



BOARD OF COMMISSIONERS MEETING

CAPITAL CITY DEVELOPMENT CORPORATION
Board of Commissioners Meeting
Conference Room, Fifth Floor, 121 N. 9th Street
December 10, 2018 12:00 p.m.
A G E N D A

I. CALL TO ORDER Chair Zuckerman

II. AGENDA CHANGES/ADDITIONS Chair Zuckerman

III. CONSENT AGENDA

- A. Expenses
 - 1. Approval of Paid Invoice Report – October & November 2018
- B. Minutes and Reports
 - 1. Approval of October 24, 2018 Special Meeting Minutes
- C. Other
 - 1. Approve Resolution #1578 – Modifying the ParkBOI Waitlist Policy

IV. ACTION ITEM

- A. CONSIDER: Resolution #1582 Bid Award Capitol & Main Garage – Elevator Modernization Project (10 minutes)..... Kathy Wanner

V. INFORMATION/DISCUSSION ITEMS

- A. Participation Program Revisions (20 minutes)..... Laura Williams
- B. Operations Report (5 minutes)..... John Brunelle

VI. EXECUTIVE SESSION

To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general; To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student; To consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code [Idaho Code 74-206(1)(a), (b), (d)].

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).



III. CONSENT AGENDA



Paid Invoice Report

For the Period: 10/01/2018 through 10/31/2018

Payee	Description	Payment Date	Amount
Debt Service:			
Payroll:			
PERSI	Retirement Payment	10/10/2018	15,686.30
Idaho State Tax Commission	State Payroll Taxes	10/10/2018	1,859.00
EFTPS - IRS	Federal Payroll Taxes	10/10/2018	12,744.78
CCDC Employees	Direct Deposits Net Pay	10/10/2018	35,195.57
SUTA	Q3 2018 SUTA payment	10/10/2018	400.88
PERSI	Retirement Payment	10/24/2018	15,676.69
EFTPS - IRS	Federal Payroll Taxes	10/24/2018	12,736.80
Idaho State Tax Commission	State Payroll Taxes	10/24/2018	1,857.00
CCDC Employees	Direct Deposits Net Pay	10/24/2018	35,175.11
Total Payroll Payments:			131,332.13
Checks and ACH			
Various Vendors	Check and ACH Payments Issued (See Attached)	October 2018	2,378,231.33
Total Paid Invoice, Reported Payments:			2,378,231.33
Total Cash Disbursements:			\$ 2,509,563.46

I have reviewed and approved all cash disbursements in the month listed above.

 Finance Director 11/7/2018 Date	 Executive Director 11/7/18 Date
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Report Criteria:
Detail report type printed

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
3871	ABC Stamp Signs & Award	0522278	Employee Name Tags	09/25/2018	14.60	10993	10/18/2018
	Total 3871:				14.60		
3659	Ada County	OCT 2018	October 2018 Master Grou	10/01/2018	26,881.00	63085	10/22/2018
		OCT 2018	October 2018 Surplus Gro	10/01/2018	11,274.25	63085	10/22/2018
	Total 3659:				38,155.25		
1058	Ada County Highway Distri	15077	green stormwater- Simplot	09/30/2018	4,480.20	63104	10/30/2018
	Total 1058:				4,480.20		
1139	American Cleaning Service	3772	Trailhead Cleaning - 12 Mo	10/01/2018	936.71	10994	10/18/2018
	Total 1139:				936.71		
3838	American Fire Protection L	12296A	Monthly pump inspection &	09/30/2018	185.00	63071	10/16/2018
	Total 3838:				185.00		
1148	American Planning Associa	18-001	APA Idaho Sponsorship	10/01/2018	500.00	63072	10/16/2018
	Total 1148:				500.00		
1316	Blue Cross of Idaho	1824700020	Health Insurance - October	10/01/2018	25,167.22	63067	10/01/2018
	Total 1316:				25,167.22		
4094	Bob Brainard	093018	1010 W Jefferson building r	09/30/2018	250.00	63073	10/16/2018
	Total 4094:				250.00		
1385	Boise City Utility Billing	1177 OCT18	848 Main St # 0447416001	10/01/2018	7.79	11020	10/26/2018
	Total 1385:				7.79		
4022	Boxcast Inc	INV-31436	Audio/Visual Support, 12 M	10/01/2018	1,559.76	10995	10/18/2018
	Total 4022:				1,559.76		
1496	Bunderson Todd	BOSTON OC	Travel reimbursement	10/18/2018	418.14	11017	10/23/2018
	Total 1496:				418.14		
3461	Business Interiors of Idaho	093018	CD,176 Capitol Blvd-Busin	09/30/2018	150,000.00	63086	10/22/2018
	Total 3461:				150,000.00		
4095	Buss Mechanical Services	10-S6091	Capitol & Main Drain Pipe	10/12/2018	1,418.98	63105	10/30/2018
	Total 4095:				1,418.98		
3816	Capitol Landscape Inc.	92918	Paver Move II	09/29/2018	1,100.00	63074	10/16/2018

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 3816:					1,100.00		
3898	Carver Thornton Young (C	18-0902	Secure Bike Parking Struct	09/28/2018	11,080.00	11011	10/23/2018
Total 3898:					11,080.00		
1556	Caselle Inc.	89973	Contract support - October	10/01/2018	790.00	63068	10/01/2018
Total 1556:					790.00		
3933	Catapult3 Inc.	43781	Table Covers	09/25/2018	780.00	63075	10/16/2018
Total 3933:					780.00		
2810	CenturyLink	1452561093	Grove - Data Service final	10/11/2018	1,233.92	11019	10/23/2018
Total 2810:					1,233.92		
4096	CenturyLink Asset Account	N447088	Underground Overhead Lin	10/22/2018	3,869.00	63106	10/30/2018
Total 4096:					3,869.00		
1595	City of Boise Parks and Re	IK15 SEPT18	Park & Ride - 2018	09/26/2018	24,097.50	63087	10/22/2018
		IL1262	Down Town Core Maint - R	10/01/2018	754.80	63107	10/30/2018
		IL1262	Down Town Core Maint -	10/01/2018	355.20	63107	10/30/2018
		JU1	CD Newsstands	09/26/2018	90,000.00	63087	10/22/2018
		PO 180125	Main street public station a	09/24/2018	55,322.00	63099	10/18/2018
Total 1595:					170,529.50		
3474	Cloverdale Plumbing Comp	49750	Trailhead Plumbing Repair	10/10/2018	208.59	63108	10/30/2018
Total 3474:					208.59		
1643	Community Planning Asso	219021	FY19 1st qtr Membership	10/01/2018	2,125.00	10996	10/18/2018
Total 1643:					2,125.00		
3947	Crane Alarm Service	10128	Elevator Inspection	09/30/2018	212.50	63109	10/30/2018
		12439	Fire Alarm System - Monito	10/01/2018	25.00	63109	10/30/2018
		13241	Fire Alarm System - Mainte	10/05/2018	85.00	63109	10/30/2018
Total 3947:					322.50		
1703	CSHQA	31360	10th & Front Garage Sewe	09/20/2018	4,550.00	11012	10/23/2018
		31436	2018 CD Public Improvem	09/30/2018	1,609.00	11012	10/23/2018
		31436	2018 CD Public Improvem	09/30/2018	415.73	11012	10/23/2018
Total 1703:					6,574.73		
1787	Downtown Boise Associati	101700	Stage Rental Storage - 3rd	09/30/2018	300.00	63076	10/16/2018
Total 1787:					300.00		
1838	Elam & Burke P.A.	175704	New Bench URD	09/30/2018	40.00	11013	10/23/2018
		175705	CD Closeout	09/30/2018	3,465.75	11013	10/23/2018

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
		175706	Public records request	09/30/2018	585.00	11013	10/23/2018
		175707	Civic Partners Developmen	09/30/2018	383.75	11013	10/23/2018
		175708	Parcel B Hotel Project	09/30/2018	363.00	11013	10/23/2018
		175709	Parking Matters	09/30/2018	371.30	11013	10/23/2018
		175710	Downtown Boise Public Lib	09/30/2018	157.50	11013	10/23/2018
		175711	New URD - Shoreline	09/30/2018	5,040.00	11013	10/23/2018
		175712	New URD - State STreet	09/30/2018	22.50	11013	10/23/2018
		175713	101-0 General	09/30/2018	8.55	11013	10/23/2018
		175714	RM Implement	09/30/2018	20.00	11013	10/23/2018
		175715	WS District	09/30/2018	60.00	11013	10/23/2018
		175716	New URD - GWD	09/30/2018	3,940.00	11013	10/23/2018
Total 1838:					14,457.35		
4043	Fountain Supply Company	57645	Grove Plaza Fountain Prog	09/19/2018	4,350.75	63088	10/22/2018
		57645	Grove Plaza Fountain Prog	09/19/2018	13,959.75	63088	10/22/2018
Total 4043:					18,310.50		
3807	FreedomVoice Systems	227096 OCT	Monthly Service	10/01/2018	519.20	63077	10/16/2018
Total 3807:					519.20		
3778	Gingerich Site & Undergro	18-7306	Grove Bi-weekly Maint	09/20/2018	1,549.50	63089	10/22/2018
		18-7306	Mulligans	09/20/2018	562.50	63089	10/22/2018
		18-7306	9th Street, Myrtle to Lee St.	09/20/2018	1,047.50	63089	10/22/2018
		18-7306-2	Grove Bi-weekly Maint	10/01/2018	774.75	63089	10/22/2018
		18-7306-2	Mulligans	10/01/2018	281.25	63089	10/22/2018
		18-7306-2	9th Street, Myrtle to Lee St.	10/01/2018	523.75	63089	10/22/2018
		18-7307	9th Street, bark mulch and	09/20/2018	1,765.00	63089	10/22/2018
Total 3778:					6,504.25		
4093	GRHH Capitol Terrace LLC	FY18 TYPE1	Capitol Terrace Awnings -	09/30/2018	150,000.00	63090	10/22/2018
Total 4093:					150,000.00		
3695	Guho Corp.	180101025-0	2018 CD Public Improvem	09/30/2018	66,942.42	11014	10/23/2018
		180101025-0	2018 CD Public Improvem	09/30/2018	59,427.42	11014	10/23/2018
		180101025-0	2018 CD Public Improvem	09/30/2018	553,970.00	11014	10/23/2018
		180101025-0	2018 CD Public Improvem	09/30/2018	137,174.08	11014	10/23/2018
		180101055-0	10th & Front Garage Refur	09/19/2018	124,534.21	11014	10/23/2018
		180101072-0	Wayfinding Prototype Sign	09/28/2018	2,325.00	11014	10/23/2018
Total 3695:					944,373.13		
3853	Hawkins Companies LLC	100818	Cap T. Condo: Oct - Dec 2	10/08/2018	13,038.78	63116	10/31/2018
		SEPT 30 201	Capitol & Main Garage Pai	09/30/2018	146,031.08	63116	10/31/2018
Total 3853:					159,069.86		
2165	Idaho Power	27515172	Underground Overhead Lin	10/22/2018	3,256.00	63110	10/30/2018
		3212 SEPT1	Grove Vault #2205983212	09/30/2018	449.53	11008	10/17/2018
		4903 SEPT1	8th St lights #2202934903	09/30/2018	41.84	11008	10/17/2018
		66047 SEPT	9th St outlets #220040660	09/30/2018	3.54	11009	10/18/2018
		7995 SEPT1	9th & State # 2201627995	09/30/2018	3.54	11008	10/17/2018

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 2165:					3,754.45		
3900	Idaho Records Manageme	0129527	Records Storage	09/30/2018	98.14	10997	10/18/2018
Total 3900:					98.14		
3808	Jed Split Creative	2112	Shoreline Website	09/28/2018	728.65	63078	10/16/2018
		2114	Close out graphics project	09/28/2018	1,425.00	63078	10/16/2018
		2117	PIPTA Boise Conference L	09/28/2018	489.25	63078	10/16/2018
		2131	PIPTA Boise Conference L	10/10/2018	340.10	63111	10/30/2018
Total 3808:					2,983.00		
2288	Jensen Belts	1768-5	Streetscape Design Next Y	09/25/2018	1,564.00	10998	10/18/2018
		1768-5	Streetscape Design Next Y	09/25/2018	460.00	10998	10/18/2018
Total 2288:					2,024.00		
3922	Kevin Martin	093018	EE Reimbursement	09/28/2018	74.00	10991	10/04/2018
		101118	mileage	10/18/2018	24.53	11032	10/31/2018
		91218	EE Reimbursement	09/12/2018	148.00	10988	10/01/2018
Total 3922:					246.53		
3913	Kimley-Horn and Associate	11939036	Park Plus Parking modelin	09/01/2018	6,342.50	63091	10/22/2018
		11997689	On-Call Professional Servi	09/01/2018	1,090.00	63091	10/22/2018
		12132731	Parking Strategic Plan – S	09/30/2018	35.00	63091	10/22/2018
		12132731	Parking Strategic Plan – S	09/30/2018	5,000.00	63091	10/22/2018
		12132732	Park Plus Parking modelin	09/30/2018	7,032.50	63091	10/22/2018
Total 3913:					19,500.00		
2360	Kittelson & Associates Inc.	0098121	Traffic Analysis - 8th Street	09/30/2018	6,448.75	63117	10/31/2018
Total 2360:					6,448.75		
3439	KPFF Consulting Engineer	228656A	10th & Front Garage Refur	09/15/2018	30.00	10999	10/18/2018
		228656A	10th & Front Garage Refur	09/15/2018	645.00	10999	10/18/2018
		233823	10th & Front Garage Refur	09/30/2018	675.00	10999	10/18/2018
Total 3439:					1,350.00		
4063	Laura Williams	BOSTON OC	Travel Reimbursement	10/18/2018	421.98	11018	10/23/2018
Total 4063:					421.98		
3819	Level 3 Communications L	74432096	Internet & Data	10/17/2018	605.19	63112	10/30/2018
Total 3819:					605.19		
3918	Matt Edmond	SEPT 18	Walk Bike Places 2018 Co	09/27/2018	764.26	10992	10/04/2018
Total 3918:					764.26		
4058	Montandon Building LLC	FY2018 TYP	Diablo and Sons T1 SS Gr	09/30/2018	150,000.00	63092	10/22/2018

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 4058:					150,000.00		
4091	ODC FIC Limited Partners	093018	801 Main Street - Oppenhe	09/30/2018	150,000.00	63093	10/22/2018
Total 4091:					150,000.00		
3813	Oliver Russell	22978	WS URD	09/23/2018	4,000.00	63113	10/30/2018
		23079	WS URD	09/28/2018	4,000.00	63094	10/22/2018
		23121	Secure Bike Storage Brand	09/28/2018	5,000.00	63094	10/22/2018
Total 3813:					13,000.00		
2774	Pro Care Landscape Mana	22275	8th Street	09/30/2018	138.00	63079	10/16/2018
		22477	10th & Front Garage	09/30/2018	41.99	63079	10/16/2018
		22478	Plum Street Property	09/30/2018	184.00	63079	10/16/2018
		22509	10th & Front Garage	09/30/2018	160.00	63079	10/16/2018
		22510	Plum Street Property	09/23/2018	89.00	63079	10/16/2018
Total 2774:					612.99		
2798	Quadrant Consulting Inc.	10005	Gateway URD - Infrastruct	09/30/2018	13,185.00	63095	10/22/2018
		10006	Undergrounding Power - 1	09/30/2018	1,904.40	63095	10/22/2018
		10006	Undergrounding Power - 1	09/30/2018	476.10	63095	10/22/2018
		9970	Gateway URD - Legal discr	09/13/2018	2,210.00	63095	10/22/2018
		9982	15th Street Utility Undergro	09/21/2018	1,144.00	63095	10/22/2018
		9990	Shoreline Infrastructure As	09/24/2018	1,545.00	63095	10/22/2018
		9991	Gateway URD - Infrastruct	09/24/2018	5,601.90	63095	10/22/2018
Total 2798:					26,066.40		
3653	Redevelopment Associatio	M16006 FY1	Membership Dues	10/01/2018	850.00	63118	10/31/2018
		M16006 FY1	Legislative Contribution	10/01/2018	4,200.00	63118	10/31/2018
Total 3653:					5,050.00		
3896	Rim View LLC	OCTOBER 1	Monthly Rent and NNN - Tr	10/01/2018	13,279.29	63069	10/01/2018
Total 3896:					13,279.29		
3929	SB Friedman Development	PO 180132 #	Gateway URD - Feasibility	09/26/2018	27,282.44	11015	10/23/2018
		PO#180039-	Shoreline URA District, Urb	09/30/2018	7,931.25	11015	10/23/2018
		PO#180039-	Shoreline URA District, Urb	09/26/2018	2,694.77	11015	10/23/2018
		PO#180039-	Shoreline URA District, Urb	09/26/2018	9,758.65	11015	10/23/2018
Total 3929:					47,667.11		
3542	Security LLC - Plaza 121	OCT 18	Office rent - October 2018	10/01/2018	13,271.50	63070	10/01/2018
Total 3542:					13,271.50		
3974	Stability Networks Inc.	27731	Complete Care Network Su	09/30/2018	310.00	11000	10/18/2018
		27731	Complete Care Network Su	09/30/2018	1,705.00	11000	10/18/2018
		27731	Azure Cloud Backup	09/30/2018	420.00	11000	10/18/2018
		27731	Caselle upgrade	09/30/2018	862.50	11000	10/18/2018

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 3974:					3,297.50		
3029	State Insurance Fund	19186411	Installment Premium	09/26/2018	1,095.00	63080	10/16/2018
Total 3029:					1,095.00		
3242	Suez Water Idaho	28504	Grove & 10th #060035756	09/14/2018	180.79	10990	10/01/2018
		30025 SEPT	437 S 9th St irri #06006688	09/14/2018	109.37	10990	10/01/2018
		31111 SEPT	8th & GROVE #060072175	09/30/2018	124.78	11010	10/18/2018
		31111-SEPT	8th & GROVE #060072175	09/14/2018	473.54	10990	10/01/2018
		34259 SEPT	516 S 9th St irri #06006391	09/14/2018	95.97	10990	10/01/2018
		77190 SEPT	8th & Bannock 060055507	09/30/2018	57.81	63081	10/16/2018
		92853	Eastman office #06000337	09/13/2018	119.56	10990	10/01/2018
Total 3242:					1,161.82		
3831	The Land Group Inc.	0140524	RD, Alley Program - Grove	09/30/2018	1,880.17	11001	10/18/2018
		0140604	RD, River Street SS, Ash t	09/30/2018	1,140.00	11001	10/18/2018
Total 3831:					3,020.17		
4074	The Potting Shed	16033	Interior Plant Maint.	09/30/2018	65.00	63082	10/16/2018
Total 4074:					65.00		
3923	Trailhead	39566 JULY	Intermountain Gas - 70%	09/30/2018	6.85	11002	10/18/2018
		39566 JULY	Idaho Power - 70%	09/30/2018	246.96	11002	10/18/2018
		39566 JULY	Suez - 70%	09/30/2018	83.60	11002	10/18/2018
		39567 AUGU	Intermountain Gas - 70%	09/30/2018	6.85	11002	10/18/2018
		39567 AUGU	Idaho Power - 70%	09/30/2018	333.94	11002	10/18/2018
		39569 JUNE	Suez - 70%	09/30/2018	72.86	11002	10/18/2018
		39569 JUNE	Intermountain Gas - 70%	09/30/2018	34.80	11002	10/18/2018
		39569 JUNE	Idaho Power - 70%	09/30/2018	206.72	11002	10/18/2018
Total 3923:					992.58		
3170	Treasure Valley Coffee Inc.	05490350	Tea	10/10/2018	20.22	63083	10/16/2018
		05779516	Coffee & tea	10/15/2018	132.45	63114	10/30/2018
		05782386	Cooler Rental	10/16/2018	76.00	63114	10/30/2018
		2160057413	Office/Kitchen Supplies	09/15/2018	90.20	63083	10/16/2018
Total 3170:					318.87		
4089	Treeworks	092718	Central district close-out Gr	09/27/2018	6,000.00	63096	10/22/2018
Total 4089:					6,000.00		
4081	Union Block Associates LL	58036	T4 agreement with Ken Ho	09/30/2018	7,221.64	63097	10/22/2018
Total 4081:					7,221.64		
3233	United Heritage	02014-001 O	Disability insurance - Octob	10/01/2018	1,392.62	63084	10/16/2018
Total 3233:					1,392.62		
3835	US Bank - Credit Cards	09.25.2018	Prepaid Expenses	09/25/2018	1,607.80	11007	10/17/2018

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
		09.25.2018	Office Supplies	09/25/2018	1,186.66	11007	10/17/2018
		09.25.2018	Dues & Subscriptions	09/25/2018	621.00	11007	10/17/2018
		09.25.2018	Travel & Meeting(non-local	09/25/2018	75.00	11007	10/17/2018
		09.25.2018	Local Meetings & Transpor	09/25/2018	417.25	11007	10/17/2018
		09.25.2018	Professional Services Gen	09/25/2018	37.00	11007	10/17/2018
		09.25.2018	The Grove - Operations	09/25/2018	219.49	11007	10/17/2018
		09.25.2018	Professional Services Gen	09/25/2018	1,531.14	11007	10/17/2018
Total 3835:					5,695.34		
3864	USI Idaho Kibble & Prentic	2555334	D&O Renewal FY19	10/10/2018	27,520.00	63119	10/31/2018
		2555340	EPLI Renewal FY19	10/10/2018	3,223.00	63119	10/31/2018
		2555441	Cyber Liability FY19	10/10/2018	4,222.62	63119	10/31/2018
		2557477	FY19 Cap. T. Commercial	10/11/2018	8,081.76	63119	10/31/2018
		2557477	FY19 Cap. T Commercial	10/11/2018	8,755.24	63119	10/31/2018
		2557495	FY19 Cap. T Business Aut	10/11/2018	142.80	63119	10/31/2018
		2557495	FY19 Cap. T Business Aut	10/11/2018	67.20	63119	10/31/2018
		2557653	FY19 Cap. T Commercial	10/11/2018	1,302.88	63119	10/31/2018
		2557653	FY19 Cap. T Commercial	10/11/2018	613.12	63119	10/31/2018
		2564096	FY19 Bldg 8 D&O Renewal	11/01/2018	1,494.00	63119	10/31/2018
		2564110	FY19 Bldg 8 Commercial P	10/18/2018	41,014.00	63119	10/31/2018
		2569602	Difference in Conditions Re	10/24/2018	39,295.51	63119	10/31/2018
Total 3864:					135,732.13		
3266	Valley Regional Transit	23977	FY2019 Local Capital Fund	10/01/2018	27,411.00	11016	10/23/2018
Total 3266:					27,411.00		
4068	Veritas Material Consulting	1104	10th & Front Garage Refur	09/30/2018	4,400.00	63098	10/22/2018
		1112	Phase 1, Visual Inspection	09/30/2018	4,800.00	63098	10/22/2018
Total 4068:					9,200.00		
3841	VoiceText Communications	093018-9528	Conference calls	09/30/2018	25.18	11003	10/18/2018
Total 3841:					25.18		
3997	Wash Worx	324	Bollard Install	09/25/2018	450.00	11004	10/18/2018
Total 3997:					450.00		
3365	Westerberg & Associates	214	Legislative Advisement Ser	09/28/2018	2,000.00	11005	10/18/2018
Total 3365:					2,000.00		
3374	Western States Equipment	796423	Bldg 8 generator maintena	10/17/2018	263.75	63115	10/30/2018
Total 3374:					263.75		
3990	Xerox Corporation	094696330	Copier Lease	09/30/2018	503.96	11006	10/18/2018
Total 3990:					503.96		
Grand Totals:					2,378,231.33		


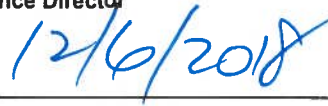




Paid Invoice Report

For the Period: 11/01/2018 through 11/30/2018

Payee	Description	Payment Date	Amount
Debt Service:			
		Total Debt Payments:	-
Payroll:			
PERSI	Retirement Payment	11/7/2018	16,713.01
Idaho State Tax Commission	State Payroll Taxes	11/7/2018	2,141.00
EFTPS - IRS	Federal Payroll Taxes	11/7/2018	14,172.64
CCDC Employees	Direct Deposits Net Pay	11/7/2018	37,873.35
PERSI	Retirement Payment	11/21/2018	16,080.96
EFTPS - IRS	Federal Payroll Taxes	11/21/2018	12,521.54
Idaho State Tax Commission	State Payroll Taxes	11/21/2018	1,957.00
CCDC Employees	Direct Deposits Net Pay	11/21/2018	36,491.86
		Total Payroll Payments:	137,951.36
Checks and ACH			
Various Vendors	Check and ACH Payments Issued (See Attached)	November 2018	501,171.54
	Total Paid Invoice, Reported Payments:		501,171.54
Total Cash Disbursements:			\$ 639,122.90

I have reviewed and approved all cash disbursements in the month listed above.

 Finance Director  Date	 Executive Director  Date
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Report Criteria:

Detail report type printed

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
3659	Ada County	OCT 2018 #2	October 2018 Master Grou	10/31/2018	10,829.50	63138	11/30/2018
		OCT 2018 #2	October 2018 Surplus Gro	10/31/2018	12,237.25	63138	11/30/2018
Total 3659:					23,066.75		
1139	American Cleaning Service	4396	Hampton Inn - Garge Wind	10/25/2018	320.00	11021	11/02/2018
		4471	Trailhead Cleaning - 12 Mo	11/01/2018	936.71	11033	11/14/2018
Total 1139:					1,256.71		
3838	American Fire Protection L	12434	Monthly pump inspection &	10/29/2018	185.00	63120	11/09/2018
Total 3838:					185.00		
1316	Blue Cross of Idaho	1831800001	Health Insurance - Novemb	11/01/2018	24,356.04	63127	11/28/2018
Total 1316:					24,356.04		
1385	Boise City Utility Billing	1177 NOV18	848 Main St # 0447416001	11/01/2018	7.79	11045	11/26/2018
Total 1385:					7.79		
3712	Car Park	FY18 BONU	one-time bonus FY18	09/30/2018	3,938.00	11030	11/05/2018
		SEPT 18	10th & Front - Grove	09/30/2018	29,052.94	11030	11/05/2018
		SEPT 18	9th & Front - City Centre	09/30/2018	31,262.93	11030	11/05/2018
		SEPT 18	9th & Main - Eastman	09/30/2018	29,006.54	11030	11/05/2018
		SEPT 18	Cap & Front - BLVD	09/30/2018	17,318.40	11030	11/05/2018
		SEPT 18	Cap & Main (Cap T)	09/30/2018	30,518.23	11030	11/05/2018
		SEPT 18	Cap & Myrtle - Myrtle	09/30/2018	19,624.89	11030	11/05/2018
		SEPT 18	Refund - 9th & Front	09/30/2018	25.00	11030	11/05/2018
Total 3712:					160,746.93		
3898	Carver Thornton Young (C	18-0908	CCDC Office Improvement	09/30/2018	1,376.40	11034	11/14/2018
		18-1001	Secure Bike Parking Struct	10/18/2018	714.49	11022	11/02/2018
Total 3898:					2,090.89		
1556	Caselle Inc.	90559	Contract support - Novemb	11/01/2018	790.00	63100	11/01/2018
		91498	additional user license	11/08/2018	2,000.00	63131	11/29/2018
Total 1556:					2,790.00		
1838	Elam & Burke P.A.	176179	New Bench URD	10/31/2018	202.50	11039	11/15/2018
		176180	CD Closeout	10/31/2018	2,257.50	11039	11/15/2018
		176181	Civic Partners Developmen	10/31/2018	67.50	11039	11/15/2018
		176182	GBAD Projects	10/31/2018	22.50	11039	11/15/2018
		176183	Parcel B Hotel Project	10/31/2018	102.50	11039	11/15/2018
		176184	Parking Matters	10/31/2018	637.50	11039	11/15/2018
		176185	Downtown Boise Public Lib	10/31/2018	70.80	11039	11/15/2018
		176186	New Shoreline URD	10/31/2018	10,531.80	11039	11/15/2018
		176187	New URD - State Street	10/31/2018	112.50	11039	11/15/2018
		176188	101-0 General	10/31/2018	1,805.50	11039	11/15/2018
		176189	WS District	10/31/2018	22.50	11039	11/15/2018

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
		176190	New URD - GWD	10/31/2018	5,980.10	11039	11/15/2018
	Total 1838:				21,813.20		
1898	Fiberpipe	3701	E-mail & Audio hosting	09/30/2018	64.90	11023	11/02/2018
	Total 1898:				64.90		
3807	FreedomVoice Systems	227096-NOV	Monthly Service	11/01/2018	516.20	63121	11/09/2018
	Total 3807:				516.20		
3695	Guho Corp.	180101055-0	10th & Front Garage Refur	10/30/2018	68,899.98	11040	11/15/2018
	Total 3695:				68,899.98		
3810	Hummel Architects PLLC	8931	Cap & Main Elevators Refu	09/30/2018	2,895.18	11024	11/02/2018
		8933	10th & Front Garage Refur	09/30/2018	910.00	11024	11/02/2018
	Total 3810:				3,805.18		
2165	Idaho Power	6607 OCT18	9th St outlets #220040660	10/31/2018	3.59	11044	11/19/2018
		7995 OCT18	9th & State # 2201627995	10/31/2018	3.54	11043	11/16/2018
	Total 2165:				7.13		
3900	Idaho Records Manageme	130048	Records Storage	11/01/2018	98.14	11035	11/14/2018
	Total 3900:				98.14		
2186	Idaho Statesman	263244 OCT	Legal Notices	10/31/2018	157.52	63132	11/29/2018
	Total 2186:				157.52		
3966	Involta	35285	Website Hosting Services	10/31/2018	1,347.90	63122	11/09/2018
	Total 3966:				1,347.90		
3940	John Brunelle	OCT18 REIM	IEDCC Atlanta 2018	10/31/2018	121.65	11058	11/29/2018
	Total 3940:				121.65		
3913	Kimley-Horn and Associate	12423148	Park Plus Parking modelin	10/31/2018	5,382.50	63139	11/30/2018
	Total 3913:				5,382.50		
2360	Kittelson & Associates Inc.	0098783	Traffic Analysis - 8th Street	10/31/2018	840.00	63133	11/29/2018
	Total 2360:				840.00		
2396	Leland Consulting Group	5937.1.5	State Street URD	09/30/2018	954.38	11025	11/02/2018
		5937.1.5	State Street URD	09/30/2018	539.37	11025	11/02/2018
	Total 2396:				1,493.75		
4100	Mel's House Cleaning	NOV18	office cleaning	11/19/2018	150.00	63128	11/28/2018

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 4100:					150.00		
3767	neurilink llc	27828	Service Call	09/30/2018	200.00	11026	11/02/2018
Total 3767:					200.00		
3813	Oliver Russell	23298	WS URD	11/16/2018	3,000.00	63134	11/29/2018
Total 3813:					3,000.00		
4032	OpenGov Inc.	INV-2375	Budget Builder Software F	11/01/2018	21,200.00	11031	11/05/2018
Total 4032:					21,200.00		
4099	Paul's Precision Painting	150	Office painting	11/07/2018	2,500.00	63129	11/28/2018
Total 4099:					2,500.00		
4098	PG Long Carpet Cleaning	3-300126	Office carpet cleaning	11/02/2018	214.20	63130	11/28/2018
Total 4098:					214.20		
4097	Precision Bottle Decorators	1148	Idaho Smart Growth Promo	10/15/2018	988.08	63123	11/09/2018
Total 4097:					988.08		
2774	Pro Care Landscape Mana	23035	10th & Front Garage	10/31/2018	496.00	63135	11/29/2018
		23036	Holiday Lights	10/31/2018	644.00	63135	11/29/2018
		23037	9th & Front Garage	10/31/2018	55.00	63135	11/29/2018
		23038	Holiday Lights	10/31/2018	960.00	63135	11/29/2018
		23038	9th & Main Garage	10/31/2018	68.00	63135	11/29/2018
Total 2774:					2,223.00		
2798	Quadrant Consulting Inc.	10023	Undergrounding Power - 1	10/25/2018	2,595.28	63124	11/09/2018
		10023	Undergrounding Power - 1	10/25/2018	656.83	63124	11/09/2018
		10036	Gateway URD - Legal discr	10/31/2018	4,250.00	63140	11/30/2018
		10036	Gateway URD - Legal discr	10/31/2018	500.00	63140	11/30/2018
		10045	Gateway URD - Infrastruct	10/31/2018	3,491.25	63140	11/30/2018
Total 2798:					11,493.36		
3896	Rim View LLC	NOV18	Monthly Rent and NNN - Tr	11/01/2018	13,279.29	63101	11/01/2018
Total 3896:					13,279.29		
3929	SB Friedman Development	PO 180039-6	Shoreline URA District, Urb	09/30/2018	4,854.71	11027	11/02/2018
		PO# 180132-	Gateway URD - Feasibility	10/30/2018	33,745.06	11041	11/15/2018
		PO# 180132-	Gateway URD - Feasibility	10/30/2018	508.50	11041	11/15/2018
Total 3929:					39,108.27		
3542	Security LLC - Plaza 121	NOV 2018	Office rent	11/01/2018	13,271.50	63102	11/01/2018
Total 3542:					13,271.50		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
3949	Shellan Rodriguez	110118	Mileage	11/01/2018	24.53	11057	11/29/2018
Total 3949:					24.53		
3974	Stability Networks Inc.	27953	IT Services 2019	10/31/2018	2,052.50	11036	11/14/2018
		27953	Azure Cloud Backup	10/31/2018	420.00	11036	11/14/2018
Total 3974:					2,472.50		
3242	Suez Water Idaho	0025 NOV18	437 S 9th St irri #06006688	11/13/2018	37.69	11060	11/30/2018
		2853 NOV18	Eastman office #06000337	11/13/2018	138.63	11059	11/30/2018
		8504 NOV18	Grove & 10th #060035756	11/13/2018	94.67	11061	11/30/2018
Total 3242:					270.99		
4074	The Potting Shed	16127	Interior Plant Maint.	10/31/2018	65.00	63125	11/09/2018
Total 4074:					65.00		
3170	Treasure Valley Coffee Inc.	5865119	Coffee & tea	11/13/2018	148.08	63136	11/29/2018
Total 3170:					148.08		
3233	United Heritage	02014-001 N	Disability insurance - Nove	11/01/2018	1,392.62	63103	11/01/2018
Total 3233:					1,392.62		
3835	US Bank - Credit Cards	10.25.2018	Office Supplies	10/25/2018	2,936.30	11042	11/16/2018
		10.25.2018	Computer & Software Supp	10/25/2018	23.30	11042	11/16/2018
		10.25.2018	Postage	10/25/2018	134.53	11042	11/16/2018
		10.25.2018	Dues & Subscriptions	10/25/2018	1,726.73	11042	11/16/2018
		10.25.2018	Travel & Meeting(non-local	10/25/2018	4,490.61	11042	11/16/2018
		10.25.2018	Personnel Training (Local)	10/25/2018	993.15	11042	11/16/2018
		10.25.2018	Local Meetings & Transpor	10/25/2018	157.94	11042	11/16/2018
		10.25.2018	Professional Services Gen	10/25/2018	41.95	11042	11/16/2018
		10.25.2018	Professional Services Gen	10/25/2018	738.84	11042	11/16/2018
		10.25.2018	Repairs & Maintenance	10/25/2018	1,527.56	11042	11/16/2018
Total 3835:					12,770.91		
3864	USI Idaho Kibble & Prentic	2582523	Commercial Package Rene	10/31/2018	54,532.00	63126	11/13/2018
Total 3864:					54,532.00		
3266	Valley Regional Transit	23714	Bus Passes	09/30/2018	540.00	11028	11/02/2018
Total 3266:					540.00		
3841	VoiceText Communications	10.14.18-115	Conference calls	10/14/2018	5.89	11029	11/02/2018
		11.05.15-113	Conference calls	10/31/2018	6.55	11037	11/14/2018
Total 3841:					12.44		
3365	Westerberg & Associates	215	Legislative Advisement Ser	10/31/2018	2,000.00	11038	11/14/2018
Total 3365:					2,000.00		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
3374	Western States Equipment	822912	Bldg 8 generator maintena	11/15/2018	266.61	63137	11/29/2018
Total 3374:					266.61		
Grand Totals:					501,171.54		

Report Criteria:

Detail report type printed

MINUTES OF SPECIAL MEETING
BOARD OF COMMISSIONERS
CAPITAL CITY DEVELOPMENT CORPORATION
Conference Room, Fifth Floor, 121 N. 9th Street
October 24, 2018 12:00 p.m.

I. CALL TO ORDER

Chair Zuckerman convened the meeting with a quorum at 12:00 p.m.

Present: Commissioner Gordon Jones, Commissioner Maryanne Jordan, Commissioner Ben Quintana, Commissioner Ryan Woodings, and Commissioner Dana Zuckerman.

Commissioner Ryan Woodings arrived at 12:10 p.m. and did not participate on Items II and III.

Absent: Commissioner David Bieter, and Commissioner Scot Ludwig.

Agency staff members present: John Brunelle, Executive Director; Todd Bunderson, Development Director; Max Clark, Parking & Mobility Director; Ross Borden, Finance & Administration Director; Mary Watson, General Counsel & Contracts Manager; Doug Woodruff, Senior Project Manager; Matt Edmond, Project Manager; Laura Williams, Project Manager; Holli Klitsch, Accounting & Finance; Kathy Wanner, Contracts Specialist; and Sandy Lawrence, Administrative Assistant. Also present was Agency legal counsel, Ryan Armbruster.

II. AGENDA CHANGES/ADDITIONS

There were no changes to the agenda.

III. CONSENT AGENDA

A. Minutes & Reports

1. Approval of October 8, 2018 Meeting Minutes

Commissioner Jordan moved to approve the Consent Agenda.

Commissioner Quintana seconded.
All said Aye, the motion carried, 4-0.

IV. ACTION ITEMS

- A. CONSIDER: Resolution #1576 – Approval of Gateway East Urban Renewal Plan**

CCDC Project Manager, Matt Edmond, gave a report.

Commissioner Woodings moved to adopt Resolution #1576, approving the Urban Renewal Plan for the Gateway East Economic Development District Project Area, with the amendment on page 11 of the Gateway East Urban Renewal District Feasibility Study (Attachment 5) changing \$96.5 million to \$105.9 million, and directing CCDC staff to forward to the Boise City Council for consideration and to taxing districts for review.

Commissioner Jordan seconded.
All said Aye, the motion carried, 5-0.

B. CONSIDER: Resolution #1577 – Financial Support for the Downtown Mobility Collaborative (DMC)

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

Commissioner Woodings moved to approve Resolution #1577, endorsing the formation of a Downtown Mobility Collaborative and providing financial support for FY19 activities.

Commissioner Jordan seconded.
All said Aye, the motion carried, 5-0.

V. EXECUTIVE SESSION

A motion was made by Commissioner Woodings to go into an executive session at 12:41 p.m. to deliberate regarding consideration of records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code; and communicate with legal counsel to discuss the legal ramifications and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated. [Idaho Code Section 74-206(1) (c), (d) and (f)].

Commissioner Jordan seconded the motion. A roll call vote was taken:

Commissioner Bieter	Absent
Commissioner Jordan	Aye
Commissioner Jones	Aye
Commissioner Ludwig	Absent
Commissioner Quintana	Aye
Commissioner Woodings	Aye
Commissioner Zuckerman	Aye

All said Aye. The motion carried, 5-0.

EXECUTIVE SESSION ADJOURNMENT

A motion was made by Commissioner Woodings to adjourn executive session at 1:06 p.m. and return to the public meeting. Commissioner Jordan seconded the motion. A roll call vote was taken:

Commissioner Bieter	Absent
Commissioner Jordan	Aye
Commissioner Jones	Aye
Commissioner Ludwig	Absent
Commissioner Quintana	Aye
Commissioner Woodings	Aye
Commissioner Zuckerman	Aye

All said Aye. The motion carried 5– 0.

VI. ADJOURNMENT

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

Commissioner Jordan seconded the motion.

All said Aye.

The meeting adjourned at 1:07 p.m.

- - - -

ADOPTED BY THE BOARD OF DIRECTORS OF THE CAPITAL CITY DEVELOPMENT CORPORATION ON THE 13th DAY OF NOVEMBER 2018.

Dana Zuckerman, Chair

Ryan Woodings, Vice Chair



AGENDA BILL

Agenda Subject: Updates to ParkBOI Wait List Policy		Date: December 10, 2018
Staff Contact: Max Clark, Director of Parking & Mobility	Attachments: (1) Res. No. 1578 - Modifying ParkBOI Wait List Policy (2) ParkBOI Wait List Policy	
Action Requested: Approve the resolution, modifying the ParkBOI Wait List Policy.		

Fiscal Notes:

There are no direct fiscal implications of this measure.

Background:

In February of 2018 a revised Wait List policy was approved by the CCDC Board. This was in response to some rather loose guidelines which resulted in unrealistically high Wait Lists for ParkBOI facilities. The Wait List management guidelines, coupled with a \$20 Wait List fee, have greatly reduced the number of spaces being sought. The list went from at least 1,600 names to approximately 150 at last count.

Three changes are being sought:

1. Longer Offer Response Time. The previous policy stated that three business days would be allowed between an offer of spaces and acceptance/rejection. Our Operator has discovered that three days simply isn't enough time, particularly during the summer months when folks are on vacation and an accurate count is hard to get and signup often impossible. Ten business days has been recommended and is reflected in the new policy.
2. Immediate Carpool Access. The previous policy stated that new carpools got to go to the top of the Wait List upon commencement of their participation. With the Wait Lists being significantly shorter and carpool participation at zero, the new policy states that carpools will be admitted to the garage of their choice upon commencement of their participation in the program.

Staff Recommendation:

Staff recommends approval of the revised Wait List policies.

Suggested Motion:

I move to adopt Resolution No. 1578, modifying the ParkBOI Wait List Policy.

RESOLUTION NO. 1578

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, AMENDING THE 2018 WAITLIST POLICY FOR AGENCY PARKING GARAGES TO ADDRESS WAITLIST RESPONSE TIME AND CARPOOL ACCESS; AUTHORIZING THE AGENCY EXECUTIVE DIRECTOR TO TAKE APPROPRIATE ACTION; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the City Council of the City of Boise City, Idaho (the "City"), after notice duly published, conducted a public hearing on the 2007 Amended and Restated Urban Renewal Plan for the Boise Central District Project I, Idaho R-4, and Project II, Idaho R-5 (the "Central District Plan") and, following said public hearing, the City adopted its Ordinance No. 6576 on June 26, 2007, effective upon publication on July 23, 2007, approving the Central District Plan; and,

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

WHEREAS, the City, after notice duly published, conducted a public hearing on the First Amended and Restated Urban Renewal Plan, River Street-Myrtle Street Urban Renewal Project (annexation of the Old Boise Eastside Study Area and Several Minor Parcels) and Renamed River Myrtle-Old Boise Urban Renewal Project (the "River Myrtle-Old Boise Plan") and following said public hearing, the City adopted its Ordinance No. 6362 on November 30, 2004, approving the River Myrtle-Old Boise Plan and making certain findings; and,

WHEREAS, the City, after notice duly published, conducted a public hearing on the Westside Downtown Urban Renewal Plan (the "Westside Plan"), and following said public hearing, the City adopted its Ordinance No. 6108 on December 4, 2001, approving the Westside Plan and making certain findings; and,

WHEREAS, the City, after notice duly published, conducted a public hearing on the 30th Street Area Urban Renewal Plan (the "30th Street Plan"), and following said public hearing, the City adopted its Ordinance No. 6868 on December 4, 2012, approving the 30th Street Plan and making certain findings; and,

WHEREAS, the Central District Plan, the River Myrtle-Old Boise Plan, the Westside Plan, and the 30th Street Plan are collectively referred to as the “Downtown Urban Renewal Plans”; and,

WHEREAS, as authorized by the Act and the Downtown Urban Renewal Plans, the Agency may acquire, develop, construct, operate, and maintain public parking facilities and enter into agreements necessary or convenient to the exercise of such powers; and,

WHEREAS, the Agency parking policies and procedures for all Agency-owned garages are governed by the Boise Central District Project Area Parking Management Plan; and,

WHEREAS, in accordance with the Boise Central District Project Area Parking Management Plan, the Agency Board adopted a wait list policy for its public parking facilities in January 2014 with adoption of Resolution No. 1336, and thereafter the Agency Board amended that policy in September 2016 with adoption of Resolution No. 1466 and again in February 2018 with adoption of Resolution No. 1524; and,

WHEREAS, after consultation with the Agency parking operator, Agency staff has drafted proposed changes to the wait list policy, as shown on the attached Exhibit A; and,

WHEREAS, the Agency Board finds it in the best interests of the Agency and public to adopt the proposed changes to the Monthly Parking Wait List Policy.

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 amended Monthly Parking Wait List Policy, attached hereto as Exhibit A and incorporated herein as if set out in full, is hereby approved and adopted by the Agency Board and shall replace all others found in the Parking Management Plan.

Section 3: That the Executive Director is hereby authorized, permitted, and directed to take all action to implement the amended Monthly Parking Wait List Policy for all public parking garages currently owned and future-owned by the Agency.

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

PASSED AND ADOPTED by the Urban Renewal Agency of Boise City, Idaho, on December 10, 2018. Signed by the Chair of the Board of Commissioners and attested by the Secretary to the Board of Commissioners on December 10, 2018.

URBAN RENEWAL AGENCY OF BOISE CITY

By: _____
Dana Zuckerman, Chair

ATTEST

By: _____
Ryan Woodings, Vice Chair



Monthly Parking Wait List Policy

February ~~December~~ 2018

Parking demand in downtown Boise exceeds supply. The ParkBOI public, off-street, structured parking garage system offers monthly parking passes to the general public who are frequent users of the system typically because they work or live downtown. This policy ensures the fair and effective administration of a Wait List for monthly parking permits.

General Policy

- A. CCDC's ParkBOI Parking Operator will maintain a Wait List for customers desiring a monthly parking pass at a ParkBOI parking garage. The Parking Operator will record the date each customer was added to the Wait List. This date will be the customer's Priority Date. Customers will be listed on a first come-first served basis, by garage. Prospective customers may sign up for one garage of their choice or be listed on a "first available space" basis. Contact information including name, phone number, and email address will be collected for each customer on the Wait List. Customers must provide the required \$20.00 nonrefundable Wait List Fee before they will be added to the Wait List.
- B. Customers may choose to purchase monthly parking at a ParkBOI garage with available monthly parking and still be put onto the Wait List for a different garage. The Parking Operator will indicate on the Wait List if the customer currently has a monthly permit and if so, in which garage. In this case, the \$20 Wait List Fee will not be assessed.
- C. As parking becomes available, customers on the Wait List will be contacted in Priority Date order. A customer will have ~~three~~ ten business days to respond to email or telephone notification of the available monthly parking space. If the customer declines the parking space or is unresponsive or unreachable, the customer will be removed from the Wait List and the customer with the next Priority Date will be contacted.
- D. The \$20 Wait List Fee will be applied to the parking card activation fee when a monthly pass is issued. If the customer does not respond to the notification within ~~three~~ ten business days or declines the monthly parking space, the customer will be removed from the Wait List and forfeit the \$20.00 Wait List Fee.
- E. Carpool participants certified by ACHD Commuteride will ~~go to the top of the Wait List for~~ be admitted to the garage of their choice. A carpool exemption must be noted on the Wait List.

Parking Operator Wait List Management Guidelines

An accurate Wait List is essential for gauging parking demand and for an orderly and predictable assignment of monthly permits in ParkBOI parking garage. The Parking Operator will manage the Wait List according to this policy and these guidelines.

- A. Signup is allowed for either one specific garage or for the first available garage. The date of signup is the Priority Date which determines the customer's place on the master Wait List or on a specific garage's Wait List.
- B. A \$20 per space non-refundable Wait List fee is required to be placed on the Wait List.
- C. When a monthly parking space becomes available customers on the Wait List will be contacted by Priority Date.
- D. Current monthly pass holders seeking to transfer to another ParkBOI garage do not receive priority over individuals or corporations on existing Wait Lists.
- E. All monthly fees must be paid in-full prior to the first each month. Accounts 30 days in arrears are subject to cancellation.
- F. Existing customers with outstanding fees are ineligible for additional monthly parking permits.
- G. The Wait List should be maintained in the attached format and should be easily sortable.
- H. The Parking Operator must keep the Wait List as current as possible. Each customer on the Wait List must be contacted annually to determine if they would like to remain on the Wait List. Customers who cannot be reached or do not respond within ~~three~~ ten business days will be removed from the Wait List and their Wait List Fee forfeited.

Original: February 2018 (Res. 1524); Amended December 2018 (Res. 1578)



IV. ACTION ITEMS



AGENDA BILL

Agenda Subject: Awarding Contract – Capitol & Main Garage – Elevator Modernization		Date: December 10, 2018
Staff Contact: Kathy Wanner, Contracts Specialist		Attachments: A. Resolution No. 1582 B. Bid Results C. Bid Received from Schindler Elevator
Action Requested: Adopt Resolution No. 1582 awarding the contract for the Capitol & Main Garage Elevator Modernization Project to Schindler Elevator Corporation.		

Background:

The 495-space Capitol & Main (formerly named Capitol Terrace) Parking Garage was constructed in 1987. Since its inception it has been the most heavily used garage in the Agency's system. The garage averaged 400,000 visitors over the past two years (33k/mo.). Its popularity is due to its central location and the number and diversity of the retail, restaurant, office and residential uses adjacent to it.

Capitol & Main has two general use elevators with adjacent stairwells accessing Main Street and Idaho Street. While safe, the elevators have become maintenance-intensive and are out-of-service too often. The combination of heavy utilization and age have taken a toll. The elevators are due for major life-cycle repair and maintenance.

The Agency has two choices in this situation: replacement or restoration. Replacement typically costs three times as much and takes up to three times longer than restoration. The restoration repairs last just as long as new elevators. The Agency recommends restoration which is essentially a full modernization that upgrades or replaces all current equipment.

Agency on-call architectural firm, Hummel Architects, has been assisting with the design, bid specifications, and plans, and will continue with construction administration services through project completion.

Bidding Requirements:

State law requires a formal, sealed bid process for public works construction projects exceeding \$200,000 and selection of the lowest responsive bidder. The Agency advertised an Invitation to Bid for the Capitol & Main Garage – Elevator Modernization Project in the *Idaho Statesman* on October 2 and October 9, 2018. In an effort to receive as many competitive bids as possible, a

notice also was emailed to the plan rooms at the Idaho Association of General Contractors (AGC) and Idaho Blueprint as well as to eight (8) separate elevator contractors holding the requisite public works license. A non-mandatory pre-bid meeting was held at the Capitol & Main Garage on October 10, 2018. Two contractors attended the pre-bid meeting.

Two bids were received by the October 30 deadline:

Company	Total Bid Amount (Base Bid + Bid Alt.)
Schindler Elevator Corporation	\$261,044.00
ThyssenKrupp Elevator	\$300,456.00

Each bid was submitted in a timely manner and met all required submission criteria; each bidder has appropriate and valid public works contractor licenses. Schindler Elevator Corporation submitted the lowest responsive bid.

Fiscal Notes:

The Project was separated into two components:

1. Base Bid for the elevator modernization, which includes replacement of the controller equipment, the hoist machine and motors, all electrical wiring and components, and the doors, buttons, glass and flooring in the cab;
2. Bid Alternate for the remote access module which will provide remote monitoring capabilities and 24 - hour response center notification of equipment shut down or component failure.

The bid amounts shown above are the sum of the two components. The Agency's FY2019 budget includes sufficient funding to proceed with the work for both the Base Bid and Bid Alternate elements.

Staff Recommendation:

The Board adopt Resolution No. 1582 recognizing Schindler Elevator Corporation as the lowest responsive bidder for the Project and awarding the Capitol & Main Garage – Elevator Modernization Project to Schindler Elevator Corporation for a total Base Bid plus Bid Alternate amount of \$261,044.00.

Suggested Motion:

I move to adopt Resolution No. 1582 recognizing Schindler Elevator Corporation as the lowest responsive bidder, awarding the Capitol & Main Garage Elevator Modernization Project contract to Schindler Elevator Corporation for the total Base Bid plus Bid Alternate amount of \$261,044.00, and authorizing the Executive Director to execute the contract and expend funds.

RESOLUTION NO. 1582

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, FINDING SCHINDLER ELEVATOR CORPORATION IS THE QUALIFIED BIDDER WHICH SUBMITTED THE LOWEST BID FOR THE CAPITOL & MAIN GARAGE ELEVATOR MODERNIZATION PROJECT; AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A PUBLIC WORKS CONSTRUCTION CONTRACT WITH SCHINDLER ELEVATOR CORPORATION FOR THE CAPITOL & MAIN GARAGE ELEVATOR MODERNIZATION PROJECT; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, Idaho Code § 67-2805(2)(a) provides for a competitive sealed bidding process for procurement of public works construction valued in excess of \$200,000; and,

WHEREAS, the Agency issued an Invitation to Bid for its Capitol & Main Garage – Elevator Modernization Project (the "Project") on October 2, 2018, and published the requisite public notice of the Invitation to Bid in the *Idaho Statesman* newspaper on October 2 and 9, 2018; and,

WHEREAS, the Agency received two (2) sealed bids by the due date and time of 3:00 p.m. on October 30, 2018; and,

WHEREAS, the bids received met all of the required statutory and administrative criteria for submission and the bidders have appropriate and valid public works contractors licenses; and,

WHEREAS, Schindler Elevator Corporation submitted the lowest responsive bid; and,

WHEREAS, Agency staff recommends to the Board that the contract award for the Project be made to Schindler Elevator Corporation as the lowest responsive bidder.

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 hereby finds that SCHINDLER ELEVATOR CORPORATION was the qualified bidder submitting the lowest responsive bid for the Capitol & Main Garage – Elevator Modernization Project.

Section 3: That the Executive Director of the Agency is hereby authorized to negotiate and execute a public works construction contract with SCHINDLER ELEVATOR CORPORATION for the total bid amount (Base Bid and Bid Alternate) of TWO HUNDRED SIXTY ONE THOUSAND FORTY-FOUR DOLLARS (\$261,044.00), consistent with the Board's stated instructions at the December 10, 2018, Agency Board Meeting; and further, is hereby authorized to execute all necessary documents required to implement the actions contemplated by the contract, subject to representations by Agency legal counsel that all conditions precedent to those actions and the contract or other documents are acceptable and consistent with the comments and discussions received at the December 10, 2018, Agency Board Meeting.

Section 4: That the Executive Director is further authorized to expend funds for the total bid amount (Base Bid plus Bid Alternate) plus up to 10% of the total bid amount for construction contingencies if determined necessary in his best judgment.

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 10, 2018.
Signed by the Chairman of the Board of Commissioners and attested by the Secretary to the Board of Commissioners on December 10, 2018.

URBAN RENEWAL AGENCY OF BOISE CITY

By: _____
Dana Zuckerman, Chair

ATTEST:

By: _____
Ryan Woodings, Vice-Chair



Capitol & Main Garage - Elevator Modernization Project

BIDS DUE: October 30, 2018 - 3:00 PM

Bid Results

[illegible]

SECTION 00 41 13 BID FORM

BID FORM

PROJECT: CAPITOL & MAIN GARAGE - ELEVATOR MODERNIZATION PROJECT

THIS BID IS SUBMITTED TO:

Capital City Development Corporation
 Attn: CAPITOL & MAIN GARAGE - ELEVATOR MODERNIZATION PROJECT
 121 N. 9th Street, Suite 501
 Boise, Idaho 83702

- 1.01 The undersigned Bidder proposes and agrees to enter into a Contract with CCDC in the form included in the Project Manual to perform all the Work as specified or indicated in the Project Manual for the prices indicated in this Bid and in accordance with the other terms and conditions of the Project Manual.
- 1.02 Bidder accepts all of the terms and conditions of the Advertisement or Invitation to Bid and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. The Bid will remain subject to acceptance for sixty (60) days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of CCDC.
- 1.03 Within thirty (30) days from receiving a written notice of acceptance of this Bid, Bidder shall execute the Contract and shall deliver evidence of required insurance coverages and bonds in the amounts required by the Contract.
- 1.04 In submitting this Bid, Bidder represents, as set forth in the Contract and Project Manual, that:

- a. Bidder has examined and understands the Project Manual and the following Addenda:

Addendum No.

1

Addendum Date

10/19/2018

- b. Bidder has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- c. Bidder is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
- d. Bidder has carefully studied: 1.) all reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site which have been identified in the Project Manual; and 2.) all reports and drawings of a Hazardous Environmental Condition, if any, which has been identified in the Project Manual.
- e. Bidder has obtained and carefully studied (or assumes responsibility for having done so) all additional or supplementary examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Project Manual to be employed by Bidder, and safety precautions and programs incident thereto.

- d. Accept or reject any sealed Bid received in response to the Bid Invitation, including any sealed Bid submitted by the undersigned; or select any one submission over another.
- e. Accept or reject all or any part of any materials, plans, drawings, implementation programs, schedules, phrasings and proposals or statements, including, but not limited to, the nature and type of Bid.
- Bidder agrees that CCDC shall have no liability whatsoever, of any kind or character, directly or indirectly, by reason of all or any decision made at the discretion of CCDC as identified above.

SUBCONTRACTORS

CCDC requires the names and addresses of subcontractors to whom work will be awarded, subject to approval of CCDC and Architect, and pursuant to Idaho Code § 67-2310. If such work is not required, Bidder will indicate "Not Applicable" in the list below. In the event that the general (Trade) contractor intends to self-perform the plumbing, HVAC, or electrical work, the general contractor must be properly licensed by the state of Idaho to perform such work. The general (Trade) contractor shall demonstrate compliance with this requirement by listing the valid contractor's license number for the plumbing, HVAC, or electrical work to be self-performed by the general contractor on the bid form.

**Failure to name subcontractors as required by Idaho Code
shall render any bid submitted unresponsive and void.**

Plumbing

Address:

Public Works License No.

Idaho Plumbing Contractors License No.

Heating & Air Conditioning

Address:

Public Works License No.

Idaho HVAC Contractors License No.

Electrical

Address:

Public Works License No.

Idaho Electrical Contractors License No.

Buss Mechanical Services Inc

PO Box 190476

Boise, ID. 83719

PWC-C-14908

HVC-C-47

Quality Electric Inc

5272 Irving St

Boise, ID. 83706

PWC-C-10145

1086C

BASE BID - OFFER

Bidder agrees to perform all the work described in the Drawings and Specifications for the total lump sum bid of:

two hundred fifty seven thousand five hundred forty four

(\$ 257,544.00)

Dollars, lawful money of the United States.

[Show amount in both words and figures; in event of discrepancy, the amount in words shall govern.]

BID ALTERNATE NO. 1

Bidder agrees to modify the Base Bid by the amount stated below for alternates as specified in the Bid Documents, Drawings and Specifications. The Owner may accept or reject the Alternate(s).

Add: \$ 3,500.00) Dollars, lawful money of the United States.

three thousand five hundred

[Show amount in both words and figures; in event of discrepancy, the amount in words shall govern.]

BID FORM SIGNATURE

SUBMITTED on October 30th, 2018.

X Rob Williams
SIGNATURE

Rob Williams - Mech Sales

Print Name and Title

Schindler Elevator Corp.

Contractor / Company

743 McGregor Ct., Ste 140

Address

Boise, ID, 83705

City, State, Zip

PWC-AA-11439

Idaho Public Works Contractor License No.

6/30/2019

License Expiration Date

34-1270056

Federal Tax ID #

rob.williams@schindler.com

E-mail Address

(801) 918-4899

Phone No.

(208) 577-5526

Fax No.

ATTENTION: Did you remember the Bid Security and Contractor's Affidavit Concerning Taxes?

- Bid Security in the form of a bid bond, certified check, cashier's check, or cash in an amount not less than five percent (5%) of the total amount of the bid is **REQUIRED**.
- Contractor's Affidavit Concerning Taxes is **REQUIRED**.

IF BID SECURITY AND CONTRACTOR'S AFFIDAVIT ARE NOT INCLUDED, YOUR BID WILL BE CONSIDERED NON-RESPONSIVE.

END OF SECTION 00 41 13

BID FORM

00 41 13 - 4

SECTION 00 45 46 CONTRACTOR'S AFFIDAVIT CONCERNING TAXES
EXECUTE AND SUBMIT WITH BID

CONTRACTOR'S AFFIDAVIT CONCERNING TAXES

STATE OF Idaho

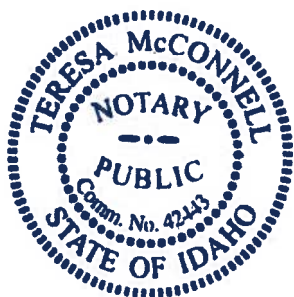
COUNTY OF Ada

Pursuant to Chapter 15, Title 63, Idaho Code, I the undersigned, being duly sworn, depose and certify that all taxes, excises and license fees due to the State of Idaho and its taxing units, for which I or my property is liable, then due or delinquent, have been paid, or arrangements have been made, before entering into a contract for construction of any public works in the State of Idaho.

Schindler Elevator
Contractor / Company
743 McGregor Ct, Ste 140
Address
Boise, ID 83705
City, State, Zip

X [Signature]
Authorized Representative Signature
Joe Stumph, D.M.
Print Name and Title

Subscribed and sworn to before me this 30 day of October, 2018.



Teresa McConnell
Notary Public
Residing at: Boise, ID.
Commission Expires: 7/2022

END OF SECTION 00 45 46

Telephone: 860-241-4438
Website: www.willistowerswatson.com
E-mail: danielle.m.bechard@willistowerswatson.com

October 26, 2018

Schindler Elevator Corporation
Attn: Rob Williams
743 McGregor Court Suite 140
Boise, ID 83705

RE: **Obligee: Capital City Development Corp**
Bid Bond for: CCDC Capitol & Main Garage - Elevator Modernization Project
Bid Date: October 30, 2018

As you requested, we are pleased to provide the attached bid bond documents. This bond has been executed based upon the information we received from your office.

Please note the bond must be signed by an authorized representative of your company and if applicable, sealed with the corporate seal. We urge you to check all bond documents, including signatures, dates, amounts, job description, Power of Attorney and any other attachments to avoid the possibility of having a low bid rejected. Additionally, please verify that the bid bond form attached is the form required by the specifications.

The Bid Bond authorization is based upon your original estimate. If the bid exceeds this estimate by 10% or more, the bond must be reauthorized by the surety. Please contact us for additional authority.

Your bid results are very important. Please send your bid results to my email address shown above as soon as they are available.

Thank you for the opportunity to service your surety needs. Should you have any questions, please do not hesitate to contact me or any member of your Willis surety team.

Sincerely,

Danielle M. Bechard



Fidelity and Deposit Company of Maryland
Colonial American Casualty and Surety
Company

Home Office: 1299 Zurich Way Schaumburg IL 60196

AIA Document 310 - 2010 Bid Bond

CONTRACTOR (Name, legal status and address):

Schindler Elevator Corporation
743 McGregor Court Suite 140
Boise, ID 83705

SURETY (Name, legal status and principal place of business):

Fidelity and Deposit Company of Maryland
1299 Zurich Way, 5th Floor
Schaumburg, IL 60196-1056

OWNER (Name, legal status and address):

Capital City Development Corp
121 N. 9th Street, STE 501
Boise, ID 83702

Bond Amount: 5% Five Percent of Amount Bid

PROJECT : (Name, location or address, and Project number, if any):

CCDC Capitol & Main Garage - Elevator Modernization Project

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters in to a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed by the Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted here from and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 26th day of October, 2018

(Witness)

(Witness) Nicholas Turecamo



Schindler Elevator Corporation

(Principal)

By: [Signature]

(Title)

Fidelity and Deposit Company of Maryland

(Surety)

By: [Signature]

(Title) Joshua Sanford, Attorney-in-Fact

Bond Number Bid Bond

Obligee: Capital City Development Corp

**ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Maryland, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Maryland (herein collectively called the "Companies"), by **Michael P. Bond, Vice President**, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint Joshua Sanford, its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: **any and all bonds and undertakings**, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 22nd day of July, A.D. 2015.

ATTEST:
ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND

Michael P. Bond

By: *Michael P. Bond*
Vice President



Eric D. Barnes

By: *Eric D. Barnes*
Secretary



State of Maryland
County of Baltimore

On this 22nd day of July, A.D. 2015, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Michael P. Bond, Vice President and Eric D. Barnes, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

Constance A. Dunn

Constance A. Dunn, Notary Public
My Commission Expires: July 9, 2019



EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 26th day of October, 2018.



Gerald F. Haley

Gerald F. Haley, Vice President

TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT ALL REQUIRED INFORMATION TO:

Zurich American Insurance Co.
Attn: Surety Claims
1299 Zurich Way
Schaumburg, IL 60196-1056



V. INFORMATION ITEMS



AGENDA BILL

Agenda Subject: Information Item: Participation Program Draft Revisions		Date: December 10, 2018
Staff Contact: Laura Williams, Shellan Rodriguez	Attachments: 1) Participation Program Update	
Action Requested: Review and provide feedback on draft revisions and direct staff to return with a final document for approval at a future meeting.		

Background:

The Agency's Participation Program (Program) was originally adopted in March 2013 and revised in September 2015. The Program was designed to be statutorily compliant, financially sustainable, transparent, understandable, consistent, and expeditious. The Program has worked well with only one revision and one exception made since its inception. It guides the Agency's public-private partnership project funding strategy. In the last five years, over \$30 million in CCDC funds have been leveraged to assist over \$600 million in real estate investment; about \$20 dollars of development investment for every \$1 dollar of Program funding.

The Program was designed to be "balanced" in that it balances resources effectively between multiple important goals: CCDC-Boise City Partnerships (e.g. library, downtown circulator), the Capital Improvement Plan, and providing incentives for private development projects that promote economic development and place making. The balance of resources described has been taken into account in the proposed revisions below, and the sum of which is not a departure from this balanced approach.

The CCDC Board, Boise City Council, and the Mayor's Office have recently had many public discussions and meetings regarding increasing housing inventory including affordable and workforce projects, and the proposed revisions would enable CCDC to be responsive to these growing concerns. Staff has looked into how the Participation Program could be modified to better incentivize income-qualified housing developments and has come up with a recommendation below. This recommendation has been created in collaboration with the Boise City Planning and Development Services Department and the Housing and Community Development Division.

Additionally, in August staff was asked by the Board to look into the awning funding requirements after the unusually high volume of Type 1 applications for awning projects in the prior fiscal year.

Lastly, staff has reviewed the Program for miscellaneous updates and clarifications for effective program administration and eligible expense definitions that a project must meet.

REVISIONS FOR HOUSING INCENTIVES:

As identified in the City's Grow Our Housing strategy documents, Boise requires an increase its housing supply by 1,000 units a year to account for population growth and to provide a more balanced inventory that serves all incomes. All of the Participation Program types are available to assist housing projects, however staff is recommending a change to increase the impact of the agency's role in housing in two ways:

- A. Continue to utilize the Type 5 program to promote strategic investments in affordable and workforce housing, as was done with the Ash Street project.
- B. Increase incentives through the Type 2 program for housing affordability options. This will be done by revising the Program Definition for Housing Projects and increasing the reimbursement term for projects with income-qualified renters/buyers.

Revised Program Definition for Housing Projects

As part of this set of revisions, Program Definitions are being more explicitly expanded to apply to all Program Types (previously only applied to Type 2). The Definitions determine eligibility for projects to qualify for funding and how a Type 2 project "scores," determining the percent of tax increment funding the project can receive (Level A = 80%, Level B = 60%, Level C = 40%).

The revision will add language to the Participation Program Definitions to align with the City's Grow Our Housing strategy and to broaden the scope of housing projects that score points in the "targeted use" category. Previously only the "workforce" housing type was included, the revision would add "affordable" and "mixed income" projects to that definition.

New Definition for Housing Projects: Housing within a project that meets **any** of the following criteria may be eligible for an increased reimbursement term (see chart below):

RENTAL UNITS:

- 1. 10% or more of the housing units must be rented to persons who income qualify earning 100% or below Area Median Income associated rental rates charged as defined by the Housing and Community Development Division of the City of Boise.
- 2. The project qualifies for the City's Affordable Housing Incentive (through Planning and Development Services).

FOR SALE UNITS:

- 1. 10% or more of the housing units must be sold to persons who income qualify earning 100% or below of Area Median Income and associated sales pricing defined by Boise City's Housing and Community Development Division.
- 2. 10% or more of the housing units are sold to persons using a local, state, or federal homeownership assistance program (e.g. Boise City Homeownership Loan Program, NeighborWorks Lending Program, IHFA Loan, etc...).

Income Qualification Period:

In order to qualify for an increased reimbursement term, income qualification must be verified through the City of Boise's Housing and Community Development Division or equivalent Housing Authority (HUD, IHFA) at lease up and at unit turn-over during the period of CCDC reimbursement for rental units.

For-sale projects must be initially sold at no more than the maximum sales price determined by City of Boise's Housing and Community Development Division. The Division will utilize the

maximum home sales price as approved by the U.S. Department of Housing and Urban Development specifically for Boise.

Revised Type 2 Reimbursement Terms:

Project Type	Qualification	Reimbursement %	Reimbursement Term
CURRENT SCORECARD			
Level A	Score: 140 + points	80% of Tax Increment	4 years
Level B	Score: 120 – 139 points	60% of Tax Increment	4 years
Level C	Score: 119 and below	40% of Tax Increment	4 years
REVISION HOUSING PROJECTS			
For-Rent (Tax Credit or equivalent*)	Serving 60% and below Area Median Income (AMI)	Based on Scoring Level	8 years
For-Rent	Serving 61-100% AMI	Based on Scoring Level	6 years
All Other For-Rent	Serving 101% and above AMI	Based on Scoring Level	4 years
For-Sale	Serving 100% AMI and below	Based on Scoring Level	6 years
All Other For-Sale	Serving 101% and above AMI	Based on Scoring Level	4 years

**Equivalent income qualified unit allocation that serves 60% AMI population or below*

A few examples of how this changes things:

- Adare Manor, serving 30-60% AMI (130 units)
Public Improvements: Approx. \$943,315
Current: T2: \$130,000 x 80% x 4 years = \$418,000 + T4: \$250,000 = \$668,000
Revision: T2: 130,000 x 80% x 8 years = \$836,000
- 5th and Idaho Gibson Apartments, serving 120% and above (81 units)
\$1,367,300 in public improvements
Current: T2: \$362,300 and T4: 1,005,000 Total: \$1,367,300
Revision: T2 - \$180,000 in TIF x 80% x 4 years = \$578,000
- 5th and Idaho Apartments, Hypothetically serving 100% AMI in 10% of its units
Current: T2 - \$180,000 in TIF x 80% x 4 years = \$578,000 (if only market rate units)
Revision: T2 - \$180,000 in TIF x 80% x 6 years = \$867,000 (if 10% of units income qualify)
 - Increase in Reimbursement: + \$289,000 Total
 - Difference in rent charged approx. \$47,000/annually

AWNING REVISIONS:

Based on discussions at the August 29th Board meeting, staff reviewed funding requirements in response to the high volume of Type 1 applications for awnings received in FY 18. Staff heard the below issues and has suggested revisions to address the Board's concerns:

1. Incentivize additional investment in downtown by revising Type 1 project funding to be based on a dollar for dollar match with development's investment up to \$200,000 (examples below).
2. Provide equal reimbursement funding irrespective of awning design, by determining a per square foot reimbursement value based on "standard" awning design.
3. Consider if awnings covering a private business entrance / stairwell / patio license area should be eligible. Staff researched and has found that awnings are required by Boise City over building entrances downtown and on south and west facing facades. Additionally, awnings that cover patio dining promote downtown vibrancy and economic development and meet redevelopment goals in site specific areas. A few solutions include:
 - Work with City partners to consider patio license fee structure and design review requirements for awnings
 - Integrate awning specifications into Streetscape Standards Manual (City-CCDC collaboration)
4. The other existing requirements will remain in place: must be made of durable material and provide a functional service from the elements, must extend at least 5 feet over the public right-of-way, must be located in the public right-of-way.

OTHER CHANGES:

1. **Current:** A project can combine Type 2 and Type 4 Funding.
Revision: A project is eligible for only one Participation Type.
2. **Current:** Project's Participation Agreement must be in place before a Certificate of Occupancy is issued.
Revision: Projects must submit an application before building permits are pulled to encourage CCDC impact on design and affordability of project.
3. **Current:** Type 1 funding has a \$150,000 not-to-exceed amount for all eligible expenses regardless of project investment.
Revision: Increase Type 1 funding not to exceed amount to \$200,000 and make funding based on a dollar for dollar match. For every dollar private investment, CCDC will match for public improvements.

For instance:

Example	Private Improvement	Public Improvements	Total Budget	CCDC Reimbursement
New Construction Housing Project	\$1.2 million	\$300,000	\$1.5 million	\$200,000
Exterior Remodel (includes awnings and streetscapes)	\$800,000	\$150,000	\$950,000	\$150,000 (can only reimburse for public improvements)
Awnings Only	\$0	\$150,000	\$150,000	\$75,000
Awnings and Exterior Paint	\$50,000	\$150,000	\$200,000	\$100,000

4. **Current:** Public Art in right-of-way or easement area is eligible for funding (does not speak to City approval)

Revision: Public Art must be approved by Boise City Arts and History to be eligible for funding. Funding for public art can be as much as 1% of the total project budget.

5. **Current:** Public Park/Plazas in easement area are eligible for funding.

Revision: Public Park/Plaza space must be approved by the Boise City Parks and Recreation Department and open space easement must be granted to City in order to be eligible for funding.

Fiscal Notes:

The T2 Participation is designed to be fiscally self-sustaining for all development projects by reinvesting a portion of the TIF each project generates back into the public improvements related to the project. However, increasing the term of a reimbursement will ultimately reduce funds for CIP and other projects by committing TIF generated by a project to the project for a longer period of time.

The current CIP has accounted for the \$50,000 per project increase in the T1 not-to-exceed amount.

Staff Recommendation:

Provide feedback on revisions and direct staff to return with a final document for approval at a future meeting.

Suggested Motion: N/A



DRAFT

PARTICIPATION PROGRAM

Stimulating downtown development with public infrastructure

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Overview & Goals

The Participation Program is CCDC's development assistance policy and is designed to advance the aims of urban renewal and economic development in downtown Boise, as well as goals identified for downtown Boise in the Boise City comprehensive plan, Blueprint Boise. The Program is crafted to be transparent, understandable, and responsive in order to encourage private investment in Boise. The Program is intended to be comprehensive providing both structure and flexibility in assisting development projects within CCDC's downtown Urban Renewal districts. The Program is the Board's policy on how CCDC funds public/private partnership projects. It is not an entitlement, and any individual project is subject to prior approval by the Board via written agreement. The Program may be amended from time to time, suspended, or terminated, and may also be revised for future districts to fit the characteristics of different urban renewal areas.

The program identifies five approaches to anticipated participation with development interests called "Types":

Type 1 - One Time Assistance

Type 2 - General Assistance

Type 3 - Transformative Assistance

Type 4 - Capital Improvement Project Coordination

Type 5 - Property Disposition

The primary goal of the Participation Program is to align resource use with CCDC's mission to ignite diverse economic growth, build vibrant urban centers, and promote healthy community design achieved by pursuing the following key strategies:

1. Economic Development
2. Infrastructure
3. Mobility
4. Place Making
5. Special Projects

Eligible Expenses

The program can assist private and public development projects with improvements that benefit the public, which are located in the public right of way or in a permanent easement area. These types of costs are called “eligible expenses.” Eligible expenses vary by program type, and can include:

- Sidewalks (concrete, brick pavers)
- Streetscapes and Furnishings (trees, benches, bike racks, pavers, landscaping, etc.)
- Utility line extensions and undergrounding
- New road construction or rebuilding
- Public Plaza, Parks, and Open Space (must be in right-of-way or easement area)
- Public Art (in a dedicated Public Art Easement)
- Labor costs to install and construct the improvements

Public improvements must meet certain criteria as defined by CCDC’s “Definitions of Eligible Expenses” found at the end of the document.

Expenses that encompass costs which are outside of the public improvements are not eligible expenses. Ineligible expenses include: design and engineering, permitting, mobilization and overhead, land costs (including costs of land in easements, and dedicated rights of way). A general rule of thumb for what CCDC can pay for is “time/labor and materials.”

All project expenses are paid by project owner/developer as expenses are incurred, and CCDC reimburses for eligible expenses after the project is complete. CCDC will pay for standard public improvements as defined in the Boise City Streetscapes Standard manual.

Statutory Framework

CCDC is enabled by two sections of Idaho Code, the Urban Renewal Law and the Economic Development Act (key excerpts provided):

Idaho Code 50-2002 URBAN RENEWAL LAW (excerpt)

“...It is found that there exist in municipalities of the state deteriorated and deteriorating areas which constitute a serious and growing menace...” “...It is further found and declared that certain of such areas, or portions thereof, may require acquisition, clearance, and disposition...in such a manner that the conditions and evils hereinbefore enumerated may be eliminated, remedied or prevented...”

Idaho Code 50-2902 ECONOMIC DEVELOPMENT ACT (excerpt)

“...It is hereby found and declared that there exists in municipalities a need to raise revenue to finance the economic growth and development of urban renewal areas, to encourage private development..., arrest the decay of urban areas..., promote needed public improvements..., facilitate the long-term growth of their common tax base..., encourage private investment...”

This enabling legislation informs the purview of everything CCDC does as an urban renewal agency. As such, the Participation Program provides a framework to promote compliance with Idaho law.

Key Program Conditions

- The improvements eligible for CCDC funding must be located in the public right of way or easement area.
- A project can only receive funding from one Program Type, and can only receive funding one time per project.
- CCDC will only pay for eligible costs as approved by the Board and not otherwise paid for by another public entity.
- Program eligibility is at the sole discretion of CCDC and its Board of Commissioners.
- Parties seeking Participation Program assistance should contact CCDC as early in the development process as possible and preferably at the idea stage, before/during site acquisition, due diligence, type of use determination, and design.
- Applications must be submitted before building permits are obtained.
- Projects located on properties with delinquent property taxes are not eligible.
- All individual projects should advance urban renewal plans. Based on Staff's recommendation, the Board may consider a program exception if, in its sole judgment, certain necessary and sufficient conditions exist to warrant the modification of one or more of the program requirements for a project.
- CCDC's contracts have been extensively vetted and will be used as the basis for all participation program agreements.
- The following uses are ineligible activities and will not be considered for CCDC funding: bikini bars and sexually oriented businesses as defined by Boise City Code.

Best Practices

CCDC's Participation Program is anchored by Idaho Code and tailored to work in downtown Boise. However, there are some generally accepted best practices described by professional associations. These practices, guided by state law and, coupled with actual experience in the business of redevelopment, form the basis of the Program. The below summarizes key ideas incorporated into the Program.

- Statutorily compliant participation (both letter & intent)
- Serves the public interest (legally eligible & politically sensible)
- Consistent with Boise City plans
- Consistent with CCDC's Urban Renewal plans and other agency strategic policies
- Capped participation (within and below anticipated income collections of tax increment generated by the project)
- Proactive agency-driven approach
- Ensure due diligence for larger projects (evaluate risks, financing, issues, conflicts, partners, capacity, experience, stakeholders)
- Ensure a transparent process
- Accountability (conduct financial analysis, determine identifiable community needs, assess potential project impact of larger projects)
- Accessibility (program is broadly available)
- Emphasize early intergovernmental communication and coordination
- Program and contracts are publicly, proactively communicated
- Measure effectiveness of results
- Review program regularly to adjust and improve
- All contracts are subject to CCDC Board approval
- Eligibility requirements to participate are clearly identified
- Eligible costs are clearly defined and emphasize public improvements
- Scoring criteria uses clear, standardized approach
- Specialized ad hoc advisory teams may be used for review and advice on large projects or intergovernmental projects
- All project agreements are approved in public meetings and may include opportunity for advance public comment on the project
- Maintain open records on program utilization and awards
- Actively promote program
- Administer program consistently
- CCDC funded improvements benefit the public at large and not one single project

Participation Program Process

Step 1

- Contact CCDC and discuss project
- Staff will guide developers on which Participation Program Type best fits the project and funding availability. It is best to talk to staff early on in the process (before entitlements).

Step 2

- Developer Submits Application
- Identify how project meets all required program criteria and advances urban renewal goals.
- Application should be submitted before building permits are pulled.

Step 3

- Staff will present project to the Board for Designation
- Board will provide feedback at this time.

Step 4

- Staff will present Participation Program Agreement to the Board for Approval

Step 5

- Developer completes project and associated public improvements

Step 6

- Developer notifies CCDC of project completion, submit cost documentation, and schedules inspection

Step 7

- Staff verifies cost documentation and issues a Confirmation Letter

Step 8

- CCDC reimburses for public improvements / eligible expenses
- This could be a one-time reimbursement, or paid over a period of time depending on Participation Type.

Type 1: One Time Assistance

Objective: This program Type will provide resources of up to \$200,000 of public improvements and is intended to assist smaller projects on their own schedule, often triggered by a tenant improvement. The funding is based on a dollar for dollar match with the private developer's investment.

Eligible Costs: The T1 allows for assistance in legally eligible public improvements in the right-of-way or easement area. Eligible costs generally include:

- Curb, gutter, and sidewalk
- Street lights
- Street trees, tree grates, irrigation, and suspended paving systems where required.
- Street furnishings, including benches, bike racks, bollards, and trash receptacles
- Canopies/awnings over public right of way that meet the criteria outlined in the Program Definitions, and are being installed in conjunction with additional building improvements.
- Infrastructure in the right of way (streets, utilities, domestic water, geothermal water, sewer, power, phone, fiber) not including individual service lines.
- Public Art located in the right of way or public easement (must be approved by the City of Boise Arts and History Department).

NOTE: New curb cuts and driveway approaches are generally not eligible for reimbursement. Exceptions to this include alley approaches and may include projects that consolidate or otherwise significantly reduce the number or width of previously existing driveways on a frontage.

Reimbursement is for hard costs and does not include soft costs. CCDC limits eligible hard costs to materials and labor. (Examples of soft costs not eligible for reimbursement include but are not limited to architectural and engineering design, permits, traffic control, mobilization, and developer overhead/administration fees.)

Timing: T1 applications can be submitted anytime throughout the year and are processed based on available resources set forth in the budget and Capital Improvement Plan. The applicant should submit before building permits have been obtained. T1 agreements will generally be considered for approval by the CCDC Board after approval of a design review or relevant development application that includes the proposed improvements. The project is typically seen by the CCDC Board twice. First, as an opportunity to introduce the project to the board and request project "designation" as eligible for CCDC funding. The second time is generally to approve the T1 Participation Agreement.

Reimbursement: T1 projects are paid after project completion. The reimbursement for eligible expenses are defined in the Type 1 Agreement, and is based on actual costs as documented after project completion. Actual eligible costs must be verified and approved by CCDC and will include only reasonably incurred costs. All costs must be verified through invoice documentation and a schedule of values.

The reimbursement will not exceed \$200,000 and will be based upon a matching funds invested by the private developer. For instance:

Example	Private Improvement	Public Improvements	Total Budget	CCDC Reimbursement
New Construction Housing Project	\$1.2 million	\$300,000	\$1.5 million	\$200,000
Exterior Remodel (includes awnings and streetscapes)	\$800,000	\$150,000	\$950,000	\$150,000 (can only reimburse for public improvements)
Public Improvements (like Awnings) Only	\$0	\$150,000	\$150,000	\$75,000
Awnings and Exterior Paint	\$50,000	\$150,000	\$200,000	\$100,000

Type 2: General Assistance

Objective: Type 2 (T2) participation provides general assistance for public improvements and is intended to assist larger projects and include a broader scope of eligible costs. The T2 project Scorecard is a key feature of this assistance (attached). The legal parcel(s) constitutes the site for a project. However, at the Board's discretion, a phased development may be scored independently if this better advances program goals. The scoring criteria and point values are an extension of the statutory charge of urban renewal and the associated adopted plans, and are aimed at advancing the Agency's 5 key strategies. Scoring results are identified as Level A, B and C; with Level A being the highest scoring Level.

Eligible Costs: for T2 participation include the following:

- Everything covered in the Type 1, and;
- Certain qualifying expenses for buildings relating to exterior façade restoration improvements for buildings deemed to be of significant historic and/or aesthetic value to the public and conditioned upon the donation and acceptance by the City of Boise of a perpetual building façade easement. All terms and conditions must be consistent with City of Boise requirements (ordinances, guidelines, or policies, etc.).
- Certain site remediation improvements as may be preparatory to construction are evaluated on a case by case basis. An example of an eligible environmental remediation cost would be the hard costs for the removal of an underground storage tank in the public right of way. Soft costs, such as environmental assessments and costs within a private building, such as asbestos abatement, are not eligible for general assistance.
- Public plazas, parks, open spaces conditioned upon the donation and acceptance by the Boise City Parks and Recreation Department as a perpetual open space easement.

NOTE: New curb cuts and driveway approaches are generally not eligible for reimbursement. Exceptions to this include alley approaches and may include projects that consolidate or otherwise significantly reduce the number or width of previously existing driveways on a frontage.

Reimbursement is for hard costs and does not include soft costs. CCDC limits eligible hard costs to materials and labor. (Examples of soft costs not eligible for reimbursement include but are not limited to architectural and engineering design, permits, traffic control, mobilization, and developer overhead/administration fees.)

Timing: Type 2 assistance can be applied for at any time prior to obtaining building permits but preferably before or during project design in order to maximize a project's score. General assistance agreements will be considered for approval by the CCDC Board after approval of a development application that includes the proposed public improvements. It can be helpful to obtain a Type 2 scorecard and discuss the project design with CCDC prior to submitting drawings to the City. The Type 2 scorecard incentivizes urban design, and a project could qualify for a higher Level rating by making certain, sometimes minor, adjustments.

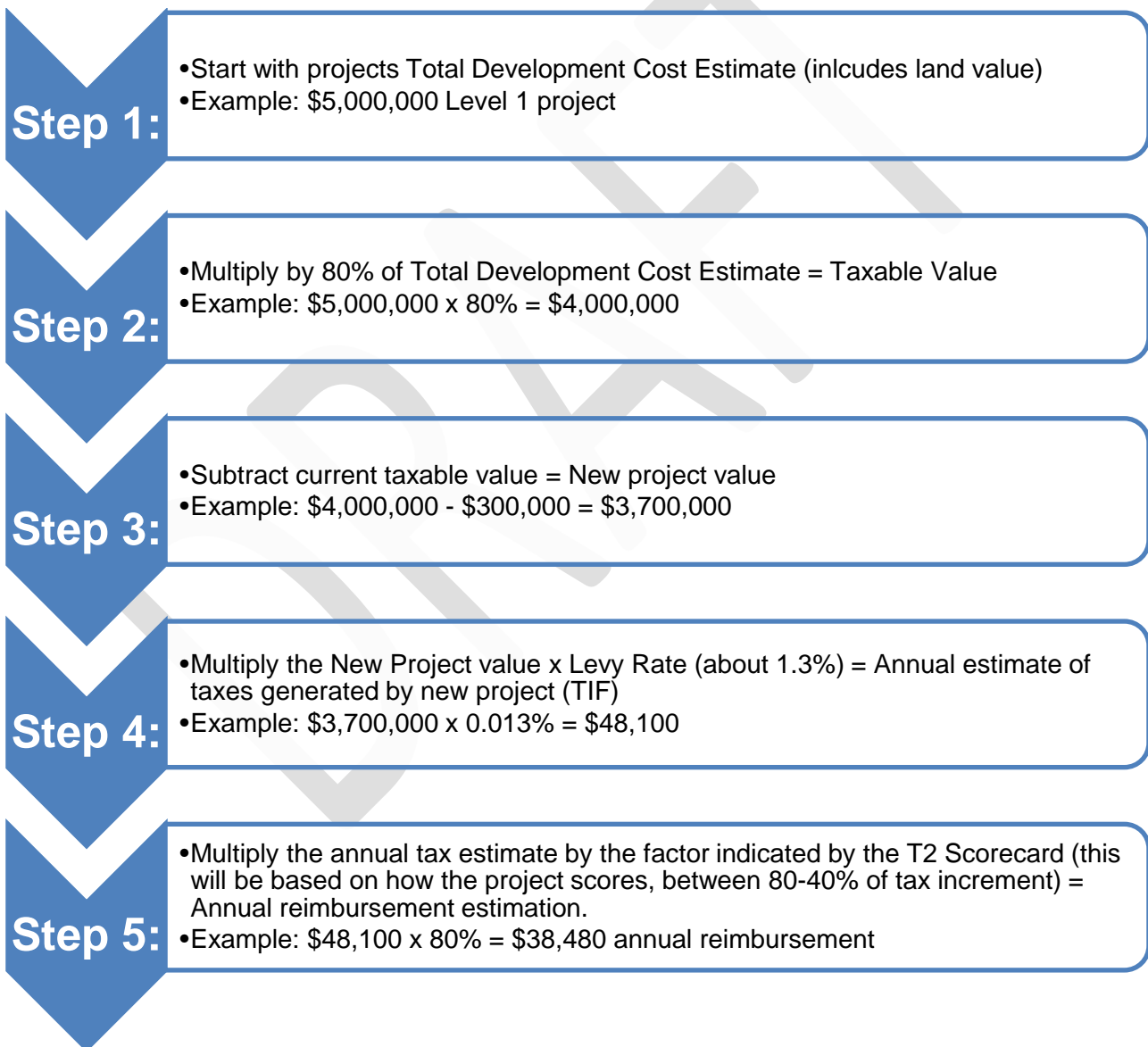
Reimbursement: T2 projects are paid upon completion of the project for a determined period of time **AFTER** actual tax increment generated by the project has been received by the Agency. Generally, a project will see its first reimbursement check 18-24 months after project completion.

Assistance is limited by the lesser of:

- 1) The agreed upon eligible costs of the project or
- 2) A portion of the project's tax increment value as determined by its scorecard ranking for the qualified reimbursement term.

Actual legally eligible costs must be verified and approved by CCDC and will include only reasonably incurred costs. All costs must be verified through invoice documentation and a schedule of values.

Reimbursement Estimation: Although the reimbursement is from actual increment received from the project CCDC can provide estimates of this payment based on the following formula.



NOTE: Estimates of tax valuation can be done by CCDC and assume 80% of estimated project cost to account for variances which may occur. Project costs are defined as all costs of the project

including, but not limited to: land, hard costs, soft costs, financing costs, fees and permits for on and off site work, public improvements, and buildings. Actual assessed values are determined solely by the Ada County Assessor.

Reimbursement Term:

The below chart explains the levels of reimbursement based on project type and scorecard Level ranking. Workforce and Affordable housing projects can qualify for additional years and higher factors. Housing within a project that includes 10 or more dwellings and have at least 10% of their units available to households earning 100% or below of Area Median Income (as defined by the Boise City Housing and Community Development Division) are eligible for an increase reimbursement term. See program definitions for more information.

Project Type	Qualification	Reimbursement %	Reimbursement Term
CURRENT SCORECARD			
Level A	Score: 140 + points	80% of Tax Increment	4 years
Level B	Score: 120 – 139 points	60% of Tax Increment	4 years
Level C	Score: 119 and below	40% of Tax Increment	4 years
REVISION HOUSING PROJECTS			
For-Rent (Tax Credit or equivalent*)	Serving 60% and below Area Median Income (AMI)	Based on Scoring Level	8 years
For-Rent	Serving 61-100% AMI	Based on Scoring Level	6 years
All Other For-Rent	Serving 101% and above AMI	Based on Scoring Level	4 years
For-Sale	Serving 100% AMI and below	Based on Scoring Level	6 years
All Other For-Sale	Serving 101% and above AMI	Based on Scoring Level	4 years

**Equivalent income qualified unit allocation that serves 60% AMI population or below*

Income Qualification Period:

In order to qualify for an increased reimbursement term, income qualification must be verified through the City of Boise's Housing and Community Development Division or equivalent Housing Authority (HUD, IHFA) at lease up and at unit turn-over during the period of CCDC reimbursement for rental units.

For-sale projects must be initially sold at no more than the maximum sales price determined by City of Boise's Housing and Community Development Division. The Division will utilize the maximum home sales price as approved by the U.S. Department of Housing and Urban Development specifically for Boise.

Type 3: Transformative Assistance

Objective: The intent of the Type 3 (T3) assistance is to make available a more customized opportunity for transformative projects and to consider certain projects which don't otherwise fit well into the other program types. T3 participation is available to assist large public or private projects that are deemed by the CCDC Board to be transformative in nature and of benefit to the community at large. In general, a transformative project is a higher value project that may include the construction of a significant public facility. The project should have a high likelihood of maintaining an enduring presence in the community. The goal for Intergovernmental/Public projects is to use limited district monies to leverage additional resources (federal, state, local, other) in the downtown revitalization effort. For example, matching a federal grant for construction of a project, or shared funding between intergovernmental units for construction of a public facility.

Criteria: The private to public investment ratio (private project cost divided by CCDC participation) for a transformative projects should generally be 6:1 or higher. For example a \$60 million private project coupled with a \$10 million public facility funded by CCDC would have a 6:1 private/public (CCDC) ratio).

Evaluation: At the Executive Director's request, the Board may consider a project for "Designation" status as a T3 project authorizing more formal evaluation. All final agreements require Board approval. Projects being considered for T3 assistance will receive a greater degree of scrutiny than those considered for T1 or T2 assistance. CCDC may pay for and conduct a financial feasibility study which may include a "but for" test ("but for" the assistance, the viability of the project is questionable). This assessment may also identify eligible costs for project participation and funding alternatives. CCDC may pay for and conduct an economic impact study or may require an examination of a developer project portfolio, financial capacity, and references, etc. CCDC may either require or pay for community/stakeholder outreach. The project should produce a net positive gain for the community after any public participation.

Eligible Expenses:

Private Projects: See Type 1 and Type 2

Intergovernmental/Public projects: More eligible expenses may include soft costs

Timing: Many of the timing elements of T3 assistance are determined on a case by case basis.

Reimbursement:

Private Projects: Private project reimbursement will be based on funding available and may follow the Type 2 protocol for scoring and reimbursement timing.

Intergovernmental/Public Projects: The project cost share will be determined by the Board and governmental partner and will not exceed state law regulations. Because projects for public facilities will most likely be exempt from property tax and will produce little or no tax increment income, such projects should be financially feasible based on other considerations, serve mutual goals, and produce a community benefit. CCDC bonding will be subject to financial review and underwriting requirements. Generally, financial participation will be transacted as a reimbursement or purchase upon project/public facility completion and certificate of occupancy.

Type 4: Capital Improvement Project Coordination

Objective: Type 4 (T4) participation coordinates CCDC-initiated Capital Improvement Plan (CIP) activities with construction activities of private development and/or other public agencies. The CIP is part of CCDC's strategic planning and budgeting process. Adjusting, co-timing and/or accelerating CIP projects in coordination with private development can be beneficial and can create efficiencies in the construction of physical improvements. Projects eligible for T4 participation are generally those identified in the adopted CCDC CIP that is in effect and available on the CCDC website. The Board retains all discretion in determining the projects, timing, design, and locations of capital improvements.

CCDC can design, bid and build a CIP project independently of the private project or intergovernmental project. CCDC can also, in certain circumstances and subject to applicable law, sub-contract construction with a private development on a public project element.

Eligible Costs: Eligible costs are capped based on the project budget in the adopted CIP, and must align with CCDC's project implementation plan and goals.

Timing: Many of the timing elements of Type 4 assistance are determined on a case by case basis.

Reimbursement: Private projects will be reimbursed upon completion of the project after CCDC has verified cost documentation and inspected and approved the construction of the improvements. CCDC can enter into intergovernmental agreements to cooperatively participate in joint capital improvement projects.

Planning: CCDC invites conversation about future private project plans and timing to inform development of upcoming CIP plans.

Type 5: Property Disposition (CCDC-owned property)

Objective: Type 5 (T5) participation is the disposition of property owned by CCDC for a redevelopment purpose. The property disposition process is governed by state statute and differentiates between disposition to a for-profit or private use, to a non-profit, and to a public or governmental body. This program meets or exceeds the statutory requirements in providing for competitive processes in property disposition (not required for disposition of land to public entities).

Process: CCDC's property disposition process for private/non-profit development use will involve a competitive process, typically a Request for Proposals and/or Qualifications (RFQ/P) process for properties. The RFP will provide conditions and requirements of the development project as determined by CCDC (i.e. type of project, housing income guidelines, design elements, etc.). Properties may be transferred to another public entity without an RFP and smaller remnant parcels may not warrant an RFP. This process may require a commercial appraisal, a re-use appraisal, and the proposed project will be in accordance with the applicable urban renewal plan and law. The details of each disposition may differ based on the unique property being disposed of.

Timing: CCDC's property disposition process will stipulate a minimum timeframe for development to occur.

Eligible Expenses: A project may qualify for a reduction in land price up to an amount determined by a third party appraisal, which is based on the proposed project's expenses and financial pro-forma. The disposition of any property for private or nonprofit development will be formalized in a Disposition and Development Agreement (DDA) which will require a determination of fair value for the proposed use, which may be stipulated or restricted, based on the property redevelopment objectives. A re-use appraisal or similar method suitable to the individual property redevelopment goals will be used to establish pricing and shall include the cost to construct necessary public improvements as part of the pricing. A separate reimbursement for these public improvements will not be considered. A commercial appraisal will also be done to establish a price for initial disposition of the property. Any private entity will be required to purchase the property from CCDC and pay that initial price. If any rebate of property value, as advised by the re-use appraisal is determined, it will only be made after project completion as a reimbursement.

Reimbursement: Based on the re-use appraisal CCDC Board can choose to reimburse for the land costs based on the project being built as proposed by the private company.



SCORECARD

To be used for all Type 2 projects and as needed and at the discretion of CCDC for other Program Types.

CCDC PARTICIPATION PROGRAM SCORECARD

Categories and Point Allocation

- 1 **Activate Dormant/Disinvested Sites (1 Only)**
- 2 **Reuse of Targeted Sites (1 Only)**
- 3 **Environmental Remediation (1 Only)**
- 4 **Utility Infrastructure**
- 5 **Connectivity**
- 6 **Compact Development (1 Only)**
- 7 **Parking Placement & Design (1 Only)**
- 8 **Targeted Uses (1 Only)**
- 9 **Walkability**
- 10 **Sustainable Building (1 Only)**

SCORING

Level 1 +140 points Level 2 120-139 points Level 3 100- 119 points

1	Activate Dormant/Disinvested Sites (1 Only)	
	a reuse of existing building	20
	b convert surface parking	18
	c replace blighted building	16
	d reuse of vacant land	10
2	Reuse of Targeted Sites (1 Only)	
	a reuse of historic register building	20
	b reuse of automotive site	15
	c reuse of dry cleaner site	15
3	Environmental Remediation (1 Only)	
	a >\$100,001 costs	20
	b \$50,001-\$100,000 costs	16
	c \$10,000-\$50,000 costs	12
4	Utility Infrastructure (all that apply)	
	a replace or expand geothermal	15
	b stormwater mitigation	15
	c replace or expand fiber	15
	d replace or expand power	15
	e replace or expand sewer	15
	f replace or expand water	15
5	Connectivity (all that apply)	
	a add a street	20
	b add a ground level plaza / park	19
	c add an alley	17
	d add a pathway	15
	e add or substantially improve a sidewalk	10

CCDC PARTICIPATION PROGRAM SCORECARD

- CONTINUED -

Improve Conditions - Promote Development - Grow Economy

6	Compact Development (1 Only)	
a	4.0 to 5.0+ FAR	10
b	3.0 to 3.9 FAR	9
c	2.0 to 2.9 FAR	8
d	1.0 to 1.9 FAR	7
e	0.5 to 0.9 FAR	6

7	Parking Placement & Design (1 Only)	
a	structured parking below grade	20
b	structured parking above grade	18
c	no surface parking	15
d	parking location is to rear or interior of building	10
e	parking is screened by wall, fence, sunken	8

8	Targeted Uses (1 Only)	
a	workforce and affordable housing	10
b	technology	10
c	corporate HQ	10
d	education	10
e	artisan	10
f	light manufacturing/assembly	10

9	Walkability (all that apply)	
a	=/> 70% of sidewalk/setback is abutted by ground floor building face	20
b	=/> 60% ground floor glazing on street frontages (30% res)	18
c	=/> 12' ground floor height	15
d	main entry is prominent, ground floor, and faces street/not parking	15
e	=/> 75% ground floor frontage has functional awnings (30% res)	10
f	public art element	5

10	Sustainable Building (1 Only)	
a	Living Building Certification	50
b	LEED platinum or equivalent	20
c	LEED gold or equivalent	15
d	LEED silver or equivalent	10
e	LEED Certified / or using Boise City Green Building Code	5
f	Energy Star Certified	5



PROGRAM DEFINITIONS

*Definitions and minimum specifications for eligible expenses
and scorecard point allocation*

Notes on Eligible Expenses

- a) Reimbursement is for hard costs and does not include soft costs. CCDC limits eligible hard costs to materials and labor. (Examples of soft costs not eligible for reimbursement include but are not limited to architectural and engineering design, permits, traffic control, mobilization, and developer overhead/administration fees.)
- b) This scoring system for points that rank potential projects includes private development activity, but should not be interpreted that CCDC will participate in those activities with CCDC funds automatically. Rather those items are for purposes of evaluating the project eligibility and scoring for qualification for funding by CCDC for public improvements.
- c) The eligible costs paid for in this program will only include those approved expenses as detailed in an executed agreement and not otherwise paid for by another public entity.
- d) Eligible expenses must be located in the public right of way or easement area.

1. Activate Dormant / Disinvested Sites

Purpose: It is the statutory purpose of urban renewal and related redevelopment to arrest the decay of urban areas by improving the utilization and value of underutilized and undervalued property. Therefore the program grants credit to those projects that make fuller use of dormant and underutilized buildings.

- a. **Reuse of Existing Building:** Reuse of a building that includes change of use including either: 1) conversion of vacant space to improved occupied space, with “vacant” defined as space unoccupied for 12 months or more; or 2) change of automotive use to retail, restaurant, office, performance, recreation or similar use; or 3) change in occupancy from a non-residential use to a residential use; or 4) change in occupancy or use classification (i.e. retail shop to restaurant, office to retail, etc.) resulting in increase in assessed value per square foot or increase in total assessed value of parcel; and a) the change of use applies to 50% or more of the building ground floor as measured by gross floor area; or b) for buildings with multiple floors, 25% or more of the building as measured by gross floor area.
- b. **Conversion of Surface Parking:** Development of land currently in use as surface parking, such that greater than 75% of the land used as parking is converted to another use (building, streetscape, plaza, park, etc.) See 7c for definition of “surface parking.”
- c. **Replace Dormant Building:** Development of site including the removal and replacement of building of 500 gross square feet or more and unoccupied for a period of 36 months or more.
- d. **Reuse of Vacant Land:** Reuse of land currently not occupied by a building, parking lot, outdoor recreational use, public park or plaza.

2. Reuse of Targeted Sites

Purpose: The reuse of sites and buildings within a developed area of the community is in the public interest as there is an existing public investment already made by streets and utilities and, to the extent reuse attracts people and business activity, full utilization helps to support the vitality of neighboring properties. Reuse of historically significant buildings supports the authenticity and identity of the city and creates that often intangible asset referred to as “character”. Additionally, reuse of sites and buildings, and especially buildings of historic significance, is challenging because the renovation of existing buildings – bringing buildings into compliance with current building and fire codes – is costly and complex. Furthermore, existing sites may have environmental hazards from previous uses, especially if the prior uses include storage and distribution of petroleum products, auto repair, or laundry and dry cleaning. Removing building and site contamination is beneficial to public health and removes obstacles to productive use.

- a. Reuse of National Historic Register Building:** Reuse of a building that either 1) is and will remain listed on the National Register of Historic Places; or 2) will be listed on the National Register of Historic Places; or 3) in the opinion of Boise City Department of Planning and Development Services is eligible to be on the National Register of Historic Places according to the criteria of the National Park Service.
- b. Reuse of site used in current or prior use as automotive or trucking use :** Reuse of a site for a use other than an automotive or trucking use, with “automotive use” defined as either 1) fuel filling station; or 2) automotive or truck engine or tire repair; or 3) automotive, truck, or recreational vehicle sales; or 4) automotive or truck body or upholstery repair; or 5) automotive or truck wash or detailing; or 6) automotive or truck impound lot; or 7) automotive or truck salvage facility.
- c. Reuse of laundry dry cleaning site:** Reuse of a site and/or building used current or formerly as a wholesale or retail laundry dry-cleaning service. Sites/buildings formerly used as a dry cleaning qualify if they have not been adapted or site has not been remediated for a use other than dry cleaning.

3. Environmental Remediation

Purpose: Existing sites may have environmental hazards created by previous uses, especially if the previous uses include storage and distribution of petroleum products, auto repair, or laundry and dry cleaning. Removing building and site contamination is beneficial to public health and removes obstacles to productive use.

- a. **More than \$100,000 costs:** Costs are for those conditions identified by a formal environmental assessment or declared by a third party to be environmentally hazardous.
- b. **\$50,001 - \$100,000 costs:** Costs are for those conditions identified by a formal environmental assessment or declared by a third party to be environmentally hazardous.
- d. **\$10,000 - \$50,000 costs:** Costs are for those conditions identified by a formal environmental assessment or declared by a third party to be environmentally hazardous.

4. Utility Infrastructure

Purpose: The finance and construction of utilities and related infrastructure is fundamental to urban renewal and redevelopment. Idaho urban renewal law explicitly includes the furnishing of public utilities as an eligible activity. Finance and construction of utility infrastructure not only stimulates private investment but generates public benefits that are typically distributed broadly in expanding services in both the short term and long term.

Utility Infrastructure Eligibility Definition:

Includes Replacing/re-routing a main line, increasing the capacity of a main line, or extending a main line to a development site. It does NOT include connecting to an existing service line or adding a new line to connect to an existing main line.

a. **Geothermal:** See above

b. **Replace or Expand Fiber:** See above

c. **Replace or Expand Power:** See above

d. **Replace or Expand Sewer:** See above

e. **Replace or Expand Water:** See above

f. **Storm Water Mitigation:** Project qualifies if
1) it includes the construction of new storm water treatment facilities on or adjacent to the site, and; 2) the project's storm water treatment facilities meet the standards of Boise City and Ada County Highway District for retention, and; 3) the design of storm water treatment facilities has received Boise City design review approval.

5. Connectivity

Purpose: The finance and construction of streets and related infrastructure is fundamental to urban renewal and redevelopment. Idaho urban renewal law explicitly includes the furnishing of public streets as an eligible activity. In addition, the finance and construction of streets and pathways for pedestrians and bicyclists improves access to businesses and recreational amenities. The design of streets is essential to the physical form of development and the extent to which it supports clustering of economies that thrive on the synergy of multiple businesses, institutional uses, and social activities utilizing commercial enterprises.

- a. Add a Street:** The addition or extension of a public street providing pedestrian access and meeting the definition of “public street” pursuant to Chapter 9-20 of the Boise Municipal Code (Boise Subdivision Ordinance) or as approved by Boise City and Ada County Highway District. In order to meet this criterion, improvements should be made for a minimum length of 25 feet for at least part of the roadway and including curb, gutter and sidewalk.
- b. Add a Ground-Level Plaza or Park:** For the Park or Plaza to qualify, it shall have a minimum of 50 feet of frontage along a public sidewalk, a minimum depth of 25 feet from the public sidewalk, with a minimum surface area of 800 square feet suitable for walking, standing, or sitting. The Park/Plaza must be approved by the Boise City Department of Parks and Recreation and in the right of way or a dedicated public easement area. At the discretion of the City, owner will be required to assume maintenance and operations responsibility to include custodial and security services that ensure safe and optimum conditions for public use unless otherwise agreed upon. The park/plaza must meet the goals as defined in the Parks and Recreation Downtown Public Parks and Spaces Plan that provides general guidance for future needs based on scale and function in relation to ‘energy zones’ and the project's proximity to and location within active and civic service gap areas. The park/plaza must be clearly marked as a public space, and must be available to public use 24/7.
- c. Add an Alley:** The addition or extension of a public alley as defined by Chapter 9-20 of the Boise Municipal Code (Boise Subdivision Ordinance) or as approved by Boise City and Ada County Highway District. In order to meet this criterion, improvements should be made for a minimum length of 25 feet for at least one half the width of the alley.
- d. Add a Pathway:** The addition or extension of a pathway providing access across the site linking origins and destinations off the development site and for non-motorized transportation and having a minimum width of six feet. To be an eligible expense the pathway must be in the right of way a dedicated public easement area.
- e. Add or Substantially Improve a Sidewalk:** The addition, extension, or substantial improvement to the surface for a minimum of 6 feet in width and 25 feet in length. Substantial improvement is defined as the addition of a new concrete, brick or other approved surface and, as directed by the Downtown Boise Streetscape Standards or approved by Boise City, the addition of street trees, historic street lights, and other amenities pursuant to the Downtown Boise Streetscape Standards. A sidewalk differs from “pathway” in that the former is typically adjacent to and parallel with a curb and street. A pathway is typically not adjacent to and parallel with a curb and street.

6. Compact Development (1 Only)

Purpose: Urban economists have long understood the importance of density as a key element in the economic and social health of cities and city downtowns in particular. Urban density provides the critical mass necessary to support business activity where land and construction prices are often higher. The proximity of businesses and individuals to one another provides economic linkages through buyer and seller relationships, which are essential to supporting vibrant central city economies. Density creates a concentration of people, which attracts other people, which in turn supports business activity and a sense of urban safety and security.

Calculation: Floor Area Ratio, or FAR, is a measure of density across various urban land uses. FAR is calculated by dividing the gross floor area for building(s) on a site by the area of the site. Gross floor area is the sum of all horizontal areas within the exterior walls of all above-ground floors of the building. For example, a building with a gross floor area of 100,000 square feet on a site of 50,000 square feet has a FAR of 2.0. Finished basements and exterior stairwells can be included in this calculation.

a. 4.0 to 5.0+ FAR: See above

b. 3.0 to 3.9 FAR: See above

c. 2.0 to 2.9 FAR: See above

d. 1.0 to 1.9 FAR: See above

e. 0.5 to 0.9 FAR: See above

7. Parking Placement & Design

Purpose: How parking and loading areas are designed is important for the vibrancy of downtown. Large areas of surface parking erode the density of people and business activity and adversely affect environments for pedestrians. A highly walkable environment is especially important to the health of retail shops, restaurants, and entertainment venues. Locating parking and loading areas at the rear or interior of buildings is a solution that is effective on a small scale. For larger parking needs, the provision of parking within parking garages is generally most effective although structured parking is expensive. For economic and aesthetic reasons the provision of parking below grade is preferred over above-grade parking, although parking below grade is substantially more expensive to build than above grade parking. Where the provision of surface parking adjacent to streets and sidewalks is necessary, the negative effects of such parking may be mitigated by the installation of an attractive wall or fence between the parking and the street right-of-way. The wall and fence serves as a “street wall” providing the vertical element essential for a sense of enclosure for the street and sidewalk.

a. Structured Parking Below: For this criterion structured parking is any parking area consisting of three or more parking stalls covered by a roof with usable space above and surrounded on two or more sides by columns or walls. Free-standing garages and carports, unless they have usable space above the parking area, do not meet this definition. Additionally, in order to meet this criterion, 25% or more of the parking provided on the site shall be located within the parking structure as defined. For example, a development site for which 25 or more of the 100 parking stalls on site are within a structure meets this criterion. A development site with 24 or fewer of the 100 parking stalls on site does not meet this criterion.

b. Structured Parking Above Grade: See above

c. No Surface Parking: Surface parking is any parking that is not covered by a roof and not surrounded on two or more sides by columns or walls

d. Parking Location is to Rear or Interior of Building: The rear of the building is that side of the building opposite the front of the building. For a building fronting on a single street the front of the building is that side abutting the street. For a building fronting on two or more streets, the condition usually characterized as a corner site, the front of the building is that side with the building’s primary entrance. On the other side of the building which abuts a street, no more than 24’ of the parking lot may front the street. See Figures 7d-1, 7d-2, 7d-3 and 7d-4 on the following page

e. Parking is Screened by Wall, Fence, Sunken: To qualify, the project shall include surface parking of which 80% of the edge of the parking area abutting the street, excluding service drives providing direct access to the street, shall be bounded by a fence or combination fence and wall parallel to the street and sidewalk (Figure 7e-1). To qualify, the fence or combination fence and wall shall be at a height of 30” to 48” from finished grade (Figure 7e-2). Walls meeting this criterion shall be constructed of concrete or masonry. Sunken Screening that includes a parking area with a finished grade at a level of 18” or more below sidewalk grade and with a minimum fence height of 12” above sidewalk grade also qualify

7. Parking Placement & Design: Figures

Figure 7d-1: Parking to Rear of Building

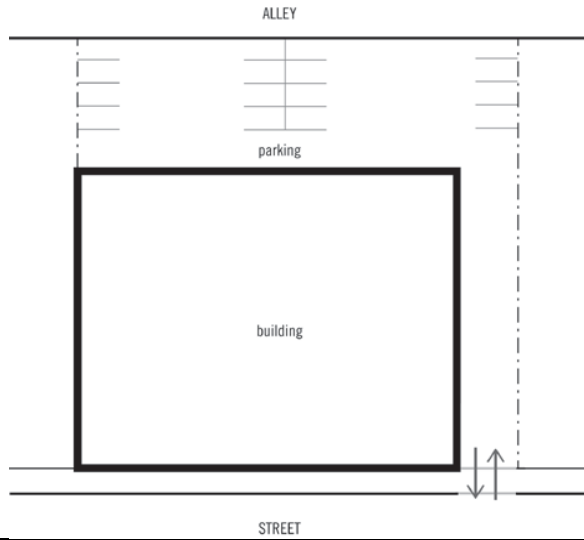


Figure 7d-2: Parking to Interior of Building

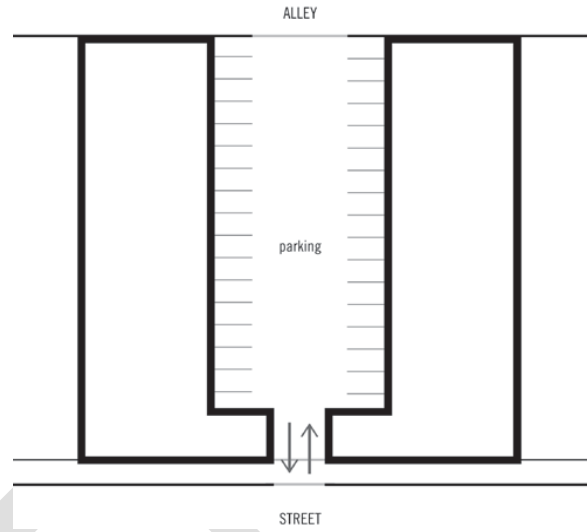


Figure 7d-3: Parking to Rear on a Corner Site, Option 1

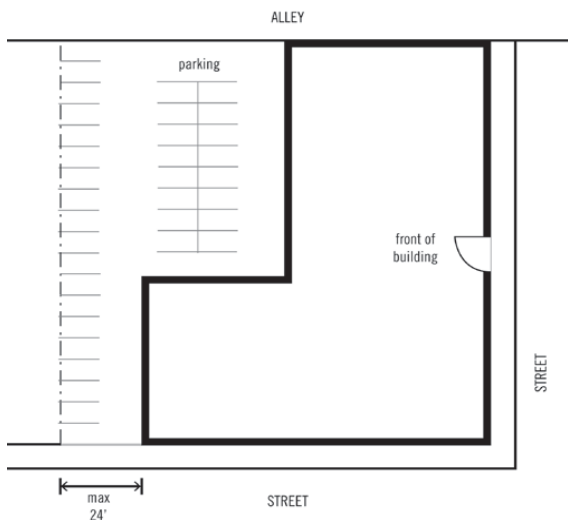


Figure 7d-4: Parking to Rear on a Corner Site, Option 2

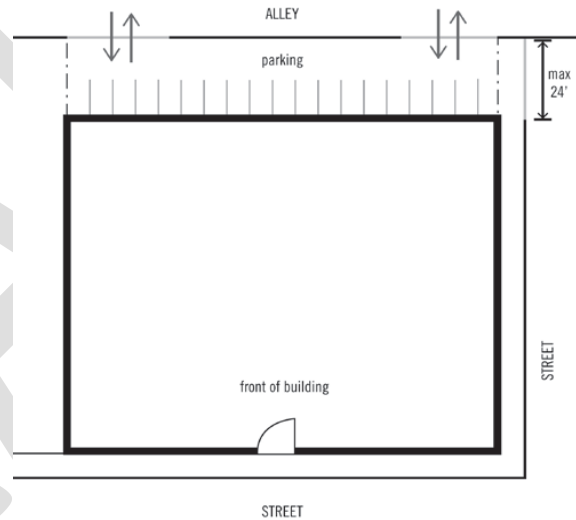


Figure 7e: Screened and Sunken Parking

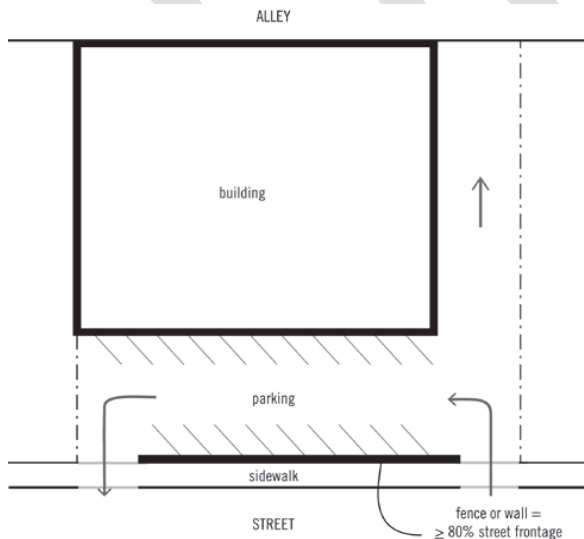


Figure 7f:

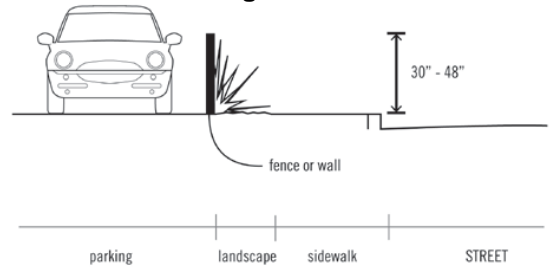
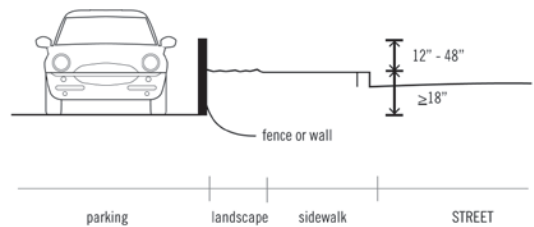


Figure 7e-2



8. Targeted Uses

Purpose: Some uses more than others have the potential to generate secondary activities commonly referred to as “spin- off development”. Some uses perform better than others in producing jobs with relatively high wages and salaries. Some uses are beneficial because they generate products and services that are exported outside the community and region. In addition, some activities are valuable within the mix of uses in downtown Boise but may be missing or in short supply, like housing. The following is a list of uses and business categories with these characteristics. This program awards points as a way to incent and mitigate obstacles for the development of these uses.

a. Affordable / Workforce Housing: Housing within a project that includes 10 or more dwellings and meet any of the following criteria:

RENTAL UNITS:

1. 10% or more of the housing units must be rented to persons who income qualify earning 100% or below Area Median Income associated rental rates charged as defined by the Housing and Community Development Division of the City of Boise.
2. The project qualifies for the City’s Affordable Housing Incentive (through Planning and Development Services).

FOR SALE UNITS:

1. 10% or more of the housing units must be sold to persons who income qualify earning 100% or below of Area Median Income and associated sales pricing defined by Boise City’s Housing and Community Development Division.
2. 10% or more of the housing units are sold to persons using a local, state, or federal homeownership assistance program (e.g. Boise City Homeownership Loan Program, NeighborWorks Lending Program, IHFA Loan, etc...).

Note on Housing Incentive Reimbursement:

In order to qualify for an increased reimbursement term, income qualification must be verified though the City of Boise’s Housing and Community Development Division or equivalent Housing Authority (HUD, IHFA) at lease up and at unit turn-over during the period of CCDC reimbursement for rental units. For-sale projects must be initially sold at no more than the maximum sales price determined by City of Boise’s Housing and Community Development Division. The Division will utilize the maximum home sales price as approved by the U.S. Department of Housing and Urban Development for Boise.

b. Technology: “Technology” is any organization with a minimum of 2 members and 50% or more of its workforce employed in Standard Occupation Codes (Federal Bureau of Labor Statistics) 11-1021, 11-2021, 11-3021, 15-1121, 15-1131, 15-1133, 15-1141, 15-1142, or 15-1179; working at the subject location and occupying 5,000 square feet or more of the building on site/

c. Corporate Headquarters: Project site is the principal address for a registered corporation occupying 5,000 square feet or more of the building on site.

d. Education: A primary, secondary, or post-secondary institution licensed by the Idaho Board of Education and occupying 5,000 square feet or more of the building on site.

e. Artisan: “Artisan” is any organization with a minimum of 2 members and 50% or more of its workforce employed in Standard Occupation Codes (Federal Bureau of Labor Statistics) 27- 1010 through 27-2099 excepting 27-2020 through 27-2023; working at the subject location and occupying 5,000 square feet or more of the building on site.

f. Light Manufacturing / Assembly: “Light manufacturing/assembly” is any organization with a minimum of 2 members and 50% or more members of its workforce employed in Standard Occupation Codes (Federal Bureau of Labor Statistics) 51-1000 through 51-9199 excepting 51-3000 through 51-3099, 51-6000 through 51- 6021, and 51-8000 through 51-8099; working at the subject location and occupying 5,000 square feet or more of the building on site.

9. Walkability

Purpose: The success of the core of downtown Boise is due in large part to its walkability. A walkable place attracts people and business. The vibrant social, cultural, and economic environment of a walkable urban environment attracts people and business activity and has that much sought after “sense of place”. The design elements of buildings and open spaces are key to a pedestrian-oriented environment, though sometimes there are market forces that work in opposition to these important design elements. Therefore, the program provides incentives to said design elements to promote economic vitality.

- a. $\geq 70\%$ of sidewalk/setback is abutted by ground floor building face for new buildings or for existing buildings if more than 50% of building SF on parcel has been removed:** Determined by dividing a) the distance of all exterior walls which are adjacent to and approximately parallel with property lines adjoining the public street right-of-way, excluding alleys, by b) the distance of all property lines adjoining the public street right-of-way, excluding alleys (Figure 9a-1). Existing buildings maintaining over 50% of square footage are eligible for these points regardless of the percentage of building face which abuts the sidewalk/setback. In the case of a corner site, 70% of each building face must abut a sidewalk / setback (Figure 9a-2).
- b. $\geq 60\%$ Ground Floor Glazing on Street Frontages ($\geq 30\%$ res):** For consistency, the “ground floor” of a building is defined as 12’ tall; any glazing higher than 12’ will not be included in this calculation. Glazing on street frontages includes all transparent windows and doors on exterior building walls on a plane 0 to 45 degrees of the property line adjoining the street (Figure 9b).
- c. $\geq 12'$ Ground Floor Height:** The height of the ground floor from sidewalk grade to finished ceiling, irrespective of suspended ceilings, shall have a minimum height of 12 feet. . The height of the ground floor ceiling is calculated starting from sidewalk grade, irrespective of the height of the finished floor (Figure 9c).
- d. Main Entry is Prominent, on the ground floor, and faces street/not parking:** The principal ground floor building entrance shall face the street, be visible from the street and not shielded by columns, fences, or landscaping, nor shall it be separated from the street by surface parking (Figure 9d). In the event of a building site with multiple street frontages, any street shall qualify.
- e. $\geq 75\%$ of ground floor frontage has functional awnings with a minimum depth of 5':** Functional awnings include awnings or canopies of a durable material including but not limited to metal, polycarbonate, and durable fabric. Awnings meeting this definition shall be located on a building plane parallel with the property line adjoining public right-of-way, have a minimum depth of five feet, and extend five feet over public right-of-way (Figure 9e). If the awnings are covering a private business entrance / stairwell / patio license area, the awnings must extend a minimum of 3 feet beyond that element.
- f. Public Art Element:** Public art must be located in or visible and/or experienced from public the right-of-way or easement area. The artwork must be approved by the Boise City Department of Arts and History. Ownership and maintenance will be determined by Boise City, and a minimum lifespan of the art will be prescribed the Participation Agreement. Reimbursement for public art is capped at 1% of the total project budget.

9. Walkability: Figures

Figure 9a-1: Building Abutting Sidewalk

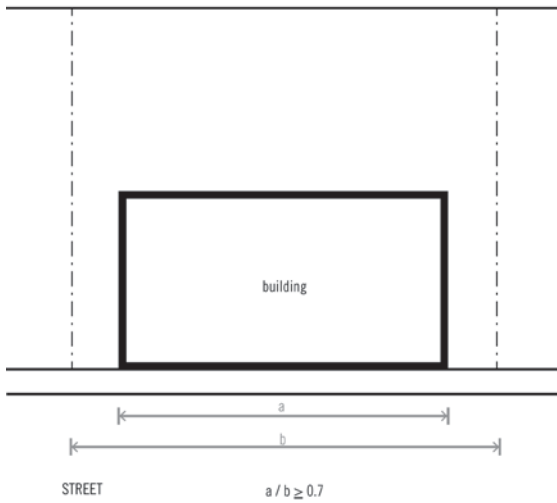


Figure 9a-2: Building Abutting Sidewalk on Corner

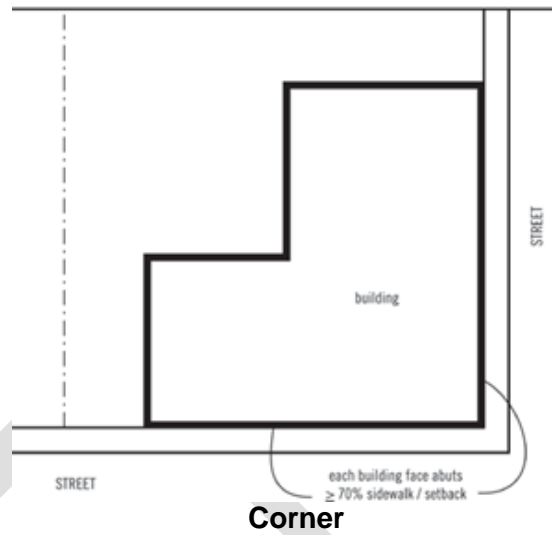


Figure 9b: Ground Floor Glazing

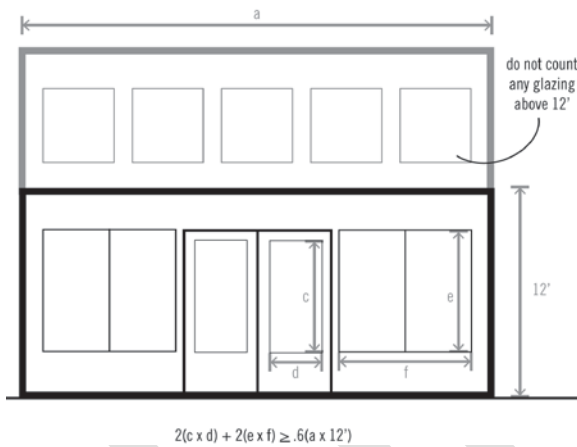


Figure 9c: Ground Floor Height

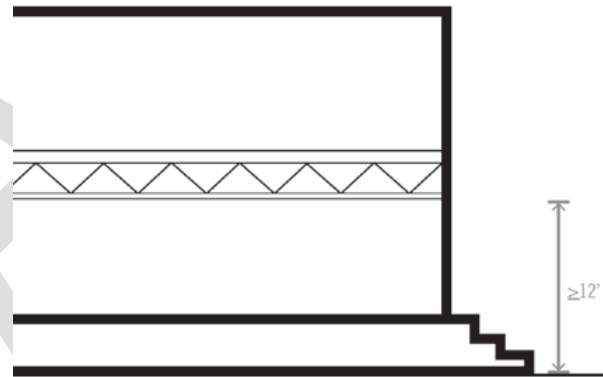


Figure 9d: Main Entry Prominence

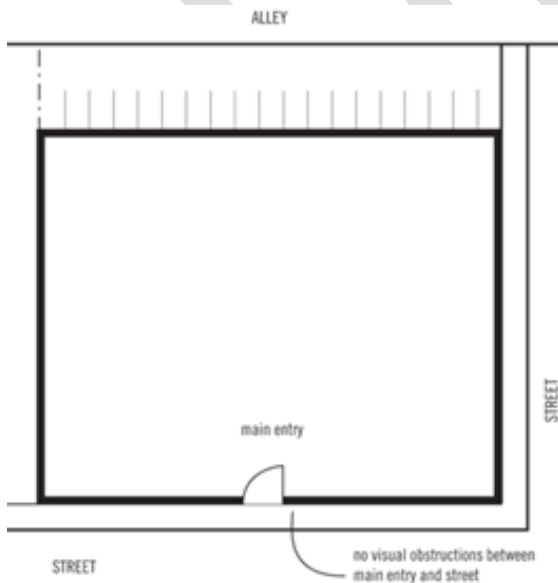
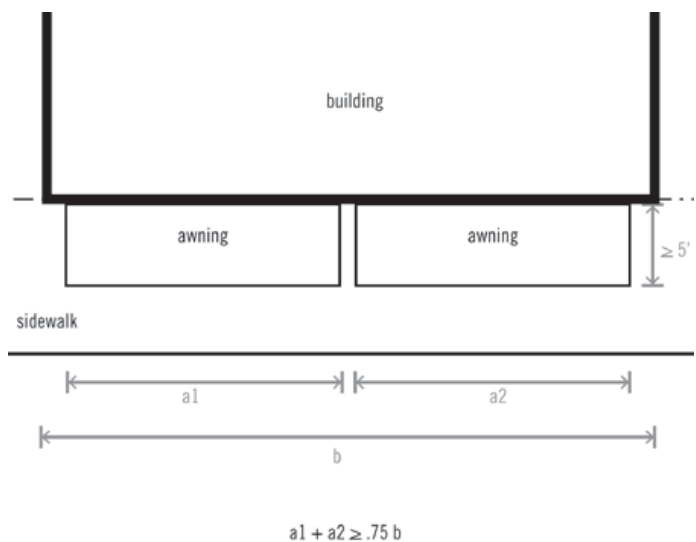


Figure 9e: Ground Floor Awnings



10. Sustainable Building

Purpose: The long term operating efficiency of buildings, like working roads, sewer and other utilities, is important to the long term viability of downtown Boise and address issues such as EPA non-attainment status and heat island mitigation. Energy efficient buildings are commercially sought after, attract strong tenants, and create long term value in the private community infrastructure by leaving more resource capacity available for additional growth.

- a. Living Building Certification:** As determined by any accrediting agency or third party demonstrating the same or equivalency.
- b. LEED Platinum Certification:** As determined by any accrediting agency or third party demonstrating the same or equivalency.
- c. LEED Gold Certification:** As determined by any accrediting agency or third party demonstrating the same or equivalency.
- d. LEED Silver / Two Green Globes / Boise Green Building Code Certification:** As determined by any accrediting agency or third party demonstrating the same or equivalency.
- e. Connection to and use of geothermal system:** The project includes and new connection, or maintains an existing connection, to an operating geothermal system.
- f. Green Globes Certification:** As determined by any accrediting agency or third party demonstrating the same or equivalency.
- g. Energy Star Certification:** As determined by any accrediting agency or third party demonstrating the same or equivalency.



TO: Dana Zuckerman, Chair, and Board of Commissioners

FM: John Brunelle, Executive Director

RE: Agency Update

WESTSIDE DISTRICT

10th & Main KOUNT Office - PP Type 1: The public improvements are complete and the developer has sent a request for reimbursement with cost documentation. Staff is evaluating the request and will verify the eligible expenses. Construction continues on the exterior and interior improvements. The developer expects Kount to move into the building in January. Reimbursement will take place after staff has confirmed the eligible expenses and once the sidewalks are open to the public (currently blocked by construction fences).

Brady Block Redevelopment: CCDCs 2018 acquisition of 1010 W. Jefferson and 421 10th Street is complete and CCDCs charge is to spur redevelopment of those properties and perhaps surrounding properties to create opportunities for investment in the Westside URD. CCDC is creating a scope of work for a design firm to create ideas for an RFP on the property.

Oliver Russell: Amendment to the Westside Branding & Public Outreach Project for assistance at additional stakeholder meetings.

Pivot North: Professional Services Agreement to conceptualize a master plan for CCDC-owned properties in the Westside District.

15th Street Utility Undergrounding and Conduit Bank: Quadrant and Idaho Power have completed preliminary concepts and cost estimates. Staff requested Quadrant extend the conduit bank from Jefferson to the alley behind Dutch Bros to facilitate future extension to the east. One easement is needed and is to the property owner for review/signing. Quadrant and Idaho Power have completed preliminary concepts and cost estimates.

Bannock Street, 9th to Capitol Blvd – Streetscape Improvement Project: CCDC has collaborated with City of Boise and ACHD to arrive at a mutually preferred design concept. CCDC has hired Kittleson & Associates to perform a traffic and bike lane analysis to confirm the validity of the concept. Kittleson's work is completed and JBA has completed the DR package.

8th Street Northbound to State - JBA has completed the DR package, Kittleson has completed their final draft and Jensen Belts has produced a DR package for review. City to meet with State for final go ahead prior to DR submittal.

Gingerich Site & Underground: Task Order for miscellaneous landscape maintenance Services for Mulligan's on Main Street and in areas on South 9th Street.



10th & Front Garage Concrete Repairs: Guho Corp has completed the parking deck repairs and roof replacements. CCDC is processing CO2, reflecting more in-depth work than anticipated adjacent to the guardrails on the east side. Parking guardrails adjacent to the elevators is scheduled to be completed in early January.

10th & Front Garage Concrete Repairs – RFQ and Bidding

Two-step process to contract for extensive concrete repairs. Prequalification process then bidding process. Construction in Late-Summer 2018.

March 1, 2018:	Request for Qualifications Issued.
March 15, 2018:	Statements of Qualifications due from licensed contractors.
April 9, 2018:	Board approved the list of prequalified contractors.
May 9, 2018:	Invitation to Bid given to 3 prequalified contractors.
June 11, 2018:	Board awards contract to lowest responsive bidder Guho Corp.
July 27, 2018:	Notice to Proceed.
August 6, 2018:	Construction commences.
November 2018:	Construction underway.
December 2018:	Change Order for additional work.
December 31, 2018:	Substantial Completion – anticipated.

10th & Front Garage – Concrete Repairs Phase 2

Design and additional, extensive concrete repairs in the 10th & Front Garage. Two-step process to prequalify contractors. Prequalification process then bidding process.

November 2018:	KPFF selected to continue as the design professional for Phase 2.
Summer 2019:	Planned construction.

KPFF: Task Order for administration (design through construction) for Phase 2 of the 10th & Front Garage Concrete Repairs Project.

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, 2017:	Request for Qualifications issued.
Nov 23 & 30, 2017:	Public notice in Idaho Statesman.
December 8, 2017:	Submissions due from licensed CM/GCs.
January 8, 2018:	Board approval of Wright Brothers as CM/GC.
March 7, 2018:	Contract executed; pre-construction services begin.
Summer 2018:	Project stalled.
Fall 2018:	City and property owner activity restarting; Agency on hold and ready.



Public Art –Traffic Box Wraps: CCDC is working on and MOU with Arts and History for traffic box wraps. Arts and History to issue Call-To-Artists to select artists for the project. Traffic box wraps are complete and have been billed through.

CENTRAL DISTRICT

CCDC to Deliver Additional Revenue to Taxing Districts: The Agency completed its aggressive, sunset year reconstruction of the Central District in this manner: On time and under budget. The not-quite-final Central District balance is \$661,378.41, which CCDC will return to the country for distribution to the taxing entities. This amount represents 6.6% of the \$10.1 million Central District Termination Budget previously approved by the Board. Great care was taken not to overspend Central's final budget. All Central District work ceased on or before the end of September.

Several projects came in substantially under-budget and account for most of the FY 2018 balance. These include Central District-wide Close-out Improvements (\$163,872); Capitol & Main Parking Garage Painting (\$88,970); Traffic Box Art Wraps / Art Conservation Grant (\$87,860); Program Operations (\$63,860); and Central District-wide Repairs & Maintenance (\$61,700).

Once the annual, independent audit of the Agency's financial statements is final and Central District's FY 2018 tax increment revenue fund balance is locked down, CCDC will deliver a check for that amount to Ada County for pro rata distribution to the seven taxing districts based on FY 2017 levy rates. This is the final step in closing Central District's books. As usual, Eide Bailly auditors were on-site the first two weeks of November and produced a draft before month's end. Release of the final version is targeted for late December.

750 Main Street – Capitol Terrace – PP Type 1: CCDC reimbursed Hawkins for the contract amount of \$150,000 for the new awnings located on the first level in the public right-of-way. The actual construction cost exceeded this amount. This project is complete.

176 Capitol – Business Interiors of Idaho – PP Type 1: CCDC has reimbursed Business Interiors for the contract amount of \$150,000 for the awnings located in the public right-of-way along Capitol Boulevard and Grove Street. Business Interiors of Idaho has also opened a "co-working" space on the second floor of the building called Wheelhouse. This will be the first space of this kind in downtown Boise.

222 N. 8th Street – Diablo & Sons – PP Type 1: CCDC reimbursed the building owner for the contract amount of \$150,000 for the awnings located in the public right-of-way along 8th and Idaho Streets. The actual construction cost exceeded this amount.

801 N. Main Street – Wells Fargo Center Retail – PP Type 1: CCDC reimbursed the building owner for the contract amount of \$150,000 for the awnings located along the north spoke of The Grove Plaza and Main Streets. The actual construction cost exceeded this amount.

Capitol and Main Garage Painting: Painting is now complete, and CCDC conducted the final inspection October 28. Billing has been submitted and the T4 project has been accepted and paid.

Capitol and Front Garage Disposition: The Executive Director and Executive Committee continue to work with interested parties to find a suitable buyer.



WashWorx: Task Order for fabrication and installation of debris cages at spalled concrete locations on stair column beams in the 9th & Front Garage to protect the public from debris until repairs can be made.

Secure Bike Parking: CTY submitted plans for permit review on October 16. CCDC expects to conduct an informal bid on or about November 28 with bid opening December 18 and notice to proceed in early January.

Secure Bike Parking – 9th & Main Garage: CCDC expects to conduct a formal bid in late December with bid opening mid-January and notice to proceed in early February.

9th & Main Garage – Bike Storage Facility

Design and construct secure bike storage facility in the 9th & Main Parking Garage.

April 2018: CTY Studio selected for design services.

October 2018: Plans submitted to Boise City for building permits.

December 2018: Anticipated bid date for construction.

Estimated cost less than \$200k. Informal Bidding planned.

Capitol & Main Parking Garage – Elevator Modernization: Design and refurbish the two elevators in the Capitol & Main Parking Garage.

June 2018: Task Order with Hummel Architects for design services.

October 2, 2018: Bid issued. Project estimate exceeds \$200k. Formal bidding.

October 19, 2018: Addendum No. 1 issued extending the Bid deadline to October 30.

October 30, 2018: Two sealed bids received.

December 10, 2018: Board to consider awarding contract to lowest responsive bidder
Schindler Elevator Corporation.

Buss Mechanical: Public Works Construction Agreement to replace the rainwater drainpipe between the first and second floor of the Capitol & Main Garage.

RIVER – MYRTLE / OLD BOISE DISTRICT

200 W. Myrtle Street, PP Negotiation: CCDC has hosted several meetings over the past year with River Caddis Development. The project area is undergoing a rezone. The proposed project is proposed as including 400 parking spaces, roughly 280 for Ada County employees and up to 175 residential condominiums'. A participation agreement is needed, upon negotiation of that agreement CCDC Staff will bring to the Board for approval. Timing is based on Developer.

503 5th Street - 5th and Idaho Apartments - PP Type 2, 4: The Gibson is substantially complete with a temporary certificate of occupancy. Approximately 30 units have been occupied as of the first week of December. Final certificate of occupancy is expected by end of year. Request for reimbursement of T4 and established reimbursement schedule for T2 agreement are expected early 2019.

410 S. Capitol – Marriott Residence Inn – PP Type 2: Pennbridge has granted an easement to the City of Boise for the additional sidewalk area completed as part of the project. Staff has finalized all backup documentation necessary and will begin reimbursing for the public improvements by the end of FY 19. The reimbursement will be paid using tax increment the project generates for up to four years or until the not-to-exceed-amount of \$875,000 is met.

6th and Front – Hotel and Parking Garage – PP Type 3, 5: Front Street Investors has initiated conversations to request funding for art on one or more of the parking garage’s large concrete walls along Front Street, and potentially on 5th and 6th streets as well. The developer plans to begin construction on the garage in December with an approximate 18-month construction period. Staff is evaluating the request.

429 S. 10th Street: CCDC’s small (.08 acre) lot on S. 10th Street is being used as staging for agency projects. Agency is also exploring exchange opportunity to enhance residential development in that neighborhood.

503 - 647 S. Ash Street - Ash Street RFP - PP Type 5: The Ash Street Townhomes is well under construction. Multiple trades are currently onsite and the project intends to be approved to receive the city’s housing incentive. The project is nearly on schedule and staff continues to meet and check in with the developer and team regarding the project's overall goals, specifically best marketing practices given its unique workforce rental nature.

BoDo Sidewalk Easements: Staff will bring the one outstanding easement to the Front Street COA to upcoming board meeting.

2018 Streetscape Improvements Project: Design and construction of 2018 streetscape improvements on River Street between Ash Street and 12th Street.

October 24, 2017:	RFP issued to three on-call design professional firms.
November 28, 2017:	The Land Group selected as the design professional of record.
January 2018:	Task Order with The Land Group for design documents. Note: Project costs are estimated at less than \$200k – informal bidding planned.
March 31, 2018:	90% CD Drawings and specifications completed
June 2018:	City of Boise review for grading permits.
July 25, 2018:	Informal Bidding. Bid sets sent to three qualified contractors.
August 7, 2018:	Bids received. Contract award to Guho Corp, lowest responsive bidder.
September 7, 2018:	Notice to Proceed issued.
October 2018:	Construction commenced Oct 1; 45 days to Substantial Completion.
November 2018:	Substantial Completion.
December 2018:	Anticipated Final Completion

2019 6th Street Streetscape Improvements Project: Design and construction of streetscapes on 6th Street between Main and Front streets.

October 9, 2018: RFP issued to three on-call design professional firms.

November 5, 2018: The Land Group selected as design professional of record.

5th Street Utility Undergrounding Front to Main and Conduit Bank

Design and construction to underground utilities on 5th Street from Front Street to Main Street and install a conduit bank.

October 2018: Quadrant Consulting selected to create plans and specifications

1st Quarter 2019: Formal bid construction anticipate.

Quadrant Consulting: Task Order for administration (design through construction) for a new 5th Street (Main to Front streets) Utility Undergrounding and Conduit Bank Project.

Capitol Landscape: Work Request to repair and level bricks and tree grates.

Gingerich Site & Underground: Task Order Amendment to remove landscaping services for a section of the south side of Main Street between 9th to 10th streets.

Capitol Landscape: Task Order for safety and maintenance improvements to remove, repair, and replace pavers and mortar at the northeast corner at 8th & Bannock.

River Street Streetscape Improvements: Guho Corp is constructing the streetscape improvements. Construction is complete. Final inspection forthcoming pending snow cover.

Bannock Street Streetscape Improvements: Kittleson has completed their final draft and Jensen Belts has produced a DR package for review. City to meet with State for final go ahead prior to DR submittal.

6th Street Streetscape Improvements: CCDC issued an RFP for design services. The Land Group was selected as the successful firm. CCDC is working on finalizing the contract with The Land Group and begin surveying and schematic design.

Grove Street, 16th to 10th and 6th to 3rd - Pedestrian Improvement Plan - CIP Project: Agency staff will work in collaboration with the City and design professionals to develop a vision statement and design ideas. CCDC ready to issue RFP for design services.

Power Line Undergrounding – Invitation to Bid

Formal bid process to select an electrical contractor to install underground power and telecommunication lines in the alley between Main and Idaho running from 3rd Street to 5th Street. The project is coordinated with Idaho Power and ACHD.

January 24, 2018: Invitation to Bid issued.

February 22, 2018: One Bid received.

March 12, 2018: Board awarded the contract to Anderson & Wood Construction.



March 27, 2018:	Contract executed.
April 2018:	Notice to Proceed
June 1, 2018:	Construction commences, coincident with ACHD's start date.
June – August 2018:	Under construction.
November 11, 2018:	Substantial Completion.
December 3, 2018:	Final Completion, paperwork in process.

CCDC Alley Program - Alley, 6th to 3rd between Main & Idaho: Work by Anderson & Wood and Idaho Power (Probst) is substantially complete. CCDC is waiting for CenturyLink to remove an overhead line across 3rd Street. The contractor is awaiting a meter pedestal for city streetlights on 4th Street. CenturyLink work schedule is to be determined.

CCDC Alley Program – Capital to 6th between Grove and Main (Block 7): CCDC Staff and TLG are working lighting options to address some concerns that have come up from the Freak Alley lights. Staff will present the schematic concept to the CCDC board at the January meeting.

CCDC Alley Program – S. 8th Street Simplot Alley: Work aligned with ACHD's permeable alley project in 2018. CCDC is working with CoB on the MOU for murals in Simplot Alley and on 9th Street.

Block 7 Alley Improvement Project – between Grove & Main, 6th to Capital

Design and construction of the CCDC Alley Program project – Block 7 Alley between Grove and Main Street, 6th to Capital.

June 22, 2018:	RFP issued to three On-Call Design Professional firms.
July 11, 2018:	Proposals due from Design Professionals.
July 13, 2018:	The Land Group selected as Design Professional of Record.
August 2018:	Task Order with The Land Group for design services.
March 2019:	Anticipated bid date. New project estimate exceeds \$200k. Formal bidding.

5th & Myrtle New Signalized Crossing: COMPASS video research began in the fall at Myrtle & 6th, Myrtle & 5th, and Myrtle & 3rd streets. Processed data sent on December 4. Kittleson will provide a preliminary warrant analysis in January 2019.

Public Art – Traffic Box Wraps: CCDC is working on a MOU with Arts and History for traffic box wraps. Arts and History to issue Call-To-Artists to select artists for the project and produce content.

Boise City Art Project – South 8th Street Area: CTY provided revised design for tension sculpture based on Board comments. Bridge lighting installation and Simplot Alley are complete. CCDC is working with CoB on the MOU for murals in Simplot Alley and on 9th Street.

Broad Street Central Addition Public Art: City arts department has requested \$75,000 for a yet to be defined art project. Request is being discussed for future action.



30TH STREET DISTRICT

2200 Fairview – New Path Community Housing – PP Type 1: New Path is rescheduling its open house, which will include tours of the project. Staff will let the Board know once a new date has been chosen. The 40 units are 1 bedroom/1 bath, each with a kitchen and living space and all will be furnished. The housing will serve the highest-need homeless population. The housing first model has no stipulations or requirements to living there, and services will be provided on site. Once complete, staff will work with the building owner and project manager to get the necessary documentation to reimburse the project for its streetscape improvements per the Type 1 Agreement.

Moore Street – Sandhill Crane Apartments – PP Type 2: The Boise City/Ada County Housing Authority was notified that the Sandhill Crane project did not receive tax credit allocation from Idaho Housing and Finance Authority. There were 20 projects that applied this round, requesting over \$14 million in credits, and IHFA only had \$5.85 million to award. The Housing Authority is evaluating how to move forward after this being the 2nd round of unsuccessful requests for tax credits.

Bike Rack Infill: CCDC entered into a license agreement and providing a bike corral at Clairvoyant Brewing (28th/Idaho) in time for its one-year anniversary. The corral will remain there, available to the public until the agreement is terminated by either or both parties. All requests for bike racks have been fulfilled at this time.

Public Art – Traffic Box Wraps: CCDC is working on MOU with Arts and History for traffic box wraps. Arts and History to issue Call-To-Artists to select artists for the project and produce content.

AGENCY

Mobility: CCDC is partnering with other downtown mobility providers to create and get a functioning "Downtown Mobility Collaborative", our version of a Transportation Management Association. Also, in support of the TAP's "Park Once" principle, staff supports the addition of electric scooters as a means to get to and around downtown.

New ParkBOI Website: CCDC is in the process of refreshing the ParkBOI website. Much of the work can be performed internally, but some of it requires outside professional assistance. This coincides with a larger agency initiative to refresh much of our website content.

Nighttime Parking Update: For a variety of reasons this program has yet to take off. We believe this is because there have been several initiatives introduced which make it easier for evening workers to park on-street. We are preparing to re-launch the program soon at the Capitol & Myrtle Garage, in addition to the 10th & Front Garage. Both facilities have nearby service workers who would benefit from this program.

Parking Garage Design Guidelines Update: CCDC has solicited a proposal from Kimley Horn and Kimley Horn is under contract and is beginning work on guideline updates. CCDC is awaiting any final comments from stakeholders to pass on to Kimley-Horn.

Park & Ride Shuttle: The addition of a second shuttle van last fall resulted in additional times to ride to and from downtown and has increased use of the service. There are currently 101 registered participants, and there are between 5-17 cars in the lot most weekdays. Summer saw a decrease in ridership to less than 200 riders/mo., down from a high of 435 in March. Reasons



for this decline include the City's popular E-permit program and better weather which encourages walking & biking. In addition, participants were on summer vacations. An MOU Between CCDC and the City was approved at the October 8 Board meeting, continuing the service through FY19.

Multi-Agency: FY2019 Maintenance and Services Agreement for the Greater Downtown Area between CCDC, City of Boise, Valley Regional Transit, and Downtown Boise Association.

Shoreline Urban Renewal Plan: Was approved by the Agency Board of Commissioners in October. On November 5, it was approved on consent by the City Planning and Zoning Commission. On December 4, the City Council unanimously approved the Urban Renewal Plan for the Shoreline District. The additional ordinance readings will occur on December 11 and 18. The intent is to record by the end of the calendar year. The Shoreline Urban Renewal Plan online at www.ccdcshoreline.com.

Gateway East Urban Renewal Plan: Plan was transmitted to taxing districts November 7, notice of the December 11 public hearing was published in the Statesman on November 9 and November 23, and the Boise P&Z Commission made a finding of conformity at its December 3 meeting. City Council will consider Plan for adoption by ordinance at a public hearing December 11, with third/final reading on December 18 and publication & recording thereafter.

Quadrant Consulting: Amendment 1 to Gateway East-Legal Descriptions Project for additional services as related to boundary changes.

SB Friedman: Amendment 3 Gateway East Economic Feasibility Study and Industrial Development Plan for additional services required due to boundary adjustments.

Downtown Boise Association: Renewed Management Agreement with the DBA use of CCDC's portable event stage.

Pro Care Landscape: Task Order for landscape maintenance services for Agency property at South 10th Street and landscape sprinkler winterization adjacent to two Agency-owned parking garages.

Pro Care Landscape: Task Order for holiday lights installation on ParkBOI garages and the trees at 9th & Grove. Includes removal in February 2019.

Kimley Horn: Task Order to update the Parking Garage Design Guidelines.

CSHQA: Task Order for design and construction administration services for a ParkBOI LED Lighting Upgrade Project.

City of Boise, Grow our Housing Initiative: CCDC worked with PDS and HCD to create this initial vision and has been asked to continue working specifically on two areas of the four-part initiative. The two areas are (1) Strategic Partner Alignment: collaborate with new and existing public/ private partners to preserve and increase housing supply and (2) Housing Land Trust: develop a land trust with public and private partners to acquire and assemble land parcels for housing development.

Website Updates and Enhancements: Interactive mapping for CCDC projects in existing and future districts is in the creation process. Proof of concept complete. Phase 2 will include many of the enhancements suggested by PM's and Management team.



CCDC Office Safety: CTY architects to discuss the scope and solicit a proposal for design services for visibility and safety enhancements of office environment. CTY to finish construction documents to submit for building permit.

Master File – Participation Program: Created and implemented up-to-date spreadsheet tracking new projects.

Guy Hand Photography: Professional Services Agreement for seasonal photos around Agency urban renewal districts.

Syringa Networks: Service Agreement for internet and telephone services.

Development of State Street Urban Renewal District: Leland Consulting Group has submitted a draft eligibility report, currently under review by CCDC and COB staff. The State Street Transit-Oriented Development Design and Implementation Planning Project (led by COMPASS and VRT) website is live: www.statestreettod.com.

Participation Program Revisions: Staff has worked extensively internally and with partners at the City to determine several ideas for revisions to the Participation Program that will address previous Board comments on Housing and Awnings along with a few other revisions. Staff will present this analysis as an informational item for Board review at the December meeting. Board feedback will be integrated into a final draft version that will be brought back to the Board for approval in January.

Brick and Tree Grate Repair: Miscellaneous brick and tree grate repairs have taken place in the RMOB district and repair work is in the process of being completed.