



Located in
Chubbuck City Hall
290 E Linden Ave
Chubbuck, ID 83202

The urban renewal agency in the City of Chubbuck, Idaho

Response to Questions, 4/15/24, by Devin Hillam, current Administrator/Executive Director:

- 1. Does the CDA pay its own bills or are funds handled by the city or other third party? Can you describe how the accounting process currently works? Are you using QuickBooks or some other program for managing finances?**

The CDA contracts with a private accounting firm in Pocatello, Jordan & Co, to handle the agency's finances. The Administrator reviews payment requests and assigns them GL#s and then sends the information to Jordan & Co. Jordan & Co assembles the financial reports and monthly summaries of payments and prints the checks and returns them to the Director who then coordinates their signing (either in a meeting or with the Chair, depending on whether a meeting is held that month), and then the City Clerk sends the checks out.

- 2. Is CDA looking for this position to conduct the Eligibility and Feasibility studies, and draft the narrative for new plans? Or will this continue to be outsourced to third parties?**

The CDA would anticipate continuing to outsource the creation of Eligibility and Facility studies, as well as any other plan creation documents.

- 3. If I read the RFP correctly, it is anticipated that the position will require 15-20 hours per week through the end of the current calendar year as plan termination wraps up, is this correct?**

The position has required 15-20 hours per week up until about two weeks ago as we dealt with a fire of an agency-owned building and insurance claims, and with continued disposal of agency-owned properties under the now-terminated plan (we are finalizing two Development & Disposition Agreements). I suspect that moving forward through this calendar year as the terminated plan wraps up its projects, that the time per week will be around 10 hours.

- 4. The current plans are: Are these the correct termination dates**
- | | |
|-------------------------------------------------|-------------------------------------------------------------|
| a. Northside Crossing website is broken) | Term date 2041 (ps – the link on the tax commissions |
| b. Harvest Springs | Term Date 2041 |
| c. Pine Ridge Mall | Term Date 2036 |

The Northside Crossing Plan will terminate on 12/31/2040 but revenues will be collected through 2041. The Harvest Springs Plan will terminate in 2041 but revenues will be collected through 2042. The Pine Ridge Mall plan will terminate in 2035 but revenues will be collected through 2036.

(Thank you for the heads up about the Northside Crossing Plan- we've tried to fix that link through the STC for 2 years now and they haven't remedied the link yet, despite having been sent the correct link several times.)

- 5. Does CDA have a website and if so, is the administrator tasked with keeping it up to date or is it part of the city's website? Or how does that function?**

The CDA's website is administered by the City Clerk. As items need uploaded or things need changes, the Administrator communicates with the Clerk to have the website amended. The website is: <https://cityofchubbuck.us/development-authority/>.