



## **2016 ANNUAL REPORT**

**MARCH 1, 2017**

This 2016 Annual Report of activities of the Ketchum Urban Renewal Agency is filed pursuant to Idaho Code Section 50-2006(c.). The Ketchum Urban Renewal Agency was established by Ketchum Ordinance Number 980 approved by the Ketchum City Council on April 3, 2006. The Agency is charged with implementing the projects identified by the City of Ketchum and adopted by the City Council in the Ketchum Urban Renewal Plan. This Plan is a legal document which gives the Agency the powers, duties, and obligations to implement a program of redevelopment and revitalization within the "Revenue Allocation Area." The 2016 Board of Commissioners: Chairman Baird Gourlay, Vice-Chair Tim Eagan, Commissioner Jae Hill, Commissioner Gary Lipton, Commissioner Mark Nieves, Commissioner Shelley Siebel, and Commissioner Jim Slanetz. This 2016 Annual Report was prepared by the KURA Secretary/Treasurer Grant Gager.

The 2016 activities and accomplishments of the Ketchum Urban Renewal Agency are as follows:

### **Summary of Projects:**

#### **ELECTION OF OFFICERS:**

- a. Motion to nominate Baird Gourlay as Chair.
- b. Motion to nominate Tim Eagan as Vice Chair.
- c. It was decided that Sandy Cady would continue to fill the position of Secretary/Treasurer.
- d. Motion to approve Resolution 16-URA1 commending Anne Corrock for exemplary service as a URA Commissioner from 2014-2016.

- e. Motion to nominate Commissioner Gary Lipton to continue to serve on the Ketchum Community Development Corporation Board.
- f. Commissioner Jae Hill was welcomed to the KURA Board of Commissioners.

#### **491 SUN VALLEY ROAD:**

- a. The installation of an ATM Machine for the Visitor Center was discussed and the Board decided to follow the RFP process for the banks. On March 21, 2016 two responses to the RFP were received and the Board approved the proposal from ACS to provide ATM services and to review in one years' time.
- b. A lot line shift on Lots 5 and 6 of Block 24, Ketchum Townsite was approved.
- c. Policy Guidelines were approved for Window Event Advertising at 491 Sun Valley Road.
- d. Resolution 16-URA2 Adopting Standards for Window Advertising at 491 Sun Valley Road was approved.
- e. There was a discussion regarding a request from Windermere Real Estate for use of the common area the 1<sup>st</sup> Friday of each month to serve alcohol. The Commissioners denied the request.
- f. Approved the plans for a Lot Line Shift for Block 24 containing property owned by the KURA and the City of Ketchum. Director of Planning & building Micah Austin was directed to work with the City of Ketchum.
- g. Staff was authorized to engage Matt Bogue of Kenny and Bogue Commercial Real Estate to assist the KURA with renegotiation of the Base Rent for the Cairde Group Lease Agreement.
- h. Approval of Amended Lease between KURA & Cairde Group for commercial space at 491 Sun Valley Rd. Motion to approve Resolution URA16-09.

#### **UNDERGROUNDING POWER LINES**

- a. There was a discussion and approval of an Idaho Power quote for engineering services for evaluating the feasibility of undergrounding powerlines within the Revenue Allocation Area. Motion to accept the quote from Idaho Power for \$6,968 for undergrounding powerlines within the alley between Main and Washington from 1<sup>st</sup> St. to 8<sup>th</sup> Street.

- b. The request from Kith and Kin LLC for Public Infrastructure upgrades to an existing Idaho Power distribution line for expenses not to exceed \$7,760 and to delegate the Chair and the Director to select a surveyor to complete the process was approved.
- c. The role of the KURA in undergrounding powerlines within the revenue allocation area was discussed. This topic went to a joint meeting with the City Council on November 7<sup>th</sup>.

#### **OTHER ITEMS BROUGHT BEFORE THE KURA**

- 1. It was agreed that Chair, Baird Gourlay will move forward in March with updating the Kushlan Report.
- 2. There was a presentation by Jason Miller, Executive Director of Mountain Rides. He presented a concept for utilization of property owned by the KURA and the City of Ketchum on Washington Ave. This was brought forth as an option for use of that Lot. No decisions were made.
- 3. Attorney Ryan Armbruster and Director of Planning & Building Micah Austin educated the Commissioners in regards to how they should conduct themselves when meeting with Community Members.
- 4. The 2015 Annual report was approved by the Commissioners and authorized to be filed.
- 5. Director of Planning & Building Micah Austin presented a funding request from IEG Thunder Springs for improvements to a water main, storm water upgrades, and improvements associated with the bus stop right of way. The request was later withdrawn.
- 6. The Board approved that a letter be sent from the KURA to the City of Ketchum proposing a joint effort to seek development proposals for property owned by the KURA and the City of Ketchum comprising Lot 5, 6, 7 and 8 of Block 19 Ketchum Townsite. (The Dollhouse Lot)
- 7. The Trail Creek Fund LLC's funding request from last year was discussed. Director of Planning & Building Micah Austin explained to the Commission how the development agreement works and explained that he will be coming back before the Commission at the June 20, 2016 meeting to discuss public infrastructure.
  - a. At the June 20<sup>th</sup> 2016 meeting the request for funding reimbursement from Trail Creek Fund LLC for public infrastructure associated with the Auberge Resort Hotel came before the Commission in the amount of \$1,367,057.

- b. There was an updated funding request presented to the KURA from Trail Creek LLC in regards to undergrounding power lines. The lines will run from all the way to Gem Street and Jack Barriteau requested the five-year reimbursement changed to 8 years.
8. Approved Resolution 16-URA3, adopting criteria for evaluating funding requests.
9. Approved Resolution 16-URA4 adopting payment policies for paying utility invoices.
10. There was a request from the City of Ketchum for funding the reconstruction of the Tennis Courts within the KURA District. There was a motion to approve the request with additional direction to staff to explore more options in marketing and economical uses for the Tennis Courts.
11. There was a request from the City of Ketchum for the funding of new sidewalks located within the KURA District. URA approved matching funds with the City of Ketchum for a sidewalk grant.
12. There was a request from the City of Ketchum for funding improvements at the Guy Coles Skate Park.
13. There was a Discussion with Ketchum Mayor Nina Jonas in regard to the KURA's participation in the Essential Service Facility. No decisions were made.
14. Approved request from Ketchum Community Development Corporation for funding with additional request that micro trenching be explored to reduce the cost.
15. Approved the adoption of Resolution 16-URA5 providing for publication of notice of Public Hearing for Fiscal Year 2016-17 KURA Budget.
16. There was a discussion regarding the paving of the Dollhouse lot and making it a paid public parking lot.
17. Public Hearing and adoption of Resolution 16-URA6, the Fiscal Year 2016-17 Annual Appropriation Resolution.
18. The Commissioners approved the Terms of Engagement for Auditing Services with Dennis R. Brown, CPA.
19. The Roles & Responsibilities of the Urban Renewal Boards Members was presented by Attorney Ryan Armbruster.

20. There was a discussion on proposed scope of work with Ketchum Community Development Corporation. They were requesting \$31,700. There was a motion to approve Resolution 16-URA7, Contract for Services with KCDC.
21. There was a discussion on proposed scope of work with Sun Valley Economic Development. There was a motion to approve Resolution 16-URA8, Contract for Services with SVED.
22. There was a discussion and clarification of the termination date for the KURA Plan. The new termination date will be 2030.
23. Board approved Resolution 16-URA10 establishing the regular meeting dates for the Ketchum Urban Renewal Agency in 2017.
24. The 15/16 audited financials were approved and the Commission directed the Director of Planning & Building to file appropriately with the Legislative Services Office.

### **Financial Statements**

A financial statement for the Ketchum Urban Renewal Agency setting forth its assets, liabilities, income, and operating expense as of the end of FY 15-16 (October 2015 thru September 2016) and the first quarter of FY 16-17 (October thru December 2016) representing the calendar year 2016, is attached as Exhibit A.

CITY OF KETCHUM  
 BALANCE SHEET  
 SEPTEMBER 30, 2016

URBAN RENEWAL AGENCY

ASSETS

98-1010-0000	URBAN RENEWAL FUND CASH	(	49,657.02)	
98-1050-0000	TAXES RECEIVABLE-CURRENT		9,411.78	
98-1150-0000	ACCTS RECVBL		1,050.00	
98-1510-0000	INVESTMENTS-URA GENERAL FUND		695,851.42	
98-1510-1000	INVESTMENTS-URA DEBT FUND		482,684.47	
98-1512-0000	BOND DEBT SERVICE RESERVE FUND		549,717.15	
98-1513-0000	UNAMORTIZED BOND DISCOUNTS		131,926.17	
98-1514-0000	UNAMORTIZED PRE-ISSUANCE BND CT		61,644.33	
98-1610-0000	FIXED ASSTS--LAND & BLDG-SV RD		3,200,000.00	
98-1610-0500	FIXED ASSETS-491 SUN VALLEY RD		177,958.68	
98-1610-1000	FIXED ASSETS-211 FIRST ST. E.		2,294,745.56	
98-1610-2000	FIXED ASST-4TH ST.CORRIDOR IMP		1,000,000.00	
98-1630-0000	ACCUM DEPRN-BUILDINGS	(	275,591.73)	
	TOTAL ASSETS			<u>8,279,740.81</u>

LIABILITIES AND EQUITY

LIABILITIES

98-2300-0000	ACCRUED INTEREST PAYABLE		142,841.87	
98-2340-0000	REFUNDING BONDS PAYABLE 2010		6,040,000.00	
	TOTAL LIABILITIES			<u>6,182,841.87</u>

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:				
98-2710-0000	FUND BALANCE		2,251,209.08	
	REVENUE OVER EXPENDITURES - YTD	(	154,310.14)	
	BALANCE - CURRENT DATE			<u>2,096,898.94</u>
	TOTAL FUND EQUITY			<u>2,096,898.94</u>
	TOTAL LIABILITIES AND EQUITY			<u>8,279,740.81</u>

CITY OF KETCHUM  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2016

URBAN RENEWAL AGENCY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>PROPERTY TAX</u>					
98-3100-1000 TAX INCREMENT REVENUE	1,013,225.22	1,013,225.22	877,000.00	( 136,225.22)	115.5
98-3100-1050 PROPERTY TAX REPLACEMENT	13,626.58	13,626.58	.00	( 13,626.58)	.0
98-3100-9000 PENALTY & INTEREST ON TAXES	4,764.04	4,764.04	2,000.00	( 2,764.04)	238.2
<b>TOTAL PROPERTY TAX</b>	<b>1,031,615.84</b>	<b>1,031,615.84</b>	<b>879,000.00</b>	<b>( 152,615.84)</b>	<b>117.4</b>
<u>MISCELLANEOUS REVENUE</u>					
98-3700-1000 INTEREST EARNINGS	3,028.92	3,028.92	1,000.00	( 2,028.92)	302.9
98-3700-1010 INTEREST EARNINGS-URA DEBT	1,956.31	1,956.31	.00	( 1,956.31)	.0
98-3700-2000 RENT	72,160.00	72,160.00	66,000.00	( 6,160.00)	109.3
98-3700-3600 REFUNDS & REIMBURSEMENTS	25,110.99	25,110.99	30,000.00	4,889.01	83.7
98-3700-7000 MISCELLANEOUS REVENUE	232.00	232.00	.00	( 232.00)	.0
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>102,488.22</b>	<b>102,488.22</b>	<b>97,000.00</b>	<b>( 5,488.22)</b>	<b>105.7</b>
<u>FUND BALANCE</u>					
98-3800-9000 FUND BALANCE	.00	.00	456,881.00	456,881.00	.0
<b>TOTAL FUND BALANCE</b>	<b>.00</b>	<b>.00</b>	<b>456,881.00</b>	<b>456,881.00</b>	<b>.0</b>
<b>TOTAL FUND REVENUE</b>	<b>1,134,104.06</b>	<b>1,134,104.06</b>	<b>1,432,881.00</b>	<b>298,776.94</b>	<b>79.2</b>

CITY OF KETCHUM  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2016

URBAN RENEWAL AGENCY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>URBAN RENEWAL EXPENDITURES</u>					
MATERIALS AND SERVICES:					
98-4410-3100 OFFICE SUPPLIES & POSTAGE	59.43	59.43	2,000.00	1,940.57	3.0
98-4410-4200 PROFESSIONAL SERVICES	32,428.18	32,428.18	50,000.00	17,571.82	64.9
98-4410-4220 PRO SERVICES-SPACE USE STUDY	811.63	811.63	.00	( 811.63)	.0
98-4410-4400 ADVERTISING & LEGAL PUBLICATIO	409.78	409.78	4,000.00	3,590.22	10.2
98-4410-4600 LIABILITY INSURANCE	2,476.00	2,476.00	2,476.00	.00	100.0
98-4410-4800 DUES, SUBSCRIPTIONS, & MEMBERS	1,250.00	1,250.00	1,250.00	.00	100.0
98-4410-4900 PERSONNEL TRAINING/TRAVEL/MTG	.00	.00	2,000.00	2,000.00	.0
98-4410-5000 ADMINISTRATIVE EXPNS-CITY GEN	31,000.00	31,000.00	31,000.00	.00	100.0
98-4410-5100 TELEPHONE & COMMUNICATIONS	1,077.00	1,077.00	300.00	( 777.00)	359.0
98-4410-5200 UTILITIES	16,643.91	16,643.91	16,900.00	256.09	98.5
98-4410-5910 REPAIR & MAINT. - 491 SV RD	40,029.11	40,029.11	28,000.00	( 12,029.11)	143.0
TOTAL MATERIAL AND SERVICES	126,185.04	126,185.04	137,926.00	11,740.96	91.5
CAPITAL OUTLAY:					
98-4410-7100 INFRASTRUCTURE PROJECTS	497,575.00	497,575.00	445,200.00	( 52,375.00)	111.8
98-4410-7110 ECONOMIC DEVELOPMENT PROJECTS	14,744.00	14,744.00	222,600.00	207,856.00	6.6
98-4410-7900 DEPRECIATION EXPENSE	49,329.94	49,329.94	.00	( 49,329.94)	.0
98-4410-7950 AMORTIZATION COSTS	10,187.92	10,187.92	.00	( 10,187.92)	.0
TOTAL CAPITAL OUTLAY	571,836.86	571,836.86	667,800.00	95,963.14	85.6
OTHER EXPENDITURES:					
98-4410-8801 REIMBURSE CITY GENERAL FUND	92,912.00	92,912.00	92,912.00	.00	100.0
98-4410-8852 REIMBURSE IN-LIEU HOUSING FUND	74,200.00	74,200.00	74,200.00	.00	100.0
98-4410-9930 URA FUND OP. CONTINGENCY	.00	.00	35,000.00	35,000.00	.0
TOTAL OTHER EXPENDITURES	167,112.00	167,112.00	202,112.00	35,000.00	82.7
TOTAL URBAN RENEWAL EXPENDITURES	865,133.90	865,133.90	1,007,838.00	142,704.10	85.8



CITY OF KETCHUM  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2016

URBAN RENEWAL AGENCY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>URA DEBT SERVICE EXPENDITURES</u>					
MATERIALS AND SERVICES:					
98-4800-4200 PROF.SERVICES-PAYING AGENT	1,600.00	1,600.00	1,600.00	.00	100.0
TOTAL MATERIAL AND SERVICES	1,600.00	1,600.00	1,600.00	.00	100.0
OTHER EXPENDITURES:					
98-4800-8100 DEBT SRVC ACCT PRNCPL-2010	110,000.00	110,000.00	110,000.00	.00	100.0
98-4800-8300 BOND DEBT SRVCE RESRV-INT EXP	311,680.30	311,680.30	313,443.00	1,762.70	99.4
TOTAL OTHER EXPENDITURES	421,680.30	421,680.30	423,443.00	1,762.70	99.6
TOTAL URA DEBT SERVICE EXPENDITURES	423,280.30	423,280.30	425,043.00	1,762.70	99.6
TOTAL FUND EXPENDITURES	1,288,414.20	1,288,414.20	1,432,881.00	144,466.80	89.9
NET REVENUE OVER EXPENDITURES	( 154,310.14)	( 154,310.14)	.00	154,310.14	.0
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT