



## **Ketchum Urban Renewal Agency**

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**P.O. Box 2315 | 480 East Ave. N. | Ketchum, ID 83340**

June 20, 2023

Chair and Commissioners  
Ketchum Urban Renewal Agency  
Ketchum, Idaho

### **Recommendation to Review and Provide Direction on FY 24 KURA Budget**

#### Introduction/History

Per Idaho Code 50-2006 the Urban Renewal Agency (URA) is required to adopt a budget and submit the budget to the City of Ketchum by September 1, 2023.

Staff is proposing the Board review the proposed budget and identify any changes. The budget then would return to the Board on July 24, 2023 for tentative approval and the adoption hearing would be set and noticed for August 21, 2023. The proposed budget is provided in Attachment A and the budget schedule is included in Attachment B.

#### Analysis

The Board will hold a Public Hearing on August 21, 2023 for the purpose of considering and adopting a final budget and making appropriations to each fund for the forthcoming fiscal year 2023-24. The public may appear at the hearing and be heard upon any part or parts of the budget.

The proposed budget is generally the same as the FY23 budget with some key changes. Those changes consist of:

- Increase in Professional Services to account for fee adjustment for KURA Attorney (Attachment C).
- Reduction in reimbursement of city administrative expenses to reflect actual costs.
- Increase in reimbursement of city general fund for salaries to account for a potential salary adjustment for city employees.
- Reduction in KURA operating contingency.
- Increase in funds for infrastructure projects, increased from \$2 million to \$3 million.

- Adjustment to Owner Participating Agreements (OPA) reimbursements due to agreements expiring.
- Reduction of funding for economic development projects to reflect historic expenditures. Funding for SVED is available in the Professional Services account.
- Increase in bond payments consistent with schedule of payments.

#### Financial Requirement/Impact

The Fiscal Year 2023-2024 Urban Renewal Agency Budget provides budget authority for the services and projects the Agency anticipates providing during the new fiscal year. The overall budget amount is similar to the FY 23 budget with the exception of an additional \$1 million dollars budgeted for infrastructure projects.

#### Recommendation and Motion

Staff recommends the Board provide direction on changes to the proposed budget.

#### Attachments:

- A: Proposed FY24 Budget
- B: Budget Adoption Schedule
- C: Memo on Fee Adjustment from Elam & Burke



## **Fiscal Year 2023-24 Proposed Budget**

**Chair:** *Susan Scovell*

**Vice-Chair:** Casey Dove

**Commissioners:** *Amanda Breen, Casey Burke,  
Tyler Davis-Jeffers, Gary Lipton, Jim Slanetz*

**Executive Director:** *Suzanne Frick*

**Treasurer:** *Shellie Gallagher*

**Secretary:** *Trent Donat*



## Ketchum Urban Renewal Agency Fund

The purpose of the Ketchum Urban Renewal Agency Fund is to provide the financial authority to facilitate urban renewal activities within the boundaries of the Ketchum Urban Renewal District. Resolution 06-33, establishing the Ketchum Urban Renewal Agency, was adopted by the City Council on April 3, 2006. Resolution 06-34, establishing the revenue allocation area wherein urban renewal activities may occur, was subsequently adopted by the City Council on April 3, 2006. Finally, the Ketchum Urban Renewal Plan was adopted by the City Council with passage of Ordinance 992 on November 15, 2006. The Urban Renewal Plan was amended in 2010 with passage of Ordinance 1077.

### FY 2023-24 Highlights

**Summary:** The objective of the Ketchum Urban Renewal Agency Fund is to support the projects to be undertaken during the fiscal year and to provide budget authority to make required principal and interest payments on the 2010 Urban Renewal Bonds.

For Fiscal Year 2023-24, the KURA will focus efforts on funding infrastructure improvements in partnership with the city of Ketchum and development of the First Street and Washington Avenue for deed restricted workforce housing.



## Ketchum Urban Renewal Agency Fund

### FY 2023-24 Highlights

Capital:	\$ 3,000,000
Owner Participation Agreements	\$ 210,000
Economic Development	\$ 20,000



## FY 23/24 Proposed Revenue and Expenditures

		2021	9/30/2021	2022	9/30/2022	2023	2023	2024
		Budget	Actuals	Budget	Actuals	Budget	Projected	Proposed
<b>Revenue</b>								
98-3100-1000	TAX INCREMENT REVENUE	\$ 1,650,000	\$ 1,860,533	\$ 1,750,000	\$ 2,094,919	\$ 2,101,905	\$ 2,101,905	\$ 2,228,091
98-3100-1050	PROPERTY TAX REPLACEMENT	\$ -	\$ 6,813	\$ -	\$ 13,626	\$ 6,813	\$ 12,000	\$ 12,000
98-3100-9000	PENALTY AND INTEREST ON TAXES	\$ 2,500	\$ 3,342	\$ 2,500	\$ 7,642	\$ 3,800	\$ 2,500	\$ 3,000
98-3700-2000	OTHER REVENUE (Rent)	\$ 38,500	\$ 116,390	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000
98-3800-9000	FUND BALANCE	\$ 520,000	\$ -	\$ 1,078,883	\$ -	\$ 896,501	\$ -	\$ 1,772,715
	<b>Total</b>	<b>\$ 2,211,000</b>	<b>\$ 1,987,078</b>	<b>\$ 2,867,383</b>	<b>\$ 2,152,187</b>	<b>\$ 3,045,019</b>	<b>\$ 2,152,405</b>	<b>\$ 4,051,806</b>
<b>Expenditure</b>								
98-4410-3100	OFFICE SUPPLIES AND POSTAGE	\$ 500	\$ 88	\$ 500	\$ 17	\$ 500	\$ 200	\$ 500
98-4410-4200	PROFESSIONAL SERVICES	\$ 56,000	\$ 94,589	\$ 66,000	\$ 91,355	\$ 70,000	\$ 120,000	\$ 120,000
98-4410-4400	ADVERTISING AND LEGAL PUBLICATION	\$ 1,000	\$ 339	\$ 1,000	\$ 54	\$ 1,000	\$ 500	\$ 1,000
98-4410-4600	LIABILITY INSURANCE	\$ 2,928	\$ 5,756	\$ 3,074	\$ -	\$ 3,074	\$ 3,000	\$ 3,000
98-4410-4800	DUES SUBSCRIPTIONS AND MEMBERS	\$ 1,500	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600
98-4410-4900	PERSONNEL TRAINING/TRAVEL	\$ 2,000	\$ -	\$ 2,000	\$ 494	\$ 2,000	\$ 1,000	\$ 2,000
98-4410-5000	ADMINISTRATIVE EXPNS-CITY GEN FUND	\$ 32,869	\$ 32,869	\$ 34,547	\$ 24,216	\$ 43,790	\$ 43,000	\$ 25,000
98-4410-6100	REPAIR MAINT-MACHINERY & EQ	\$ -	\$ 509	\$ 500	\$ -	\$ 500	\$ 100	\$ 500
98-4410-8801	REIMBURSE CITY GENERAL FUND	\$ 84,001	\$ 75,000	\$ 75,184	\$ -	\$ 100,000	\$ 100,000	\$ 120,000
98-4410-8852	REIMBURSE IN-LIEU HOUSING FUND	\$ 90,000	\$ -	\$ -	\$ 143	\$ -	\$ -	\$ -
98-4410-9930	URA FUND OP CONTINGENCY	\$ 25,000	\$ -	\$ 15,000	\$ -	\$ 55,000	\$ -	\$ 25,000
	<b>Sub Total</b>	<b>\$ 295,798</b>	<b>\$ 211,750</b>	<b>\$ 200,405</b>	<b>\$ 118,879</b>	<b>\$ 278,464</b>	<b>\$ 270,400</b>	<b>\$ 299,600</b>
<b>Capital Improvements</b>								
98-4410-7100	INFRASTRUCTURE PROJECTS	\$ 1,196,147	\$ 187,833	\$ 2,000,000	\$ 276,998	\$ 2,000,000	\$ 700,000	\$ 3,000,000
98-4410-7101	LIMELIGHT OPA	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ 130,000	\$ -	\$ 130,000
98-4410-7103	MISCELLANEOUS OPA	\$ 10,000	\$ -	\$ 14,000	\$ 22,125	\$ 35,000	\$ 30,000	\$ 10,000
98-4410-7104	COMMUNITY LIBRARY OPA	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
98-4410-7110	ECONOMIC DEVELOPMENT PROJECTS	\$ 25,000	\$ 14,000	\$ 35,000	\$ -	\$ 25,000	\$ -	\$ 10,000
98-4410-7112	311 FIRST STREET OPA	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ 10,000
98-4410-7900	DEPRECIATION EXPENSE	\$ -	\$ 15,885	\$ 16,000	\$ 15,885	\$ -	\$ -	\$ -
98-4410-7950	AMORTIZATION COSTS	\$ -	\$ 108,146	\$ 11,000	\$ 3,858	\$ -	\$ -	\$ -
	<b>Sub Total</b>	<b>\$ 1,431,147</b>	<b>\$ 375,864</b>	<b>\$ 2,288,000</b>	<b>\$ 368,866</b>	<b>\$ 2,240,000</b>	<b>\$ 780,000</b>	<b>\$ 3,210,000</b>
<b>Debt Service</b>								
98-4800-4200	PROF SERVICES-PAYING AGENCT	\$ 1,600	\$ 1,750	\$ -	\$ -	\$ -	\$ -	\$ -
98-4800-8100	DEBT SERVICE ACCT PRIN-2010	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
98-4800-8200	BOND DEBT SERVICE RESERV-INT EXP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
98-4800-8300	DEBT SERVICE ACCT INTRST-2010	\$ 282,455	\$ 282,412	\$ -	\$ -	\$ -	\$ -	\$ -
98-4800-8400	DEBT SERVICE ACCT PRIN-2021	\$ -	\$ -	\$ 240,000	\$ -	\$ 393,277	\$ 393,277	\$ 481,014
98-4800-8450	DEBT SRVC ACCT INTRST-2021	\$ -	\$ -	\$ 138,978	\$ 76,703	\$ 133,277	\$ 133,277	\$ 61,192
	<b>Sub Total</b>	<b>\$ 484,055</b>	<b>\$ 284,162</b>	<b>\$ 378,978</b>	<b>\$ 76,703</b>	<b>\$ 526,554</b>	<b>\$ 526,554</b>	<b>\$ 542,206</b>
	<b>Total Expenditures</b>	<b>\$ 2,211,000</b>	<b>\$ 871,776</b>	<b>\$ 2,867,383</b>	<b>\$ 564,448</b>	<b>\$ 3,045,018</b>	<b>\$ 1,576,954</b>	<b>\$ 4,051,806</b>
	<b>Net Income</b>	<b>\$ -</b>	<b>\$ 1,115,302</b>	<b>\$ -</b>	<b>\$ 1,587,739</b>			

# Materials and Services Detail FY 23/24



Description	FY 21/22 Actuals	FY 22/23 Budget	FY 23/24 Budget
Professional Services Attorney Auditor SVED Misc. Services	\$91,355	\$70,000	\$120,000
Dues, Subscriptions, Memberships Redevelopment Association of Idaho	\$2,600	\$2,600	\$2,600
Personnel Training / Travel / Meetings	\$494	\$2,000	\$2,000

# Capital Outlay FY 23/24



Description	FY 21/22 Actuals	FY 22/23 Budget	FY 23/24 Budget
<b>Infrastructure Projects:</b>	\$276,998	\$2,000,000	\$3,000,000
<b>Economic Development Projects:</b>	\$25,000	\$25,000	\$10,000



# Staffing Analysis FY 23/24



Position	FY 21/22 Actual	FY 22/23 Projected	FY 23/24 Budget
Chairperson	1	1	1
Vice-Chair	1	1	1
Commissioners	5	5	5
Executive Director	0.30	1.0	1.0
Treasurer	0.10	0.10	0.10
Secretary	0.10	0.10	0.10
AP & Payroll	0.05	0.05	0.05
<b>TOTAL</b>	7.5	8.25	8.25

# Budget Calendar FY 2024



June 20, 2023	Review and Direction on FY24 Draft Budget.
July 24, 2023	Review and approval of FY24 Draft Budget and provide for publication of notice of public hearing and adoption at the August 21, 2023 meeting.
August 2, 2023 August 16, 2023	Publish Notice in Mountain Express
August 21, 2023	Regular Board Meeting: <ul style="list-style-type: none"><li>• Public Hearing on Proposed Budget</li><li>• Adopt Annual Appropriation Resolution</li></ul>
September 1, 2023	Provide Budget to City
October 1, 2023	Implement FY 2023-2024 Budget

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June 13, 2023

Suzanne Frick  
Ketchum Urban Renewal Agency  
[sfrick@ketchumidaho.org](mailto:sfrick@ketchumidaho.org)

RE: Legal Services Budget and Rates-FY 2024

Dear Suzanne:

For preparation of the FY 2024 budget relating to legal fees, the Firm has requested consideration of an increase in the hourly rate on the Ketchum Urban Renewal Agency General file (8962-0001) from its current \$225 an hour for shareholders and of counsel, \$200 for associates, and \$100 for paralegals. These new rates would be effective with the first billing cycle for the new Fiscal Year (billing invoice dated October 31, 2023, for the period October 1, 2023, through October 31, 2023). The timekeeper rates above have been in effect, without change, since October 2021. The new proposed rates will be the same rates as the 1<sup>st</sup> and Washing ton Project file (8962-0003) as follows:

Ryan Armbruster and Meghan Conrad	\$250
Abbey Germaine	\$240
Associate	\$200
Paralegal	\$110

These new rates still reflect a significant discount from the Firm's regular hourly rates for those categories. For budgeting purposes, the hourly rate, while important, may not significantly impact the budgeted amount as much as an estimate of the type and substance of work which may be requested over the ensuing fiscal year.

The Firm very much appreciates the opportunity to provide legal services to the Ketchum Urban Renewal Agency. Please call us if you would like to discuss these changes.

Sincerely,

ELAM & BURKE  
*A Professional Association*



Meghan S. Conrad