



NOTICE & AGENDA

KUNA URBAN RENEWAL AGENCY

February 1, 2023

City Council Chambers/Virtual Meeting Via Zoom

<https://us06web.zoom.us/j/85408466541?pwd=b2g3ZFJxOXNTay8vdIFXa29sVVVBUT09>

6:00 p.m.

751 W. 4th Street

Kuna, Idaho

The meeting will be conducted through the use of a video conference call (zoom) and in person for Board Members, City Staff and Consultants. Persons who wish to provide comment on agenda items may do so by emailing Zulema Montenegro at zmontenegro@kunaaid.gov on or before January 30, 2023, at 12:00 p.m. Staff will be available in person at City Hall.

AGENDA

1. Call to Order / Roll Call
 - Seat 1: Dave Case
 - Seat 2: Rocco D'Orazio
 - Seat 3: Winston Inouye
 - Seat 4: Greg McPherson
 - Seat 5: Tayler Tibbitts
2. **Action Item:** Adoption of the Agenda
3. **Action Item:** Consent Agenda
 - a. **Expenses**
 - i. Approval of Paid Invoices – Report
 - b. **Minutes and Reports**
 - i. Approval of November 2, 2022, Meeting Minutes
4. **Action Item:** Consideration to Approve Draft Annual Report, Set Meeting Date to Take Comments from the Public on March 1, 2023, and publish Notice of the Meeting
5. **Action Item:** Consider RESOLUTION NO. URA 01-2023 – Identifying the General Subject Matter of All Public Records Maintained by the Agency and Designating a Custodian to Receive Public Records Requests
6. **Board Questions or Concerns**

7. Adjourn

Kuna Urban Renewal Agency
Accounts Payable Approval

Vendor	Invoice Date	Invoice Number	Amount
Elam & Burke	12/31/2022	199975	288.50
Total Invoices for Approval			288.50

Kuna Urban Renewal Agency
Statement of Revenues, Expenditures, and
Changes in Fund Balances
Governmental Funds
12/31/22

Revenues

Property Taxes	276,264.03	
Grants	<u>0.00</u>	
		\$ 276,264.03

Expenditures

Professional Services	\$ 3,753.00
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Net Change in Fund Balances \$ 272,511.03

Fund Balance-Beginning \$ 89,241.47

Fund Balance-Ending \$ 361,752.50

These financial statements have not been subjected to an audit,
review, or compilation, and no assurance s provided on them.
Substantially all disclosures have been omitted.

Kuna Urban Renewal Agency
Balance Sheet
Governmental Funds
12/31/22

Assets

Cash and Cash Equivalents	143,345.59	
Property Tax Receivable	<u>321,016.60</u>	
Total Assets		\$ 464,362.19

Deferred Outflows

\$ -

Total Assets and Deferred Outflows \$ 464,362.19

Liabilities

Accounts Payable	<u>288.50</u>	
Total Liabilities		\$ 288.50

Deferred Inflows

Unavailable Property Taxes	<u>102,321.19</u>	
		\$ 102,321.19

Total Liabilities and Deferred Outflows \$ 102,609.69

Fund Balance Unrestricted \$ 361,752.50

These financial statements have not been subjected to an audit,
review, or compilation, and no assurance s provided on them.
Substantially all disclosures have been omitted.

West Kuna URD Treasurer's Report

12/31/2022

Fund	Account	Detail	Actual 12/31/22	Budget	% to Actual
52	4100	PROPERTY TAX REVENUE	218,702.81	158,495.00	137.99%
52	4110	PROPERTY TAX INTEREST AND PENALTIES	-	300.00	0.00%
52	4950	CARRYOVER	144,243.96	122,132.00	118.10%
52	6045	CONTINGENCY	-	213,127.00	0.00%
52	6202	PROFESSIONAL SERVICES	1,121.00	12,000.00	9.34%
52	6287	GENERAL AND ADMIN	-	5,500.00	0.00%
		Cash Allocated 12/31/22	143,345.59		



KUNA URBAN RENEWAL AGENCY
November 2, 2022
City Council Chambers/Virtual Meeting Via Zoom
6:00 p.m.
751 W. 4th Street
Kuna, Idaho

The meeting will be conducted through the use of a video conference call (zoom) and in person for Board Members, City Staff and Consultants. Persons who wish to provide comment on agenda items may do so by emailing Zulema Montenegro at zmontenegro@kunaid.gov on or before November 2, 2022, at 12:00 p.m. City staff will be available in person at City Hall.

MINUTES

1. Call to Order / Roll Call

(Timestamp 00:06:05)

Seat 1: Dave Case

-Present

Seat 2: Rocco D'Orazio

-via Zoom

Seat 3: Winston Inouye

-Via Zoom

Seat 4: Greg McPherson

-Via Zoom

Seat 5: Tayler Tibbitts

-Absent

Staff present: Morgan Treasure, Meghan Conrad, Zulema Montenegro

2. **Action Item:** Adoption of the Agenda

(Timestamp 00:06:06)

Motion by Commission Inouye to approve agenda as published. Seconded by Commissioner D'Orazio. Motion carried 4-0-0.

3. **Action Item:** Consent Agenda

(Timestamp 00:06:06)

- a. Expenses
 - Approval of Paid Invoices – Report
- b. Minutes and Reports
 - Approval of September 14, 2022, Special Meeting Minutes

Motion by Commissioner D’Orazio to approve the consent agenda. Seconded by Commissioner Inouye Motion carried 4-0-0.

4. **Action Item:** Selection of a banking institution to open one or more accounts

(Timestamp 00:06:07)

Morgan Treasure, Agency Administrator

Mentioned that it is time to setup independently. Staff went through and spoke to the local banks, First Interstate Bank and US Bank and did some investigations regarding fees. From a cost perspective, the First Interstate Bank looks like the most viable option.

Commissioner McPherson

Commented that he has personal experience with First Interstate Bank and thinks they are great. Commissioner Case asked if both banks were contacted and Morgan responded yes.

Motion by Commissioner McPherson to select First Interstate Bank, as the banking institution to open one or more accounts. Seconded by Commissioner D’Orazio. Motion carried 4-0-0.

5. **Action Item:** Approve New Agency Application to establish a fund with the Local Government Investment Pool and direct the Board Chair and/or Vice-Chair to execute all documents related to establishing the fund.

(Timestamp 00:06:12)

Morgan Treasure, Agency Administrator

Stated that in the State of Idaho we have the opportunity to use the local government investment pool. It is a good place to hold balance.

Motion by Commissioner D’Orazio to Approve New Agency Application to establish a fund with the Local Government Investment Pool and direct the Board Chair and/or Vice-Chair to execute all documents related to establishing the fund. Seconded by Commissioner Inouye. Motion carried 4-0-0.

6. **Action Item:** Consider RESOLUTION NO. URA 04-2022 - Authorization to Open Bank Account and Sign Checks and to Open a Fund with the Local Government Investment Pool

(Timestamp 00:06:15)

Morgan Treasure, Agency Administrator

This resolution if passed will need to be taken to the bank. Do not need anyone additionally

on it.

Motion by Commissioner D’Orazio to APPROVE RESOLUTION NO. URA 04-2022 - Authorization to Open Bank Account and Sign Checks and to Open a Fund with the Local Government Investment Pool. Seconded by Commissioner McPherson. Motion carried 4-0-0.

7. **Action Item:** Consider approval of FY2023 meeting dates, times and location.
(Timestamp 00:06:17)

Morgan Treasure, Agency Administrator

Referenced the calendar in the packet which details of the proposed dates for the year with tasks.

Motion by Commissioner D’Orazio to APPROVE FY2023 meeting dates, times and location. Seconded by Commissioner Inouye. Motion carried 4-0-0.

8. **Board Questions, Concerns and Announcements:**
(Timestamp 00:06:19)

9. Adjourn

6:20 PM

Motion by Commissioner D’Orazio to adjourn. Seconded by Commissioner Case. Motion carried 4-0-0.

APPROVED:

By _____
Chair of the Board

ATTEST:

By _____
Secretary

Minutes prepared by Zulema Montenegro, Executive Assistant to the Development Director



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(208) 922-5546
www.KunaCity.id.gov

Mayor
Joe Stear

City Council
Members
John Laraway
Chris Bruce
Matt Biggs Greg
McPherson

Urban Renewal
Agency
Commissioners
Dave Case
Rocco D'Orazio
Winston Inouye
Greg McPherson
Tayler Tibbits

Urban Renewal
Administrator
Morgan Treasure
mtreasure@kunaid.gov
(208) 559-5926

2022 Annual Report

Kuna Urban Renewal Agency

Under the Idaho Urban Renewal Law, Chapter 20, Title 50, Idaho Code, an urban renewal agency is required to file with the local governing body and the Idaho State Controller, on or before March 31 of each year, a report of its activities for the preceding calendar year, which shall include certain financial data and audit reports set forth in Idaho Code Section 67-1075 and 67-1076. An urban renewal agency's fiscal year commences October 1 and ends September 30. Consequently, any formal financial statement would be limited to a report through the end of the Agency's fiscal year. Pursuant to Idaho Code § 67-450B, an urban renewal agency is required to prepare certain audited financial statements as described in that section depending on the agency's overall expenditures. Agencies with expenditures that do not exceed \$150,000 have no audit requirements. As the Agency's expenditures did not exceed the statutory threshold, the Agency did not proceed with an audit of its financial statements for the fiscal year ending September 30, 2021.

The budgetary process, which the Agency completed on August 18, 2021, resulted in a budget approval for Fiscal Year 2022. A copy of the approved budget is attached as **Exhibit 1** to this report. Under reporting requirements set forth in Idaho Code § 67-1076, the Agency must submit certain information to the State Controller's Office by December 1 each year. The Agency timely submitted the required information by December 1, 2022. The Agency is also required to submit certain information to the Idaho State Tax Commission for the urban renewal registry pursuant to Idaho Code Section 50-2913. The Agency has submitted the required information.

The Kuna City Council formally approved the Urban Renewal Plan for the Kuna West Urban Renewal Project on November 17, 2020, through Ordinance No. 2020-32. The ordinance became effective upon publication on November 25, 2020. Since that approval, the Urban Renewal Agency of the City of Kuna (Agency) has commenced with the implementation of the Kuna West Plan.

The Kuna City Council formally approved the Urban Renewal Plan for the Kuna East Urban Renewal Project on November 1, 2022, through Ordinance No. 2022-34. The ordinance became effective upon publication on November 23, 2022. Since that approval, the Agency has commenced with the implementation of the Kuna East Plan.

AGENCY ACTIVITY

During the fall of 2021, the City retained JUB Engineers to study a geographic area related to the establishment of the Kuna East District to determine eligibility for purposes of urban renewal planning. The area included parcels recently annexed into the City. The findings were set forth in an eligibility report. The Agency accepted the eligibility study on January 5, 2022, and the Kuna City Council adopted the eligibility study on February 1, 2022. The Council then directed the Agency to work on an urban renewal plan for the proposed Kuna East Project Area. The Agency worked closely with the property owners of agricultural land, on determining the Project Area boundary.



www.KunaCity.id.gov

Mayor

Joe Stear

City Council

Members

John Laraway

Chris Bruce

Warren Christensen

Greg McPherson

Urban Renewal Agency

Commissioners

Todd Cooper

Rocco D'Orazio

Winston Inouye

Greg McPherson

Tayler Tibbits

Urban Renewal Administrator

Morgan Treasure

mtreasure@kunaid.gov

(208) 559-5926

2022 Annual Report

Kuna Urban Renewal Agency (Continued)

On September 14, 2022, the Agency reviewed the Urban Renewal Plan for the Kuna East Urban Renewal Project (Kuna East Plan), seeking to establish Kuna East revenue allocation area (Kuna East Project Area), and gave a recommendation of approval. The Kuna East Plan was reviewed by the Kuna Planning & Zoning Commission for its conformance with the City's Comprehensive Plan on September 27, 2022, with a recommendation of approval to City Council. The Idaho Code requires as a final step that the Kuna East Plan is reviewed by City Council in a duly noticed public hearing which occurred on November 1, 2022, where City Council voted to approve the Kuna East Plan establishing the Kuna East Project Area. Background and current information about the Kuna East District, including maps and the plan documents can be found on the City's website: <https://kunacity.id.gov/543/Kuna-East-Urban-Renewal-District>.

2022 Projects

The Agency's activities in 2022 consisted primarily of efforts to establish the Kuna East District

FY 2022 Revenues

The Agency received its first revenue allocation proceeds in the Kuna West District.

FY2022 OPERATING EXPENSES

The Agency's expenses in 2022 were primarily related to the establishment of the Kuna East District and general business of the Agency.

ASSETS

The Agency currently holds no assets. Future assets will be comprised solely of cash accounts and property taxes receivable. The major portions of property taxes are received twice per year (end of March and August) with smaller amounts of delinquent taxes received during the course of the year.

LIABILITIES AND DEBT

The balance of the Agency's liabilities consists only of current accounts payable.

SIGNIFICANT CHANGES IN AGENCY'S FINANCIAL POSITION

There were no significant changes in the Agency's financial position in FY2022, recognizing the limited revenue allocation proceeds generated by the Kuna West District.

The Agency will work closely with public entities, including the City of Kuna, and private developers, to develop and fund projects that are of benefit to the public. The Agency will work to consider how best to leverage Agency funds.

Greg McPherson

Chair

Kuna Urban Renewal Agency

Exhibit 1
FY2022 Kuna Urban Renewal Agency Budget

	FY 2022 BUDGET	FY 2022 ACTUAL	FY 2023 PROPOSED
CAPITAL PROJECTS REVENUE			
Property Tax Revenue	37,420	147,140	158,495
Grants Received	0	0	0
Carryover	0	0	122,132
TOTAL REVENUE	37,420	147,140	280,627
CAPITAL PROJECTS EXPENDITURES			
Capital Improvements	0	0	50,000
Contingency	15,420	0	213,127
Professional Services	12,000	2,970	12,000
General and Administration	10,000	36	5,500
TOTAL EXPENDITURES	37,420	3,006	280,627
GRAND TOTAL NET	0	144,134	0

PUBLIC NOTICE

Under the Idaho Urban Renewal Law, Chapter 20, Title 50, Idaho Code, an urban renewal agency is required to file with the local governing body and the Idaho State Controller, on or before March 31 of each year, a report of its activities for the preceding calendar year, which shall include certain financial data and audit reports set forth in Idaho Code Sections 67-1075 and 67-1076. Pursuant to Idaho Code Section 50-2006(5)(c), the Agency is required to hold a public meeting to report on the findings in the annual report and to take public comment prior to filing the report with the City and the Idaho State Controller.

A copy of the DRAFT 2022 Annual Report is available at the Kuna City Clerk's office, 751 W. 4th Street, Kuna Idaho, or on the Agency's website at: <http://kunacity.id.gov/518/Kuna-Urban-Renewal-Agency>. Written public comment may be submitted PRIOR TO 2:00 p.m. on MARCH 1, 2023, to Kuna Urban Renewal Agency, Attn: Morgan Treasure, Agency Administrator, City of Kuna, 751 W. 4th Street, Kuna, ID 83634, mtreasure@kunaid.gov. Public comment will also be taken at the Kuna Urban Renewal Agency's regular meeting on Wednesday March 1, 2023, at 6:00 p.m. at the Kuna City Council Chambers, 751 W. 4th Street, Kuna, Idaho.

Published: February _____, 2023

URA RESOLUTION NO. 01-2023

BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF THE CITY OF KUNA, IDAHO, A/K/A THE KUNA URBAN RENEWAL AGENCY:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF THE CITY OF KUNA, IDAHO, A/K/A THE KUNA URBAN RENEWAL AGENCY, APPROVING GUIDELINES THAT IDENTIFY THE GENERAL SUBJECT MATTER OF ALL PUBLIC RECORDS MAINTAINED BY THE AGENCY; IDENTIFYING THE PHYSICAL LOCATION OF ANY SUCH PUBLIC RECORDS; DESIGNATING A CUSTODIAN TO RECEIVE PUBLIC RECORDS REQUESTS AND AN ALTERNATE CUSTODIAN; AUTHORIZING THE CHAIR, VICE-CHAIR AND/OR ADMINISTRATOR TO TAKE APPROPRIATE ACTION; AND PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION, made on the date hereinafter set forth by the Urban Renewal Agency of the City of Kuna, Idaho, also known as the Kuna Urban Renewal Agency, 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 (hereinafter the “Law”) and the Local Economic Development Act, Chapter 29, Title 50, Idaho Code, as amended (hereinafter the “Act”), a duly created and functioning urban renewal agency for Kuna, Idaho, hereinafter referred to as the “Agency.”

WHEREAS, the City Council (the “City Council”) of the City of Kuna, Idaho (the “City”), after notice duly published, conducted a public hearing on the Urban Renewal Plan for the Kuna West Urban Renewal Project (the “Kuna West Plan”);

WHEREAS, following said public hearing, the City Council adopted its Ordinance No. 2020-32 on November 17, 2020, approving the Kuna West Plan, making certain findings, and establishing the Kuna West revenue allocation area;

WHEREAS, the City Council, after notice duly published, conducted a public hearing on the Urban Renewal Plan for the Kuna East Urban Renewal Project (the “Kuna East Plan”);

WHEREAS, following said public hearing, the City Council adopted its Ordinance No. 2022-34 on November 1, 2022, approving the Kuna East Plan, making certain findings, and establishing the Kuna East revenue allocation area;

WHEREAS, Idaho Code § 74-119 requires the Agency to adopt guidelines that identify the general subject matter of all public records maintained by the Agency, including the physical location of such records;

WHEREAS, Idaho Code § 74-119 further requires the Agency to designate a custodian to receive public records requests and an alternate custodian to help members of the public who want to request public records;

WHEREAS, the Agency has not formally adopted any guidelines, but complies with the requirements set forth in Chapter 1, Title 74, Idaho Code (the “Public Records Act”), concerning custody, retention and disclosure of public records;

WHEREAS, Agency staff has prepared formal guidelines (the “Guidelines”) as required by Idaho Code § 74-119, and as set forth in full below;

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

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

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

Section 2. That the Guidelines set forth below are hereby approved and adopted by the Agency.

GUIDELINES UNDER THE PUBLIC RECORDS ACT

1. The subject matter of the public records kept or maintained by the Agency is related to the implementation of urban renewal plans, projects undertaken under any urban renewal plans, documents concerning strategic planning for new project areas, and general records including but not limited to, agendas, minutes, agreements, financing documents, e-mail communications and other correspondence, audit, financial records and annual reports.

2. The physical location of the public records kept or maintained by the Agency is the City of Kuna City Hall, 751 W. 4th Street, Kuna, ID 83634.

3. That Agency’s Administrator is designated as the primary records custodian to receive public records requests for the Agency;

4. That Agency’s Chair is designated as the alternate records custodian to receive public records requests for the Agency;

Section 3. 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 the City of Kuna, Idaho, also known as the Kuna Urban Renewal Agency, on February 1, 2023. Signed by the Chair of the Board of Commissioners and attested by the Secretary to the Board of Commissioners, on February 1, 2023.

APPROVED:

By _____
Chair of the Board

ATTEST:

By _____
Secretary

4825-4150-2602, v. 1