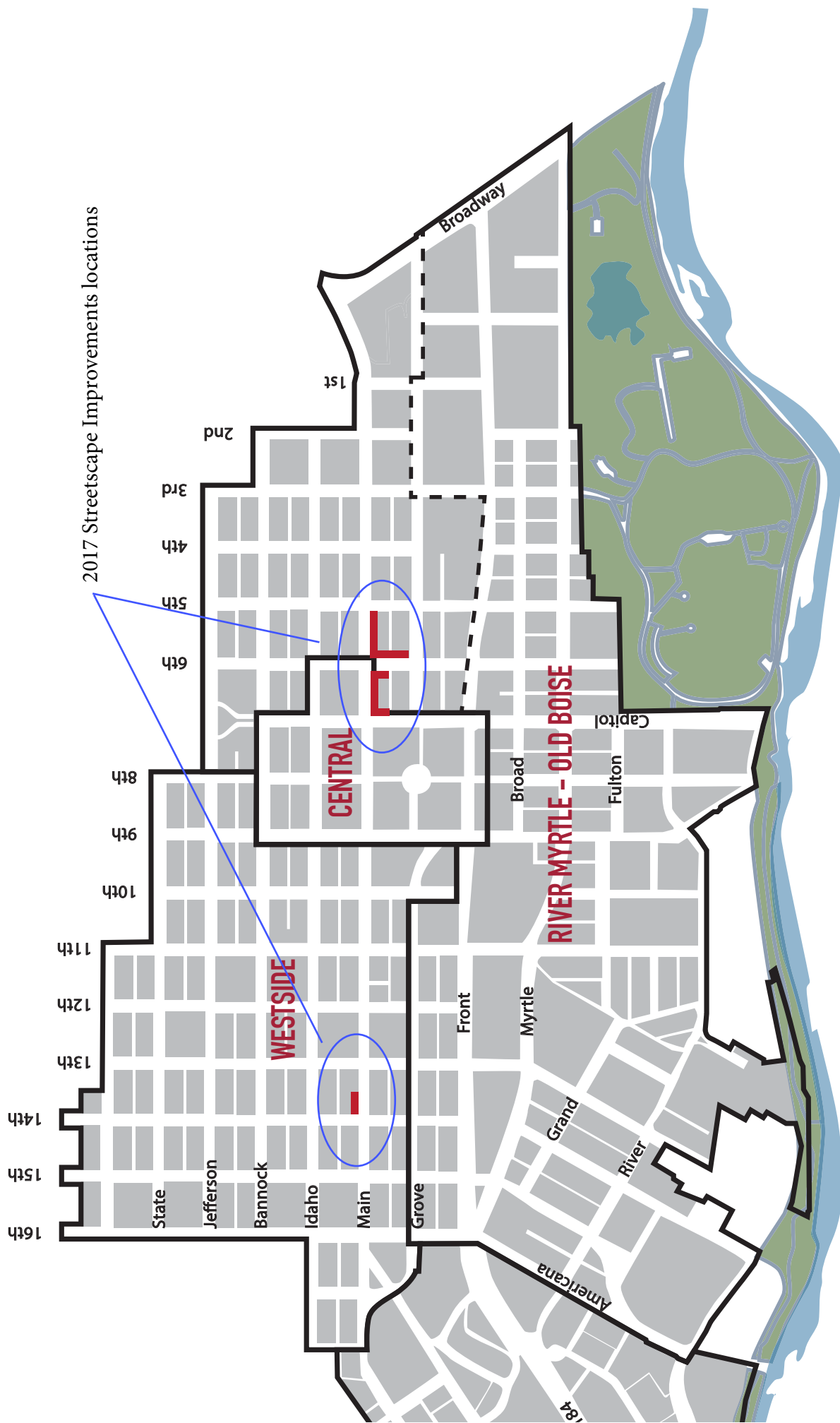
Invitation to Bid to Pre-Qualified Contractors	March 22, 2017
Mandatory Pre-Bid Conference	<i>To be determined</i>
Bid Opening	April 19, 2017
Bid Award	May 8, 2017

Project Construction

Notice to Proceed	June 2017
Estimated Construction Duration	Twelve weeks

END OF PART 2

2017 Streetscape Improvements locations



**EXHIBIT A**

**RFQ: 2017 STREETScape IMPROVEMENTS PROJECT  
STATEMENTS OF QUALIFICATIONS (SOQ)  
(REQUIRED FOR SUBMISSION)**

TO: Capital City Development Corporation  
121 N. 9<sup>th</sup> Street, Suite 501  
Boise, Idaho 83702

**THE UNDERSIGNED DECLARES**, that he/she holds the position indicated below as a corporate officer or the owner or a partner in the business entity submitting these Qualifications; that the undersigned is informed of all relevant facts surrounding the preparation and submission of these Qualifications; and that the undersigned represents and warrants that all information provided is true, accurate, and complete.

**SIGNATURE:** **X** \_\_\_\_\_

Print Name / Title: \_\_\_\_\_

**Name of Company:** \_\_\_\_\_

Company Type: ☐ Corporation ☐ Partnership ☐ Individual ☐ LLC ☐ Other

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**LICENSE:** Idaho Public Works Contractor License # \_\_\_\_\_

Number of years the Company has been in business: \_\_\_\_\_

Is the Company a parent or subsidiary of another Company? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

**ADDENDA:** Respondent has reviewed and understands all addenda issued with this RFQ:

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_



**INSTRUCTIONS:** Review each page of this Exhibit A.  
Provide the documents requested and answer all Yes / No questions found herein.

## **1. SIMILAR PROJECT EXPERIENCE**

Contractor's experience completing similar projects will be evaluated. 30 points possible.  
The Contractor (as opposed to the Key Personnel) must have the following project experience:

### Contractor Requirements

- Successfully completed the construction of at least three (3) projects each with a bid price of \$1,000,000 or more within the last ten (10) years.
    - at least two (2) of the three (3) projects must have been focused on public plaza or urban streetscape improvements.
- 

**PROVIDE:** Provide at least three (3) examples of Respondent's work equal to or exceeding the scope and estimated project cost of \$1 Million dollars within the last ten (10) years. At least two (2) of the three (3) projects must have been focused on public plaza or urban streetscape improvements.

Include all of the following project information to verify and evaluate whether the Contractor has the project experience required: Owner names, addresses, phone numbers, email addresses, dates of construction, original contract value, final contract value, descriptions of the projects, and descriptions of the work performed.

Three examples provided with complete project information. \_\_\_\_\_ Yes \_\_\_\_\_ No

## 2. KEY PERSONNEL

Experience of Key Personnel will be evaluated. 15 points possible.

The Key Personnel (as opposed to the General Contractor) must have the following project experience:

### Project Manager Required Experience

- At least three (3) full consecutive years of experience as a construction project manager.
- Successfully managed and completed three (3) construction projects each with a bid price of \$1,000,000 or more within the last ten (10) years, where at least one (1) project must have been focused on public plaza or urban streetscape improvements.

### Project Superintendent Required Experience

- At least three (3) full consecutive years of experience as a project superintendent.
- Successfully supervised and completed three (3) construction projects each with a bid price of \$1,000,000 or more within the last ten (10) years, where at least one (1) project must have been focused on public plaza or urban streetscape improvements.

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**PROVIDE:** Provide a résumé for each candidate who would fill the positions of Project Manager and Project Superintendent for the 2017 Streetscape Improvements Project. Be sure the résumés include:

- Employment information such as names, dates of employment, addresses, phone numbers, and email addresses, that is sufficient to verify and evaluate the Project Manager's and Project Superintendent's employment history.
- All of the following project information to verify and evaluate whether the Project Manager and Project Superintendent have the required project experience: Owner names, addresses, phone numbers, email addresses, dates of construction, original contract values, final contract values, descriptions of the projects, and descriptions of the work performed.

One (1) alternate candidate résumé for each position may be provided in case the primary candidate's employment and project references cannot be reached or the primary candidate's experience requirements do not meet the requirements. Please be sure to indicate "*Alternate*" on any alternate candidate résumés.

Résumés provided with complete contact information. \_\_\_\_\_ Yes \_\_\_\_\_ No

### 3. OVERALL PERFORMANCE HISTORY

Contractor's overall performance history will be evaluated. 25 points possible.

**PROVIDE:** Provide answers to the following questions; provide documents where requested.

Provide a statement or letter from a surety insurer authorized to do business in the State of Idaho which states that Contractor's current available bonding capacity is sufficient for the project for which it seeks pre-qualification. Surety insurer must have an A.M. Best financial strength rating of "A-" or better.	
In the last five (5) years, have you or any of the company owners, officers, or partners had their Contractor's license revoked?	
In the last five (5) years, have you or any of the company owners, officers, or partners been "defaulted" or "terminated" by an owner (other than for convenience of the owner)?	
In the last five (5) years, have you or any of the company owners, officers, or partners been convicted of a crime involving any federal, state, or local law related to construction, including any act of dishonesty?	
In the last five (5) years, have you or any of the company owners, officers, or partners been convicted of a crime involving the awarding of a contract on a government construction project or the bidding or performance of a government construction contract?	
Is your company currently in bankruptcy proceedings or has the company filed for bankruptcy at any time during the last five (5) years?	
Is your company currently in default on any loan agreement or financing agreement with a bank, financial institution, or other financial entity?	



In the last five (5) years, has your company ever been denied bond coverage by a surety?	
In the last five (5) years, has any surety company made any payments on your company's behalf as a result of default, to satisfy any claims made against a performance or payment bond, in connection with any public or private construction project?	
In the last five (5) years, has any claim against your company concerning your company's work on a construction project been filed in court or submitted to mediation or arbitration?	
In the last five (5) years, has any insurance carrier, for any form of insurance, refused to renew your company's insurance policy?	
In the last five (5) years, has the U.S. Army Corps of Engineers, Environmental Protection Agency, Idaho Department of Environmental Quality, or any other environmental quality control board cited and assessed penalties against your company or the owner of a project on which your company was the contractor and deemed responsible for the penalties?	
Does your company have a written health and safety (H&S) program / procedures? <i>If yes, provide a copy, in hardcopy or CD format.</i>	
Does your company have a health and safety training program? <i>If yes, provide a copy of the policy and procedures, in hardcopy or CD format.</i>	
Does your company conduct safety meetings during the course of a construction project? <i>If yes, provide a copy of the safety meeting policy and a sample agenda.</i>	

#### 4. REFERENCES

Contractor's References will be evaluated. 25 points possible.

References must be project owners – not subcontractors, building officials, lending institutions, or the like. CCDC may ask questions relative to Contractor's abilities and competence, including any or all of the following:

- Contractor's ability to provide adequate supervision on the project.
- Contractor's ability to work cooperatively with Owner, Architect, and outside parties.
- Contractor's ability to manage safety on the job site.
- Contractor's ability to work in accordance with the contract documents.
- Contractor's ability to provide timely reports, submittals, and scheduling updates.
- Contractor's utilization of change order requests
- Contractor's ability to maintain strong public relations and minimize disruption to businesses and the general public.
- Contractor's interaction with regulatory agencies and utilities.
- Contractor's ability to keep the project on schedule.
- Contractor's ability to manage closeout procedures efficiently and effectively.

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**PROVIDE:** Provide three (3) references that can speak to Contractor's abilities and competence on projects equal to or exceeding the scope and estimated project cost of \$1 Million dollars within the last ten (10) years. At least two (2) of the three (3) projects must have been focused on public plaza or urban streetscape improvements.

Include all of the following information to verify and evaluate Contractor's References: Owner names, addresses, phone numbers, email addresses, dates of construction, original contract value, final contract value, descriptions of the projects, and descriptions of the work performed.

Contractor may indicate that the References are the same as those that were listed for Section 1 (Similar Project Experience) above, or Contractor may choose to provide different references.

References provided are those in Section 1 above. ☐ Yes ☐ No

New References are provided with complete contact information. ☐ Yes ☐ No

## **5. PRIOR EXPERIENCE WITH CCDC**

Experience working with CCDC will be evaluated. 5 points possible.

---

**PROVIDE:** Provide information about previous projects completed for Capital City Development Corporation. Include the project names, dollar values, start and end project dates, CCDC Project Manager names, and Contractor's Key Personnel who worked on the projects.

Information provided with complete project information. ☐ Yes ☐ No

END OF EXHIBIT A



## EXHIBIT B

### REQUIRED WAIVER & RELEASE (REQUIRED FOR SUBMISSION)

The undersigned Respondent has read this waiver and release and fully accepts the Capital City Development Corporation's (CCDC) discretion and non-liability as stipulated herein, and expressly for, but not limited to, CCDC's decision to proceed with a pre-qualification selection process in response to the Request for Qualifications (RFQ) to pre-qualify public works contractors to bid its 2017 Streetscape Improvements Project.

- A. Discretion of CCDC: The Idaho-licensed public works contractor making a submission to this RFQ agrees that CCDC has the right to, unless contrary to applicable state law:
- 1) Modify or suspend any and all aspects of the process seeking proposals and making any decisions concerning the RFQ;
  - 2) Obtain further information from any person, entity, or group regarding the Respondent, and to ascertain the depth of Respondent's capability and experience for supplying the desired services and in any and all other respects to meet with and consult with any Respondent or any other person, entity, or group;
  - 3) Waive any formalities or defects as to form, procedure, or content with respect to CCDC's RFQ to pre-qualify contractors and any response by any Respondent thereto;
  - 4) Accept or reject any submission received in response to the RFQ, including any submission by the undersigned; or score one proposal over another in accordance with the selection criteria; and
  - 5) 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 CCDC:
- 1) The undersigned agrees that CCDC 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 CCDC as identified above.
  - 2) The undersigned, including all team members, have carefully and thoroughly reviewed the RFQ and has found it to be complete and free from ambiguities and sufficient for their intended purpose.

**SIGNATURE:** **X** \_\_\_\_\_

Print Name / Title: \_\_\_\_\_

**Name of Firm:** \_\_\_\_\_

Date: \_\_\_\_\_



## AGENDA BILL

<b>Agenda Subject:</b>  Historic Façade Agreement with The Sturiale Place, LLC.  Reimbursement for preservation and renovation costs incurred by developer to restore the façade of the historic Wood House moved from the Central Addition (River Myrtle URD) to 1501 W. Jefferson Street (Westside URD) for the conversion into a commercial space.		<b>Date:</b>  3/13/2017
<b>Staff Contact:</b> Shellan Rodriguez	<b>Attachments:</b> 1) Site Map 2) Project Photos 3) Image of History Exhibit at the Wood House 4) Draft Historic Façade Agreement	
<b>Action Requested:</b> Review The Sturiale Place, LLC’s Historic Façade Agreement and direct staff to continue negotiating a final agreement for future board approval.		

### Background:

Since late 2014, the owner of Sturiale Place has worked to relocate, preserve, and restore the historic Wood House. The building was originally located on 5<sup>th</sup> Street in the Central Addition, and was moved to a vacant parcel at 1501 Jefferson Street (the southwest corner of Jefferson and 15<sup>th</sup> in the Westside URD).

The 3,000 SF historic residence was initially built in 1893, and Mary F. Wood the first librarian of the Boise Carnegie Library purchased the home in 1899. The home is an example of the Queen Ann style of architecture. The current owner is dedicated to sharing the preservation of this historic building with the public, and has created a mixed use building with a retail and restaurant component. The renovation includes an exhibit in the front entrance of the building telling the history of the Wood House (see Attachment 2).

The owner has invested more than \$800,000 to renovate the house into Sturiale Place, a specialty Italian café and gift shop which will be open to the public daily. The renovation improvements include: structural improvements, the addition of a full basement, ADA restrooms, a commercial kitchen and dining space, streetscapes, historic street lights, landscaping, an exterior wall mural, and renovating the interior and exterior with careful consideration to historic styles.

The proposed Historic Façade Agreement will reimburse the owner for a small portion of expenses related to the preservation and refurbishment of the exterior façade of the historic building. The reimbursement will be contingent upon proof of expenses and proof of a permanent Historic Façade Easement granted to the City of Boise. A Façade Easement will protect the historic architecture and restoration of the Wood House in perpetuity. The current or

any future owner of the building will have to obtain approval from the City's Historic Preservation Commission in order to make any modifications to the exterior façade.

The owner has restored and replaced the siding, roof, windows, and doors. Two of the windows were replaced with custom stained glass to match the historic style. Additionally, the owner added a custom made wrought-iron railing to the front porch and detailed woodwork along the side porch both in keeping with the Queen Ann style. Eligible expenses will include exterior improvements that will be covered in the façade easement such as siding material, paint, glass/glazing, masonry/concrete, and railings. The reimbursement will not exceed \$75,000.

The agency seeks to assist in historic preservation when appropriate as it promotes character and sustainability in the urban renewal districts. Along with benefiting the neighborhood aesthetically, Sturiale Place is located on a previously undeveloped lot in the Westside URD. The design and use of Sturiale Place will bring an active public use to the pedestrian level as well. The project's combination of historic preservation and conversion into a new commercial use also promotes economic growth in the district. The café and gift shop will create several new jobs and the previously vacant parcel will now be taxed as a commercial property.

The owner has completed most of the improvements and plans to open the café and gift shop in April 2017. She has applied for a Façade Easement with the city and has a hearing date with the Historic Preservation Commission on March 27, 2017. The owner is also applying with Preservation Idaho for the Orchid Award, an award dedicated to those who have made a positive contribution to historic preservation.

**Project Summary:**

- Located 15<sup>th</sup> and Jefferson Street (Westside URA)
- Project Completion April 2017
- 3,000 SF of retail space
- Over \$800,000 estimated Total Development Costs
- Approve agreement at April Board Meeting
- Historic Façade Easement process completion expected June 2017

**Fiscal Notes:**

The agreement will include a Not-to-Exceed amount of \$75,000 for façade costs included in the public façade easement to the City of Boise.

This funding will come from the available Westside District Type 1 Participation Program budget allocation for FY 2017.

The project will generate approximately \$96,000 in tax increment over the remaining life of the district. Due to the uniqueness of this commercial project the preliminary estimates stated above are based on project costs and actual assessed value may be different.

**Staff Recommendation:**

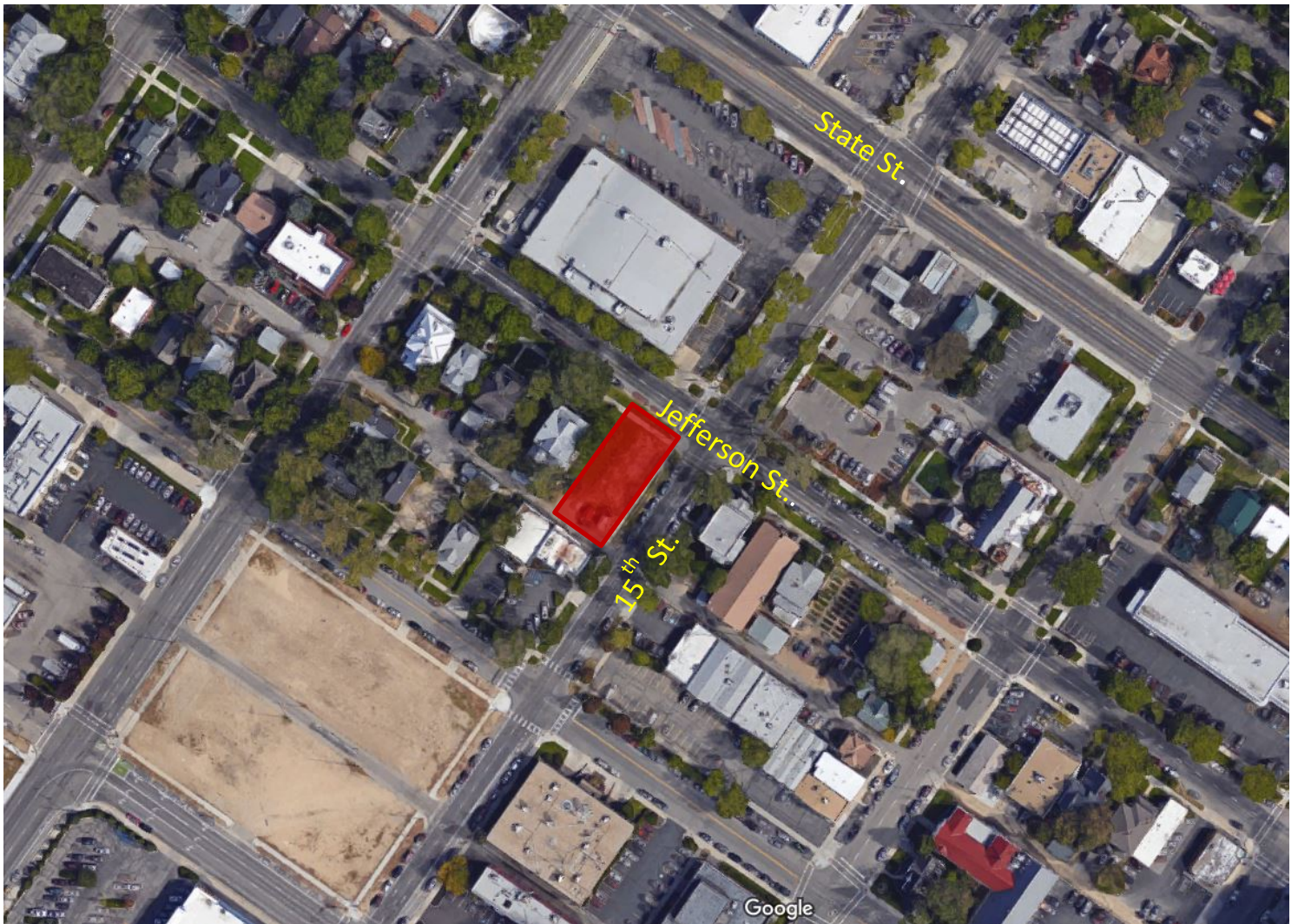
Provide feedback and direct for staff to continue negotiating and finalizing the terms of the Historic Façade Agreement for future Board Approval.

**Suggested Motion:**

I move to direct staff to negotiate a final Historic Façade Agreement with The Sturiale Place, LLC for future board approval.



Attachment 1 – Site Map





## Attachment 2 – Project Photos



Original Location, Central Addition



Transportation of House to 1501 Jefferson



During restoration



Photos from March 8, 2017





### Attachment 3 – Wood House History Display



The house was initially built in 1893, and Mary F. Wood the first librarian of the Boise Carnegie Library purchased the home in 1899.

**Attachment 4 – Draft Historic Façade Agreement**

**SEE NEXT PAGE**

## HISTORIC FACADE AGREEMENT

THIS HISTORIC FACADE AGREEMENT ("Agreement") is entered into by and between the Urban Renewal Agency of the City of Boise, also known as the Capital City Development Corporation, an independent public body, corporate and politic, of the State of Idaho ("CCDC"), and The Sturiale Place, LLC ("Owner"). CCDC and Owner may be collectively referred to as the "Parties" and individually referred to as a "Party."

### RECITALS

A. CCDC is an urban renewal agency created by and existing pursuant to the Idaho Urban Renewal Law of 1965, being Idaho Code, Title 50, Chapter 20, and the Local Economic Project Act, being Idaho Code, Title 50, Chapter 29, as amended and supplemented (collectively the "Act").

B. In 2015 Owner acquired a residence located at 412 S. 5<sup>th</sup> Street, Boise, Idaho (the "Residence") which is more accurately described and depicted on attached **Exhibit A**.

C. On November 23, 2015 Owner relocated the Residence to a lot located at 1501 West Jefferson Street, Boise, Idaho.

D. The new location of the Residence is not within a Historic District within the City of Boise.

E. The Residence was originally constructed in 1893 and is a unique example of the Queen Ann style of architecture for residences constructed in Boise in the 1890s. The house was sold to Mary Shoup Wood on July 4, 1899. The house is commonly referred to as the Wood House because of this ownership. Owner is in the process of renovating the Residence to become a commercial property that will host a gift shop and café called Sturiale Place.

F. Owner seeks to donate a façade easement to the City of Boise in exchange for reimbursement of the costs incurred to preserve and refurbish the exterior of the Residence to its current location.

G. If the Residence had not been relocated, it would have been demolished.

H. Idaho Code § 67-4601 declares the preservation of historical property to be the public policy and in the best interests of the public and authorizes all levels of the government of the State of Idaho and its political subdivisions to engage in historical preservation.

I. CCDC finds it in the interest of the agency and in the interest of the public to reimburse Owner for façade preservation costs in exchange for a grant of a historic façade easement to the City of Boise, which will preserve the historical structure.



## AGREEMENTS

NOW, THEREFORE, in consideration of the above recitals, which are incorporated into this Agreement; the mutual covenants contained herein; and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. **Effective Date.** The effective date ("Effective Date") of this Agreement shall be the date when this Agreement has been signed by Owner and CCDC (last date signed).
2. **Recitals, Purpose of This Agreement, and Interest.** The Parties agree that the foregoing recitals are not mere recitations but are covenants of the Parties, binding upon them and forming a portion of the consideration for the agreements contained herein. CCDC's commitment herein is designed to comply with CCDC's authority under the Act and is intended to constitute an expenditure of CCDC funds for a public purpose and not be deemed a gift or donation of public funds.
3. **Eligible Expenses.** The Parties acknowledge and agree Owner has incurred \$XXXXXX in façade preservation expenses (the "Eligible Expenses") for the refurbishment of the Residence. Attached hereto as **Exhibit B** is a true and correct copy of documentation evidencing the costs for renovation and preservation of the Residence's façade. CCDC agrees to reimburse Participant 100% of Actual Eligible Costs not to exceed \$75,000.
4. **Donation of Historic Façade Easement.** Before Agency is obligated to reimburse Owner for the Relocation Expenses, Owner must provide Agency with written notice from the City that the City has been granted a perpetual historic façade easement for the Residence and that such historic façade easement has been accepted by the City and recorded.
5. **Reimbursement.** Upon Owner's delivery to CCDC of written confirmation acceptable to CCDC that the City has been granted a perpetual historic façade easement for the Residence and that such historic façade easement has been accepted by the City and recorded, CCDC shall pay Owner the Eligible Expenses within thirty (30) days after receipt of such acceptable written confirmation.
6. **Indemnification.** Owner shall indemnify, defend, and hold CCDC and its respective officers, agents, and employees harmless from and against all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses, including reasonable architect and attorney fees (collectively referred to in this Section as "Claim"), which may be imposed upon or incurred by or asserted against CCDC or its respective officers, agents, and employees relating to the preservation of the Residence or otherwise arising out of this Agreement. Notwithstanding the foregoing, Owner shall have no obligation to indemnify and hold CCDC and its respective officers, agents, and employees harmless from and against any matter to the extent it arises from the active

negligence or willful act of CCDC or its respective officers, agents, or employees. In the event an action or proceeding is brought against CCDC or its respective officers, agents, and employees by reason of any such claim, Owner, upon written notice from CCDC, shall, at Owner's expense, resist or defend such action or proceeding.

**7. Rights and Remedies Are Cumulative.** Except as otherwise expressly stated in this Agreement, the rights and remedies of the Parties are cumulative, and the exercise by any Party of one or more of such rights or remedies shall not preclude the exercise by it, at the same time or different times, of any other rights or remedies for the same default or any other default by the other Party.

**8. Captions and Headings.** The captions and headings in this Agreement are for reference only and shall not be deemed to define or limit the scope or intent of any of the terms, covenants, conditions, or agreements contained herein.

**9. No Joint Venture or Partnership.** CCDC and Owner agree that nothing contained in this Agreement or in any document executed in connection with this Agreement shall be construed as making CCDC and Owner a joint venture or partners.

**10. Notices and Receipt.** All notices given pursuant to this Agreement shall be in writing and shall be given by personal service, by United States mail, or by United States express mail or other established express delivery service (such as Federal Express), postage or delivery charge prepaid, return receipt requested, addressed to the appropriate Party at the address set forth below:

If to Owner: Rita Sturiale, Owner  
621 N 18<sup>th</sup> Street  
Boise, Idaho 83702  
208-724-1448  
[Collector\\_girl@hotmail.com](mailto:Collector_girl@hotmail.com)

If to CCDC: John Brunelle, Executive Director  
Capital City Development Corporation  
121 N. 9<sup>th</sup> Street, Suite 501  
Boise, Idaho 83701  
208-384-4264  
[jbrunelle@ccdchboise.com](mailto:jbrunelle@ccdchboise.com)

The person and address to which notices are to be given may be changed at any time by any Party upon written notice to the other Party. All notices given pursuant to this Agreement shall be deemed given upon receipt. For the purpose of this Agreement, the term "receipt" shall mean the earlier of any of the following:

- (i) date of delivery of the notice or other document to the address specified above as shown on the return receipt;

- (ii) date of actual receipt of the notice or other document by the person or entity specified above; or
- (iii) in the case of refusal to accept delivery or inability to deliver the notice or other document, the earlier of:
  - (a) date of the attempted delivery or refusal to accept delivery,
  - (b) date of the postmark on the return receipt, or
  - (c) date of receipt of notice of refusal or notice of non-delivery by the sending Party.

**11. Successors and Assigns.** This Agreement shall, except as otherwise provided herein, be binding upon and inure to the benefit of the successors and assigns of the Parties hereto.

**12. Applicable Law/Attorney Fees.** This Agreement shall be construed and enforced in accordance with the laws of the State of Idaho. Should any legal action be brought by either Party because of breach of this Agreement or to enforce any provision of this Agreement, the prevailing Party shall be entitled to reasonable attorney fees, court costs, and such other costs as may be found by the court.

**13. Severability.** If any provisions of this Agreement shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions of this Agreement, and this Agreement shall be construed and enforced as if such illegal or invalid provisions had not been contained herein.

**14. Entire Agreement, Waivers, and Amendments.** This Agreement, constitutes the entire understanding and agreement of the Parties concerning the preservation of the Wood House. This Agreement integrates all of the terms and conditions mentioned herein or incidental hereto and supersedes all negotiations or previous agreements between the Parties with respect to all or any part of the subject matter thereof. Nothing in this Agreement is intended to modify the completed Type 1 Participation Agreement between the parties dated April 11, 2016. All waivers of the provisions of this Agreement must be in writing and signed by the appropriate authorities of CCDC and Owner, and all amendments hereto must be in writing and signed by the appropriate authorities of CCDC and Owner.

IN WITNESS WHEREOF, the Parties hereto have signed this Agreement the day and year below written to be effective the day and year above written.

~Signatures on following page~



**Capital City Development  
Corporation ("CCDC")**

**The Sturiale Place, LLC**

By \_\_\_\_\_  
John Brunelle, Executive Director

By \_\_\_\_\_  
Rita Sturiale, Owner

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DRAFT

## Exhibit A

### Before and After photos of Historic Wood House



Exhibit B  
Expense Documentation

DRAFT





# FRIDAY UPDATE

March 10, 2017

**TO:** John Hale, Chairman, CCDC Board Executive Committee  
**FM:** John Brunelle, Executive Director  
**RE:** CCDC Operations Report – March 2017

In just a few months, CCDC's partnership with Local Construct will result in 158 new rental units being offered for lease at The Fowler apartments located at 5<sup>th</sup> & Broad streets in the Central Addition. The Agency's innovative approach to supporting the vision for this downtown Boise residential project was driven by our desire to prove that such a project was a viable investment. We also wanted to provide a solid comparable rental 'case study' for future investors and developers. It was CCDC's Downtown Boise Housing Study in 2015 that helped stoke the interest for downtown residential projects, and many others helped make it happen. A timely follow up event, sponsored by CCDC, couples overall Boise area housing with the mobility conversation. As active



**Housing and Mobility**  
Wednesday April 5, 2017 | 7:30-9:30 AM  
CSHQA | 200 Broad Street, Boise, ID

Are we driving until we qualify? How far are we commuting to work? What are the combined costs of housing and mobility for Treasure Valley residents? What does this mean for our most vulnerable populations? Join us to hear the answers to these questions and more at this interactive program.

Speakers include: Carl Miller, COMPASS; Dean Corey Cook, School of Public Affairs, Boise State University; Dr. Sarah Toews, Professor, Community and Environmental Health, Boise State University; Rebecca Lemmons, United Way of the Treasure Valley; and Kelli Badesheim, Valley Regional Transit.

This is another event in ULI Idaho's dedication in 2016-17 to *Moving People First*

Program Sponsors



First American  
Title Company

Register today at: <http://idaho.uli.org/event/housing-and-mobility/>  
As active members of ULI Idaho, we hope you can attend.



MAY 31ST FROM 4:00 - 5:30 PM - BOISE CENTRE

Local Beer, Wine and a Food-Truck Reception Following the Event (5:30-7:00)

## A GATHERING FOCUSED ON OUR PEOPLE ADVANTAGE

### PROGRAM OVERVIEW

- Leading Into The Future: What do we keep and what do we grow in the future?
- Leadership & Vision Panel:
  - Dr. Bob Kustra (Boise State), Moderator
  - Mark Durcan (Micron Technology, Inc.)
  - Tommy Ahlquist (Gardner Company)
  - Bill Whitacre (J.R. Simplot Company)
- There will also be a second panel of emerging leaders (to be announced) Expect Some Surprises Along the Way!

### PRESENTING SPONSORS



### FOOD-TRUCK SPONSORS



### CO-SPONSORS



There are many success stories resulting from CCDC's forays in the 'economic development,' including business incubator and accelerator examples from The Watercooler and Trailhead. The Agency recently collaborated with Boise City, BOI, DBA and others to publish a cover insert in the new Idaho Investment Guide with Site Selector Magazine. Copies of the guide will be available at our March meeting. The Agency also supports the Boise Valley Economic Partnership and we will be supporting this new event. Please let me know if you would like to attend.



### **\$13 Million River Myrtle-Old Boise District Redevelopment Bonds, Series 2017**

On December 16, 2016 the Agency issued a Request for Proposals to ten banks for the direct loan or direct purchase of approximately \$13 million of tax-exempt (interest earned is excludable from gross income) River-Myrtle / Old Boise District Redevelopment Bonds, Series 2017.

#### Use of Funds in RMOB District:

- |  |               |
|--|---------------|
| 1. Pioneer Crossing parking garage condo (250 of 650 spaces) | \$5.4 million |
| 2. The Fowler parking garage condo (89 of 189 spaces)        | \$2.6 million |
| 3. Broad St / Central Addition / LIV District Improvements   | \$4.9 million |

#### Security:

1. River-Myrtle / Old Boise Tax Increment Revenue.
2. Net Parking Revenue.

Proposals were received by the January 26 due date from Mountain West Bank, Washington Federal, Bank of America, Zions Bank, DL Evans Bank, US Bank and Bank of the Cascades. Three banks – Banner Bank, Wells Fargo and Columbia Bank – did not submit proposals.

At its February meeting the Board of Commissioners selected the Zions Bank proposal and authorized staff to negotiate the financing. Bank of America was designated the alternate.

Considering the favorable terms and 2.6% interest rate proposed by Zions Bank, the Finance Team is exploring the possibility of refinancing the existing RMOB 2010B bonds (\$5.6 million principal outstanding) and redeeming the existing RMOB 2010C bonds (\$1.7 million principal outstanding). Both those bonds would normally mature in 2024. Based on a 2.6% interest rate these actions would save nearly \$600,000. As this is written staff is awaiting a response from Zions Bank. Should this proceed, the original timeline for the Board to consider the Bond Resolution at its April meeting with a May closing would be extended one month to the Board's May meeting and a June closing.

#### Projected Timeline:

- |       |         |   |
|-------|---------|---|
| 2016  | Dec 16: | RFP sent to ten financial institutions                        |
| 2017  | Jan 26: | Proposals due; seven banks responded                          |
|       | Feb 13: | Board selects Zions Bank proposal                             |
|       | May 8:  | Bond Resolution to Board (financing, refinancing, redemption) |
|       | June 7: | Closing   |
| 2024: | Sept 1  | Final Maturity  |

## **COMPETITIVE BIDDING and QUALIFICATION-BASED SELECTIONS**

### **2017 Streetscape Improvements Project – Request for Qualifications**

Project: The Agency desires to hire a general contractor to construct the designated streetscape improvements this coming summer. Per Agency procedure and state law, only pre-qualified contractors are able to bid the on this project.

- Jan 4: RFQ issued.
- Feb 8: Submissions due from any interested public works contractor.
- March 13: Board considers pre-qualifying bidders.

### **ParkBOI Garage Painting – Invitation to Bid**

Project: The Agency will paint the stairwells and lobbies inside its six public parking garages to achieve a clean, simple and uniform public parking garage aesthetic.

- March 1: Invitation to Bid issued.
- March 9: Non-mandatory pre-bid meeting.
- March 22: Bids Due.
- April 10: Board considers awarding public works contract.

### **Broad Street –Public Infrastructure Improvement Project**

Project: Agency investments in Broad Street, include streetscapes, expansion of the city's geothermal system, installation of green storm water management and fiber optic infrastructure and historic preservation activities. Guho Corp was competitively selected for Construction Manager / General Contractor (CM/GC) services.

- Sept 12, 2016 The Board of Commissioners approved Amendment 2 to the CM/GC contract, authorizing the amended Guaranteed Maximum Price (GMP) start of construction services and award of subcontracts.
- Jan 9, 2017: Board awards final GMP construction amendment
- April 2017: Anticipated Phase 1 Substantial Completion.
- March 2017: Anticipated start of Phase 2 construction.
- May 31, 2017: Anticipated Phase 2 Substantial Completion.

Status: Inclement winter weather negatively impacted the delivery schedule.

## **OTHER CONTRACTS ACTIVITY**

**The Grove Plaza** – Limited Vehicular Access License Agreement with Lytle Signs for installation of the Boise Center East signage.

**ParkBOI Website** – Task Order with Carew Co to update website design to incorporate new logo and enhance usability.

**SemaConnect** – Service Contract for network services (locating, hook up, billing, and revenue remittance) for the six electric vehicle (EV) charging stations in 9<sup>th</sup> & Main and Capitol & Main public parking garages.

**MR Priest / Advanced Sign** – Task Order to fabricate and install a new multi-bike rack with signage in the loading zone on Main Street adjacent to the Capital & Main Garage in the Central District.

**Mountain States Appraisal** – Task Order with to complete a re-use appraisal for the development concept of 31 townhomes and 1 retail unit on the Agency's Ash Street property in the River-Myrtle / Old Boise District.

**Musgrove Engineering** – Task Order for electrical engineering services to design and develop construction documents to underground utility lines in the alley between Front and Grove Streets and 11<sup>th</sup> and 12<sup>th</sup> Streets, Block 18, Westside District.

**Guy Hand** – Professional Services Agreement with for professional photography of agency projects completed in 2016 for the CCDC Annual Report.

**Sherman & Howard** – Engagement Letter and public notice for bond counsel representation regarding the \$13 million River-Myrtle / Old Boise District Series 2017 financing.

**Development Team: Todd Bunderson, Doug Woodruff, Shellan Rodriguez, Karl Woods, Matt Edmond, & Laura Williams**

## INFRASTRUCTURE PROJECTS

### **Alley, 11th to 12th Street between Grove & Front - CCDC Alley Program**

#### **Project Description**

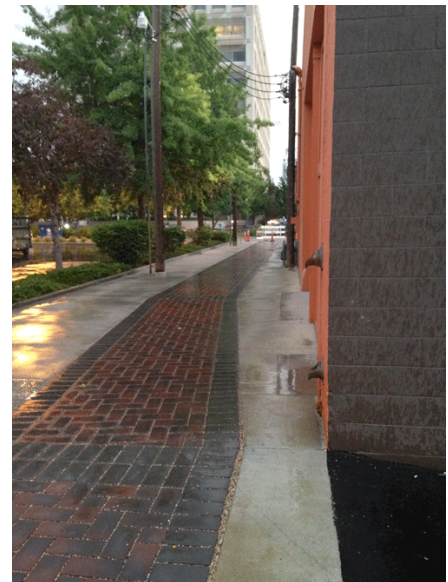
CCDC is working with ACHD, City of Boise, and downtown developers to improve alleys as public spaces in support of the Draft Downtown Parks & Public Spaces Plan. This includes leveraging ACHD "green" alley projects that reduce stormwater runoff, undergrounding overhead utilities, and possibly other improvements yet to be determined.

#### **Update**

ACHD kicked off its 2018 green alley projects in December 2016 and is at 75% design. Staff has requested engineering services from Idaho Power and submitted a task order to Musgrove for the non-Idaho Power portion of design for undergrounding to be done concurrently with the ACHD project in 2018.



*Before - Alley at 13<sup>th</sup> and Idaho*



*After Green Alley at 13<sup>th</sup> and Idaho*



**Next Steps**

CCDC staff is requesting a change in the mid-year CIP Amendment at March board meeting for alley work to occur in 2018 (\$200,000), concurrent with the ACHD alley project. Currently, it's programmed in 2020 (\$450,000).

***Other Active Infrastructure Projects*****State Street, 16th - 8th, Both Sides (Joint Project w/ACHD)**

Staff from ACHD, CCDC, and COB scoped this project in September 2016. ACHD has subsequently delayed the project to 2020 as part of Downtown Boise Implementation Plan adjustments. Staff is proposing to re-program funds (\$450,000) from 2018 to 2020 in mid-year CIP update to reflect this change in ACHD project.

**Broad Street - Central Addition Geothermal Expansion - PP Type 4**

Geothermal expansion is under construction. Completion anticipated April of 2017.

**Broad Street - Central Addition Improvements - CIP Project**

Phase 1 (5th Street to 2nd Street) is under construction. Board approved Phase 2 Streetscape Improvements (5th Street to Capitol Blvd.) on January 9. Phase 2 construction to start March 2017.

**2017 Streetscape Improvements - CIP Project**

Design of streetscape Improvements have been approved by Design Review. Construction documents are underway. Construction drawings will be completed and submitted to ACHD for approval.

**Whittier Elementary School**

Staff at various levels has met with representatives of the School District, the design team, and City PDS to learn about the proposal. LKV submitted on behalf of the School District to DR for a February review. Staff is working with the design team to determine what eligible costs may exist and may request some level of reimbursement accordingly from the Board in coming months.

**515 W. Idaho - Paulsen - PP Type 1**

Staff expects the developer to request an extension as the improvements are being rescheduled due to the timing of the 5th and Idaho Apartment project.

## MOBILITY PROJECTS



### **Bike Rack Infill**

#### **Project Description**

CCDC is working with ACHD, City of Boise, and downtown businesses to provide additional bike parking down where needed. CCDC funds the additional bike racks.

#### **Project Update**

CCDC staff supervised the installation of CCDC's newest bike corral, on Main Street near the south entrance to the Capitol & Main Garage, on March 1.

#### **Update**

CCDC and Boise staff are discussing relocation of the bike corral next to Egyptian Theater/ Tony's to Idaho/8th when the City Hall Plaza/Capitol Blvd project begins this coming spring.

### ***Other Active Mobility Projects***

#### **150 N. Capitol - City Hall Plaza - PP Type 4**

The T4 agreement was approved and fully executed in February. The City has opened bids and is planning an on schedule construction start of March 27. CCDC staff will track construction progress and await request for inspection and payment from City, expected to happen in October 2017.

#### **Wayfinding**

Sea Reach delivered an updated construction package this month, but implementation plan and cost estimates are still pending. Staff is working with ACHD and Boise legal departments for a license agreement where signs go in ACHD right-of-way and with ITD for an encroachment permit where signs will go in ITD right-of-way, including design of breakaway safety features. Once cost estimates and phasing plan are received, CCDC will discuss project phasing with City of Boise and begin the procurement process.

#### **Front & Myrtle Alternatives Analysis**

CCDC hosted project workshop #2 on January 26. Discussion items included Existing Conditions Report, Quick Wins, and Alternatives Brainstorming. CCDC and ITD have a tentative agreement to include some "quick wins" with 2017 resurfacing project on Front and Myrtle at a total cost to CCDC of approximately \$125,000:

- Reduce curb radius/crossing distance at 21 corners
- Improve Pioneer Pathway connection to and across 11th/Myrtle
- Install signal conduit across Front at 10th and 12th

- Close 4 unused driveway cuts

The consultants (Sam Schwartz, Kittelson, Leland) are refining and scoring alternatives to present at workshop #3 on March 29. ITD should have a draft agreement on quick wins and costs to CCDC in March.

### **State Street TTOP MOU Renewal**

CCDC Board approved Reso 1479 on 13 February 2017, authorizing the Executive Director to sign the updated MOU. COMPASS and VRT are in the process of circulating the MOU for signature.

### **401 S. 5th Street - The Fowler Public Parking - PP Type 3**

CCDC is working with Andersen and Local Construct to finalize parking equipment and signage packages. Final signage design to be completed in March.

### **11<sup>th</sup> & Front Parking Garage**

CCDC will be purchasing a portion of and operating the new 660 space garage. CCDC is working with the development team on signage, parking equipment and finishes.

### **1101 Front - Pioneer Crossing - PP Type 3**

Per the Purchase and Sale Agreement, staff and consultants completed their review of the Construction Drawings in order to ensure compliance with CCDC's design guidelines. Additionally, the developer has requested staff and counsel begin working on condominium drafts and agreements. Staff and developer are working on sign and branding package to confirm ParkBOI signage is included at the appropriate locations. Staff continues to review and approve specifications for desired equipment and staff and counsel are drafting condo declarations. Staff aims to attend regular construction meetings in the future.

## **PLACEMAKING PROJECTS**

### **826 W Main Street - The Grove Plaza Renovation - CIP Project**

#### **Project Description**

The Grove Plaza renovation replaces the plaza's aging infrastructure and upgrades its key features to provide an improved public space for civic events. The construction budget is \$4.85 million dollars.

#### **Update**

McAlvain Construction has begun ramping up efforts with intention to mobilize on March 13 and resume construction efforts for Phase 2 (the south spoke).

#### **Next Steps**

On April 1 a construction fence shift will occur where McAlvain will occupy a portion of the central plaza and south spoke. ESI will vacate the current construction area that this time.



## ***Other Active Placemaking Projects***

### **Central District Improvements (Inc. 8th Street) - CIP Project**

CCDC received two qualified responses to an RFP for design services. The respondents were ranked and the proposal was awarded to CSHQA. Fee negotiations for project programming are complete and work is beginning. Staff will present a project update to the Board at the March meeting soliciting initial input about potential improvements. The design team will proceed with formalizing a prioritized program for approval at the May board meeting.

### **South 8th Street District Plan - CIP Project**

CTY has been hired to further the LOCI plan to identify lighter, quicker, faster improvements to be implemented in the immediate future. CCDC is working on task orders for design professionals and CoB is working on Calls to Artists. Design professionals and artists will soon be hired.

### **5th and Myrtle - Julia Davis Park Entry - CIP Project**

Tentative schedule by Guho estimates construction to be substantially complete May 2017.

### **5th Street - 5th and Idaho Apartments - PP Type 2/ Type 4**

Initial public improvement permits have been received by the developer and they intend to proceed with utility work in March. Although firm financing was expected in early mid-January in hopes of a loan closing in March 2017, the developer does not currently have a closing date set. Construction should take 18 months. CCDC approved an amendment to the Type 4 Agreement in order to incorporate additional alley improvements adjacent to the original project site in accordance with CCDC's CIP. No pending CCDC action, awaiting construction start.

## **ECONOMIC DEVELOPMENT PROJECTS**

### **Trailhead & Trailhead North**

#### **Project Description**

Trailhead helps start and scale businesses, nonprofits, and other high-impact projects. About 400 annual members come and go from Trailhead to work on projects, take meetings, or talk shop. Trailhead hosted 322 events in 2016 with over 6,600 attendees.

#### **Update**

Trailhead North, an expansion of the existing building located across Myrtle Street, opened in January to meet requests for a more focused, less interruptive place with access to private meeting rooms. The space has private offices available to Trailhead members for \$400 to \$600 per month with month-to-month leases, and closed-door meeting rooms. The existing Trailhead space is a larger, open room meant for collaboration and





impromptu conversations.

### **Next Steps**

Approximately 10 of the 30 desks that are still available to lease, which is a good fit for small startups (3-10 employees) who are growing, but aren't ready for an office lease. Trailhead plays an important role in economic development and business incubation for Boise. CCDC is very pleased with the result Trailhead has seen in the last 2 years.

## ***Other Active Economic Development Projects***

### **27th & Stewart Development - Whitewater Station - Potential PP**

The proposed project seems to meet the master plan and there are likely public improvements that are eligible costs. Staff continues to meet with the developer, the City, and the project's design team to discuss CCDC Participation. Staff is expecting a request for either a Type 1 or Type 2 participation in the coming months. Upon receipt and review of a complete Participation Program Application, CCDC Board will be requested by staff to designate the project as a Participation Program project and will move forward accordingly.

### **32nd & Moore - Housing Authority Development - Potential PP**

CCDC staff has met with this developer and their design team a few times to review the participation policy. Staff is not certain when a request for participation will be submitted. Upon receipt and review of a complete Participation Program Application CCDC Board will be requested by staff to designate the project as a Participation Program project and will move forward accordingly.

### **Multi-Purpose Stadium Assessment**

CCDC/COB discussions are currently in progress with the developer. CCDC has been attending regular meetings with the City of Boise on this project. Continue working with the City and Developer to determine a critical path for this project and a schedule outline.

### **503 - 647 S. Ash Street - Ash Street RFP - PP Type 5**

The design team is working towards a complete set of design documents in mid-March for review and pricing by their contracting. Upon completion of estimates budget will be submitted to CCDC's appraiser to complete a Re Use Appraisal. Staff has a task order to complete a ReUse appraisal. Staff is drafting a DDA. Upon completion of the ERN Phase (which contractually ends on July 1, 2017) a DDA will be brought to the Board for review and approval.

### **620 S. 9th - The Afton - PP Type 5**

Developer is working on planning for Phase 2 of his project, and will likely close on the property before contractually obligated. Staff is expecting a spring or summer of 2017 closing date. Phase 1 is under construction, and staff is coordinating a tour of Phase I of the project in April.

## **SPECIAL PROJECTS**

### **Boise City Art Project (South 8th Street Area)**

CCDC working with Arts and History on public art installations identified in the 8th Street Corridor planning effort. Release call to artists to select an artist for the effort. CoB is working on the Calls to Artists.



**Traffic Box Artwork - Public Art**

Call to artists was released with a deadline of February 2017 for the traffic box wraps. Panel for selection of artists at end of March.

**617 S. Ash St. - Hayman House - PP Type 5**

Staff expects a Memorandum of Understanding to be brought to the Board for approval in coming months. Staff has completed a Capital Needs Assessment (CNA) on the property and instead of completing the improvements will convey to the City with the reports.

**Parking & Facilities Team: Max Clark & Ben Houpt****Capitol & Main Parking Garage “New Neighbor”**

The Hawkins Company is in the process of purchasing the retail portion from the Ropers. There have not been any specific requests of the Agency at this time. We have accomplished what has been asked of us to facilitate the transaction.

**Exterior Signage for All Garages**

Specifications have been completed. Staff held a pre-bid meeting on March 8. No prospective bidders showed up. Staff is contacting known sign companies in Boise to assess why they did not participate. We will adjust and move forward as soon as possible.

**Parking Rate Examination**

Staff is exploring various options to encourage TDM initiatives, and the costs associated with them. We will report back to the full Board in the not too distant future.

**COB - Downtown Transportation Plan**

Staff attended a City Council public hearing on March 7 supporting incorporating the TAP into the City's comprehensive plan. The measure was unanimously approved by the Council.

**Park & Ride Shuttle**

After an extensive outreach process in 2016 it was determined that there appeared to be sufficient interest in Park & Ride sites as an alternative to paying to park downtown. We are now to assessing the impact that adding nearly 750 parking spaces downtown will have on demand; and to determine Council interest in the P&R options. A Mobility Steering Committee has been scheduled for March 28. The committee includes senior staff from the City, VRT, DBA and CCDC. Discussion is expected regarding planned and potential initiatives for the balance of the year.

**HOA Meetings Update**

Meetings are being scheduled for condo associations that have been impacted by winter damage, or will be impacted by our branding painting and exterior signage projects. Hoped for outcomes of the condo association meetings are agreements for minimizing business interruptions while we are undertaking garage improvements; and planning to minimize winter damage next season.

**Nighttime Parking Update**

One permit has been sold as of March 8.

## **SPECIAL MEMO from Max Clark RE: Suicide Prevention Measures in ParkBOI Garages**

Date: March 9, 2017

To: CCDC Board of Commissioners

From: Max Clark, Parking & Facilities Director

### Introduction

The following information is an overview of ParkBOI's current efforts to minimize the occurrence of our structures use as locations where individuals may want to cause harm to themselves.

### Background

Prompted by a story in the October 16, 2016 Idaho Statesman of a suicide attempt, and a near attempt from a downtown parking garage, the Suicide Prevention Program (SPP), a division of the State of Idaho Department of Health & Welfare, began an informal investigation into downtown Boise public parking garages in an effort to make a determination about potential suicide destinations and any emerging trends related to suicide means.

The Suicide Prevention Program was established in 2016 to help implement specific strategies in alignment with the Idaho Suicide Prevention Plan (ISPP) and provide a more comprehensive approach to suicide prevention in Idaho to reduce our state's suicide rate. The program is supported by state general funds and housed in the Division of Public Health in the Idaho Department of Health and Welfare. It was created through an allocation made by the 2016 Idaho State Legislature and will initially support three priorities:

1. Provide funding for youth education
2. Provide funding for the Idaho Suicide Prevention Hotline
3. Conduct a public awareness campaign

SPP was able to obtain Boise City Police records data for calls relating to mental health crises and/or suicidal subjects involving the ParkBOI parking structures for the past three years. SPP staff made visits to each ParkBOI parking structure to help determine why one particular parking garage was utilized far more frequently than the other garages by suicidal individuals. The following attributes were taken into consideration during their visits and subsequent report: Structure Height; Degree of Enclosure; Rooftop Accessibility; Stairway and Elevator Location; Ledge Design; Proximity of Adjacent Buildings/Structures. After visiting each garage they drafted a report and requested a meeting with CCDC staff. That meeting occurred in December of 2016.

### SPP Findings (Report Attached)

1. 10 of 11 calls to Police Dispatch from 2014-2016 were associated with one particular garage: 9<sup>th</sup> & Front (City Centre).
2. Analysis revealed that the 9<sup>th</sup> & Front Garage does contain features that may be more likely to contribute to the consideration of that location as potential means for those who are suicidal, and may explain the high incidence of suicidal subjects from that particular structure.

### Action Plan

#### SPP suggested measures:

1. *Signs.* A prototype sign has been created, approved by SPP and will be fabricated and installed within a month. These signs will be mounted in more than one garage. Model attached to this report.
2. *Training.* Later this month CCDC's Parking Operator and security staff will receive training SPP basic 2-hour training with a section on how to talk to and listen to someone who is suicidal and can provide at your convenience. Additional specialized training is offered and will be evaluated for a limited number of staff.
3. *Barriers.* Physical barriers are being examined for 9<sup>th</sup> & Front on the ledges, stairwells and cables which run horizontally along the walls of the garage (providing a "ladder" with which to access the ledge more readily.) We should have ideas re design and cost by mid-March, and will implement over time any reasonable measure suggested.
4. *Restrict Loitering.* While not mentioned by SPP, some professionals recommend prohibiting loitering on the upper floors of parking structures. We do not feel we are ready to implement this measure yet, as the garage rooftops are popular viewing points for downtown parades, balloon launches and fireworks.

Feeling hopeless,  
lonely, suicidal?



There is hope.

There is help.

Call 1-800-273-8255 or  
Call or Text 208-398-4357





# CCDC Downtown Boise Parking Structures

Evaluation and Recommendations  
Related to Suicide Means Accessibility

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**Suicide Prevention Program**

**208-334-4953**

December 2016



IDAHO DEPARTMENT OF HEALTH & WELFARE  
DIVISION OF PUBLIC HEALTH

## INTRODUCTION

Prompted by a story in the October 16, 2016 Idaho Statesman of a suicide attempt, and a near attempt from a downtown parking garage, the Suicide Prevention Program (SPP) began an informal investigation into downtown Boise public parking garages in an effort to make a determination about potential suicide destinations. Capital City Development Corporation (CCDC) owns and operates the following six parking garages within the downtown Boise area:

**Figure 1 - CCDC Garage Names & Locations**

1. Eastman – 9<sup>th</sup> & Main
2. Capitol Terrace – Capitol & Main
3. Grove Street Garage – 10<sup>th</sup> & Front
4. Boulevard Garage – Capitol & Front
5. City Centre Garage – 9<sup>th</sup> & Front
6. Myrtle Street Garage – Capitol & Myrtle



The SPP made site visits to each garage and acquired Boise City Police dispatch data for each of the garage locations over the past three years. SPP sought to discover whether the story discussed in the Statesman was an isolated incident, or part of a trend related to suicide means.

## POLICE DISPATCH REPORT DATA

SPP was able to obtain Boise City Police records data for calls relating to mental health crises and/or suicidal subjects involving the CCDC parking structures. The calls span from January 1, 2014 through November 1, 2016 and are shown below in Table 1.

**Table 1 - Dispatch Calls to all CCDC Garages Jan. 1, 2014 – Nov. 1, 2016**

Structure	2014	2015	2016*	Total
Boulevard Garage	-	-	-	0
Capitol Terrace	1	-	-	1
City Centre Garage	1	3	6	10
Eastman	-	-	-	0
Grove Street Garage	-	-	-	0
Myrtle Street Garage	-	-	-	0
			<b>Total</b>	<b>11</b>

\*Through 11/1/16

Though the data set in Table 1 is small, it does clearly show that the City Centre garage is subject to more mental health crisis/suicidal calls than any other public garage and that a trend may be emerging.

## **PARKING STRUCTURES**

According to the Centers for Disease Control and Prevention, nearly 2% of all 2014 suicides were related to jumping or falling, many of which took place from transportation areas such as railways, bridges or parking garages. The International Parking Institute (IPI) conducted a survey in January 2016 among IPI member organizations which showed that 38% of the respondents had experienced a suicide in one of their parking structures with another 20% stating that a suicide attempt had been made in one of their structures. Thus, a majority of 58% experienced suicidal subjects. Parking structures provide easy access to heights, are usually designed in a way that is more open for ventilation purposes, and they typically have fewer security checkpoints as compared with office buildings or other high structures that are closed at night, have regular security detail, and a much more enclosed design.

SPP staff made visits to each CCDC parking structure to help determine why the City Centre parking garage was utilized far more frequently than the other garages by suicidal individuals. The following attributes were taken into consideration:

- Structure Height
- Degree of Enclosure
- Rooftop Accessibility
- Stairway and Elevator Location
- Ledge Design
- Proximity of Adjacent Buildings/Structures

### ***Boulevard Garage***

The Boulevard garage is located at 246 S. Capitol Blvd. on the corner of Capitol Blvd. and Front St. The Boulevard Garage is completely enclosed and has no rooftop access. An image of the garage is shown below.



Boulevard Garage Entrance – East Side

**Myrtle Street**

The Myrtle Street garage is located at 451 S. Capitol Blvd. between Myrtle and Broad Streets. This structure has one entrance along Capitol Blvd. and a second entrance from within an alleyway on the west side of the building. The garage is connected to the Hampton Inn & Suites Hotel as well as several restaurants and clothing shops. The structure is four stories high, with three used for parking, including the roof. All stairways and elevators are fully enclosed. The barrier walls are constructed of concrete. Half of the barrier walls are seven inches wide, while the other half are made of 13 inches wide concrete. There is no additional railing atop the concrete barriers. The second and third floor street-side openings are much more enclosed than that of the other structures. Images of Myrtle Street garage are shown below.



Myrtle Street Garage Front – North Side



Fourth Floor Barrier – North Facing



Third Floor Barrier – North Facing



Third Floor Barrier – North Facing



### **Eastman Garage**

Eastman Garage is located at 848 W. Main St. between 8<sup>th</sup> and 9<sup>th</sup> Streets with an entrance on Idaho Street. Eastman Garage is adjacent to several restaurants and shops at the street level. The garage is five stories high with four floors used for parking, including the roof. Both the stairway and elevator area are enclosed. The Eastman Garage has two sides looking out over the street, North and South. East and West side walls are enclosed and the top floor looks out onto adjacent rooftops. The barrier walls are composed of concrete and topped with a metal railing as shown below.



Eastman Garage Front – North Side



Fifth Floor Railing – South Facing



Fifth Floor – West Facing



Third Floor Railing – South Facing

### **Capitol Terrace**

The Capitol Terrace Garage is located at 765 W. Idaho St. between Capitol Blvd. and 8<sup>th</sup> Street with entrances from both Idaho and Main streets. The garage is adjacent to several restaurants and shops. The garage sits six stories high with five floors used for parking, including the roof. Stairways and elevators are fully enclosed within the structure. Capitol Terrace has two sides that overlook the street, North and South. Both East and West side barrier walls are enclosed or overlooking adjacent rooftops. Structure walls are concrete with a metal railing installed atop the concrete barriers on the street-facing, top floor sections. The metal railing is used more intermittently on the lower levels, being placed in between concrete portions. This parking structure was subject to one welfare check for a possible suicidal subject in October 2014. Pictures of the Capitol Terrace Garage are shown below.



Capitol Terrace Front – South Side



Sixth Floor Railing – North Facing



Third Floor Railing – South Facing



Sixth Floor – East Facing



### **Grove Street Garage**

The Grove Street Garage is located at 234 S. 10<sup>th</sup> St. on the corner of 10th and Front Streets immediately adjacent to Hotel 43 and Chandler's Restaurant. Entrance to the garage is along 10<sup>th</sup> Street. The Grove Street garage is five stories high, all of which are used for parking, including the roof. The stairwell and elevator are located in a partially open shaft with railing to enclose the ledge. The barrier walls are concrete and 7.5 inches wide, with no additional railing. Images of Grove Street garage are shown below.



Grove Street Garage Front – South East Corner



Fifth Floor Barrier – South East Facing



Third Floor Barrier



Stairwell / Elevator Exterior

### **City Centre Garage**

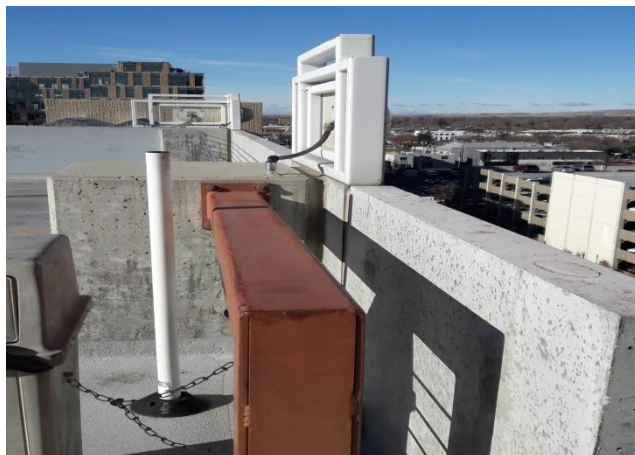
City Centre Garage is located at 312 S. 9<sup>th</sup> St. on the Southeast corner of 9<sup>th</sup> and Front streets. Entrance to City Centre Garage is located along 9<sup>th</sup> Street. The structure stands eight stories high, with seven floors used for parking, including the rooftop. The stairways and elevators to the parking garage are located on the Northwest and Northeast corners of the building and do not have any enclosures aside from a railing. The elevators are accessible directly from the street level and at each stair landing. The garage barriers are constructed from concrete with no additional railings. The ledges are very wide compared with the other garages at 21 inches. Additionally, there are cables installed horizontally to keep cars from hitting the barrier wall. These cables resemble a ladder. From the top floor, there are two street facing sides looking out onto both 9<sup>th</sup> and Front Streets, the East and South barrier walls look out onto adjacent buildings. Images of City Centre Garage are shown below. City Centre Garage has had ten dispatch calls for suicidal subjects since 2014.



City Centre Garage – West Side



Stairwell / Elevators



Eighth Floor Barrier – North Facing



Eighth Floor Barrier – West Facing



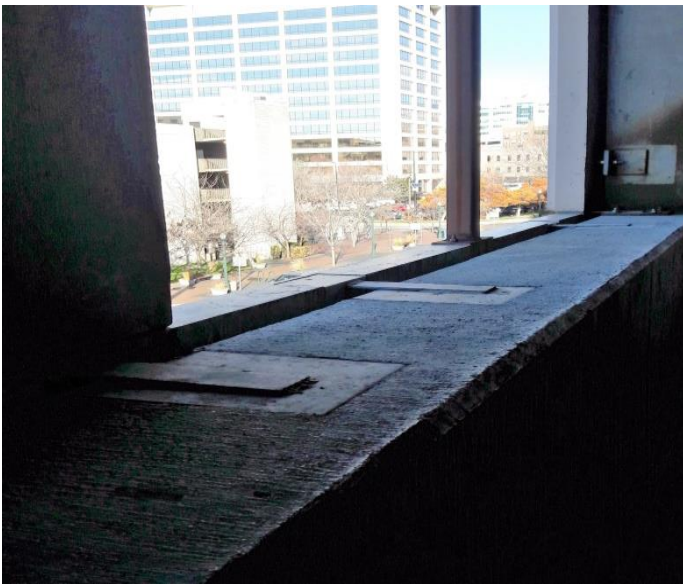
(City Centre Garage images continued)



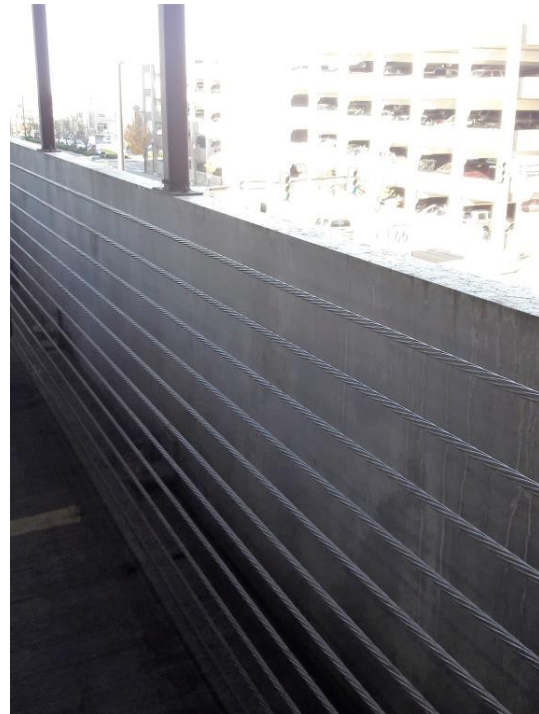
Eighth Floor – Northwest Corner



Eighth Floor Barrier



Third Floor Barrier – North Facing



Third Floor Barrier Cables – North Facing

## **FINDINGS, DISCUSSION & RECOMMENDATIONS**

The informal analysis of CCDC public downtown Boise parking structures was conducted through examination of and comparison among the six garages. Analysis reveals that the City Centre Garage does contain features that may be more likely to contribute to the consideration of that location as potential means for those who are suicidal, and may explain the high incidence of suicidal subjects from that particular structure. The possibility of an increasing trend in suicidal subject calls to police at this site suggests that City Centre garage could be in the process of becoming a suicide destination.

1. The stairwell is extremely open to the air and accessible. The railing is at a height that most youth and adults can easily climb over and balance on the small lip along the outside.
2. The ledges are much wider than those of the other five garages. The extra width allows for a suicidal person to easily sit or stand for long periods to contemplate their actions.
3. The cables that run horizontally along the barrier walls can act as a ladder for someone to access the ledge more readily.

Parking Structure Design Guidelines Document located via the CCDC website, note on page 31, item 16, that safety and security are an important factor when building structures for public use, and goes on to focus on patron safety related to lighting, landscaping, and trip hazards. Secondary considerations may need to be made to include community safety, specifically making the building less accessible and inviting to potentially suicidal persons.

Based on its findings, the Suicide Prevention Program suggests the following to improve community safety relating to suicide.

### **Primary Recommendations**

1. Enclosing the stairwell with glass or higher railing would still give the illusion of openness, but create a much safer environment.
2. Adding thin metal railing atop the concrete ledges could deter suicidal individuals from choosing the ledge to access their means.
3. Removing the cables or replacing the cables with something difficult to climb would create one more obstacle to accessing the ledge, potentially deterring suicidal subjects.
4. Placing appropriate signage that promotes the suicide prevention hotline would allow for those contemplating suicide to call for help while in crisis. An example of appropriate signage is shown below in Figure 2.

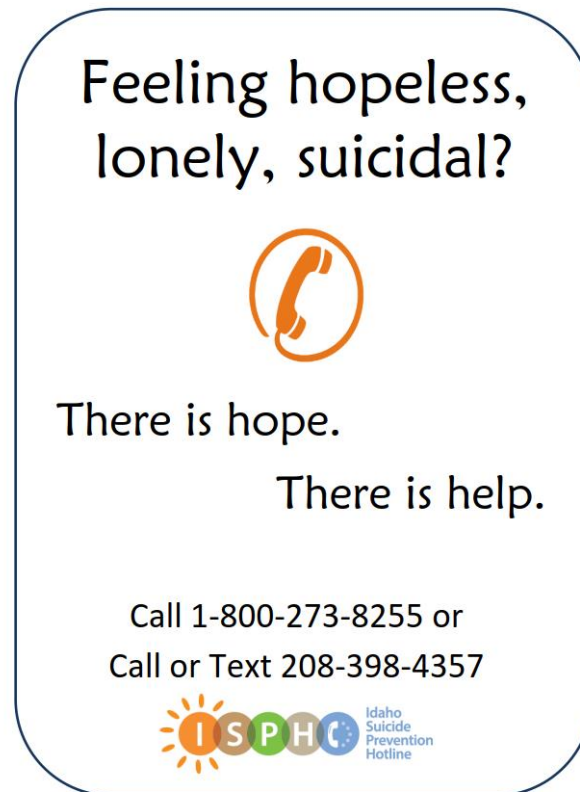


Figure 2 - Appropriate and Safe Suicide Prevention Signage

### **Secondary Recommendations**

1. Geofencing or virtual barriers can act as deterrents. By landscaping the area below the structures with trees, grass and bushes, any open landing area will be depleted.
2. Training security officers and other parking structure personnel in crisis intervention strategies. An IPI survey showed that parking professionals prevented suicides 29% of the time that they intervened.

Understanding the suicidal brain, especially with regard to the means a suicidal person may use to die, is important. The suicidal brain is irrational. When a suicidal person is planning their death, the means or method they use is a critical part of the plan. Suicide prevention expert Dr. Thomas Joiner refers to this as “mental practice.” When access to a particular method for suicide is blocked, the plan has now gone awry. A suicidal person has mentally practiced for that very specific scenario and will most likely not change it at the last minute. This fact is well-researched and backed up by further evidence from psychological autopsies and suicide attempt survivor statements. Joiner and other experts conclude that method substitution is extremely rare. In short, if a person has planned to complete suicide by jumping from a parking garage, they have already chosen the specific garage in advance.

Multiple studies have been conducted on bridges and buildings and it has been proven over the years that barriers do save lives. Listed below are a few examples from studies that have been completed.

Country	Problem / Conclusion
<b>New Zealand</b>	Suicide safety barriers in place for over 60 years were removed in 1996 from a metropolitan area bridge. The bridge was previously a well-known suicide destination. Within 4 years the number of suicides increased 5 times. After reinstallation of the barriers, there were no suicides recorded.
<b>Australia</b>	A new high river bridge was opened near an existing bridge that was known as a suicidal destination. Barriers were added to the existing bridge to prevent suicidal behavior while the new bridge did not have barriers. Engagement of suicidal behavior declined on the bridge with barriers and the new bridge, although very near, did not have any increase in suicide attempts. The majority of people will not choose another method.
<b>Switzerland</b>	In the city of Bern, 29% of suicides are by jumping, with the highest number at the Muenster Terrace. In 1998, a safety net was built. No suicides occurred from the Terrace after its installation.

## CONCLUSION

One of the roles of the Suicide Prevention Program is to create public awareness, not only in the sense of getting an at-risk person help, but educating our fellow community members about what they can do to help suicidal people both directly and indirectly.

The Program asks for CCDC's thoughtful consideration of this report with the intention to create a greater level of community safety at City Centre garage. CCDC has been such an integral part of Boise's Downtown development and revitalization over the years and this would be a great opportunity to continue leading the way and perhaps set trends for other development companies that build in Boise. By implementing the suggested recommendations, CCDC could create an environment that is unsuitable and unappealing for those considering suicide by jumping and help to save Boise community members from serious injury and death.



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CAPITAL CITY DEVELOPMENT CORPORATION  
Audit Committee  
Conference Room, Fifth Floor, 121 N. 9th Street  
January 9, 2017 11:00 a.m.

MEETING MINUTES

**1. CALL TO ORDER**

Chairman Hale convened the meeting with a quorum at 11:10 a.m.

Present: Commissioner John Hale, Commissioner Pat Shalz, and Commissioner Dana Zuckerman.

Absent: All Audit Committee members were present.

Agency staff present: John Brunelle, Executive Director; Ross Borden, Finance Director, Joey Chen, Controller, Kevin Martin, Accountant.

**2. FY 2016 AUDIT REPORT PRESENTATION BY INDEPENDENT AUDITOR EIDE BAILLY, LLP.**

Kevin Smith, Audit Partner, Eide Bailly, LLP, presented his firm's final report of the Agency's Financial Statements for Fiscal Year 2016.

**3. DISCUSSION**

Mr. Smith and Agency staff responded to questions from the Audit Committee.

Chairman Hale inquired about the Statement of Net Position.

Chairman Hale inquired about the Net Pension Liability.

Commissioner Shalz inquired about electronic payments, electronic signatures and the extent to which other government agencies were using electronic payments.

**4. EXECUTIVE COMMITTEE DISCUSSION WITH INDEPENDENT AUDITORS**

Chairman Hale dismissed staff.

**5. UPDATE: RISK-BASED CYCLING REVIEW / AGREED UPON PROCEDURES.**

Chairman Hale informed staff that he had requested a proposal from Eide Bailly to conduct Agreed Upon Procedures of Agency fraud prevention, detection and response. The Chairman emphasized that such periodic reviews are simply a good business practice and that no fraud is suspected.

Staff reviewed the current 3-Year Risk-Based Cycling Review / Agreed Upon Procedures Plan.

**ADJOURNMENT**

There being no further business to come before the Audit Committee, Chairman Hale adjourned the meeting at 11:27 a.m.

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ADOPTED BY THE AUDIT COMMITTEE OF THE CAPITAL CITY DEVELOPMENT CORPORATION ON  
THE 3<sup>rd</sup> DAY OF March, 2017.

  
\_\_\_\_\_  
John Hale, Chair

  
\_\_\_\_\_  
Pat Shalz, At-Large Member