

KETCHUM URBAN RENEWAL BOARD MEETING CALENDAR

Monday, December 5, 2011, beginning at 5:00 p.m.

480 East Avenue, North, Ketchum, Idaho

1. CALL TO ORDER
2. COMMUNICATIONS FROM THE BOARD OF COMMISSIONERS.
3. COMMUNICATIONS FROM THE PUBLIC.
 - a) FY2010-2011 Ketchum Urban Renewal Agency Budget Audit Report - Dennis Brown, CPA.
 - b) Communications from the Public.
4. COMMUNICATIONS FROM STAFF.
 - a) Request for approval of the final billing from Kearns, McGinnis & Vandenberg for landlord improvements at 491 Sun Valley Road - Lisa Horowitz, Community and Economic Development Director.
5. CONSENT CALENDAR.
 - a) Approval of minutes from the November 7, 2011 URA Board meeting.
 - b) Recommendation to approve current bills.
6. EXECUTIVE SESSION to discuss personnel, litigation and land acquisition pursuant to Idaho Code §§67-2345 1(a) (b), (c) and (f).
7. ADJOURNMENT.

Any person needing special accommodations to participate in the above noticed meeting should contact the Ketchum Urban Renewal Agency three days prior to the meeting at (208) 726-3841.

This agenda is subject to revisions and additions. NOTE: Revised portions of the agenda are underlined in **bold**. Public information on agenda items is available in the Clerk's Office located at 480 East Ave. N in Ketchum or (208) 726-3841.

Ketchum Urban Renewal Agency, Idaho

P.O. Box 2315 Ketchum, ID 83340 (208) 726-3841 Fax: (208) 726-8234



November 21, 2011

Chairman Hall and Board of Commissioners
Ketchum Urban Renewal Agency
Ketchum, Idaho

Chairman Hall and Board of Commissioners;

Recommendation to Accept the Audited FY 10-11 Financial Statements

Introduction/History

The Ketchum Urban Renewal Agency has contracted with Dennis R. Brown, CPA for auditing services for the Fiscal Years ending September 30, 2009, September 30, 2010 and September 30, 2011. The contract includes any and all out of pocket costs for travel, supplies, food and lodging. The contract states: The fee for auditing services will not exceed \$800 for each of the three years listed above, unless significant additional time is necessary.

Current Report

Dennis Brown has completed the audit for FY 10-11 and will be presenting it to the Board of Commissioners for adoption. The Ending Fund Balance for FY 10-11 is \$1,366,928.

Financial Requirement/Impact

The cost for auditing services for the FY 10-11 is \$800 and reflects no change from the prior year.

Recommendation

I respectfully recommend the Board of Commissioners accept the Audited FY 10-11 Financial Statements.

Recommended Motion

"I move to accept the Audited FY 10-11 Financial Statements."

Sincerely,

Sandra E. Cady, CMC
Secretary/Treasurer

KETCHUM URBAN RENEWAL AGENCY

KETCHUM, IDAHO

**Financial Statements
at September 30, 2011**

**KETCHUM URBAN RENEWAL AGENCY
KETCHUM, IDAHO**

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INDEPENDENT AUDITOR'S REPORT

November 15, 2011

Board of Commissioners
Ketchum Urban Renewal Agency
Ketchum, Idaho

I have audited the basic financial statements of the Ketchum Urban Renewal Agency, a component unit of the City of Ketchum, Idaho at September 30, 2011, as listed in the table of contents. These financial statements are the responsibility of the Ketchum Urban Renewal Agency's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities of the Ketchum Urban Renewal Agency, as of September 30, 2011, and the changes in financial position, and cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America

In accordance with *Government Auditing Standards*, I have also issued a report dated November 15, 2011, on my consideration of the Ketchum Urban Renewal Agency's internal control over financial reporting and my tests of its compliance with certain provisions of laws, and regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of my audit.

Management has omitted Management's Discussion and Analysis that accounting principles generally accepted in the United States of America requires to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

My audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying Budgetary Comparison Schedule on page 11 and Bond Future Principal and Interest Schedule on page 12 are presented for purposes of additional analysis and are not required parts of the basic financial statements of the Ketchum Urban Renewal Agency. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

DENNIS R. BROWN
Certified Public Accountant

KETCHUM URBAN RENEWAL AGENCY

Statement of Net Assets at September 30, 2011

	<u>Total Primary Government</u>	<u>Total Reporting Entity</u>
<u>ASSETS</u>		
Cash and Deposits	\$ 662,884	\$ 662,884
Restricted Cash and Deposits	550,472	550,472
Property Tax Receivable	7,497	7,497
Unamortized Bond Discounts	166,643	166,643
Unamortized Pre-Issuance Bond Costs	77,867	77,867
Total	1,465,363	1,465,363
Capital Assets:		
Land, Buildings and Improvements	5,529,288	5,529,288
Fourth Street Corridor Improvements	1,000,000	1,000,000
Less Accumulated Depreciation	(40,000)	(40,000)
Total Capital Assets	6,489,288	6,489,288
Total Assets	7,954,651	7,954,651
<u>LIABILITIES</u>		
Accrued Interest Payable	147,723	147,723
Long-term Liabilities:		
Portion due or payable within one year:		
Bonds Payable	50,000	50,000
Portion due or payable after one year:		
Bonds Payable	6,390,000	6,390,000
Total Liabilities	6,587,723	6,587,723
<u>NET ASSETS</u>		
Invested in Capital Assets - net of related debt	49,288	49,288
Restricted For:		
Capital Projects	0	0
Debt Service	550,472	550,472
Affordable Housing	767,168	767,168
Unrestricted	0	0
Total Net Assets	\$ 1,366,928	\$ 1,366,928

The accompanying notes are a part of these financial statements.

KETCHUM URBAN RENEWAL AGENCY
Statement of Revenue, Expenses,
and Changes in Net Assets
for the year ended September 30, 2011

Operating Revenues:		
Tax Levy Revenues	\$ 568,662	
Earnings on Investments	2,443	
Rent Revenue	83,200	
Miscellaneous Revenue	1,681	
Penalty and Interest on Taxes	<u>6,462</u>	
 Total Operating Revenue:		 \$ 662,448
Operating Expenses:		
Labor and Taxes	50,910	
Labor Benefits	14,418	
Professional Fees	106,955	
Advertising/Publications	622	
Insurance	2,745	
Utilities	18,721	
Administrative Expenses	33,933	
Interest Expense	359,012	
Repairs	4,822	
Office Expense	1,426	
Depreciation	40,000	
Amortization	10,188	
Miscellaneous	<u>0</u>	
 Total Operating Expenses		 <u>643,752</u>
 Operating Income		 18,696
 Total Net Assets - Beginning		 <u>1,348,232</u>
 Total Net Assets - Ending		 <u>\$ 1,366,928</u>

The accompanying notes are a part of these financial statements.

KETCHUM URBAN RENEWAL AGENCY
Statement of Cash Flows
for the year ended September 30, 2011

Cash Flows From Operating Activities:

Receipts from other governments	\$ 569,308	
Receipts from customers	83,200	
Payments to suppliers and vendors	(169,224)	
Payments to employees and volunteers	(65,328)	
Other receipts	<u>0</u>	
Net cash provided (used) by operations		\$ 417,956

Cash Flows From Capital Related Financing Activities:

Payment of Debts	0	
Interest Paid	<u>(211,289)</u>	
Net cash provided by capital and related financing activities		<u>(211,289)</u>

Cash Flows From Investing Activities:

Purchase of Capital Assets		(34,542)
Interest Income		<u>2,443</u>
Net cash used by investing activities		(32,099)

Net Increase (Decrease) in Cash and Equivalents 174,568

Balances - Beginning of the year 1,038,788

Balances - Ending of the year \$ 1,213,356

Displayed as:

Cash and Deposits		662,884
Restricted Cash and Deposits		<u>550,472</u>

Balances - Ending of the year \$ 1,213,356

Reconciliation of Operating Income to Net Cash

Provided (Used) by Operating Activities:

Operating Income	18,696	
Adjustments to reconcile operating income to net cash provided (used) by operating activities:		
Net Interest Earnings/Expense	356,569	
Add back depreciation and amortization	50,188	
Change in assets and liabilities:		
Accounts Receivable	<u>(7,497)</u>	

Net Cash Provided (Used) by Operating Activities: \$ 417,956

The accompanying notes are a part of these financial statements.

KETCHUM URBAN RENEWAL AGENCY
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2011

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Reporting Entity

The Ketchum Urban Renewal Agency (the Agency) was created for the purpose of redeveloping and rehabilitating certain deteriorating areas in the City of Ketchum, Idaho, and was established by a resolution from the Ketchum City Council dated April 3, 2006. The Agency is authorized under provisions of the Idaho Urban Renewal Law of 1965 (Chapter 20, Title 50, Idaho Code).

The Agency is a component unit, as defined by generally accepted accounting principles, of the City of Ketchum, Idaho, because of its operational and financial responsibility with the City. The City of Ketchum appoints the governing body of the Agency.

The financial statements of the Ketchum Urban Renewal Agency have been prepared in conformity with accounting principles generally accepted in the United State of America (GAAP) as applied to local government units. The Governmental Accounting Standards Boards (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the non-fiduciary activities of the Agency.

The statement of activities demonstrates the degree to which the direct expense of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: 1) charges to patrons who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

The Agency's activities and general administrative services are classified as governmental activities. The Agency has no business-type activities.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as is the fiduciary fund financial statement. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Property taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when the Agency receives cash.

The Agency reports the following major governmental fund:

- The *general fund* is the Agency's primary operating fund. It accounts for all financial resources of the Agency.

Budgetary Policy

The Agency prepares a budget for its general fund operations. The statement of revenues and expenditures and changes in fund balances and actual-general fund presents comparison of the legally adopted budget with the actual data on a budgetary basis.

KETCHUM URBAN RENEWAL AGENCY
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2011

Continued—

Under Idaho Code, the Agency's budget establishes maximum legal authorization for expenditures during the fiscal year. Expenditures are not to exceed the budgeted amounts, except as allowed by the Code for certain events.

Encumbrances

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditures of monies are recorded in order to reserve that portion of the applicable appropriation, is not employed by the Agency because it is not considered necessary to assure effective budgetary control or to facilitate effective cash planning and control.

Capital Assets

Capital Assets, which include land, building and improvements, and furniture and equipment, are reported in the government-wide financial statements. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value of donation.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extended assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during construction is not capitalized.

The Agency currently owns property held for future development. No depreciation is recorded.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a restricted purpose. Designations of fund balance represent tentative plans for future use of financial resources that are subject to change. The Agency further restricts certain resources for affordable housing within the boundaries of the City of Ketchum.

2. PROPERTY TAXES

Property taxes are billed and collected within the same period in which the taxes are levied. The Agency does not levy property taxes; however, it is entitled to the taxes levied on the increase in assessed valuation of real and personal property within its jurisdiction that occur after January 1, 2006.

In accordance with Idaho law, property taxes are levied in September for each calendar year. All personal taxes and one-half of real property taxes are due by December 20. The second half of the real property taxes is due by June 20. Tax levies on such assessed values are certified to the County prior to the commencement of the fiscal year.

KETCHUM URBAN RENEWAL AGENCY
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2011

Continued—

Taxes are collected by Blaine County and remitted to the Agency primarily in January and July of the fiscal year. The Agency defers recognition of property taxes assessed but not collected within 60 days of the fiscal year-end. Such amounts will be recognized as revenues in the fiscal year they become available.

3. CASH AND DEPOSITS

Deposits: Custodial credit risk, in the case of deposits, is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The City has no deposit policy for custodial credit risk. At year end, \$250,000 of the City's bank balance was not exposed to custodial credit risk because it was insured by the FDIC and the remaining \$300,472 was exposed to custodial credit risk.

Investments: Custodial credit risk, in the case of investments, is the risk that in the event of the failure of the counterparty, the government will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. At year end, the City held the following investments:

Investment Type

Idaho State Local Government Investment Pool \$ 675,366

These investments are unrated external investment pools sponsored by the Idaho State Treasurer's Office. They are classified as "Investments in an External Investment Pool" and are exempt from custodial credit risk and concentration of credit risk reporting. Interest rate risk is summarized as follows: Asset-backed securities are reported using weighted average life to more accurately reflect the projected term of the security, considering interest rates and repayment factors.

The elected Idaho State Treasurer, following Idaho Code, Section 67-2328, is authorized to sponsor an investment pool in which the City voluntarily participates. The Pool is not registered with the Securities and Exchange Commission or any other regulatory body - oversight is with the State Treasurer, and Idaho Code defines allowable investments. All investments are entirely insured or collateralized with securities held by the Pool or by its agent in the Pool's name. And the fair value of the City's position in the external investment pool is the same as the value of the pool shares.

Credit Risk: The City's policy is to comply with Idaho State statutes which authorize the City to invest in obligations of the United States, obligations of the State or any taxing district in the State, obligations issued by the Farm Credit System, obligations of public corporations of the State of Idaho, repurchase agreements, tax anticipation notes of the State or taxing district in the State, time deposits, savings deposits, revenue bonds of institutions of higher education, and the State Treasurer's Pool.

Interest rate risk and concentration of credit risk: The City has no policy regarding these two investment risk categories.

The City maintains a cash and investment pool that is available for use by all funds. Each fund type's portion of this pool is presented on the combined balance sheet as "Cash and Deposits".

Cash and Deposits are comprised of the following at the financial statement date:

Cash on Hand	\$	0
Deposits with financial institutions:		
Demand deposits		537,990
State of Idaho Investment Pool		<u>675,366</u>
Total		<u>\$1,213,356</u>

KETCHUM URBAN RENEWAL AGENCY
 NOTES TO FINANCIAL STATEMENTS
 SEPTEMBER 30, 2011

Continued—

4. RESTRICTED ASSETS AND BOND DISCOUNTS

On August 19, 2010 the Agency created restricted cash deposits for bond contingencies. (See Note 6) Additionally the bonds were sold at a discount that will be amortized with bond originating costs over the life of the bonds.

In fiscal year ended September 30, 2007, the URA purchased real property formerly known as the Dollhouse located at 1st & Washington in Ketchum in the sum of \$2.25 million. The down payment for the purchase of the 1st & Washington property of \$707,914 was obtained by the URA as a transfer from the City Of Ketchum's restricted In Lieu Affordable Housing Fund. Since that time, the City Of Ketchum's restricted In Lieu Affordable Housing Fund has transferred to the URA an additional \$147,916 to pay interest on the debt associated with the 1st & Washington property as well as to make necessary repairs to the 1st & Washington property. On April 12, 2011, \$640,000 of restricted fund value was transferred to the 1st & Washington property from the Mountain West Bank Building. Accordingly, \$1,495,830 of the value of the 1st & Washington property continues to be restricted to future affordable housing purposes.

In fiscal year ended September 30, 2008, the URA purchased real property formerly known as the Mountain West Bank building located at Sun Valley Rd. and East Ave. in Ketchum in the sum of \$3.2 million. The down payment for the purchase of the Mountain West Bank building property of \$640,000 was obtained by the URA as a transfer from the City Of Ketchum's restricted In Lieu Affordable Housing Fund. \$640,000 of the value of the Mountain West Bank building property was restricted to future affordable housing purposes. This \$640,000 of restricted fund value was transferred to the 1st & Washington property on April 12, 2011. There is no further restriction on the value of the Mountain West Bank Building.

5. GENERAL FIXED ASSETS

Capital asset activity for the year ended September 30, 2011 is as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
Capital assets, not being Depreciated:				
Land				
Sun Valley Road	\$ 1,200,000	\$ --	\$ --	\$ 1,200,000
Land				
Second & Washington	2,294,746			2,294,746
Fourth Street Corridor Improvements	<u>1,000,000</u>			<u>1,000,000</u>
Total capital assets, not Being depreciated	<u>\$ 4,494,746</u>	\$ --	\$ --	<u>\$ 4,494,746</u>

KETCHUM URBAN RENEWAL AGENCY
 NOTES TO FINANCIAL STATEMENTS
 SEPTEMBER 30, 2011

Note 5 - Continued

Capital assets being depreciated:

Building

Sun Valley Road	\$ 2,000,000	\$ --	\$ --	\$ 2,000,000
Capital Improvements				
Sun Valley Road	--	34,542	--	34,542
Accumulated Depreciation	<u> </u>	<u> </u>	<u>(40,000)</u>	<u>(40,000)</u>
Total capital assets Being depreciated	<u>\$ 2,000,000</u>	<u>34,542</u>	<u>(40,000)</u>	<u>\$ 1,994,542</u>

6. LONG-TERM DEBT

On August 19, 2010 the Agency sold \$ 6,440,000 of Revenue Allocation (Tax Increment) Refinancing Bonds, Series 2010. The proceeds from this bond issuance paid three notes held previously in the Agency. The bond servicing agent is U.S. Bank N.A. A summary of future payments of principle and interest follows the notes to these financial statements. The bond ordinance created restricted cash for a reserve in the amount of \$ 549,625 for payments of principle and interest in the event of default by the agency.

Long-term debt at September 30, 2011 is as follows:

	<u>Interest Rate</u>	<u>Fiscal Year</u>	<u>Balance</u>
Bonds payable	Var. 2 – 5.5%	2011-2035	\$ 6,440,000

The following is a summary of the principal due over the next four and subsequent five year increments:

2012	\$	50,000
2013		65,000
2014		80,000
2015		95,000
2020		710,000
2025		1,305,000
2030		1,800,000
2035		<u>2,335,000</u>
Total	\$	<u>6,440,000</u>

KETCHUM URBAN RENEWAL AGENCY
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2011

Continued—

7. RETIREMENT PLAN

The Public Employee Retirement System of Idaho (PERSI), a cost-sharing multiple-employer public retirement system, was created by the Idaho State Legislature. It is a defined benefit plan requiring that both the member and the employer contribute. The plan provides benefits based on members' years of service, age and compensation. In addition, benefits are provided for disability, death, and survivors of eligible members or beneficiaries. Designed as a mandatory system for eligible state and city employees, the legislature provided for political subdivisions to participate by contractual agreement with PERSI. Financial reports for the plan are available from PERSI upon request.

After 5 years of credited services, members become fully vested in retirement benefits earned to date. Members are eligible for retirement benefits upon attainment of the ages specified for their employment classification. For each month of credited service, the annual service retirement allowance is 2.0% (2.3% Police/Firefighter) of the average monthly salary for the highest consecutive 42 months.

The Ketchum Urban Renewal Agency reimburses the City of Ketchum, Idaho for the use of City employee time in the performance of Agency administration. This reimbursement includes the following payment to PERSI.

The contribution requirement of the Agency and its employees are established and amended by the PERSI Board of Trustees. For the year ended September 30, 2011, the required contribution rate as a percentage of covered payrolls for members was 6.23% for general members and 7.65% for Police/Firefighters. The employer rate as a percentage of covered payroll was 10.39% for general members and 10.73% for Police/Firefighter members. Ketchum Urban Renewal Agency contributions required and paid were \$ 5,046, \$ 4,592, and \$ 7,096 for the years ended September 30, 2011, 2010 and 2009.

8. LITIGATION

The Agency, at the financial statement date, is not involved in any material disputes as either plaintiff or defendant.

9. RISK MANAGEMENT

The Agency is exposed to various risks of losses related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; injuries to the general public; and natural disasters. The Agency carries commercial insurance coverage for these risks to the extent deemed prudent by the board of commissioners.

KETCHUM URBAN RENEWAL AGENCY
Budgetary Comparison Schedule
General Fund
for the year ended September 30, 2011

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance with Budget Positive (Negative)</u>
REVENUES:			
Property taxes - Tax Increment Revenues	\$ 568,000	\$ 568,662	\$ 662
Penalty and Interest on Taxes	250	6,462	6,212
Rent Revenue	0	83,200	83,200
Miscellaneous Revenue	0	1,681	1,681
Earnings on investments	500	2,443	1,943
	<u>568,750</u>	<u>662,448</u>	<u>93,698</u>
EXPENDITURES:			
Labor and Taxes	50,695	50,910	(215)
Labor Benefits	17,556	14,418	3,138
Professional Fees	132,700	106,955	25,745
Advertising/Publications	500	622	(122)
Insurance	2,500	2,745	(245)
Utilities	18,000	18,721	(721)
Administrative Expenses	33,732	33,933	(201)
Interest Expense	211,289	359,012	(147,723)
Repairs	31,300	4,822	26,478
Office Expense	0	1,426	(1,426)
Depreciation	0	40,000	(40,000)
Amortization	0	10,188	(10,188)
Miscellaneous	57,000	0	57,000
	<u>555,272</u>	<u>643,752</u>	<u>(88,480)</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>13,478</u>	<u>18,696</u>	<u>5,218</u>
OTHER FINANCING SOURCES (USES):			
Operating transfers (to) from other funds	<u>0</u>	<u>0</u>	<u>0</u>
NET CHANGE IN FUND BALANCE	13,478	18,696	\$ <u>5,218</u>
NET ASSETS - BEGINNING	<u>1,348,232</u>	<u>1,348,232</u>	
NET ASSETS - ENDING	\$ <u>1,361,710</u>	\$ <u>1,366,928</u>	

The accompanying notes are a part of these financial statements.

KETCHUM URBAN RENEWAL AGENCY
Bond-Future Principal and Interest Requirements
at September 30, 2011

	Annual Payment			
	Interest Rate	Fiscal Year	Principal Payment	Interest Payment
\$6,440,000 Revenue Allocation Refinancing Bonds, Series 2010 2.0% - 5.5%				
	2.00%	2012	\$ 50,000	\$ 321,805
	2.25%	2013	65,000	320,574
	2.50%	2014	80,000	318,843
	2.75%	2015	95,000	316,536
	3.25%	2016	110,000	313,443
	3.50%	2017	120,000	309,555
	4.00%	2018	140,000	304,655
	4.25%	2019	160,000	298,455
	4.50%	2020	180,000	291,005
	4.50%	2021	200,000	282,455
	4.75%	2022	240,000	272,255
	4.80%	2023	260,000	260,315
	5.00%	2024	295,000	246,700
	5.00%	2025	310,000	231,575
	5.30%	2026	325,000	215,212
	5.30%	2027	340,000	197,590
	5.30%	2028	360,000	179,040
	5.30%	2029	375,000	159,562
	5.30%	2030	400,000	139,025
	5.50%	2031	420,000	116,875
	5.50%	2032	440,000	93,225
	5.50%	2033	465,000	68,338
	5.50%	2034	490,000	42,075
	5.50%	2035	520,000	14,300
			<u>\$ 6,440,000</u>	<u>\$ 5,313,413</u>

The accompanying notes are a part of these financial statements.

DRB
Dennis Brown
CERTIFIED PUBLIC ACCOUNTANT

828 Blue Lakes Boulevard North • P.O. Box 2367 • Twin Falls, Idaho 83303 • (208) 733-1161 • Fax: (208) 733-6100

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER
MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

November 15, 2011

To the Board of Commissioners
Ketchum Urban Renewal Agency

I have audited the basic financial statements of the Ketchum Urban Renewal Agency, as of and for the year ended September 30, 2011 and have issued my report thereon dated November 15, 2011. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Agency's internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the Agency's internal control over financial reporting.

My consideration of the internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. I identified no deficiencies in internal control over financial reporting that I consider to be material weaknesses.

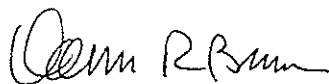
A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Agency's financial statements will not be prevented, or detected and corrected on a timely basis.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Agency's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management, city council, others within the organization, and state and federal government oversight authorities and is not intended to be and should not be used by anyone other than these specified parties.



DENNIS R. BROWN
Certified Public Accountant

Ketchum Urban Renewal Agency

P.O. Box 2315 Ketchum, Idaho 83340 (208) 726-3841 Fax: (208) 726-8234

November 29, 2011

Chair and Board Members
Ketchum Urban Renewal Agency (KURA)
Ketchum, Idaho

Chairman Hall and URA Board Members:

Review of Final Bill Statement, 491 Sun Valley Road

Introduction/History

The KURA has signed lease agreements with two tenants (Ketchum/Sun Valley Visitors Center and Starbucks) for occupancy in the building located at 491 Sun Valley Road. KURA agreed to landlord improvements of \$141,000, less \$20,503 to be paid for by Cairde for mechanical venting. The total landlord improvements approved by KURA was \$120,497, payable to the selected contractor, Kearns, McGinnis & Vandenberg, Inc. The following payments have been made to date, and the amount remaining is as shown:

June 17, 2011	\$25,955
October 1, 2011	\$57,865
Remaining:	\$36,677

Current Report

The age and state of the building, and one lease discrepancy related to construction have resulted in some cost overruns. Based on best practices, staff developed a 10% contingency on the original budget of \$141,000 in the event that problems developed during the remodel (\$14,000). (Note that there are a variety of other maintenance items related to this building that are not included in the landlord improvement contract, such as exterior window cleaning.)

Attached is the final bill from Kearns for the project. This bill is for \$46,692, a cost overrun of \$10,015.

The cost overruns are itemized on the second page of the attached Kearns bill statement. Steve Kearns will be available to explain each item to the Board at the meeting.

Financial Requirement/Impact

The adopted KURA 2011/2012 budget contains a 10% contingency amount of \$14,000 related to landlord improvements at 491 Sun Valley Road.

Recommendation

I respectfully recommend approving the attached bill statement from Kearns, McGinnis & Vandenberg, Inc. in the amount of \$46,692.

Motion

"I move to approve the attached bill statement from Kearns, McGinnis & Vandenberg, Inc. in the amount of \$46,692."

Sincerely,

Lisa Horowitz
Community and Economic Development Director



KEARNS, MCGINNIS &
VANDENBERG, INC.
BUILDING CONTRACTORS

APPLICATION FOR PAYMENT

To:	Ketchum Urban Renewal Agency P. O. Box 2315 Ketchum, ID 83340	Application No.:	2
		Date:	November 11, 2011
Project:	Ketchum Visitor's Center Phase Two 491 Sun Valley Road Ketchum, ID 83340	From:	10/1/11
		To:	11/11/11

The present status of the account for this Contract is:

Original Contract Sum:	\$93,547
Net Change by Change Orders:	\$13,010
CONTRACT SUM TO DATE:	\$106,557
Completed to Date:	\$106,557
Less Previous Payments:	\$57,865
CURRENT PAYMENT DUE:	\$48,692

The undersigned Contractor certifies that to the best of his knowledge the work covered by this Application for Payment has been completed in accordance with the contract documents, that all amounts have been paid by him for which previous payments were received from the Owner and that the current payment shown is due.

Kearns, McGinnis & Vandenberg, Inc.

Contractor

Post Office Box 3233
Ketchum, Idaho 83340

Address

Stephen T. Kearns

Date

11/23/11



**KEARNS, MCGINNIS &
VANDENBERG, INC.**
BUILDING CONTRACTORS

**CHANGE
ORDER**

Project: Ketchum Visitor's Center Phase Two Change Order number: 1
 Owner: Ketchum Urban Renewal Agency Date: November 22, 2011
 P. O. Box 2315
 Ketchum, ID 83340
 Contractor: Kearns, McGinnis & Vandenberg, Inc.
 P. O. Box 3233
 Ketchum, ID 83340
 Engineer: Galena Engineering
 P. O. Box 425
 Ketchum, ID 83340

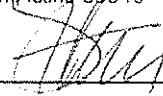
You are directed to proceed promptly with the following changes to the contract documents:

- | | |
|--|-----------|
| 1. Add to 16100 Electrical Rough-in for electrical meter to building to separate metering between Starbucks and Visitors Center including paver removal and replacement, trenching, conduit placement, electrical panel, metering and Idaho Power charges. | 5,563 |
| 2. Add to 7840 Fire Sprinklers for security system to building to comply with fire code | 1,510 |
| 3. Add to 7840 Fire Sprinklers for sprinklers with glycol solution added to attic areas to accommodate furnaces | 2,900 |
| 4. Add to 3380 Concrete Cutting for trenching to Visitor Center outlets & cutting exterior curb | 638 |
| 5. Add to 3370 Interior Floor Slab Patching for Visitor Center trenches to outlets | 681 |
| 6. Add to 8202 Removing Storefront Door for storefronts removed on south side of building for Visitor Center | 630 |
| 7. Add to 9250 Sheetrock for ADA work in old bath and new recess for Visitor Center | 800 |
| 8. Add to 9910 Painting to paint old bathroom and vault | 1,328 |
| 9. Purchase, frame and install door in existing bath for storage room | no charge |
| 10. Cut in recess in new bath | no charge |
| 11. Cleaning for health inspection | no charge |
| 12. Supply fire extinguisher for Visitor Center | no charge |
| 13. Deduct from 1210 Performance Bond for amount not used | (1,040) |

The original Contract Sum was	93,547
Net Change by previously authorized Change Orders	0
The Contract Sum prior to this Change Order was	93,547
The Contract Sum will be increased(decreased) by this Change Order in the amount of	13,010
The new Contract Sum including this Change Order will be	106,557
The Contract Time will be (increased) (decreased) (unchanged) by	N/A
The date of Substantial Completion as of the date of this Change Order therefore is	November 11, 2011

Kearns, McGinnis & Vandenberg, Inc.
 Contractor
 Post Office Box 3233
 Ketchum, Idaho 83340

Lisa Horowitz
 Community & Economic Development Director
 Post Office Box 2315
 Ketchum, Idaho 83340

By 
 Date 11/23/11

By _____
 Date _____



**KEARNS, MCGINNIS &
VANDENBERG, INC.**
BUILDING CONTRACTORS

Visitor's Center Phase Two
Ketchikan Urban Renewal Agency
P. O. Box 2315
Ketchikan, ID 83349

APPLICATION AND CERTIFICATE FOR PAYMENT

Application No: 2
Date: 10/22/11
From: 10/1/11
To: 11/1/11

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	REVISED VALUE	WORK COMPLETED		TOTAL COMPLETED TO DATE	PERCENT COMPLETED	BALANCE TO FINISH
				FROM PREVIOUS APPLICATION	THIS PERIOD			
1 GENERAL REQUIREMENTS								
1210	Performance Bond	1,040	0	0	0	0	100%	0
1300	Liability Insurance	1,295	1,295	700	595	1,295	100%	0
1511	Window Film Removal	700	700	0	700	700	100%	0
1998	Site Superintendent	5,500	5,500	4,000	1,500	5,500	100%	0
1999	Contractor's Overhead	5,250	5,250	3,000	2,250	5,250	100%	0
1999	Contractor's Profit	2,600	2,600	1,500	1,100	2,600	100%	0
2 SITE CONSTRUCTION								
2305	Demo/Strip	2,210	2,210	2,210	0	2,210	100%	0
2305	Remove Carpet and Tile, Stain Floor	12,200	12,200	8,000	4,200	12,200	100%	0
2319	Trenching	1,280	1,280	1,280	0	1,280	100%	0
3 CONCRETE								
3370	Interior Floor Slabs Patching	1,000	1,681	1,000	681	1,681	100%	0
3380	Concrete Curbing	1,330	1,988	1,330	658	1,988	100%	0
7 THERMAL/MOISTURE PROTECTION								
7810	Fire Sprinkler System	15,000	19,410	3,000	16,410	19,410	100%	0
8 DOORS & WINDOWS								
8302	Door Installation - move storefront door	3,600	3,630	1,500	2,130	3,630	100%	0
9 FINISHES								
9250	Driveway	300	1,100	0	1,100	1,100	100%	0
9910	Painting	0	1,328	0	1,328	1,328	100%	0
15 MECHANICAL								
15109	Plumbing Rough-in and Trimout	7,200	7,200	5,000	2,200	7,200	100%	0
15110	Plumbing Fixtures	600	600	0	600	600	100%	0
15700	HVAC - Less S30,503 from Circle Group	31,197	31,197	23,500	7,697	31,197	100%	0
16 ELECTRICAL								
16100	Electrical Rough-in to panel	1,825	7,388	1,825	5,563	7,388	100%	0
Totals		93,547	106,557	57,865	48,692	106,557	100%	0



SPECIAL MEETING OF THE KETCHUM
URBAN RENEWAL AGENCY
November 7, 2011

This Special Meeting of the Ketchum Urban Renewal Agency was called to order by Chairman Randy Hall at 12:00 noon at City Hall, Ketchum, Idaho.

Commissioners present: Chairman Randy Hall
Commissioner Larry Helzel
Commissioner Nina Jonas
Commissioner Curtis Kemp
Commissioner Trina Peters
Commissioner Trish Wilson

Commissioners absent: Vice-Chairman Mark Eshman

Also present: Executive Director Gary Marks
Attorney Susan Buxton
Ketchum Community and Economic Development Director Lisa Horowitz
Ketchum Planning Technician and Assistant to Executive Director Lisa Enourato
Minutes written by Sunny Grant

1. The meeting was called to order by Chairman Randy Hall at 12:00 noon.
2. Recommendation to approve a lease agreement with the Sun Valley Marketing Alliance for property located at 491 Sun Valley Road

Also Present: Sun Valley Chamber of Commerce General Manager Greg Randolph

Commissioner Peters recused herself from this discussion since her husband is president of the Sun Valley Marketing Alliance.

The Board discussed the lease, and finalized language regarding expenses and snow removal.

Commissioner Wilson moved to approve a lease agreement with the Sun Valley Marketing Alliance for property located at 491 Sun Valley road, seconded by Commissioner Helzel. Motion passed with five in favor and Commissioner Peters recused.

The Board discussed common areas of the Chamber building. The mezzanine is part of the visitor's center lease. There's still ongoing fund-raising for the mezzanine and the community meeting room, landscaping, etc. They may honor private contributors with a metal plate or "brand" on the logs.

3. Communications from the Board of Commissioners

Commissioner Helzel complimented Commissioner Peters on her public relations work.

4. Comments from the Public

There was no public comment at this time.

5. Questions from the Press

There were no questions at this time.

6. Recommendation to approve a website design and hosting RFP submission received from Clean Web Design

The URA issued a RFP on September 22, and interviewed two local firms. They recommend Clean Web, which has done some very nice websites, and lowered their price significantly during our interview.

Commissioner Curtis Kemp moved to authorize the Chairman to approve the Clean Web Design submission under KURA's Request for Proposal for website design services in the amount of \$1,938.75. Motion seconded by Council President Larry Helzel, and passed unanimously.

7. Consent Calendar

- a. Approval of minutes from the October 10, 2011 URA Board meeting
- b. Recommendation to approve current bills

Chairman Randy Hall moved to approve the Consent Calendar, seconded by Commissioner Curtis Kemp. Motion passed unanimously.

8. URA Q&A

Commissioner Peters asked Board members to send her comments on the Q&A that she had drafted.

9. ADJOURNMENT

Chairman Randy Hall moved to adjourn at 12:17pm. Motion seconded by Commissioner Trish Wilson, and passed unanimously.

RANDY HALL,
Chairman

ATTEST:

SANDRA E. CADY, CMC
Secretary/Treasurer

Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "9610000000"."9844109930"

Vendor Name	Invoice Number	Description	Net Invoice Amount
URBAN RENEWAL AGENCY			
URBAN RENEWAL EXPENDITURES			
98-4410-2550 HEALTH-VISION-CAFETERIA ADMIN			
NBS-NATIONAL BENEFIT SERVI	360679	HRA Administration	2.50
98-4410-3100 OFFICE SUPPLIES & POSTAGE			
COPY CENTER	222	Newsletters	5,991.02
98-4410-4200 PROFESSIONAL SERVICES			
ALPINFOTO, LLC	111411	Images for URA Website	200.00
BROWN, CPA, DENNIS R.	111711-URA	URA Audited Financial Statements	800.00
GRANT, SUZANNE	110911	URA Minues 11/7/11	22.50
KETCHUM COMPUTERS, INC.	8211	Computer Maintenance	441.67
MOORE SMITH BUXTON & TUR	41697	1536-03 - General	1,813.50
MOORE SMITH BUXTON & TUR	41700	1536-26 - Urban Renewal Agency	623.82
MOORE SMITH BUXTON & TUR	41823	1536-03 - General	546.00
MOORE SMITH BUXTON & TUR	41826	1536-26 - Urban Renewal Agency	87.85
CLEAN WEB DESIGN	971	URA Website	1,000.00
98-4410-4600 LIABILITY INSURANCE			
PRESIDIO GROUP, INC.	11765	URA Insurance	3,060.00
98-4410-4800 DUES, SUBSCRIPTIONS, & MEMBERS			
REDEVELOPMENT ASSOCIATIO	M12014	Membership Dues - FY12	500.00
98-4410-4900 PERSONNEL TRAINING/TRAVEL/MTG			
MARKS, GARY	111711	RAI Board Meeting	148.33
98-4410-5100 TELEPHONE & COMMUNICATIONS			
SYRINGA NETWORKS	11NOV0069	WR Community Wi-Fi	1,374.10
CLEAN WEB DESIGN	1059	Business Web Hosting - ketchumura.org	252.00
98-4410-5200 UTILITIES			
IDAHO POWER	1153624904-11	ACCT. 1153624904	43.40
IDAHO POWER	1153624904-11	ACCT. 1153624904	70.15
INTERMOUNTAIN GAS	119369006901-	ACCT. 11936900-690-1	305.65
JOHNNY G'S SUBSHACK, LLC	29494	Lunch for URA Meeting	81.21
98-4410-5910 REPAIR & MAINT. - 491 SV RD			
City of Ketchum	110911	Bond for Unfinished Exterior Improvements	7,500.00
GLASS MASTERS, INC.	66080	Table Top for URA	784.37
JEFF MINTZ WINDOW CLEANIN	202	Window Cleaning at URA Property	490.00
PIPECO, INC.	106147	Supplies	36.67
KEARNS, MCGINNIS & VANDEN	2123	Visitor Center Maintenance	1,220.87
98-4410-5930 REPAIR & MAINT.-211 FIRST ST E			
City of Ketchum	111411	Security Deposit for Dollhouse Demolition	9,000.00
City of Ketchum	11-14-11	Demolition Permit for 211 East First Street	50.00
JOE'S BACKHOE SERVICES	12300	Demo of 211 1st Street	7,250.00
Total URBAN RENEWAL EXPENDITURES:			43,695.61

Vendor Name	Invoice Number	Description	Net Invoice Amount
Total URBAN RENEWAL AGENCY:			43,695.61
Grand Totals:			<u>43,695.61</u>

Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "961000000"-9844109930"
