

CAPITAL CITY DEVELOPMENT CORPORATION
Board of Commissioners Meeting
Conference Room, Fifth Floor, 121 N. 9th Street
December 11, 2017 12:00 p.m.
A G E N D A

I. **CALL TO ORDER** Chair Hale

II. **AGENDA CHANGES/ADDITIONS** Chair Hale

III. **CONSENT AGENDA**

- A. Expenses
 - 1. Approval of Paid Invoice Report – November 2017
- B. Minutes and Reports
 - 1. Approval of November 13, 2017 Meeting Minutes
- C. Other
 - 1. Annual Employee Policy Manual Updates
 - 2. Central District Sunset Working Group – Minutes – Meeting #5

IV. **ACTION ITEM**

- A. **CONSIDER:** Resolution #1517 - Open Land Addendum to Shoreline Eligibility Report
.....Shellan Rodriguez / Elam & Burke
- B. **CONSIDER:** 176 S. Capitol Blvd - Business Interiors of Idaho – Type One Participation Agreement
Designation Laura Williams
- C. **CONSIDER:** 1005 Main Street - 10TH and Main Street Office – Type One Participation Agreement
Designation Laura Williams

V. **INFORMATION/DISCUSSION ITEMS**

- A. Operations Report.....John Brunelle
- B. ParkBOI System Update Max Clark
- C. Special Business..... Chair Hale

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).



Paid Invoice Report

For the Period 11/01/2017 through 11/31/2017

Payee	Description	Payment Date	Amount
Debt Service:			
		Total Debt Payments:	-
Payroll:			
EFTPS - IRS	Federal Payroll Taxes	11/8/2017	13,922.10 ✓
Idaho State Tax Commission	State Payroll Taxes	11/8/2017	2,596.00 ✓
CCDC Employees	Direct Deposits Net Pay	11/8/2017	38,513.12 ✓
PERSI	Retirement Payment	11/8/2017	12,496.72 ✓
EFTPS - IRS	Federal Payroll Taxes	11/22/2017	12,380.40 ✓
Idaho State Tax Commission	State Payroll Taxes	11/22/2017	2,379.00 ✓
CCDC Employees	Direct Deposits Net Pay	11/22/2017	33,689.79 ✓
PERSI	Retirement Payment	11/22/2017	11,693.63 ✓
		Total Payroll Payments:	127,670.76
Checks and ACH			
Various Vendors	Check and ACH Payments Issued (See Attached)	November 2017	664,817.44
	Total Paid Invoice, Reported Payments:		664,817.44
Total Cash Disbursements:			\$ 792,488.20

I (Finance Director/Executive Director/Board Member) have reviewed and approved all cash disbursements in the month listed above.

Finance Director

Executive Director

Board Member

Date

Date

Date

12/5/2017

12/15/17

Dec 6, 2017

Report Criteria:

Detail report type printed

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
4017	1-800-BOLLARDS	1364 #2	8th Street Event Bollards (11/15/2017	14,555.18	62682	11/30/2017
Total 4017:					14,555.18		
3871	ABC Stamp Signs & Award	0508611	Notary blue stamp	09/25/2017	36.95	Multiple	Multiple
		0508922	Employee Name Tags	10/04/2017	50.95	Multiple	Multiple
Total 3871:					87.90		
4033	Absolute Security of Idaho	101317	LIV Dist. Block Party	10/13/2017	340.00	Multiple	11/27/2017
Total 4033:					340.00		
3989	Access Integration	016O1047.2	New Glass for Offie Windo	02/28/2017	229.92	Multiple	Multiple
Total 3989:					229.92		
3659	Ada County	MGL & SGL	October 2017 Master Grou	10/01/2017	25,882.00	Multiple	11/07/2017
		MGL & SGL	October 2017 Surplus Gro	10/01/2017	11,044.50	Multiple	11/07/2017
		OCT17 MSG	October 2017 Master Grou	10/30/2017	10,426.75	Multiple	11/07/2017
		OCT17 MSG	October 2017 Surplus Gro	10/30/2017	11,987.15	Multiple	11/07/2017
Total 3659:					59,340.40		
1139	American Cleaning Service	61559	Trailhead Cleaning - 12 Mo	10/01/2017	892.10	62645	11/06/2017
Total 1139:					892.10		
3603	APA Idaho Chapter	17-0003	APA Idaho 2017 Conferenc	11/01/2017	500.00	62646	11/06/2017
Total 3603:					500.00		
3493	Arbitrage Compliance Spec	G5660	2010 B Bond Reports	10/20/2017	1,400.00	10582	11/09/2017
		G5660	2010 C Bond Reports	10/20/2017	1,400.00	10582	11/09/2017
		G5660	2011 B Bond Reports	10/20/2017	700.00	10582	11/09/2017
Total 3493:					3,500.00		
1316	Blue Cross of Idaho	1727500024	Health Insurance - Novemb	11/01/2017	24,153.94	62639	11/01/2017
Total 1316:					24,153.94		
1331	Boise Centre	8263-IN	Grove maintenance fee - O	10/01/2017	6,922.00	Multiple	11/07/2017
		8272-IN	Grove maintenance fee - N	11/01/2017	6,922.00	62683	11/30/2017
		8272-IN	Ice Melt - NOV2017	11/01/2017	503.23	62683	11/30/2017
Total 1331:					14,347.23		
1385	Boise City Utility Billing	44767 NOV1	CD 107 S 9th-Trash servic	11/01/2017	223.86	10599	11/27/2017
		44767 NOV1	RM 107 S 9th-Trash servic	11/01/2017	152.22	10599	11/27/2017
		44767 NOV1	WS 107 S 9th-Trash servic	11/01/2017	71.64	10599	11/27/2017
		91177 - NOV	848 Main St # 0447416001	11/01/2017	7.15	10599	11/27/2017
		92127 - NOV	617 S. Ash Street -2127	11/01/2017	75.78	10599	11/27/2017

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 1385:					530.65		
3816	Capitol Landscape Inc.	10.21.2017	Sidewalk Paver Maint. - W	10/21/2017	125.00	Multiple	11/27/2017
		9.28.2017 SI	Sidewalk Paver Maint. - 8th	09/30/2017	622.00	Multiple	11/07/2017
		9.28.2017 SI	Sidewalk Paver Maint. - C	09/30/2017	1,024.00	Multiple	11/07/2017
		9.28.2017 SI	Sidewalk Paver Maint. - R	09/30/2017	4,297.00	Multiple	11/07/2017
		9.28.2017 SI	Sidewalk Paver Maint. - W	09/30/2017	1,231.00	Multiple	11/07/2017
Total 3816:					7,299.00		
3712	Car Park	SEPTEMBE	Capitol & Myrtle - Myrtle	09/30/2017	30,729.53	10583	11/09/2017
		SEPTEMBE	Capitol & Main - Cap T	09/30/2017	43,638.21	10583	11/09/2017
		SEPTEMBE	9th & Front - City Centre	09/30/2017	51,157.23	10583	11/09/2017
		SEPTEMBE	Capitol & Front - BLVD	09/30/2017	21,101.98	10583	11/09/2017
		SEPTEMBE	9th & Main - Eastman	09/30/2017	38,123.29	10583	11/09/2017
		SEPTEMBE	10th & Front - Grove	09/30/2017	36,407.55	10583	11/09/2017
Total 3712:					221,157.79		
3898	Carver Thornton Young (C	17 -0914	8th Street Corridor Const.	09/30/2017	3,058.40	10584	11/09/2017
Total 3898:					3,058.40		
1556	Caselle Inc.	83340	Contract support - Novemb	11/01/2017	787.33	62640	11/01/2017
Total 1556:					787.33		
3947	Crane Alarm Service	8636	Fire Alarm System - Monito	11/01/2017	25.00	Multiple	11/27/2017
Total 3947:					25.00		
1703	CSHQA	30167	2018 CD Public Improvem	09/30/2017	17,759.00	10585	11/09/2017
		30327	Alley Improvements	09/30/2017	3,310.00	10585	11/09/2017
		30328		09/30/2017			
		30328	Central dist. Infrastructure	09/30/2017	9,493.10	10585	11/09/2017
		30328		09/30/2017			
		30328	Central dist. Infrastructure	09/30/2017	.90	10585	11/09/2017
Total 1703:					30,563.00		
1787	Downtown Boise Associati	8086	CD Flower Pots	09/30/2017	2,719.57	Multiple	11/07/2017
		8086	WS Flowe Pots	09/30/2017	1,127.07	Multiple	11/07/2017
		8108	CD Clean Team	10/01/2017	2,193.63	Multiple	11/07/2017
		8108	RM Clean Team	10/01/2017	1,491.67	Multiple	11/07/2017
		8108	WS Clean Team	10/01/2017	701.96	Multiple	11/07/2017
		8109	8th St Clean Team	10/01/2017	546.00	Multiple	11/07/2017
		8111	Bronco Shuttle Sponsorshi	09/01/2017	5,000.00	Multiple	11/07/2017
Total 1787:					13,779.90		
3917	Event Rent	42647	Broad Street Event - Rent	10/12/2017	1,954.96	Multiple	11/27/2017
Total 3917:					1,954.96		
3807	FreedomVoice Systems	2017-110105	Monthly Service	11/01/2017	552.43	Multiple	11/27/2017

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 3807:					552.43		
3778	Gingerich Site & Undergro	17-4217	Grove Bi-weekly Maint & CI	10/01/2017	2,240.00	62647	11/06/2017
Total 3778:					2,240.00		
3832	Glancey Rockwell & Associ	15899	Design & CA for Exterior P	09/30/2017	170.00	62648	11/06/2017
		15931	CCDC Garage Add Wayfin	09/30/2017	503.50	62648	11/06/2017
Total 3832:					673.50		
3872	Guy Hand Productions	1726	Public Information: Downto	10/29/2017	8,300.00	Multiple	11/07/2017
Total 3872:					8,300.00		
3853	Hawkins Companies LLC	11162017	Cap T. Condo: Oct.-Dec. 2	10/01/2017	13,038.78	62684	11/30/2017
Total 3853:					13,038.78		
2165	Idaho Power	06607 - OCT	9th St outlets #220040660	10/31/2017	4.02	10598	11/17/2017
		10368-OCT1	617 S Ash #2200910368	10/31/2017	5.27	10598	11/17/2017
		27995-OCT1	9th & State # 2201627995	10/31/2017	3.54	10598	11/17/2017
		34903-OCT1	8th St lights #2202934903	10/31/2017	75.81	10598	11/17/2017
		83212 - OCT	Grove Vault #2205983212	10/31/2017	429.28	10598	11/17/2017
Total 2165:					517.92		
2186	Idaho Statesman	263244 OCT	Legal Notices	10/31/2017	188.68	Multiple	11/27/2017
		263244 SEP	Legal Notices	09/30/2017	1,080.89	62649	11/06/2017
Total 2186:					1,269.57		
3966	Involta	28423	Website Hosting Services	11/01/2017	1,347.90	Multiple	11/27/2017
Total 3966:					1,347.90		
3808	Jed Split Creative	1964	Business Cards - Sandra	10/09/2017	91.45	62650	11/06/2017
Total 3808:					91.45		
2360	Kittelson & Associates Inc.	91115	8th/River Crossing Study	09/30/2017	4,220.00	62651	11/06/2017
Total 2360:					4,220.00		
3439	KPFF Consulting Engineer	156242	Garage Suicide Prevention	09/30/2017	1,325.00	10586	11/09/2017
Total 3439:					1,325.00		
3819	Level 3 Communications L	62027803	Internet & Data	10/17/2017	669.61	62652	11/06/2017
Total 3819:					669.61		
4018	Merit Professional Coating	DRAW #1	Lobbies & Stairwells Painti	10/25/2017	42,871.03	Multiple	11/07/2017
		DRAW #2	Lobbies & Stairwells Painti	10/25/2017	18,823.82	Multiple	11/07/2017

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 4018:					61,694.85		
3833	Musgrove Engineering P.A.	16-198H	Power Line Relocation - T	09/30/2017	1,270.00	10587	11/09/2017
Total 3833:					1,270.00		
3767	neurilink llc	26216	Repair connection in board	10/17/2017	272.27	10588	11/09/2017
Total 3767:					272.27		
4031	Office Team	SANDRA L.	Recruitmnet Expense	09/29/2017	9,620.00	Multiple	11/07/2017
Total 4031:					9,620.00		
4032	OpenGov Inc.	INV-000685	Budget Builder Software F	11/01/2017	23,700.00	10589	11/09/2017
Total 4032:					23,700.00		
2774	Pro Care Landscape Mana	16913	617 Ash Street	09/30/2017	281.00	62653	11/06/2017
		16914	10th & Front Garage	09/30/2017	407.00	62653	11/06/2017
		16915	Tree Grates - CD	09/30/2017	188.10	62653	11/06/2017
		16915	Tree Grates - WS	09/30/2017	381.90	62653	11/06/2017
		16915	Conduit Repair	09/30/2017	56.85	62653	11/06/2017
		16916	Pioneer Street Green	09/30/2017	376.00	62653	11/06/2017
		17407	617 Ash Street	10/31/2017	199.00	Multiple	11/27/2017
		17408	8th Street Corridor	10/31/2017	290.00	Multiple	11/27/2017
		17409	10th & Front Garage	10/31/2017	304.00	Multiple	11/27/2017
		17410	9th & Front Garage	10/31/2017	55.00	Multiple	11/27/2017
		17411	9th & Main Garage	10/31/2017	68.00	Multiple	11/27/2017
		17412	Grove Furnishing Storage	10/31/2017	430.40	Multiple	11/27/2017
		17413	Pioneer Street Green	10/31/2017	307.00	Multiple	11/27/2017
Total 2774:					3,344.25		
3982	Prost	OKTOBERF	8th Street Deposit Return	10/18/2017	200.00	Multiple	11/27/2017
Total 3982:					200.00		
2798	Quadrant Consulting Inc.	9404	Alley Imprv (6th to 3rd Mai	09/30/2017	435.00	62654	11/06/2017
Total 2798:					435.00		
3896	Rim View LLC	NOVEMBER	Monthly Rent and NNN - Tr	11/01/2017	12,878.91	62641	11/01/2017
Total 3896:					12,878.91		
3979	Sam Schwartz Engineering	69197	Front & Myrtle Couplet Alte	09/30/2017	1,475.00	10590	11/09/2017
Total 3979:					1,475.00		
3542	Security LLC - Plaza 121	NOVMBER 2	Office rent - November 201	11/01/2017	10,898.86	62642	11/01/2017
Total 3542:					10,898.86		
3815	Synoptek LLC	1129231	All: Website Upgrades park	10/31/2017	6,098.75	62685	11/30/2017

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 3815:					6,098.75		
3831	The Land Group Inc.	0138777	Pioneer Pathway 11th & M	09/30/2017	766.88	10591	11/09/2017
Total 3831:					766.88		
3146	Title One Corporation	EARNESTM	421 N. 10th Street Earnest	11/02/2017	20,000.00	62669	11/13/2017
Total 3146:					20,000.00		
3923	Trailhead	39524	Boise City - 80%	09/30/2017	101.72	10592	11/09/2017
		39524	Idaho Power - 80%	09/30/2017	283.10	10592	11/09/2017
		39524	Intermountain Gas - 80%	09/30/2017	7.83	10592	11/09/2017
		39524	Boise City - 80%	09/30/2017	5.00	10592	11/09/2017
Total 3923:					397.65		
3233	United Heritage	02014-001 N	Disability insurance - Nove	11/01/2017	1,317.07	62643	11/01/2017
Total 3233:					1,317.07		
3835	US Bank - Credit Cards	10.25.2017	Street/District Improvement	10/25/2017	215.67	10597	11/20/2017
		10.25.2017	Accounts Receivable	10/25/2017	66.71	10597	11/20/2017
		10.25.2017	Voice, data & webhosting s	10/25/2017	35.17	10597	11/20/2017
		10.25.2017	Office Supplies	10/25/2017	1,040.87	10597	11/20/2017
		10.25.2017	Dues & Subscriptions	10/25/2017	1,917.46	10597	11/20/2017
		10.25.2017	Travel & Meeting(non-local	10/25/2017	1,878.75	10597	11/20/2017
		10.25.2017	Personnel Training (Local)	10/25/2017	85.00	10597	11/20/2017
		10.25.2017	Local Meetings & Transpor	10/25/2017	380.00	10597	11/20/2017
		10.25.2017	Professional Services Gen	10/25/2017	4.95	10597	11/20/2017
		10.25.2017	The Grove - Operations	10/25/2017	361.17	10597	11/20/2017
Total 3835:					5,985.75		
3864	USI Idaho Kibble & Prentic	2268460	Commercial Package FY20	10/01/2017	42,424.00	62686	11/30/2017
		2278796	Building 8 D&O Insurnace	11/13/2017	1,512.00	62686	11/30/2017
Total 3864:					43,936.00		
3266	Valley Regional Transit	22204	FY2018 Local Capital Fund	10/01/2017	26,357.00	10593	11/09/2017
Total 3266:					26,357.00		
3841	VoiceText Communications	10.15.17-104	Conference calls	10/15/2017	3.06	10594	11/09/2017
Total 3841:					3.06		
4034	Wayne White	101217-01	LIV Distrcit Block Party	10/12/2017	300.00	Multiple	11/27/2017
Total 4034:					300.00		
3870	Welsh Studios	19719	Staff photos - Sandy	11/07/2017	200.00	Multiple	11/27/2017
Total 3870:					200.00		
3365	Westerberg & Associates	203	Legislative Advisement Ser	10/31/2017	2,000.00	10595	11/09/2017

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 3365:					2,000.00		
3374	Western States Equipment	IN000469786	Bldg 8 generator maintena	10/05/2017	317.28	Multiple	11/27/2017
Total 3374:					317.28		
Grand Totals:					664,817.44		

Report Criteria:

Detail report type printed

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

I. CALL TO ORDER

Chairman Hale convened the meeting with a quorum at 12:02 p.m.

Present: Commissioner John Hale, Commissioner Gordon Jones, Commissioner Scot Ludwig, Commissioner Maryanne Jordan, Commissioner Pat Shalz, Commissioner Ryan Woodings, and Commissioner Dana Zuckerman. Commissioner Dave Bieter arrived at 12:06 p.m.

Absent: Commissioner Ben Quintana

Agency staff members present: John Brunelle, Executive Director; Todd Bunderson, Development Director; Ross Borden, Finance & Administration Director; Max Clark, Parking & Mobility Director; Mary Watson, General Counsel & Contracts Manager; Shellan Rodriguez, Real Estate Development Manager; Matt Edmond, Project Manager; Doug Woodruff, Project Manager; Sandy Lawrence, Administrative Assistant. Also present were Agency legal counsel, Matthew Parks.

II. AGENDA CHANGES/ADDITIONS

There were no changes/additions to the agenda.

III. CONSENT AGENDA

A. Expenses

1. Approval of Paid Invoice Report – October 2017

B. Minutes and Reports

1. Approval of October 9, 2017 Meeting Minutes

C. Other

1. Approve Resolution #1512 – Approval of 2200 W. Fairview – New Path Community Housing – Type One Participation Agreement with Boise Pacific NIHC Associates LP *[Designation 10/9/17, NTE \$150,000]*
2. Approve Resolution #1513 Approval of 750 E Main – Capitol Terrace – Type One Participation Agreement with Hawkins Companies *[Designation 10/9/17, NTE \$150,000]*
3. Approve Resolution #1514 – 2403 Fairview Ave – Adare Manor – Type Two Participation Agreement Designation *[Designation 10/9/17].*

Commissioner Ludwig recused himself from voting on the consent agenda because he was not in attendance for the October meeting. Commissioner Zuckerman made a motion to approve the Consent Agenda.

Commissioner Shalz seconded the motion.

With the exception of Commissioner Ludwig, All said Aye. The motion carried, 7-0.

IV. ACTION ITEMS

A. PUBLIC COMMENT: Proposed Parking Rate Increases

Chairman Hale opened the meeting to the public at 12:04p.m. The public comment was closed at 12:25p.m.

Chase Erkins, 802 W Bannock St., Boise, made public comment in support of the proposed parking rate increase.

Dale Reese, 199 N. Capitol Blvd., Boise, made public comment to protest against the proposed parking rate increase.

Linda Cockerman, 5531 N. Glenwood., Boise, made public comment regarding the limited availability of parking spaces in the downtown parking garages.

Chairman Hale re-opened the meeting to the public at 12:36p.m. The public comment was closed at 12:40p.m.

John F. Cunningham, 245 S. Capitol Blvd., Boise, made public comment voicing concern about the amount of the proposed parking rate increases, requesting a more gradual increase.

B. CONSIDER: Resolution #1516 – Approval of Parking Rate Increases

Max Clark, CCDC Parking & Mobility Director, gave a report.

Commissioner Zuckerman moved to approve the adoption of Resolution #1516, authorizing the parking rate increases as proposed in the eight public parking garages managed by the CCDC.

Commissioner Jordan requested an amendment to the motion: set the hotel valet rate for this year, to the same rate as the hotel self-park (\$5.70), with the condition that these rates be re-evaluated on an annual basis.

Commissioner Zuckerman accepted the amendment to the motion.
Commissioner Shalz seconded the amendment.

Commissioner Ludwig recused himself from discussion and vote on resolution #1516, due to a potential conflict of interest.

Commissioner Woodings requested an amendment to the motion: hotel self-parking proposed daily rate to \$8.00.

Commissioner Zuckerman accepted the amendment to motion.
Commissioner Shalz seconded the amendment.

With the exception of Commissioner Ludwig, All said Aye. The amended motion carried, 7-0.

C. CONSIDER: Resolution #1515 – Approving the Second Amendment to the Purchase & Sale Agreement Between CCDC & BVGC Parcel B, LLC

Shellan Rodriguez, CCDC Real Estate Development Manager, gave a report.

Commissioner Zuckerman moved to adopt Resolution #1515, authorizing the execution of the Second Amendment to the Purchase and Sale Agreement between CCDC and BVGC Parcel B, LLC.

Commissioner Shalz seconded the motion

All said Aye. The motion carried, 8-0.

V. INFORMATION/DISCUSSION ITEMS

A. Operations Report

John Brunelle, CCDC Executive Director, gave a report.

VI. EXECUTIVE SESSION

A motion was made by Commissioner Zuckerman to go into executive session at 1:07p.m. 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)].

A roll call vote was taken:

Commissioner Hale: Aye

Commissioner Zuckerman: Aye

Commissioner Shalz: Absent - recused himself due to potential conflict of interest

Commissioner Ludwig: Aye

Commissioner Jones: Aye

Commissioner Woodings: Aye

Commissioner Jordan: Aye

Commissioner Quintana: Absent

Commissioner Bieter: Aye

Commissioner Jordan seconded the motion.

The motion carried, 7-0

Potential property acquisition was discussed.

VII. EXECUTIVE SESSION ADJOURN

A motion was made by Commissioner Zuckerman to adjourn executive session at 1:35p.m. and return to the public meeting. Commissioner Shalz seconded the motion.

A roll call vote was taken:

Commissioner Hale: Aye

Commissioner Zuckerman: Aye

Commissioner Shalz: Absent - recused himself due to potential conflict of interest

Commissioner Ludwig: Aye

Commissioner Jones: Aye

Commissioner Woodings: Aye

Commissioner Jordan: Aye

Commissioner Quintana: Absent

Commissioner Bieter: Aye

The motion carried, 7-0

VIII. REGULAR MEETING ADJOURNMENT

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

Commissioner Hale seconded the motion.

All said Aye. The motion carried, 7-0

The meeting was adjourned at 1:36p.m.

- - - -

ADOPTED BY THE BOARD OF DIRECTORS OF THE CAPITAL CITY DEVELOPMENT CORPORATION ON THE 11th DAY OF December, 2017.

John Hale, Chair

Ryan Woodings, Secretary/Treasurer

Proposed Parking Rate Increases – 2017

Public Comments Received

11/13/2017

Erik Hansen
General Manager
Hampton Inn & Suites Boise/Downtown
hansen@raymondteam.com

John, Max:

We feel the proposed rate increase for our hotel self-park rate of \$5.96 to \$10.00 is too high and should be implemented more gradually over the next 2-3 years. We support overall parking rate increases in downtown Boise, but feel the self-park/valet rate increase will affect parking demand and therefore hotel/convention demand in downtown Boise. If that rate increase was spread over a 2-3-year period, we feel it would lessen the impact of price resistance for downtown parking.

The Hampton has appreciated a great relationship with our parking managers and we appreciate your consideration in this matter.

11/12/2017

Ellen Schaus
ellen.schaus@gmail.com

I have concerns about the proposed increase in parking fees in downtown I have watched the new construction and improvements to the city, but I feel that all of these improvements are for visiting people not Boise inhabitants. As residents, we oppose the increase in parking fees and if they come to pass, we will go to Meridian where there are better restaurants and shopping and free parking.

11/11/2017

David Wali
Gardner Company
david@gardnercompany.net

Mr. Clark, we at Gardner Company support CCDC's decision to increase parking rates in city garages. Price increases are never popular but often necessary to insure that physical structures and service levels are maintained.

Sent from David Wali's iPad
Executive Vice President
Gardner Company

11/10/2017

Bob Taunton
Executive Director
Boise Elevated
[208-401-5505](tel:208-401-5505)
btaunton@boise-elevated.com

Max,
Thank you for attending the Boise Elevated Board meeting yesterday to provide background on the Proposed Parking Rate Adjustments and to answer questions. Following the discussion, the Board agreed to support the adjustments, particularly because the new rates will help to incentivize the construction of parking structures by the private sector related to future projects in downtown Boise. However, one of our Board members is on record opposing the three-fold increase in valet parking rates and we would ask the CCDC Directors to carefully consider the testimony from the Grove Hotel to understand their concerns.
Regards,
Bob

11/09/2017

John F. Cunningham
Block 22, LLC. & Idaho Sports Properties, LLC
Direct: (208) 489-3714
jcunningham@grovehotelboise.com

Max,
Attached is a letter from us regarding the proposed increases. I thought forwarding this letter in advance was a more efficient way of communicating our comments.

11/03/2017

Office of the Mayor
Letter Regarding Downtown Parking Strategic Plan Implementation

11/03/2017

Katherine Vila
katie@localconstruct.com

To Whom It May Concern,
Please see **attached letter** in favor of the proposed parking rate increases outlined in the memo by Max Clark on October 13th. Please let me know if you need any other information.
Thank you,
Katie
Local Construct Development Manager

10/31/2017

Dustin Engstrom

dengstrom@gmail.com

I just wanted to provide feedback on the proposed rate increase for 2018 and let you know that I'll be forced to look for work outside of downtown if you continue to raise the rates. I hope you can find another way.

10/26/2017

Old Boise – Clay Carley

Proposed Parking Rate Increase Letter

10/25/2017

Nikki Swain

nikki.swain@morganstanley.com

Déjà vu - 2 years ago monthly parking fees were raised by 30% and now we are looking at another 30% raise? I wish my paycheck would receive even a quarter of that! What is the reasoning for the steep increase? I have not seen many changes since the previous increase in fees. I park in the Capitol Street garage and have for the last 8 years. I have not seen any upgrades in the last two years (except of the 3 electric plug in for cars. The elevator has been out approximately 3-4 times, currently making loud screeching noise and wait time is unbelievable and the smell (especially in the afternoons) is terrible. I come in early in the a.m. and for my safety do not take the stairs due to multiple times being startled by sleeping/passed out people in the stairwell. I thought the goal was to revitalize downtown, increasing parking rates/fees is not conducive in reaching this goal. I am against a 30% increase in rates for monthly parkers. Thank you.

Regards,

Nikki

10/23/2017

Nancy Jensen

wholebodyhealth.nancy@gmail.com

I work downtown and have parked in the Eastman garage for 18 years as a monthly parker. In 2015 the monthly rates were \$100; increased to \$135 in 2016 and now the proposed rate for 2018 is nearly 30% more in just 2 years to \$175 per month. This is too much. It feels as though we are being penalized for driving cars and working downtown. I live in Canyon County. Riding a bike or walking is not an option for me. The Eastman garage serves my purpose perfectly without any expensive upgrades you may be planning. I respectfully request that you please reconsider. Thank you.

-- Nancy Jensen

10/19/2017

Diana Burny

dianabu@ihfa.org

The proposed increase for monthly parking in the downtown garages is unreasonable. The monthly rate when I began parking in the Eastman garage was \$70. The proposed rate would be a 150% increase in the ten years I've parked there. In that time, my car has been vandalized five times and broken into twice. No improvement to the security, or anything else, has been made to that garage with any previous increase in rent. The elevator is out of order and cars are allowed to enter the garage even though no spaces are available regularly. With this increase, I wonder what EXACTLY the additional monies will be used for.

10/18/2017

Marisa Nelson

marisanelson@gmail.com

To Whom It May Concern,

I am not in favor of the proposed parking rate increases in downtown Boise. Unfortunately there are very few places to park downtown with limited options for reliable alternative transportation.

The current costs of \$120/month for example at the 9th and Front parking building represents 5% of the income for an employee making \$15/hour and that is before taxes. While that might seem like a small amount, for many people this represents a significant amount that would otherwise go to savings or to paying back education loans. In fact for me, after my mortgage, parking is the largest payment I make each month. More than any of my utilities.

Again, I am not in favor of a parking rate increase for the downtown garages and I hope you will reconsider.

Best regards,

Marisa Nelson

4304 Cassia

Boise, ID 83705

10/16/2017

Gregory Kaslo

gkaslo@rmci.net

Max,

I'm recommending a \$1.00 raise rather than a fifty-cent raise - \$3.50/hour rather than to a \$3.00/hour rate.

Gregory

10/16/2017

Gregory Kaslo

gkaslo@rmci.net

Good Morning Mr. Clark,

Max, here is another vote to advocate for consideration of:

1. Plan for electric cars only on the first floor, phased in over several years – garage -by- garage.
2. Allow pick-up trucks on the top floor only.
3. Rather than a \$.50 cent rate increase now, make it an even \$1.00 per hour.

Best Regards,
Gregory

10/12/2017

Rick Poplack
rickpoplack@gmail.com

I want to comment regarding your proposed hourly rate increases as outlined in today's statesman. The increases are too large. You must have significantly reduced your daily costs when you eliminated humans from taking our money. While you say that you haven't increased hourly rates since 2008 and that you are only responding to inflationary increases, we must live in distinctly different inflationary worlds. In your world inflation has averaged over 2% per year, whereas in the real world inflation during this period has been, cumulatively, 14%. As a retiree, my social security and pension have not increased at even that rate (as is true for almost any other retiree who might shop downtown). Although I can afford the increase, I won't. There are many alternative shopping and coffee locations where parking is free. Broadway and the western part of downtown are close examples. Even Portland (which adjusted its city garage parking rates this July) won't be charging as much as Boise after two hours. Portland's new rates are \$1.60 for the first hour, \$3.20 for the first two hours, \$5 for three hours and \$7 for four hours. And in Portland there is much more to do for multiple hours than in downtown Boise. Under your new rate system you are barely cheaper than Portland for the first two hours. But you will charge \$2 more than Portland for a full four hours and \$1 more for a full three hours. I doubt that retailers are going to support this front end load. These are my thoughts, and I suspect that they echo many retirees who have numerous opportunities to shop free elsewhere in the city.

10/11/2017

Grant Haller
hallergh59@gmail.com

Although I know our parking is much cheaper than most "big cities", I find the cost becomes a factor when considering where to go for food and entertainment. If the price goes up it will make the short ride to the mall area or other areas west more appealing and hurt downtown business? At a time when downtown is thriving, it seems poor economics to risk cutting into that growth and risk hurting the businesses that are trying to make it there.

10/10/2017

Dean Jedry
jedrydean42@gmail.com

What is going to happen to Boise's downtown is that shoppers, restaurant patrons, etc. will flee the city in favor of suburban destinations. I have personally witnessed this exact thing happen back east and in the midwest. Don't make a stupid mistake.

-Dean Jedry



BLOCK 22, LLC

245 S Capitol Blvd. - Boise, ID 83702
P.O. Box 1458 - Boise, ID 83701-1458
Phone: (208) 333-8000

November 9, 2017

Mr. John Brunelle
Executive Director
Capital City Development Corporation
121 N 9th Street, #501
Boise, ID 83702

John:

The purpose of this letter is to provide comment on the proposed downtown parking price increases. As we've discussed, parking can be a critical part of the overall experience for arena and hotel guests. Parking can also be an important part of these guests' overall opinion of Boise.

We certainly understand the need to increase the pricing for goods and services over time, however, we respectfully ask you to consider a more gradual increase in parking fees. The proposed increases to hotels of over 300% for valet and 75% for self-parking seem extraordinary. We are concerned these significant increases will adversely affect our guests, those attending events, and ultimately activity in the downtown core.

Finally, it is also worth noting CCDC and their parking managers have been extremely cooperative with our organization over the years. Our properties and their associated activities can be unique and very complicated at times. We've always found that Max Clark and his team have gone out of their way to accommodate us. In particular, the recent effort to develop parking alternatives for our 525 employees is one such example.

Thank you for your consideration. As always, we appreciate CCDC and our positive, ongoing relationship.

Sincerely,

A handwritten signature in blue ink, appearing to read 'John Cunningham', is written over the printed name and title.

John Cunningham
Block 22 LLC



OFFICE OF THE MAYOR

MAYOR: David H. Bieter

November 3, 2017

Mr. John Brunelle, Executive Director
Capital City Development Corporation
121 N. 9th St., Ste. 501
Boise, ID 83702

RE: Downtown Parking Strategic Plan Implementation

Dear John:

The City of Boise appreciates the cooperative relationship between our two agencies. Nowhere is this truer than in the realm of parking, as evidenced by the successful ParkBOI collaboration. Integration and coordination of all the parking resources in Downtown Boise is providing benefits to all Downtown visitors and we look forward to future phases and the continued success of this effort, particularly as we discuss an appropriate structure for weekend parking in the core.

As the Downtown Boise strategic parking plan makes clear, demand based pricing is an important technique for managing the parking supply. While no agency is ever eager to implement rate adjustments, CCDC has done a thorough job surveying its customers and documenting both the supply and demand for downtown parking. Based on that work, it is clear that the rate structure is overdue for adjustment. Therefore, the City of Boise supports the increase as proposed by CCDC and will be evaluating the hourly rates for on-street parking to ensure an efficient and complementary parking ecosystem as envisioned by the Downtown Boise strategic parking plan.

Thank you again for your leadership in this vital program and your efforts and cooperation to make Boise the most livable city in the country.

Sincerely,

David H. Bieter
Mayor



November 1, 2017

Michael J. Brown
Co-President
LocalConstruct, Inc.
1109 W Main Street
Boise, ID 83702

CCDC Board of Commissioners
121 N 9th Street
Suite 501
Boise, ID 83702

RE: Support for CCDC Proposed Parking Rate Increases

Dear CCDC Commissioners:

LocalConstruct would like to voice our support for the proposed parking rate increases outlined in a memo from Max Clark dated October 13, 2017. As a multi-family investment and development company with a strong focus on Downtown Boise, parking is a critical component to the success of our projects.

Boise has seen a major urban revitalization, making downtown not just a place where employers want to be located, but also as a place where Boise residents want to call home. Downtown Boise residents enjoy the City's walkability and take advantage of decreased commute times, walkable retail, restaurants, and events. As this shift evolves the demand for downtown parking will continue to increase. The City of Boise has been very progressive by requiring parking ratios that parallel with those of well-developed urban cores across the nation.

CCDC has been a driving force in the revitalization of the downtown core, and its parking efforts have been a key part of the Agency's catalytic efforts. Redevelopment districts do not last forever, though, and if the districts are to continue to thrive after CCDC's involvement sunsets, it will be necessary for parking rates to creep up to a level commensurate with the cost to build those facilities, so that private development may continue to happen, with its accompanying parking facilities. CCDC's efforts to slowly raise prices in its garages, with the most central garages being the most expensive, is exactly the right approach. This enables the Agency to control demand in the most sought-after garages, supports the increased feasibility of private garage construction in the most central parts of the core in the near future, and opens up an opportunity for the Agency to focus on providing more affordable parking options just outside the epicenter. Additionally, pricing parking to accurately balance supply and demand will encourage people to consider other options such as public transit, biking, walking, utilizing shared vehicles, and carpooling, all of which are public goals that fit the Agency's Vision and Mission statements.

We hope that the commission will vote in favor of the parking rate increases allowing downtown Boise to thrive as an urban core.

Sincerely,

Michael J. Brown



Mr. Max Clark
Parking and Facilities Director
Capitol City Development Corp
121 Nth 9th St, Suite 501
Boise, ID 83702

October 26, 2017

Subject: Proposed Parking Rate Increase
Dear Mr. Clark,

I am writing to express my strong support for the proposed increase in parking rates for downtown Boise. Old Boise has been a land owner and developer of downtown properties for over 40 years. During all of this time the number one complaint about our downtown from visitors is....parking. It's always too expensive and not readily available.

As downtown Boise has grown, particularly over the past five years, it is very clear available land for buildings and parking is shrinking. Parking structures are essential to accommodate current demand and future growth for vehicles coming to downtown.

The CCDC has done an admirable job of building and stimulating development with garage structures. Unfortunately, as the Urban Renewal Districts expire the ability to continue supplying parking facilities expires as well. The only way additional parking will be built is through private development.

Old Boise has wanted to build a parking garage on Front St. for 10 years. This desire has not been possible because the parking rates, subsidized by the CCDC, have limited parking income such that financing the construction of a new garage has not been feasible. Now that the CCDC has a policy to raise parking rates to a more appropriate level, it is feasible for Old Boise to finally build the garage on Front Street.

Also, I would applaud the efforts of the CCDC to integrate on street parking with structured parking through a collaborative effort with the city of Boise. In addition, practicing Transportation Demand Management will provide proper pricing and services for proper locations and uses. I believe the CCDC has managed the complex parking system in downtown thoughtfully and in the best interests of all parties.

Sincerely,
Clay Carley
General Manager, Old Boise, LLC

A handwritten signature in blue ink, appearing to read "Clay Carley", is written over the typed name and title.



CCDC Board of Commissioners

PUBLIC COMMENT SIGN IN

121 N. 9th Street, Suite 501

Boise, ID 83702

November 13, 2017 – 12:00pm

Please sign in if you would like to give Public Comment on FY17 or FY18 Budget

NAME	ADDRESS	FY17 or FY18?
Chase Brinks	802 W Bannock St Boise ID	FY18
Dale Reese	199 N Capitol Blvd	FY18
Eric Cockburn	553 N. Glenwood	FY18
John Cunningham		



AGENDA BILL

Subject: Annual Employee Manual Update		Date: December 11, 2017
Staff Contact: John Brunelle	Attachment: <div>1. Resolution No. 1518</div> <div>2. CCDC Employee Manual (46 pages)</div>	
Action Requested: Adopt Resolution No. 1518 authorizing the updates to the CCDC Employee Manual with an effective date of January 1, 2018.		

Background:

The Agency's Employee Manual was last updated in December 2015 with the changes taking effect January 1, 2016. The 2016 annual review did not result in any updates. This current annual update improves the Anti-Harassment and Discrimination Policy and Complaint Procedures sections; updates changes to recruiting, benefits, leaves and captures other minor changes accumulated since the 2015 update. These updates have been reviewed by counsel and the Executive Committee.

Downtown Boise's sustained development boom shows no signs of abating. The current labor market is highly competitive and unemployment rates are at historical lows. These updates are designed to strengthen the Agency's ability to compete for, retain and promote highly qualified and highly capable employees and create a positive work environment where outstanding results are quickly produced.

Summary:

Change "Personnel Manual" to "Employee Manual"

Chapter 2. General Policies and Practices.

- 2.3 Anti-Harassment and Discrimination Policy.

Chapter 3. Recruiting and Hiring

- 3.3.2 Compensation Benefits: short term disability, long term disability, life insurance.

Chapter 7. Benefits

- 7.1 Retirement Benefits:
 - 401(k) / 457 supplemental retirement savings plan matching.
 - PERSI purchase of base plan service.
- 7.3.2 Wellness Program.

Chapter 8. Leaves

- 8.3.2 Limits on Sick Leave Accruals.
- 8.3.3 Using Paid Sick Leave.
- 8.12.5 Benefits: short term disability and long term disability insurance.

Chapter 11. Complaint Procedures

- 11.1 Complaint Procedures.
- 11.1.1 Additional Procedures.

Fiscal Notes:

Updates to the Anti-Harassment and Discrimination Policy and Complaint Procedures are designed to protect Agency employees, foster a positive work environment and avoid potential claims against the Agency by offering more and better methods for employees to resolve issues. Short-term disability, accidental death and dismemberment and group life insurance coverage were added to the benefit package covering all employees in 2016 at a cost of \$1,300 per month. Long-term disability coverage was already included in the benefit package. Although a program has not been created an Agency 401(k) / 457 supplemental retirement saving match plan would be modeled after the best of the many existing local government plans. The total cost if all employees voluntarily participate is \$38,000. The Agency would like the option of participating in the existing PERSI purchased base plan service and unused sick leave programs. Those programs would apply only to employees separating from service by retirement, would be planned for in annual budgets and subject to Executive Committee approval. The voluntary wellness program also has not been created but would also be modeled after the best of the many existing local government plans. Cost is estimated to be up to \$7,500.

Staff Recommendation: Approve updates to Employee Manual.

Suggested Motion:

I move adoption of Resolution No. 1518 authorizing the updates to the CCDC Employee Manual with an effective date of January 1, 2018.

RESOLUTION NO. 1518

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, RECOMMENDING ADOPTION OF CERTAIN REVISIONS AND CHANGES TO THE EMPLOYEE MANUAL FOR THE URBAN RENEWAL AGENCY; AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE APPROPRIATE ACTION; AND PROVIDING FOR MODIFICATION TO THE EMPLOYEE MANUAL TO BE EFFECTIVE UPON THE PASSAGE AND APPROVAL OF THIS RESOLUTION AND PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION, 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, Chapter 20, Title 50, Idaho Code, as amended, a duly created and functioning urban renewal agency for Boise City, Idaho, hereinafter referred to as the "Agency."

WHEREAS, the Agency Board previously approved an Employee Manual (formerly titled the "*Personnel Manual*") for the employees of the Agency, dated November, 1999; and,

WHEREAS, the Employee Manual for the employees of the Agency was last revised by the Agency Board on December 14, 2015, through the adoption of Resolution No. 1409; and,

WHEREAS, the Agency staff now finds it necessary to recommend certain changes and revisions to the Employee Manual; and,

WHEREAS, those changes and revisions are set forth in the Employee Manual attached hereto and incorporated herein as Exhibit A; and,

WHEREAS, Agency staff and counsel have reviewed the proposed deletions and changes to the Employee Manual and find them to be in order; and,

WHEREAS, the Agency staff finds it in the best interests of the Agency and the public to approve and adopt the revisions and additions to the Employee Manual; and,

WHEREAS, the Agency Board finds it in the best interest of the Agency and the public to adopt the revised Employee Manual.

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 revisions and additions to the Employee Manual are hereby approved and adopted by the Agency Board and are effective on January 1, 2018. That the Executive Director is authorized and directed to take all action to implement the revisions and additions to the Employee

Manual, including distribution to Agency employees and receipt of signed acknowledgment by Agency employees as necessary.

Section 3: That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED by the Urban Renewal Agency of the City of Boise, Idaho, on December 11, 2017.
Signed by the Chairman of the Board of Commissioners, and attested by the Secretary to the Board of Commissioners, on this 11th day of December 2017.

APPROVED:

By _____
Chairman of the Board

ATTEST:

By _____
Secretary



~~PERSONNEL~~ EMPLOYEE MANUAL

Adopted by the CCDC Board of Commissioners

Effective Date

January 1, 20168

CAPITAL CITY DEVELOPMENT CORPORATION

PERSONNEL-EMPLOYEE MANUAL

ADOPTED BY THE BOARD OF DIRECTORS

EFFECTIVE DATES

November 1999

February 2001

October 2001

October 1, 2003

January 14, 2008

May 27, 2008

February 13, 2012

January 1, 2016

January 1, 2018

TABLE OF CONTENTS

<u>PERSONNEL-EMPLOYEE</u> MANUAL	1
CHAPTER 1 PURPOSE AND SCOPE.....	1
1.1 INTRODUCTION	1
1.2 INTENT OF POLICIES-EMPLOYMENT AT WILL.....	1
1.3 SCOPE OF POLICIES	1
1.4 CHANGING THE POLICIES	1
1.5 DEFINITIONS.....	2
1.5.1 Immediate Family	2
1.5.2 Regular Full-Time Employee.....	2
1.5.3 Regular Part-Time Employee.....	2
1.5.4 Temporary Employee.....	2
1.5.5 Exempt Employee.....	2
1.5.6 Non-Exempt Employee.....	2
CHAPTER 2 GENERAL POLICIES AND PRACTICES	3
2.1 EQUAL EMPLOYMENT OPPORTUNITY	3
2.2 DISABILITY DISCRIMINATION	3
2.3 ANTI-HARASSMENT AND DISCRIMINATION POLICY.....	3
2.4 EMPLOYEE PERSONNEL RECORDS.....	4
2.5 EMPLOYMENT REFERENCES	5
CHAPTER 3 RECRUITING AND HIRING.....	6
3.1 RECRUITING	6
3.2 HIRING	6
3.3 TEMPORARY EMPLOYEES	6
3.3.1 Temporary, At Will Employees	6
3.3.2 Compensation/Benefits	6

3.4	EMPLOYMENT OF RELATIVES (NEPOTISM).....	6
3.4.1	Family Relationship.....	6
3.4.2	Change in Circumstances.....	7
3.5	PROMOTIONS	7
CHAPTER 4	HOURS AND ATTENDANCE.....	8
4.1	WORKING HOURS.....	8
4.2	HOURS OF WORK AND OVERTIME	8
4.3	COMPENSATORY TIME	8
4.4	ATTENDANCE.....	8
4.5	TELECOMMUTING POLICY	9
4.5.1	Purpose	9
4.5.2	Participation.....	9
4.5.3	Equipment.....	9
4.5.4	General Issues	9
4.6	BREAKS AND MEAL PERIODS	10
4.7	BREAK TIME FOR NURSING MOTHERS.....	10
4.8	PAYROLL RECORDS.....	10
CHAPTER 5	TRAVEL/MEETING EXPENSE POLICY	11
5.1	GENERAL POLICY	11
5.2	VEHICLE USE.....	11
5.3	AIRFARE	11
5.4	REIMBURSEMENTS	11
5.5	ADDITIONAL ALLOWABLE INCIDENTAL EXPENSES	12
5.6	EXPENDITURES NOT REIMBURSABLE.....	12
5.7	DOCUMENTATION	13
5.8	CORPORATE CREDIT CARD	13
CHAPTER 6	PERFORMANCE EVALUATIONS AND TRAINING	14
6.1	PERFORMANCE EVALUATIONS AND COMPENSATION PLAN	14
6.2	TRAINING POLICY.....	14
CHAPTER 7	BENEFITS.....	15
7.1	RETIREMENT BENEFITS.....	15
7.2	DISABILITY BENEFITS (WORKERS' COMPENSATION)	15
7.2.1	Coverage and Claims	15
7.2.2	Coordination of Benefits.....	15
7.3	HEALTH INSURANCE BENEFITS	15
7.3.1	Employee Assistance Program.....	16
7.3.2	Wellness Program	16
7.4	CONTINUATION OF INSURANCE COVERAGE.....	16
7.4.1	Workers' Compensation Benefits	16
7.4.2	Termination, Retirement, Leave of Absence	16
7.5	TUITION REIMBURSEMENT POLICY	16
CHAPTER 8	LEAVES	18
8.1	DEFINITIONS.....	18

8.1.1	Dependent Children	18
8.1.2	Immediate Family	18
8.1.3	Serious Health Condition	18
8.2	VACATION LEAVE.....	18
8.2.1	Accruals	18
8.2.2	Accelerated Vacation Accruals for Exempt Level Employees	18
8.2.3	Limits on Accruals.....	19
8.2.4	Using Vacation Leave.....	19
8.2.5	Payment for Vacation Accruals at Termination.....	19
8.3	SICK LEAVE	19
8.3.1	Accruals	19
8.3.2	Limits on Sick Leave Accruals	19
8.3.3	Using Paid Sick Leave	20
8.4	LEAVE WITHOUT PAY	20
8.5	JURY AND WITNESS LEAVE.....	20
8.5.1	Jury Duty	20
8.5.2	Witness Duty.....	21
8.6	ADMINISTRATIVE LEAVE	21
8.7	MILITARY LEAVE.....	21
8.8	BEREAVEMENT LEAVE.....	21
8.9	HOLIDAYS	21
8.10	RELIGIOUS HOLIDAYS	22
8.11	ON-THE-JOB INJURIES AND TIME LOSS CLAIMS	22
8.12	FAMILY AND MEDICAL LEAVE	22
8.12.1	Reasons for Family or Medical Leave	22
a.	Employee's Serious Health Condition	22
b.	To Care for a New Child.....	22
c.	To Care for a Spouse, Parent or Child With a Serious Health Condition	22
8.12.2	Requests for Family or Medical Leave	23
8.12.3	Use of Paid Leave for Family or Medical Leave	23
8.12.4	Length of Leave	23
8.12.5	Benefits	23
8.12.6	Return to Work	23
8.13	PAID PARENTAL LEAVE POLICY	24
8.14	LEAVE AND BENEFITS FOR PART-TIME AND TEMPORARY EMPLOYEES	24
8.14.1	Regular Part-Time Employees	24
8.14.2	Temporary Employees	24
CHAPTER 9	EMPLOYEE RESPONSIBILITIES AND CONDUCT	25
9.1	GENERAL CODE OF CONDUCT.....	25
9.2	OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST.....	25
9.3	REPORTING IMPROPER GOVERNMENTAL ACTION	26
9.4	POLITICAL ACTIVITIES	26
9.5	NO SMOKING POLICY	26
9.6	PERSONAL POSSESSIONS AND ELECTRONIC COMMUNICATIONS	26
9.7	USE OF AGENCY VEHICLES AND EQUIPMENT	26
9.8	BULLETIN BOARDS	26
9.9	CONTACT WITH THE NEWS MEDIA	27
9.10	SEAT BELT, CELLULAR PHONE AND TEXTING POLICY	27
9.11	DRIVER'S LICENSE REQUIREMENTS	27
9.12	SOLICITATIONS	27

9.13	SAFETY	27
9.14	SUBSTANCE ABUSE	27
9.14.1	Availability of Rehabilitation or Treatment	27
9.14.2	When Job Performance Is Affected	28
9.14.3	Drug-Free Workplace	28
9.15	GIFTS & GRATUITIES	28
CHAPTER 10	DISCIPLINE AND TERMINATION	29
10.1	ACTIONS SUBJECT TO DISCIPLINARY ACTION	29
10.2	LAYOFF	30
10.3	RESIGNATION	30
CHAPTER 11	COMPLAINT PROCEDURES	31
11.1	COMPLAINT PROCEDURES	31
11.1.1	Additional Procedures	32
CHAPTER 12	ELECTRONIC COMMUNICATIONS	33
12.1	ELECTRONIC COMMUNICATION MONITORING	33
12.2	ELECTRONIC COMMUNICATIONS AND PUBLIC RECORDS	33
12.3	INTERNET POLICY	33
12.4	SOCIAL MEDIA POLICY	34
12.4.1	Introduction	34
12.4.2	Definitions	34
12.4.3	Social Media Account Access	34
12.4.4	Prohibited Content in Agency Social Media	35
12.4.5	Expectation of Privacy	36
12.5	SOCIAL MEDIA PERSONAL USE	36
12.5.1	Introduction	36
12.5.2	No Expectation of Privacy	36
12.5.3	Employee Personal Use of Social Media	37
12.5.4	Prohibited Conduct in Personal Social Media	37
12.5.5	Employee Responsibility and Duty to Report	38
12.6	MOBILE COMMUNICATIONS POLICY	38
12.7	RECORD RETENTION	38
	RECEIPT OF PERSONNEL -EMPLOYEE POLICIES	39

CAPITAL CITY DEVELOPMENT CORPORATION

~~Personnel~~Employee Manual

CHAPTER 1 PURPOSE AND SCOPE

1.1 INTRODUCTION

These ~~personnel~~employee policies serve as a general guide to the Capital City Development Corporation's ("Agency") current employment practices and procedures. As such, we hope they will help you better understand how the Agency operates and what is expected of you as an employee. The Agency places the highest value on our employees and their well-being. We want to see that you are a satisfied and productive worker, with the support necessary to achieve the objectives of your position.

It is our belief that when consistent ~~personnel~~employee policies are known and communicated to all, the chances for greater job satisfaction increase. These ~~personnel~~employee policies serve as a general guide to the Agency's current employment practices and procedures. If you have any questions, please ask your supervisor. As you have ideas or suggestions for improvement, please do the same.

1.2 INTENT OF POLICIES–EMPLOYMENT AT WILL

These policies are not intended to be a contract, express or implied, or any type of promise or guarantee of specific treatment upon which you may rely, or as a guarantee of employment for any specific duration. Your employment with us is **at will**, and either of us may decide to terminate the employment relationship at any time and for any reason.

Please understand that no supervisor, manager or representative of the Agency other than a written statement by the Executive Director has the authority to enter into any agreement with you for employment for any specified period or to make any written or verbal commitments contrary to the foregoing.

1.3 SCOPE OF POLICIES

These ~~personnel~~employee policies apply to all Agency employees and do not apply to the appointed Board of Commissioners. In cases where these policies conflict with any Agency resolution, the provisions of a specific written employment agreement, state or federal law, the terms of that law, resolution or agreement prevail. In all other cases, these policies apply.

1.4 CHANGING THE POLICIES

The Capital City Development Corporation Personnel Manual, November 1999, was initially adopted by the Agency Board pursuant to Resolution No. 806, approved at the Board's special meeting of November 3, 1999. The provisions of Resolution No.806 vest certain authority in the Executive Director to make minor modifications of these policies, as the need arises. Any such modification shall be in writing and distributed to all employees. The Executive Director may deviate from these policies in individual situations, particularly in an emergency, in order to achieve the primary purpose of serving the Agency's mission. Any substantive change to this ~~Personnel~~Employee Manual requires Board action, by approval of a resolution adopting any change or amendment to the ~~Personnel~~Employee Manual. Revisions to the ~~Personnel~~Employee Policy Manual were approved in February 2001, October 2001, October 1, 2003, January 14, 2008, May 27, 2008, February 13, 2012, ~~and~~ December 14, 2015, and December 11, 2017.

This ~~Personnel~~Employee Manual dated January 1, 201~~6~~8 supersedes any prior manuals used by the Agency.

1.5 DEFINITIONS

1.5.1 Immediate Family

An employee's spouse, child (natural, adopted, step), parents (natural, step, adopted), brother or sister, mother/father-in-law, daughter/son-in-law, grandparents, grandchildren **or** other relative who lives in the employee's home.

1.5.2 Regular Full-Time Employee

An exempt or non-exempt employee who has worked at least 30 days and who regularly works a minimum of forty (40) hours a week.

1.5.3 Regular Part-Time Employee

An exempt or non-exempt employee who has worked at least 30 days and who regularly works less than forty (40) but at least twenty (20) hours a week.

1.5.4 Temporary Employee

Temporary employees may be hired in an intern capacity, may be hired to replace temporarily regular employees who are on vacation or other leave, may be hired to meet peak workload or special needs, or may be hired to fill a vacancy temporarily until a regular employee is hired. A temporary employee is one hired for a specified purpose for a limited duration, generally not more than one year, as approved by the Executive Director. Like all employees, temporary employees' employment is **at will** and the temporary employee can be dismissed at any time and for any reason.

1.5.5 Exempt Employee

Exempt employees are not subject to overtime pay. An employee's classification as exempt or non-exempt is determined by the Executive Director or his/her designee.

1.5.6 Non-Exempt Employee

Non-exempt employees are entitled to overtime pay as provided for in sections 4.2 and 4.3. An employee's classification as exempt or non-exempt is determined by the Executive Director or his/her designee.

CHAPTER 2 GENERAL POLICIES AND PRACTICES

2.1 EQUAL EMPLOYMENT OPPORTUNITY

The Agency is committed to providing equal employment opportunity for all persons without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, veteran, current, or future military status, or any other applicable legally protected status.

Equal opportunity extends to all aspects of the employment relationship, including hiring, promoting, retaining, training, disciplining, terminating, working conditions, compensation, benefits, and other terms and conditions of employment.

Additionally, the Agency is committed to providing an employment environment that is free from discrimination and harassment. All individuals employed by the Agency are expected to conduct themselves at all times so as to provide a working atmosphere free from discrimination and harassment.

Employees who believe they have been subjected to discrimination or harassment related to their race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status should report the behavior in accordance with the equal employment opportunity regulations.

The Agency will not discriminate against any applicant or employee in hiring or in the terms, conditions, and privileges of employment based upon pregnancy, childbirth, or related medical conditions.

2.2 DISABILITY DISCRIMINATION

The Agency does not discriminate against any applicant or employee in hiring or in the terms, conditions, and privileges of employment due to disabilities. When the Agency is made aware of any disability which prevents an otherwise qualified applicant or employee from performing a job, the Agency will work with the employee to determine if the employee is disabled and if so, will assess whether any reasonable accommodation would allow the person to perform the job before refusing employment or making a distinction in terms, conditions, or privileges of employment because of the disability. An accommodation which creates an undue hardship on the Agency or which endangers health or safety is not a reasonable accommodation. The Agency will make any reasonable accommodation necessary to allow an otherwise qualified applicant or employee to perform the job.

An otherwise qualified applicant for employment or an employee with a disability who requests reasonable accommodation must inform his or her immediate supervisor or management of the nature of the disability and the accommodation required. The Agency will then follow the procedures set forth above. Employees with access to such information shall maintain the confidentiality of the information to the extent reasonably possible and shall not release the information to anyone who does not have the right or need to know.

2.3 ANTI-HARASSMENT AND DISCRIMINATION POLICY

SEXUAL HARASSMENT AND DISCRIMINATION IS UNLAWFUL AND ABSOLUTELY FORBIDDEN BY THE AGENCY.

~~It is the Agency's policy to foster and maintain a work environment that is free from discrimination and intimidation. Toward this end, the Agency will not tolerate discrimination or harassment of any kind made by employees toward co-workers or members of the public. Employees are expected to show respect for each other and the public at all times, despite individual differences.~~

It is the Agency's policy to foster and maintain a work environment that is free from harassment and discrimination. The Agency will not tolerate harassment or discrimination of any kind made by employees toward co-workers or

members of the public. Employees are expected to show respect for each other and the public at all times, despite individual differences.

Sexual harassment is behavior of a sexual nature, which is unwelcome. Harassment may include verbal or physical conduct that demeans or shows hostility or aversion toward another employee or members of the public.

The Agency prohibits all harassment and discrimination including those behaviors based on an employee's race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status. Discrimination is a bias or prejudice which is irrelevant to an employee's competence or suitability resulting in unequal or unfair treatment or denial of opportunity regarding selection, promotion, or transfer on those bases. Harassment is conduct that substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment including but not be limited to harassing, threatening or offensive conduct directed toward the employee. Harassment may include verbal or physical conduct that demeans or shows hostility or aversion toward another employee or members of the public. Sexual harassment is unwelcome behavior of a sexual nature.

The Executive Director and other employee supervisors are responsible for creating an atmosphere free of discrimination and harassment. Further, employees are responsible for respecting the rights of their co-workers and others, including the citizens they serve. The following procedure outlines the steps to follow if you believe you have experienced harassment or discrimination on the job.

The Executive Director, supervisors and all employees are responsible for creating an atmosphere free of harassment and discrimination. Employees must also respect the rights of their co-workers and others, including the citizens they serve.

If you are subject to a violation of this policy from anyone, including supervisors, fellow employees or managers, immediately bring the problem to the attention of a supervisor or the Executive Director in writing. If the complaint involves the Executive Director, you should report the violation to the Chair of the Board of Directors in writing. The complaint will be promptly investigated. To the extent possible, complaints will be handled confidentially.

If an investigation shows the accused employee did engage in improper harassment or discrimination, appropriate corrective action will be taken, as in the case of any other serious employee misconduct, up to and including discharge. No employee shall be retaliated against or otherwise subject to adverse treatment for making a complaint of harassment in good faith.

If you believe you have been subjected to harassment or discrimination on the job in violation of this policy from anyone, including fellow employees, supervisors, managers and the Executive Director, immediately bring the problem to the attention of Human Resources, a supervisor or the Executive Director (preferred order). If the complaint involves the Executive Director, the violation can be reported to Human Resources or in writing directly to the Chair of the Board of Directors (preferred order). The complaint will be promptly investigated. To the extent possible, complaints will be handled confidentially.

The Agency prohibits harassment. Harassment is defined as conduct that substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment. This would include, but not be limited to harassing, threatening or offensive conducted directed toward a person's race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status.

If an investigation shows the accused employee did engage in improper harassment or discrimination, appropriate corrective action will be taken, as in the case of any other serious employee misconduct, up to and including discharge. No employee shall be retaliated against or otherwise subject to adverse treatment for making a complaint of harassment or discrimination in good faith.

The Agency will actively enforce its policy against harassment. The policy applies to all conduct by any supervisor, manager, coworker, or subordinate, that affects an employee's work environment. The Agency considers a violation of this policy a serious offense requiring disciplinary action, up to and including discharge.

The Agency will actively enforce its policy against harassment and discrimination. The policy applies to all conduct by any employee that affects an employee's work environment. The Agency considers a violation of this policy a serious offense requiring disciplinary action, up to and including discharge.

~~In the event a complaint of harassment is found to be totally and completely without basis, appropriate disciplinary measures may be taken against the employee who brought the complaint, up to and including discharge. While this is in no way intended to discourage any employee who believes he/she has been the victim of harassment from bringing a complaint, the Agency recognizes that a charge of harassment can cause serious damage to the reputation and personal character of the accused.~~

In the event a complaint of harassment or discrimination is found to be totally and completely without basis, appropriate disciplinary measures may be taken against the employee who brought the complaint, up to and including discharge. While this is in no way intended to discourage any employee who believes he or she has been the victim of harassment from bringing a complaint, the Agency recognizes that a charge of harassment can cause serious damage to the reputation and personal character of the accused.

I have read and understand the Anti-Harassment and Discrimination Policy.

Employee signature

Date

2.4 EMPLOYEE PERSONNEL RECORDS

A personnel file for each employee is kept by the appropriate Agency staff member. An employee's personnel file may contain the employee's name, title and/or position held, job description, salary, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information. Medical information about employees is contained in a separate confidential file.

Employees have the right to review their files during normal business hours, within three (3) business days after a request to do so is received by the Executive Director. An employee may request removal of irrelevant or erroneous information in his/her personnel file. If the Agency denies an employee's request to remove the information, the employee may file a written rebuttal statement to be placed in his/her file.

Personnel files are kept confidential to the maximum extent permitted by law.

2.5 EMPLOYMENT REFERENCES

The Executive Director, his/her designee, or a supervisor will provide employment references on current or former Agency employees. All employees shall refer requests for references to the Executive Director or his/her supervisor. References may be limited to verification of dates of employment, positions held, and salary.

CHAPTER 3 RECRUITING AND HIRING

3.1 RECRUITING

Recruiting practices are based solely on the basis of ability, merit, qualifications and competence, without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status.

Any applicant supplying false or misleading information may be subject to immediate termination, if hired.

3.2 HIRING

When a position becomes vacant and prior to any recruitment activity, the Executive Director shall review the position, its job description and the need for such a position. The recruitment and selection process shall be conducted under the direction of the Executive Director.

The Agency may also conduct certain background procedures as allowed or required by law. An example of such procedure is requiring applicants/employees to show proof they are authorized to work in the United States.

3.3 TEMPORARY EMPLOYEES

3.3.1 Temporary, At Will Employees

Temporary employees are **at will** employees. The Executive Director may hire temporary employees to temporarily replace regular employees who are on vacation or other leave, to meet peak work load or special needs, or to temporarily fill a vacancy until a regular employee is hired.

3.3.2 Compensation/Benefits

Temporary non-exempt employees are eligible for overtime pay as required by law as provided for in sections 4.2 and 4.3. Temporary employees do not receive retirement, vacation, sick leave, health, [short term disability](#), [long term disability or life](#) insurance, holidays or any other benefits during their employment unless required by law, or approved in writing by the Executive Director for persons whose employment is expected to exceed four (4) consecutive months.

Temporary employees pay contributions to the Social Security System.

3.4 EMPLOYMENT OF RELATIVES (NEPOTISM)

3.4.1 Family Relationship

The immediate family of current Agency employees or persons sharing living quarters will not be employed by the Agency where:

- (1) One of the parties would have authority (or practical power) to supervise, appoint, remove, or discipline the other;
- (2) One party would handle confidential material that creates improper or inappropriate access to that material by the other;
- (3) One party would be responsible for auditing the work of the other; or

- (4) Other circumstances exist that might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the Agency.

Members of the immediate family of Agency Board members will not be eligible for Agency employment.

3.4.2 Change in Circumstances

If two employees marry, become related or begin sharing living quarters with one another, and in the Agency's judgment, the potential problems noted above exist or reasonably could exist, only one of the employees will be permitted to stay with the Agency, unless accommodations, as determined in the discretion of the Executive Director, can be made to eliminate the potential problem. The decision as to which employee will remain with the Agency must be made by the two employees within thirty (30) calendar days of the date they marry, become related, or begin sharing living quarters with each other. If no decision is made during this time, the Agency reserves the right to terminate either or both employees.

3.5 PROMOTIONS

The Agency encourages promotion from within the organization whenever possible, but reserves the right to seek qualified applicants outside of the organization at its discretion.

CHAPTER 4 HOURS AND ATTENDANCE

4.1 WORKING HOURS

The Agency's standard workweek is Monday through Friday from 8:00 a.m. to 5:00 p.m. with an unpaid lunch period. Due to the nature of the Agency's operations, longer hours may be necessary in some instances.

A normal working schedule for a regular full-time employee consists of forty (40) hours each workweek.

Part-time and temporary employees will work hours as specified by the Executive Director.

4.2 HOURS OF WORK AND OVERTIME

All Agency positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act ("FLSA") and Idaho Minimum Wage Act regulations. You will be informed of your status by the Agency.

For regular full-time Agency employees, the established work period is forty (40) hours within a seven (7) day workweek. All employees are responsible for accurately reporting all hours worked on forms supplied by the Agency.

Non-exempt employees are entitled to additional compensation, either in cash or compensatory time off, when they work more than forty (40) hours within a seven (7) day workweek. All overtime must be authorized in advance by the Executive Director or his/her designee. Overtime pay is calculated at one and one-half (1.5) times the employee's regular rate of pay for all time worked beyond forty (40) hours within a seven (7) day workweek. When computing overtime, time paid for but not worked (e.g., holidays, sick leave and vacation time), is not counted as hours worked.

Exempt employees are exempt from the FLSA and Idaho Minimum Wage Act overtime provisions and do not receive either overtime pay or compensatory time in lieu of overtime pay. An exempt employee is paid to perform a job, which may not necessarily be completed in a normal week.

4.3 COMPENSATORY TIME

Non-exempt employees entitled to overtime pay may request compensatory time off instead of cash payment. All compensatory time is approved on a case-by-case basis by the Executive Director or his/her designee and must be pre-arranged. The Agency is not required to grant compensatory time instead of overtime pay. If the compensatory time option is exercised, the employee is credited with one and one-half (1.5) times the hours worked as overtime. Maximum accruals of compensatory time shall be limited to 16 hours for regular non-exempt employees. After maximum accrual, overtime compensation shall be paid.

Non-exempt employees will be allowed compensatory time off within a reasonable time period after making a request to the Executive Director or his/her designee, unless doing so would unduly disrupt Agency operations. Compensatory time off should be used for short-term absences from work.

4.4 ATTENDANCE

Punctual and consistent attendance is a condition of employment. The Executive Director, his/her designee, or the immediate supervisor is responsible for the attendance record of the staff.

Non-exempt employees unable to work or unable to report to work on time should notify their supervisor as soon as possible, ordinarily before the work day begins or within thirty (30) minutes of the employee's usual starting time. If an absence continues beyond three (3) days, the employee is responsible for reporting in each day. If the supervisor is unavailable, the employee may leave a message with the designated representative, stating the reason for being late or unable to report for work.

An employee who is absent without authorization or notification is subject to disciplinary action, up to and including discharge.

This policy is not applicable to employees on designated state or federal military leave, family medical leave, or jury duty. Additionally, nothing in this policy should be construed to change the Agency's at-will relationship with all employees.

4.5 TELECOMMUTING POLICY

4.5.1 Purpose

This purpose of this telecommuting policy is to establish general guidelines for telecommuting. Some goals of the policy are:

1. Enhance performance and increase productivity.
2. Mitigate any potential or perceived safety issues if long hours must be worked.
3. Provide for flexibility:
 - a. Telecommute occasionally to complete a special project.
 - b. Telecommute only a portion of the day.
 - c. Telecommute on a scheduled, part-time basis.

4.5.2 Participation

Telecommuting is voluntary, but it is not a right and is subject to approval by the Executive Director. Generally, non-exempt employees are providing support services for exempt staff and public contact services. Absence from the office would hinder productivity rather than enhance it. Most often non-exempt staff are not assigned special projects that can be completed outside work hours nor required to work long or late hours.

4.5.3 Equipment

Telecommuting equipment must be provided by the employee. The Agency will supply the support services and communication software necessary to access the work desktop. Any operating system or hardware upgrades or purchases or any modem or phone line installation and maintenance necessary to participate in the telecommuting program must be provided by the employee. Additionally, workspace needs are the responsibility of the employees. The Agency assumes no responsibility for personal equipment or associated costs.

Employee must provide for adequate protection to prevent unauthorized access to Agency desktop computers or other Agency equipment. This may include, but is not limited to a secure in-house location with no unauthorized access to the home computer and password authorization.

4.5.4 General Issues

Telecommuting is not a right. This program must be utilized to benefit the Agency. Budgetary demands are a factor and the Executive Director determines the benefit to the Agency. Exempt employees working additional hours through the telecommuting program need not secure Executive Director permission. Exempt employees utilizing the telecommuting program in lieu of working in the office during the standard working hours must establish a schedule

through the Executive Director. The Executive Director may determine non-exempt staff need access to the telecommuting program.

Employees are covered by Workers Compensation during their telecommuting work hours.

4.6 BREAKS AND MEAL PERIODS

Non-exempt employees are provided one (1) fifteen-minute break for every four hours worked. All breaks shall be arranged so they do not interfere with Agency business or service to the public. Break periods will be scheduled as near as possible to the mid-point of each four-hour work period. Break periods MAY NOT be accumulated or taken at the beginning or end of any work period (i.e., morning or afternoon shift).

Lunch periods are unpaid. Meal periods for non-exempt employees shall be scheduled by the employee's supervisor. Meal periods must be taken not less than two (2) hours or more than five (5) hours from the beginning of the shift. Lunch break scheduling and duration will be established by the employee's supervisor provided that lunch breaks for non-exempt employees shall be no less than 30 minutes. The scheduling of meal periods may vary depending on workload. Unused lunch periods (e.g., only 30 of an allotted 60 minutes lunch period is used) may not be carried forward or accrued or used at other times of the day without the specific pre-approval of employee's supervisor.

4.7 BREAK TIME FOR NURSING MOTHERS

The Agency will provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express the milk. The frequency of breaks needed to express milk as well as the duration of each break will likely vary. The Agency shall provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. A bathroom, even if private, is not a permissible location under the Patient Protection and Affordable Care Act. The location provided must be functional as a space for expressing breast milk. If the space is not dedicated to the nursing mother's use, it must be available when needed in order to meet the statutory requirement. A space temporarily created or converted into a space for expressing milk or made available when needed by the nursing mother is sufficient provided that the space is shielded from view, and free from any intrusion from coworkers and the public. Breaks taken for the purpose of expressing milk are unpaid.

4.8 PAYROLL RECORDS

The official payroll records are kept by the Finance Department. Each employee shall turn in a signed work record bi-weekly for each pay period, as specified by the Finance Officer.

CHAPTER 5

TRAVEL/MEETING EXPENSE POLICY

5.1 GENERAL POLICY

Any person authorized to perform official business on behalf of the Agency may incur travel/meeting expenses. It is expected that good judgment, prudence and discretion will be exercised while conducting Agency business. The itinerary of an employee shall be planned to eliminate unnecessary travel in the performance of work assignments. Should travel companions accompany any person authorized to perform official business on behalf of the Agency, it is expected that they will pay for their costs without causing any charges to accrue to the Agency. Transitioning between home and work is not considered travel for the purpose of this policy.

5.2 VEHICLE USE

The cost of transportation by private vehicles is reimbursed at the rate established by the State Board of Examiners, computed according to a commonly used online mapping utility which supports the distance as the most direct and/or efficient route.

If private conveyance is used, liability insurance in the amount required by Idaho Code § 49-117(16) shall be provided. Employees shall have current vehicle insurance and a valid driver's license when using a private vehicle for Agency business. The employee's insurance is considered by State statute to be primary before the Agency's insurance. If an employee is involved in an accident and does not have a valid driver's license and insurance the Agency will disclaim any liability and the employee will be personally liable.

5.3 AIRFARE

The cost for commercial airfare shall be limited to the lowest available class of passage rate, such as "coach" or similar classification. Airfare at other classes and seat selection or other upgrade fees are not allowed unless properly documented that the seat selection, upgrade fees, or class of passage at a higher rate was necessary due to availability, physical limitations or other factors, and that the ticket was purchased at the earliest opportunity. Baggage fees charged by commercial airlines are allowable not to exceed one checked bag and one carry-on bag per departure unless additional baggage costs are necessary and approved in advance. Any additional costs, such as in-flight services, internet access or entertainment, are not allowable and are the responsibility of the traveler, unless a valid business purpose is identified and approved in advance by the designated authority. Costs incurred should always be the most economical under the circumstances. Whenever possible, courtesy services offered by hotels or hosting agencies should be used. Costs incurred before or after a scheduled meeting which are not necessary to perform official business are not expenses of the Agency.

5.4 REIMBURSEMENTS

A completed travel expense report shall be submitted to the Executive Director or the appropriate supervisor for signature within five (5) week days of return from the trip. This form is required for every trip even if the only Agency expense is the per diem meal allowance. Extra expense such as bridge tolls, garage and parking fees and like expenses shall be allowable in addition to the mileage reimbursement. The mode and route of travel shall be those allowable travel expenses actually incurred by the traveler by use of the most economical mode, from the standpoint of time, cost, and practicality. Cost should include overtime and compensatory time amounts that may accrue under the Fair Labor Standards Act for non-exempt employees. If public transportation is used, costs by common carrier including bus, train, rental car, and airlines are allowable. Receipts for non per diem expenses shall be submitted upon return. Reimbursable airline travel shall be limited to coach or other normally lowest cost passage.

Traveling employees who rent automobiles for Agency business purposes shall purchase liability, comprehensive, and collision coverage through the rental agency, unless the automobile rental amount is paid by means of a personal credit

card that provides such rental car insurance coverage. In the event that the employee fails to buy insurance through the rental car company, the employee shall be personally responsible for damages and other liability incurred through rental and use of the automobile. Subsistence allowance shall cover actual necessary expenditures for lodging, provided that receipts are presented. Food including tips and incidentals are paid on a per diem basis.

Lodging will be reimbursed at actual cost not to exceed single rate for (1) person plus tax or the actual cost if a room is shared. An original receipt shall be submitted for settlement of the travel expense. A government room rate should be secured whenever possible.

Meals and incidental expenses - The Agency uses a per diem method for meals of employees while on overnight out of town travel. The per diem amounts are consistent with those set forth in the State Travel Policy and Procedures (<https://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.htm>), set forth in Appendix A hereto which also require that if an employee receives a meal at nominal or no cost, the per diem shall be adjusted by deducting the appropriate amount. A continental breakfast such as muffins, bagels, fruit, and coffee that is provided free of charge will not reduce the employee's meal allowance.

For partial days away from home, the per diem amount should be adjusted using the meal breakdown chart and the employee's travel schedule. At no time may the adjusted amount be more than the per diem for the day. Please refer to the per diem rate and meal breakdown charts on the State Travel Policy and Procedures (<https://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.htm>).

Reimbursement will be made for miscellaneous expenses such as taxis, shuttles, etc. Reimbursement for telephone calls pertaining to official Agency business will be paid.. An item not specifically described or requests to exceed the above regulations as an allowable expense, but which are nevertheless necessary in the performance of official travel duties for the Agency, may be reimbursable upon submission of a receipt, a thorough explanation and approval by the Executive Director.

5.5 ADDITIONAL ALLOWABLE INCIDENTAL EXPENSES

- Conference material which may be useful to work. These supplies are and will remain the property of the Agency.
- Registration fees required in connection with attendance at conventions, conferences, schools, and official meetings. All requests for registration at such functions must be accompanied by a complete published agenda of the event.

5.6 EXPENDITURES NOT REIMBURSABLE

Certain travel/meeting expenses are considered personal and not essential to the transaction of official Agency business:

- Alcoholic beverages.
- Personal entertainment and transportation.
- Theft, loss or damage to personal property.
- Expenses of spouse, family or other persons not authorized to receive reimbursement under this policy.
- Airline and other trip insurance.

- Medical or hospital expenses.
- Personal toilet articles, postage, reading material, telephone calls.

5.7 DOCUMENTATION

An expense report shall be completed within one week of incurring expenses. No expense report for reimbursement shall be paid unless bona fide vendor receipts accompany it. Such receipts should show the date, a description of the purchase, vendor identification and amount paid. Receipts are required for all expenses over \$5.00. If it is necessary in the course of Agency business to pay for persons not considered Agency employees, the bona fide vendor receipt should include comments detailing the names of additional persons and the purpose for incurring the additional cost.

Should any person use a corporate credit card to charge travel/meeting expense and not provide proper documentation, that person shall pay the incurred expense.

5.8 CORPORATE CREDIT CARD

Corporate credit card use shall be limited to business purposes. Violations of this policy shall subject the individual to dismissal. Any unauthorized charge on the card shall be the responsibility of the individual.

CHAPTER 6

PERFORMANCE EVALUATIONS, COMPENSATION PLAN AND TRAINING

6.1 PERFORMANCE EVALUATIONS AND COMPENSATION PLAN

To achieve the Agency's goal to train, promote and retain the best-qualified employee for every job, the Agency will conduct yearly performance evaluations for all positions. The Executive Director or designee is responsible for developing and maintaining the Agency's performance evaluation program and compensation plan. The Agency's compensation plan may include position descriptions, pay grades, salary ranges, reviews, reclassification or promotions, reporting relationships and bonuses. The compensation plan is intended to provide flexibility and is subject to changes based on direction from the Agency Board or by the Executive Director.

6.2 TRAINING POLICY

Employee training and professional development are core Agency values. The Agency seeks, within the limits of available resources, to offer training to increase an employee's skill, knowledge and abilities directly related to Agency employment, to obtain or maintain required licenses and certifications, to maintain professional designations and certifications related to position responsibilities, and to develop staff resources. Opportunities may include but are not limited to: on-the-job training, in-house workshops and seminars sponsored by other agencies or organizations, continuing education, and memberships with professional organizations as authorized by the Executive Director.

CHAPTER 7 BENEFITS

7.1 RETIREMENT BENEFITS

The Agency has elected to participate in the Public Employee Retirement System of Idaho (PERSI). PERSI is a defined benefit retirement plan and is mandatory for eligible employees. Employees are eligible to participate in PERSI if they normally work twenty (20) hours or more per week and the term of employment is for five (5) consecutive months or longer.

As a PERSI member you have a percentage of your gross salary deducted, tax deferred, from your bi-weekly paycheck as contribution toward your retirement. Additionally, the Agency contributes a percentage toward retirement.

Active members of PERSI earn service credit toward a PERSI retirement. Most members are vested when they acquire 60 months of service. Once vested an employee may be eligible to claim a monthly lifetime retirement benefit.

PERSI ~~also~~ offers the supplemental Choice 401(k) retirement savings plan. It allows PERSI-eligible employees to make voluntary contributions into a 401(k) plan of individual pre-tax wages that can matched up to a maximum percentage with employer contributions as determined by the Agency. Other 401(k) or 457 investment options are also available to employees for voluntary contributions and eligible employer match.

In accordance with the PERSI Member Handbook, PERSI employers are permitted to directly purchase base plan service on behalf of an employee within 90 days of retirement subject to PERSI rules. Purchased base plan service can serve as a management tool for succession planning, organizational continuity and staff retention / advancement. Purchased base plan service is at the sole discretion of the Executive Director with the consent of the Executive Committee and with written approval by a Board officer.

For more information, please contact human resources and/or visit PERSI at www.persi.state.id.us/.

7.2 DISABILITY BENEFITS (WORKERS' COMPENSATION)

7.2.1 Coverage and Claims

All employees are covered by worker's compensation insurance. This insurance covers employees in case of on-the-job injury or job-related occupational disease. The Agency's workers' compensation insurance carrier will pay the employee for workdays lost and medical costs attributable to job-related injuries or occupational diseases. **All job-related accidents must be reported immediately to the supervisor.**

When an employee is absent for one or more days due to an on-the-job accident or occupational disease, he/she is required to file a claim for Workers' Compensation. If the employee files a claim, the Agency will pay the employee's regular salary from the employee's sick leave pending determination of eligibility for Workers' Compensation benefits.

7.2.2 Coordination of Benefits

If the employee is determined to be eligible for Workers' Compensation benefits the Agency will credit the amount of personal sick leave used until payment of workers' compensation benefits commences. This policy is to ensure that employees will receive prompt and regular payment during periods of injury or disability, so long as accrued sick leave is available pending determination of entitlement to workers' compensation benefits. Upon determination of

entitlement to workers' compensation benefits, the appropriate amount of sick leave shall be restored to the employee's account. (Please also see Section 8.11 of this Policy manual.)

Subject to the Idaho Workers' Compensation laws and in coordination with the Agency's workers' compensation insurance carrier, the Agency may require an examination at its expense, performed by a physician of its choice.

7.3 HEALTH INSURANCE BENEFITS

Regular full-time and part-time employees and their dependents are eligible to participate in the Agency's various insurance programs as of the 1st of the month following the date of employment. The programs and criteria for eligibility will be explained upon hire. The Agency pays the cost of premiums in the amounts authorized by the Agency Board. The Agency reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable.

Temporary employees will normally not be eligible for group health insurance coverage.

7.3.1 Employee Assistance Program

As part of the Agency's insurance programs, the Agency has provided for an Employee Assistance Program (EAP) for its employees through which employees and their dependents are able to obtain appropriate and necessary care for problems they may suffer and for such other personal problems as may interfere with their productivity and general welfare. The program and criteria for eligibility will be explained upon hire. The Agency pays the costs imposed by the provider of the program in the amounts authorized by the Agency Board. The Agency reserves the right to make changes to this program when deemed necessary or advisable, with prior notice to affected employees.

7.3.2 Wellness Program

To encourage and support healthy employee lifestyles and reduce the costs of the employer-provided health insurance benefits, the Agency may offer a wellness program providing incentives to employees. Employee participation must be on a voluntary basis.

7.4 CONTINUATION OF INSURANCE COVERAGE

7.4.1 Workers' Compensation Benefits

An employee receiving Workers' Compensation benefits continues to accrue vacation leave and sick leave for up to six (6) months. The Agency also continues to pay for the employer's portion of health insurance premiums. After six (6) months, the employee's healthcare benefits shall cease. The employee may continue health care benefits by self-paying insurance premiums for the remainder of the time he/she receives Workers' Compensation benefits.

7.4.2 Termination, Retirement, Leave of Absence

For eligible employees who terminate, retire or are on an approved leave of absence, the Agency will pay the Agency's share of the premium for the month the employee is leaving.

7.5 TUITION REIMBURSEMENT POLICY

The Agency is committed to continuous learning. As a means to pursue this goal and to encourage professional growth and increase effectiveness in its employees, the Agency will provide tuition reimbursement for regular full-time employees who have been employed by the Agency for at least one year. In addition, the employee must be continuously employed as a regular full-time employee at the time the class is completed and at the time request for reimbursement is submitted. The employee must maintain regular full-time employment with the Agency for one year after receiving reimbursement to avoid re-payment of the benefit.

Participation is subject to the availability of funds.

An employee's participation in the program will not adversely affect departmental operations or services.

The time scheduled by an employee to attend classes during working hours must be made up during the employee's pay cycle.

The employee's supervisor must verify that course is job-related. Job related courses are:

Credit course(s) whose content is of direct and significant assistance to the employee in fulfilling present duties and responsibilities or advancing professional development. Courses that are not directly related to a specific job, but form part of a job-related degree program, may also qualify for this benefit. Continuing education and audited courses do not qualify nor does course work undertaken solely for self-enrichment.

Under this policy employees may be reimbursed for up to two job-related courses per fiscal year in an amount not to exceed \$1,000. Courses must be taken from an accredited, degree-granting college or university.

The employee must complete the course(s) with a grade of "C" or better. In the case of pass/fail classes, the employee must pass the class.

Employees must pay tuition and required fees when registering for courses at eligible institutions. Tuition and fees excluding application fees will be reimbursed only after proof of successful completion of the course(s) and proof of payment is provide. Fees include books and supplies.

If reimbursement is available through other sources such as grants or scholarship, those avenues of reimbursement must be pursued before reimbursement from the Agency is sought.

It is the employee's responsibility as a taxpayer to assess the tax consequences of reimbursement for educational expenses and comply with existing provisions of the Internal Revenue Code.

Application for reimbursement must be made in writing with attached documentation of course payment and completion.

CHAPTER 8 LEAVES

8.1 DEFINITIONS

For purposes of this Chapter, the following definitions shall apply:

8.1.1 Dependent Children

Dependent children are children of an employee through age 26 (including stepchildren, foster children, legally adopted children, legal wards or a child of a person standing in loco parentis).

8.1.2 Immediate Family

Immediate family is an employee's spouse, child (natural, adopted, step), parents (natural, step, adopted), brother or sister, mother/father-in-law, daughter/son-in-law, grandparents, grandchildren, **or** other relative who lives in the employee's home.

8.1.3 Serious Health Condition

Serious health condition is an illness, injury, impairment, or physical or mental condition that involves: (a) in-patient care in a hospital, hospice or residential medical care facility; or (b) continuing treatment by a health care provider.

8.2 VACATION LEAVE

8.2.1 Accruals

Vacation hours are accrued at the end of each pay period. Each regular full-time employee is entitled to vacation leave as follows:

Years of Employment	Vacation Hours Earned
Beginning of eligibility through the completion of the first year	10 hrs/month
Beginning of year 2 through the completion of the fourth year	12 hrs/month
Beginning of year 5 & over	14 hrs/month

Regular part-time employees will receive vacation on a pro-rata basis.

Temporary employees are not eligible except as provided by Section 3.3 for any vacation benefits. Employees do not accrue vacation benefits during a leave without pay in any month in which compensation is not paid.

8.2.2 Accelerated Vacation Accruals for Exempt Level Employees

In order to ensure the Agency is competitive in hiring and retaining the most qualified employees in exempt level positions, the Executive Director is authorized to agree to initial lump sum and specific monthly accruals of time which exceed the schedules of earning contained in *Section 8.2.1*. Such agreements must be in writing and be retained in both the personnel and payroll file of that employee.

8.2.3 Limits on Accruals

The maximum number of vacation hours which may be carried over from one calendar year to the next is one year's accrual at the current earning rate for that employee, provided however, that the total accrual of unused vacation leave shall not exceed 1.5 times the current annual rate. (Please note: the maximum number of unused vacation hours is pro-rated for a part-time regular employee to reflect his/her normally scheduled workweek.)

Any leave accruals exceeding the maximum carryover on December 31 of each year will automatically be forfeited unless otherwise specifically authorized in writing by the Executive Director or designee.

In cases where Agency operations have made it impractical for an employee to use vacation time, the Executive Director may in his or her sole discretion authorize additional carryover or temporarily increase the total accrual limit for unused leave.

In recognition that the demands of work schedules may prevent the appropriate use of accumulated vacation leave, at the sole discretion of the Executive Director, exempt employees may be paid for up to one-half of current accrual balance of vacation time per year.

8.2.4 Using Vacation Leave

An employee may take vacation leave only after obtaining permission from the appropriate supervisor or Executive Director, as the case may be. Vacations must be scheduled to meet the operating requirements of the Agency, and, as far as practicable, the preferences of the employee. The maximum number of hours an employee may take is the number of hours posted to his/her account at the time the vacation leave is taken; an employee may not "borrow" from vacation accruals not yet earned.

If due to Agency convenience, a pre-approved vacation must be cancelled or changed causing out-of-pocket expense to the employee, then the Agency may reimburse the employee for the unrecoverable portion of the out-of-pocket expense.

8.2.5 Payment for Vacation Accruals at Termination

When leaving Agency service, an employee will be paid, at the base hourly rate as of the date of departure, a lump sum for all accrued unused vacation which has not been forfeited, but only up to the maximum accrued amount.

8.3 SICK LEAVE

8.3.1 Accruals

All full-time regular employees accrue sick leave benefits at the rate of eight (8) hours for each calendar month of continuous employment. Four (4) hours of sick leave is accrued as of each pay period. Regular part-time employees may accrue sick leave benefits on a pro-rata basis according to hours worked. The hours accrued for a particular pay period cannot be used by an employee in advance of or during the pay period they are accrued.

Temporary employees do not earn sick leave benefits except as provided in Section 3.3. Employees do not accrue sick leave benefits during a leave without pay in any month in which compensation is not paid.

8.3.2 Limits on Sick Leave Accruals

The maximum number of hours an employee may carry in his/her sick leave balance is ~~720 hours~~ not limited. ~~however - Employees are not paid for unused sick leave except as allowed in 8.3.3 (7).~~ Employee sick leave balances accumulated under any previous policy will be adjusted to conform to this policy.

8.3.3 Using Paid Sick Leave

Acceptable use of sick leave covers those situations in which an employee is absent from work due to:

- (1) Employee's own health condition (illness, injury, physical or mental disability, including disability due to pregnancy or childbirth);
- (2) The need to care for an immediate family member who is ill;
- (3) Medical or dental appointments for the employee or employee's immediate family, provided that the employee must make a reasonable effort to schedule such appointments at times which have the least interference with the work day;
- (4) Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others;
- (5) Use of a prescription drug that impairs job performance or safety;
- (6) Additional leave beyond bereavement leaves for a death in the immediate family, to be authorized by the Executive Director.
- (7) In accordance with unused sick leave program in the PERSI Member Handbook, under certain conditions separation from the Agency by PERSI retirement can permit conversion of up to one-half of any sick leave balances for direct deposit into a PERSI-administered account for payment of premiums on employer-maintained insurance including health, dental, vision, long-term care insurance, prescription or life insurance.

A doctor's certificate may be required when an employee is absent for a period in excess of three (3) days. Abuse of such leave may subject the employee to discipline or termination.

Employees who use all their accumulated sick leave and require more time off work due to illness or injury may, with their department head's prior approval, request a leave without pay or use accumulated compensatory time, if any.

Employees will not be paid for any unused sick leave upon leaving Agency service ~~for any reason except as may be allowed in 8.3.3 (7).~~ Sick leave is a benefit solely for use by an employee to receive pay for absences while employed, and is not an entitlement.

8.4 LEAVE WITHOUT PAY

The Executive Director may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reasons such as prolonged illness, or parenting.

8.5 JURY AND WITNESS LEAVE

8.5.1 Jury Duty

The Agency provides all employees leave for the full period of jury duty service. Regular full-time and part-time employees who have worked for the Agency for at least 30 days receive paid jury duty leave of up to two weeks each time they are called for jury service. In general, if jury duty extends beyond two weeks in any one instance, the additional leave will be unpaid or vacation time or a floating holiday may be used at the discretion of the employee's supervisor. Exempt salaried employees who are asked to serve longer than two weeks should contact the Executive Director to discuss whether further paid leave will be provided. Payment provided by the courts during periods of

paid jury duty leave must be turned over to the Agency, excluding expense reimbursements, such as mileage. You must provide your supervisor with a copy of the jury duty summons as soon as possible after receiving it. Upon completion of jury duty, you are required to provide your supervisor with proof of jury service.

8.5.2 Witness Duty

All employees summoned to testify in court are allowed time off for the period they serve as witnesses. In general, witness duty leave is unpaid unless you are a witness in a case involving the Agency. For exempt employees, however, salary payment will continue except for full-day absences caused because the employee is a party in a lawsuit.

8.6 ADMINISTRATIVE LEAVE

On a case-by-case basis, the Agency may place an employee on administrative leave with or without pay for an indefinite period of time. Administrative leave may be used in the best interests of the Agency as determined by the Executive Director during the pendency of an investigation or other administrative proceeding.

8.7 MILITARY LEAVE

The Agency provides all employees with leave while performing military service in accordance with federal and state law.

If you require time off from work to fulfill military duties, you will be treated in accordance with applicable requirements of state and federal laws. You are expected to notify your supervisor and provide a copy of your orders as soon as possible.

8.8 BEREAVEMENT LEAVE

The Agency provides regular full-time and part-time employees with paid leave for up to five (5) days in the event of the death of an immediate family member.

8.9 HOLIDAYS

The following are recognized as paid holidays for all regular full-time and part-time employees:

New Year's Day	January 1
Martin Luther King's Birthday	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Day	December 25
Floating Holiday (2)	Two days selected independently by each employee with supervisor's advance approval.

Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday.

Non-exempt regular full-time or part-time employees will be paid for the holiday at one and one-half times their regular rate of pay for any time worked on the observed holiday. Such time must be pre-authorized by the Executive Director.

Temporary employees will be paid at their regular straight-time rate for hours worked on an observed holiday.

8.10 RELIGIOUS HOLIDAYS

If an employee's religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with the Executive Director's approval, take the day off using vacation, compensatory time, a floating holiday day or leave without pay.

8.11 ON-THE-JOB INJURIES AND TIME LOSS CLAIMS

Any employee involved in any accident or suffering a job-related injury or occupational disease is required to report the accident and/or injury/illness to his/her supervisor immediately. **Failure to report may be grounds for denying workers' compensation, and/or cause for discipline up to and including dismissal.**

Whenever an on-the-job injury causes a regular employee to take time off work for treatment and/or recuperation ("time loss"), that time is charged to the employee's sick leave balance, if any, until the State of Idaho Industrial Commission, or the Agency's workers' compensation insurance carrier, has determined whether the claim is covered under the Workers' Compensation program. If the injury is covered by the Workers' Compensation program any sick leave which has been used will be restored to the employee's sick leave balance.

If the ruling is that the time loss is not covered by the Workers' Compensation program, then the employee will continue to be charged sick leave for the time loss. If the employee exhausts all his/her sick leave, then the employee will be charged his/her vacation, and finally may be placed on leave without pay.

8.12 FAMILY AND MEDICAL LEAVE

8.12.1 Reasons for Family or Medical Leave

Federal Law provides that certain public agencies must provide family and medical leave benefits. The Agency will comply with this law when required. Employees will be eligible for this leave when they have been employed by the Agency for at least 12 months, and have worked at least 1250 hours in the 12 months before the leave. Essentially this means that new employees, and part time employees, may not be eligible for such leave. Eligible employees are entitled to Family or Medical Leave for the following reasons:

a. Employee's Serious Health Condition

An employee may take Family or Medical Leave for the employee's serious health condition, when that condition prevents the employee from performing the essential functions of his or her job. This could include leave taken by a mother for a serious health condition related to pregnancy. An employee who needs this type of leave must give thirty (30) days' notice to the Executive Director, if the need for leave is foreseeable, or as much notice as is practicable if the need for leave could not be foreseen.

b. To Care for a New Child

An employee may take Family or Medical Leave to care for a newborn child, a newly adopted child, or a child placed for foster care in the home of the employee. Leave for this purpose must be taken within one year of the birth or placement of the child. An employee who anticipates the need for such leave must provide notice to the Executive Director at least thirty (30) days in advance, unless the need for such leave was not foreseeable, in which case the employee must give as much notice as is practicable under the circumstances.

c. To Care for a Spouse, Parent or Child With a Serious Health Condition

An employee may take leave when the employee is needed to care for the employee's spouse, parent or child who has a serious health condition as described above. The same type of notice as that required for leave for the employee's own serious health condition is required.

8.12.2 Requests for Family or Medical Leave

All requests for family leaves, paid or unpaid, must be comply with work rules, including work rules regarding notification of illness. In addition, at the time leave is requested, the Agency reserves the right to require the employee to obtain a medical certification from a physician, on a form provided by the Agency. This medical certification will allow the Agency to verify that the leave qualifies for Family or Medical Leave. Anytime the Agency requests such a certification, the certification must be returned within 15 days. If not returned, the leave may be delayed until the certification is completed. The burden is thus on the employee to return the medical certification as soon as possible so that leave will not be delayed.

8.12.3 Use of Paid Leave for Family or Medical Leave

An employee may choose, or the Agency may require, use of paid sick leave accruals when the leave is taken for a serious health condition of the employee, parent, child or spouse, or when leave is taken to care for a new child, by birth, adoption or foster care placement. In addition, vacation leave, a floating holiday, or comp time accrued may be used by the employee, at the option of the employee, if the employee requests time off according to his/her department's work rules. Any leave taken beyond such accrued leave is unpaid leave.

8.12.4 Length of Leave

The employee is entitled to up to 12 weeks of unpaid leave in any 12-month period for family or medical leave. A 12-month period shall be measured forward from the first date of an employee's family or medical leave (i.e., if the first day of family or medical leave is March 15, the 12-month period will run through the following March 14).

8.12.5 Benefits

Regular employees taking leave without pay must first exhaust all posted vacation before moving to unpaid status. An employee on leave of absence without pay does not accrue vacation and sick leave during the period of leave.

An employee on leave of absence for family or medical leave will continue to receive group health, [short term disability and long term disability](#) and life insurance benefits during the leave to the same extent as if the employee had been continuously employed during such leave. The Agency will pay the employee's proportionate share of insurance to the same extent as it pays for other employees.

Employees should contact the Financial Officer prior to going on leave, or as soon as possible if the need for leave was not foreseeable, to make arrangements for the continuation of health benefits during the leave, and to ensure that new children are added to the appropriate insurance coverage. Where an employee has been responsible for premiums for family or other coverage, arrangements must be made to assure payment of such premiums during the course of the leave.

Employees may be required to provide periodic medical certifications to substantiate the continuing need for family or medical leave. In addition, employees are required to update the agency at least weekly on the status of their return to work.

8.12.6 Return to Work

Upon returning from qualifying medical or family leave, the employee is entitled to be reinstated to the same position held before the leave, or to a position with equivalent pay, benefits and conditions. Employees who have exhausted their 12 week entitlement but do not return from their leave will be terminated to the extent permissible by law.

8.13 PAID PARENTAL LEAVE POLICY

Maternity/paternity/adoption leave under this policy is paid leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care. Maternity/paternity/adoption leave is not charged against the employee's other paid leave credits. The maximum amount of Paid Parental Leave is six (6) weeks. Employees will be eligible for this leave when they have been employed by the Agency continuously for at least 6 months. New employees may not be eligible for such leave unless approved in writing by the Executive Director. Temporary employees are not eligible for paid maternity/paternity/adoption leave under this policy. Paid Parental Leave is compensated at 100 percent of salary.

After the six (6) weeks of maternity/paternity/adoption leave have been exhausted, subsequent leave will be covered under appropriate policies. The FMLA allows employees up to 12 workweeks of unpaid leave annually. Paid leave under this policy will run concurrently with FMLA leave. After paid maternity/paternity/adoption leave is exhausted, the employee is required to apply any other available paid leave or take leave without pay, which will also run concurrently with FMLA leave.

8.14 LEAVE AND BENEFITS FOR PART-TIME AND TEMPORARY EMPLOYEES

Unless noted otherwise in these policies, benefits for regular part-time and temporary employees are as follows:

8.14.1 Regular Part-Time Employees

All leaves, including holidays, are pro-rated. Pro-rated means the ratio between the number of hours in the employee's normal work schedule and (40) hours per week.

8.14.2 Temporary Employees

Temporary employees normally are not eligible to receive benefits, including leaves, holidays and insurance, except as provided in Section 3.3.

CHAPTER 9 EMPLOYEE RESPONSIBILITIES AND CONDUCT

9.1 GENERAL CODE OF CONDUCT

CCDC is a public agency and a vital part of the city's local government. Its work requires daily interaction with public officials, business leaders, the media, and the general public. Employees are public servants working in the public eye and stewards of public funds. Employees must respect and act on the direction provided by the governing board, the Executive Director and supervisor. Employees should use discretion and appropriate deference when expressing opinions on Agency-related matters.

For the Agency to be successful, all employees must represent the Agency in a professional, pleasant, courteous, tactful, efficient and helpful manner. Agency success also depends on each employee's job performance, professional conduct and behavior. The Agency expects tact and courtesy towards the public and fellow employees, respectful communications; adherence to Agency policies, procedures, safety rules and safe work practices; compliance with directions from supervisors; preserving and protecting the Agency's equipment, grounds, facilities and resources and providing orderly and cost efficient services to its citizens.

Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and the Executive Director.

Nothing in this section alters the at-will status of employment at the Agency or the ability of the Agency, or any employee, to terminate the employment relationship at any time.

The Agency is a relatively small organization. To function as efficiently as possible, the Executive Director may ask employees to perform duties outside regular assignments. It is no reflection on the employee's worth to the Agency, but a necessary arrangement for most small organizations.

To make the most efficient use of personnel, the Agency also reserves the right to change an employee's work conditions and the duties originally assigned. All positions may include other duties as assigned. Employee responses such as "that is not my job" may be considered a performance issue.

9.2 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST

Employees shall not, directly or indirectly, engage in any outside employment or financial interest which presents a conflict of interest as defined in the Idaho Code, or interferes with the employee's ability to perform his/her assigned Agency job. Examples include, but are not limited to, outside employment that:

- (1) Prevents the employee from being available for work as required to meet the obligations of their employment;
- (2) Is conducted by non-exempt employees during the employee's work hours;
- (3) Incurs costs to the Agency, such as unreimbursed long distance charges;
- (4) Is with a firm that has contracts with or does business with the Agency;
- (5) May reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service;

An employee who chooses to have an additional job, contractual commitment or self-employment should consult the Agency's Code of Ethics to determine whether a conflict with Agency employment might exist and take prescribed action if warranted.

9.3 REPORTING IMPROPER GOVERNMENTAL ACTION

State law provides protection to employees who, in good faith, report instances of government waste or abuse. If you report such misconduct and your reporting is within the protection of this law, you cannot be terminated in retaliation for such reporting.

9.4 POLITICAL ACTIVITIES

Agency employees may participate in political or partisan activities of their choosing provided that Agency resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign on Agency time or while representing the Agency in any way. Employees may not allow others to use Agency facilities or funds for political activities.

Any Agency employee who meets with or may be observed by the public or otherwise represents the Agency to the public, while performing his/her regular duties, may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on Agency property or Agency time, for a contribution for a partisan political cause.

Except as noted in this policy, Agency employees are otherwise free to fully exercise their constitutional First Amendment rights (political activity and free speech), unless the Agency's right to govern effectively outweighs the employee's rights.

9.5 NO SMOKING POLICY

For health and safety considerations, the Agency prohibits smoking by employees in all Agency facilities, including Agency-owned buildings, vehicles, and offices or other facilities rented or leased by the Agency, including individual employee offices.

9.6 PERSONAL POSSESSIONS AND ELECTRONIC COMMUNICATIONS

The Agency furnishes desks, closets, and/or lockers for security of employee coats, purses, and other personal possessions. We do not, however, assume responsibility for any theft or damage to the personal belongings of employees, and we reserve the right to search employee desks, lockers, and personal belongings brought onto Agency premises, if necessary.

The Agency also furnishes computers for use in conducting Agency business. The computers are the Agency's property. Because the computers are for Agency business, the Agency reserves the right to review the contents of any files or documents on the computer, including contents of any electronic mail. By using Agency equipment, you consent to such access by the Agency. Agency computers may not be used for personal business other than incidental communication resulting in no additional cost to the Agency.

9.7 USE OF AGENCY VEHICLES AND EQUIPMENT

Use of Agency phones for local personal phone calls should be kept to a minimum; unreimbursed long distance personal use is prohibited. The personal use of wireless phone/messaging service which results in increased cost to the Agency must be reimbursed by the Employee. Other Agency equipment, including vehicles, should be used by employees for Agency business only. An employee's misuse of Agency services, telephones, vehicles, equipment or supplies can result in disciplinary action including termination.

9.8 BULLETIN BOARDS

Information of special interest to all employees is posted regularly on the Agency bulletin boards. Employees may not post any information on these bulletin boards without the authorization of the Executive Director or designee.

9.9 CONTACT WITH THE NEWS MEDIA

The Executive Director or designee shall be responsible for all official contacts with the news media, including answering of questions from the media. The Executive Director may designate specific employees to give out procedural, factual or historical information on particular subjects.

9.10 SEAT BELT, CELLULAR PHONE AND TEXTING POLICY

Per Idaho law, anyone operating or riding in Agency vehicles must wear seat belts at all times. Additionally, the Agency expects its employees to refrain from using their phone or media device while driving in the course and scope of their employment. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short and use hands-free options. Texting while driving is strictly prohibited. Violation of this policy may lead to disciplinary action, up to and including termination.

9.11 DRIVER'S LICENSE REQUIREMENTS

As part of the requirements for certain specific Agency positions, an employee may be required to hold a valid Idaho State Driver's license. If an employee's license is revoked, suspended or lost, or is in any other way not current, valid, and in the employee's possession, the employee shall promptly notify the Executive Director and will be immediately suspended from driving duties. The employee may not resume driving for Agency business until proof of a valid, current license is provided to the Executive Director. Depending on the duration of license suspension or revocation, an employee may be subject to disciplinary action, including termination.

9.12 SOLICITATIONS

Most forms of selling and solicitations are inappropriate in the workplace. They can be an intrusion on employees and citizens and may present a risk to employee safety or to the security of Agency or employee property. Other than for authorized community based fund raising campaigns, employees may not solicit for any purpose during work time or in work areas.

9.13 SAFETY

Every employee is responsible for maintaining a safe work environment and following the Agency's safety rules. Each employee shall promptly report all unsafe or potentially hazardous conditions to his/her department head. The Agency will make every effort to remedy problems as quickly as possible. No retaliation will occur for reporting an unsafe condition.

In case of an accident involving a personal injury, regardless of how serious, employees shall immediately notify their department head or the Executive Director.

9.14 SUBSTANCE ABUSE

The Agency's philosophy on substance abuse has two focuses: (1) a concern for the well being of the employee and (2) a concern for the safety of other employees and members of the public.

The Agency reserves the right to conduct random and baseline drug testing should the need arise in the future.

9.14.1 Availability of Rehabilitation or Treatment

As part of our employee assistance program, we encourage employees who are concerned about their alcohol or drug use to seek counseling, treatment and rehabilitation. Although the decision to seek diagnosis and accept treatment is completely voluntary, the Agency is fully committed to helping employees who voluntarily come forward overcome

substance abuse problems. In recognition of the sensitive nature of these matters, all discussions will be kept confidential. Employees who seek advice or treatment will not be subject to retaliation or discrimination.

9.14.2 When Job Performance Is Affected

Although the Agency is concerned with rehabilitation, it must be understood that disciplinary action may be taken when an employee's job performance is impaired because he/she is under the influence of drugs or alcohol on the job. The Agency may discipline or terminate an employee possessing, consuming, selling or using alcohol, or controlled substances (other than legally prescribed) during work hours. The Agency may also discipline or terminate an employee who reports for duty or works under the influence of alcohol or illegal substances. "Under the influence" means that the employee is impaired to any degree in the performance of his/her work. To the extent allowed by law, an employee may be required to submit to alcohol or illegal substance testing when the Agency has reasonable suspicion that the employee is under the influence of illegal substances or alcohol. Refusal to submit to testing under these circumstances shall be grounds for termination. The confidentiality of test results will be protected.

9.14.3 Drug-Free Workplace

The manufacturing, distribution, dispensation, possession and use of unlawful drugs or alcohol on Agency premises or during work hours by Agency employees is strictly prohibited. Employees also must notify the Agency within five (5) days of any conviction for a drug violation.

9.15 GIFTS & GRATUITIES

Employees may not accept gifts of more than a nominal value (\$50.00) from any vendor, supplier, or other person doing business with the Agency. Receiving such a gift may give the appearance of influence regarding the employee's business decisions, transaction, or service. Advertising and promotional items are not considered gifts.

CHAPTER 10

DISCIPLINE AND TERMINATION

10.1 ACTIONS SUBJECT TO DISCIPLINARY ACTION

Our success in providing excellent service to our citizens and maintaining good relationships with the community depends on our employees. We have therefore outlined for your guidance certain conduct which, if engaged in, would be detrimental to our objective and could lead to disciplinary action including discharge. The Executive Director, or his or her designee, is responsible for evaluating, managing, disciplining, and, if necessary, discharging or terminating all employees. The Executive Director may directly communicate with any Agency employee concerning employment related issues, or coordinate such communication through respective department heads or other supervisors.

The following specified conduct is illustrative and not comprehensive. Nothing in the section alters the at-will status of employment at the Agency or the ability of the Agency, or any employee, to terminate the employment relationship at any time.

- (1) Misrepresentation or withholding of pertinent facts in securing employment.
- (2) Unauthorized use or possession of the Agency facilities/property, unauthorized use of position with the Agency for personal gain or advantage, accepting unlawful gratuities or bribes, or lying.
- (3) Smoking in any unauthorized posted area or creating of fire hazards in any area.
- (4) Failure to report an occurrence causing damage to Agency, customer, or public property; failure to properly secure the Agency facilities or property.
- (5) Unauthorized recording of one's own or another employee's time record (all involved employees can be subject to disciplinary action).
- (6) Habitual lateness for work; absence without proper notification to immediate supervisor, excessive absenteeism, or insufficient reasons for absenteeism; loitering, goofing off, failing to assist others in a work situation.
- (7) Making malicious, false, or derogatory statements that are intended or could reasonably be expected to damage the integrity or reputation of the Agency or our employees, on or off premises; disorderly conduct, including fighting on the premises; rudeness, discrimination, intimidation, coercion, use of obscene language, gesture or lack of courtesy to the public or fellow employees.
- (8) Intentional falsification of records/paperwork required in the transaction of the Agency business.
- (9) Inability, inefficiency, negligence, or insubordination, including a refusal or failure to perform assigned work or concealing defective work.
- (10) Failure to observe safety practices, rules, regulations, and instructions; negligence that results in injury to others; failure to wear required safety clothing and equipment.
- (11) Failure to promptly report to your immediate supervisor an on-the-job injury or accident involving an employee, equipment, property, or visitor.
- (12) Dishonesty or theft, including deliberate destruction, damage, or removal of the Agency's or other's property from the premises, or any job site.

- (13) Possession, use, sale, or being under the influence of alcohol and illegal drugs while on Agency business (including standby duty). The only exception to this rule shall be for an employee using or possessing a controlled substance prescribed by a doctor if such use does not impair safe and/or efficient work performance.
- (14) Conviction of a misdemeanor or felony.
- (15) Unauthorized or personal use of the Agency corporate credit card.

10.2 LAYOFF

The Executive Director, in his or her discretion, may lay off employees for lack of work, budgetary restrictions, reorganization, or other changes that have taken place. In determining who is to be laid off, consideration will usually be given to individual performance and job qualifications, as determined by the Agency. Seniority may be considered when performance and qualifications are equal, as determined by the Agency. Employees who are laid off may be eligible to be re-employed, if a vacancy occurs in a position for which they are qualified, but there is no guarantee of re-employment.

10.3 RESIGNATION

An employee is encouraged to provide at least (2) weeks' notice of resignation. This time limit may be waived or reduced by the Executive Director.

CHAPTER 11 COMPLAINT PROCEDURES

11.1 COMPLAINT PROCEDURES

~~The Agency recognizes that sometimes situations arise in which employees feel that they have not been treated fairly or in accordance with Agency policies. For this reason any employee who feels he or she has been discriminated against or has been subjected to harassment should promptly take the following steps:~~

The Agency recognizes that sometimes situations arise in which employees feel that they have not been treated fairly or in accordance with Agency policies. Any employee who feels he or she has been mistreated, subjected to harassment or discriminated against in violation of **Section 2.3 Anti-Harassment and Discrimination Policy** should promptly follow these procedures:

~~Step 1: Employees should first try to resolve any problem or complaint with their supervisor if circumstances prohibit this response (e.g., the supervisor is involved in the conduct), report the behavior to the Executive Director. If the Executive Director is involved in the conduct, the employee should follow the procedure for making a claim against the Executive Director set forth in Section 11.2. In writing, state specific details of the discriminating behavior. It is helpful if details of dates, times, places, and witnesses, if any, of the discrimination or harassment can be provided.~~

1. The employee should first work with Human Resources and their supervisor to resolve any problem or complaint. The employee must state the specific details of the harassing or discriminating behavior to which they were subjected. All relevant information such as dates, times, places, and witnesses, if any, of the discrimination or harassment should be included. If circumstances prohibit this course of action (e.g. the supervisor is involved in the offending conduct), the employee should work with Human Resources.

~~Step 2: When normal communication between an employee and the supervisor is not successful or practical, or when an employee disagrees with the application of Agency policies and procedures, the employee should attempt to resolve the problem with the Executive Director. When normal communication between an employee and the Executive Director is not successful or practical, or when an employee disagrees with the application of Agency policies and procedures, the employee should follow the procedure for making a claim against the Executive Director set forth in Section 11.2.~~

2. When an employee disagrees with how Human Resources and/or their supervisor applies Agency policies and procedures to address their problem or complaint, the employee can next attempt to resolve the problem with the Executive Director via written complaint. The complaint must contain, at a minimum:

(a) A complete description of the problem;

(b) The specific policy or procedure which the employee believes has been violated or misapplied;

(c) The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;

(d) The remedy sought by the employee to resolve the complaint.

~~The written complaint should be filed within ten (10) working days of the occurrence leading to the complaint. This time limit provides an opportunity to resolve the issue immediately.~~

~~The Executive Director may meet with the parties, either individually or together, and will respond in writing to the aggrieved employee within a reasonable time of the meeting. The Executive Director response and decision shall be final and binding with respect to employee and the Agency, except as provided for in Section 11.2, below.~~

To allow for the complaint to be addressed and resolved in a timely manner, the written complaint should be filed within ten (10) working days of the occurrence leading to the complaint. The Executive Director

may meet with the parties, either individually or together, and will respond in writing to the aggrieved employee within a reasonable time of the meeting. The Executive Director's response and decision shall be final and binding with respect to employee and the Agency, except as further provided. When normal communication between an employee and the Executive Director is not successful or practical (e.g. the Executive Director is involved in the offending conduct) or when an employee disagrees with the Executive Director's application of Agency policies and procedures, the employee should follow the procedure for making a claim against the Executive Director set forth in Section 11.1.1

Complaint Investigation and Confidentiality

All complaints will be investigated promptly. The identity of the employee making the complaint, as well as the identity of the individual accused of discrimination, will be kept as confidential as possible.

Retaliation

It is contrary to agency policy for a supervisor or any other employee to retaliate against any employee who files a charge of discrimination. Please report any conduct that you feel could be retaliatory immediately.

It is contrary to Agency policy for a supervisor or any other employee to retaliate against any employee who files a charge of harassment or discrimination. Employees should immediately report any conduct that they feel could be retaliatory.

11.1.1 Additional Procedures

In the event an employee who feels he or she has been discriminated against or has been subjected to harassment by the Executive Director, or an employee seeks to file a written complaint against the Executive Director as allowed under Section 11.1 of this Manual, the employee shall file a written complaint with the Chair of the Board of the Agency, including, at a minimum, the information set forth in Step 3 of Section 11.1, which for purposes of this section, such written complaint shall be referred to as a "Claim." Any Claim against the Executive Director must be filed within ten (10) working days of the occurrence leading to the Claim, or ten (10) working days after the employee becomes aware of the circumstances.

In the event an employee who feels he or she has been subjected to harassment or has been discriminated against by the Executive Director, or an employee seeks to file a written complaint against the Executive Director, or when an employee disagrees with the Executive Director's application of Agency policies and procedures, the employee can file a written complaint with any member of the Executive Committee of the Agency's Board of Commissioners. The written complaint shall include, at a minimum, the information set forth in Section 11.1, which for purposes of this section, such written complaint shall be referred to as a "Claim." Any Claim against the Executive Director must be filed within ten (10) working days of the occurrence leading to the Claim, or ten (10) working days after the employee becomes aware of the circumstances.

An employee who has been subjected to or has witnessed harassment or discrimination and is reluctant to report the conduct to Human Resources, their supervisor or the Executive Director may file a written complaint with any member of the Executive Committee. Such complaints will be passed along to the Chair of the Board of Commissioners for action.

The Chair of the Board, or his/her designee (whose designee may be regular counsel to the Agency, special counsel to the Agency or an independent person retained by the Chair for such purposes), may meet with the Executive Director and employee, either individually or together, and attempt to mediate the Claim. The mediation process shall be completed within fifteen (15) working days of the filing of the Claim.

CHAPTER 12 ELECTRONIC COMMUNICATION

12.1 ELECTRONIC COMMUNICATION MONITORING

The Agency monitors its phone system, network and computers. Information stored in or on company facilities is subject to inspection at any time without notice. Employees have no personal privacy right in anything created, received, or sent on or from the computer and/or internet system; by accessing the system, employees expressly waive any right of privacy in anything they create, store, send, or receive on the system. By accessing the system, employees further consent to allowing personnel of the Agency to access all material created, sent or received on the system.

12.2 ELECTRONIC COMMUNICATIONS AND PUBLIC RECORDS

As the Agency is a public entity, each employee is subject to public records laws.

Each employee is responsible for the content of all text, audio or images that he or she creates, sends, forwards, retrieves, or stores using the Agency's electronic communication systems. Employees should not consider any electronic communication, media or services to be either private or secure. Although email, computer and network accounts may be protected by passwords, Employees should understand that their account and records may not be private. Employees using the Agency's information technology expressly waive any right of privacy in anything they create, store, send, or receive on an Agency computer or through the Agency provided Internet. This includes, but is not limited to, messages or data sent or received on a mobile device. The term mobile device includes cellular telephone, smartphone, tablet, PDA, etc. The use of personally-owned mobile devices to send and/or receive electronic communications for the transaction of Agency business creates a record that may be subject to disclosure pursuant to a public records request. Employees who use personal mobile devices to transact Agency business may be required to provide all communications that relate to Agency business, including text messages, to the Agency upon request. The Agency discourages the transaction of Agency business via text message on personal mobile devices and/or the transaction of Agency business via personal email accounts.

12.3 INTERNET POLICY

Employees may use the internet to increase productivity. Employees are expected to comply with all Agency policies that may be applicable to the internet. These include, but are not limited to, confidentiality, harassment, solicitation, outside employment and business ethics. Under no circumstances are pornographic or harassing materials to be sent, received, viewed, or downloaded using company facilities at any time or using personal facilities during working hours.

Personal use of the internet is not prohibited if it does not interfere with job responsibilities and productivity. Anonymous messages are not to be sent. Aliases are not to be used. Employees are not to place personal copies of software or data on any computer without prior authorization.

If the employee is using an internet site paid for by the Agency, the employee is expected to only use it for business purposes. All work created or received using Agency equipment or facilities are Agency property. Illegal use of software is prohibited.

The Agency does monitor its phone system, network, and computers. Information stored in or on Agency facilities is subject to inspection at any time without notice. Employees have no personal privacy right in anything created, received or sent on or from the computer and/or internet system; by accessing the system, employees expressly waive any right of privacy in anything they create, store, send or receive on the system. By accessing the system, employees further consent to allowing personnel of the Agency to access all material created, sent or received on the system.

Violation of this Agency policy will be addressed as a performance issue.

All items uploaded to our web site are to be scanned for viruses. All items downloaded from web site or any other locations are to be scanned for viruses. Material downloaded from the internet is to be placed on diskettes first; it is never to be placed on a hard drive. At least two anti-virus software programs are to be used to scan for viruses before any material from a diskette is placed on our network system.

12.4 SOCIAL MEDIA POLICY

12.4.1 Introduction

The Agency recognizes that social media can be a highly effective tool for sharing ideas and exchanging information. The Agency is committed to using social media to promote the Agency's mission and strategic plan and to maintain effective communications with employees, customers, business partners and citizens. The Agency has an interest and responsibility in determining what is published on behalf of the Agency via social media. The purpose of social media is to disseminate information from the Agency, to the public to provide a forum for discussion and to gather feedback from residents and visitors on Agency-related issues. This regulation establishes rules for the creation and use of social media by Agency employees as a means of conveying Agency related content to the public. This regulation applies to all Agency employees.

12.4.2 Definitions

- A. Social Media – web and mobile based technologies which are used for interactive communication by organizations, communities and individuals often utilizing, but not limited to, third-party services that connect users to one another. Examples of social media include, but are not limited to, Facebook, Twitter, Google+, LinkedIn, YouTube, MySpace, Second Life, Delicious, Yelp, Flickr, Picasa, blogs, message boards, and chat rooms. Social media may exist in many different forms including, but not limited to, internet forums, online profiles, wikis, podcasts, pictures and video, email, instant messaging, music sharing, and voice over IP.
- B. Posts – content published through social media that may consist of dialogue, pictures, videos, URLs, articles, or other communicative content.
- C. Comments – response, reply, observation or opinion made via a social media to a post or another comment, usually made by outside third parties.
- D. Digital Equipment – includes but is not limited to computers, laptops, telephones, cellular phones, smart phones, and iPods. Any technology provided by the Agency for communication, computing, etc., is covered by this definition.
- E. Electronic Communication – any communication made via digital equipment including but not limited to email, texts, phone calls, voicemail and tweets.
- F. Disparaging Remarks – posts or comments made to ridicule, discredit, or demean another person.

12.4.3 Social Media Account Access

Social media network access shall be limited to those with a clear business purpose to use the forum. Only official Agency spokespersons and authorized individuals shall have permission to create, publish or comment on behalf of the Agency. All users shall obtain authorization, as described within this section, prior to creating and maintaining a page or site associated with the Agency on a social media network. All authorized social media pages or sites associated with the Agency shall belong to and be managed by the Agency.

Only individuals who are authorized by the Executive Director or his/her designee are permitted to access, manage and/or post via Agency social media for the purpose of conducting Agency business.

The Executive Director or his/her designee is responsible for maintaining an up to date list of all social networking application domain names in use, the names of all authorized employee administrators or users of these accounts, as well as the associated user identifications and passwords currently active within their respective departments.

Oversight of Agency sponsored social media shall be performed by supervisors of those authorized to manage the Agency's social media activity. All posts on Agency social media shall be in accordance with this policy. The Executive Director or his/her designee shall monitor the Agency's social media for comments requesting responses from the Agency and for comments in violation of this policy. The Executive Director or his/her designee will also monitor content on Agency social media to ensure adherence to this policy and the interests and goals of the Agency. The Executive Director or his/her designee responsible for the creation and/or maintenance of social media content shall ensure that it is able to edit or remove this content.

Authorized individuals representing the Agency on Agency social media must conduct themselves at all times as a representative of the Agency in accordance with all Agency policies.

When an individual responds to a comment in his/her official capacity as an Agency employee, the individual shall not share personal information about himself or herself, or other Agency employees. If the Agency has multiple individuals posting or commenting on behalf of the Agency, those individuals shall coordinate their responses to ensure that conflicting views and/or information is not being disseminated.

Whenever possible, Agency social media should link back to the official Agency website for forms, documents, online services, and other information necessary to conduct business with the Agency.

Use of posted photographs on social media sites shall abide by all copyright and printed material laws. All Agency social media shall adhere to applicable federal, state, and local laws, regulations and policies.

All content or comments made in any social media shall conform to that site's terms and conditions of use.

12.4.4 Prohibited Content in Agency Social Media

As a public entity the Agency must serve all of its constituents in a civil and unbiased manner. Agency social media posts and comments containing any of the following inappropriate forms of content shall not be allowed and are subject to removal and/or restriction by the Agency:

- A. Comments not topically related to the particular social media post being commented upon, including random or unintelligible comments;
- B. Profane, obscene or violent language and/or content;
- C. Defamatory or personal attacks;
- D. Threats to any person or organization;
- E. Content that promotes, fosters, or perpetuates harassment or discrimination on the basis of race, color, religion, sex, age, national origin, citizenship status, disability, genetic information, veteran status, sexual orientation or gender identity/expression;
- F. Sexual content or links to sexual content;

- G. Any comments for the solicitation of commerce that is not related to the Agency or its business partners, including but not limited to advertising of any business or product for sale;
- H. Comments in support of or opposition to political campaigns, or candidates;
- I. Encouragement of illegal activity;
- J. Conduct in violation of any federal, state, or local laws;
- K. Information that may tend to compromise the safety or security of the public or public systems;
- L. Content that violates a legal ownership interest, such as trademark, patent, or copyright, of any other party; or
- M. Confidential or proprietary information.

12.4.5 Expectation of Privacy

Nothing in this policy bestows an individual right nor may it be construed to provide an expectation of privacy. Users of social media should be mindful that once content is placed online, it is no longer under the user's control. Content posted to the internet is immediate and does not expire. Participation in social media, whether by Agency or non-Agency internet resources and whether made while on or off duty must not violate the privacy rights of other Agency employees or customers or violate any Agency policies.

12.5 SOCIAL MEDIA PERSONAL USE

12.5.1 Introduction

The Agency recognizes that many employees have personal social media accounts and engage in various social media activities. As such, the Agency respects employees' right to express personal opinions when using personal social media and does not retaliate or discriminate against employees who use personal social media for political or other lawful purposes. However, employees are personally responsible for content they post on personal social media.

Social media come in many forms including, but not limited to, internet forums, blogs, online profiles, wikis, podcasts, pictures and video, email, instant messaging, music sharing, voice over IP, and others. Social media also include social websites and online communities for business and personal use, such as Facebook, LinkedIn, Yelp, YouTube, Twitter, message boards, and chat rooms.

The purpose of this policy is to caution employees regarding their use of personal social media as it relates to the Agency. This regulation applies to all Agency employees.

12.5.2 No Expectation of Privacy

The Agency may monitor content, comments, and/or discussions about the Agency on social media made by anyone at any time. Content posted to the internet is immediate and does not expire. Users of social media should be aware that they are not anonymous when they make online comments. Even if a person posts anonymously or under a pseudonym, their identity may still be determined. Utilization of privacy settings for personal use of social media is recommended. However persons who use social media should be mindful that once content is placed online, it is no longer under their control and content shared via private social media does not always stay private.

Employees should have no expectation of privacy while using Agency digital equipment or facilities for any purpose including the use of electronic communications. Regardless of password use and privacy settings, the Agency may

retrieve, review and/or monitor or log internet usage and content found on Agency systems and digital equipment, including deleted messages, posts, or comments without notice to the employee. Therefore, users have no expectation of privacy in the use of the Agency's systems or equipment to download, transmit, post, comment, or store information. Nothing in this regulation bestows an individual right nor may it be construed to provide an expectation of privacy.

12.5.3 Employee Personal Use of Social Media

An employee may access social media while at work within the parameters of the Agency's policies. Users are expected to limit use to personal time, such as breaks, lunch periods and off-duty time. If an employee's use of social media becomes excessive, interferes with or is disruptive to Agency business or productivity, or negatively affects the employee's job duties, the employee may be subject to discipline, up to and including termination.

When posting to personal social media, if an employee speaks about job-related content or makes reference to the Agency, people may perceive the individual to be talking on behalf of the Agency. If the employee is not acting in an official and/or authorized Agency capacity, the employee shall use a disclaimer and make it clear that the views are not necessarily reflective of the views of the Agency. An example of such disclaimer is "The views, opinions, ideas, and information expressed on this site are my own and neither reflects the views of my employer nor is in any way attributable to the Agency."

Participation in social media, whether by Agency or non-Agency internet resources and whether made while on or off duty must not violate the privacy rights of other Agency employees, customers, or business partners, or any Agency policy. When participating in social media employees are expected to know and follow all Agency's policies. They are also expected to be respectful, truthful, accurate, and not engage in retaliatory behavior.

12.5.4 Prohibited Conduct in Personal Social Media

Employees may be disciplined up to and including termination for engaging in any of the following in their personal online social media activity:

- A. Promoting or taking part in activities which violate federal, state, or local law.
- B. Threatening harm, directly or indirectly, to any Agency employee or Agency customer, business partner, vendor, or supplier.
- C. Making false or misleading statements about Agency employees, the Agency, Agency customers, business partners, vendors, or suppliers.
- D. Making disparaging remarks toward or about any Agency employee, the Agency, Agency customers, business partners, vendors, and/or suppliers that are based on race, color, religion, sex, age, national origin, citizenship status, disability, genetic information, veteran status, sexual orientation, gender identity/expression or other characteristic protected by law.
- E. Using social media to bully, harass, or retaliate against Agency employees or Agency customers, business partners, vendors, or suppliers.
- F. Posting content or making comments that purport to express the opinions of the Agency. If a comment or post could reasonably be interpreted to express the opinions of the Agency, then the employee shall state that the comment/post is a personal opinion in the manner previously described in this regulation. Only an individual officially authorized by his/her supervisor may post or comment on behalf of the Agency. The fact that the subject of the social media content is

not specifically named does not constitute a defense or excuse for Agency employees to engage in behavior via their personal social media that violates Agency policies.

Employees are expected to report known violations of this policy to the Executive Director.

12.5.5 Employee Responsibility and Duty To Report

Employees are personally responsible for the content they publish via personal social media. Conduct that violates any aspect of this regulation is subject to investigation and discipline regardless of whether such conduct may have occurred away from work or on non-working time. Employees with questions regarding whether certain activities fall within the parameters of this regulation are encouraged to contact their supervisor.

12.6 MOBILE COMMUNICATIONS POLICY

CCDC will authorize certain employees, on a voluntary basis, to use their personal cellular devices for work purposes when required by their job duties, with payment of an allowance under the terms of this policy. The allowance is considered additional compensation and will be subject to all applicable taxes and withholdings. Allowances are not considered an entitlement and may be changed or withdrawn at any time. CCDC is not liable for purchase, maintenance, damage or loss of the mobile communication device.

Eligibility will be determined by the Executive Director and is based on; communication capability requirement of an employee's job, employee safety requirements, employee being a critical decision maker, employee monitoring mission critical information during non-business hours and other special circumstances as approved by the director.

Allowances will be approved annually by the Executive Director for a one year term and will be paid monthly. Employees are responsible for signing a Mobile Communication Agreement and for providing a copy of the pages from the monthly statement verifying the charge to the accounting department. Under no circumstance will the allowance be greater than cost of the mobile device service plan.

CCDC is not responsible for the administration and payment of all mobile communications costs, nor is it liable to any party for the contractual obligations of the plan. The employee is required to notify CCDC if the mobile communication device that they are receiving the allowance for is lost, stolen or no longer in operation. **WORK RELATED RECORDS AND COMMUNICATIONS ARE LIKELY SUBJECT TO IDAHO PUBLIC RECORDS REQUESTS. SUCH RECORDS AND COMMUNICATIONS MAY INCLUDE BUT ARE NOT LIMITED TO: CALL LOGS, TEXTS, EMAILS AND OTHER MESSAGES. SHOULD A PUBLIC RECORDS REQUEST BE FILED, YOU WILL BE ASKED TO GIVE YOUR DEVICE TO THE AGENCY, ITS ATTORNEYS OR TECHNOLOGY REPRESENTATIVES TO REVIEW THAT INFORMATION TO DETERMINE WHAT INFORMATION IS SUBJECT TO DISCLOSURE. EMPLOYEES ARE RESPONSIBLE TO ENSURE THAT CELLULAR DEVICES ARE PROPERLY SECURED VIA PASSWORD PROTECTION.**

APPROVED BY: _____

DATE:_____

12.7 RECORD RETENTION

Employees are required to comply with the Agency's records retention schedule. The schedule is incorporated into the Board's Public Records Retention policy and was most recently updated by Resolution 1340 on April 14, 2014.

Capital City Development Corporation

RECEIPT OF ~~PERSONNEL-EMPLOYEE~~ POLICIES

All employees should read the following; then sign, date and return the form to the Agency Executive Director. The form will be placed in the employee's personnel file.

Enclosed are the Capital City Development Corporation ~~Personnel-Employee~~ Policies. It is your responsibility to read these policies, as they will acquaint you with some of your employee benefits, our ~~personnel-employee~~ practices and rules, and some organizational philosophy. Employee specifically acknowledges receipt and review of the Agency's Sexual Harassment Policy, Section 2.5.

Employment with the Agency is at-will and it is important to understand that these policies do not create an employment contract or a guarantee of employment of any specific duration between the Agency and its employees. Although we hope that your employment relationship with us will be long term, we recognize that at times things do not always work out as hoped, and either of us may decide to terminate the employment relationship, at any time, with or without cause.

As the Agency grows and changes, ~~personnel-these employee~~ policies may change. The Agency, therefore, reserves the right to revise, supplement, clarify or rescind any policy or portion of a policy when deemed appropriate by the Executive Director. You will be notified of any such changes.

Please also understand that no supervisor, manager or representative of the Agency other than the Executive Director has the authority to make any written statements or representations which are inconsistent with these policies. Any changes by the Executive Director for particular employees must be in writing or they are ineffective.

If you have any questions about these policies or any other policies of the Agency, please feel free to ask the Executive Director.

I have read and understand the statement above.

Employee Signature

Date: _____

Employee Printed Name

APPENDIX A

Maximum Per Diem Allowance

Daily Per Diem Allowance

(a) In State: \$45.00 day

(b) Out-of-State Per Diem Allowance: \$51.00 per day

Partial Day Per Diem Allowance

Where employees are to be absent from their primary official station on official business for less than twenty four (24) hours, partial day per diem allowance is equal to a maximum of twenty-five percent (25%) of the total per diem allowance for breakfast, thirty-five percent (35%) for the total per diem allowance for lunch, and fifty-five percent (55%) of the total per diem allowance for dinner.

Partial Day Per Diem Allowance		
	In-State	Out-of-State
Breakfast – 25%	\$11.25	\$12.75
Lunch – 35%	\$15.75	\$17.85
Dinner – 55%	\$24.75	\$28.05



AGENDA BILL

Subject: Central District Sunset Working Group Meeting 5 Report		Date: December 11, 2017
Staff Contact: Ross Borden	Attachment: 1. Minutes: Meeting 5, Central District Sunset Working Group	
Action Requested: Information only.		

Background:

The Central District is the state's and the Agency's first Revenue Allocation Area (RAA), allowed by the Legislature's 1988 Local Economic Development Act. It comprises nine full blocks and two half blocks totaling 34 acres in the heart of the city.

While its 30-year term officially ends on December 31, 2017, the law allows RAA's like Central District to receive and expend the increment portion of property tax revenue assessed in its final calendar year but not distributed to it by the county until the following calendar year. Property taxpayers must remit at least 50% of their Calendar Year 2017 property taxes in December 2017 with any remaining property taxes remitted by May 2018. Ada County makes the first distribution of property taxes to recipients like CCDC in January 2018 with the balance of distributed in July 2018. CCDC has until the end of its Fiscal Year 2018 to expend Calendar Year 2017 Central District increment revenue. In practice then the Central District's final day in existence will be September 30, 2018, the last day of the Agency's Fiscal Year 2018.

The Central District Sunset Working Group's fifth meeting on November 29 focused on the various transactions and contracts requiring attention to ensure a smooth and orderly district termination and hand-off. Staff will now begin drafting the various agreements to convey the Agency's ownership of 8th Street from Bannock to Main and The Grove Plaza including north, south and west spokes and café / patio licensing authority thereon to the city. Various, existing, intergovernmental operations and maintenance agreements to which CCDC is a party will also be modified to remove Agency references and responsibilities. The transitions must be complete by September 30, 2018. The required, formal actions necessary for the Board of Commissioners and city council to take in 2018 and their timing were also reviewed.

The Working Group met previously on December 2, 2015, March 2, 2016, June 27, 2016, and December 21, 2016. With no additional or future topics identified, the next Working Group meeting is at the call of the Chair.

Fiscal Note: Planning to manage the impact of the loss of Central District tax increment revenue (\$5.2 million was budgeted in FY 2018) on the Agency's budget beginning in Fiscal Year 2019 is well underway.

Suggested Motion:

None. Information only.



CENTRAL DISTRICT SUNSET WORKING GROUP

Meeting 5

10:00 – 11:30, Wednesday, November 29, 2017, CCDC Board Room

MINUTES

1. Call to Order, Welcome

CCDC Board and Working Group Chairman John Hale convened the meeting at 10:01 a.m. and welcomed voting members CCDC Commissioner Maryanne Jordan and CCDC Executive Director John Brunelle. Nic Miller, Economic Development Director, Mayor's Office, attended in the place of Jade Riley, Mayor's Chief of Staff. Agency Counsel Ryan Armbruster and Meghan Conrad, Elam & Burke, CCDC Development Director Todd Bunderson and Finance Director Ross Borden were also present.

2. Fiscal Year 2018 / Sunset Year Central District Capital Improvement Plan (CIP)

Development Director Todd Bunderson reviewed Central District's FY 2018 CIP. The plan was adopted by the Board of Commissioners in August as part of the Agency's FY 2018 Budget. It includes nine Infrastructure projects, six Mobility projects, four Placemaking projects and one Special project. Budgeted expenses total \$4,866,800.

Commissioner Jordan asked if expenses can be delayed beyond Central District's sunset date (September 30, 2018), referring to several bike lane projects. Counselor Armbruster responded that although the statute doesn't provide much guidance, the best course of action is to get as much done as possible – ideally everything – prior to the sunset date. Otherwise projects and expenses beyond that date should be secured with 1) signed contracts and schedules of work and 2) a reasoned explanation in the closing documents making the case why the work and expenses must extend beyond the sunset date, what's left to do, when it will be done, etc. The work and expenses must also then be completed expeditiously. Completing a Central District project in, say, 2020, is simply too far removed from the sunset date.

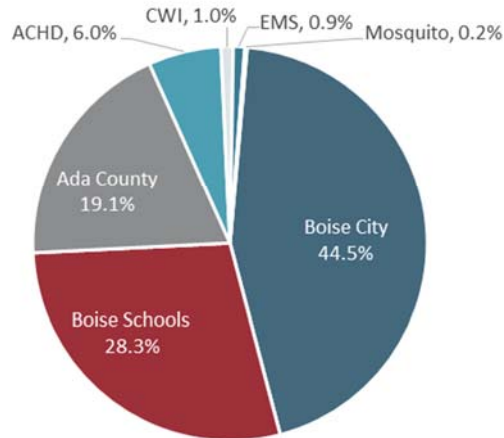
Mr Bunderson mentioned that changes to the original FY 2018 Central District CIP will be brought to the Board in Spring 2018 due to ongoing bike lane work with the Ada County Highway District (ACHD), unanticipated issues related to Freak Alley and Union Block Alley Placemaking project and likely other circumstances revealed between now and then.

Commissioner Jordan asked what happens to Central District tax increment revenue that is not expended by the sunset date. Counselor Armbruster responded that any such moneys would be redistributed back to the seven affected local taxing districts on a pro rata basis corresponding to their FY 2018 property tax levies. Counselor Armbruster also mentioned that the CCDC Board-approved Central District plan directs the investment of all available tax increment revenue in good, needed and desirable projects to close-out the district in excellent condition.

Commissioner Jordan asked if CIP projects 9 thru 15 (bike and pedestrian improvements) cannot be completed by Central's sunset date, could those tax increment revenue funds be distributed back to the taxing districts to be used for those projects? Counselor Armbruster replied that yes, that is possible and that doing so would involve timing and process issues in the taxing districts' budgeting processes.

Note: Per the seven taxing districts' FY 2018 property tax levies – the basis of any post-sunset, pro rata distribution of unexpended Central District tax increment revenue – the city would receive approximately 45-cents of every redistributed tax increment dollar.

% of Total Central District Increment Levy



3. Central District Assets

Executive Director Brunelle introduced the three categories of Action Items: 1) Real Estate Transactions to convey CCDC-owned 8th Street (Bannock to Main streets) and The Grove Plaza (including north, south and west spokes) to the city and the café / patio licensing thereon; 2) Modification of various operations & maintenance agreements encompassing the Central District within the greater downtown area of which CCDC is a party including 8th Street parking meters and parking enforcement and The Grove Plaza; and 3) Statutorily-required actions of the CCDC Board of Commissioners and Boise city council to sunset the Central District.

Counselor Armbruster commented that conveying real property from one public entity to another is relatively simple.

Chair Hale asked if it were possible for ACHD to reclaim the CCDC-owned sections of 8th Street. Counselor Armbruster responded that it is unlikely but to never say never. He recalls no reversionary clause especially since the right-of-way was conveyed to another public entity. At Chair Hale's request, Counselor Armbruster will take one last look.

Chair Hale asked about public notice requirements. Counselor Armbruster responded that there are no statutorily-required public notice requirements but best practice is to provide public notice. The city, for example, could consider a public hearing as part of its required urban renewal district sunset ordinance adoption process.

Commissioner Jordan inquired whether CCDC has been working with the seven taxing districts to inform them of the impending Central District sunset and return of tax increment revenue. Counselor Armbruster and Finance Director Borden replied affirmatively and described previous and ongoing meetings and communications with the primary taxing districts, Ada County and the State Tax Commission.

4. Transition Plan

High-level transitions plans were discussed with the Action Items. Commissioner Jordan (also a sitting city councilor) committed to providing by the end of the week a point-of-contact at the city to work with Agency staff to draft and execute the various agreements prior to the sunset date.

5. Additional & Future Topics

None identified.

6. Next Meeting

Call of the Chair.

Meeting adjourned at 10:44 a.m.



AGENDA BILL

Agenda Subject: Resolution No. 1517 Accepting the Open Land Addendum to the Shoreline Urban Renewal Area Eligibility Study and transmitting to the City of Boise for approval.		Date: 12/11/2017
Staff Contact: Shellan Rodriguez	Attachments: 1) Shoreline Urban Renewal Study Area Map 2) Resolution No. 1517 3) Open Land Addendum	
Action Requested: Approval of Resolution No. 1517 – Accepting the Open Land Addendum to the Shoreline Urban Renewal Area Eligibility Study and transmitting to the City of Boise for approval.		

Background:

Existing Master Plans

In May 2016 the River Neighborhood Committee was formed and worked closely with the City of Boise to create the River Street Master Plan. The planning process included public stakeholder meetings attended by business owners, property owners, residents and representatives of public agencies. There have been open houses as well as work sessions with City of Boise Planning and Zoning and City Council. This Master Plan was presented and approved by Boise City Council's on October 10, 2017.

Additionally, in 2013 the Lusk Street Steering Committee was formed and assisted the City of Boise in planning and developing a Lusk Street Master Plan which included the area east of Ann Morrison Park, south of the Boise River, west of Capitol Boulevard, and north of the Boise Depot. One of its primary goals was to support Lusk Street as a pedestrian and bicycle oriented mixed-use storefront area that will continue to provide a unique mix of services. The Master Plan includes an Implementation Plan which identifies high priority actions such as working with CCDC to examine the possibility of a new urban renewal district and working with CCDC to explore partnerships and funding opportunities for locating a new parking garage/options in the area. That plan was finalized and adopted by City Council in December of 2013, after a series of committee and public stakeholder meetings.

These Master Plans incorporate areas that are within or just outside existing URDs. These plans identify a range of existing conditions and outline goals around transportation, sidewalks, bicycle/pedestrian, park improvements and land uses.

Eligibility Study Boundaries

Throughout 2017, CCDC staff has been working to determine reasonable geographic boundaries for a proposed urban renewal study area that leverage the effort of the above-mentioned Master Plans as well as identify areas that have experienced less investment as compared with neighboring areas. In determining the boundaries of the study area, CCDC Staff reviewed areas where the creation of an urban renewal district would enable access to unique tools and resources not otherwise available to stimulate reinvestment and attract new development that may not otherwise occur. The area was intended to be small enough to create meaningful and measurable outcomes and development plans, while also catalyzing areas that have not benefited as broadly from investment as perhaps nearby URDs have. The boundaries of the proposed study area were drafted, studied and reviewed by CCDC staff and leadership as well as City of Boise Staff.

Eligibility Study Approval - October 2017

SB Friedman Development Advisors (“SBF”) conducted an analysis and prepared the Shoreline Eligibility Study determining that the study area meets the statutory criteria pursuant to the Idaho Urban Renewal Law of 1965, Chapter 20, Title 50, Idaho Code (the “Law”) and the Local Economic Development Act, Chapter 29, Title 50, Idaho Code (the “Act”) (the “Eligibility Study”).

In October 2017, CCDC’s Board approved the Eligibility Study completed by SBF (Resolution # 1511) and transmitted to the City Council for approval. The Eligibility Study was approved by City Council on October 17, 2017 (Resolution # 541-17).

The Eligibility Study documented the conditions of the study area and supported the finding that the study area is “deteriorating” based on six qualifying criteria as outlined in the Law.

Because all parcels within the Study Area are well within City boundaries and include some level of improvement including parks, pathways, parking lots, the Eligibility Study evaluated the study area as an “improved area” as opposed to “open land”. The Law and the Act include slightly different findings for eligibility of “open land” study areas, specifically, Idaho Code §§ 50-2903(8)(c), 50-2018(9) and 50-2008(d); however, “open land” is not defined. The “open land” criteria arguably applies to areas that are predominantly open, such as agricultural land or forested land.

For the sake of being thorough, CCDC staff felt it pertinent to expand the eligibility analysis and requested SBF provide an additional analysis of the study area as if it could be considered “open land” as opposed to solely “improved area”. With this in mind SBF analyzed the area for Potential Open Land Parcels (POLPs). Because it’s not statutorily defined the study defines POLPs as being park land (although improved), ROW or vacant gravel lots.

Using this definition the Open Land Addendum describes 18 POLPs. Of the three eligibility factors set forth in Idaho Code § 50-2903(8)(c) deterioration of structures or other improvements were meaningfully present and reasonably distributed throughout the Study Area. Idaho Code § 50-2008(d) sets forth nine acquisition eligibility criteria should the agency contemplate acquisition of open land parcels. Upon further analysis, SBF concluded of the nine (9) agency

acquisition eligibility criteria, one (outmoded street patterns) was present across all POLPs and the deterioration of site and faulty lot layout criteria were each identified on 10 of the 18 POLPs.

Fiscal Notes:

The total contracted amount with SB Friedman for the Open Land Addendum to the Shoreline Eligibility Study is \$5,740, which is within the FY 2018 budget for consultant services for new district formation.

Staff Recommendation:

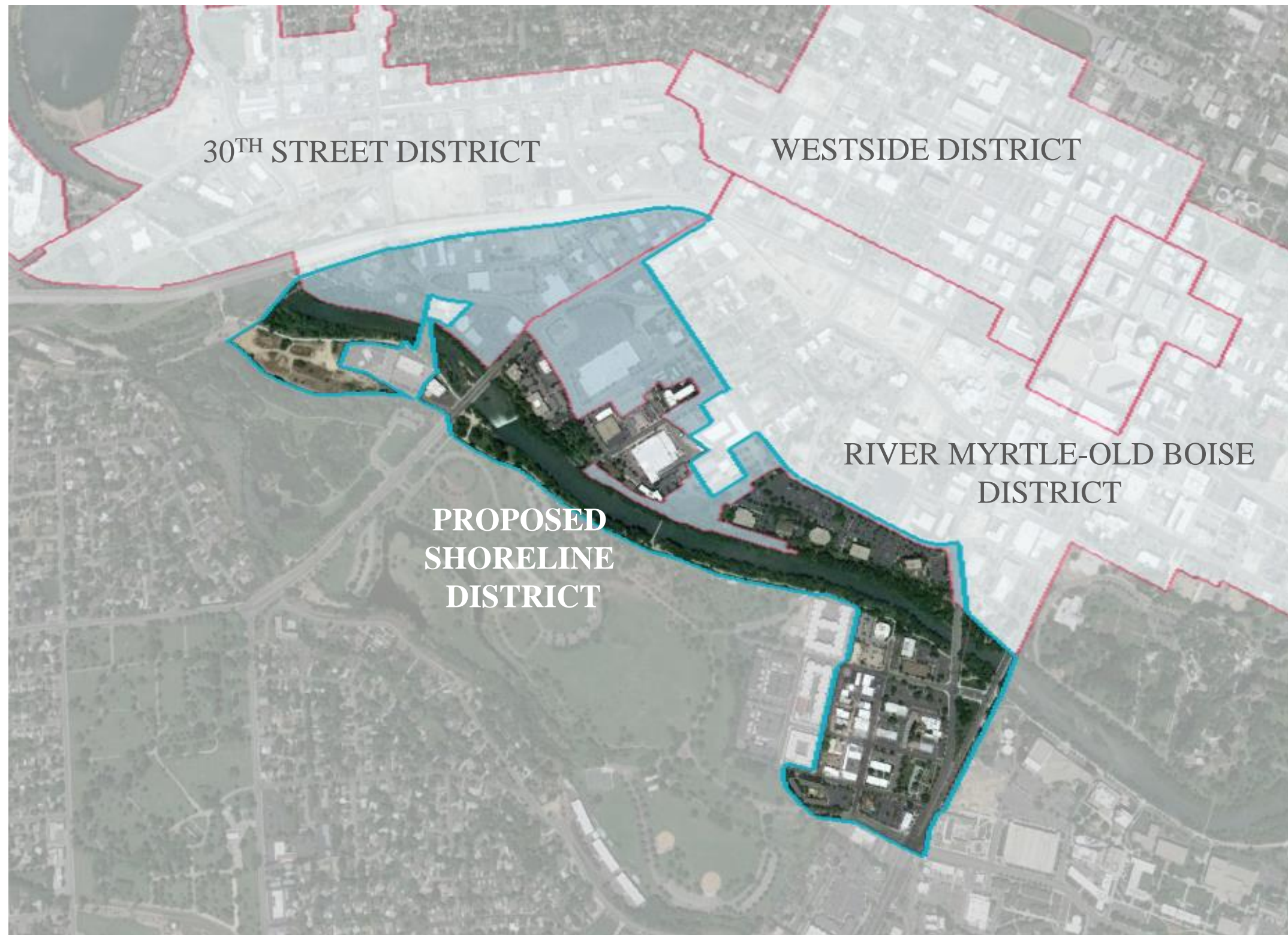
Approve Resolution #1517

Suggested Motion:

I move to approve Resolution #1517, Accepting the Open Land Addendum to the Shoreline Urban Renewal Area Eligibility Study and transmitting to the City of Boise for approval.

Proposed Shoreline URA District

Attachment 1



Attachment 2

RESOLUTION NO. 1517

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, ACCEPTING THAT CERTAIN MEMORANDUM REPORT ON THE ELIGIBILITY OF CERTAIN POTENTIAL OPEN LAND PARCELS WITHIN THE AREA REFERRED TO AS THE SHORELINE AREA AS AN ADDENDUM TO THE SHORELINE URBAN RENEWAL AREA ELIGIBILITY STUDY FOR AN URBAN RENEWAL AREA AND REVENUE ALLOCATION AREA AND JUSTIFICATION FOR DESIGNATING THE POTENTIAL OPEN LAND PARCELS AS APPROPRIATE FOR AN URBAN RENEWAL PROJECT; AUTHORIZING AND DIRECTING THE CHAIR, VICE-CHAIR, OR EXECUTIVE DIRECTOR TO TRANSMIT THE MEMORANDUM REPORT AND THIS RESOLUTION TO THE CITY COUNCIL OF THE CITY OF BOISE REQUESTING ITS CONSIDERATION FOR ATTACHMENT AS AN ADDENDUM TO THE SHORELINE ELIGIBILITY STUDY AND FOR INCLUSION IN THE DESIGNATION OF AN URBAN RENEWAL AREA AND SEEKING FURTHER DIRECTION FROM THE COUNCIL; AND PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION, 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 (the "Law"), a duly created and functioning urban renewal agency for Boise City, Idaho, hereinafter referred to as the "Agency."

WHEREAS, the City Council (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");

WHEREAS, following said public hearing, the City Council adopted its Ordinance No. 5596 on December 6, 1994, approving the River Street Plan and making certain findings;

WHEREAS, the City Council, 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");

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

WHEREAS, the City Council, after notice duly published, conducted a public hearing on the 30th Street Area Urban Renewal Project Urban Renewal Plan (the “30th Street Plan”);

WHEREAS, the City Council, after notice duly adopted its Ordinance No. 6868 on December 4, 2012, approving the 30th Street Plan and making certain findings;

WHEREAS, the River Myrtle-Old Boise Plan and the 30th Street Plan and their project areas are collectively referred to herein as the “Existing Urban Renewal Plans”;

WHEREAS, based on inquiries and information presented by certain interested parties and property owners, the Agency commenced certain discussions concerning examination of an additional area as appropriate for an urban renewal project;

WHEREAS, in 2017, the Agency authorized SB Friedman Development Advisors to commence an eligibility study and preparation of an eligibility report of an area bounded by U.S. Highway 26 to the north and west, Capital Boulevard to the east, the Boise River Greenbelt to the south and into portions of adjacent office parcels and into the Lusk District. Part of the study area is within the Existing Urban Renewal Plans. The eligibility report area is commonly referred to as the Shoreline Area;

WHEREAS, the Agency obtained an eligibility study (the “Study”), dated October 5, 2017, which examined the Shoreline Area for the purpose of determining whether such area was a deteriorating area or a deteriorated area as defined by Idaho Code Sections 50-2018(9) and 50-2903(8);

WHEREAS, the Agency Board of Commissioners (the “Agency Board”), on October 9, 2017, adopted Resolution No. 1511 accepting the Study and authorizing the Chairman, Vice-Chairman or Executive Director to transmit the Study to the City Council requesting its consideration for designation of an urban renewal area and requesting the City Council to direct the Agency to prepare an urban renewal plan for the Shoreline Area, which plan may include a revenue allocation area as allowed by law;

WHEREAS, the City Council, by Resolution No. 541-17, dated October 17, 2017, declared the Shoreline Urban Renewal Project Area described in the Report to be a deteriorated or deteriorating area as defined by Chapters 20 and 29, Title 50, Idaho Code, as amended, that such area is appropriate for an urban renewal project and directed the Agency to commence preparation of an urban renewal plan for the area designated;

WHEREAS, the Law and the Local Economic Development Act, as amended, Chapter 29, Title 50, Idaho Code (the “Act”) provide different eligibility factors, required findings, and tests for improved land versus open land, open area and open space (collectively, “Open Land”);

WHEREAS, there is no definition of Open Land in the Law or the Act;

WHEREAS, the Study evaluated the Shoreline Urban Renewal Project Area for eligibility using the improved land eligibility factors, required findings and tests;

WHEREAS, the proposed Shoreline Urban Renewal Project Area includes eighteen (18) potentially open land parcels, including eight (8) parcels that are unfinished gravel parking lots; seven (7) parcels (or parcel segments) along the Boise River Greenbelt that serve as park space; and three (3) parcels within the public right-of-way and that have minimal streetscape improvements;

WHEREAS, there are no agricultural or forest lands within the proposed Shoreline Urban Renewal Project Area;

WHEREAS, under the Act, a deteriorated area includes any area which is predominantly open and which, because of obsolete platting, diversity of ownership, deterioration of structures or improvements, or otherwise, results in economic underdevelopment of the area or substantially impairs or arrests the sound growth of a municipality. *See* Idaho Code § 50-2903(8)(c);

WHEREAS, Idaho Code §§ 50-2018(9), 50-2903(8) and 50-2008(d) list additional conditions applicable to open land areas, including open land areas to be acquired by the Agency;

WHEREAS, the Agency authorized SB Friedman Development Advisors to commence an eligibility study and preparation of an addendum to the Study addressing the eligibility of the potential open land parcels;

WHEREAS, the Agency obtained the Memorandum Report Regarding Addendum to Shoreline Urban Renewal Area Eligibility Study—Shoreline URA Eligibility Assessment of Potential Open Land Parcels, dated December 7, 2017, which examined the eligibility of certain potential open land parcels included within the potential boundaries of the Shoreline Urban Renewal Project Area, under a different standard, for the purpose of determining whether the potential open land parcels constitute a deteriorating area or a deteriorated area as defined by Idaho Code Sections 50-2018(9) and 50-2903(8) under all potentially applicable standards (the “Memorandum Report”);

WHEREAS, the Memorandum Report has been submitted to the Agency, a copy of which is attached hereto as Exhibit A;

WHEREAS, pursuant to Idaho Code Section 50-2008, an urban renewal project may not be planned or initiated unless the local governing body has, by resolution, determined such area to be a deteriorated area or deteriorating area, or combination thereof, and designated such area as appropriate for an urban renewal project;

WHEREAS, Idaho Code Section 50-2906, also requires that in order to adopt an urban renewal plan containing a revenue allocation financing provision, the local governing body must make a finding or determination that the area included in such plan is a deteriorated area or deteriorating area.

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 Board acknowledges acceptance and receipt of the Memorandum Report.

Section 3. That there are one or more potential open land parcels within the Shoreline Urban Renewal Project Area that are deteriorating or deteriorated areas as defined by Idaho Code Sections 50-2018(9) and 50-2903(8).

Section 4. That the Chair or Vice-Chair of the Board of Commissioners or the Executive Director is hereby authorized to transmit the Memorandum Report to the City of Boise City Council requesting that the City Council:

a. Determine whether the potential open land parcels identified in the Memorandum Report qualify as an urban renewal project and/or for Agency acquisition and justification for attaching the Memorandum Report as an addendum to the Study and designating the area, as appropriate, for an urban renewal project;

b. If such designation is made, whether the Agency should proceed with the preparation of an urban renewal plan for the area, which Plan may include a revenue allocation provision as allowed by law.

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 December 11, 2017.
Signed by the Chair of the Board of Commissioners, and attested by the Secretary to the Board of Commissioners, on December 11, 2017.

APPROVED:

By _____
Chair of the Board

ATTEST:

By _____
Secretary

4831-7147-2215, v. 2



S. B. Friedman & Company | 221 North LaSalle Street, Suite 820 | Chicago, IL 60601 | T (312) 424-4250 | F (312) 424-4262

MEMORANDUM

TO: Shellan Rodriguez, Capital City Development Corporation

FROM: Geoff Dickinson, *SB Friedman Development Advisors*
Direct: (312) 384.2404 Email: gdickinson@sbfriedman.com

DATE: December 7, 2017

RE: **Addendum to Shoreline Urban Renewal Area Eligibility Study -- Shoreline URA Eligibility Assessment of Potential Open Land Parcels**

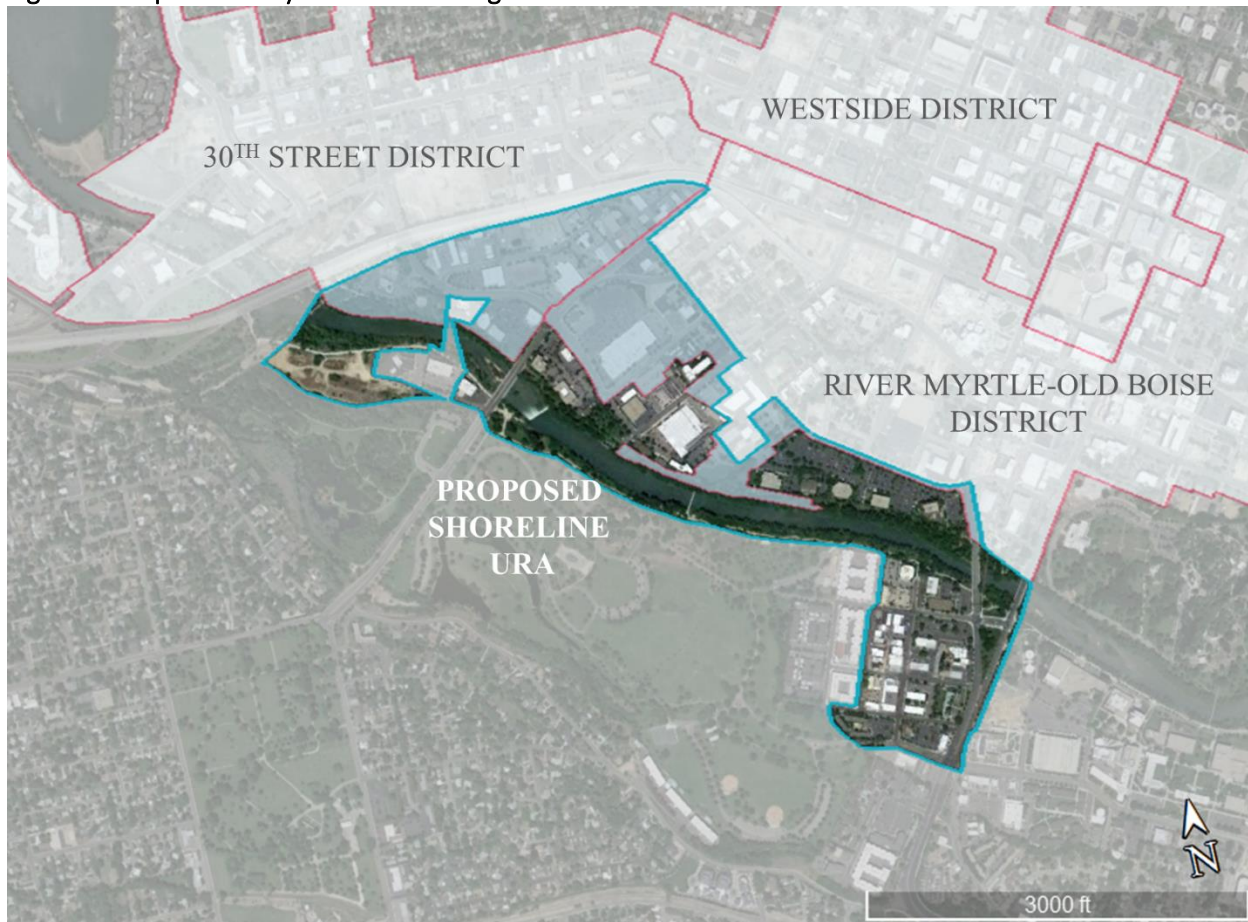
INTRODUCTION

The proposed Shoreline Urban Renewal Area ("URA") reviewed in Phase I of *SB Friedman Development Advisor's* ("*SB Friedman*") work for the Capital City Development Corporation ("CCDC") consists of 128 parcels and includes land on both sides of the Boise River, roughly between Interstate 84 and South Capitol Boulevard ("Study Area"). The total land area is approximately 119 acres (excluding the land dedicated to roads and the river). *SB Friedman* previously conducted a survey of all parcels within the Study Area and evaluated each for URA eligibility.

Urban Renewal Law (the collective Idaho Urban Renewal Law of 1965, Title 50, Chapter 20 and the Local Economic Development Act, Title 50, Chapter 29) provides different eligibility factors and required findings, and tests for improved land versus open land, open area and open space ("Open Land"). There is no definition of Open Land in the Urban Renewal Law. *SB Friedman* previously evaluated Study Area eligibility using the improved land eligibility factors and required findings and tests. Based upon our review of the Urban Renewal Law, it is our understanding that open land means agricultural or forest lands, and/or a predominately open land area. All parcels within the Study Area were previously evaluated as improved as each has seen some degree of improvement.

For the purpose of this addendum, *SB Friedman* evaluates the eligibility of some of the parcels in the proposed URA under an expanded interpretation of what may constitute Open Land. In this analysis, we assume that Potentially Open Land Parcels (POLPs) means any parcels that are either park land, right-of-way parceled land, and/or gravel lots. There are 18 parcels which meet this more expansive interpretation of what may constitute an Open Land Parcel. In this memo we assess whether the POLPs meet eligibility requirements under state law and whether the factors required to give the urban renewal agency acquisition authority for all or part of the POLPs are met (assuming a URA is established).

Note that this memo builds on the original eligibility memo dated October 4, 2017, and should be reviewed in the context of that broader study.

Figure 1: Proposed Study Area and Existing Urban Renewal Areas

Source: CCDC, Google Earth, *SB Friedman*

I. EXISTING CONDITIONS

Existing Land Use of Potentially Open Land Parcels within the Study Area

The Study Area includes 18 POLPs, identified in **Figure 2**. The parcels were documented as one of three land uses:

1. **Gravel Lots** – Eight parcels are unfinished gravel parking lots.
2. **Park Land** – Seven parcels (or parcel segments) are along the Boise River Greenbelt and serve as park space.
3. **Right of Way** – Three parcels are within the public right of way and have minimal streetscape improvements.

There do not appear to be any agricultural operations or forest lands within the Study Area which would require additional consent of the property owner per Idaho Code Sections 50-2018(8) and (9) and 50-2903(8)(f).

Figure 2: Potentially Open Land Parcels



Source: CCDC, SB Friedman

Urban Renewal Area Legislation Addressing Open Land

There are three sections within the Idaho State Code that address Open Land:

I. Idaho Code Section 50-2903(8)(c) identifies alternative criteria for Open Land within a proposed URA. The law states any area which is predominately open and which because of:

1. Obsolete platting;
2. Diversity of ownership;
3. Deterioration of structures or improvements; or

Otherwise results in economic underdevelopment of the area or substantially impairs or arrests the sound growth of a municipality, is considered a “deteriorating area” and eligible for both urban renewal area designation and urban renewal projects.

II. Idaho State Code Section 50-2018(9) states if a “deteriorating area consists of open land the conditions contained in the proviso in section 50-2008(d), Idaho Code, shall apply.”

III. Idaho State Code Section 50-2008(d) states if an urban renewal area consists of Open Land to be acquired by the urban renewal agency, such area shall not be so acquired unless:

1. If it is to be developed for residential uses, the local governing body shall determine:
 - a. A shortage of housing of sound standards and design which is decent, safe and sanitary exists in the Municipality;
 - b. The need for housing accommodations has been or will be increased as a result of the clearance of slums in other areas;
 - c. The conditions of blight in the area and shortage of decent, safe and sanitary housing cause or contribute to an increase in and spread of disease and crime and constitute a menace to the public health, safety, morals or welfare; and
 - d. The acquisition of the area for residential uses is an integral part of and essential to the program of the municipality.
2. If it is to be developed for nonresidential uses, the local governing body shall determine:
 - a. Such non-residential uses are necessary and appropriate to facilitate the proper growth and development of the community in accordance with sound planning standards and local community objects.

For both residential and non-residential land uses acquisition by the Urban Renewal Agency may be allowed if the area exhibits one or more of the following:

1. Defective or unusual conditions of title;
2. Diversity of ownership;
3. Tax delinquency;
4. Improper subdivisions;
5. Outmoded street patterns;

6. Deterioration of site;
7. Economic disuse;
8. Unsuitable topography or faulty lot layout;
9. The need for correlation of the area with other areas of a municipality by streets and modern traffic requirements; or

other conditions that retard the development of the area.

II. URBAN RENEWAL AREA OPEN LAND ELIGIBILITY

Idaho Code Section 50-2903(8)(c) is the only section which explicitly addresses eligibility criteria for Open Land parcels during the URA designation process, though there are references to Open Land in Idaho Code Section 50-2018(9) and Section 50-2008(d). Of the three (3) eligibility factors for Open Land cited in Idaho Code Section 50-2903(8)(c), *SB Friedman* has identified one (1) to be meaningfully present and reasonably distributed within the Study Area POLPs.

Deterioration of Structures or Other Improvements

In order to evaluate deterioration of structures or other improvements on POLPs within the Study Area, fieldwork was conducted on a parcel by parcel basis. No POLP has a structure on site. Therefore, each parcel was only considered for deterioration of site improvements. Parcels were found to be deteriorating if damage requiring repair beyond normal maintenance was observed. The most commonly observed findings include the following:

- Gravel parking lots which require extensive site improvements;
- Lack of physical infrastructure (curbs, sidewalks, paving, etc.); and/or
- Cracked pavement or sidewalks

Of the 18 POLPs evaluated, 10 (56%) exhibited site deterioration. **Figure 3** shows the distribution of parcels identified as exhibiting deterioration of structure or other improvements. Based on field evidence, we find parcel deterioration to be meaningfully present and reasonably distributed throughout the POLPs. Therefore, the POLP area meets the urban renewal eligibility standard of “deterioration of structures or other improvements.”

Figure 3: Evidence of Deterioration of Site Improvements on POLPs



Source: City of Boise Department of Planning and Development, ESRI, *SB Friedman*

Overall Criteria Conclusions for URA Eligibility

As described above, one (1) of the three (3) potential criteria for urban renewal eligibility were found present within the POLPs:

1. Deterioration of structures or other improvements

In addition to the finding of one or more eligibility factors, State law requires that this factor result in adverse consequences for the Study Area. The finding of adverse consequences will be addressed in Section IV.

III. URBAN RENEWAL AREA OPEN LAND ACQUISITION ELIGIBILITY

Idaho Code Section 50-2008(d) addresses acquisition eligibility criteria for Open Land parcels. Of the nine (9) eligibility criteria, we found one (1), ‘outmoded street patterns,’ to be present across all POLPs. Additionally, the ‘deterioration of site’ and ‘faulty lot layout’ criteria were each identified on 10 of the 18 POLPs.

Outmoded Street Patterns

In order to evaluate street pattern functionality, *SB Friedman* expanded the geographic scope of analysis to include the entire original Study Area. It is necessary to consider streets as a collective network in order to evaluate effectiveness of the overall network instead of smaller parcel-length street segments that directly adjoin POLPs.

A finding of an “outmoded street pattern” can be made by reviewing street layout appropriateness and existing planning documents related to street design effectiveness.

There are just over five and a half miles of linear roadway within the Study Area which are divided amongst 38 street segments. Nearly all of the streets are between 45 and 65 feet in width, with three to five lanes for vehicular traffic in addition to on-street parking in certain areas. Nine of the street segments are dedicated one-way roads, most of which are along Americana Boulevard and Capital Boulevard. Research in the field revealed that there is significant variation amongst street typologies within the Study Area. A few of the primary typologies are described in **Figures 4-6** below:



Figure 4: Two-Way, Multi-Modal Streets

Some of the streets in the Study Area are two-way streets which include painted bike lanes.



Figure 5: One-Way, Auto-Intensive Streets

The majority of arterial streets are one-way and between three to five lanes wide. Americana Boulevard and Capital Boulevard in particular are relatively wide and are a majority one-way within the Study Area.



Figure 6: Two-Way Streets

The majority of collector streets are wide, two-way streets. Both Sub Area 1 and Sub Area 2 have two-way streets without street painting.

Source: Google Maps, *SB Friedman*

The draft Boise River Street Master Plan is currently in development and preliminarily addresses a number of recommended improvements to the street network in the Study Area, including the following (page numbers to be referenced in the Master Plan are noted below):

- Improve street connectivity/retain street network where possible (p. 10);
- Add detached sidewalks in areas where there are gaps in the existing pedestrian network (p. 7); and
- Convert wide street segments to fewer lanes with dedicated bike lanes where appropriate (p. 10).

Multiple plans (i.e., the Lusk Street Area Master Plan and Blueprint Boise) also express a desire to retain or re-introduce the standard downtown block size of 260 by 300 feet where possible within the Study Area.

Finally, in 2016, Boise implemented the Boise Transportation Action Plan which emphasized the impact street networks can have on the community. The report provided a few key metrics which will be incorporated into our evaluation:

- Average street width within Downtown is 50 feet and streets can be characterized as having many intersections and high connectivity (p. 26);
- 24% of the pedestrians within Downtown commute by walking, 6% by bike (p. 26);
- The Downtown vision for improvement recommended increased streetscapes, additional street-trees, narrowed lanes and smooth integration of bike, bus and pedestrian transit mode (p. 40); and

- The plan expressed a desire to revert to slower (25mph), two-way streets where possible and incorporate easy-access crosswalks (p. 40).

Narratives of the current street network versus the desired street network is one indication of outmoded street patterns within the Study Area, and thus the POLPs. *SB Friedman* additionally determined appropriateness of the street layout within the Study Area using the Road Risk Method. This technique was developed by the Transportation Association of Canada and is frequently used in Canada and the United States. The Road Risk Method establishes speed limits based on the safety risks associated with the physical design of the road and expected traffic conditions.

We analyzed the width dimensions and speed limits provided in the Road Risk Method against those of key streets in the Study Area and found that all of the speed limits within the Study Area are 10 to 20 miles per hour below what the street structure is designed to allow (results by street in **Figure 7**). Thus, roads are built substantially wider than necessary for the target speed limits.

Figure 7: Street Segment Characteristics

Street Name	Number of Lanes	One-Way	Arterial/Collector	Speed Limit	Federal Recommended Speed Limit Based on Layout	Defective
S Capitol Boulevard	8	✓	Arterial	30	50	✓
Americana Boulevard	5		Arterial	30	45	✓
River Street	5	✓	Collector	30	45	✓
Shoreline Drive	5		Arterial	20-30	45	✓
S 15th	3		Arterial	30	45	✓
S 9th	4	✓	Arterial	35	50	✓

Source: *SB Friedman*, Transportation Association of Canada

The mismatch between planning goals and existing street networks, in addition to the mismatch between street widths and speed limits indicate an Outmoded Street Pattern is prevalent within the Study Area, and POLPs. As a result, *SB Friedman* finds the acquisition eligibility criterion “Outmoded Street Pattern” to be met for 100% of the POLPs.

Deterioration of Site

As stated above in Section II, 10 of the 18 POLPs (56%) were marked as exhibiting site deterioration during the course of field work. Parcels marked as deteriorating are identified in **Figure 3**.

Unsuitable Topography or Faulty Lot Layout

SB Friedman analyzed the Study Area POLPs for Faulty Lot Layout characteristics. According to Idaho State Code Section 50-2018(9) Faulty Lot Layout may be in relation to size, adequacy, accessibility or usefulness.

Parcels were identified as having Faulty Lot Layout for the following reasons:

- Parcel area exceeded 78,000 square feet, the size recommended for blocks in Blueprint Boise
- Limited vehicle access
- Limited parcel frontage
- Lack of sidewalks
- Undevelopable land due to unusual shape or limited size

Figure 8 shows the distribution of parcels identified as exhibiting faulty lot layout. Within the Study Area, 10 of the 18 POLPs (56%) were documented as exhibiting Faulty Lot Layout characteristics.

Figure 8: Evidence of Faulty Lot Layout

Source: City of Boise Department of Planning and Development, ESRI, *SB Friedman*

Criteria Conclusions for Acquisition Eligibility

As described above, one (1) of the nine (9) potential criteria for urban renewal eligibility was found present on all POLPs:

1. Outmoded Street Patterns

In addition to the finding of one eligibility factor for all POLPs, two (2) other factors were evaluated on a parcel-by-parcel basis and found on a subset of POLPs: deterioration of site (10 POLPs) and unsuitable topography or faulty lot layout (10 POLPs).

In addition to evidence of at least one eligibility criterion, State law requires that the presence of eligibility factors result in adverse consequences for the Study Area POLPs.

IV. ECONOMIC UNDERDEVELOPMENT OF THE AREA

The Urban Renewal Law requires that a two-part test be passed for both Urban Renewal Eligibility and Acquisition Eligibility. The first part requires the finding of at least one eligibility factor – of the three or nine (respectively) – be present within the POLPs. The second requirement for determining eligibility is demonstrating the finding of deterioration criteria also results in the economic underdevelopment of the area or substantially impairs or arrests the sound growth of a municipality.

SB Friedman evaluated the economic underdevelopment of the POLPs by analyzing growth in property taxable value. The metric was calculated for the POLPs and compared against growth in the rest of the Downtown Planning Area (exclusive of the entire original Study Area) over the same period.

Between 2012 and 2016, taxable value increased an aggregate 6% across the POLPs within the Study Area. Within the Downtown Planning Area (DPA), excluding the Study Area, values increased 52% over the last five years. Based on this data, we find the growth in taxable value within the POLPs has significantly lagged behind the rest of the DPA and thus, economic underdevelopment has occurred.

Figure 9: Taxable Value and Percentage Change 2012-2016

	2012	2016	% 2012-2016
DPA (excl. Study Area)	\$853 M	\$1298 M	52.2%
Study Area POLPs	\$3.0 M	\$3.2 M	5.8%

Source: City of Boise Department of Planning and Development, *SB Friedman*

V. CONCLUSION

According to Idaho State Law, in order to qualify for designation as a URA, Open Land must exhibit one or more of several eligibility criteria and indicate that the area has been underdeveloped.

SB Friedman finds deterioration of structures or other site improvements to be meaningfully present and reasonably distributed within the Study Area POLPs. Furthermore, we find that the POLPs exhibited signs of underdevelopment over the last five years. Thus, *SB Friedman* concludes that the POLPs are eligible for a URA under Urban Renewal Law.

SB Friedman, as of the date of this Memorandum, also finds 100% of the POLPs to be eligible for acquisition by an urban renewal agency assuming the findings required in Section 50-2008(d)(4) are made. *SB Friedman* finds outmoded street patterns to be present across all of POLPs. In addition, *SB Friedman* found evidence of deterioration of site on 10 of the 18 POLPs and evidence of faulty lot layout on 10 of the 18 POLPs. As a result, *SB Friedman* concludes the POLPs are eligible for acquisition according to Urban Renewal Law should the POLPs be found to be Open Land parcels at some point.



AGENDA BILL

Agenda Subject: 176 S. Capitol Blvd. – Business Interiors of Idaho - Type One Participation Agreement Designation with Business Interiors of Idaho, Inc.		Date: 12/11/2017
Staff Contact: Laura Williams	Attachments: 1) Site Map 2) Images and Rendering 3) Canopies Plan and Dimensions 4) Canopies Section Detail	
Action Requested: Review Business Interiors of Idaho as a project eligible to utilize the Type 1 Streetscape Grant Participation Agreement and direct staff to continue negotiating a final agreement with Business Interiors of Idaho, Inc. for future board approval.		

Background:

Business Interiors of Idaho (BII) is a local space planning and furniture sales business that operates their office and showroom out of the Heath Building located at 176 S Capitol Blvd. BII owns this building and is planning to replace the building's existing canvas canopies with new steel and cedar awnings. CCDC encourages owner/tenant improvements which refresh downtown buildings, encourage occupancy, and enhance the public realm and pedestrian experience.

In the spring of 2018, CCDC will improve the sidewalks along the BII building frontage on Capitol Boulevard as part of the Central District Closeout project. This CCDC project is intended to fill unimproved gaps in streetscape before the Central District sunset. BII will coordinate installation of their awnings with CCDC to ensure appropriate timing during the construction. Ultimately, the new awnings will better protect CCDC's investment.

In 2014, the Board of Commissioners approved the CCDC Participation Program which includes a Type 1 Streetscape Grant Reimbursement. CCDC's Participation Program Policy stipulates several criteria that awnings must meet to be considered eligible expenses, and the BII awnings meet all of the specifications as follows:

1. **Awnings must be located in the right-of-way or included in a public easement:** A total of 9 new awnings will be installed at BII, 7 of which are located in the public right-of-way and will be included as eligible expenses.

2. **Awnings must provide functional services (shelter from sun, rain, etc.) to the public sidewalks and streetscapes:** BII awnings will protect pedestrians and the sidewalks from the elements.
3. **Awnings must extend at least 5 feet into the right-of-way:** BII extend 5'8" into the right-of-way.
4. **Awnings must cover over 75% of the ground-floor frontage:** BII street frontage = approx. 180 Linear Feet, awnings cover approx. 150 Linear feet = 83%
5. **Awnings must be made of durable material (including but not limited to metal, polycarbonate, and durable fabric):** BII awnings are made of steel and cedar planking.

In addition to meeting the program requirements, the project also promotes a CCDC and City objective to improve pedestrian connectivity downtown.

Project Summary and Timeline:

- Located at the intersection of Capitol Blvd. and Grove St. (Central URA)
- \$120,000 Estimated Costs for new awnings
- October 13, 2017 – Staff Level Certificate of Appropriateness for a Historic Building Received
- December 2017 - Type 1 Agreement Designation
- January 2018 – CCDC Board Approval of Type 1 Agreement
- Spring 2018 - Construction Start
- Fall 2018 – Construction Complete. Developer submits costs for reimbursement

Fiscal Notes:

The eligible expenses for this project include costs for the new awnings on the first level of the building. Per the Type 1 policy, the grant can reimburse for an amount not to exceed \$150,000 of eligible expenses. BII anticipates approximately \$120,000 in materials and labor costs for the new awnings.

The project meets all program requirements, and resources have been approved for this use in the FY 18 budget. This will be the first of two Type 1 Streetscape Grants contemplated in the 5 Year CIP for FY '18 in the Central URD.

The Type 1 reimbursement will be paid upon completion of the project, and prior to the Central District closeout on September 30, 2018.

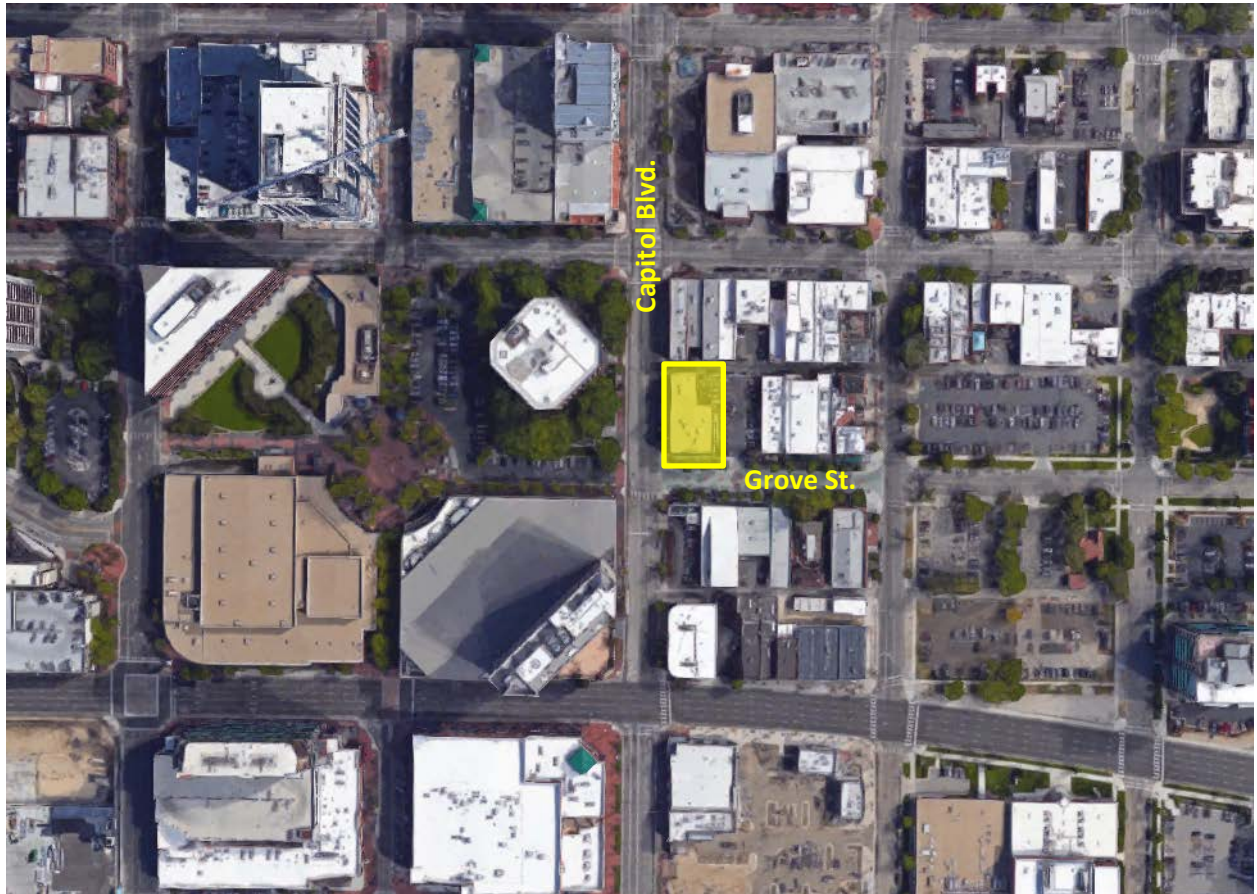
Staff Recommendation:

Provide feedback and direct for staff to continue negotiating and finalizing the terms of the Type 1 Participation Agreement for future board approval.

Suggested Motion:

I move to direct staff to negotiate a final Type 1 Participation Agreement with Business Interiors of Idaho, Inc for future board approval.

Attachment 1 – Site Map



Attachment 2 – Images and Rendering

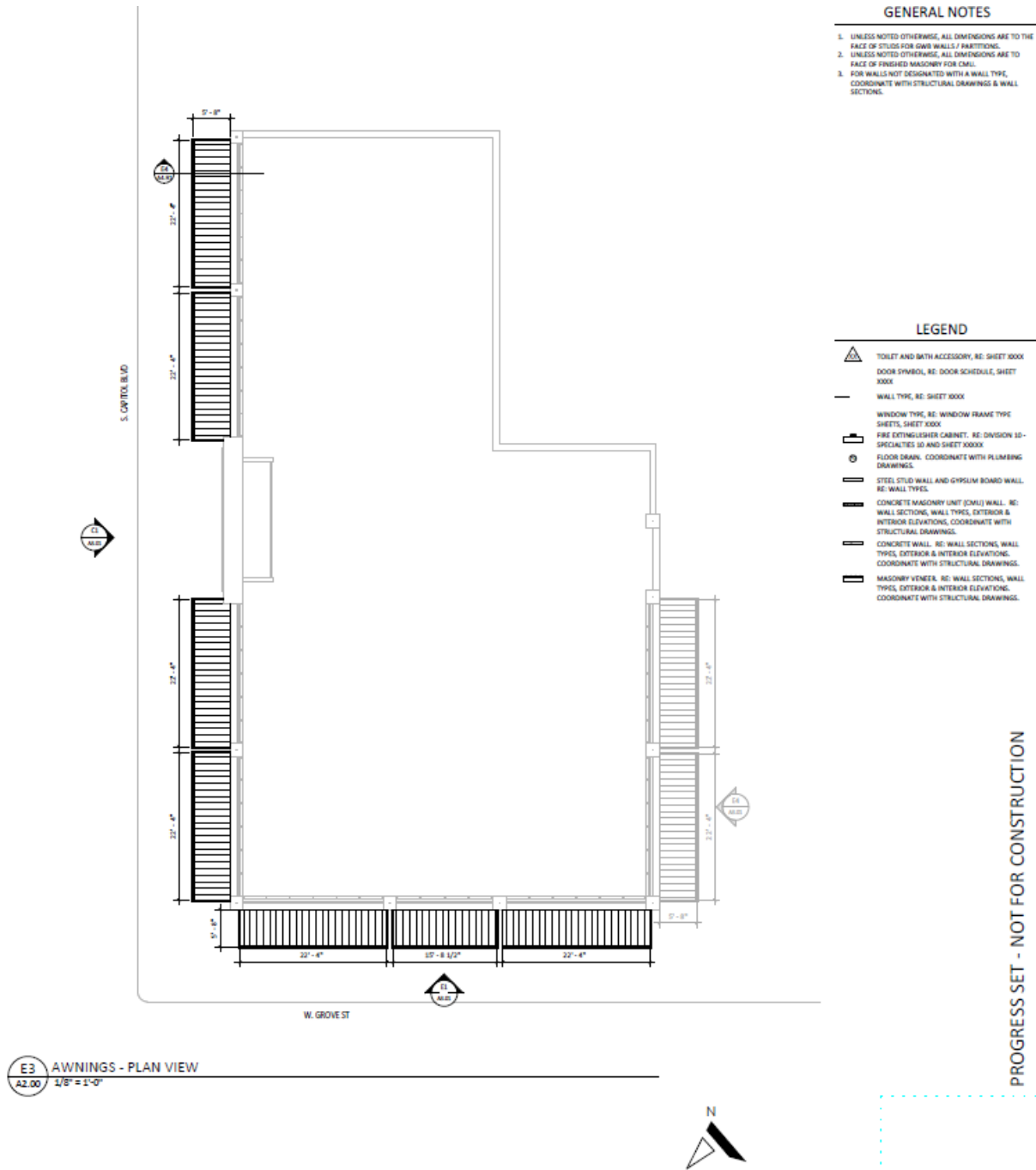
Existing Awnings



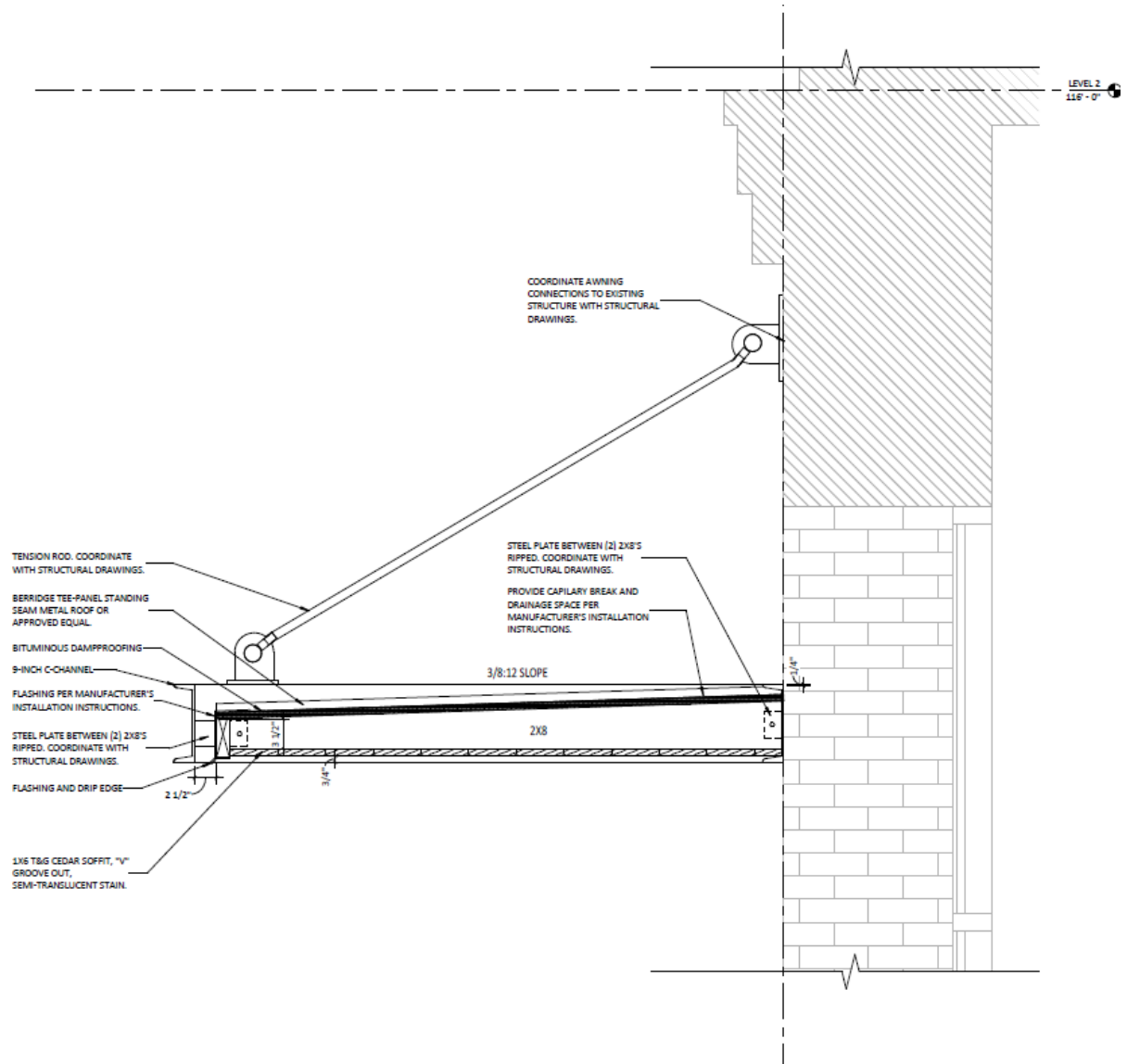
New Awnings - Rendering



Attachment 3 – Canopies Plan and Dimensions



Attachment 4 – Canopies Section Detail



E1 AWNING DETAIL
A4.91 1 1/2" = 1'-0"



AGENDA BILL

Agenda Subject: 1005 Main Street – 10 th and Main Office - Type One Participation Agreement Designation with Tenth and Main Boise, LLC		Date: 12/11/2017
Staff Contact: Laura Williams	Attachments: 1) Site Map 2) Renderings 3) Public Improvement Plan 4) Canopies Section Detail	
Action Requested: Review 10 th and Main Office as a project eligible to utilize the Type 1 Streetscape Grant Participation Agreement and direct staff to continue negotiating a final agreement with Tenth and Main Boise, LLC for future board approval.		

Background:

Sawtooth Development is a real estate development firm based out of Ketchum, Idaho. They recently built the 119 condominiums and own the adjacent office building at 10th and Main, called the John Alden building. The building was vacant for several years prior to the developer's purchase in 2014. Recently, Sawtooth executed a lease agreement for the upper floors to Kount and will begin tenant improvements this winter, scheduled to be complete in approximately 12 months. The developer also plans to have two retail tenants on the ground floor.

CCDC encourages owner/tenant improvements which refresh downtown buildings, encourage occupancy, and enhance the public realm and pedestrian experience. The developer will be investing approximately \$3.5 million in renovations and tenant improvements in the coming months including construction of a new 5,000 SF 5th floor. As part of the renovation, the developer will install awnings around the 1st floor of the Alden building and will reconstruct the sidewalks on 10th and a portion of Main Street to accommodate necessary re-sloping for retail entrances.

In 2014, the Board of Commissioners approved the CCDC Participation Program which includes a Type 1 Streetscape Grant Reimbursement. CCDC's Participation Program Policy also stipulates several criteria that awnings must meet to be considered eligible expenses, and the 10th and Main awnings meet all of the specifications as follows:

1. **Awnings must be located in the right-of-way or included in a public easement:** All awnings will be installed in the public right-of-way and will be included as eligible expenses.
2. **Awnings must provide functional services (shelter from sun, rain, etc.) to the public sidewalks and streetscapes:** The 10th & Main awnings will be made with a

sheet of powder coated steel and will protect pedestrians and the sidewalks from the elements.

3. **Awnings must extend at least 5 feet into the right-of-way:** The awnings extend 5' from the building face into the right-of-way.
4. **Awnings must cover over 75% of the ground-floor frontage:** 10th and Main street frontage = approx. 22 Linear Feet, awnings cover approx. 203 Linear feet = 91%
5. **Awnings must be made of durable material (including but not limited to metal, polycarbonate, and durable fabric):** All awnings are made of steel.

In addition to meeting the program requirements, the project also promotes a CCDC and City objective to improve pedestrian connectivity downtown.

Project Summary and Timeline:

- Located at the intersection of 10th and Main Streets (Westside URA)
- 50,000 SF mixed-use (including 5,000 SF 5th floor addition)
- \$3.5 Estimated Renovation/Development Costs
- \$190,000 in Eligible Expenses for new awnings and streetscape reconstruction
- October 18, 2017 – Staff Level Design Review Approval
- December 2017 - Type 1 Agreement Designation
- January 2018 – CCDC Board Approval of Type 1 Agreement
- February 2018 - Construction Start
- January 2019 – Construction Complete. Developer submits costs for reimbursement

Fiscal Notes:

Preliminary information shows the project's eligible costs are over \$150,000, but the request will not exceed \$150,000 as determined by the Type 1 Participation Program. The project meets all program requirements as outlined in the program and FY '18 budget resources have been approved and included in the 5 year CIP as one of two Type 1 projects contemplated in the Westside District.

Because the building will become occupied after multiple years of vacancy, staff anticipates the assessed value to grow during the remaining life of the Westside District. Conservative estimates indicate approximately \$370,000 of additional TIF will be generated between 2020 - 2026.

The Type 1 reimbursement will be paid upon completion of the project, after staff reviews and verifies eligible expenses.

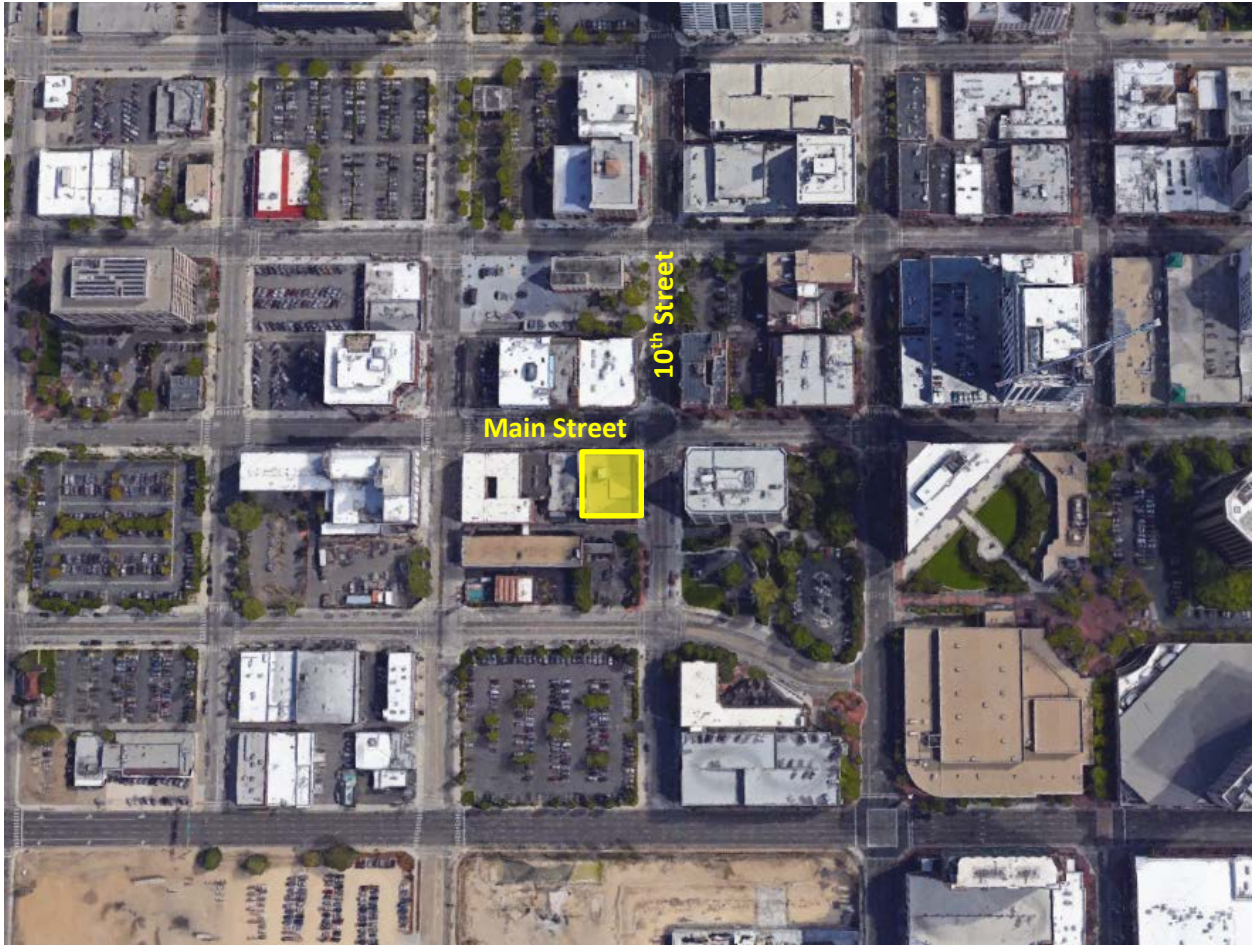
Staff Recommendation:

Provide feedback and direct for staff to continue negotiating and finalizing the terms of the Type 1 Participation Agreement for future board approval.

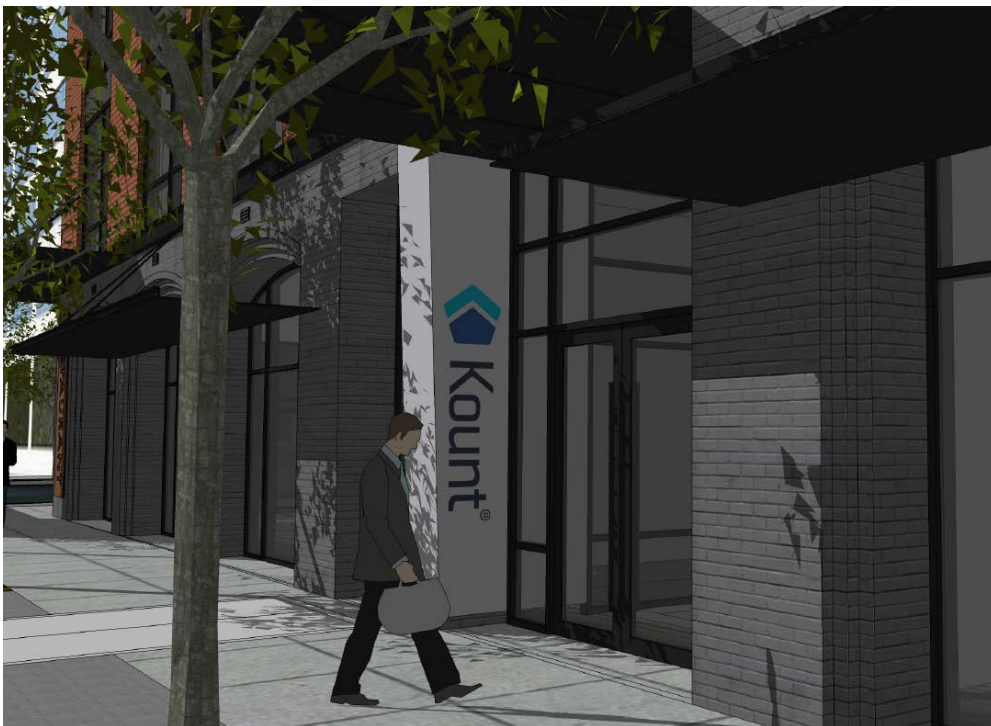
Suggested Motion:

I move to direct staff to negotiate a final Type 1 Participation Agreement with Tenth and Main, LLC.

Attachment 1 – Site Map



Attachment 2 – Renderings



TREE PROTECTION NOTE:

REMOVE, PRUNE AND WATER THE EXISTING TREES TO REMAIN ON THE SITE USING THE FOLLOWING PROCEDURE:

PROTECTION SHOULD CONSIST OF A HEAVY VISIBLE, PHYSICAL BARRIER NO LESS THAN 40 FEET TALL TO BE PLACED WITHIN THE TREE CANOPY (SPUR) AREA.

THE EQUIPMENT, VEHICLES, BUILDING MATERIALS, CHEMICALS, EQUIPMENT OR OTHER ITEMS SHALL BE PLACED WITHIN THE BARRIER. NO STORAGE, VEHICLES, AND EQUIPMENT SHALL BE PLACED WITHIN THE BARRIER. NO STORAGE, VEHICLES, AND EQUIPMENT SHALL BE PLACED WITHIN THE BARRIER. NO STORAGE, VEHICLES, AND EQUIPMENT SHALL BE PLACED WITHIN THE BARRIER.

ALL WORK THAT MUST OCCUR INSIDE THE PHYSICAL BARRIER MUST BE APPROVED BY THE CITY FORESTRY UNIT.

STORMWATER DRAINAGE SHALL BE PROVIDED TO ALL EXISTING TREES TO REMAIN DURING CONSTRUCTION. THIS SYSTEM SHALL PROVIDE ADEQUATE DRAINAGE AND QUANTITY OF WATER DURING THE PERIOD OF CONSTRUCTION.

INITIAL CONTRACTOR LISTS THE SITE, ALL EXISTING TREES WHICH HAVE BEEN DAMAGED AS A RESULT OF CONTRACTOR ACTIVITY SHALL BE REPAIRED OR REPLACED AT THE EXPENSE OF THE CONTRACTOR IN A CITY SPECIFIED, INSURED TREE SERVICE.

CONTRACTOR BIDDING NOTE

SEE SHEET NOTE #15 FOR ADEQUATE STORMWATER DRAINAGE INFORMATION. IN ADDITION, CONTRACTOR SHALL PROVIDE ADEQUATE DRAINAGE AND QUANTITY OF WATER DURING THE PERIOD OF CONSTRUCTION. THIS SYSTEM SHALL PROVIDE ADEQUATE DRAINAGE AND QUANTITY OF WATER DURING THE PERIOD OF CONSTRUCTION.

GRADING AND DRAINAGE NOTES:

A. FOR GENERAL NOTES SEE DRAINAGE C.D.O.

B. ALL WORK IN NEW DRAINAGE IS IN ACCORDANCE WITH CURRENT AASHTO STANDARDS AND THE CITY OF BOISE DRAINAGE DEPARTMENT SPECIFICATIONS. DRAINAGE SHALL BE DESIGNED TO BE ADEQUATE TO THE DRAINAGE DEPARTMENT SPECIFICATIONS.

C. ANY CHANGE FROM THE PLANS SHALL BE APPROVED BY THE ENGINEER.

D. ALL ADEQUATE STORMWATER DRAINAGE SHALL BE PROVIDED TO THE EXISTING TREES.

E. IF FIELD WORK INSPECTIONS AND REPAIRS ARE REQUIRED, THE CONTRACTOR SHALL NOTIFY THE ADEQUATE STORMWATER DRAINAGE DEPARTMENT.

F. THE MAXIMUM CROSS SLOPE OF ANY DRAINAGE OR ROAD SHALL BE 2%.

G. EXISTING DRAINAGE AND/OR CONSTRUCTION OF DRAINAGE SHALL BE ADEQUATE TO THE DRAINAGE DEPARTMENT SPECIFICATIONS. DRAINAGE SHALL BE DESIGNED TO BE ADEQUATE TO THE DRAINAGE DEPARTMENT SPECIFICATIONS.

H. ANY CHANGES TO THE DRAINAGE DEPARTMENT SPECIFICATIONS SHALL BE APPROVED BY THE ADEQUATE STORMWATER DRAINAGE DEPARTMENT.

I. THE EXISTING SITE INFORMATION IS PROVIDED FOR THE CONSTRUCTION OF THE CONTRACTOR. CONTRACTOR SHALL FIELD VERIFY EXISTING CONDITIONS.

J. ANY CHANGES TO THE DRAINAGE DEPARTMENT SPECIFICATIONS SHALL BE APPROVED BY THE ADEQUATE STORMWATER DRAINAGE DEPARTMENT.

K. ANY CHANGES TO THE DRAINAGE DEPARTMENT SPECIFICATIONS SHALL BE APPROVED BY THE ADEQUATE STORMWATER DRAINAGE DEPARTMENT.

STORMWATER

THE PROPOSED IMPROVEMENTS DO NOT ALTER THE VOLUME OF FLOOD FLOW OF THE EXISTING DRAINAGE. THE EXISTING DRAINAGE SHALL BE MAINTAINED TO ITS ORIGINAL CAPACITY.

ACHD PAVEMENT REPAIR NOTE

ACTUAL FIELD CONDITIONS, DRAINAGE TRENCHING, AND/OR REQUIRED ADDITIONAL PAVEMENT REPAIRS SHALL BE DETERMINED BY THE CONTRACTOR. THE FOLLOWING CONDITIONS ARE LISTED IN GENERAL BASED ON THE ACHD PAVEMENT MANUAL.

1. ALL ACHD PAVEMENT REPAIRS SHALL BE PROVIDED TO THE EXISTING PAVEMENT. THE CONTRACTOR SHALL PROVIDE ADEQUATE DRAINAGE AND QUANTITY OF WATER DURING THE PERIOD OF CONSTRUCTION.

2. IF THE EXISTING PAVEMENT IS DAMAGED, THE CONTRACTOR SHALL PROVIDE ADEQUATE DRAINAGE AND QUANTITY OF WATER DURING THE PERIOD OF CONSTRUCTION.

3. THE CONTRACTOR SHALL PROVIDE ADEQUATE DRAINAGE AND QUANTITY OF WATER DURING THE PERIOD OF CONSTRUCTION.

4. THE CONTRACTOR SHALL PROVIDE ADEQUATE DRAINAGE AND QUANTITY OF WATER DURING THE PERIOD OF CONSTRUCTION.

5. THE CONTRACTOR SHALL PROVIDE ADEQUATE DRAINAGE AND QUANTITY OF WATER DURING THE PERIOD OF CONSTRUCTION.

LEGEND:

CONCRETE, SEE SHEET NOTE FOR ADDITIONAL INFORMATION.

TOP SURF OF ROAD OR PAVEMENT OR FINISHED CONCRETE ELEVATION.

PAVEMENT, SEE SHEET NOTE FOR ADDITIONAL INFORMATION.

SHEET NOTES:

1. IF CONCRETE CURBS ARE BUTTER SIMILAR TO THE ACHD SUPPLEMENT TO THE ACHD PAVEMENT MANUAL, THE CONTRACTOR SHALL PROVIDE ADEQUATE DRAINAGE AND QUANTITY OF WATER DURING THE PERIOD OF CONSTRUCTION.

2. TRANSITION TO MATCH EXISTING CURB AND BUTTER SECTION OVER 2'.

3. MATCH EXISTING TO EXISTING CURB.

4. MATCH EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

5. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

6. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

7. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

8. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

9. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

10. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

11. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

12. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

13. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

14. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

15. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

16. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

17. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

18. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

19. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

20. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

21. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

22. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

23. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

24. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

25. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

26. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

27. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

28. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

29. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

30. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

31. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

32. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

33. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

34. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

35. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

36. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

37. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

38. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

39. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

40. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

41. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

42. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

43. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

44. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

45. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

46. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

47. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

48. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

49. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

50. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

51. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

52. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

53. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

54. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

55. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

56. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

57. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

58. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

59. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

60. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

61. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

62. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

63. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

64. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

65. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

66. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

67. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

68. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

69. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

70. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

71. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

72. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

73. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

74. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

75. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

76. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

77. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

78. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

79. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

80. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

81. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

82. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

83. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

84. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

85. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

86. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

87. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

88. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

89. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

90. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

91. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

92. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

93. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

94. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

95. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

96. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

97. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

98. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

99. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

100. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

101. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

102. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

103. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

104. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

105. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

106. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

107. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

108. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

109. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

110. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

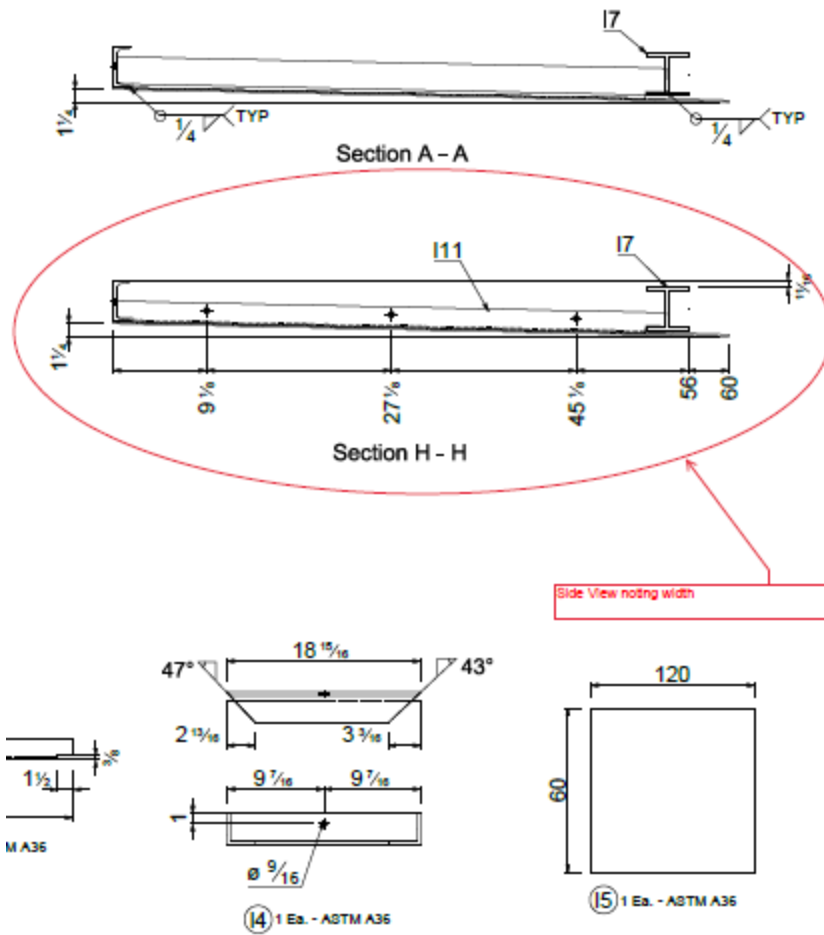
111. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

112. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

113. EXISTING CURB AND FINISH TO MATCH EXISTING CURB.

114. EXISTING CURB AND FINISH TO MATCH EXISTING CURB

Attachment 4 – Canopies Section Detail





TO: John Hale, Chairman, CCDC Board of Commissioners
FM: John Brunelle, Executive Director
RE: CCDC Operations Report – December 2017

THOUSANDS PACK THE 'NEW' PLAZA

CCDC's finale as the venue host for the annual Holiday Tree Lighting event was a big success that attracted a huge crowd to The Grove Plaza. Thousands, in fact, and the elbow-to-elbow citizenry seemed to enjoy the site more than ever. It was a gratifying evening for the Agency as the sunset year of our Central URD is well underway.



2017 Annual Tree Lighting on The Grove Plaza

FAMOUS POTATO BOWL TIME!

The Grove Plaza will host the "Mash Bash" on December 21, the eve of this year's Famous Idaho Potato Bowl. Then on Friday, December 22 the University of Wyoming Cowboys plays the Central Michigan Chippewas. This annual event, which is broadcast on ESPN, generates nearly \$1 million in direct economic impact for the facilities and charities involved. Including our downtown economic ecosystem and ParkBOI garages. See you at the game!

2017 – THANK YOU TO COMMISSIONERS

On behalf of the Agency team, Thank You to the Board of Commissioners for an exceptional year of collaboration and completion. The positive impact that our collective work is having on the local economy and built environment is everywhere you turn – pretty much 24/7. CCDC has excelled in all facets, and one key reason is a responsive, engaged and caring Board of Commissioners. As Agency employees we are grateful to you for your thoughtful insights and commitment to public service, so "Thank You" for a great year. Now on to 2018!

Finance Team: Ross Borden, Joey Chen, Kevin Martin, Mary Watson, Kathy Wanner

Central District Sunset Working Group, Meeting 5

The Agency is now 10 months away from sunsetting its first urban renewal district / revenue allocation area – the Central District – on September 30, 2018, the last day of the current fiscal year, after its 30-year term. The Central District Sunset Working Group's fifth meeting on November 29 focused on the various real estate transactions and operational contracts requiring action to ensure a smooth and orderly district termination and hand off. Staff will now draft the various agreements to convey the Agency's ownership of 8th Street from Bannock to Main and The Grove Plaza including north, south and west spokes and café / patio licensing authority thereon to the city. Various, existing downtown operations and maintenance agreements to which CCDC is a party will also be modified to remove Agency references and responsibilities. The calendar and formal actions necessary for the Board of Commissioners and city council to take in 2018 were also discussed.

Independent Audit of FY 2017 Financial Statements

November is Annual Audit Month at CCDC. Independent audit firm Eide Bailly LLP was on-site for two full weeks reviewing the Agency's FY 2017 financial statements and supporting documents. Controller Joey Chen and Accountant Kevin Martin's audit preparations began in early October. Things finally slowed down for them in time for a welcome Thanksgiving break. These annual audits have become a showcase for Joey and Kevin's excellent stewardship of Agency accounting practices. The Executive Committee / Audit Committee will review the audit and discuss it directly and confidentially with the auditors in early 2018 then it goes the full Board.

COMPETITIVE BIDDING and QUALIFICATION-BASED SELECTIONS

2017 Streetscape Improvements Project – RFQ and Invitation to Bid

Construction of 2017 streetscape improvements.

- January: RFQ issued.
- March: Four contractors pre-qualified by Board to bid the project.
- June: Invitation to Bid issued to the four pre-qualified contractors.
- July 10: Contract awarded to Guho Corp by Board.
- August 7: Notice to Proceed – construction is underway.
- By Oct 30: Substantial Completion (84 days from NTP).
- *By Nov 20: Final Completion within 21 days after Substantial Completion.*
Delays experienced because of storm drain line replacement and additions to scope.
- Final Completion – to be achieved by December 13.

9th & Front Garage Exterior Painting Project

Informally bid due to estimated project cost less than \$200k.

- July 17: Invitation to Bid.
- August 3: Bids received. Low Bid: Color Craft Painting, \$72,040.
- August 14: Contract executed, construction scheduled.
- Sept 5: Notice to Proceed issued.
- Nov 21: Substantial Completion reached ahead of schedule.
- Dec 12: *Final Completion (21st day after Substantial Completion).*

ParkBOI Garage Signage – Invitation to Bid

New parking garage signage to implement the ParkBOI brand identity.

- April 10: Board awards public works construction contract to YESCO.
- May 16: Contract executed.
- Summer: Permitting and fabrication.
- Nov 15: Amendment signed to account for permitting delays.
- Final Completion to be achieved by January 1, 2018.

ParkBOI Garage Painting – Invitation to Bid

Paint interior stairwells and lobbies to achieve a clean, simple, uniform, and helpful public parking garage aesthetic. Two separate painting projects each estimated at less than \$200,000 so two separate informal bids.

Project 1: two parking garages – Capitol & Main, 9th & Main.

Project 2: three parking garages – Capitol & Myrtle, 9th & Front, 10th & Front.

- August 1: Invitation to Bid issued.
- August 8: Pre-Bid meeting
- August 23: Bids due for both Project One and Project Two.
>> Merit Professional Coatings was lowest responsive bid for both projects: \$70,303 for Project One, \$55,800 for Project Two.
- Sept 5: Contracts executed.
- Sept 11: Project 2 Notice to Proceed
- Nov 9: Project 2 Substantial Completion (60 days from NTP).
- Nov 30: Project 2 Final Completion (within 21 days of Substantial Completion).
Painting is done and temporary signs are in place; Contractor says signage will be installed mid-December.
- Oct 16: Project 1 Notice to Proceed
- Dec 14: Project 1 Substantial Completion (60 days from NTP).
- Jan 4: Project 1 Final Completion (within 21 days of Substantial Completion).

CM/GC Central District Improvements Project

Selection of a Construction Manager / General Contractor (CM/GC) for final year (pre-sunset) Central District improvements.

- August 9: Request for Qualifications issued; public notice in *Idaho Statesman*.
- Sept 7: Submissions due from licensed CM/GCs.
- October 9: Board approved Guho Corp as CM/GC.
- November 21: Contract Executed; pre-construction services begin.

2018 Streetscape Improvements Project – Selection of Design Professional

Design of 2018 streetscape improvements on River Street between Ash Street and 12th Street.

- October 24: RFP issued to three on-call design professional firms.
- November 8: Proposals due from the design professionals.
- November 28: The Land Group selected as the design professional of record.
- January – April: Pre-qualification and construction bidding – *anticipated*.
- Summer 2018: Contract award / Construction to proceed – *anticipated*.

CM/GC Westside District Urban Park Project

Selection of a Construction Manager / General Contractor (CM/GC) for an Urban Park project in the Westside District.

- November 22: Request for Qualifications issued.
- Nov 23 & 30: Public notice in *Idaho Statesman*.
- December 8: Submissions due from licensed CM/GCs.
- January 8: Board approval of CM/GC selection – *anticipated*.
- January: Contract executed; pre-construction services begin – *anticipated*.

Other Contracts Activity

Intergovernmental

- **Ada County:** Consent Agreement for retransmission / signal boosting system for emergency communications signals inside the Centre East Building.
- **ACHD:** Temporary License Agreement to install bollards at the four ends of CCDC-owned 8th Street segments within right-of-way.

Central District

- **Gingerich Site & Underground:** Task Order for snow removal on 8th Street.

River-Myrtle / Old Boise District

- **Guho Corp:** Short form Public Works Contract to install the Wayfinding Prototype sign at Julia Davis Parkway and Capitol Boulevard.

Westside District

- **Jensen Belts:** Task Order to conduct a topographic survey and create and submit a schematic design of the proposed Westside Urban Park to the Boise City Design Review Committee.

Multi-District

- **Mountain States Appraisal:** Task Order to conduct market research for the downtown Boise market then provide the data to consultant SB Friedman for the eligibility study being conducted on a potential new urban renewal district.
- **Gingerich Site & Underground:** Task Order for landscape maintenance services on Main Street between 10th & 11th streets and on South 9th Street.
- **Jensen Belts:** Task Order for the 2018 Streetscape Improvement (8th & Bannock streets and Post Office Plaza upgrades.

Parking

- **ProCare:** Professional Services Agreement to install the holiday lights on Agency parking structures, 8th Street and The Grove Plaza with removal in February 2018.
- **Wash Worx:** Short form Public Works Contract to manufacture and install safety railings on the 9th & Front parking garage.

Development Team: Todd Bunderson, Matt Edmond, Shellan Rodriguez, & Laura Williams, Karl Woods, Doug Woodruff, Ben Houpt.

ECONOMIC DEVELOPMENT

918 W. Idaho - Athlos - PP Type 3

Project Description

Type 3 Transformative Project for \$750,000 of CCDC participation which includes a building façade easement with the City of Boise and streetscapes. The renovation and rehabilitation of this historic building cost millions and is the new headquarters for Athlos Academies, a charter school development company currently based out of Boise.



Athlos Academies Fall 2017

Update

Staff has confirmed all eligible expenses and cost documentation submitted by the developer. City Council approval of the Façade Easement was scheduled for late October, but was moved due to Council meeting changes.

Next Steps

Once staff has received the recorded Façade Easement from the City, the reimbursement will be processed. Staff anticipates the easement to be recorded by the end of the calendar year.

Other Active Economic Development Projects

25th & Fairview - Adare Manor Development - Designated PP

CCDC Board approved the final Participation Agreement and staff is coordinating signatures with the developer. The developer has reached out to the City of Boise for additional gap financing because of market conditions and tax reform, which are adversely affecting the feasibility of the project.

32nd & Moore - Housing Authority Development - Potential PP

Staff will finalize the Type 1 Agreement for final Board approval after the development receives award of low income housing financing from the state, expected in late 2017. The state's financing award is delayed and changes in the market as well as tax reform will likely delay this project.

503 - 647 S. Ash Street - Ash Street RFP - PP Type 5

The Development and Disposition Agreement (DDA) has been approved by CCDC Board in September. It includes 34 workforce rental housing units, 500 +/- s.f. of retail and substantial public improvements. Staff is recommending a complete site write down upon completion as well as just over \$300,000 in eligible public improvements reimbursed upon project completion. The developer submitted 60% drawings to the City of Boise in October. The DDA is executed, and the alley vacation request has been submitted to ACHD.

T5 Parcel Acquisition for Redevelopment

CCDC's CIP includes \$3.3 million for parcel acquisition in the Westside in 2017. CCDC staff is working with property owners in the Westside to determine how to best activate downtown. Staff is drafting documents to present to the Board in the coming months.

INFRASTRUCTURE PROJECTS

176 S. Capitol Blvd - Business Interiors of Idaho - PP Type 1

Project Description

Business Interiors of Idaho is renovating the exterior of their building. As part of this renovation they will be installing new canopies over the right of way. CCDC can reimburse for these new awnings through the Type 1 Participation Program as long as they meet our Participation Program Policy requirements

Update

Business Interiors of Idaho submitted a Type 1 application in November, and staff will present to the Board at the December meeting requesting formal "Designation." The Type 1 includes



Business Interiors of Idaho awning rendering

reimbursement for new awnings in the public right-of-way. The awnings meet the CCDC requirements of size, materials, and coverage of the ROW.

Next Steps

If Designation is granted, staff will finalize the Type 1 agreement with the developer and bring it back to the Board in January for final approval.

Other Active Infrastructure Projects

10th & Main Office - PP Type 1

Sawtooth Development submitted a Type 1 application in November, and staff will present to the Board at the December meeting requesting formal "Designation." The Type 1 includes reimbursement for new awnings in the public right-of-way and a small portion of streetscape renovation. The awnings meet the CCDC requirements of size, materials, and coverage of the ROW. If Designation is granted, staff will finalize the Type 1 agreement with the developer and bring it back to the Board in January for final approval.

535 S. 15th Street - River Street Lofts - PP Type 1

The developer has submitted for building permits, and the condo plat is going before City Council on January 9 for final approval. Construction is set to begin in January/February of 2018.

750 Main Street - Capitol Terrace - PP Type 1

The Capitol Terrace Type 1 Agreement was approved by the Board on the Consent Agenda at the November meeting. Staff has executed the agreement. Hawkins will begin construction in early spring of 2018. The reimbursement for new awnings will be paid upon completion of the project once all costs are confirmed by Agency staff. The reimbursement will not exceed \$150,000.

2200 Fairview - New Path Community Housing - PP Type 1

The New Path Type 1 Agreement was approved by the Board on the Consent Agenda at the November meeting. Staff has executed the agreement. New Path construction has begun. Site excavation and foundation concrete work is underway. The reimbursement will be paid upon completion of work once staff has certified eligible expenses. The reimbursement will not exceed \$150,000.

301 29th St. - Whittier Elementary - PP Type 4

Whittier has submitted a Participation Program Application and staff is working through the details of timing and eligible expenses. The project will likely be a Type 4, Public-Public Partnership paid over a 2-4 year period upon completion. Staff expects an action item for Designation for the January 2018 Board Meeting.

T4 Participation: Idaho Historical Museum Streetscapes at Julia Davis Park

The streetscape work, including relocation of a fire hydrant by Suez and installation of a new bus stop apron, is substantially complete. The museum is scheduled to be completed and open May 2018. Staff will work with DPW and Boise Parks staff to process reimbursement accordingly.

Broad Street - Fiber Optic Expansion - CIP Project

The final punch list inspection has been completed to expand fiber optic infrastructure into the Central Addition LIV District. This project is being closed out.

Bannock Street, 9th to Capitol Blvd - Streetscape Improvement Project

Bannock Street improvements on the north side from 9th Street to Capitol Blvd. CCDC has hired Jensen Belts Associates as the design professional for this project.

Broad Street - Central Addition Improvements - CIP Project

Improvements in the Central Addition LIV District including streetscape Improvements on Broad Street from Capitol Blvd. to 2nd Street, geothermal expansion, fiber optic expansion, road rebuild and entry into Julia Davis Park. Final punch list items have been addressed and the project is being closed out.

Grove Street, 16th to 10th and 6th to 3rd - Pedestrian Improvement Plan - CIP Project

Streetscape improvements on both sides of Grove Street from 16th to 10th and 6th to 3rd. \$6.5 Million anticipated in FY18 in CIP. CCDC is drafting an RFP for schematic design services in FY18.

8th Street, State - Bannock, Both Sides (Split w RM)

Streetscape improvements on both sides of 8th Street from Bannock to State. CCDC has hired Jensen Belts Associates as the design professional for the project.

2017 Streetscape Improvements - CIP Project

Tree grates and tree guards have been installed between 6th and 5th Streets. Uplights in the sidewalks have been installed between 6th and Capitol Streets. All project work is substantially finished, and the final punch list items are being completed.

MOBILITY PROJECTS

Front & Myrtle Alternatives Analysis

Project Description

This project will analyze alternatives on how Front and Myrtle might be modified to function better as downtown streets and less as barriers, while still serving as essential transportation corridors. The (public agency) project team includes ACHD, CCDC, COB, COMPASS, and ITD.



Update

Sam Schwartz submitted the (revised) final alternatives analysis report to CCDC November 15; the report has been posted to the CCDC website.

Next Steps

CCDC staff is working with Boise staff on next steps for outreach, planned to begin in January 2018. ITD has suspended paving work on Front and Myrtle until spring 2018.

Other Active Mobility Projects

1101 Front - Pioneer Crossing / 11th and Front Garage- PP Type 3

The 11th and Front garage is under construction along with the other proposed projects within the Pioneer Crossing Development. Gardner has revised their design to incorporate another level of parking on the garage which requires various changes throughout the drafted condo declarations and the Purchase and Sale Agreement. Staff requested approval of the purchase agreement from the Board on November 13 and continues to work on the Parking Management Agreement, the Parking Operator Agreement and the Condo Declarations for both the Garage and the entire development. CCDC has provided direction to the developer on parking equipment and waterproofing. Staff continues to work with the developer and counsel on condo declarations, parking management and operating agreements. The current schedule anticipates a mid-January 2018 closing.

Wayfinding Project Installation

Guho will install the prototype sign in December or January. Staff plans to bid the project out in January.

T4 Participation: Pioneer Corner

The project is substantially complete, with five punch list items pending. Staff will work with the contractor and design professional on completing the punch list, and process reimbursement accordingly.

Exterior Signage for All CCDC Parking Garages

Exterior signs are being installed now and should all be installed by the end of this calendar year.

Parking Rate Examination

At the November 13 meeting the Board unanimously approved the proposed rate schedule to be effective February 2018. Adjustments were made to the hotel self-park and valet rates, spreading the increases over two years.

Park & Ride Shuttle

The service is being adjusted to accommodate gaps between shuttle vans and VRT busses. A six month MOU has been approved by CCDC and the City, with opportunities to adjust the program as needs dictate. The City is leading the exploration of establishing a Park & Ride in the Whitewater Blvd. area.

401 S. 5th Street - The Fowler Public Parking - PP Type 3

CCDC has worked with Andersen and Local Construct to finalize parking equipment and signage packages. The project is experiencing delays resulting from 2017 winter weather. The garage is scheduled to have temporary certificate of occupancy around December 1. After which CCDC will finalize purchase of the garage and take occupancy. The garage is scheduled to be ready for public use in January 2018.

Park BOI Interior Garage Painting

CCDC is working with Merit Professional Coatings to repaint the interior of five garages, including stairwells and elevator lobbies as a part of the ParkBOI rebranding effort. The painting is substantially complete in the garages with punch list items currently being addressed. Signage installation is behind schedule due to fabrication issues. However, signs for stairs and elevators are scheduled to be installed starting in less than 2 weeks. Wayfinding signage for each level is scheduled to arrive for installation on December 22. Punch list items will then be addressed, signage will be installed, and project will be closed out.

PLACE MAKING PROJECTS

Central District Improvements (Inc. 8th Street) - CIP Project

Project Description

With the upcoming Central District sunset and the need for repairs and minor improvements to areas of older streetscape, the Agency has budgeted \$2,400,000 in FY18 to make improvements throughout the Central District. The large areas of improvement in this project are Capitol Boulevard's east sidewalk improvements, 8th Street's furnishing zone enhancements, and Freak/Union Alley improvements. A collection of miscellaneous spot repairs also will be completed. This includes spot repair of brick paving areas, tree grate upgrades to current accessibility standards, replacement of bike racks, benches, and trash receptacles that are in disrepair or do not meet current standards. The project will be completed in FY18, prior to sunset of Central District.

Update

Design Review approval, with a few conditions of approval, was granted. The most notable condition is a requirement to amend the Historic Street Light Overlay District to allow for hanging flower planters to be hung from the light poles on 8th Street between Bannock Street and Main Street. A number of scope adjustments are plausible to align costs with budget amount.



Proposed Street Light Hanging Flower Planters

Next Steps

A zoning ordinance amendment application is being prepared to address the hanging flower planters. Agency staff is reviewing the Central District budget to assess if more funds should be allocated to this project in order to accomplish the full scope of work. On December 13 ACHD Commission will consider the protected bike lane on Capitol Boulevard and the custom drainage system in Union/Freak Alley.

Other Active Placemaking Projects

8th Street Event Bollards

Bollards have arrived and are in CMGC's possession. ACHD is scheduled to approve the license agreement on January 3 (plans have already been approved). The CMGC for the Central District closeout will be installing the bollards most likely in February 2018.

Freak Alley & Union Block Alley - CCDC Alley Program

ACHD Commission approval occurred on December 13, final approvals are expected in January 2018, and sewer line work should occur in March 2018.

Traffic Box Artwork - Public Art

Plans include wrapping the remaining traffic boxes with local art in the RMOB district. City of Boise Arts and History is working on the RFP for traffic box artist selections in the West End. The next steps anticipate drafting a City-CCDC agreement fund MOU with City of Boise and close project out.

5th and Myrtle - Julia Davis Park Entry - CIP Project

Project is complete and project closeout is underway.

River Street Streetscape Improvements

The Land Group has been chosen as the design professional. A Design Review package will now be produced.

SPECIAL PROJECTS

Shoreline District

Project Description

The Eligibility Study has been completed and was approved by the City Council and the CCDC Board of Commissioners in October, Open Land Addendum has been completed. Additionally, staff is finalizing scopes of services with various consultants including VIA Architects, SB Friedman, Quadrant Engineers and others to draft additional documents that will, when complete, create an Urban Renewal Plan and, if adopted, create an Urban Renewal District. The Plan will include a framework plan for the area, development and feasibility analysis, legal description, and a zoning and property description.

Update

The Eligibility Study has been finalized and approved by the CCDC Board and the Boise City Council. Agency staff and consultant have finalized an Open Land addendum to the Eligibility Report in order to address some ambiguities and inconsistencies within the code. Staff is requesting CCDC Board acceptance and, upon receipt, will transmit to the City Council to include within the final Eligibility Study.

Next Steps

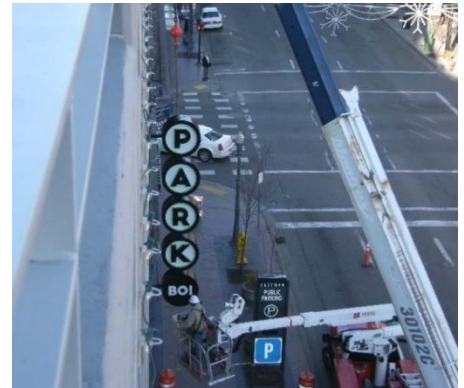
CCDC and consultants are embarking on the Urban Renewal planning process and regular updates will be available throughout the process including a new website. Staff is aiming to produce a draft Urban Renewal Plan by summer of 2018. Additionally, the Open Land

Addendum to the Eligibility Report is complete and staff will be requesting approval from CCDC and City Council this month.

PROPERTY MANAGEMENT UPDATES

ParkBOI Sign Project

Sign installation began on December 5 with a large sign on the Idaho Street side of the 9th & Main Garage. On December 6 a small sign on Main side of the garage was installed. The Capitol & Main garage signs will be installed December 7-8. The 10th & Front, 9th & Front, and Capitol & Front signage will be completed by the week of December 18. CCDC met with YESCO and Colliers December 6 to discuss multi-tenant signs in BODO as Phase II of this sign project.



ParkBOI Sign Project

9th & Front Safety Railing

A building permit was submitted the second week of November, pending submission of a 310 Special Inspection Form. A contract with Wash Worx will be prepared for signature. The railing is estimated to be installed the week of December 18.

10th & Front Repairs

Structural repairs are needed in the parking decks and will include spalling concrete. An engineer is working on refining the estimate based on a report by Materials Testing and Inspection quantifying the damage. Anticipate scoping the project in late December and January.

8th Street

Holiday lights were installed in November, and will stay in place until February as per the Downtown Boise Association's request. Some receptacles are not working on the Main-Idaho block, City of Boise Public Works has been notified. Staff met with CSHQA on November 30 to discuss the current irrigation set-up for Central District Closeout Scoping.

The Grove Plaza

Holiday lights were installed in November, and will stay in place until February as per the Downtown Boise Association's request. Some receptacles are not working on the south spoke, staff contacted the installer for warranty work. CCDC is investigating additional fountain programming. The Downtown Boise Association /City of Boise Holiday tree was placed on November 13. The annual Tree Lighting took place on November 24, with over 4,000 in attendance.

General Maintenance

The City of Boise is transitioning into the "Downtown Maintenance Matters Team" role. CCDC replaced two tree grates in November, one on 8th Street and one in BODO, most likely broken by delivery vehicles. CCDC is consolidating stored paver's scheduled for the week of December 11.