



BOARD OF COMMISSIONERS MEETING

CAPITAL CITY DEVELOPMENT CORPORATION
Board of Commissioners Meeting
Conference Room, Fifth Floor, 121 N. 9th Street
September 9, 2019, 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 – August 2019
- B. Minutes and Reports
 - 1. Approval of August 12, 2019, Meeting Minutes
 - 2. Approval of August 28, 2019 Special Board Meeting Minutes
- C. Other
 - 1. Approve Resolution #1624 - Records Disposition
 - 2. Approve Resolution #1619 - Amendment #3 with Jensen Belts Associates Professional Design Services Task Order 14-011 for Westside Park Schematic Design

IV. ACTION ITEM

- A. CONSIDER: Resolution #1616 - Approving 429 S 10th Street – Bid Packet (10 minutes)
..... Laura Williams
- B. CONSIDER: Resolution #1625 – Approving Declaration as Surplus of Agency Personal Property (5 minutes) Mary Watson

V. INFORMATION/DISCUSSION ITEMS

- A. CCDC Monthly Report (5 minutes) John Brunelle

VI. 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: 8/1/2019 through 8/31/2019

Payee	Description	Payment Date	Amount
Debt Service:			
US Bank	AHA Payment - Civic Plaza	8/9/2019	85,000.00
US Bank Trust	Parking Access Agreement	8/9/2019	317,000.00
US Bank	2011 B Bond interest	8/30/2019	167,912.50
US Bank	2011 B Bond principal	8/30/2019	1,045,000.00
Zions Bank	2017 A Bond interest	8/30/2019	126,845.99
Zions Bank	2017 A Bond principal	8/30/2019	1,720,000.00
Zions Bank	2017 B Bond interest	8/30/2019	61,758.00
Zions Bank	2017 B Bond principal	8/30/2019	680,000.00
Total Debt Payments:			4,203,516.49
Payroll:			
PERSI	Retirement Payment	8/14/2019	17,407.78
EFTPS - IRS	Federal Payroll Taxes	8/14/2019	13,317.58
Idaho State Tax Commission	State Payroll Taxes	8/14/2019	2,030.00
CCDC Employees	Direct Deposits Net Pay	8/14/2019	35,470.27
PERSI	Retirement Payment	8/28/2019	17,063.67
EFTPS - IRS	Federal Payroll Taxes	8/28/2019	12,923.68
Idaho State Tax Commission	State Payroll Taxes	8/28/2019	1,936.00
CCDC Employees	Direct Deposits Net Pay	8/28/2019	34,461.27
Total Payroll Payments:			134,610.25
Checks and ACH			
Various Vendors	Check and ACH Payments (See Attached)	August 2019	744,265.04
Total Paid Invoice, Reported Payments:			744,265.04

Total Cash Disbursements: \$ 5,082,391.78

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


 Finance Director
 9/3/2019
 Date


 Executive Director
 9/4/19
 Date

Report Criteria:

Detail report type printed

Vendor Number	Name	Invoice Number	Description	Invoice Date	Amount	Check Number	Check Issue Date
4126	Agnew Beck Consulting Inc	8097	Proposed New URD - Cent	07/31/2019	1,636.25	63393	08/27/2019
Total 4126:					1,636.25		
1139	American Cleaning Service	10854	Window Cleaning Service	07/25/2019	199.50	11305	08/21/2019
		10949	Trailhead Cleaning	08/01/2019	974.18	11305	08/21/2019
Total 1139:					1,173.68		
3838	American Fire Protection L	13393	5 year inspection 2019	07/29/2019	1,300.00	63372	08/19/2019
		13521	Monthly pump inspection &	07/31/2019	185.00	63372	08/19/2019
Total 3838:					1,485.00		
4055	Anderson & Wood Constr	PO 190064-1	15th Street Utility Undergro	07/18/2019	31,890.07	11317	08/22/2019
		PO 190064-1	15th Street Utility Undergro	07/18/2019	74,410.18	11317	08/22/2019
		PO 190064-2	15th Street Utility Undergro	08/22/2019	160,978.83	11328	08/30/2019
		PO 190064-2	15th Street Utility Undergro	08/22/2019	137,629.44	11328	08/30/2019
Total 4055:					404,908.52		
1316	Blue Cross of Idaho	1918600009	Health Insurance - August	08/01/2019	24,289.74	63368	08/01/2019
Total 1316:					24,289.74		
1385	Boise City Utility Billing	1177 AUG19	848 Main St # 0447416001	08/01/2019	7.79	11323	08/26/2019
Total 1385:					7.79		
4082	BVGC Parcel B LLC	80119	11th & Front garage CAM e	08/01/2019	1,340.88	63373	08/19/2019
Total 4082:					1,340.88		
3712	Car Park	JUL19	10th & Front - Grove	07/31/2019	27,525.21	11318	08/22/2019
		JUL19	9th & Front - City Center	07/31/2019	31,889.45	11318	08/22/2019
		JUL19	9th & Front - refunds	07/31/2019	26.00	11318	08/22/2019
		JUL19	9th & Main - Eastman	07/31/2019	21,839.15	11318	08/22/2019
		JUL19	9th & Main - refunds	07/31/2019	130.00	11318	08/22/2019
		JUL19	Cap & Front - BLVD	07/31/2019	11,547.98	11318	08/22/2019
		JUL19	Cap & Front - refunds	07/31/2019	25.00-	11318	08/22/2019
		JUL19	Cap & Main (Cap T)	07/31/2019	31,967.77	11318	08/22/2019
		JUL19	Cap & Main - refunds	07/31/2019	32.00	11318	08/22/2019
		JUL19	Cap & Myrtle - Myrtle	07/31/2019	18,421.89	11318	08/22/2019
Total 3712:					143,354.45		
3857	Carew Co	2901	Quarterly Web Maint (1 yea	08/14/2019	625.00	63394	08/27/2019
		2910	Sunset Grove Plaza Websit	08/23/2019	1,125.00	63394	08/27/2019
		2910	Sunset Grove Plaza Websit	08/23/2019	406.25	63394	08/27/2019
Total 3857:					2,156.25		
1556	Caselle Inc.	96014	Contract support - August 2	08/01/2019	840.00	63369	08/01/2019

Vendor Number	Name	Invoice Number	Description	Invoice Date	Amount	Check Number	Check Issue Date
Total 1556:					840.00		
1595	City of Boise	IK 44	Park & Ride support – Elde	06/30/2019	24,640.00	63389	08/20/2019
Total 1595:					24,640.00		
3947	Crane Alarm Service	59054	Fire Alarm System - Monito	08/01/2019	25.00	63374	08/19/2019
Total 3947:					25.00		
1703	CSHQA	32536	ParkBOI LED Retrofit	07/31/2019	238.00	11324	08/29/2019
Total 1703:					238.00		
1838	Elam & Burke P.A.	180094	New Bench URD	06/30/2019	144.00	11319	08/22/2019
		180097	Parking Matters	06/30/2019	1,485.00	11319	08/22/2019
		180559	Personnel Issues	07/31/2019	67.50	11319	08/22/2019
		180560	New Bench URD	07/31/2019	68.10	11319	08/22/2019
		180561	Civic Partners Developmen	07/31/2019	120.00	11319	08/22/2019
		180562	Parking Matters	07/31/2019	1,961.25	11319	08/22/2019
		180565	Hoffman v. City of Boise	07/31/2019	397.40	11319	08/22/2019
		180566	WS District Amendment	07/31/2019	587.25	11319	08/22/2019
		180567	30th Street Plan Amendme	07/31/2019	90.45	11325	08/29/2019
		180568	30th Street Projects	07/31/2019	360.00	11319	08/22/2019
		180569	101-0 General	07/31/2019	1,825.95	11319	08/22/2019
		180570	River Myrtle Implement Act	07/31/2019	1,260.20	11319	08/22/2019
		180571	WS District	07/31/2019	579.70	11325	08/29/2019
		180572	Gateway District	07/31/2019	225.60	11319	08/22/2019
Total 1838:					9,172.40		
3872	Guy Hand Productions	1934	Photo Project - July 2019	07/31/2019	5,200.00	63401	08/28/2019
Total 3872:					5,200.00		
4104	Hellmann Construction Co	PO 190041 R	9th & Main Secure Bike Pa	07/31/2019	1,103.25	11320	08/22/2019
		PO 190041 R	9th & Main Secure Bike Pa	07/31/2019	8,570.74	11320	08/22/2019
		PO 190041-5	9th & Main Secure Bike Pa	07/31/2019	9,464.88	11320	08/22/2019
Total 4104:					19,138.87		
2165	Idaho Power	6607 JUL19	9th St outlets #220040660	07/31/2019	3.50	11322	08/20/2019
		7995 JUL19	9th & State # 2201627995	07/31/2019	3.50	11304	08/19/2019
Total 2165:					7.00		
3900	Idaho Records Manageme	0134760	Records Storage	08/01/2019	87.35	11306	08/21/2019
Total 3900:					87.35		
2186	Idaho Statesman	263244 JUL1	Legal Notices	07/31/2019	245.63	63375	08/19/2019
Total 2186:					245.63		
3966	Involta	0040762	Website Hosting Services	07/31/2019	1,347.90	63376	08/19/2019

Vendor Number	Name	Invoice Number	Description	Invoice Date	Amount	Check Number	Check Issue Date
Total 3966:					1,347.90		
3808	Jed Split Creative	2241	Office Environment Signag	06/30/2019	2,337.95	63390	08/20/2019
		2242	Website maintenance	07/22/2019	173.85	63390	08/20/2019
		2242	Web hosting	07/22/2019	350.00	63390	08/20/2019
		2242	BikeBOI - creative services	07/22/2019	906.61	63390	08/20/2019
		2242	General parking - creative	07/22/2019	393.05	63390	08/20/2019
		2243	New Maps for URD's	06/30/2019	5,806.40	63390	08/20/2019
		2244	Amended FY2019-FY2023	06/30/2019	837.90	63390	08/20/2019
Total 3808:					10,805.76		
3913	Kimley-Horn and Associate	191934019 0	Parking Management Plan	06/30/2019	8,008.46	63391	08/20/2019
		191934019 0	Parking Management Plan	06/30/2019	2,521.54	63391	08/20/2019
		191934019-0	Parking Management Plan	07/31/2019	2,865.00	63395	08/27/2019
Total 3913:					13,395.00		
2360	Kittelson & Associates Inc.	0104065	5th & Myrtle - Signalize Cro	07/19/2019	560.00	63377	08/19/2019
		0104307	Traffic Analysis - 8th Street	07/31/2019	427.50	63396	08/27/2019
Total 2360:					987.50		
3439	KPFF Consulting Engineer	277764	10th & Front Parking Gara	06/30/2019	1,170.00	11307	08/21/2019
Total 3439:					1,170.00		
4122	Linda Whittig	126	ParkBOI website assement	08/23/2019	240.00	11326	08/29/2019
Total 4122:					240.00		
3881	Mary E. Watson	ABA OCT19-	ABA Forum - October 2019	08/08/2019	404.50	11303	08/14/2019
Total 3881:					404.50		
4129	Nations Roof LLC	284290-MT	ParkBOI Roof Repairs - 9th	07/30/2019	2,570.00	63378	08/19/2019
Total 4129:					2,570.00		
3813	Oliver Russell	24025	BikeBOI Press Release +	07/30/2019	3,500.00	63379	08/19/2019
Total 3813:					3,500.00		
4135	Plumbing Solutions of Idah	2541057	Trailhead plumbing repair	07/23/2019	325.00	63380	08/19/2019
		2544750	Trailhead plumbing repair	07/24/2019	185.00	63380	08/19/2019
Total 4135:					510.00		
2774	Pro Care Landscape Mana	27407	10th & Front Garage	07/31/2019	8.10	63381	08/19/2019
		27942	10th & Front Garage	07/31/2019	281.00	63381	08/19/2019
		28057	Tree grate repair - 8th & Br	07/31/2019	790.00	63381	08/19/2019
Total 2774:					1,079.10		
2798	Quadrant Consulting Inc.	10549	Undergrounding Power - 1	07/31/2019	680.53	11308	08/21/2019
		10549	Undergrounding Power - 1	07/31/2019	342.65	11308	08/21/2019

Vendor Number	Name	Invoice Number	Description	Invoice Date	Amount	Check Number	Check Issue Date
		10550	5th St Utility Undergroundi	07/31/2019	1,795.34	11308	08/21/2019
	Total 2798:				2,818.52		
4125	Red Sky Inc	41304	Central Bench Strategic Pl	07/31/2019	1,405.00	63397	08/27/2019
	Total 4125:				1,405.00		
3896	Rim View LLC	AUG19	Monthly Rent and NNN - Tr	08/01/2019	13,713.94	63370	08/01/2019
	Total 3896:				13,713.94		
3796	Scheidt & Bachmann USA I	37934	July 2019 Merchant Fees	07/31/2019	827.06	11309	08/21/2019
	Total 3796:				827.06		
3542	Security LLC - Plaza 121	AUG19	Office rent - August 2019	08/01/2019	13,271.50	63371	08/01/2019
	Total 3542:				13,271.50		
3974	Stability Networks Inc.	29865	Adobe Pro license	07/31/2019	449.00	11310	08/21/2019
		29906	IT Services 2019	07/31/2019	1,980.00	11310	08/21/2019
		29906	Phone System Support	07/31/2019	85.00	11310	08/21/2019
		29906	Azure Cloud Backup	07/31/2019	420.00	11310	08/21/2019
		29906	AppRiver SecureTide	07/31/2019	35.00	11310	08/21/2019
		30008	Network Switch	07/31/2019	1,868.51	11327	08/29/2019
		30092	cyber power battery kit	08/20/2019	206.26	11327	08/29/2019
	Total 3974:				5,043.77		
3029	State Insurance Fund	21250454	Installment Premium	07/26/2019	1,089.00	63382	08/19/2019
	Total 3029:				1,089.00		
4109	Syringa Networks	20339 AUG1	internet & data	08/01/2019	645.79	63398	08/27/2019
	Total 4109:				645.79		
3831	The Land Group Inc.	0142122	RD, Alley Program - Grove	07/31/2019	2,030.20	11321	08/22/2019
		0142127	6th Street Streetscapes, M	07/31/2019	5,215.59	11321	08/22/2019
	Total 3831:				7,245.79		
4074	The Potting Shed	17003	Interior Plant Maint.	07/31/2019	65.00	63383	08/19/2019
	Total 4074:				65.00		
4009	TML Heating & Air Conditio	271951	Cooling Fan - Server Room	07/25/2019	59.00	63384	08/19/2019
		379738	Cooling Fan - Server Room	08/20/2019	81.00	63399	08/27/2019
	Total 4009:				140.00		
3907	Total System Services	10035	HVAC Maint - Trailhead	07/31/2019	99.56	63385	08/19/2019
	Total 3907:				99.56		
3923	Trailhead	56192	Idaho Power - 60%	07/31/2019	191.27	11311	08/21/2019

Vendor Number	Name	Invoice Number	Description	Invoice Date	Amount	Check Number	Check Issue Date
		56192	Intermountain Gas - 60%	07/31/2019	8.72	11311	08/21/2019
		56192	Suez - 60%	07/31/2019	106.04	11311	08/21/2019
	Total 3923:				306.03		
3170	Treasure Valley Coffee Inc.	06191945	Coffee & tea	07/22/2019	78.80	63386	08/19/2019
		06193379	Cooler Rental	07/23/2019	106.00	63386	08/19/2019
		06232909	Coffee & tea	08/19/2019	148.08	63400	08/27/2019
		06235103	Cooler Rental	08/20/2019	106.00	63400	08/27/2019
	Total 3170:				438.88		
3233	United Heritage	02014-001 A	Disability insurance - Augu	08/01/2019	1,392.62	63387	08/19/2019
	Total 3233:				1,392.62		
3835	US Bank - Credit Cards	07.25.2019	Voice, data & webhosting s	07/25/2019	16.95	11302	08/15/2019
		07.25.2019	Office Supplies	07/25/2019	778.57	11302	08/15/2019
		07.25.2019	Computer & Software Supp	07/25/2019	495.33	11302	08/15/2019
		07.25.2019	Postage	07/25/2019	39.58	11302	08/15/2019
		07.25.2019	Dues & Subscriptions	07/25/2019	700.27	11302	08/15/2019
		07.25.2019	Travel & Meeting(non-local	07/25/2019	2,015.00	11302	08/15/2019
		07.25.2019	Personnel Training (Local)	07/25/2019	595.00	11302	08/15/2019
		07.25.2019	Local Meetings & Transport	07/25/2019	160.55	11302	08/15/2019
		07.25.2019	Professional Services Gen	07/25/2019	4.95	11302	08/15/2019
		07.25.2019	Office Furniture & Equipme	07/25/2019	527.87	11302	08/15/2019
		07.25.2019	Banking & Merchant Fees	07/25/2019	83.50	11302	08/15/2019
		07.25.2019	R & M - Buildings & Groun	07/25/2019	657.28	11302	08/15/2019
	Total 3835:				6,074.85		
3266	Valley Regional Transit	25501	Bus Passes	08/09/2019	810.00	11312	08/21/2019
	Total 3266:				810.00		
4068	Veritas Material Consulting	1237	9th & Front Forensic Evalu	07/31/2019	9,430.00	63392	08/20/2019
	Total 4068:				9,430.00		
3841	VoiceText Communications	72908	Conference calls	07/29/2019	22.04	11313	08/21/2019
	Total 3841:				22.04		
3997	Wash Worx	436	Tree grate repair	08/10/2019	250.00	11314	08/21/2019
	Total 3997:				250.00		
3365	Westerberg & Associates	224	Legislative Advisement Ser	07/31/2019	2,000.00	11315	08/21/2019
	Total 3365:				2,000.00		
3374	Western States Equipment	IN001039689	Bldg 8 generator repairs	07/23/2019	501.31	63388	08/19/2019
		IN001047798	Bldg 8 generator maintena	07/31/2019	276.25	63388	08/19/2019
	Total 3374:				777.56		
3990	Xerox Corporation	097691213	Copier Lease	07/31/2019	441.56	11316	08/21/2019

Vendor Number	Name	Invoice Number	Description	Invoice Date	Amount	Check Number	Check Issue Date
Total 3990:					441.56		
Grand Totals:					744,265.04 ✓		

Report Criteria:

Detail report type printed

MINUTES OF REGULAR MEETING
BOARD OF COMMISSIONERS
CAPITAL CITY DEVELOPMENT CORPORATION
121 N. 9th St., Conference Room
Boise, ID 83702
August 12, 2019 12:00 p.m.

I. CALL TO ORDER:

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

Present: Commissioner David Bieter, Commissioner Gordon Jones, Commissioner Maryanne Jordan, and Commissioner Dana Zuckerman.

Absent: Commissioner Scot Ludwig, Commissioner Ben Quintana, and Commissioner Ryan Woodings.

Agency staff members present were: John Brunelle, Executive Director; Todd Bunderson, Development Director; Max Clark, Parking & Mobility Director; Ross Borden, Finance & Administration Director; Joey Chen, Controller; Shellan Rodriguez, Real Estate Development Manager; Doug Woodruff, Senior Project Manager; Karl Woods, Project Manager; Laura Williams, Project Manager; Matt Edmond, Project Manager; and Sandy Lawrence, Administrative Assistant. Also present was Agency legal counsel, Ryan Armbruster.

II. AGENDA CHANGES/ADDITIONS:

Commissioner Jordan made a motion to move Consent Agenda item C to Action Items. Commissioner Jones seconded.
All said Aye, the motion carried 4-0.

III. CONSENT AGENDA

A. Expenses

1. Approval of Paid Invoice Report – July 2019

B. Minutes and Reports

1. Approval of July 15, 2019 Meeting Minutes
2. FY2019 Q3 Financial Report (Unaudited)

Commissioner Jordan moved to approve the Consent Agenda.
Commissioner Bieter seconded.
All said Aye, the motion carried 4-0.

IV. ACTION ITEMS

Approve Resolution #1612 – Amended Fund Balance Policy

Ross Borden, CCDC Finance & Administration Director, gave a report and noted necessary changes to the Fund Balance Policy from the document in the packet.

Commissioner Jordan moved to approve Resolution #1612 with the changes to the Fund Balance Policy as described by Ross Borden.
Commissioner Bieter seconded.
All said Aye, the motion carried 4-0.

A. CONSIDER: Proposed FY 2019 Amended Budget

Ross Borden, CCDC Finance & Administration Director, gave a report.

Commissioner Jordan moved to amend the FY 2019 Original Budget to new revenue and expense totals of \$21,109,804 and set the time and date of Noon, August 28, 2019, for the statutorily-required public hearing.

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

B. CONSIDER: Proposed FY 2020 Original Budget

Ross Borden, CCDC Finance & Administration Director, gave a report.

Commissioner Jordan moved to amend the FY 2020 Original Budget to new revenue and expense totals of \$69,319,635 and set the time and date of Noon, August 28, 2019, for the statutorily-required public hearing.

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

C. CONSIDER: Proposed FY 2020-2024 Capital Improvement Plan

Todd Bunderson, CCDC Development Director, gave a report.

Commissioner Jordan moved to approve the proposed CIP.
Commissioner Bieter seconded.
All said Aye, the motion carried 4-0.

D. CONSIDER: Resolution #1617 – Awarding the PW Contract for 6th Street Streetscapes and Alley Program

Kathy Wanner, CCDC Contracts Specialist, gave a report.

Commissioner Jordan moved to adopt Resolution #1617 recognizing Guho Corp. as the lowest responsive bidder for the 2019 Streetscape Improvements Project and authorizing the Executive Director to negotiate and execute a contract with Guho Corp. for the total Base Bid plus Bid alternates in the amount of \$1,942,410.

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

E. CONSIDER: 512 W Grove Street – Mixed Use Residential – Participation Program Type 2 Designation

Laura Williams, CCDC Project Manager, gave a report.

Commissioner Jordan moved to direct staff to negotiate a final Type 2 Participation Agreement with 5th and Grove Investment, LLC for future Board approval.

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

F. CONSIDER: Resolution #1615 – Approving 429 S 10th Street – Agency Owned Property – Surplus Declaration

Laura Williams, CCDC Project Manager, gave a report.

Commissioner Jordan moved to adopt Resolution #1615, approving the Real Property Surplus Declaration for Agency Owned Property at 429 South 10th Street with the change to the resolution as noted.

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

G. CONSIDER: Resolution #1618 – Approving 1100 W Idaho Street – 11th & Idaho Building – Participation Program Type 2 Designation

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

Commissioner Jordan moved to adopt Resolution #1618, approving the Type 2 General Assistance Participation Agreement with 11th & Idaho Partners LLC.

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

V. INFORMATION/DISCUSSION ITEMS

A. CCDC Monthly Report

John Brunelle, CCDC Executive Director, gave a report.

VI. MEETING ADJOURNMENT

There being no further business to come before the Board, a motion was made by Commissioner Jordan to adjourn the meeting. Commissioner Bieter seconded the motion. All said Aye. The motion carried, 4-0. The meeting was adjourned at 1:20 p.m.

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ADOPTED BY THE BOARD OF DIRECTORS OF THE CAPITAL CITY DEVELOPMENT CORPORATION ON THE 9th day of SEPTEMBER 2019.

Dana Zuckerman, Chair

Ryan Woodings, Vice Chair

MINUTES OF SPECIAL MEETING
BOARD OF COMMISSIONERS
CAPITAL CITY DEVELOPMENT CORPORATION
121 N. 9th St., Conference Room
Boise, ID 83702
August 28, 2019 12:00 p.m.

I. CALL TO ORDER:

Chair Zuckerman convened the meeting with a quorum at 12:01.

Present: Commissioner Maryanne Jordan, Commissioner Scot Ludwig, Commissioner Ben Quintana, Commissioner Ryan Woodings and Commissioner Dana Zuckerman.

Absent: Commissioner David Bieter, Commissioner Gordon Jones.

Agency staff members present were: John Brunelle, Executive Director; Todd Bunderson, Development Director; Max Clark, Parking & Mobility Director; Ross Borden, Finance & Administration Director; Joey Chen, Controller; Karl Woods, Project Manager; Laura Williams, Project Manager; Matt Edmond, Project Manager; 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. ACTION ITEMS

Commissioner Ben Quintana arrived at 12:03 p.m.

A. PUBLIC HEARING: Proposed FY 2019 Amended Budget

Ross Borden, CCDC Finance & Administration Director, gave a report.

Chair Zuckerman opened the public hearing at 12:11 p.m. No public comment was made and no comment in writing was received.

Public Hearing was closed at 12:22 p.m.

B. CONSIDER: Resolution #1620 – Adopt FY 2019 Amended Budget

Commissioner Woodings moved to adopt Resolution #1620, the Amended Annual Appropriation Resolution, to amend the FY 2019 Budget to new revenue and expense totals of \$21,109,804 and authorize the Executive Director to file copies as required by law.

Commissioner Jordan seconded.

All said Aye, the motion carried 5-0.

C. PUBLIC HEARING: Proposed FY 2020 Original Budget

Ross Borden, CCDC Finance & Administration Director, gave a report.

Chair Zuckerman opened the public hearing at 12:23 p.m. No public comment was made and no comment in writing was received.

Public Hearing was closed at 12:29 p.m.

D. CONSIDER: Resolution #1621 – Adopt FY 2020 Original Budget

Commissioner Woodings moved to adopt Resolution #1621, the Annual Appropriate Resolution, to set the FY 2020 Original Budget revenue and expense totals to \$69,319,635 and authorize the Executive Director to file copies as required by law.

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

E. CONSIDER: Resolution #1622 – Adopt FY 2020-2024 Capital Improvement Plan

Todd Bunderson, CCDC Development Director, gave a report.

Commissioner Woodings moved to approve Resolution #1622, adopting the CCDC 2020-2024 Capital Improvement Plan.

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

F. PUBLIC HEARING: 429 S 10th Street Surplus Declaration

Laura Williams, CCDC Project Manager, gave a report.

Chair Zuckerman opened the public hearing at 12:32 p.m. No public comment was made and no comment in writing was received.

Public Hearing was closed at 12:34 p.m.

G. CONSIDER: 429 S 10th Street – Direct Staff to Create Bid Packet for Future Board Approval

Commissioner Woodings moved to direct staff to create a bid packet Agency Owned Property at 429 South 10th Street for future Board approval.

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

IV MEETING 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 motion carried, 5-0. The meeting was adjourned at 12:36 p.m.

- - - -

ADOPTED BY THE BOARD OF DIRECTORS OF THE CAPITAL CITY DEVELOPMENT CORPORATION ON THE 9th day of SEPTEMBER 2019.

Dana Zuckerman, Chair

Ryan Woodings, Vice Chair

RESOLUTION NO. 1624

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, APPROVING THE DESTRUCTION OF CERTAIN RECORDS ELIGIBLE FOR DESTRUCTION PURSUANT TO THE PUBLIC RECORD RETENTION POLICY APPROVED ON MARCH 13, 2017, THROUGH THE ADOPTION OF RESOLUTION NO. 1487; AUTHORIZING THE EXECUTIVE DIRECTOR TO DESTROY THOSE RECORDS CURRENTLY ELIGIBLE FOR DESTRUCTION; 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 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 ("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 City, after notice duly published, conducted a public hearing on the First Amendment to the 30th Street Plan ("First Amendment to the 30th Street Plan"), and following said public hearing, the City adopted its Ordinance No. 26-18 on July 24, 2018, approving the First Amendment to the 30th Street Plan de-annexing certain parcels from the existing revenue allocation area and making certain findings; and,

WHEREAS, the City, after notice duly published, conducted a public hearing on the Urban Renewal Plan for the Shoreline District Urban Renewal Project Area (the "Shoreline District Plan"), and following said public hearing the City adopted its Ordinance No. 55-18 on December 18, 2018, approving the Shoreline District Plan and making certain findings; and,

WHEREAS, the City, after notice duly published, conducted a public hearing on the Urban Renewal Plan for the Gateway East Economic Development District Project Area (the "Gateway East District Plan"), and following said public hearing the City adopted its Ordinance No. 58-18 on December 18, 2018, approving the Gateway East District Plan and making certain findings; and,

WHEREAS, the River Myrtle-Old Boise Plan (as amended), the Westside Plan, the 30th Street Plan (as amended), the Shoreline District Plan, and the Gateway East District Plan are collectively referred to as the "Downtown Urban Renewal Plans"; and,

WHEREAS, on March 13, 2017, the Agency Board approved Agency Resolution No. 1487 which adopted the Agency's Public Records Retention Policy and Email Policy (the "Public Record Retention Policy"), consistent with Idaho Code Section 50-907 regarding the classification and retention of records; and,

WHEREAS, Agency believes it to be beneficial to have the Agency Board approve the destruction of records identified on Exhibit A, attached to this Resolution and incorporated by reference as if set forth in total herein, which are currently eligible for destruction pursuant to the Public Record Retention Policy; and,

WHEREAS, Agency has notified the Boise City Clerk in writing that certain records are scheduled for destruction and has invited the City to notify the Agency within 30 days whether they wish to retain all or a portion of said records at their own expense; and,

WHEREAS, Agency recommends approval of the destruction of those records currently eligible for destruction according the Public Record Retention Policy, unless the Boise City Clerk should respond affirmatively within the given time frame that they wish the records to be retained; and,

WHEREAS, the Board finds it in the best interests of the Agency and the public to approve the destruction of those records currently eligible for destruction, provided that the Boise City Clerk does not indicate that the records should be retained.

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

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

Section 2: That the Executive Director is authorized and directed to take all action to destroy the records listed on Exhibit A, attached hereto, including providing advance notice to the Boise City Clerk.

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

PASSED by the Urban Renewal Agency of Boise City, Idaho, on September 9, 2019.
Signed by the Chair of the Agency Board of Commissioners and attested by the Secretary to the
Agency Board of Commissioners on September 9, 2019.

URBAN RENEWAL AGENCY OF BOISE CITY

By: _____
Dana Zuckerman, Chair

ATTEST:

By: _____
Ryan Woodings, Vice Chair



RECORDS DESTRUCTION EXHIBIT SUMMARY SHEET

By my signature below, I certify the following statements.

I have reviewed the list of documents on the attached Exhibit. The listed documents are semi-permanent and/or temporary records as described in the Public Records Retention Policy adopted by the CCDC Board on March 13, 2017. All of the documents listed on the attached Exhibit are eligible for destruction.

The Boise City Clerk has been notified in writing of CCDC's intent to destroy these documents (see attached letter). CCDC will hold destruction of the documents until the date noted in the letter to provide the City Clerk an opportunity to request retention of the documents if they wish.


Kathy Wanner

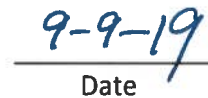

Date

EXHIBIT A

CCDC RECORDS ELIGIBLE FOR DESTRUCTION

Board Review Date: 09/09/2019 - Resolution No 1624

Date	Contents	Retention Classification	Eligible Destruction Date & Review
FY2014	General ledger, accounts receivable, payroll	SEMI-PERMANENT	2013-2014
FY2014	FY13-FY14 Bank Reconciliation, Merchant Services, Statements	SEMI-PERMANENT	FY2013/FY2014
FY2014	Accounts Payable A-D	SEMI-PERMANENT	9/30/2019
FY2014	Accounts Payable E-O	SEMI-PERMANENT	9/30/2019
FY2014	Accounts Payable P-Z	SEMI-PERMANENT	9/30/2019
FY2014	Parking Operator - Daily Reports and Deposits	SEMI-PERMANENT	9/30/2019
FY2014	Safe Drop Logs - 2013-2014	SEMI-PERMANENT	9/30/2019
FY2014	Parking Operator - Daily Reports and Deposits	SEMI-PERMANENT	9/30/2019
FY2014	Parking Operator - Daily Reports and Deposits	SEMI-PERMANENT	9/30/2019
FY2014	Parking Operator - Daily Reports and Deposits	SEMI-PERMANENT	9/30/2019
FY2014	Parking Operator - Daily Reports and Deposits	SEMI-PERMANENT	9/30/2019
FY2014	Parking Operator - Daily Reports and Deposits	SEMI-PERMANENT	9/30/2019
FY2014	Parking Operator - Daily Reports and Deposits	SEMI-PERMANENT	9/30/2019
FY2014	Parking Operator - Daily Reports and Deposits	SEMI-PERMANENT	9/30/2019
FY2014	Parking Operator - Shift Reports	SEMI-PERMANENT	9/30/2019
FY2014	Parking Operator - Shift Reports	SEMI-PERMANENT	9/30/2019
FY2014	Parking Operator - Shift Reports	SEMI-PERMANENT	9/30/2019
FY2014	Parking Operator - Shift Reports	SEMI-PERMANENT	9/30/2019
FY2014	Parking Operator - Shift Reports	SEMI-PERMANENT	9/30/2019
FY2014	Parking Operator - Shift Reports	SEMI-PERMANENT	9/30/2019
FY2014	Parking Operator - Shift Reports	SEMI-PERMANENT	9/30/2019
FY2014	Parking Operator - Shift Reports	SEMI-PERMANENT	9/30/2019
FY2014	Parking Operator - Shift Reports	SEMI-PERMANENT	9/30/2019
FY2014	Parking Operator - Daily Reports and Deposits	SEMI-PERMANENT	9/30/2019
8/26/2013	Informal Bid - 621 & 647 Ash Street - Demolition & Site Stabilization	SEMI-PERMANENT	8/26/2018
3/27/2013	IFB - Historic Street Lights	SEMI-PERMANENT	3/27/2018
5/17/2013	RFQ - Parking Access & Revenue Control System	SEMI-PERMANENT	5/17/2018
5/2/2013	IFB - Pioneer Corridor Connection	SEMI-PERMANENT	5/2/2018

CCDC RECORDS ELIGIBLE FOR DESTRUCTION

Board Review Date: 09/09/2019 - Resolution No 1624

Date	Contents	Retention Classification	Eligible Destruction Date & Review
5/30/2013	IFB - 2013 Streetscapes	SEMI-PERMANENT	5/30/2018
7/15/2013	RFQ - Wayfinding	SEMI-PERMANENT	7/15/2018
4/30/2014	IFB - 2014 Streetscapes	SEMI-PERMANENT	4/30/2019
7/25/2014	Informal IFB - 8th Street Northbound Conversion	SEMI-PERMANENT	7/25/2019
4/3/2014	IFB - 2014 Waterproofing Project - City Centre Parking Garage	SEMI-PERMANENT	4/3/2019
7/2/2014	IFB - Eastman Parking Garage - Exterior Painting	SEMI-PERMANENT	7/2/2019
10/28/2013	RFQ - Design Professionals and Professional Surveyors	SEMI-PERMANENT	10/28/2018
FY2013 - FY2014	Misc Task Orders, Service Agreements, Public Works Agreements	SEMI-PERMANENT	9/30/2019



September 9, 2019

Jamie Heinzerling
Deputy City Clerk
PO Box 500
Boise, ID 83701

Re: Public Records Destruction

Dear Ms. Heinzerling,

Attached is Capital City Development Corporation's Resolution No.1624 which will be presented to our Board for adoption on September 9, 2019. If adopted, this resolution authorizes the destruction of the attached temporary and semi-permanent records.

In compliance with Idaho Code Section 50-907 and the CCDC Public Records Retention Policy (approved on March 13, 2017, through the adoption of CCDC Resolution No. 1487), we are notifying you of our intent to destroy these records.

If you would like any of these documents to be retained, please notify me by October 9, 2019. If CCDC does not hear from you by that date and the Board approves Resolution No. 1624, we will proceed with the destruction of these records on or after October 9, 2019.

Please contact me by phone at 208-384-4264 or email at kwanner@ccdcboise.com if you have any questions or require further information.

Sincerely,

Kathy Wanner
Contracts Specialist



AGENDA BILL

Agenda Subject: Jensen Belts Associates Professional Design Services Task Order 14-011 Amendment #3 for Westside Park Schematic Design		Date: September 9, 2019
Staff Contact: Doug Woodruff	Attachments: 1) Resolution 1619 2) Task Order 14-011 Amendment #3	
Action Requested: Approve Jensen Belts Associates Professional Design Services Task Order 14-011 Amendment #3 for the Westside Park Schematic Design.		

Fiscal Notes:

Task Order 14-011 and Amendments #1 and #2 with a total current amount of \$95,595 is amended by Resolution 1619 to the amount of \$125,095. The Westside District GL account sufficiently funds the amended task order.

Background:

The City of Boise Downtown Parks and Public Spaces master plan recommends a large public gathering space near the intersection of 11th Street and Bannock Street. The Agency began pre-development efforts for the Westside Urban Park at that location following the City's adoption of the master plan in February 2017.

Jensen Belts Associates, an On-Call Design Professional, was hired in November 2017 to produce a schematic design by mid-March 2018. The services agreement was subsequently amended to: align the design schedule with negotiation of a Master Development Agreement, explore public art possibilities as part of the park, and include public engagement services such as public meetings and stakeholder workshops.

The Master Development Agreement was executed by all parties in May 2019. Boise Arts and History Department expects to procure an artist in October 2019. Amendment #3 includes additional services necessary from Jensen Belts to obtain approval by January 2020 of a schematic design that incorporates public art.

Agency staff and Jensen Belts Associates negotiated the scope of service and the proposed fee that is included in the amended task order. Due to the amended task order's fee amount exceeding the Executive Director's independent spending authority, staff is requesting board approval of the proposed amendment.

Staff Recommendation:

Staff recommends that the Agency's Board find it in the best interest of the public and the Agency to approve Jensen Belts Associates Professional Design Services Task Order 14-011 Amendment #3 for Westside Park Schematic Design.

Suggested Motion:

I move to adopt Resolution 1619, approving the third amendment to Jensen Belts Associates Professional Design Services Task Order for the Westside Park Schematic Design.

RESOLUTION NO. 1619

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, APPROVING AMENDMENT NO. 3 TO TASK ORDER #14-011 BETWEEN THE AGENCY AND JENSEN BELTS ASSOCIATES, PLLC; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AMENDMENT NO. 3; 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 of Boise, Idaho (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, in cooperation with the City of Boise, the Agency seeks to make certain transformative improvements and enhancements to the Westside Downtown Urban Renewal District, including construction of an urban park, all in an effort to contribute as a catalyst to economic development and downtown reinvestment by private entities; and,

WHEREAS, on November 4, 2017, Agency and Jensen Belts Associates, PLLC, executed Task Order #14-011 for certain professional services related to the Westside Urban Park Schematic Design Project (the "Project") in the amount of \$29,860; and,

WHEREAS, on May 16, 2018, Agency and Jensen Belts Associates, PLLC, executed Amendment #1 to Task Order #14-011 in the amount of \$29,750 for additional professional services due to the change in direction in the overall concept and design of the Project; and,

WHEREAS, on January 30, 2019, Agency and Jensen Belts Associates, PLLC, executed Amendment #2 to Task Order #14-011 in the amount of \$35,985 for additional design and coordination services related to the Project; and,

WHEREAS, Agency and Jensen Belts Associates, PLLC, find that additional services are needed for the Project in the amount of \$29,500, which, when added to the prior scope and amount authorized by the Executive Director, is a dollar amount which exceeds the Executive Director's independent spending authority for professional services, granted to him by Board Resolution No. 1498; and,

WHEREAS, the Agency Board of Commissioners finds it in the best public interest to approve the Agreement and to authorize the Executive Director to execute same.

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

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

Section 2: That Amendment No. 3 to Task Order #14-011 between the Agency and Jensen Belts Associates, PLLC, attached hereto as Exhibit A and incorporated herein by reference, is approved as to both form and content.

Section 3: That the Agency Board hereby authorizes the Executive Director to execute Amendment No. 3 to Task Order #14-011 with Jensen Belts Associates, PLLC for additional professional services for the Project in the amount of Twenty-Nine Thousand Five Hundred Dollars (\$29,500), bringing the combined total for Task Order #14-011 to One Hundred Twenty-Five Thousand Ninety-Five Dollars (\$125,095).

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 September 9, 2019. Signed by the Chair of the Agency Board of Commissioners and attested by the Secretary to the Agency Board of Commissioners on September 9, 2019.

URBAN RENEWAL AGENCY OF BOISE CITY

By: _____
Dana Zuckerman, Chair

ATTEST:

By: _____
Ryan Woodings, Vice Chair



**JENSEN BELTS ASSOCIATES, PLLC
2014-19 ON-CALL PROFESSIONAL SERVICES AGREEMENT**

**TASK ORDER #14-011
AMENDMENT No. 3**

*CONSULTANT: Use the Project Name and **PO# 180025** on all project-related invoices.*

PROJECT NAME: Westside Urban Park – Schematic Design

NOT TO EXCEED:	Original Task Order Amount:	\$29,860
	Task Order Amendment No. 1:	\$29,750
	Task Order Amendment No. 2:	\$35,985
	Task Order Amendment No. 3:	<u>\$29,500</u>

NEW: \$125,095

Task Order #14-011 is hereby amended as set forth in this Amendment No. 3. All other terms and conditions of Task Order #14-011 dated November 14, 2017, Amendment No. 1 dated May 16, 2018, and Amendment No 2. dated January 30, 2019 remain in full force and effect.

- 1. SECTION 3: SERVICES TO BE PERFORMED (“Scope of Services”)**
In addition to the Scope of Services outlined in Task Order 14-011, and Amendments No. 1 and No. 2, CCDC desires CONSULTANT to provide additional design and coordination related to services required for artist selection and fog feature design integration with public art as described in CONSULTANT’s proposal dated July 25, 2019, attached hereto as Exhibit A.
- 2. SECTION 5: COST; INVOICES**
By this Amendment No. 3, CCDC is approving an increase of Twenty-Nine Thousand Five Hundred Dollars (\$29,500) for a new Task Order total amount of One Hundred Twenty Five Thousand Ninety-Five Dollars (\$125,095).
- 3. SECTION 6: SCHEDULE**
By this Amendment No. 3, due to CCDC directed project schedule extensions, additional meetings and design revisions, CCDC is modifying the due date until January 15, 2020. Completion of services under Task Order 14-011 shall be completed by February 28, 2020.

4. SECTION 7: DELIVERABLES / COPIES OF PRODUCTS

CONSULTANT shall provide CCDC with the additional work products and services as described in Section 1 above.

5. CONTRACT TERMS

Terms of the 2014-19 On-Call Professional Services Agreement shall apply to the services performed and work products created under this Task Order.

End of Amendment No. 3 to Task Order #14-011

IN WITNESS WHEREOF, CCDC and CONSULTANT have executed this Amendment No. 3 to Task Order #14-011 as of the date last written below.

CAPITAL CITY DEVELOPMENT CORP.

CONSULTANT
JENSEN BELTS ASSOCIATES

John Brunelle, Executive Director

Kim Siegenthaler, Principal

Date: _____

Date: _____

Exhibits

A: CONSULTANT'S Proposal / Scope of Work dated July 25, 2019

Budget Info / For Office Use	
Fund/District	303
Account	6250
Activity Code	18052
PO #	180025
Due Date	January 15, 2020
TO Term	February 28, 2020

EXHIBIT A

CCDC Westside Urban Park
Public Infrastructure Improvement Project
Consultants for Design –
Additional Scope of Services Proposal – Amendment 3
July 25, 2019



Due to the extended schedule and the addition of the Boise City Arts & History Call for Artist Selection for the Westside Urban Park, this proposal is for Amendment 3 to our Professional Service Agreement TASK ORDER #14-011. Below are the task items put forth by GGLO and Jensen Belts Associate (JBA) to complete the Schematic Design Tasks for the Westside Urban Park. The fees added in red in Task #2 are in addition to the previously issued Amendment 1 and 2 issued to the task order on May 16th, 2018 and January 30th, 2019 respectively.

Schematic Design:

Task #1: (Revised scope of work. GGLO \$12,000.00 fee included in the original Task Order)

GGLO - ~~Master Planning/Visionary Consultant~~ Visioning & Preliminary Design (Completed per original contract)

- GGLO Conceptual Package coordination. Document/drawing transferal.
- ~~Boise visit for team and stakeholder meeting/planning (if required)~~
- ~~Conceptual Plan oversight. Review JBA adjustments to concept plan based on topographic survey and cost analysis. Provide review and input on Design Review Package.~~
- ~~CMGC coordination for preliminary cost estimate analysis~~

- Workshop #1: Preparation (Completed per original contract)
 - Kick off Meeting
 - Presentation preparation
 - Confirm Goals and Vision
 - Confirm Budget parameters
 - Determine Program Elements
 - Initial budget overview (GGLO)
 - JBA conference calls and coordination

- Workshop #1: Presentation (April 18th, 2018) (Completed per original contract)
 - GGL to Present/Facilitate
 - JBA and QCI to attend

- Workshop #2: Preparation (Completed per original contract)
 - Recap of Workshop #1
 - Project Goals (recap)
 - Concept & Inspirational Imagery
 - Programming Diagrams
 - Design Alternatives (Rendered Plan, Use/Event Diagrams)
 - Coordinate with CMGC for Cost Analysis
 - Material Imagery
 - Next Steps
 - JBA conference calls and coordination

Task #2: ADDITIONAL SCHEMATIC DESIGN SCOPE AND FEE

- Workshop #2: Presentation (May 14th, 2018) [\(Completed per Amendment 1\)](#)
 - GGL to Present/Facilitate
 - JBA and QCI to attend
- Public Meeting #1: (June 14th, 2018) [\(Completed per Amendment 1\)](#)
 - GGLO to attend
 - JBA to attend
 - Presentation Boards to be revised from Workshop #2 content
 - 3D model of (2) preferred options
 - Survey for priority items and preferred design
- Workshop #3: (June 25th, 2018) [\(Completed per Amendment 1\)](#)
 - GGLO to attend
 - JBA and QCI to attend
 - Draft of Final Plan (Plan Rendering)
 - 3D fly-through model of Final Design
 - **Preliminary Material Selections (to be completed per Amendment 1)**
 - Coordinate with CMGC for Cost Analysis
- Fog Feature Demonstration Prep [\(Completed per Amendment 2\)](#)
 - Planning & Coordination with Koolfog & Wright Brothers
 - Mockup Prep
 - Lighting Mockup Coordination
- Fog Feature Visuals [\(Completed per Amendment 2\)](#)
 - 3D Rendering of Fog Features in Westside Urban Park
- Fog Feature Demonstration (no charge) [\(Completed per Amendment 2\)](#)
 - GGLO to attend and assist design layout
 - Design explorations with fog and lighting (evening aesthetics)
- Public Artist Interview/Site Visit Selection [\(Completed per Amendment 2\)](#)
 - Presentation Preparation
 - Interview in Boise (Christine Harrington, Laura Haddad and Tom Drugan)
 - Site Visit and Tour

Public Art Visioning/ Focal Feature Design and Integration (kickoff January 25th) [\(Completed per Amendment 2\)](#)

- Discovery: [\(Completed per Amendment 2\)](#)
 - Haddad Drugan Analysis/Discovery/ Review Existing Documents
 - Coordinate with Arts & History (email/phone conference) to determine public art RFP and schedule
 - Neighborhood Identity Meeting: Oliver Russell, CCDC, Scott S., Scott B., Haddad Drugan, GGLO/JB (Video Conference). Proposed dated: February 13 or 14th

- Design: (Completed per Amendment 2)
 - Develop Public Art Visioning/ Focal Feature Design Options (up to 2 options)
 - (2) Meetings to Coordinate charrette ideas with GGLO
 - Present preliminary ideas to CCDC & JB (proposed date: March 28th)
 - Update 3D Model with preliminary design options
 - Update rendered site plan and imagery
 - Work with Contractor for ROM on design options
- Workshop #4: (Video Conference - proposed date April 4th) (Completed per Amendment 2)
 - Artist Presentation of Park Identity/ Public Art Visioning/ Focal Feature/Fog Feature Design Option to Design Team
 - ROM Cost Analysis
 - Refine and Integrate Feedback from Steering committee into Final Park Plan and 3D Model (proposed date: April 26th)
- Workshop #5: (May 7th) Project Review Meeting (completed)
 - GGLO (Mark & Christine) attended
 - JBA attended
 - Coordination Meeting with Doug
 - Prepare comprehensive review presentation
 - Refine plans & 3D imagery
 - Presentation preview/ run through
 - Presentation
- Boise City Arts & History Call for Artist
 - GGLO (Christine) to attend selection panel meetings and artist interviews (Aug/Sept 2019)
 - Parks Dept - Design Coordination Meeting (Doug, Christine, Kim) – during Public Art Selection visit)
 - Art & Design Team Meeting/Charette (Sept/Oct 2019)
 - Coordination with Artist on design options
 - Final Art Design Approval by City Council (Dec/Jan 2019/2020)
- Fog Feature Schematic Design
 - Design charette w/ Koolfog
 - Parks Dept - Design Coordination Meeting w/ Koolfog and Wright Brother
 - Pricing confirmation w/ Wright Brothers
 - Plan and 3D modeling of Fog Feature
 - Fog Feature Narrative – including design intent and preliminary infrastructure considerations
 - Outline Specifications
- Workshop #6: Present art and fog concept designs to Steering Committee w/ KoolFog on phone
 - (Proposed Date: TBD)
 - GGLO (Christine) attend
 - Previewed with Jennifer at Parks Dept prior to meeting

- Final SD Package (Proposed Date: TBD): (to be completed per Amendment 1)
 - Integration of finalized Art and Fog designs in Park SD Plan.
 - Rendered Site Plan (Finalized SD)
 - Plant List (Finalized SD)
 - Preliminary Material Selection (Finalized SD)
 - 3D fly-through model of Final Design (Finalized SD)
 - Specialty Feature Narrative (Fog and Public Art) – including design intent & preliminary infrastructure considerations. (Finalized SD)
 - Cost Analysis w/ Wright Brothers (Finalized SD)
- Workshop #7: Art Integration Final Park Design Plan
 - (Proposed Date: TBD)
 - GGLO (Mark & Christine) attend
 - JBA attend
 - Coordination Meeting with Doug
 - Prepare design presentation
 - Refine plans & 3D imagery
 - Presentation preview/ run through
 - Presentation
- Public Meeting #2: (to be completed per Amendment 2)
 - Prepare Boards with integrated art and fog components for Parks Dept Public Open House (no GGLO trip) (proposed date: TBD)
- Council Meeting/ Work Session: (Proposed Date: TBD) (to be completed per Amendment 1)
 - GGLO to attend
 - JBA to attend
 - Workshop #4 & #5 and Public Meeting #1 & #2 Results/Summary
 - Preferred Plan with Fog Feature and Art Integration with selected team artist
 - Confirm Priority Items
 - Review/Refine Cost Analysis w/ Wright Brothers
- CCDC Board Information Presentation: (Proposed Date: TBD)
 - JBA to attend
 - CCDC to present Preferred Plan with Fog Feature and Art Integration
 - Gather input from Board on Park Design/Art
- Parks Commission: (Proposed Date: TBD) (to be completed per Amendment 1)
 - GGLO to attend (if needed)
 - JBA to attend
 - Park to present Preferred Plan with Fog Feature and Art Integration
- All City Council, CCDC Board, & Parks Commission comments to be marked up on Final SD plans and integrated into DD package.

GGLO – Amendment #3 Additional Services\$ 26,000.00
JBA – Amendment #3 Additional Services\$ 3,500.00

AMENDMENT 3 - ADDITIONAL PROFESSIONAL DESIGN TEAM FEE\$ 29,500.00
Schematic Design Only
(Maximum, Not-to-Exceed)

*** additional GGLO travel @ \$2,100.00 per person/trip – reimbursable & hourly fee**

The project schedule is based on known information at this time. The listed project schedule is subject to change. Coordination meetings between CCDC, the project design team, CMGC, and all authorities having jurisdiction will continue to be refined as the project progresses.

The proposed fees include work performed by our professional design team in addition to the previously issued Task Order #14-011 and Amendment 1 and 2. Jensen Belts Associates (JBA) will provide monthly invoicing for work completed during the billing period on an hourly, not-to-exceed basis. JBA will track all billable hours and include breakdown summaries with the monthly invoice. Our design team will strive to reduce the fees if possible. Printing and reproduction expenses are included, and at actual cost.

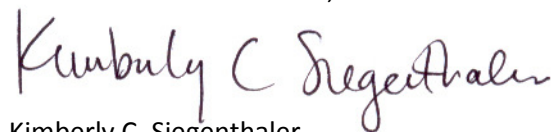
ASSUMPTIONS

This proposal is based upon certain assumptions. We respectfully reserve the right to renegotiate due to other conditions. Assumptions are:

1. No improvements will be required beyond the defined project limits.
2. Compliance with Americans with Disabilities Act will occur only within project limits to the point of adjacent matchups.
3. Environmental concerns, if identified during topographical survey, will be addressed and may alter conceptual design and preliminary cost estimates. Changes in design related to environmental concerns may result in additional services.
4. The site is free of any irrigation and drainage facilities that could be subject to relocation, piping or other civil works.

The design team looks forward to working with CCDC in providing the further design visions for the Westside Urban Park Project which will be an exciting addition to downtown Boise. Should the fee proposal meet with your approval, please facilitate a task order amendment at your earliest convenience.

Sincerely,
JENSEN BELTS ASSOCIATES, PLLC



Kimberly C. Siegenthaler
Principal



IV. ACTION ITEMS



AGENDA BILL

Agenda Subject: Resolution #1616 - Approving 429 S 10 th Street – Bid Packet	Date: September 9, 2019
Staff Contacts: Laura Williams, Project Manager Ryan Armbruster, Agency Legal Counsel	Attachments: 1. Resolution #1616 2. Bid Packet
Action Requested: Approve the Bid Packet for 429 S 10th Street	

Update:

At the August 12 Board Meeting, the Board declared 429 South 10th Street as surplus property with an intent to sell or convey the parcel. The property meets three of the five surplus criteria defined in the Surplus Policy including; conditions in the area have changed resulting in unreasonable circumstances for redevelopment, the parcel is no longer suited for redevelopment because of size, and the Agency was unsuccessful in assembling surrounding property for redevelopment.

CCDC invited the public to comment on the declaration at the August 28 Board Meeting and there were no public comments submitted in person or in writing. After the public hearing, the Board directed staff to prepare a Bid Packet for future Board Approval.

The Bid Packet includes instructions to submit a sealed bid to CCDC, and includes a minimum bid price of \$192,000 as determined by a third party appraisal. The bids will be opened on October 15 at 11 a.m.

Once the bid packet is approved, CCDC will publish the information on the Agency's website and notify its interested parties list. A notice of the opportunity to bid will be posted twice in the Idaho Statesman.

When bids are received on October 15, CCDC staff will confirm that all conditions of the bid are met and will bring the results to the Board at the November 12 Board meeting. The highest bidder, with confirmed available funds will be the apparent winner. CCDC can reserve the right to reject all bids, if none are in the best interests of the Agency.

Staff Recommendation:

Direct staff to create bid packet for 429 S 10th street for future board approval.

Suggested Motion:

I move to adopt Resolution 1616, approving the bid packet for 429 S 10th Street.

RESOLUTION NO. 1616

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, ALSO KNOWN AS CAPITAL CITY DEVELOPMENT CORPORATION, REAFFIRMING A DECLARATION THAT A CERTAIN PARCEL OF REAL PROPERTY, OWNED BY THE AGENCY AS SURPLUS PROPERTY AND TO APPROVE THE ISSUANCE OF A SEALED AUCTION BID PACKET WHICH ESTABLISHES A MINIMUM BID TO SELL AND CONVEY SUCH PROPERTY; SCHEDULING AN AUCTION DATE; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the City Council, after notice duly published, conducted a public hearing on the River Street-Myrtle Street Urban Renewal Plan (the “River Street Plan”);

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

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

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

WHEREAS, the City Council, after notice duly published, conducted a public hearing on the First Amendment to the First Amended and Restated Urban Renewal Plan, River Street-Myrtle Street, Urban Renewal Project and Renamed River Myrtle – Old Boise Urban Renewal Project (the “First Amendment to the River Myrtle-Old Boise Plan”);

WHEREAS, following the public hearing, the City Council adopted its Ordinance No. 24-18 on July 24, 2018, approving the First Amendment to the River Myrtle-Old Boise Plan deannexing certain parcels from the existing revenue allocation area;

WHEREAS, pursuant to the Act and First Amendment to the River Myrtle-Old Boise Plan, the Agency is authorized to own real property and carry out the purposes and various projects under the First Amendment to the River Myrtle-Old Boise Plan and to enter into and carry out contracts or agreements in connection therewith;

WHEREAS, in compliance with Idaho Code § 50-2010, in 2001, the Agency acquired a parcel of real property with residential improvements thereon located at 429 South 10th Street, Boise, Idaho (the “Property”), and in furtherance of the First Amendment to the River Myrtle-Old Boise Plan, the Agency intended to acquire additional adjacent parcels to create a developable potential project opportunity;

WHEREAS, on July 15, 2019, by Resolution No. 1614, the Agency adopted a policy concerning declaration of surplus real property and the process by which to dispose of such surplus real property (the “Surplus Resolution”);

WHEREAS, the Surplus Resolution grants the Agency the authority to sell, exchange, or convey real property if certain criteria are met;

WHEREAS, the Property complies with the following criteria as set forth in the Surplus Resolution:

- Conditions in the neighborhood area have changed since acquisition of the Property resulting in no reasonable development opportunity in compliance with the Act and the First Amendment to the River Myrtle Old Boise Plan.
- The Property may not be suitable for development under the First Amendment to the River Myrtle Old Boise Plan because of its size and configuration.
- The Agency has been unsuccessful in acquiring and assembling any other surrounding parcels to provide for a likely development opportunity.

WHEREAS, the Agency intends to convey or sell the Property because of the findings previously stated;

WHEREAS, the Surplus Resolution provides that whenever the Agency proposes to sell or convey real property, the Agency shall declare that the subject property will be offered for sale and establish the value of the property the Agency will receive as a result of the conveyance, or sale;

WHEREAS, the Agency board, at its meeting of August 12, 2019, adopted Resolution No. 1615 declaring the Property as surplus property and directed Agency staff to schedule a public hearing on Wednesday, August 28, 2019, to review and accept public comment on the proposed sale or conveyance of surplus property;

WHEREAS, the Agency board, at its meeting of August 28, 2019, conducted the public hearing to review and accept public comment on the proposed sale or conveyance of the Property;

WHEREAS, pursuant to Idaho Code § 50-1403 and the Surplus Resolution, the Agency shall conduct a sealed bid public auction to sell the Property to the winning bidder (the "Auction");

WHEREAS, the Agency finds it in the Agency's best interest to authorize staff to issue the Agency's sealed bid auction packet which establishes a minimum bid and scheduling an auction date.

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

Section 1. The above recitals and statements are true and correct.

Section 2. That the Agency Board hereby reaffirms the previous finding that the Property is deemed surplus property as allowed by the Surplus Resolution.

Section 3. That the Agency Board hereby approves the issuance of the sealed bid auction packet which establishes a minimum bid of \$192,000 based upon that certain appraisal report dated March 4, 2019, and scheduling an auction date as set forth in Exhibit A, a copy of which is attached hereto and incorporated herein.

Section 4. That the Chair, Vice-Chair, and the Executive Director of the Agency are each hereby authorized to take all action necessary or desirable in conformity with the Act and surplus resolution to carry out the purposes of this resolution, including, without limitation, notice and sale at the auction of the Property.

Section 5. In the event no bids are received at the Auction, the Agency shall proceed to sell the Property as it deems most reasonable and in the best interest of the Agency.

Section 6. All bylaws, orders, resolutions, or parts thereof, inconsistent herewith are hereby repealed to the extent only of such inconsistency.

Section 7. This Resolution shall take effect immediately upon its adoption and approval.

PASSED by the Urban Renewal Agency of Boise City, Idaho, on September 9, 2019.
Signed by the Chair of the Board of Commissioners and attested by the Secretary to the Board of
Commissioners, on September 9, 2019.

APPROVED:

By _____
Dana Zuckerman, Chair

ATTEST:

By _____
Ryan Woodings, Vice Chair

4842-9897-8211, v. 1

**SEALED BID AUCTION PACKET
BOISE CITY URBAN RENEWAL AGENCY
DBA CAPITAL CITY DEVELOPMENT CORPORATION**

FOR PUBLIC AUCTION SALE OF:

**429 S. 10th Street
Boise, Idaho**

PUBLIC AUCTION SEALED BID DATES:

**Bids Due: October 15, 2019 at 11:00 a.m.
Auction/Bid Opening: October 15, 2019 at 11:00 a.m.**

**SEALED BID PUBLIC AUCTION
TERMS AND CONDITIONS**

All bids submitted must be submitted to the Boise City Urban Renewal Agency dba Capital City Development Corporation (the “Agency”) at its offices, 121 N. 9th Street, Suite 501, Boise, Idaho, in compliance with the following Terms and Conditions.

Auction Location: Capital City Development Corporation office, 121 N. 9th Street, Suite 501, Boise, Idaho.

Auction Date: Sealed bids will be opened at the Agency’s office at 121 N 9th Street, Suite 501, on October 15, 2019, at 11:00 a.m.. The public is welcome to attend. Bid results will be brought to Board for final decision at the November 12, 2019 Board meeting.

Property to be Auctioned:

Real property located at 429 S. 10th Street, Boise, Idaho (the “Property”). The legal description and depiction of the Property is attached hereto as Exhibit A.

Minimum Bid: The minimum bid shall be not less than one hundred percent (100%) of the appraised value of the Property, \$192,000. The appraisal is available upon request.

The Bid Form, attached as Exhibit B hereto requests an additional bid amount if there are tying high bids, however, escalation clauses are prohibited. **Bids less than the minimum bid will be returned.**

Sealed Bids:

Bidders need to complete, in full, without modifications, insertions or deletions and sign in ink the Bid Form, attached hereto as Exhibit B, and seal it in an envelope marked on the outside: "Bid for 429 S. 10th Street," together with the Bid Deposit and Proof of Funds, as described hereunder, along with the Release attached hereto as Exhibit C.

Deliver Sealed

Bids To:

Sealed Bids should be delivered to the offices of the Agency, 121 N. 9th Street, Suite 501, Boise, Idaho, **no later than 11:00 a.m. on the Bid Closing Date, October 15, 2019. Late bids will not be accepted and will be returned unopened.**

Bid Deposit:

A deposit of 1% of the Total Bid Amount is required for each bid delivered in the sealed envelope with the Bid Form in the form of a cashier's check, certified check or money order payable to the Agency. No offer will be accepted without a Bid Deposit. The Bid Deposit will be returned to each unsuccessful bidder. The Bid Deposit will be credited against the winning bid.

Proof of Funds:

Bidders must provide Agency with proof of financial ability to pay in full the Bid Amount on or before the Bid Opening. Acceptable proof of such financial ability shall be: (1) A letter from a financial institution clarifying bidder's prequalification to place a bid at no less than the asking Minimum Bid; or (2) evidence of cash or liquid cash assets at no less than the asking Minimum Bid.

Payment of Winning

Bid Amount:

The high bidder for the Property agrees to enter into a purchase and sale agreement within twenty-one (21) days of bid award. The high bidder shall pay to the Agency the purchase price by cash or cashier's check drawn on a national or state of Idaho chartered bank within sixty (60) days of the date of the purchase and sale agreement. **If full payment is not received within sixty (60) days, the Agency reserves the right to cancel the bid and retain the Bid Deposit. The Property will then be offered to the next highest bidder at its Total Bid Amount.**

Property Inspection: The Property can be viewed upon appointment only.

Appraisal: A copy of an appraisal of the Property is available upon request.

AS IS: Upon receipt of full payment, Agency will convey title to the Property “as-is” without warranty of any kind, by quitclaim deed, substantially in the form attached as Exhibit D hereto. Costs of recordation of the deed and document preparation and other closing costs will be paid by the successful bidder. The Agency is not providing title insurance to the successful bidder.

Changes to Bid: No additions or changes to original Bids will be allowed after submittal. While changes are not permitted, the Agency may request clarification from bidders.

Purchase and Sale Agreement:

Highest bidder will be required to enter into a Purchase and Sale Agreement within 21 Days of Bid Award . Agreement will include a timeline for Due Diligence.

Further Information: Questions may be directed to Laura Williams, Project Manager at 208.384.4264 or via email at <mailto:lwilliams@ccdcboise.com>.

EXHIBIT A

LEGAL DESCRIPTION AND DEPICTION OF PROPERTY (429 S. 10th Street, Boise, Idaho)

Lot 30 in Block 2 of A.O. Miller's Addition to Boise City, in Ada County, State of Idaho, according to the official plat thereof, filed in Book 1 of Plats at page 15.

TAX PARCEL: R5714250361



EXHIBIT B
BID FORM

PROPERTY: **429 S. 10th Street**
 Boise, Idaho

The undersigned hereby submits the following bid for the above-described Property:

Total Bid Amount: [print numerically and write out, no escalation clauses allowed]

\$ _____

_____ Dollars

Bid Deposit in the amount of \$_____ based on the Total Bid Amount is attached in the form of a cashier's check ____, certified check _____; money order _____ -- payable to Capital City Development Corporation.

Bid Tiebreaker: In the event the above Total Bid Amount is tied for the highest bid, the undersigned authorizes the Agency to increase the Total Bid Amount to the following *maximum* amount [print numerically and write out, no escalation clauses allowed]:

\$ _____

_____ Dollars

The Agency reserves the right to reject any and all Bids, to waive formalities which do not affect the essential fairness of the bidding process, to make awards in the best interest of the Agency, and to accept the Bid deemed the highest by the Agency.

The undersigned promises to submit full payment of the Total Bid Amount (less the Bid Deposit) to the Agency as required in the **TERMS AND CONDITIONS included in the Sealed Bid Packet.**

Individual Bidder

Entity Bidder

Legal Name

Legal Name

Signature of Bidder

Signature of Bidder

Date

Date

EXHIBIT C

ACKNOWLEDGMENT & RELEASE

(On Following Page)

Acknowledgment & Release

The undersigned ("Respondent"), on behalf of Respondent, has read and fully accepts the Capital City Development Corporation's ("CCDC"), discretion and non-liability as stipulated herein, expressly for, but not limited to, CCDC's decision to proceed with a disposition process by issuing a sealed bid auction packet concerning the 429 S. 10th Street property (the "Bid Auction Packet"). Capitalized terms not defined herein shall have the meaning ascribed in the Bid Auction Packet.

Respondent accepts and agrees to the terms and conditions as described or as may be modified as well as the following:

1. CCDC reserves the right in its sole discretion and judgment, for whatever reasons it deems appropriate and at any time:
 - a. to terminate the Bid Auction Packet at any time for any reason with no financial or other obligation to Respondent;
 - b. obtain further information from any person, entity, or group, including, but not limited to, any person, entity, or group responding to the Bid Auction Packet;
 - c. waive any formalities or defects as to form, procedure, or content with respect to its Bid Auction Packet and any submission by any respondent; and
 - d. accept or reject any submission or part thereof received in response to the Bid Auction Packet, including any statement submitted by the undersigned, or select any one submission over another, subject to the minimum bid.
2. CCDC is governed by state law as provided in Title 50, Chapter 20, and in Title 50, Chapter 29 of the Idaho Code, and other state and federal regulations that may apply.
3. CCDC may accept or reject any bid in response to the Bid Auction Packet or select one bidder over another as set forth in the Bid Auction Packet.

4. Respondent understands that by responding to the Bid Auction Packet, its bid will be subject to review and comment by CCDC staff and consultants.
5. Respondent agrees to waive any formalities or defects as to form, procedure, or content with respect to the Bid Auction Packet and any responses by any respondent thereto.
6. Respondent consents to the acquisition of information by CCDC in conjunction with this Bid Auction Packet, waives all claims, and releases CCDC from any liability in the acquisition of this information and use of this information.
7. Respondent agrees that neither CCDC, or the City of Boise, shall have any liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decision made at the discretion of CCDC or the City of Boise.
8. Non-Liability of CCDC. Respondent agrees that CCDC shall not have any 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.
9. Respondent has carefully and thoroughly reviewed the Bid Auction Packet and has found the Bid Auction Packet and all attachments thereto to be complete and free from ambiguities and sufficient for their intended purpose.
10. Respondent participates in the Bid Auction Packet process at its own risk.

By: _____

Its: _____

Date: _____

EXHIBIT D

QUITCLAIM DEED

FOR VALUE RECEIVED, the Boise City Urban Renewal Agency dba Capital City Development Corporation, an independent public body, corporate and politic and urban renewal agency created and existing in the city of Boise, Idaho (the "GRANTOR") does hereby convey, remise, release, and quitclaim to _____ (the "GRANTEE") all right, title and interest which Grantor now has in and to that certain real property situated in the COUNTY OF ADA, STATE OF IDAHO, commonly known as 429 S. 10th Street, Boise, Idaho, and more particularly described on **Exhibit "A"** attached hereto and by this reference made a part hereof.

TOGETHER with all of GRANTOR's right title and interest in the structures, improvements and fixtures thereto, the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining, the reversion and reversions, remainder and remainders, and rents, issues and profits thereof.

The current address of the GRANTEE is:

IN WITNESS WHEREOF, this Quitclaim Deed has been duly executed by and on behalf of GRANTOR, this ____ day of _____, 20__.

Boise City Urban Renewal Agency dba Capital City Development Corporation

By: _____
_____, Chair

Attest:

Name _____

Title _____

STATE OF IDAHO)
) ss.
County of Ada)

On this _____ day of _____, 20____, before me,
_____, a Notary Public in and for said State, personally appeared
_____, known or identified to me to be the _____
of the Boise City Urban Renewal Agency dba Capital City Development Corporation, the entity
that executed the within instrument or the person who executed the instrument on behalf of said
entity, and acknowledged to me that such entity executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the
day and year in this certificate first above written.

Notary Public for Idaho
My commission expires _____



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AGENDA BILL

Agenda Subject: Agency Personal Property Surplus Declaration: Stageline® SL50 Portable Trailer Stage		Date: September 9, 2019
Staff Contact: Mary Watson General Counsel Contracts Manager	Attachments: A. Resolution No. 1625 B. Appraisal: Stageline® SL50 Portable Trailer Stage C. Declaration of Transfer	
Action Requested: Adopt Resolution No. 1625 Declaring as Surplus the Stageline® SL50 Portable Trailer Stage		

Background:

In 2017 the Agency purchased the Stageline® SL50 portable trailer stage from the Canadian company Stageline Mobile Stage Inc. as part of the Agency's renovation of The Grove Plaza. After several years of rental management by the Downtown Boise Association and use by third parties for such events as Treefort and Alive After Five, the trailer stage is no longer needed by the Agency to support its redevelopment goals and activities. Still, the trailer stage is a valuable and unique asset to the city, and the Agency is interested in ensuring its continued use for public events.

The Agency adopted its *Surplus Personal Property Policy and Procedures* by Resolution No. 1360 on October 14, 2014, in order to provide for a cost effective, timely, and efficient process to dispose of unneeded personal property according to the best interests of the Agency. The surplus policy gives the Agency Board the responsibility to declare as surplus any item of personal property with an estimated current value greater than \$5,000. Attachment B is an appraisal received on August 20, 2019, establishing the trailer stage's fair market value at \$50,000.

When disposing of any personal property deemed "surplus" by the Agency Board, the surplus policy encourages the Agency to optimize the benefit to itself and other local public agencies while utilizing the most efficient mode of disposal provided by the policy. The City of Boise's Director of Parks and Recreation has indicated a willingness to accept the trailer stage and put it to continued good and public use. The Agency recommends transferring the trailer stage to the City of Boise at the parties' earliest convenience.

Fiscal Notes:

In 2017, the purchase price of the trailer stage was \$89,815. Its fair market value today is \$50,000. In the event the City of Boise is unwilling or unable to take possession of the trailer stage as planned, the *Surplus Personal Property Policy and Procedures* provide that the Executive Director conduct a public auction and sell the trailer stage to the highest bidder.

Staff Recommendation:

Adopt Resolution No. 1625 declaring the Agency's personal property known as the Stageline® SL50 portable trailer stage as surplus and authorizing the Executive Director to dispose of the property in accordance with the Agency's *Surplus Personal Property Policy and Procedures*.

Suggested Motion:

I move to adopt Resolution No. 1625 declaring the Agency's personal property known as the Stageline® SL50 portable trailer stage as surplus and authorizing the Executive Director to dispose of the property in accordance with the Agency's *Surplus Personal Property Policy and Procedures*.

RESOLUTION NO. 1625

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, DECLARING THE AGENCY'S PERSONAL PROPERTY KNOWN AS THE STAGELINE® SL50 PORTABLE TRAILER STAGE AS SURPLUS; AUTHORIZING THE EXECUTIVE DIRECTOR TO DISPOSE OF THE PROPERTY IN ACCORDANCE WITH THE AGENCY'S SURPLUS PERSONAL PROPERTY POLICY AND PROCEDURES; 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 Agency adopted its *Surplus Personal Property Policy and Procedures* by Resolution No. 1360 on October 14, 2014, in order to provide for a cost effective, timely, and efficient process to reallocate needed personal property within the Agency and to dispose of unneeded personal property according to the best interests of the Agency; and,

WHEREAS, the Agency's *Surplus Personal Property Policy and Procedures* gives the Agency Board the responsibility to declare as surplus any item of personal property with an estimated current value of over \$5,000; and,

WHEREAS, the Agency's *Surplus Personal Property Policy and Procedures* encourages the Agency to optimize the benefit to itself and other local public agencies while utilizing the most efficient mode of disposal provided therein, including sale and transfer, and,

WHEREAS, the Agency purchased a Stageline® SL50 portable trailer stage from Stageline Mobile Stage Inc. in 2017 as part of the Agency's renovation of The Grove Plaza; and,

WHEREAS, after several years of management and use by third parties, the Stageline® SL50 portable trailer stage is no longer needed by the Agency to support its redevelopment goals and activities; and,

WHEREAS, as required by the Agency's *Surplus Personal Property Policy and Procedures*, Agency staff obtained a professional appraisal of the Stageline® SL50 portable trailer stage on August 20, 2019, which established a fair market value of \$50,000; and,

WHEREAS, the Agency Board of Commissioners finds it in the best public interest and consistent with the Agency *Surplus Personal Property Policy and Procedures* that the Stageline® SL50 portable trailer stage is surplus property that is unneeded personal property and should be disposed of in accordance with the Agency *Surplus Personal Property Policy and Procedures*.

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

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

Section 2: That the Agency Board declares that the Agency's personal property known as the Stageline® SL50 portable trailer stage is surplus property that is unneeded personal property.

Section 3: That the Agency Board, in its declaration of surplus property set forth herein, authorizes the Agency Executive Director to dispose of the Stageline® SL50 portable trailer stage in accordance with the Agency's *Surplus Personal Property Policy and Procedures*.

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 September 9, 2019. Signed by the Chair of the Agency Board of Commissioners and attested by the Secretary to the Agency Board of Commissioners on September 9, 2019.

URBAN RENEWAL AGENCY OF BOISE CITY

By: _____
Dana Zuckerman, Chair

ATTEST:

By: _____
Ryan Woodings, Vice Chair



LIQUIDATION VALUE & FAIR MARKET VALUE APPRAISAL

Prepared for:
Ben Houpt
CCDC
121 N. 9th St., Suite 501
Boise, ID 83702

Liquidation Value and Fair Market Value Appraisal of:
2016 Stageline SL50 Mobile Stage
As of August 20th, 2019



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CORBETT AUCTIONS

& Appraisals, Inc.

August 28th, 2019

Mr. Ben Houpt – Property Manager
CCDC
121 N. 9th St., Suite 501
Boise, ID 83702

RE: Liquidation Value & Fair Market Value Appraisal
2016 Stageline SL50 Mobile Stage, Boise, Idaho

Dear Mr. Houpt:

In accordance with your request, I have made an appraisal of the 2016 Stageline SL50 Mobile Stage SN: 2N9SL0500HA045819 located at: 827 W. Main St. - The Grove Plaza, Boise, Idaho.

The purpose of this appraisal is to determine Forced Liquidation Value & Fair Market Value. Forced Liquidation Value is the value realized when assets are sold piecemeal, under duress at public auction. Forced Liquidation Value assumes that the buyer is responsible for all costs of removal and is purchasing the assets “as-is, where is” with no warranties or representation as to the condition of the assets being made by the seller. It is further assumed that the assets are properly advertised in a manner considered to be commercially reasonable. Fair Market Value is defined as the price at which the property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or sell, and both having reasonable knowledge of all relevant facts. This appraisal was conducted on August 20th, 2019, with details described in the attached pages.

I certify that I have personally analyzed and evaluated the items described in this document, and hereby state that neither my employment nor my compensation for making this appraisal is in any way contingent upon the values reported herein. The appraiser makes no warranties or representations as to title or condition of same. The following valuation is made in accordance with the attached Appraisal Definition and Appraisal Limiting Conditions.

The Stageline SL50 Mobile Stage is a desirable mobile stage. There are cash buyers available now at the Liquidation Value. To obtain the Fair Market Value, the seller would be best served to consign the stage to a professional industry specific broker.

In the opinion of the appraiser herein, the items listed have a Liquidation Value of \$30,000 and a Fair Market Value of \$50,000.

I appreciate the opportunity to be of service.

Sincerely,

Kent W. Corbett
Corbett Auctions & Appraisals, Inc.



ASSUMPTIONS AND GENERAL LIMITING CONDITIONS

1. No investigation of ownership or title to the property has been made, unless otherwise stated. This report is not an indication of such ownership or title. It is assumed that whole ownership and interest-of-possession exist, unencumbered by any liens, fractional interests, mortgages, pledges, etc.
2. Information provided by the Client is assumed to be accurate.
3. Sources are assumed to be reliable. No warranty is given for their accuracy.
4. Dimensions and weights, if any, are approximate. Appropriate “wear-and-tear” may or may not be noted.
5. Services containing multiple pieces may or may not have been completely examined, and are assumed to be complete and in good condition, unless otherwise stated. An individual piece is assumed to be representative. If values are given per set or per lot, the value is for the set or the lot, and no opinion is given as to an individual value, or to proportionate values.
6. Money amounts are for United States dollars, and are rounded off.
7. This Appraisal Report, or copy thereof, may be transmitted to a third person, or legal entity, only in its entirety. Neither all, nor any part of the contents of this Report (especially any conclusions as to the value of the property or properties, or the identity of the Appraiser or the firm) shall be disseminated to the public through advertising, public relations, news, sales, or other media, without prior written consent and approval of the Appraiser.
8. The Appraiser has no bias with respect to the parties involved, and has based his fee upon a fixed hourly rate or upon a flat fee. Compensation is not contingent on an action or event resulting from the analyses, opinions or conclusions in, or the use of, this Appraisal Report.
9. The opinions, analyses and conclusions of the Appraiser were developed, and this Appraisal Report has been prepared, in conformance with the Uniform Standards of Professional Appraisal Practice (USPAP) of The Appraisal Foundation, Inc., Washington, D.C.



CORBETT AUCTIONS

— & Appraisals, Inc. —

LIABILITIES

1. The Appraiser disclaims any liability arising from the use of the values shown herein. However, if the Appraiser is found to be liable by a court of law, such liability shall not exceed the amount of the Appraisal Fee charged by the Appraiser.
2. The Appraiser, by reason of the Appraisal Report, shall not be required to give further consultation, testimony, or be in attendance in court with reference to the property in question, unless prior arrangements have been made. Any preparation, review, consultation, attendance or testimony shall constitute future services. Any required court appearances will be billed at the rate of either one-half days rate of \$1000.00 or the full days rate of \$2000.00 due with the presentation of the subpoena.
3. The Appraiser assumes no responsibility for unforeseen changes in market condition, nor for the inability to locate a potential buyer or replacement item at the Appraised Value or Values stated in this appraisal, if such is attempted. The value or values expressed herein are based upon the Appraiser's best judgment and opinion, and are not a representation or warranty, expressed or implied, that the subject property would realize that value or values if offered for sale at auction or otherwise. The value or values expressed herein are based upon current market information on the Date of Valuation of this Appraisal Report.

APPRAISAL DEFINITION

Forced Liquidation Value

Forced liquidation value is the value realized when assets are sold piecemeal, under duress at public auction. Forced liquidation value assumes that the buyer is responsible for all costs of removal and is purchasing the assets "as-is, where is" with no warranties or representation as to the condition of the assets being made by the seller. It is further assumed that the assets are properly advertised in a manner considered to be commercially reasonable.

Fair Market Value

Fair Market Value (FMV) is the price that property would sell for on the open market. It is the price that would be agreed on between a willing buyer and a willing seller, with neither being required to act, and both having reasonable knowledge of the relevant facts. (Treasury Regulation 20.2031-2 (b)): The fair market value is the price at which the property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or sell, and both having reasonable knowledge of relevant facts. The fair market value of a particular item of property is not to be determined by a forced sale price. Nor is the fair market value of an item of property to be determined by the sale price of an item in a market other than that in which such item is most commonly sold to the public, taking into account location of the item wherever appropriate. Thus, in the case of an item of property which is generally obtained by the public in the retail market, the fair market value of such an item of property is the price at which the item or a comparable item would be sold at retail.



APPRAISAL DISCLOSURE – REFERENCES AND GUIDES USED

Corbett Auctions & Appraisals, Inc. is a general personal property appraiser providing Fair Market Value appraisals for the purpose of estate taxes, liquidations, business evaluations, inventory verification, and insurance valuations. We do not claim to be individual subject matter experts in any or all categories, but provide a Fair Market Value estimation, inventory and/or assessment of the items herein described.

This appraisal or inventory evaluation/verification is based upon values received at Corbett Auctions & Appraisals, Inc. sales, values derived from reference sources, trade publications, and valuation books, and takes into consideration present condition, as well as past sales and current market values.

Although the appraisal may place individual or group values, this appraisal is not to be used to determine selling prices for any type of sales process whether singularly or in entirety, without independent verification by a specific subject matter expert for each particular item, group, or category prior to sale or contract negotiation. Commission costs and/or marketing costs have not been subtracted from the values herein stated.

This appraisal does not guarantee or warrant the condition of any or all items herein described past the day of inspection by the appraiser.

Commonly used reference materials and sources:

- Corbett Auctions & Appraisals, Inc. sales data
- N. A. D. A. guides - National Automobile Dealers Association reference books
- Hotline equipment reference guides
- Collector and Antique reference books



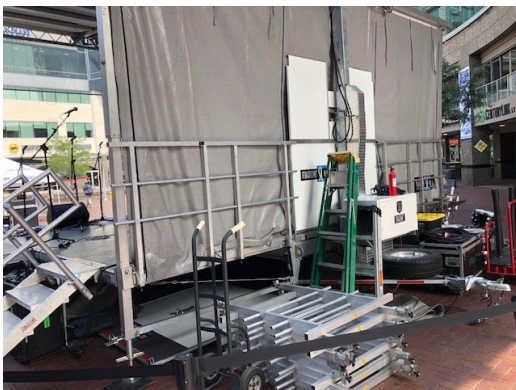
CORBETT AUCTIONS

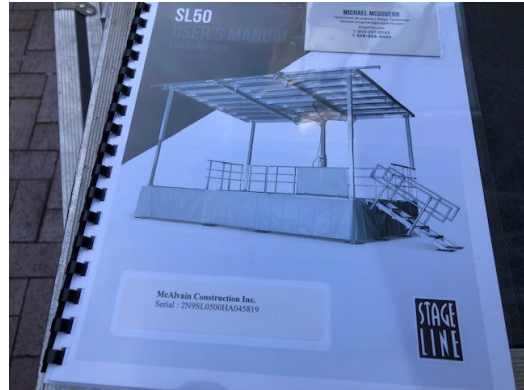
& Appraisals, Inc.

LISTING OF ITEMS

<u>DESCRIPTION</u>	<u>LIQUIDATION VALUE</u>	<u>FAIR MARKET VALUE</u>
Items Located at: 9161 W. Black Eagle Dr., Boise, Idaho 83709		
1. 2016 Stageline SL50 Mobile/Trailer Stage - SN: 2N9SL0500HA045819. Condition appears to be very good. Owner has manual/build sheet which is very important for resale. This particular model and brand has very good resale value in the industry. In order to obtain Fair Market Value, the Seller would need to employ a broker at a cost of approximately 15% to reach the proper audience.	\$30,000.00	\$50,000.00
TOTAL APPRAISED VALUE	\$30,000.00	\$50,000.00

Kent W. Corbett, GPPA
Auctioneer/Appraiser







Kent W. Corbett
Corbett Auctions & Appraisals, Inc.
PO Box 191261
Boise, ID 83719

Graduated with a B.A. Degree in Business Administration from Northwest Nazarene College, Nampa, Idaho, 1986.

Graduated from Western College of Auctioneering, Billings, Montana, 1991.

2008 & 2014 Idaho Association of Professional Auctioneers Champion Auctioneer.

2008 Vice President, 2005 President of the Idaho Association of Professional Auctioneers Association.

Member of the National Auctioneers Association and the Idaho Association of Professional Auctioneers.

Licensed Real Estate Professional in the state of Idaho.

GPPA Certified Personal Property Appraisal Designation from the National Auctioneers Association

Continuing Education from the Auction Marketing Institute, receiving AARE (Accredited Auctioneer of Real Estate) designation.

Licensed, bonded and insured Auctioneer & Appraiser - insured, licensable, and bondable in several western states.

Specialty: managing and conducting "live" commissioned auctions of real estate and personal property.

Owner of Corbett Auctions and Appraisals, Inc., since 1991.

Co-owner of Corbett Bottles Real Estate Marketing, LLC.

We are experienced in conducting auctions in many different environments such as: on site real estate auctions, estate auctions, business liquidations, consignment auctions, black-tie fund raisers, and private school and church fund raising events.

Have successfully sold millions of dollars of commercial and residential real estate, businesses and estates, including; furniture, antiques and collectibles, jewelry, tools, firearms, coins, glassware, building materials, artwork, recreational vehicles, automobiles, trucks, livestock, and commercial and industrial machinery.

20 years of professional personal property appraisal experience for estates/trusts, businesses, and lenders.



CERTIFICATION

I certify that, to the best of my knowledge and belief:

1. The statements of fact contained in this report are true and correct.
2. The report analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, unbiased professional analyses, opinions and conclusions.
3. Corbett Auctions & Appraisals, Inc. is in the auction business and their only interest in this property would be to offer our services as auctioneers on a commission basis on any items the above wishes to sell.
4. My compensation is not contingent upon the reporting of a predetermined value or directions in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event.
5. My analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
6. I have made a personal inspection of the property, unless so noted, that is the subject of this report.

Kent W. Corbett, GPPA
Appraiser/Auctioneer

CCDC Resolution No. 1625
Exhibit C

**DECLARATION OF TRANSFER
STAGELINE® SL50 PORTABLE TRAILER STAGE**

The Urban Renewal Agency of Boise City, Idaho, also known as Capital City Development Corporation ("CCDC"), is an independent public body, corporate and politic, authorized under the authority of the Idaho Urban Renewal Law of 1965, being Idaho Code, Chapter 20, Title 50, as amended and supplemented (the "Law"). CCDC has purchased the personal property known as the Stageline® SL50 portable trailer stage from Stageline Mobile Stage Inc., as authorized by the Law and CCDC's several urban renewal plans. CCDC hereby transfers to the City of Boise (the "Donee") all rights, title, and interest in the Stageline® SL50 portable trailer stage. This transfer shall be made in the name of the Donee and shall be effective from and after _____, 2019. It is the express intent of the undersigned that all incidents of absolute ownership of assets set forth herein, including, but not limited to, maintenance, storage, insurance, risk of loss, and any adverse claims, be vested from said date forward in the Donee pursuant to this instrument.

DATED this _____ day of _____, 2019.

John Brunelle, Executive Director
Urban Renewal Agency of Boise City, Idaho

STATE OF IDAHO)
) ss.
County of Ada)

On this _____ day of _____, 2019, before me, a Notary Public in and for said state, personally appeared John Brunelle, known to me to be the Executive Director of the Urban Renewal Agency of Boise City, Idaho, an independent public body, corporate and politic, organized under the laws of the state of Idaho, who executed the within and foregoing instrument and acknowledged to me that the Urban Renewal Agency of Boise City, Idaho executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first written above.

Notary Public for Idaho
Residing at Boise, Idaho
My Commission Expires: _____

CCDC Resolution No. 1625
Exhibit C

ACCEPTANCE

I, David H. Bieter, Mayor of the City of Boise, do hereby acknowledge receipt of the transfer of the Stageline® SL50 portable trailer stage and do agree to accept the terms of said transfer.

DATED this _____ day of _____, 2019.

CITY OF BOISE

David H. Bieter, Mayor

ATTEST

Lynda Lowry, Ex-Officio City Clerk

STATE OF IDAHO)
) ss.
County of Ada)

On this _____ day of _____, 2019, before me, a Notary Public in and for said state, personally appeared David H. Bieter, known to me to be the Mayor of the City of Boise, an Idaho municipal corporation, who executed the within and foregoing instrument and acknowledged to me that the City of Boise executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first written above.

Notary Public for Idaho
Residing at Boise, Idaho
My Commission Expires: _____



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V. INFORMATION ITEMS



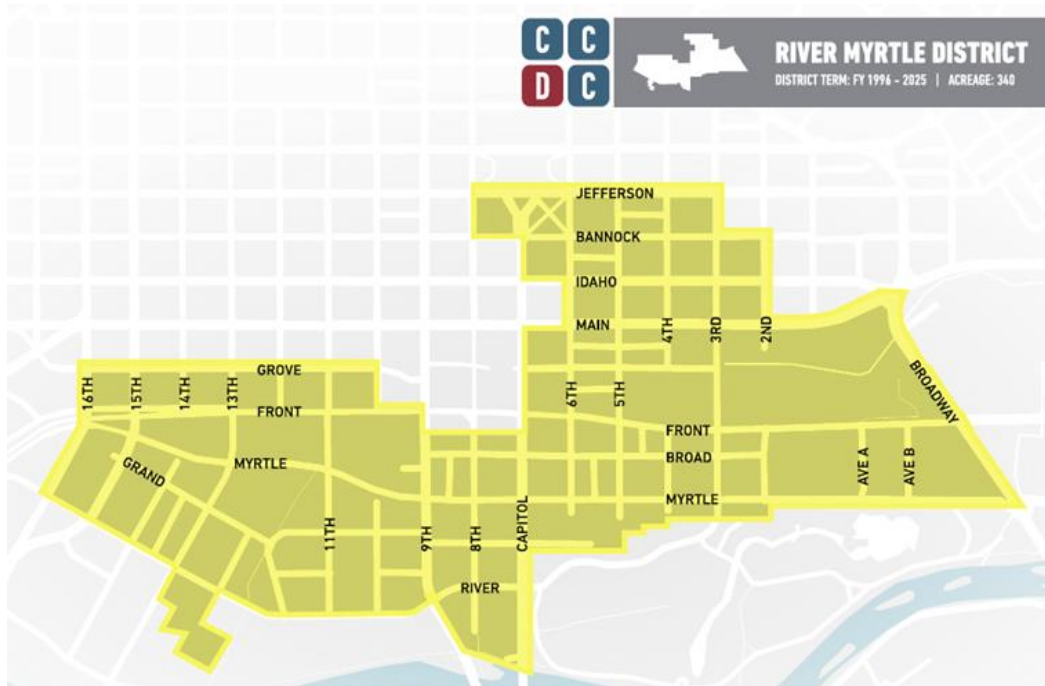
DATE: September 9, 2019

TO: Dana Zuckerman, Chair
Board of Commissioners

FM: John Brunelle, Executive Director

RE: CCDC Monthly Report

RIVER – MYRTLE / OLD BOISE DISTRICT



Economic Development

5th & Front Streets - Hotel and Parking Garage - PP Type 3, 5: Construction continues on the 540-space 5th & Front parking garage with opening scheduled for early 2020. The hotel portion of the development is scheduled to open in summer 2020. CCDC will lease 200 parking spaces for public use. Customers interested in leasing a space are being directed to The Car Park to reserve a monthly pass. All 200 of CCDC's leased spaces have been reserved.

505 W. Idaho Street - The Gibson - PP Type 2, 4: The Gibson apartment building is complete and fully leased. The Agency inspected the public improvements subject to reimbursement and has received final acceptance of the “parklet” from the City’s Parks & Recreation Department. The Agency is processing reimbursement as per the existing Participation Agreements. The project will receive approximately \$1,000,000 in reimbursement funds for public improvements including streetscapes, utilities, and dedicated public park space.

503-647 S. Ash Street – Ash Street Townhomes– Agency Disposition PP Type 5: In 2018, this property was sold to deChase/Miksis for the purpose of transforming this area into workforce housing. The Ash Street Townhomes are now complete. CCDC toured the development Friday, June 12 with the developer. These 34 workforce rental housing units and a small retail space along the Pioneer Pathway will help transform this urban neighborhood. Rents will be affordable to families making less than 120% of the area median income, or less than \$2,200 per month for a 3-bedroom townhome.

611 S. 8th Street – Afton Phase I – Agency Disposition PP Type 5: CCDC acquired this site in 2001 for redevelopment then sold the site in two phases to RMH Company following a 2013 competitive RFQ/P process. Phase I with 60 condominium units is completed, sold, and occupied. A unique restaurant “*Kiwi Shake & Bake*” opened in December 2018 in the corner retail unit at 8th & River Streets.

620 S. 9th Street – Afton Phase II – Agency Disposition PP Type 5: Phase II construction is progressing and more than 50 percent of the condo units have been sold. There are 35 units in Phase II. Delivery of the finished units is scheduled for late 2019.

500 S. 8th Street – Trailhead – Agency Leased Property: This 60-month lease entered Year 5 on February 1, 2019. Event and user programming by Actuate Boise remains active. Two minor restroom plumbing repairs were conducted the week of July 22. There were no maintenance issues in August.

200 Myrtle Street - Boise Caddis - PP Type 2: The Board approved the Type 2 Participation Agreement with Boise Caddis at its June 2019 Board Meeting. The Project includes 160 rental units and 400 parking stalls. Ada County will purchase the parking stalls to be used by its nearby Courthouse complex workforce. The Type 2 Agreement includes approximately \$1.2 million in public improvements for 2nd, 3rd, and Myrtle Streets and a small portion of Broad Street, which will be reimbursed using tax increment revenue generated by the project. The developers applied for building permits in August. Construction is scheduled to begin Fall 2019 with final completion in Summer 2021.

406 Broad Street - Cartee Apartments - PP Type 2: The Cartee developer has submitted construction drawings to the City for permitting. The agreement between CCDC and the developer contemplates approximately \$1.3 million in Eligible Expenses to be reimbursed from the project’s tax increment revenue. The project includes approximately 160 apartments units and 176 structured parking spaces. Construction is scheduled to begin Fall 2019.

429 10th Street - Agency Owned - PP Type 5 (RFP): At its August 2019 regular meeting, the Board declared 429 S 10th Street as Surplus Property with the intent to sell or convey. A public hearing for the declaration was held on August 28th at noon in the CCDC Board Room. There were no comments from the public. The Board directed Agency to prepare a Bid Packet for Board approval, which will be brought to the September 9 meeting for review.

512 W Grove Street - 5th & Grove Mixed Use Residential - PP Type 2: At the August 12 Board Meeting, the CCDC Board designated 5th and Grove as Eligible for Type 2 Participation funding. The project includes 114 for-rent apartments and 8,000 SF of ground floor retail. Preliminary estimates show Eligible Expenses between \$900,000-\$1,200,000. Preliminary scoring shows that

the project will qualify for Level A status and would receive 80% of the tax increment revenue it generates to reimburse Eligible Expenses. CCDC estimates the project would be reimbursed approximately \$750,000 if the typical Type 2 reimbursement structure is used. The developers are considering dedicating 50 units for workforce housing, which may increase the total reimbursement amount that CCDC can provide with the aim to be closer to the total Eligible Expense amount. The developer will know more in the coming months, and CCDC will make that determination once the workforce piece is confirmed in late 2019. CCDC is committed to assisting bringing more workforce and affordable housing projects to market.

Infrastructure

535 S. 15th Street – River Street Lofts – PP Type 1: Siding is being installed on the townhomes, and the project is scheduled to be complete in late 2019. CCDC will reimburse up to \$150,000 for public improvements upon completion and inspection.

S. 5th & Grove Streets Utilities - Underground & Conduit: This project consists of the design and construction to underground the utilities and install a conduit bank on 5th Street from Front Street to Main Street. Idaho Power's contractor, Probst, has already completed the duct bank crossing of Main Street ahead of the ACHD resurfacing project on that street later this summer. The Agency issued an informal bid for the installation of the fiber conduit banks and vault installations and awarded the contract to Guho Corp. Contracts with the various telecommunications companies for their work are also in process. Work is expected to resume on September 30 when a permit moratorium issued by ACHD is set to expire.

11th Street Streetscape - Grove Street to River Street: These streetscape improvements are planned for construction in FY2023. To maximize public investment, the Agency is working closely with ACHD on its 11th Street bikeway facilities project. To ensure that cooperative and coordinated solutions are developed by ACHD and CCDC in their respective planning processes, the Agency is conducting planning and design on a similar schedule to ACHD.

N. 6th Street Streetscape - Front Street to Main Street: Design and construction of streetscape improvements on 6th Street between Main and Front Streets. The Land Group was selected as the design professional in October 2018, designed plans, including the Block 7 Alley, and the formal bid process was completed in July 2019. The contract was awarded to Guho Corp at the August 12 Board Meeting. Construction is slated to start February 2020, due to current ACHD permit restrictions.

RMOB - Consolidated Newspaper Boxes: CCDC and the City are coordinating purchase and installation of consolidated newspaper boxes. The Agency received approval on June 3 from the City for proposed locations and box configurations. The Agency has ordered newspaper boxes from vendor M.E.R. The boxes were received on September 3. CCDC is preparing an informal bid for installation.

390 S. Capitol Blvd - Mod Pizza - PP Type 1: The building is under construction at Capitol & Broad Streets with completion scheduled for December 2019. CCDC will reimburse the project for up to \$100,000 for awnings over the right-of-way and limited sidewalk improvements.

Mobility

S. 5th St & Myrtle St – Signalized Crossing: Kittelson & Associates is working on a preliminary warrant analysis for a new signalized crossing at 5th and Myrtle Streets.

RMOB Circulator – Preliminary Engineering: CCDC is partnering with the City to split the costs of preliminary engineering for the Downtown Circulator project. The Agency is re-budgeting

preliminary engineering funds to FY2020. The Agency stands ready to assist and anticipates direction in the near future.

ParkBOI - Capitol & Myrtle Parking Garage – Agency Owned Property: Agency is currently working on contracting with Specialty Systems to repair damaged spray-on fireproofing.

ParkBOI - 9th & Front Parking Garage – Agency Owned Property: Agency is currently scoping waterproofing membrane repairs, to be completed before winter.

ParkBOI - 11th & Front Parking Garage – Agency Owned Property: No significant maintenance performed in August. Fewer than 100 of the 722 spaces that were originally available for general public monthly use remain available to lease.

N. 5th & 6th Streets – City of Boise/ACHD Traffic Configuration: ACHD has this project on indefinite hold until there is programmed construction funding. The Agency stands ready to assist and anticipates direction in the near future.

Place Making

Grove Street – Multi-Block Improvement Project: CCDC solicited, received, and reviewed proposals from design professionals. CCDC and the City selected a design professional and a contract is forthcoming. A vision statement, project timeline, and community engagement plan are being developed.

Block 7 – CCDC Alley Program: Block 7 is bounded by Capitol Boulevard, Main Street, 6th Street, and Grove Street. The project includes pavement enhancements, lighting, and improved trash facilities. The contract was awarded to Guho Corp, along with the 6th Street Streetscape project, at the August 12 Board meeting. Guho is planning to begin work on September 30 (after Old Boise Oktoberfest) and complete the alley by the end of calendar year 2019.

Special Projects

RMOB Public Art – City of Boise Traffic Boxes – PP Type 4: The City Arts & History Department issued the Call-To-Artists. The T4 Agreement with the City of Boise was approved by the Board on February 11, 2019. Artists were selected and traffic boxes were assigned in March. Art content has been approved and is now being fabricated for installation.

S. 8th St Public Art - City of Boise Murals - PP Type 4: CCDC is working with the City Arts & History Department on a T4 Agreement for murals in Simplot Alley and on 9th Street. The City is in the process of deciding how to handle easements. The Agency stands ready to assist and anticipates direction in the near future.

RMOB Public Art – City of Boise Broad Street Sculpture – PP Type 4: The T4 Agreement was approved by the CCDC Board on February 11, 2019. In April, the City's artist selection panel selected Krivanek + Breaux. City Arts & History is working with the artist on a contract. In May, Boise City Council approved the selection panels and the Arts & History Commission's recommendation to approve working with Krivanek + Breaux. Mr. Krivanek was in Boise August 8-9 to exchange ideas with stakeholder groups and develop initial concepts.

WESTSIDE DISTRICT



Economic Development

1010 W. Jefferson St – 10Ten Building – Agency-Owned Property: A new control system for an HVAC system on the 2nd floor was installed in mid-July to replace the original, now obsolete, controls. No significant maintenance was performed in August.

421 N. 10th St – ISG/BSN Building - Agency Owned Property: There were no major maintenance issues in August.

Infrastructure

11th Street Streetscape - Washington Street to Grove Street: These streetscape improvements are planned for construction in FY2023. To maximize public investment, the Agency is working closely with ACHD on its 11th Street bikeway facilities project. To ensure that cooperative and coordinated solutions are developed by ACHD and the Agency in their respective planning processes, the Agency is conducting planning and design on a similar schedule to ACHD.

15th Street Utilities - Undergrounding & Conduit: This project will underground overhead power lines and install underground conduit to facilitate future redevelopment (including a new Fire Station #5), mature street trees, and an expanded telecommunications network on the west side of 15th Street. As of September 3, Anderson & Wood has installed the main conduit runs and vaults from Front Street to north of Jefferson Street. Substantial completion of conduit work is scheduled for September 26. Further work on Idaho Power undergrounding is on hold until contractor Probst receives primary cable, expected to arrive in mid-September. This combined with other circumstances will likely push substantial completion of the full project into October 2019.

Westside District - Consolidated Newspaper Boxes: CCDC and the City are coordinating purchase and installation of consolidated newspaper boxes. The Agency received approval on

June 3 from the City for proposed locations and box configurations. The Agency has ordered newspaper boxes from vendor M.E.R. The boxes were received on September 3. CCDC is preparing an informal bid for installation.

Bannock Streetscape – 8th to 9th Streets: Jensen Belts Associates has completed the Design Review package. The project is on a temporary hold pending the outcome of City/ACHD traffic and street configuration decision. The City of Boise conducted a public meeting and an online survey to gauge public support of the proposed design. Feedback is being evaluated prior to further discussions with City Council and ACHD.

N. 8th Streetscapes - Bannock to State Streets: This City PDS project is on temporary hold pending outcome of City/ACHD traffic and street configuration decision. The City has met with ACHD and conducted a public meeting and an online survey to gauge public support of the proposed design. Feedback is being evaluated prior to further discussions with City Council and ACHD.

10th & State Streets – Brady Block Concepts: CCDC is working with nearby landowners around the Agency-owned sites to create transformative development in this area. CCDC hopes to incentivize the future redevelopment of underutilized sites adjacent to the Brady Block.

1010 Main St - Avery Building - PP Type: This is a privately-owned vacant building currently undergoing renovation. CCDC has remained engaged with the developer and owner who is working on overall project financing. The developer is interested in utilizing the Agency's Participation Program and hopes to work on an application submittal in late 2019.

1111 Idaho St - 11th & Idaho Building - PP Type 2: This highly designed, 9-story, new Class A office building is being developed by Rafanelli and Nahas and is using the globally recognized architecture firm Perkins + Will. The site is adjacent to the future Westside Urban Park and is being designed to complement the existing Boise Plaza. The development was designated as a Type 2 Participation Project on July 15, 2019 and the final agreement will be presented to the Board on August 12, 2019.

1715 W. Idaho St - Odyssey Flats - PP Type 1: A Treasure Valley based development team held a neighborhood meeting and has submitted plans to the City for the development of approximately 18 residential units on this currently vacant parcel. Although the final design and eligible public expenses are not yet known, the developer suggested they would apply for Agency participation later in 2019 upon City approval.

Westside URD - Boundary Adjustment - Eligibility Study: SB Friedman Development Advisors (SBF) presented their Eligibility Report for this URD Plan Amendment to the CCDC Board on May 13, 2019. After an Agency presentation, the Council accepted the report on June 4 and directed CCDC to move forward with the plan amendment in the coming months. Thereafter the Plan Amendment would need to be reviewed by CCDC and the City Council as well as Planning and Zoning for it to be completed. The Agency and its counsel are working on scoping the plan amendment as well as the public outreach.

Mobility

ParkBOI - 10th & Front Garage – Agency Owned Property: The Agency worked with the structural engineering firm KPFF to design the next phase of needed concrete repairs. Project scope includes repairing concrete spalling and heavy corrosion, post-tensioned tendon repairs, and installation of waterproofing membrane. Upon completion of the formal bid process, the contract was awarded to Hellmann Construction. Notice to Proceed was issued August 29, 2019, and mobilization began that day. Anticipated completion date is November 27, 2019.

11th Street Bikeway - ACHD Collaboration - River Street to Washington Street: 11th Street has been identified in plans by the City and ACHD as an important corridor for the west side of downtown Boise. It prioritizes cyclists, pedestrians, retail business, and residents while accommodating existing vehicular use. ACHD is conducting a bikeway planning process for improvements to be made in FY2023 to prioritize 11th Street as a cycling corridor.

Westside Circulator - Preliminary Engineering: CCDC is partnering with the City to split the costs of preliminary engineering for the Downtown Circulator project. The Agency is re-budgeting preliminary engineering funds to FY2020. The Agency stands ready to assist and anticipates direction in the near future.

N 8th Street – City/ACHD Traffic Configuration: A traffic and bike lane analysis performed by Kittleson & Associates and design package by Jensen Belts Associates were presented to the City Council on January 29, 2019. The Council has requested public outreach on the project, and the City and ACHD are working on public outreach plan. The Agency stands ready to assist and move forward with streetscape projects following a City/ACHD decision. The City conducted a public meeting and an online survey to gauge public support of the proposed design. Feedback is being evaluated prior to further discussions with City Council and ACHD.

Place Making

11th Street & Bannock Street – Westside Urban Park: City Council approved the Westside Urban Park Master Development Agreement and associated land agreement on June 4, 2019. The completion of these agreements formalizes a public-private partnership that will result in the creation of a new downtown neighborhood urban park. This public investment complements construction of the adjacent 10-story Class A office building with retail space fronting the park which is known as the 11th & Idaho Office Building. Rafanelli and Nahas celebrated the start of construction with a groundbreaking ceremony on August 5, 2019. The City Arts & History Department has issued a Call-to-Artists to select an artist to produce an iconic and interactive art piece for the park. A Type 4 Agreement that contributes \$200,000 to public artwork was approved and executed by CCDC and the City. The design team is concurrently developing ideas for site features to be included in the park. Construction of the park is on track for the 2020 construction season.

Special Projects

Westside Public Art - City of Boise Traffic Boxes - PP Type 4: The T4 Agreement between CCDC and the City was approved by the Board on February 11, 2019. Artists were selected and traffic boxes were assigned in March. Art content has been approved and will now move into the fabrication phase for installation this summer. Wraps are being fabricated and the installation will begin in a few weeks.

30TH STREET DISTRICT



Economic Development

2403 Fairview Ave - Adare Manor - PP Type 2, 4: Northwest Integrity Housing Company's affordable housing development is under construction with completion anticipated by the end of 2019. The combined participation agreement is for approximately \$730,000 for public improvements adjacent to the development including streetscapes and utility work. This development is on ground leased from the City of Boise for forty years and was awarded to the developer through a competitive process. It includes 134 for-rent apartments. The majority will be for families earning less than 60% of the area median income or about \$44,000 per year for a family of four with approximately 10% serving market rate rents.

Infrastructure

301 29th St - Whittier Elementary School - PP Type 4: Construction at Whittier Elementary is almost complete and the contractors plan to wrap up by early September. CCDC is working with Whittier on cost documentation required for reimbursement for Eligible Expenses per the Type 4 Agreement. Reimbursement will not exceed \$540,000 for streetscapes, utilities, road reconstruction, and a public plaza space.

Place Making

30th Street District - Urban Renewal Plan Amendment: In the event Agency financing is involved in the development of a sports park, and it is located in the 30th Street District, it is likely that an amendment to the 30th Street Urban Renewal Plan will be necessary. The Agency is working with legal counsel and consultants to obtain appropriate scope of services and timeline.

Special Projects

30th Street District Public Art - City of Boise Traffic Boxes - PP Type 4: The T4 Agreement between CCDC and the City was approved by the Board on February 11, 2019. Artists were selected and traffic boxes were assigned in March. Art content has been approved and will now move into the fabrication phase for installation this summer. Wraps are being fabricated and the installation will begin in a few weeks.

SHORELINE



Economic Development

New Urban Renewal District – Shoreline: Creation of the new Shoreline URD was completed in December 2018. Its 20-year term runs from FY2020 to FY2039. The Shoreline District Plan was approved by City Council December 4, 2018, with final reading December 18, 2018. The plan was transmitted to State Tax Commission, Ada County, and taxing districts December 21, 2018. The Agency continues to work with stakeholders in the District to be proactive in bringing forth the Plan's stated initiatives and projects.

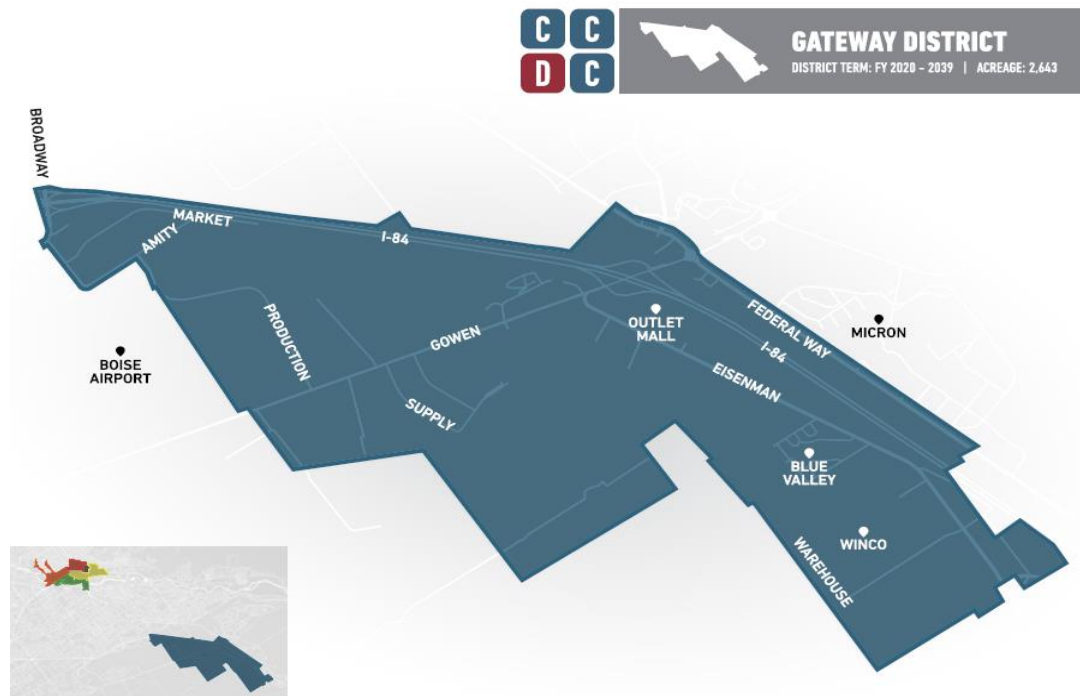
Shoreline District - Downtown Boise Streetscape Standards Update: CCDC, in collaboration with the City, is preparing to update the Downtown Boise Streetscape Standards Manual. These standards provide guidance to private development and Agency's Capital Improvement Plan projects about streetscape improvements in the public rights-of-way within the downtown Urban Renewal Districts.

The standards currently in effect were adopted by the City in 2015 and do not include the Shoreline District project area. This update will incorporate the Shoreline District project area as

well as the innovative stormwater management strategies outlined in the City's Lusk Street Neighborhood Master Plan and River Street Neighborhood Master Plan.

The update will be reviewed by neighborhood stakeholders, the City, and ACHD before being considered for formal approval. Once approved by the CCDC Board, the updated standards will be forwarded to the City Council and recommended for final approval and adoption into Blueprint Boise. This collaborative process will begin once Agency funds are allocated to the project to pay for the necessary consultant services.

GATEWAY EAST



Economic Development

New Urban Renewal District – Gateway East: Creation of the new Gateway East URD to develop east Boise industrial property was completed in December 2018. Its 20-year term runs from FY2020 to FY2039. The Gateway East Plan was approved by the City Council on December 11, 2018 with final reading December 18, 2018. It was transmitted to State Tax Commission, Ada County, and taxing districts December 21, 2018.

Gateway East Participation Program: The Board adopted a standalone participation program from Gateway East its July 15, 2019 meeting. The Agency is in the process of revising administrative documents to conform with the new policy.

Mobility

Gowen Road – ACHD Cost Share - PP Type 4: ACHD will replace the Gowen Road Bridge over the railroad right-of-way including widening to accommodate bike lanes and sidewalks. The Agency is working on a cost share/participation agreement to install fiber optic conduit and

accommodate a future pathway under the bridge consistent with the Gateway East Plan. ACHD and the Agency executed a cost share/participation agreement on May 13, 2019 to accommodate a future pathway under the bridge consistent with the Gateway East Plan. The cost share is estimated to be approximately \$380,000 due upon completion of construction, but no sooner than October 1, 2022. The Agency is working with City of Boise and ACHD to negotiate a separate cost share agreement for conduit installation estimated to cost approximately \$65,000.

AGENCY WIDE – ALL DISTRICTS

Economic Development

ParkBOI - Parking Garage Design Guidelines: CCDC solicited a proposal from consultant Kimley-Horn for parking garage design guidelines. Kimley-Horn has completed work on guideline updates.

ParkBOI – Parking Rates - Annual Review: Demand remains strong for spaces throughout the Agency's downtown parking system, especially in the 9th & Main Parking Garage. The plan is to divert some of that demand to other facilities. The wait lists have been reduced from nearly 1,300 to 131 currently. Agency has included parking rate adjustments for Board consideration in its FY2020 budget.

City of Boise Park & Ride Shuttle: The Agency is actively working with its mobility partners on a Park & Ride/Shuttle lot near downtown.

ParkBOI - New Product - Nighttime Monthly: CCDC will continue to explore alternatives to 24/7 monthly parking passes. As part of the FY2020 budgeting process the Agency will revamp some of its offerings to try and attract customers to programs which reduce vehicle miles traveled by single occupied vehicles and encourage shared mobility.

Downtown Mobility Collaborative (DMC): The Downtown Mobility Collaborative is a newly formed public-private partnership headed by a Program Director at Valley Regional Transit. The DMC is a Transportation Management Association that will focus on improving transportation options in downtown Boise by building partnerships and bringing key groups together to develop actionable plans that meet the needs of a growing city. This collaboration consists of CCDC, the City, VRT, ACHD, and BSU. An FAQ sheet has been developed, a work plan nearly finalized, and an outreach/messaging program is being developed. The entity's first products will be available in October 2019.

Park+ Parking Modeling Program: Last year CCDC invested in a parking modeling program to help predict the impact of proposed developments on the parking demand and supply. The same demand/supply data that was gathered last spring was fed into the program with parcel and land use information. As additional developments are proposed, information can be fed into the program to help predict traffic and parking impacts. The program will be used to update recent development scenarios. FY2020 will be a transition year for the program/tool, as it will be transferred fully to the City in FY2021.

CCDC Parking Management Plan Update: This document serves as the legal, financial, and operational basis of the Agency's parking system. It is referred to when rates are adjusted, when garages are funded, and when a parking operator is hired. In July 2019 a panel of experts met with CCDC to provide input and ideas for how the document's content and organization might be updated. The study will be completed by mid-2020 and will involve CCDC Board input.

ParkBOI - 9th & Main Parking Garage - BikeBOI Bicycle Parking: BikeBOI, a 24-hour secure bike parking facility located in the 9th & Main garage and available to registered users, opened for operations on June 20, 2019. As of early September, 37 individuals have signed up to use the facility. Individuals can still sign up and use the facility for the remainder of 2019 with no monthly fee after paying a \$20 activation fee. BikeBOI has space for 42 bikes, including space for up to six oversize bikes (utility bikes, “fat” bikes, tandem, recumbent, etc.).

ParkBOI - Capitol & Front Parking Garage - Agency Owned Property: The Agency continues to receive inquiries regarding the potential disposition of this subterranean, 207 space parking facility located below the Grove Hotel. Ongoing conversations with interested buyers continue. Timeline for potential sale remains undetermined.

ParkBOI - Capitol & Main Parking Garage: The Agency has contracted with Civil Survey Consultants to design a repair for ground level exit lanes. Preliminary geotechnical investigation is scheduled for August 8, 2019. The consultant’s documents were received August 29. The Agency is preparing an informal bid for the repairs.

ParkBOI - Capitol & Main Parking Garage – Elevators: The Agency is working to design and refurbish the two elevators in the Capitol & Main Parking Garage. The contract was executed on February 12, 2019 and the Notice to Proceed issued on February 28. Extenuating circumstances, including the search and engagement of a new elevator consultant, has delayed project. Actual construction (one elevator down) is expected to begin in September 2019.

[Special Projects](#)

Public Outreach – Websites & Social Media: New digital maps of all districts, including the new Shoreline and Gateway East districts, and additional functional upgrades and features to website are underway. Project pages have been moved from current site to new site. The new interactive map is live on the ccdcboise.com. Testing and minor changes to improve user experience are underway. ParkBOI website continues to be updated to improve the customer experience.

Proposed New URD - Central Bench District: The proposed Central Bench Urban Renewal District is in the early stages of the district formation process. In May 2019 City Council accepted an Eligibility Report from CCDC and designated the Central Bench Study Area eligible to receive urban renewal assistance. The next step is to develop an Urban Renewal Plan and determine the Plan’s feasibility. CCDC has contracted with local firm Agnew Beck Consulting to develop a public engagement process to help inform the Central Bench Urban Renewal Plan formation process. Agnew Beck, the City and CCDC will reach out to leadership of all Central Bench Study Area neighborhood associations in Fall 2019 for input on the design of the public outreach process for the project. The public engagement itself will likely begin early winter 2019. There is no completion date set at this time, but formation could be complete in 2021 based on current work plan forecasts.

Proposed New URD - State Street Corridor District: CCDC and the City are collaborating on the establishment of an Urban Renewal District to support redevelopment of mixed use activity centers and a future bus rapid transit (BRT) route along the State Street corridor between 27th Street and Horseshoe Bend Road. The Eligibility Report by Leland Consulting Group was adopted by the CCDC Board on May 13, 2019 and transmitted to Boise City Council. The City Council adopted the Eligibility Report at its June 4, 2019 meeting. Agency has negotiated a scope and entered into an agreement with SB Friedman Development Advisors for an economic feasibility study. A public engagement strategy with local firm Agnew Beck is being developed.

[Condominium Associations](#)

Building Eight Condominiums Association

Members	Percent Interest
CCDC - Capitol & Myrtle Parking Garage	35%
Raymond Management (Hampton Inn & Suites)	62.5%
Hendricks (retail units represented by Colliers International)	2.5%
Annual Report Due: December 31, 2019	Next Annual Meeting: TBD.
Issues/Comments:	None.

Front Street Condominium Association

Members	Percent Interest
CCDC - 9th & Front Parking Garage	25.76%
GBAD	2.00%
Aspen Condominiums	52.17%
Hendricks (retail and office units represented by Colliers International)	20.07%
Annual Report Due: November 30, 2019	Next Annual Meeting: TBD.
Issues/Comments:	2018 Annual Meeting held on November 26, 2018.

Block 22 Condominium Association

Members	Percent Interest
CCDC - Capitol & Front	13.30%

Parking Garage	
Block 22 (The Grove Hotel, CenturyLink Arena)	86.7%
Annual Report Due: July 31, 2019	Next Annual Meeting: TBD.
Issues/Comments:	2019 Annual Meeting conducted August 6, 2019.

Capitol Terrace Condominium Association. The Agency is working with Hawkins Companies, owner of the Main + Marketplace commercial condominium units, to create a modern set of condominium declarations. At its May meeting, the Board approved reallocation of certain areas of common area to better address commercial needs. The Agency and Hawkins Companies are currently working on calculating new assessment fees as a result of the reallocation of certain areas of common area. On July 8, 2019, Hawkins Companies began their second phase of the Main + Marketplace remodel, which will include some of the common and limited common areas.

Members	Percent Interest
CCDC - Capitol & Main Parking Garage	50%
Hawkins Companies (Main + Marketplace)	50%
Annual Report Due: February 28, 2020	Next Annual Meeting: Spring 2020.
Issues/Comments:	CCDC and Hawkins Companies calculating new assessment fees.

Downtown Parking Condominiums Association

Members	Percent Interest
CCDC - 9th & Main Parking Garage	93.51%
Les Bois Holdings, LLC (commercial unit)	2.03%
Eastman Building, LLC (commercial units)	4.46%
Annual Report Due:	Next Annual Meeting: Spring

September 30, 2019	2020.
Issues/Comments:	2019 Annual Meeting conducted June 11, 2019. Annual Report filed August 2, 2019.

ACME Fast Freight Condominium Association

Members	Percent Interest
CCDC – 11th & Front Parking Garage	30.10%
BVA	69.90%
Issues/Comments:	2019 Annual Meeting conducted February 14, 2019. Annual report – amended to reflect changes in ownership from Gardner Company to Ball Ventures Ahlquist – filed by BVA March 5, 2019.

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VI. ADJOURN



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