

CITY COUNCIL CALENDAR OF THE CITY OF KETCHUM, IDAHO

Tuesday, January 21, 2014, beginning at 5:30 p.m.

480 East Avenue, North, Ketchum, Idaho

Approximate starting time for each agenda item is indicated at left.



- 5:30 1. CALL TO ORDER.
2. COMMUNICATIONS FROM MAYOR AND COUNCILORS.
- 5:30 a) Communications from Mayor and Councilors.
- 5:40 b) Appointment of Ketchum Events Commission members. Tab 1
3. COMMUNICATIONS FROM THE PUBLIC.
- 5:50 a) Communications from the public.
- 6:05 b) Innovation Center Proposal - Jon Duval, Executive Director, Ketchum Community Development Corporation. Tab 2
- 6:40 c) Sun Valley Marketing Alliance Quarterly Report - Arlene Schieven, President and CMO. Tab 3
4. COMMUNICATIONS FROM CITY STAFF.
- 7:00 a) Discussion on Ketchum Urban Renewal Board Composition - Gary Marks, City Administrator. Tab 4
- 7:30 b) Recreation and Public Purposes Project Update - Jennifer L. Smith, Director of Parks and Recreation. Tab 5
- 8:40 5. COMMUNICATIONS FROM THE PRESS.
6. AGREEMENTS AND CONTRACTS.
- 8:45 a) FY2013-14 Urban Forest Management Agreement with City of Hailey - Jennifer L. Smith, Director of Parks and Recreation. Tab 6
- 8:55 b) Multiple Project Engineering Services Agreement and Task Order No. 1 for preparation of a bid package for turbo blower installation - Robyn L. Mattison, P.E., Public Works Director/City Engineer. Tab 7
- 9:10 7. CONSENT CALENDAR. Tab 8
- a) Approval of minutes from the January 6, 2014 Council meeting.
- b) Recommendation to approve current bills and payroll summary.
8. ADJOURNMENT.

Any person needing special accommodations to participate in the above noticed meeting should contact the City of Ketchum 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.

Check out our website: www.ketchumidaho.org.

City of Ketchum, Idaho

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



January 15, 2014

Mayor Hall and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Hall and City Councilors:

January 21, 2014 City Council Agenda Report

The regular Council meeting will begin at **5:30 p.m.**

2. COMMUNICATION FROM MAYOR AND COUNCIL.
 - b) Appointment of Ketchum Events Commission members.

The Parks and Recreation Department is recommending the appointment of Kevin Jones, Ryan Kolquist and Frank Fiaschetti to the Ketchum Events Commission. A staff report for Jen Smith has been provided in the packet for Council review.

RECOMMENDATION: Staff respectfully recommends the City Council appoint Kevin Jones, Ryan Kolquist and Frank Fiaschetti to the Ketchum Events Commission.

RECOMMENDED MOTION: *"I move to appoint Kevin Jones, Ryan Kolquist and Frank Fiaschetti to the Ketchum Events Commission."*

This is an executive function.

3. COMMUNICATIONS FROM THE PUBLIC.
 - b) Innovation Center Proposal - Jon Duval, Executive Director, Ketchum Community Development Corporation.

The Ketchum Community Development Corporation (KCDC) is seeking financial support from the City for creation of a business incubator project. Specifically, KCDC is seeking \$28,000 to offset operating expenses of the new incubator program from February 1st to the end of the fiscal year on September 30th. A request for full year funding would be likely in FY2014-15. Funding to address this request would be drawn from the General Fund Contingency. If approved, funding of this project should be done in an understanding that future funding is uncertain. The City will likely encounter significant challenges in developing the FY2014-15 budget due to the

expiration of the Safer Grant (which has been funding three firefighter positions), an unresolved issue concerning continued funding of the Blaine County Housing Authority, unknown future costs associated with the BLM/River Park Project and a decreasing General Fund balance. A staff report from Lisa Horowitz has been provided in the packet for Council review.

RECOMMENDATION: Staff respectfully recommends the City Council authorize the expenditure of \$28,000 from the General Fund Contingency to help fund the KCDC business incubator program.

RECOMMENDED MOTION: *"I move to authorize the expenditure of \$28,000 from the General Fund Contingency to help fund the KCDC business incubator program."*

This is a legislative matter.

- c) Sun Valley Marketing Alliance Quarterly Report - Arlene Schieven, President and CMO.

Representatives of the Sun Valley Marketing Alliance will update the Council on the activities of the Alliance. A staff report from Lisa Horowitz has been provided in the packet for Council review.

RECOMMENDATION: None. This item is informational only.

RECOMMENDED MOTION: None.

This is a legislative matter.

4. COMMUNICATIONS FROM CITY STAFF.

- a) Discussion on Ketchum Urban Renewal Board Composition - Gary Marks, City Administrator.

As a follow up to the Council's discussion on Urban Renewal Board Composition on January 6th, Mayor Jonas has asked that two options be provided to the City Council for consideration. The first option would provide a 5-member board consisting of two (2) elected officials and three (3) 'at large' members. The second option would provide a 7-member board consisting of three (3) elected officials and four (4) 'at-large' members. Attorney Bonney has prepared two sets of draft bylaws for the Urban Renewal Agency to provide for each of the options provided above. Copies of the draft bylaws have been provided in the packet for Council review.

RECOMMENDATION: Staff respectfully recommends the Council consider both sets of draft bylaws and act to resolve the matter of the composition of the Urban Renewal Board.

RECOMMENDED MOTION: None. The specifics of any motion will depend on the direction the Council decides upon regarding board composition.

This is a legislative matter.

- b) Recreation and Public Purposes Project Update - Jennifer L. Smith, Director of Parks and Recreation.

Jen Smith will update the City Council on the latest developments regarding the Recreation and Public Purposes Project. Approval of the 60% design level documentation is being sought from the Council. A staff report from Jen and associated documents have been provided in the packet for Council review.

RECOMMENDATION: "Staff respectfully recommends the City Council formally accept the 60% design level documentation provided by S2o Design and Engineering.

RECOMMENDED MOTION: *"I move to accept the 60% design level documentation provided by S2o Design and Engineering."*

This is a legislative matter.

6. AGREEMENTS AND CONTRACTS.

- a) FY2013-14 Urban Forest Management Agreement with City of Hailey - Jennifer L. Smith, Director of Parks and Recreation.

Staff is seeking Council approval of the FY2013-14 Urban Forest Management Agreement with City of Hailey. A copy of the agreement and a staff report from Jen Smith has been provided in the packet for Council review.

RECOMMENDATION: Staff respectfully requests the Council approve the FY2013-14 Urban Forest Management Agreement with City of Hailey.

RECOMMENDED MOTION: *"I move to approve the FY2013-14 Urban Forest Management Agreement with City of Hailey."*

This is a legislative matter.

- b) Multiple Project Engineering Services Agreement and Task Order No. 1 for preparation of a bid package for turbo blower installation - Robyn L. Mattison, P.E., Public Works Director/City Engineer.

Staff is seeking Council approval of a Multiple Project Engineering Services Agreement and Task Order No. 1 for preparation of a bid package for turbo

blower installation at the wastewater treatment plant. The agreement, task order and a detailed staff report from Robyn Mattison have been provided in the packet for Council review.

RECOMMENDATION: Staff respectfully requests the Council (1) approve the Multiple Project Agreement for Professional Services with HDR, Inc. and (2) approve Task Order 1 with HDR, Inc. for turbo blower installation design assistance.

RECOMMENDED MOTION: *“I move to approve the Multiple Project Agreement for Professional Services with HDR, Inc. and also approve Task Order 1 with HDR, Inc. for turbo blower installation design assistance.”*

This is a legislative matter.

7. CONSENT AGENDA.

- a) Approval of minutes from the January 6, 2014 Council meeting.

Copies of the minutes from the January 6, 2014 Council meeting have been provided in the packet for Council review.

- b) Recommendation to approve current bills and payroll summary.

A list of bills for approval and the payroll summary have been included in the packet for Council review.

Sincerely,

Gary B. Marks
City Administrator

City of Ketchum, Idaho

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



January 21, 2014

Mayor Jonas and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Jonas and City Councilors:

Request for membership confirmation for the Ketchum Events Commission (KEC)

Introduction/History

The City of Ketchum created the Ketchum Events Commission on January 17, 2012vi Resolution 12-001. The KEC was created with the understanding that “supporting and conducting entertainment and events which celebrate the spirit, character, history, and heroes of the City of Ketchum creates vitality and economic growth.” (From Resolution 12-001)

Current Report

Current members of the KEC include:

- Jen Smith, Chair
- Lisa Horowitz, Acting Vice-Chair
- Greg Randolph
- Christl Holzl
- Danelle Stern
- Julian Tyo
- Sharon Arms (ex-officio)

For the City Council’s consideration and Mayor Jonas’ confirmation, it is recommended that the following individuals be added to the Ketchum Events Commission:

- Kevin Jones
- Ryan Kolquist
- Frank Fiaschetti

Financial Requirement/Impact

No financial requirement at this time.

Parks & Recreation Department

Jennifer L. Smith, Director | jsmith@ketchumidaho.org
208.726.7820 | www.ketchumidaho.org

Recommendation

I respectfully recommend City Council approve membership confirmation as indicated above for the Ketchum Events Commission.

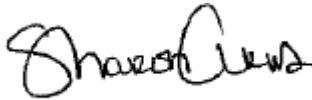
Suggested Motion

"I move to approve the confirmation of the following members of the Ketchum Events Commission: Kevin Jones, Ryan Kolquist, and Frank Fiaschetti."

Respectfully Submitted,



Jennifer L. Smith
Director of Parks & Recreation



Sharon Arms
Arts & Events Coordinator

Parks & Recreation Department

Jennifer L. Smith, Director | jsmith@ketchumidaho.org
208.726.7820 | www.ketchumidaho.org

City of Ketchum, Idaho

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



January 14, 2014

Mayor Jonas and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Hall and City Councilors:

Proposal by the Ketchum Community Development Corporation for City contribution towards the creation of an Innovation Center

Attachment 1: KCDC Power Point Presentation
Attachment 2: Business Incubator Term Sheet
Attachment 3: Letters of Support

Introduction/History

The City has contracted with KCDC for the last seven (7) years to provide a variety of services related to their mission statement. One of these missions is support for economic development. KCDC has been working with partner agencies and various area entrepreneurs on the concept of a business incubator. The Ketchum Innovation Center would be a business incubator for entrepreneurs, start-ups and small companies who seek a collaborative work environment in close proximity to other start-up businesses.

Business incubators are programs designed to support the successful development of entrepreneurial companies and growing businesses. Incubators vary in the way they deliver their services, in their organizational structure, and in the types of clients they serve. According to the US Small Business Administration, successful completion of a business incubation program increases the likelihood that a startup company will stay in business for the long term: older studies found 87% of incubator graduates stayed in business, in contrast to 44% of all firms.

Incubators differ from research and technology parks in their dedication to startup and early-stage companies. Research and technology parks, on the other hand, tend to be large-scale projects that house everything from corporate, government or university labs to very small companies. Most research and technology parks do not offer business assistance services, which are the hallmark of a business incubation program. However, many research and technology parks house incubation programs.

Incubators also differ from the U.S. Small Business Administration's Small Business Development Centers (and similar business support programs) in that they serve only selected clients. SBDCs are required by law to offer general

business assistance to any company that contacts them for help. In addition, SBDCs work with any small business at any stage of development, not only startup companies. Many business incubation programs partner with their local SBDC to create a "one-stop shop" for entrepreneurial support.

According to a 2006 study on the State of the Business Incubation Industry, about one-third of business incubation programs are sponsored by economic development organizations. Government entities (such as cities or counties) account for 21% of program sponsors. Another 20% are sponsored by academic institutions, including two- and four-year colleges, universities, and technical colleges.

In many countries, incubation programs are funded by regional or national governments as part of an overall economic development strategy. In the United States, however, most incubation programs are independent, community-based and resourced projects. The KCDC will describe how the Innovation Center proposal compares to other efforts in the valley of a similar nature over the last decade.

Current Report

Attachments A and B outline the KCDC proposal. The Ketchum Innovation Center would be located at an existing unoccupied building located at 100 Lindsay Circle. As outlined in the attached power point, the building owner is in support of the project, and has agreed to a flexible rent schedule. The Center will provide space for eight to 10 businesses, with one to three employees each. In addition to offices, it will provide a conference and presentation space for the entire community to use.



The stated goal of the project is to create an innovation center and business incubator for entrepreneurs, small existing companies with growth potential and start-up businesses working toward capitalization and commercialization. The Ketchum Innovation Center would provide affordable office space targeting synergistic companies, such as a product design and development, graphic design, web development, marketing, and public relations.

In addition to a facility, the Innovation Center will offer businesses access to experienced mentors, such as Apple executive and Sun Valley resident, Rick LeFaivre, and provide business advice and expertise to start-up and existing companies. These mentors will assist in connecting potential investors with startup companies seeking capital. The KCDC will also coordinate numerous programs open to the public, such as workshops on product/business development, start-up weekends and informal “hack nights” at the Center.

The KCDC will outline details of the lease arrangement that are considering with the building owner in their presentation to the Council. The City will not be party to the lease. As has been the case with other KCDC projects, staff recommends that, if the Council agrees to this project in concept, that the City allow the KCDC to manage the project, with regular reporting back to the City. The success of the KCDC lies in their independent activities on projects, without micromanagement on the part of the City or other funding partners.

Slide #9 in Attachment 1 shows the various partner agencies that have been involved to date. The project is a collaborative effort of a variety of economic development organizations. Jon Duval, KCDC Executive Director, will move his office to the building to provide support and oversight to the project.

Financial Requirement/Impact

The KCDC is requesting that the City contribute \$28,000 for the remainder of the fiscal year towards this project. These costs would be put towards building expenses, which are estimated to be \$42,000 for a full year. The KCDC will request a full years funding in the 2014/2015 budget cycle, which would be an annual increase over the \$116,000 that the City currently contributes to the KCDC of \$42,000.

KCDC is contributing \$15,000 towards the project, allocated towards project start-up costs. The presentation notes that this project is leveraging private sector funds, and that the project, if fully funded by the City, would cost \$140,800.

Recommendation

I respectfully recommend the City Council authorize the expenditure of \$28,000 from the Contingency Fund to fund the KCDC to initiate a business incubator program. Reporting from the KCDC during the 2014/2015 budget process would advise the Council as to next year’s funding decision on this project.

Recommended Motion:

I move to authorize the expenditure of \$28,000 from the Contingency Fund to fund the KCDC to initiate a business incubator program, subject to reporting from the KCDC during the 2014/2015 budget process.

Sincerely, Lisa Horowitz
Community and Economic Development Director

THE
KIC

KETCHUM INNOVATION CENTER

KETCHUM COMMUNITY
DEVELOPMENT CORP.

CREATE. COLLABORATE. ACCELERATE.

INNOVATION CENTER

- The goal of the project is to create an innovation center and business incubator for entrepreneurs, small existing companies with growth potential and start-up businesses working toward capitalization and commercialization.
- The Ketchum Innovation Center (KIC) would provide a vibrant workspace targeting synergistic companies, such as a product design and development, graphic design, web development, marketing, and public relations.

COLLABORATION

- This space will emphasize collaboration, allowing start-ups and growing businesses to work in close proximity to each other and benefit from each other's experience and expertise.
- The end result will be to help foster new businesses and creativity, which can be limited by the existing commercial real estate market.
- A key component will be to use this center as a hub for all entrepreneurs to use as support, for investors to meet and to showcase innovation in our valley.

ATTRACTIVE INVESTMENT

- Under the proposed arrangement, Ketchum City will contribute \$42,000 per year (prorated to \$28,000 for remainder of FY13/14)
- Through partnerships and donated services, the KCDC is creating just under \$100,000 of additional value for the \$42,000 city investment.
- This annual investment represents 0.3% of the FY13-14 budget, and 4.6% unappropriated General Fund for the FY13-14 budget.

INCREDIBLE LOCATION

- The building at 100 Lindsay Circle is an optimal space for this project, with 5,000 sq. ft. of open floor plan, area for offices, a conference room and potential shop space.
- Critically, the owner is supportive of the project and has agreed to a flexible rent schedule, allowing the KCDC to keep rents low for tenants.
- A condition of the lease will be for the KCDC/city to cover the expenses of the building. However, the building owner will take all the occupancy risk.

COMMUNITY-WIDE BENEFIT

- Like the majority of incubators/accelerators, which are funded by public sources, the KIC will benefit the city and community by supporting start-ups and small businesses. This will help create a more robust and diverse economy.
- The KIC will help non-tenant businesses and entrepreneurs through partnerships with mentors and potential investors, giving them the chance to succeed and expand. This means more employees and a boost to local economy.
- All of this leads to an increase in employment, sales tax revenue, and community sustainability and vibrancy.

KIC ENTREPRENEURS

BENEFITS	REQUIREMENTS
High-end, low-cost office space	Innovative & scalable business model
Collaborative Environment	Feasible & approved business plan
Access to mentors	Desire for mentorship & coaching
Potential access to investors	Market growth potential
Conference room, commercial copier/printer	Emphasis on entrepreneur collaboration
Shop space/tools	Support non-tenant entrepreneurs
Kitchen, locker room, full bath	

NON-TENANT ENTREPRENEURS

- “Hack Nights” to develop business/product ideas
- “Start-Up Weekend” to pitch new business plans
- Makerspace Sun Valley Bootcamp (adults & students)
- Expert mentors – supported by SustainBlaine
- Business plan review and support
- Community conference space with A/V capabilities
- Short-term desk space rental
- Resource library, market research, industry data

ORGANIZATION PARTNERSHIPS

- Ketchum CDC – Administration, funding
- City of Ketchum – Funding, oversight
- Sustain Blaine – Collaboration, investor/mentor group
- Region IV Development – Financing, SBA loans
- Idaho TechConnect – Collaboration
- BSU – Support from Boise Venture College
- Idaho Small Business Development Center – Support
- Wild Gift – Outreach support, collaboration
- Makerspace Sun Valley – Collaboration, support
- DENT Conference – Collaboration, networking

SERVICE PARTNERSHIPS

- Syringa/Cox – High-speed Internet connection
- Integrated Technologies – Commercial printer/supplies
- A.C. Houston Lumber – Material donation
- Webb – Landscaping
- Tooling Express, Inc. – Prototyping

PROPOSED BUDGET

Start-Up Costs –
to be paid by KCDC:

Security Deposit	\$5,000
Website	\$2,000
Equipment (Copier, Furniture)	\$3,000
Fiber Optic Install	\$5,000
TOTAL	\$15,000

PROPOSED BUDGET

Recurring Costs –
to be paid by City of Ketchum:

Building Expenses	\$34,000/Year
Equipment/Internet	\$4,500
Marketing/Recruitment	\$2,500
Events	\$2,000
TOTAL	\$42,000

PROPOSED BUDGET

Total costs to be paid by City:

Year 1 (Pro-rated Feb-Sept.)	\$28,000
Year 2	\$42,000
Year 3	\$42,000
Year 4	\$42,000
Year 5	\$42,000
TOTAL	\$196,000

CITY SAVINGS

KIC cost vs. City creating own incubator:

Market Rent	\$100,800
Staff Salary	\$30,000
Donated Services	\$10,000
Total Annual Cost	140,800
Actual Annual Cost to City	\$42,000
TOTAL ANNUAL CITY SAVINGS	\$98,800

INCUBATOR COMPARABLES

Incubator	Location	Community Investment
Gangplank HQ	Chandler, AZ	\$200,000/year (rent/operations)
Telluride Venture Accelerator	Telluride, CO	\$75,000 (one-time state grant)
WaterCooler	Boise, ID	\$200,000 (renovation) + building value + 20,000/year (operations)
Bonner Business Center	Sandpoint, ID	\$600,000 (building) + \$65,000/year (operations)
Business Incubator Center	Grand Junction, CO	Building value + \$100,000
Greenhouse	Boise, ID	Building value + \$25,000 (renovation) + \$5,000/year (utilities/Web)

Project Name: Ketchum Innovation Center

Date Submitted: October 15, 2013

Sponsored by: Jon Duval, KCDC Executive Director

Project Concept/Vision:

Create. Collaborate. Accelerate.

The goal of the project is to create an innovation center and business incubator for entrepreneurs, small existing companies with growth potential and start-up businesses working toward capitalization and commercialization. The Ketchum Innovation Center (KIC) would provide low-cost office space targeting synergistic companies, such as a product design and development, graphic design, web development, marketing, and public relations.

This space will allow start-up and growing business to work in close proximity to each other, as opposed to home or scattered offices throughout Ketchum, and thus benefit from each other's experience and expertise through collaboration and mutual support. The end result will be to help foster new businesses and creativity, which can be limited by the existing commercial real estate market.

In addition to a facility, the Center will partner with experienced mentors, such as Apple executive and Sun Valley resident, Rick LeFaivre, and provide business advice and expertise to start-up and existing companies. These mentors will also be able to help create a network of potential investors for both the Center and the individual tenant companies. Through the KIC, the KCDC will also coordinate numerous programs open to the public, such as workshops on product/business development, start-up weekends and informal "hack nights."

Project Description:

The Center will provide space for eight to 10 businesses, with one to three employees each. This is similar to the Water Cooler, a shared-office space and business incubator founded in Boise in 2008. In addition to offices, it will provide a conference and presentation space for the entire community to use. Overall, this will allow for businesses to grow, as well as maintain a critical mass for collaboration and support of creative innovation.

For this project to be successful, it will require a significant investment from the City of Ketchum, the KCDC and, potentially, private individuals.

Currently, the best available space would be 100 Lindsay Circle, due both to the size and layout of the building, as well as an incredibly supportive property owner. At

just under 5,000 square feet of open floor plan, this building would make an excellent facility for this project, with enough area for offices, potential shop area in the garage space and conference room.

The strategy for the Ketchum Innovation Center will be to offer affordable rents for start-up businesses, along with a host of supporting programs and resources. Because of this, it will require a partnership between public entities that understand the overall value of the enterprise and its potential positive impact on the health of our community and local economy.

Project Business Plan:

While the property owner of 100 Lindsay Circle has agreed to a totally flexible rent in order to support start-ups and entrepreneurs, it will be the responsibility of the City of Ketchum and the KCDC to cover the majority of the expenses, such as utilities, maintenance and property taxes. There

This cost to the city is estimated to be \$42,000 per year for building expenses and annual operating costs, including office equipment and Internet access, marketing materials to recruit entrepreneurs both locally and regionally, and a small budget for events. There will be another estimated \$15,000 in start-up costs to come out of the KCDC’s operating budget.

The rental income will be passed along to the property owner. However, due to the quality of the space and size, this income will be below market value.

The property owner would sign a contract with the KCDC for a three-year period, with an option to extend for another three years, to manage the Center, including maintenance, rent collection and tenant applications.

At a schedule to be determined by the City Council, the KCDC will provide updates on the KIC in order to jointly evaluate the success of the project and review its progress. While it’s understood that the KIC will be required to apply for renewed funding at each budget cycle, the KCDC strongly believe that the KIC will need a minimum of three years to have an effective impact on our entrepreneurial ecosystem.

Proposed Budget:

BUILDNG EXPENSES	Annual	\$34,000
OPERATING COSTS	Annual	\$8,000
START-UP COSTS	One-time	\$15,000
TOTAL RECURRING COSTS		\$42,000

Estimated Rent Schedule:

BASE PER COMPANY RENT	\$500	
ADDITIONAL EMPLOYEE RENT	\$100/PERSON	
ESTIMATED NUMBER OF COMPANIES	7	\$3500
ESTIMATED NUMBER OF ADDITIONAL EMPLOYEES	10	\$1000
TOTAL ESTIMATED RENT		\$4500

Strategic Fit:

The Ketchum Innovation Center is expected to become a center point for start-up businesses and entrepreneurs, as well as serve as a meeting space for the community to hold conferences and presentations. The Center concept is fully consistent with the strategy of the KCDC as laid out in the 2006 Downtown Master Plan, specifically in terms of running economic development programs and economic facilities construction (pages 88 and 89).

More importantly, the Center would allow small businesses to work in an environment of collaboration and support, fostering creativity and growth. The existence of such a facility would also encourage entrepreneurs to make the step idea to implementation by helping them over the initial hurdles of starting a business for the first time.

This is a great time to develop the Center, as it will provide a vibrant and consistent use for an amazing and unique space, as well as assist entrepreneurs who will be able to use the programs and support offered at the Center to help their businesses grow.

Preliminary Project Schedule and Milestones:

A rental agreement would be signed between the property owner and the KCDC as soon as the project is approved for funding by the City of Ketchum.

As well, the KCDC will begin taking application from businesses and potential tenants, as well as soliciting businesses that would both benefit themselves and others by becoming residents in the Center.

Project Risk Assessment:

	RISK DESCRIPTION	RISK MITIGATION
1	CANNOT MEET ESTIMATED RENT	NEW AGREEMENT WITH PROPERTY OWNER OR VACATION OF PROPERTY BY CENTER
2	PUBLIC PERCEPTION THAT CITY/KCDC ARE UNFAIRLY SUBSIDIZING BUSINESSES	PUBLIC OUTREACH TO INFORM ABOUT THE COMMUNITY BENEFITS OF ENTREPRENEURS AND A DIVERSE ECONOMY

Financing and Funding:

This project would require an annual investment of \$42,000 from the City of Ketchum, with an additional \$15,000 in start-up costs to be funded by the KCDC.

Submitted by: _____

Jon Duval



BOISE STATE UNIVERSITY

**VICE PRESIDENT FOR RESEARCH
AND ECONOMIC DEVELOPMENT**

January 8, 2014

City of Ketchum Mayor, City of Ketchum Council President and
City of Ketchum Councilors
City Hall
480 East Avenue North
Ketchum, Idaho 83340

Re: Ketchum Incubator Center

Dear City of Ketchum Mayor and City of Ketchum City Council,

The purpose of this letter is recommending approval of the Ketchum Community Development Corporation proposal for a business incubator located in Ketchum. It is my understanding the proposal will be presented for your consideration during the City Council agenda January 2014. Boise State University became aware of this proposal during a recent visit to Blaine County.

Boise State University is dedicated to advancing new knowledge and preparing a relevant and capable workforce that contributes to a thriving society. Our commitment to excellence as an institution extends to all aspects of our educational, research and public service mission including economic development. Boise State University supports sustained, concerted actions of policy makers and communities that promote the standard of living and economic health of a specific area.

The pressure to innovate, evolve and adapt is unrelenting – for established businesses and entrepreneurs alike. Business incubators geared toward speeding up the growth, success and ability to innovate may have the greatest opportunity to impact economic health of a specific area.

Boise State University understands that the proposed Ketchum Innovation Center incubator intends to incorporate operational and philosophical best practices including maintaining appropriate physical space, access to resources and programs that educate, convene and create a community.

The university is a vital part of the community, and our commitment to the community extends beyond our educational programs, research, and creative activity. We collaborate in the development of partnerships that address community and university issues. In the spirit of commitment, Boise State University supports the Ketchum Community Development Corporation Ketchum Innovation Center incubator proposal.

Sincerely,



Mark Rudin

Vice President
Division of Research and Economic Development

January 14, 2014

Dear Ketchum City Council,

I am writing to pledge my full support for the Ketchum Incubator/Business Accelerator that is currently being proposed for development and am the owner of 100 Lindsay Circle, the building which the Incubator would call home.

When I was first approached regarding the proposed use for the building, I was unenthusiastic because of the drastically below market rates I would receive having the Incubator as my tenant. But as someone who grew up in the Valley and continues to spend 2-3 months there per year, I was quickly able to see the necessity for something like this in Ketchum.

I have many friends and colleagues that would love to call Ketchum their home, but a lack of career possibilities stifles those aspirations. Having a well run incubator in the area would not only create new jobs, but it would encourage bright entrepreneurs who want to thrive in the mountain lifestyle to chose Ketchum over places like Palo Alto or Austin. Because of the incredible possibilities a venture like this makes possible for Ketchum, I have agreed to lease the space far below market value.

In addition, I have invested in several startups in an angel role over the last several years. When this idea was brought to my attention, I approached several of the founders of these startups to see what they thought. The response was overwhelmingly positive. So long as a business is not dependent on its location, nearly all the founders I spoke with said they would have loved the opportunity to bring their startup to an incubator in Ketchum.

One of the Valley's greatest assets is the wealth of knowledge and expertise held by members of the community. My understanding is that many very successful Ketchum residents have pledged their support for the incubator and volunteered to act in some sort of mentoring capacity. I cannot think of anything more valuable to offer when looking to attract best of breed startups.

I have no doubt, as someone who has been involved with startups in multiple capacities and as someone with deep roots in Ketchum, that the Incubator being proposed is an incredible opportunity for Ketchum and a necessary tool to continue to make Ketchum one of the premier destinations on Earth.

Sincerely,

Paul C. Burke



Neil Bradshaw
Board President
P.O. Box 6452
Ketchum, ID 83340
www.ketchumcdc.org

January 13, 2014

Dear Ketchum City Council,

The purpose of this letter is to voice my support, as President of the KCDC, for the Ketchum Innovation Center project.

Since 2006, KCDC has done numerous successful projects that have significant, but indirect economic development benefits, such as Town Square, 4th St Heritage Corridor, Northwood Place affordable housing and the Walkable Ketchum Project.

Having been tasked with economic development by the city, the KCDC has decided that a business incubator is both feasible from a budget perspective, and effective in having a positive economic and community impact on our city.

The KCDC believes that this project will create an entrepreneurial ecosystem that will benefit not only the resident companies at the KIC, but also businesses and entrepreneurs throughout the valley.

As always, the KCDC is using its status as a non-profit to solicit support from other organizations and individuals, such as the property owner and service providers, in order to drastically lower the cost of this project to the city. We estimate that the city will receive \$140,000 of value for its \$42,000 investment annually.

This type of project has been successful in many other communities, allowing the KCDC to cherry-pick from other incubators the most appropriate structure for our community. In addition, we have found that one of the critical factors to a non-profit incubator's success is meaningful financial support by the city in addition to strong community support.

This is a fantastic opportunity for the city to provide an incredible service and amenity to our wonderful town at a reasonable cost. I encourage the mayor and councilors to approve the funding of this project.

Sincerely

Neil Bradshaw

January 6, 2014

To Whom It May Concern:

I am writing this letter to express my support of Jon Duval's proposal to open a business incubator in Ketchum. I currently serve as the Executive Director of the Boise State Technology and Entrepreneurial Center (TECenter), and have been actively involved in building the entrepreneurial ecosystem and the angel investing community in the Treasure Valley for over 15 years.

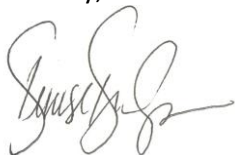
Business incubators are important tools in the economic development toolkit of any community. They accelerate the development of early-stage companies through a variety of resources and services, and their goal is to produce successful businesses that leave the program financially viable and better able to withstand the rigors of a global economy.

Specific benefits to the community include:

- **Job Creation** - Incubator companies create new employment opportunities for area residents.
- **Retention** – Individuals and/or startups who might otherwise relocate for services or growth capital will remain in the area.
- **Enhanced Image** – An incubator is one important element to enhance a community's image as a progressive place that encourages and supports new business development.
- **Increased Entrepreneurialism** – An incubator can create awareness of entrepreneurs and stimulate confidence among individuals to consider opportunities for business creation.
- **Stronger Startups** – The Small Business Administration of the U.S. Department of Commerce reports that only 20% of new businesses are still in operation after the first five years due to under-capitalization and lack of proper management skills. In contrast, 87% of all incubator graduate firms remain in business during the same time frame.
- **Increased Investment** – Developing a vibrant startup culture will attract investment capital from local and regional private investors.
- **Business Development** – Established area businesses, especially those that serve or develop relationships with early-stage companies, create long-term business opportunities as incubator companies grow and expand into their communities.
- **Increased Tax Revenue** – New jobs and new businesses in the incubator generate a larger, more diverse tax base to support public services and contribute to other facets of community health.

I have no doubt that the many resources available to entrepreneurs in the Treasure Valley has helped fuel the entrepreneurial growth we have enjoyed. I am an advocate of growing local businesses and entrepreneurs and would be thrilled to see the Sun Valley area invest in its own success through support of a local business incubator. Please let me know if there are other ways in which I can assist this effort!

Sincerely,



Denise Dunlap
Executive Director



Jan. 3, 2013

Jon Duval
Ketchum Community Development Corporation
131 4th Street East, Ste. 320
Ketchum, ID 83340

Dear Jon,

I enjoyed the opportunity to meet with you and discuss the Ketchum Innovation Center project. As I stated during our meeting I have always thought there was some potential to create a small scale “incubator” within the Wood River Valley area. I have worked with numerous individuals and companies over the last 10 years or so and most of those have struggled to be successful . There are a number of reasons for this but one of the more important reasons is the lack of a physical “hub” to collaborate and network with their peers (other start-ups and early stage companies). A small co-working type of space would be a great start at getting a real sense of the size of the opportunity that I think exists in “growing your own” new businesses.

I have worked with other organizations and individuals in the area and would certainly be open to providing advice and assistance to an effort to build a more complete entrepreneurial ecosystem. It is clear that there ideas, people and resources in the valley that could contribute to the economic growth of the area. If I can provide additional information or answer questions please feel free to contact me.

Sincerely,

Rick Ritter
Idaho TechConnect, Inc/Water Cooler
1401 West Idaho
Boise, ID 83702
208.870.0674

City of Ketchum, Idaho

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



January 14, 2014

Mayor Jonas and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Jonas and City Councilors:

Sun Valley Marketing Alliance Quarterly Presentation

Introduction/History

The Sun Valley Marketing Alliance was formed in June, 2010. The Contract calls for quarterly updates at meetings of the Ketchum and Sun Valley City Councils. The City of Sun Valley Was updated at their January 9th, 2014 meeting. This is the same update for the City if Ketchum.

Current Report

The SVMA will be making a power point presentation with their update.

Financial Requirement/Impact

A financial commitment of \$450,000 was allocated towards this contract for services in the 2013/2014 Ketchum municipal budget.

Recommendation

There is no recommended action for the City Council: this item is informational at this time.

Sincerely,

Lisa Horowitz
Community and Economic Development Director

Visit Sun Valley 2013/2104 Performance Tracking - @ 12/29/13

Measure	Actuals@ 9.30.12	Actuals @ 9.30.13	Target for 9.30.14	Target increase (% or pts)	Actuals YTD	Progress towards target	Source of Measurement
1. Sales Indicators							
Local Option Tax - SV/Ketchum	2,978,563	3,022,900	3,083,358	2.00%			City data
Add'l 1% LOT	N/A	N/A	1,011,000	N/A			Fly Sun Valley Projections
Skier Visits	382,128	386,782	404,000	4%			SVR - target to reflect SVR goals
Winter Occupancy - Dec 15 to Mar 31st	N/A	56%	58%	+ 1 point			Member Hotels
Summer Occupancy - June 7 to Sept 19th	66%	62%	65%	+3 points			Member Hotels
Total Enplanements	49,100	51,392					Fly Sun Valley
Estimated # of Visitors	N/A	TBD					Various - compiled by VSV
2. Brand Engagement							
Facebook Fans	39,500	51,750	60,000	16%	53,355	YTD +3%	Internal
Twitter Followers	2500	3,600	4,500	25%	4,300	YTD +19%	Internal
Instagram	300	980	1,300	33%	1,100	YTD + 12%	Internal
Website Visits	185,183	222,539	240,000	8%	52,968	YTD + 21%	Google Analytics
3. Brand Awareness							
Share of Mind - California Skiers	1%	N/A					Survey Sampling International
Share of Mind - Washington Skiers	9%	N/A					As above
4. Internal							
Membership	242	304	350	15%	244	70% of target	Internal

Q1 Update for the City of Ketchum

as of December 31, 2013



Sales Indicators

LOT (October only)
Vacation Roost Sales



Ketchum Lot

Inflation Adjusted to 2013 \$

CPI Inflation Calculator - Bureau of Labor Statistics



<u>Oct</u>	<u>Reported</u>	<u>Conversion</u>	<u>2013 \$</u>	<u>Change YOY</u>
2010/11	138,969	1.07	148,697	0.0
2011/12	149,326	1.04	155,299	4.4%
2012/13	167,307	1.02	170,653	10.0%
2013/14	160,499	1.00	160,499	(6.0%)



Sun Valley LOT

Inflation Adjusted to 2013 \$

CPI Inflation Calculator - Bureau of Labor Statistics



<u>Oct</u>	<u>Reported</u>	<u>Conversion</u>	<u>2013 \$</u>	<u>Change YOY</u>
2010/11	75,542	1.07	80,830	0.0%
2011/12	49,847	1.04	51,841	(35.9%)
2012/13	56,260	1.02	57,385	10.7%
2013/14	58,531	1.00	58,531	2.0%



Combined Ketchum/SV Lot

Inflation Adjusted to 2013 \$

CPI Inflation Calculator - Bureau of Labor Statistics



<u>Oct</u>	<u>Reported</u>	<u>Conversion</u>	<u>2013 \$</u>	<u>Change YOY</u>
2010/11	214,511	1.07	229,527	0.0
2011/12	199,173	1.04	207,140	(9.8%)
2012/13	223,567	1.02	228,038	10.1
2013/14	219,030	1.00	219,030	(4.0%)



Accommodation Sales Results



- Total revenue generated by Vacation Roost:
 - Up 244% year to date
 - \$150,900 versus \$43,891
 - Up 180% in October, 73% in November and 382% in December*

* Note that December 2013 was influenced by one very large booking



Engagement Indicators

Website Visits
Social Media



Website Visits



www.visitsunvalley.com

- October: **-13%**
 - **11,390 vs 13,077**
- November: **-6%**
 - **24,739 vs 26,333**
- December: **+62%**
 - **28,537 vs 17,276**
- YTD: **+21%**
 - **52,968 vs 43,795**



Website Visits by Market - YTD



- Boise: **-6%** (no marketing campaign this year)
- San Francisco: **+533%** (no marketing campaign last year)
- Seattle: **+111%**
- Los Angeles: **+56%**



Social Media - YTD



Social media represents a small proportion of our budget, but is very important in driving visits to our website and in generating word of mouth for the area

- Facebook followers 53,355 (+3% YTD)
 - Compared to 31,101 for the state of Idaho
- Twitter: 4,300 (+19% YTD)
- Instagram: 1,100(+12% YTD)

- Note: 73% of US adults use social networks.



Internal Indicators and Activities

PR Highlights
Current and Upcoming Marketing Programs



PR Highlights

- USA Today #2 Ski Destination in North America
- SKI Magazine #4 Best Ski Resort in US
- Lonely Planet Top 10 US Travel Destination
- Powder Magazine “Round of Eight” Best Ski Town in North America
- CNN
- ABC News
- ABC News Radio
- Huffington Post x 2



PR Highlights Continued

- Chicago Tribune
- SF Gate
- Wall Street Journal
- San Francisco Chronicle
- Men's Journal
- Alaska Air Magazine
- Stark Insider
- Freeskier Magazine
- Snowboard Magazine



PR Highlights Continued



- Powder Magazine
- Bellingham Herald
- Pink Bike
- BIKE Magazine
- Examiner.com
- Idaho Statesman
- Boise Weekly



Current and Upcoming Activities



- Winter 2014/15
 - Creative concept has been confirmed
 - Photography and video will be captured this winter for next winter's campaign
- Summer 2014
 - Based on receiving funding from the Air Service Board, a campaign will be developed for San Francisco, Los Angeles, Seattle and any other new air service markets





Operational Highlights for November 14, 2013 to January 8, 2014

Marketing and Sales

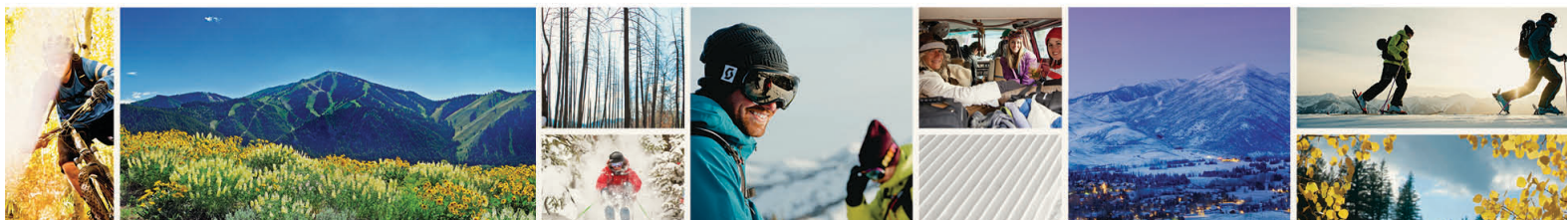
- Revenue booked through Vacation Roost continues to increase year over year with a 73% increase in November and a 382% increase in December. Year to date, revenue booked is up by 244%
- Visits to www.visitsunvalley.com decreased by 6% in November but increased by 62% in December. Year-to-date (Oct 1 to Dec 31st 2013), website visits are up by 21%. By market, Boise is down by 6% (there is no advertising campaign in Boise this winter due to budget cuts), San Francisco is up by 533%, Seattle is up by 111% and LA is up by 56%
- Sent out November and December e-newsletters. Open rate was high (15%) with an average click through rates of 11-12%
- Continued placing winter media in Seattle, Los Angeles and San Francisco
- Nordic ad campaign continued
- Developed an additional “boost” campaign for San Francisco to help increase load factors on flights
- Completed creative brief for Winter 2014.15
- Completed creative brief for Summer 2014
- Completed creative brief for Mountain Biking 2014
- Completed stage 1 of Winter 2014/15 creative campaign

Upcoming: Continuing media placement for winter and Nordic campaigns; capturing assets (photography and video) for Winter 2014/15 campaign; beginning creative and media planning for summer 2014 air service markets; beginning planning for summer 2014 mountain biking campaign.

Visitor Services

- Visitor Center agents toured or had product knowledge sessions with the following member businesses:
 - Thunder Spring Condo Association
 - Les Saisons
 - The haven
 - Frenchman’s Gulch Winery
 - The UPS Store
 - Company of Fools- new play briefing
 - Seeks Out Adventures
- Visitor Center agents served approximately 15 visitor parties per day in November, with a high of 52 on 11/27. December’s numbers jumped up to an average of 42 per day, with a high of 72 on New Year’s Eve.

Upcoming: On-going tours/information sessions with agents and members





PR

Sent out releases for:

- United Non-Stop Air Service SFO-SUN
- Christmas in Sun Valley
- Sun Valley Nordic Festival
- Lonely Planet Top 10 Destinations in North America
- Powder Magazine Ski Town Throwdown
- USA Today 10Best Ski Towns in United States

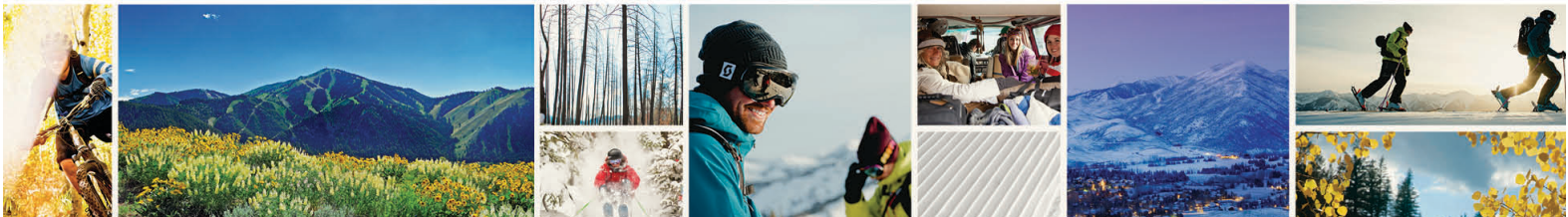
Highlights of on-line and print coverage include:

- USA Today 10Best Ski Destinations in North America (#2)
- Lonely Planet Top 10 Travel Destinations in North America
- Powder Magazine Ski Town Throwdown Top 8 Ski Towns in North America
- USA Today
- CNN
- ABC News and ABC News Radio
- Huffington Post x 2
- Chicago Tribune
- SF Gate
- Wall Street Journal
- San Francisco Chronicle
- Stark Insider
- Freeskier Magazine
- Powder Magazine
- Bellingham Herald
- Pink Bike
- BikeMag.com
- Examiner.com
- Idaho Statesman x 2
- Boise Weekly

Upcoming: Hosting Mary Polizzotti from 7x7 in SFO 1/9-12, "High Brow Ski Bum" media fam 3/2-3/6 bringing 6 national level media to Sun Valley for all inclusive experience

Social Media

- Facebook Growth: +1350= 53,600
 - Advanced to round of 8 in Powder Magazine "Ski Town Throw Down" social contest



Visit SunValley

- Placed second to South Lake Tahoe in USA Today 10Best Ski Destinations Poll through social contest
- Promoted links back to www.visitsunvalley.com
- Twitter Growth: +750 = 4,450
 - Promoted Tweets and Promoted Account program performing at or above industry average
 - Promoted links back to www.visitsunvalley.com
- Instagram Growth: +75 = 1100
- Searching for Sun Valley Blog: 2,100 visits
- Posted content with links back to www.visitsunvalley.com on social channels generating 9,000 clicks to website (data source: bit.ly report)

Upcoming: Continuing to provide winter content for the blog, creating a landing page on www.visitsunvalley.com to host rich content and to provide a place for linking back from social properties

Events

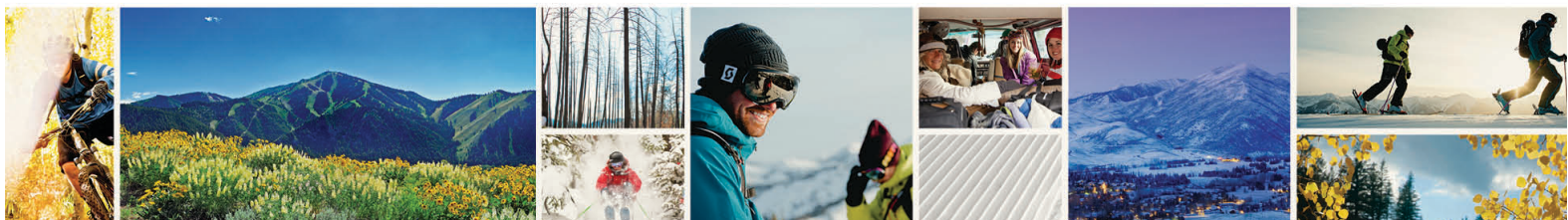
- Ride Sun Valley transition to Mountain Sports International complete
- Date for Ride Sun Valley set 6/18-6/22
- US Marathon MTB National Championships 7/05/14
- Attending meeting with Idaho Fiddle Festival 1/09/14

Upcoming: Finalizing details of Ride Sun Valley event schedule

Membership, Administration and Finance

- To date, renewal payment has been received from 232 current members and 12 new members have joined for a total of 244 paid members
- Continued member website training sessions and member outreach
- Approached 24 businesses to encourage them to join Visit Sun Valley
- Held a special board meeting on December 18th
- Held the Annual General Meeting on December 4th
- Finalized 2014 meeting calendar
- Completed Idaho Travel Council (ITC) audit as per annual contract
- Submitted first Request for Funds (RFF) to the ITC for new grant cycle
- Updated all HR policies
- Completed data collection requirements for the development of the Visitor Estimation Model

Upcoming: Quarterly updates for the City of Ketchum and the City of Sun Valley; removal of member benefits for unpaid members in early January; on-going community outreach; completion of the Visitor Estimation Model



Sun Valley Marketing Alliance, Inc.
Balance Sheet
 As of December 31, 2013

	Dec 31, 13
ASSETS	
Current Assets	
Checking/Savings	
99000 · Clearing Account	-275.00
10000 · Cash	
10005 · Petty Cash	200.00
11010 · Zions - SVMA Checking	187,387.63
11020 · Zions - Visitor Center Checking	15,360.10
11030 · Zions - GC Checking	25,542.61
Total 10000 · Cash	228,490.34
Total Checking/Savings	228,215.34
Accounts Receivable	
12000 · Accounts Receivable	184,834.91
Total Accounts Receivable	184,834.91
Other Current Assets	
12200 · Other Receivables / Advances	19.68
12500 · Prepaid Advertising	8,750.00
12550 · Prepaid Expenses	9,200.00
Total Other Current Assets	17,969.68
Total Current Assets	431,019.93
Fixed Assets	
15000 · Fixed Assets	
15100 · Furniture & Equipment	31,551.77
15200 · Computers & Printers	14,924.74
15400 · Leasehold Improvements	55,042.53
16000 · Accumulated Depreciation	-22,539.44
Total 15000 · Fixed Assets	78,979.60
Total Fixed Assets	78,979.60
Other Assets	
17000 · Website Design	56,460.00
17100 · Accumulated Amortization	-36,071.67
18000 · Deposits	1,700.00
Total Other Assets	22,088.33
TOTAL ASSETS	532,087.86
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	
20010 · A/P - Visitor Center Acct	-1,656.13
20040 · A/P - SVMA Acct	-2,011.23
Total 20000 · Accounts Payable	-3,667.36
Total Accounts Payable	-3,667.36
Credit Cards	
20080 · Zion's Credit Card-Control Acct	2,039.74
Total Credit Cards	2,039.74
Other Current Liabilities	
20200 · Sales Tax Payable	53.64
20500 · Gift Certificates Outstanding	41,423.05

11:16 AM

01/08/14

Accrual Basis

Sun Valley Marketing Alliance, Inc.

Balance Sheet

As of December 31, 2013

	<u>Dec 31, 13</u>
23000 · Payroll Liabilities	
23015 · Accrued Vacation	3,335.53
23125 · State Withholding Taxes - Idaho	1,103.00
23300 · Simple IRA - Employee	547.86
23305 · Simple IRA - Employer	547.86
23400 · FUTA	20.55
23405 · SUTA	372.53
Total 23000 · Payroll Liabilities	<u>5,927.33</u>
Total Other Current Liabilities	<u>47,404.02</u>
Total Current Liabilities	<u>45,776.40</u>
Total Liabilities	45,776.40
Equity	
30200 · General Fund Balance	-34,757.93
30750 · Opening Balance Equity	60,893.10
32000 · Retained Earnings	456,550.90
Net Income	3,625.39
Total Equity	<u>486,311.46</u>
TOTAL LIABILITIES & EQUITY	<u><u>532,087.86</u></u>

SUN VALLEY MARKETING ALLIANCE, INC.

	Actuals @ 9/30/13	SVMA Budget 2013.14	Actuals @ 12/31/13	Forecasted @ 9/30/14
ACCRUAL BASIS				
SUMMARY OF REVENUE				
City of Ketchum	\$ 481,000	\$ 450,000	\$ 112,500	\$ 456,000
City of Sun Valley	\$ 250,000	\$ 209,000	\$ 52,250	\$ 209,000
Sun Valley Company	\$ 25,000	\$ -	\$ -	\$ -
Idaho Travel Council Grant	\$ 211,374	\$ 222,400	\$ 43,347	\$ 222,400
Membership revenue	\$ 84,580	\$ 88,000	\$ 91,315	\$ 88,000
Miscellaneous revenue	\$ 16,662	\$ 10,063	\$ 1,542	\$ 10,063
TOTAL REVENUE*	\$ 1,068,616	\$ 979,463	\$ 300,955	\$ 985,463
SUMMARY OF EXPENSES				
MARKETING/PR & SOCIAL MEDIA				
Website				
Visitsunvalley.com site enhancements & hosting	\$ 20,622	\$ 21,000	\$ 2,589	\$ 21,000
SEO (Search Engine Optimization)	\$ 6,900	\$ 6,900	\$ 1,725	\$ 6,900
Mobile Site Development/Annual Hosting	\$ 6,960	\$ 600	\$ 100	\$ 600
Public Relations & Social Media				
Contract Services - PR distribution and tracking	\$ 10,000	\$ 10,000	\$ -	\$ 5,000
Media FAM events and hosting	\$ 5,448	\$ 15,000	\$ 1,523	\$ 15,000
Social Media	\$ 4,474	\$ 14,000	\$ 5,643	\$ 14,000
Marketing:				
Salaries/Benefits - Marketing	\$ 282,859	\$ 287,000	\$ 66,883	\$ 287,000
Media Buy, Creative & Production				
- Winter \$275,000	\$ 269,606	\$ 270,000	\$ 146,446	\$ 300,000
- Summer / Shoulder \$108,000	\$ 131,651	\$ -	\$ 831	\$ 4,250
- Nordic \$ 18,000	\$ 15,368	\$ 17,000	\$ 12,440	\$ 17,000
- Mountain Biking \$ 25,000	\$ 20,588	\$ 21,500	\$ -	\$ 21,500
Collateral - Posters	\$ 1,623	\$ -	\$ -	\$ -
Video / Photography	\$ 7,288	\$ 15,000	\$ 1,360	\$ 15,000
Travel	\$ 3,860	\$ 8,000	\$ 401	\$ 8,000
Research	\$ 6,900	\$ 24,000	\$ -	\$ 24,000
TOTAL MARKETING, PR & SOCIAL MEDIA	\$ 794,147	\$ 710,000	\$ 239,941	\$ 739,250
Visitor Events	\$ 18,720	\$ -	\$ -	\$ -
Visitor Center:				
Technology and Content Management	\$ 433	\$ 2,000	\$ 90	\$ 2,000
Rent	\$ 12,000	\$ 12,000	\$ 3,000	\$ 12,000
Overhead	\$ 14,800	\$ 17,500	\$ 4,571	\$ 17,500
Salaries/Taxes; Partial Aly Swindley (Mgr) plus agents	\$ 54,710	\$ 61,800	\$ 12,157	\$ 61,800
TOTAL VISITOR CENTER	\$ 81,943	\$ 93,300	\$ 19,818	\$ 93,300
TOTAL MARKETING OPERATIONS	\$ 894,810	\$ 803,300	\$ 259,758	\$ 832,550
ADMINISTRATION & OVERHEAD:				
Training	\$ 90	\$ 2,000	\$ -	\$ 2,000
Member Meetings/Communications	\$ 2,907	\$ 3,000	\$ 463	\$ 3,000
Grant Administration (Idaho Travel Council Grant)	\$ 3,000	\$ 3,500	\$ 3,000	\$ 6,500
ITC Grant Review (required by ITC)				
Administration Salaries and Benefits	\$ 107,594	\$ 105,000	\$ 18,310	\$ 105,000
Total Salaries and Benefits				
Overhead				
Professional fees: Legal/Accounting - Tax Return - and Annual Review	\$ 1,995	\$ 12,000	\$ 414	\$ 12,000
Office Supplies	\$ 2,553	\$ 3,000	\$ 404	\$ 3,000
Printing & Reproduction	\$ 1,680	\$ 1,500	\$ -	\$ 1,500
Postage	\$ 2,452	\$ 3,000	\$ (248)	\$ 3,000
Phone	\$ 9,214	\$ 9,500	\$ 2,224	\$ 9,500
Equip/Maintenance/Tech Support	\$ 12,709	\$ 13,000	\$ 2,241	\$ 13,000
Facilities Maintenance/Improvements	\$ 4,927	\$ 3,500	\$ 721	\$ 3,500
Meetings / Staff Events	\$ 1,322	\$ 1,200	\$ 384	\$ 1,200
Dues/Subscriptions	\$ -	\$ 2,000	\$ 1,035	\$ 2,000
Insurance / General Liability / D & O	\$ 3,698	\$ 4,000	\$ 2,096	\$ 4,000
Misc Expense / Contingency	\$ 317	\$ 2,000	\$ -	\$ 2,000
Bank Service Charges	\$ 2,208	\$ 2,500	\$ 710	\$ 2,500
Office Rent Expense	\$ 27,771	\$ 21,224	\$ 5,056	\$ 21,224
Moving Expense	\$ 4,817	\$ -	\$ -	\$ -
Capital Expenses - Loss from Disposal of Assets	\$ 38,087	\$ 2,000	\$ -	\$ 2,000
Total Overhead - Office & Operations	\$ 113,750	\$ 80,424	\$ 15,038	\$ 80,424
TOTAL ADMINISTRATION & OVERHEAD	\$ 227,341	\$ 193,924	\$ 36,810	\$ 196,924
TOTAL EXPENSES	\$ 1,122,151	\$ 997,224	\$ 296,569	\$ 1,029,474
NET BALANCE*	\$ (53,535)	\$ (17,761)	\$ 4,386	\$ (44,011)
*Please note on 9/30/13 actuals that the \$75,000 carryover from 9/30/12 is no longer listed as income.				

1:43 PM

Sun Valley Marketing Alliance, Inc.

01/07/14

Profit & Loss

Accrual Basis

October through December 2013

	SVMA	Visitor Center	TOTAL
Ordinary Income/Expense			
Income			
40025 · Contract - City of Ketchum	112,500.00	0.00	112,500.00
40050 · Contract - City of Sun Valley	52,250.01	0.00	52,250.01
40075 · Idaho Travel Council Grant	43,347.09	0.00	43,347.09
43740 · Membership Income	91,315.18	0.00	91,315.18
40001 · Miscellaneous Revenue	1,513.27	0.00	1,513.27
Total Income	300,925.55	0.00	300,925.55
Gross Profit	300,925.55	0.00	300,925.55
Expense			
59000 · Marketing / PR / Social Media			
59100 · Website Expenses			
70060 · Web Maintenance/Hosting Exp	2,589.00	0.00	2,589.00
70061 · Search Engine Optimization	1,725.00	0.00	1,725.00
70062 · Mobile Site Exp	100.00	0.00	100.00
Total 59100 · Website Expenses	4,414.00	0.00	4,414.00
70018 · PR & Social Media Exp			
70031 · Public Relations Exp.	1,050.00	0.00	1,050.00
72005 · FAM Journalist Visits/Meals Exp	472.59	0.00	472.59
70032 · Social Media Expense	5,643.25	0.00	5,643.25
Total 70018 · PR & Social Media Exp	7,165.84	0.00	7,165.84
59200 · Marketing Expenses			
70010 · Advertising / Media / Creative			
70011 · Winter Campaign	146,446.00	0.00	146,446.00
70012 · Summer / Shoulder Campaign	830.60	0.00	830.60
70013 · Nordic Campaign	12,440.00	0.00	12,440.00
70010 · Advertising / Media / Creative - Other	0.00	594.00	594.00
Total 70010 · Advertising / Media / Creative	159,716.60	594.00	160,310.60
70045 · Photography & Video Exp	1,360.00	0.00	1,360.00
Total 59200 · Marketing Expenses	161,076.60	594.00	161,670.60
72000 · Travel Expenses	401.26	0.00	401.26
Total 59000 · Marketing / PR / Social Media	173,057.70	594.00	173,651.70
60000 · Payroll / Taxes Expense			
60010 · Payroll Expenses	69,630.15	9,259.64	78,889.79
60015 · Contract Worker Exp	11,550.00	0.00	11,550.00
Total 60000 · Payroll / Taxes Expense	81,180.15	9,259.64	90,439.79
61000 · Benefit Expense			
61010 · Health Insurance	5,877.00	0.00	5,877.00
61020 · IRA Matching Exp	1,793.58	0.00	1,793.58
Total 61000 · Benefit Expense	7,670.58	0.00	7,670.58
61999 · Administration & Overhead Exp			
72100 · Membership Meetings & Expenses	462.66	0.00	462.66
62050 · Overhead Expenses			
62000 · Professional Fees	3,414.00	0.00	3,414.00
63100 · Office Supplies	403.94	0.00	403.94
63200 · Postage and Delivery	-247.92	0.00	-247.92
63300 · Telephone Expense	2,223.75	0.00	2,223.75
76000 · Equipment Maint. & Tech Support	2,241.40	90.00	2,331.40
77000 · Facilities Maintenance & Repair	720.89	3,646.89	4,367.78
64200 · Meetings / Staff Events	384.43	0.00	384.43
63000 · Dues and Subscriptions	1,034.91	330.00	1,364.91
77800 · Insurance Expense	2,096.00	0.00	2,096.00
64000 · Bank Service Charges	710.25	0.00	710.25

1:43 PM
01/07/14
Accrual Basis

Sun Valley Marketing Alliance, Inc.
Profit & Loss
October through December 2013

	<u>SVMA</u>	<u>Visitor Center</u>	<u>TOTAL</u>
77100 · Rent Expense	5,056.00	3,000.00	8,056.00
Total 62050 · Overhead Expenses	18,037.65	7,066.89	25,104.54
Total 61999 · Administration & Overhead Exp	18,500.31	7,066.89	25,567.20
Total Expense	280,408.74	16,920.53	297,329.27
Net Ordinary Income	20,516.81	-16,920.53	3,596.28
Other Income/Expense			
Other Income			
80010 · Interest Income	29.11	0.00	29.11
Total Other Income	29.11	0.00	29.11
Net Other Income	29.11	0.00	29.11
Net Income	<u>20,545.92</u>	<u>-16,920.53</u>	<u>3,625.39</u>

BYLAWS OF THE KETCHUM URBAN RENEWAL AGENCY

* * * * *

ARTICLE 1

INDEPENDENT PUBLIC BODY CORPORATE AND POLITIC

The Ketchum Urban Renewal Agency (the “Agency”), is an independent public body, corporate and politic, created pursuant to Title 50, Chapter 20, Idaho Code, the “Idaho Urban Renewal Law of 1965” (the “Act”), and Resolution No. 06-033 of the City of Ketchum, (the “City” or the “Municipality”) passed on April 3, 2006. These Bylaws are subject to any limitations contained therein.

ARTICLE 2

NONLIABILITY OF COMMISSIONERS

The private property of the commissioners shall be exempt from execution or other liability from any debts of the Agency and no commissioner shall be liable or responsible for any debts or liabilities of the Agency.

ARTICLE 3

COMMISSIONERS

Section A. Number, Appointment, Designation and Term of Officer. The Agency shall be governed by a Board of Commissioners consisting of five (5) commissioners. Two (2) elected officials of the City of Ketchum shall serve on the Board as Commissioners for the Agency. Three (3) additional Commissioners shall be appointed by the Mayor and City Council of the City of Ketchum.

The term of office for the two (2) Commissioner members consisting of elected officials shall be for two years. Termination or resignation of a Mayor or a City Council

member shall also terminate membership on the Agency board. Appointment will be by the Mayor (who can appoint him or herself) and confirmed by the City Council. In the event that a Mayor or Council member resigns from the Agency Board but continues to hold office, a successor Commissioner shall be filled by a majority vote of the Board to hold the position for the remainder of the resigned member's term.

The additional three (3) Commissioners shall be appointed by the Mayor and City Council of the City of Ketchum. Each of these three (3) at large Commissioners shall serve for a period of four (4) years from the date of appointment, although terms may be shortened to two years to provide for offset terms. At least one (1) of these at large Commissioners shall be a Ketchum resident and/or a KURA District owner/tenant. The other Commissioners shall be Blaine County residents. If either of these positions becomes vacant at a time other than the expiration of a term, the position shall be filled by a majority vote of the board for the remainder of the term.

Section B. Removal from Office. For inefficiency, neglect of duty, misconduct in office, a commissioner may be removed by a majority vote of the board or by the Ketchum City Council only after a hearing and after notification of the charges and an opportunity to be heard pursuant to Idaho Code 50-2006.

Section C. Compensation. Commissioners shall serve without compensation but commissioners shall be entitled to out-of-pocket costs.

Section D. General Powers. The business affairs of the Agency shall be managed by the board of commissioners which shall exercise all of the powers of the Agency. The Agency shall have all powers conferred by the Act as it may be amended

from time to time. After a quorum has been established, agency action may be taken upon a vote of a majority of the commissioners present.

ARTICLE 4

MEETINGS OF COMMISSIONERS

Section A. Regular Meetings. Regular meetings of the commissioners shall be held as determined by the Board. The Board of Commissioners shall cause notice of the regular meeting schedule to be posted or published as required by the Idaho open meeting law.

Section B. Special Meetings. A special meeting of the board of commissioners may be called at any time by the Chairman or by any two (2) commissioners by giving notice to the Secretary specifying the time, date, place and purpose of such meeting. Upon receipt of such notice the Secretary shall cause written notice of such time, date, place and purpose of such meeting to be given to each commissioner of the Agency as hereafter provided in this Article 4.

Section C. Notice of Special Meeting. Written notice of time, date, place and purpose of any special meeting of the Agency shall be posted or published as required by the Idaho open meeting law.

Section D. Waiver of Notice. Any commissioner may waive in writing any notice of a meeting required to be given by these Bylaws. The attendance of a commissioner at any meeting shall constitute a waiver of notice of such meeting by such commissioner, except in case a commissioner shall attend a meeting for express purpose of objecting to the transaction of my business on the ground that the meeting has not been lawfully called or convened.

Section E. Resolutions or Ordinance. Resolutions or Ordinances adopted by the Agency in connection with the exercise of any of its powers hereunder, or under the Act, may be signed by the Chairman or Vice-Chairman and attested by the Secretary, Vice Chairman or Assistant Secretary, provided that the person who attests shall not be the same person who signs.

ARTICLE 5

OFFICERS

Section A. Number and Qualifications. The officers of the Agency shall be a Chairman, a Vice Chairman, and a Secretary and such other officers as may be determined by the Agency from time-to-time to perform such duties as may be designated by the Agency.

Section B. Election and Term of Office. The officers shall be elected annually by the Agency at the first regular annual meeting of the Agency. Each officer shall hold office until his successor shall have been elected. Any vacancy in any office shall be filled by the Agency by election for the unexpired portion of the term.

Section C. Chairman. The Chairman:

1. Shall be the principal executive officer of the Agency and, unless otherwise determined by the Members of the Agency, shall preside at all meetings of the Agency.
2. May execute any resolutions adopted by the Agency and any documents, certificates, deeds, mortgages, deeds of trust, notes, bonds, contracts or other instruments authorized by the Agency to be expressly delegated by the Agency or by the Bylaws to

some other office or agent of the Agency, or shall be required by law to be otherwise made.

3. Shall in general perform all duties incident to the office of the Chairman and such other duties as may be prescribed by the Agency from time-to-time.

Section D. Vice-Chairman. In the absence of the Chairman or, in the event of the Chairman's inability or refusal to act, the Vice-Chairman shall perform the duties of the Chairman, and when so acting shall have all the powers of and be subject to all of the restrictions upon the Chairman. The Vice-Chairman shall also perform such other duties as from time-to-time may be prescribed by the Agency.

Section E. Secretary. The Secretary:

1. Shall keep the minutes of the meetings of the Agency in one or more books kept for that purpose.

2. Shall see that all notices are duly given in accordance with these Bylaws and as required by law.

3. Shall be custodian of the corporate records and of the seal of the Agency, and may affix the seal of the Agency to resolutions, documents, certificates, deeds, mortgages, deeds of trust, notes, bonds, contracts and other instruments, the execution of which on behalf of the Agency under its seal is duly authorized in accordance with the provisions of these Bylaws.

4. Shall keep a register of the names and post office addresses of all commissioners.

5. Shall keep general charge of the books of the Agency.

6. Shall keep on file at all times a complete copy of the Ordinance of the Municipality creating the Agency and the Bylaws of the Agency, containing all amendments thereto (all of which shall be open to the inspection of the members of the Agency at any time and to the public.)

7. May attest any resolutions adopted by the Agency and any documents, certificates, deeds, mortgages, deeds of trust, notes, bonds, contracts or other instruments authorized by the Agency to be attested, except in cases in which the attestation thereof shall be expressly delegated by the Agency, or by the Bylaws of the Agency to some other officer or agent of the Agency, or shall be required by law to be otherwise made.

8. Shall in general, perform all duties incident to the office of the Secretary and such other duties as, from time-to-time, may be assigned to the Secretary by the Agency.

ARTICLE 6

QUORUM

A majority of the Agency shall constitute a quorum for the transaction of business.

ARTICLE 7

FINANCIAL TRANSACTIONS

Section A. Contracts. Except as otherwise provided in these Bylaws, the Agency may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Agency, and such authority may be general or confined to specific instances.

Section B Checks, Drafts, etc. All checks, drafts or other orders for payment of monies, and all notes, bonds, or other evidences of indebtedness issued in the name of the Agency shall be signed by such officer or officers, agent or agents, employee or employees of the Agency and in such manner as shall from time-to-time be determined by resolution or ordinance of the Agency.

Section C. Deposits. All funds of the Agency may be deposited from time-to-time to the credit of the Agency in such banks or other financial institution as the Agency may select.

Section D. Fiscal Year. The fiscal year of the Agency shall begin on the first day of October of each and every year and shall end on the last day of September of the following calendar year.

ARTICLE 8

MISCELLANEOUS

Section A. Conflict With the Act. In the event of any conflict between the terms and conditions of these Bylaws and the Act as it may be amended from time to time, the Act shall control.

Section B. Rules and Regulations. The Agency shall have the power to make and adopt such rules and regulations not inconsistent with law, or these Bylaws, as it may deem desirable for the management of the business and affairs of the Agency.

Section C. Accounting System and Reports. The Agency shall cause to be established and maintained, in accordance with generally accepted principles of accounting, an appropriate accounting system.

ARTICLE 9

AMENDMENTS

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The foregoing Bylaws were adopted by motion of the Ketchum City Council on the ____ day of February, 2014.

Mayor Nina Jonas

ATTEST:

City Clerk, Sandy Cady

BYLAWS OF THE KETCHUM URBAN RENEWAL AGENCY

* * * * *

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member shall also terminate membership on the Agency board. Appointment will be by the Mayor (who can appoint him or herself) and confirmed by the City Council. In the event that a Mayor or Council member resigns from the Agency Board but continues to hold office, a successor Commissioner shall be filled by a majority vote of the Board to hold the position for the remainder of the resigned member's term.

The additional four (4) Commissioners shall be appointed by the Mayor and City Council of the City of Ketchum. Each of these four (4) at large Commissioners shall serve for a period of four (4) years from the date of appointment, although terms may be shortened to two years to provide for offset terms. At least two (2) of these at large Commissioners shall be Ketchum residents and/or a KURA District owner/tenant. The other two (2) Commissioners shall be Blaine County residents. If any of these positions becomes vacant at a time other than the expiration of a term, the position shall be filled by a majority vote of the board for the remainder of the term.

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The foregoing Bylaws were adopted by motion of the Ketchum City Council on the ____ day of February, 2014.

Mayor Nina Jonas

ATTEST:

City Clerk, Sandy Cady

City of Ketchum, Idaho

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



January 21, 2014

Mayor Jonas and City Councilors
City of Ketchum
Ketchum, Idaho

Ketchum Recreation & Public Purposes Update: Request for 60% Design Approval

Mayor Jonas and City Councilors:

Introduction/History

The City of Ketchum applied for a Recreation and Public Purposes (R&PP) patent in 2008 for an approximate total of 316 acres of land owned by the United States and administered by the Bureau of Land Management. Part of the yet to be adopted management plan for the patent includes creation of a River Park along the Big Wood River about two miles north of City limits adjacent to the Hulen Meadows subdivision.

The City's partner in the R&PP patent application is the Wood River Land Trust. Additionally, myriad stakeholders are engaged in multiple components of the patent including, but not limited to habitat restoration, flood mitigation, recreation and accessibility.

The City undertook a formal master planning effort for an "area of intense study" within what is commonly known as the North Parcel in July 2011. S2o Design and Engineering, a Lyons, Colorado firm specializing in whitewater park and river recreation planning, was hired in January 2012 to provide professional design and engineering to create a master plan for a river park known as the River Park at Sun Peak. The River Park at Sun Peak is a focused area of recreational use while the remainder of the R&PP properties' uses will remain largely as they are today.

Between application for an R&PP patent in 2008 and present, City staff and BLM staff continue to work on the R&PP process. Important benchmarks have occurred thus far:

- The City of Ketchum applied for a "patent" in 2008 for two parcels of land described above. A potential well site at Sun Peak Picnic Site was included in the original application.
- Amendments to the original Ketchum R&PP occurred in 2009 including recreation enhancements adjacent to the Hulen Pond area. A white water

- park, a wheelchair accessible fishing pier, and a dog agility course were included. The dog agility course has since been removed.
- A “scoping open house” was performed by BLM in 2009.
 - At the request of BLM, the City undertook a “master planning” effort for a
 - The Ketchum R&PP and a land exchange between Wood River Land Trust and Blue Canyon Corporation were bifurcated in 2011 under the direction of the BLM State Director.
 - The City was informed that the “discretionary” Ketchum R&PP would be discontinued due to other litigation mandates in the state of Idaho and federal budget cuts in late 2012; however, due to a concerted effort by the City, its partners and stakeholders, federal congressional representatives, and the BLM, the process was continued
 - In January 2012, BLM State Director Steve Ellis suggested creating a “steering committee” comprised of BLM staff, City staff, and City contractors (legal and EA) for the purpose of discovering what needed to be done to continue the R&PP process under the National Environmental Policy Act (NEPA) process considering BLM constraints.
 - The steering committee met for the fifth and final time on July 15, 2013 and accomplished several key items including:
 - Continuation of the Environmental Assessment process (previously, this contract was frozen at Mayor Hall’s direction)
 - Finalization of a Memorandum of Understanding between the BLM and the City outlining roles and responsibilities, conditions, and procedures to be followed during the preparation of the environmental documentation process;
 - Securing a NEPA Review Contractor under an Administrative Support Agreement to perform the work of a BLM Interdisciplinary Team at the City’s cost (again, due to federal budget constraints);
 - Execution of a Final Design process led by S2o Design and Engineering.
 - Set schedule for follow-up conference calls between BLM and designated City points-of-contact.
 - The City of Ketchum contracted with S2o Design and Engineering for Environmental Assessment work in 2012. The EA contract is considered Contract Amendment #2 with S2o. Subcontractor GeoEngineers was performing most of the EA work. The contract was frozen in late 2012, however, when BLM indicated to the City that forward progress on the Ketchum R&PP was to be stalled indefinitely. Following a great deal of work by the BLM State Director’s Steering Committee, EA work resumed in early 2013.
 - The City of Ketchum contracted for Final Design and Construction Documentation Services with S2o in late June 2013. The Final Design contract is considered Contract Amendment #3 with S2o. Final Design entails (1.) Preliminary design of the River Park at Sun Peak, (2.) Preliminary Design Report, (3.) Client Meeting (presentation of the preliminary design (60% Design) for review and approval in anticipation of

submission for permitting), (4.) Permitting, (5.) Final Design and, (6.) Construction Documentation.

- The City of Ketchum committed funds to hire a NEPA Review Contractor (hired and supervised by BLM) to provide review services for the Environmental Assessment document. The NEPA Review Contractor replaces a BLM in-house Interdisciplinary Team (IDT) of scientists who typically review EA work. BLM indicated to the City that it did not have resources to provide an IDT but that a NEPA Review contracting firm is the next best standard alternative. The BLM selected AECOM through a competitive bidding process as its Review Contractor.
- *Environmental Assessment and NEPA Review Contractor update:* The target date for completion of the Environmental Assessment document was August 6, 2013; however, the EA was officially completed on August 19. Chapters of the EA were reviewed by City staff and legal director, Cherese McLain. EA chapters were also being given a cursory review by NEPA Review contractor, AECOM, prior to the EA's full completion. The NEPA Review Contractor completed its review of the EA document on Friday, August 30. The EA document has also been reviewed by several BLM staffers and a representative from the U.S. Army Corps of Engineers. Discrepancies were identified by reviewing parties using "track changes" in the Word document. These discrepancies will be addressed by the EA contractor (GeoEngineers) and NEPA Specialist for the Idaho State BLM Office, Eric Mayes. GeoEngineers requested more time to work through the comments and submit a further edited document. Once the draft EA is approved by BLM, it will be released for a 30 (thirty) day public comment period. Comments will be assimilated and vetted prior to BLM making its final determination of whether to approve the EA.

The target date for returning the revised EA document to BLM was January 15, 2014.

- *Final Design process:* Following a kick-off meeting between the Final Design contractor (S2o Design and Engineering) and the City (represented by this author) that occurred on July 2, 2013, several design meetings have occurred with the design team and client (again, represented by this author). Design team meetings are ongoing following the unveiling of the 60% design level drawings and concepts through to final design.

Invoices for both design and environmental assessment contracts are currently being submitted to the City to fulfill each contract.

The last Ketchum R&PP update to City Council was presented on November 4, 2013. An informational presentation to the Blaine County Board of Commissioners took place in Hailey on December 12, 2013.

Current Report

General Updates

Final Design: A public unveiling of the 60% (sixty percent) level design drawing and concepts was presented to an audience of approximately 70 people at Hemingway Elementary School on Wednesday, December 18, 2013. The public meeting was officially noticed due to an anticipated City Council quorum present and was widely publicized. The goal of the 60% unveiling was to receive public feedback regarding design proposals.

A PowerPoint slide show was presented by the design team of S2o Design and Engineering, GeoEngineers, Eggers Associates, Benchmark Associates. The City of Ketchum was represented by this author, city attorney, Cherese McLain and Wood River Land Trust was represented by executive director, Scott Boettger. Comments and questions were taken and given verbally and comment/question cards were handed out and accepted. Following the presentation and question and answer session, audience members were encouraged to mingle with design team and management representatives for a poster session.

Design materials were posted on the City's "Ketchum R&PP/River Park at Sun Peak" and a response document regarding the question and answer session will be posted as soon as it receives final edits. Several phone calls and email exchanges have taken place between this author and inquisitive individuals; all correspondence regarding the Ketchum R&PP are shared with Eric Mayes, NEPA Specialist with the Idaho State BLM Office, who is the City's current R&PP point of contact.

It is recommended that City Council formally adopt or approve of the 60% design document (attached as Exhibit A) with the understanding that, working toward Final Design, the design team intends to incorporate public feedback according to best management practices, budget, and feasibility.

It is anticipated that a final design will be presented in a public forum sometime during summer 2014.

Following the 60% design unveiling, City officials and design team members met with representatives from the Idaho Transportation Department and with funding stakeholders regarding S2o Design and Engineering final design contract Change Order #1 for a Conditional Letter of Map Revision (CLOMR) and Letter of Map Revision (LOMR) to be submitted to FEMA. Mayor Nina Jonas signed a revised Change Order #1 for CLOMR with the anticipation that a portion of the

donor-funded NEPA Review Specialist money held in Trust by BLM would be used to pay for the change order.

Public Outreach and Education: Elements of an outreach plan are ongoing. These elements include an updated River Park at Sun Peak/Ketchum R&PP web page on the City's website, a one-page flyer, and a display to be installed at the Ketchum Town Square and at Friedman Memorial Airport. Additionally, members of the Mayor's Task Force have agreed to provide information and solicit feedback from individuals and community groups. BLM will provide written notice of opportunities for public comment on the NEPA and R&PPA processes currently underway; the City will also provide notification through avenues such as the City website, City e-newsletter, and press releases.

A petition was submitted to the City during the 60% design unveiling presentation by a Hulen Meadows resident. The City is working to provide an official response to the petition for the Hulen Meadows home owners' association. The petition and official City response will be forwarded to BLM. Ongoing communication with residents of Hulen meadows in an effort to correct misinformation and clarify the City's intentions under the R&PPA will continue.

Maintenance and Management Plan: Of significance to several stakeholders is a stated "maintenance and management plan" which would ensure the long-term viability of the River Park at Sun Peak. Maintenance and management of the entire two-parcel R&PP application property are included in two approved documents submitted to BLM: the *Updated Plan of Development November 2012* and *Master Plan Document: Ketchum River Park at Sun Peak October 2012*. Maintenance and management plans for the two parcels including the River Park at Sun Peak and including estimated annual, periodic, and long-term costs are included in these documents. Specific recommended annual budget amounts are currently being developed based upon scope of the final design and outcome of the NEPA process. A final adaptive maintenance and management plan is anticipated that will take into consideration the dynamic nature of the natural resources and environmental variables of the project. Completed final design and environmental assessment will dictate this adaptive maintenance and management plan.

Permitting Considerations: A critical path graphic will be shared that outlines timeline tasks related to the Recreation and Public Purposes Act, the National Environmental Policy Act, and other local, state and federal permitting considerations. Because submitting for permits associated with the proposed River Park at Sun Peak is included in the S2o final design contract, jurisdictional agencies have indicated that they will consider permits filed with an official City signature conditional on the outcome of a BLM decision regarding the R&PP application.

Financial Requirement/Impact

S20 Change Order #1 for CLOMR: Final Design & Construction Documentation was signed by Mayor Nina Jonas on January 9, 2014. The change order is attached as Exhibit B. As indicated above, it is anticipated that a portion of the donor-funded NEPA Review Specialist money held in Trust by BLM would be used to pay for the change order which will initially be paid from the General Fund Contingency.


Recommendation

It is respectfully recommended that City Council formally accept or adopt the 60% design level documentation provided by S2o Design and Engineering on December 18, 2013.

Suggested Motion

"I move to approve the 60% design level documentation provided by S2o Design and Engineering on December 18, 2013."

Respectfully Submitted,



Jennifer L. Smith
Director of Parks & Recreation



December 30, 2013

Ms. Jennifer Smith
The City of Ketchum
Parks and Recreation Department
300 Third Avenue North
Ketchum, ID 83340

Change Order #1- CLOMR Final Design & Construction Documentation

This confirms Change Order No. 1 between The City of Ketchum (“Client”) and S2O Design and Engineering (“S2o”) for a Conditional Letter of Map Revision (CLOMR) for the Ketchum River Park at Sun Peak. This change order is being provided to the City of Ketchum because of an unanticipated addition to the scope after preliminary hydraulic modeling and as directed by the Blaine County (County) Floodplain Administrator, Nancy Cooley and the Blaine County Engineer, Jeff Loomis on October 10, 2013. A LOMR will need to be completed and filed with FEMA following the project. This work will be completed under a separate change order.

The additional services provided by S2o Design and Engineering will consist of the following:

1. S2o will complete the Existing Condition Model and the Proposed Conditions Model following criteria outlined in the FEMA’s Guidelines and Specifications for Flood Hazard Mapping Partners Appendix C, Guidance for Riverine Flooding Analyses and Mapping.
2. S2o will overlay results from the existing conditions and proposed conditions hydraulic models on topographic survey base maps provided by Benchmark Associates. The topographic maps will include the delineated floodplain and floodway boundaries as well as the BFEs resulting from the hydraulic models. We will create annotated FIRM panels illustrating the BFEs, floodplain and floodway boundaries.
3. S2o will provide a narrative supporting the CLOMR/LOMR process describing hydrologic calculations, hydraulic modeling and the proposed conditions. We will also prepare the MT-2 application forms with input provided by the project consultant team, the City and the County.
4. Of note is that there is a flat fee of \$4,400 (effective October 21, 2013) for FEMA’s review of the CLOMR which is excluded from this scope of services and is assumed to be paid directly by the Client.



The Fees for the above additional services are as follows:

Description	Estimated Fees
CLOMR for the Ketchum River Park at Sun Peak	\$ 19,320.00
Subtotal for Change Order #1 (Design Phase)	\$ 19,320.00
Original Authorized Budget (aka Contract Amendment#3)	\$ 269,035.00
Total Revised Budget	\$ 288,355.00

Fee Exclusion:

A flat fee of \$4,400 (effective October 21, 2013) for FEMA’s review of the CLOMR is excluded from this scope of services. A flat fee of \$5,000 (effective October 21, 2013) for FEMA’s review of a LOMR following CLOMR acceptance is also excluded from this scope. We expect the fees will be paid directly by the Client. For current fee information, please consult FEMA’s internet site at <http://www.fema.gov/forms-documents-and-software/flood-map-related-fees#2>.

The professional services listed above will be provided in accordance with the terms in our Contract Amendment # 3 – Final Design and Construction Documentation Services dated May 28, 2013 and executed on June 27, 2013, and in our General Conditions attached thereto. The fee for the additional services described above will be determined on a lump sum basis.

The LOMR process is excluded from this proposal. For the LOMR process, which is not included in this scope, S2o assumes a complete bathymetric and topographic survey as-built survey depicting the constructed improvements associated with this project will be provided by others. It is assumed the project will be constructed as designed with very little variation from the design as presented in the CLOMR. It is also assumed the bathymetric and topographic survey surface will not require adjustments. Additional fees will be required if these assumptions do not hold true. We will provide an as-built hydraulic model to satisfy FEMA’s requirements for the LOMR. This LOMR model will include floodplain extents, floodway extents and BFEs.

By signature below, Client accepts the scope of services and all terms described herein. In addition, Client’s signature shall constitute as authorization to proceed on the date listed below Client’s printed/typed name, unless such authorization has been separately provided verbally or in writing.

The City of Ketchum

S2o Design and Engineering

*Authorizing Signature

*Authorizing Signature

Typed or printed name

Scott Shipley

Typed or printed name

December 30, 2013

December 30, 2013

*Individual with Contracting Authority

Disclaimer: Any electronic form, facsimile or hard copy of the original document (email, text, table, and/or figure), if provided, and any attachments are only a copy of the original document. The original document is stored by S2o Design and Engineering, and will serve as the official document of record.

Please return one signed copy of this agreement for our files. Thank you.

City of Ketchum, Idaho

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



January 21, 2014

Mayor Jonas and City Councilors
City of Ketchum
Ketchum, Idaho

Request for Approval of Interlocal Agreement for Urban Forest Management with City of Hailey

Mayor Jonas and City Councilors:

Introduction/History

The Cities of Ketchum and Hailey have worked together for several years to achieve efficiencies regarding Urban Forest Management. Part of this collaboration includes an Interlocal Agreement (attached) wherein the City of Hailey contracts with the City of Ketchum to provide GIS-based tree management software, software support, and technical support.

Current Report

Currently, Juerg Stauffacher, Ketchum's Parks & Natural Resources Superintendent, sits on the Hailey Tree Committee as a volunteer member. Additionally, Juerg houses the TreeWorks GIS software that includes Hailey's and Ketchum tree inventories.

Financial Requirement/Impact

The City of Hailey agreed to pay the City of Ketchum \$1,000 for this service which includes technical and software support.

Recommendation

I respectfully recommend that City Council support the Interlocal Agreement between the Cities of Hailey and Ketchum for Urban Forest Management.

Suggested Motion

"I move to support the Interlocal Agreement between the Cities of Hailey and Ketchum for Urban Forest Management."

Respectfully Submitted,

A handwritten signature in blue ink that reads "Juerg Stauffacher". The signature is written in a cursive, flowing style.

Parks & Natural Resources Superintendent

Parks & Recreation Department

Jennifer L. Smith, Director | jsmith@ketchumidaho.org
208.726.7820 | www.ketchumidaho.org

INTERLOCAL AGREEMENT
(City of Ketchum/City of Hailey)

RECITALS

WHEREAS, Ketchum performed a GIS-based Tree Inventory in 2006 and identified that the inventory and the hardware, software programs and data that accompany its functionality as important and necessary tools in the professional and efficient management of its Community Forestry Division; and,

WHEREAS, the Ketchum city arborist was asked to assist the City of Hailey on a volunteer basis to create an urban forest management program by chairing its Tree Committee; and,

WHEREAS, Ketchum and Hailey employees who are tasked with tree care benefit from the data provided by a GIS-based tree inventory to aid in strategic planning and operation assessments; and,

WHEREAS, Ketchum does benefit and Hailey will benefit from a more efficient and accurate on-going data management process measuring progress and tracking issues related to (not exhaustive) public tree care; and,

WHEREAS, Ketchum and Hailey officials can share public agency data to reduce costs and guide in the provision of services to those most in need, including community safety, public health and development services; and,

WHEREAS, Ketchum and Hailey officials, through the utilization of a GIS-based tree inventory, seek to incorporate new tools and technologies for skill development, community benefit at large, and expect to ultimately make more informed decisions using scenario models and performing needs assessments that are constructed in-house opposed to requesting external proposals and absorbing consulting fees; and,

WHEREAS, the interlocal agreement will be budgeted in the adopted Ketchum Parks & Recreation FY2013/14 budget and the Hailey Public Works FY2013/14 budget.

TERMS

NOW, THEREFORE, subject to the limitations of this agreement and in order to provide assistance between the parties in providing tree inventory and management, it is hereby agreed as follows:

1. DURATION OF AGREEMENT. This Agreement shall not be effective until it is approved by the Mayor and City Council of Hailey, and the Mayor and City Council of Ketchum. It shall continue in full force and effect without termination from October 1, 2013 until

September 30, 2014. The parties may extend the agreement with the written consent of both parties.

2. PURPOSE. The purpose of this Agreement is:

A. to allow the City of Ketchum to contract with the City of Hailey for tree inventory and management services including staff support and software annual support fees totaling \$1,000.00 payable to the City of Ketchum, and

B. to jointly contract with Community Forestry Consultants for inventory of approximately 500 public trees within each city.

3. MANNER OF FINANCING AND BUDGET.

The City of Hailey shall reimburse the City of Ketchum the amount identified in Section 2. A which constitutes approximately twenty hours of professional arborist services for the management and training in the use of a GIS based tree inventory in FY2014 for the amount of \$675.00 and one half of the annual GIS software support and upgrade fees in the amount of \$325.00, for a total payment of \$1,000.00 to be paid before or on September 30, 2014.

Each of the Cities of Hailey and Ketchum shall directly pay to Community Forestry Consultants their proportionate share of travel, costs, and inventory fee of \$7.00 per tree for approximately 500 trees within each city. Payment shall be made by each city upon invoice following completion of the inventory.

4. MUTUAL HOLD HARMLESS: Each party to this Agreement agrees to indemnify and hold harmless the other from any and all liability for any injury, damage or claim suffered by any person or property caused by the party or its employee while performing under this Agreement.

5. DUTIES. The provision of these services shall be governed as set out below:

The City of Ketchum agrees to supply The City of Hailey with professional arborist services for the management of a GIS-based tree inventory and training in its use at a not-to-exceed rate of \$675.00 per year. This person will work at either the City of Ketchum or the City of Hailey to accomplish the tasks assigned them. Tasks assigned to the arborist will be limited only by their experience.

The City of Ketchum agrees to provide training for Hailey tree committee members as part of the agreement.

6. AMENDMENT. This Agreement may be amended at any time, and from time to time, by the mutual written consent of the City of Ketchum and the City of Hailey for any of the following purposes:

1. To add provisions to the Agreement to benefit either or both the City of Ketchum and the City of Hailey.
2. To extend the term of the agreement.

3. To cure any ambiguity, to correct or supplement any provision herein which may be inconsistent with any other provisions with respect to matters or questions arising under this Agreement which are not inconsistent with the provisions of the Agreement.
7. **SEVERABILITY.** In the event any provision of this Agreement shall be declared by a court of competent jurisdiction to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not, in any way, be affected or impaired thereby.

IN WITNESS WHEREOF, each of the parties has executed this Agreement by its duly authorized officials.

DATED this _____ day of January, 2014.

CITY OF KETCHUM, an Idaho
Municipal Corporation

Nina Jonas, Mayor

ATTEST:

Sandra Cady, CMC
City Treasurer/Clerk

City of Hailey, an Idaho
Municipal Corporation

Fritz Haemmerle, Mayor

ATTEST:

Mary Cone
City Clerk

City of Ketchum, Idaho

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



January 14, 2014

Mayor Jonas and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Jonas and City Councilors:

**Recommendation of Approval of Multiple Project Agreement for
engineering services with HDR, Inc.
and
Task Order No. 1 to assist in preparing bid package for
installation of turbo blowers**

Introduction/History

In early 2012 the WWTP procured three high speed turbo blowers from HSI, Inc. out of Houston Texas. Two 100 horsepower (hp) blowers will replace two (of the three) existing centrifugal blowers in the blower building. These blowers supply air to the aeration basins. The smaller 50 hp turbo blower will be installed alongside two existing 100 hp aerobic digester blowers. The third aerobic digester blower is to provide a smaller blower to conserve energy. The combination of the energy-efficient turbo blowers and VFDs, which control the blowers based on dissolved oxygen (DO) content, will provide an energy savings for the WWTP. In 2012 the City filled the necessary paperwork with Idaho Power to obtain an energy efficiency grant for the project. The WWTP may receive \$52,000 from Idaho Power after the project is installed and inspected.

In November 2013 the Utility Department put out a Request for Qualifications (RFQ) for on-call engineering services. The purpose of the RFQ is to select a team of consultants qualified to perform water or wastewater engineering services on an "on-call" basis. Consultants will have Master Services Agreements with the City for a three year term and can be assigned tasks as needed. By having an "on-call" roster the City avoids having to go through the RFQ/selection process for specific projects. The selection committee reviewed qualifications from various consultants and selected three firms for Master Services Agreements specific to wastewater engineering services. HDR, Inc. is one of the selected firms and was selected for this project mainly because of the project manager's background with the City and prior knowledge of the turbo blower project.

Current Report

The turbo blowers were received on August 1st, 2013. The proposed Task Order is for HDR, Inc. to assist the City in developing the contract documents for

installation of the turbo blowers. Installation will require removal of two existing centrifugal blowers and concrete pads, placement of new concrete pads, placement of new equipment (turbo blowers), and new inlet and outlet piping to/from the existing air headers. Electrical and instrumentation improvements required for this project will be completed by the City or City's consultant.

City staff will prepare a majority of the contract documents, with the exception of design drawings, and perform all bidding work and services during construction. HDR, Inc. will prepare the engineering drawings that will be included in the contract documents (see Task Order 1 - Task 100) and assist city staff by reviewing the staff prepared documents and providing installation assistance (see Task Order 1 - Task 200).

Financial Requirement/Impact

Task Order No. 1 will be invoiced on a time & material basis with a not-to-exceed cost of \$8,310. The FY 13-14 budget includes \$328,000 in the wastewater capital improvement fund for the blower upgrade project. This amount includes final payment of the turbo blowers to HSI and costs associated with installation of the blowers. Out of this year's budget the City has paid \$113,552.64, and will pay an additional \$23,671.61, to HSI for final payment of the equipment (blowers and additional components). The remaining amount (\$190,775.75) is anticipated to be more than adequate for design and installation. The City is saving a considerable amount in design and construction inspection costs by performing the work using city or SVWSD staff. Since this is a capital improvement project the SVWSD is responsible for 50% of the costs (equipment, design, & installation).

Recommendation

I respectfully recommend the City Council (1) approve the Multiple Project Agreement For Professional Services agreement with HDR, Inc. and (2) approve Task Order 1 with HDR, Inc. for turbo blower installation design assistance.

Recommended Motion:

"I move to approve the Multiple Project Agreement for Professional Services agreement with HDR, Inc and Task Order 1 for turbo blower installation design assistance with a not-to-exceed cost of \$8,310.00".

Sincerely,



Robyn L. Mattison, P.E.
Public Works Director/City Engineer

Attachment- HDR, Inc – Multiple Project Agreement and Task Order #1.

MULTIPLE PROJECT AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made as of this _____ day of _____, 2014, between City of Ketchum and Sun Valley Water & Sewer District (SVWSD), hereinafter referred to as "OWNER", and HDR Engineering, Inc., hereinafter referred to as "ENGINEER," for engineering services as described in this Agreement.

WHEREAS, OWNER desires to retain ENGINEER, a professional engineering firm, to provide professional engineering, consulting and related services ("Services") on one or more projects in which the OWNER is involved; and

WHEREAS, ENGINEER desires to provide such services on such projects as may be agreed, from time to time, by the parties;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

SECTION I. PROJECT TASK ORDER

- 1.1 This Agreement shall apply to as many projects as OWNER and ENGINEER agree will be performed under the terms and conditions of this Agreement. Each project ENGINEER performs for OWNER hereunder shall be designated by a "Task Order." A sample Task Order is attached to this Agreement and marked as Exhibit "A". No Task Order shall be binding or enforceable unless and until it has been properly executed by both OWNER and ENGINEER. Each properly executed Task Order shall become a separate supplemental agreement to this Agreement.
- 1.2 In resolving potential conflicts between this Agreement and the Task Order pertaining to a specific project, the terms of the Task Order shall control.
- 1.3 ENGINEER will provide the Scope of Services as set forth in Part 2 of each Task Order.

SECTION II. RESPONSIBILITIES OF OWNER

In addition to the responsibilities described in paragraph 6 of the attached "HDR Engineering, Inc. Terms and Conditions for Professional Services," OWNER shall have the responsibilities described in Part 3 of each Task Order.

SECTION III. COMPENSATION

Compensation for ENGINEER’s Services shall be in accordance with Part 5 of each Task Order, and in accordance with paragraph 11 of the attached “HDR Engineering, Inc. Terms and Conditions for Professional Services.”

SECTION IV. TERMS AND CONDITIONS OF ENGINEERING SERVICES

The “HDR Engineering, Inc. Terms and Conditions for Professional Services,” which are attached hereto, are incorporated into this Agreement by this reference.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

City of Ketchum

Sun Valley Water & Sewer District
(SVWSD)

“OWNER”

“OWNER”

BY: _____

BY: _____

NAME: _____

NAME: _____

TITLE: _____

TITLE: _____

ADDRESS: _____

ADDR
ESS: _____

HDR ENGINEERING, INC.
“ENGINEER”

BY: _____

NAME: Karen M. Doherty

TITLE: Vice President

ADDR 412 E. Parkcenter Blvd., Suite
ESS: 100
Boise, ID 83706-6659

EXHIBIT A

TASK ORDER

This Task Order pertains to an Agreement by and between _____, (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated _____, 20____, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER:

PROJECT NAME:

PART 1.0 PROJECT DESCRIPTION:

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:

PART 3.0 OWNER’S RESPONSIBILITIES:

PART 4.0 PERIODS OF SERVICE:

PART 5.0 PAYMENTS TO ENGINEER:

PART 6.0 OTHER:

This Task Order is executed this _____ day of _____, 20____.

“OWNER”

HDR ENGINEERING, INC.
“ENGINEER”

BY: _____

BY: _____

NAME: _____

NAME: _____

TITLE: _____

TITLE: _____

ADDRESS: _____

ADDRESS: _____

EXHIBIT A

TASK ORDER

This Task Order pertains to an Agreement by and between City of Ketchum and Sun Valley Water & Sewer District, (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated _____, 2014, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: TO #001

PROJECT NAME: Turbo Blower Installation Design Assistance

PART 1.0 PROJECT DESCRIPTION: Design support of the installation drawings for three Owner purchased turbo blowers. Two blowers to replace aged centrifugal blowers used for activated sludge aeration and one blower a supplemental blower for aerobic digester aeration.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT: See attached Exhibit A - Task Order #001: Scope of Services.

PART 3.0 OWNER’S RESPONSIBILITIES: See attached Exhibit A

PART 4.0 PERIODS OF SERVICE: See attached Exhibit A PART 5.0

PAYMENTS TO ENGINEER: Not to exceed \$8,310 per Exhibit A

This Task Order is executed this _____ day of _____, 2014.

City of Ketchum

“OWNER”

SUN VALLEY WATER & SEWER DISTRICT (SVWSD)

“OWNER”

BY: _____

BY: _____

NAME: _____

NAME: _____

TITLE: _____

TITLE: _____

ADDRESS: _____

ADDRESS: _____

HDR ENGINEERING, INC.
"ENGINEER"

BY: _____

NAME: Karen M. Doherty

TITLE: Vice President

ADDRESS: 412 E. Parkcenter Blvd.,
Suite 100
Boise, ID 83706-6659

Exhibit A

Task Order #001

Ketchum/SVWSD Wastewater Treatment Plant

Turbo Blower Installation Design Assistance

January 10, 2014

This Scope of Services is Task Order 1 under the Master Services Agreement for Professional Services dated _____, 2014 for miscellaneous wastewater services related to the Ketchum/SVWSD Wastewater Treatment Plant. This Task Order (No. 001) includes services provided by HDR Engineering, Inc., (the Consultant) to the Ketchum/SVWSD (Owner) Wastewater Treatment Plant for Turbo Blower Installation Design Assistance.

Services authorized by this Task Order shall be for professional engineering and design related services in support of the installation drawings for three (3) Owner purchased turbo blowers. Two turbo blowers to replace aged centrifugal blowers used for activated sludge aeration and one turbo blower to supplement aerobic digester aeration.

Part 1.0 - Background

Owner purchased three turbo blowers in 2012. The blowers were delivered on-site in mid to late 2013. Two turbo blowers are intended to replace two aged 125 hp centrifugal blowers (vintage 1984) used for aeration of the activated sludge treatment process. The third turbo blower will be installed alongside two 100 hp aerobic digester blowers. The purpose of the third aerobic digester blower is to provide a smaller blower (~ 50 hp) to conserve energy.

In addition to replacing aged blowers that have high annual maintenance costs, the turbo blowers are energy efficient replacements when coupled with dissolved oxygen (DO) control. Owner has already installed the DO meters and arranged for programming by Banyan Technology to control the VFD drives on the new turbo blowers. Owner has also filed the necessary paperwork with Idaho Power to obtain an energy efficiency grant. After Owner's documentation of energy savings, we understand that Idaho Power will contribute over \$50,000 toward the blower purchase.

The scope of work described below defines the assistance provided by Consultant to the Owner for the installation of the turbo blowers.

Part 2.0 and Part 3.0 – Scope of Services and Owner Responsibilities

Task 100 — Prepare Turbo Blower Installation Drawings

Objectives

This task involves preparing drawings for use in obtaining bids for the installation of the turbo blowers. The drawings will include demolition drawings showing the removal of two existing centrifugal blowers and concrete pads.

Approach

The new drawings will be prepared by Consultant using dimensional drawings from the turbo blower manufacturer. These manufacturer's drawings will provide the overall footprint for the blower housing and the air inlet and outlet information. Using these data along with actual measurements of in-place piping (provided by Owner), Consultant will determine the blower layout and show the connection piping. The Consultant's proposed layout will be discussed with Owner staff prior to drafting, including electrical equipment layout. The installation drawings will also show blower housekeeping pads. The following sheets are anticipated:

1. Cover
2. Demolition (removal of old blowers & pads)
3. Aeration Blower Plan View
4. Aeration Blower Section
5. Digester Blower Plan View
6. Digester Blower Section
7. Details

Deliverables

- Draft drawings in PDF electronic format transmitted via e-mail.
- Final Drawings in both PDF and AUTO CAD (Version 2011) electronic format transmitted via e-mail.

Assumptions

The turbo blower installation Project Manual will be prepared by the Owner and include the drawings prepared by the Consultant. The Owner portion of the Project Manual includes all specifications and incorporation of the drawings prepared by the Consultant.

We understand that this Project Manual prepared by the Owner will be used for bidding the turbo blower installation project. The electrical and instrumentation improvements required for this project will be completed by the Owner using Owner staff and Owner supplied equipment.

- Owner will provide and authorize use of existing drawings in AUTO CAD format for editing by Consultant.
- Owner will provide manufacturer's drawings and existing blower and piping dimensions.
- Owner will prepare the bidding documents, estimate construction cost (if necessary), advertise for bids, answer bidding period questions regarding the bid document, conduct pre-bid meetings, select an installation contractor, conduct pre-construction meeting, administer construction contract, observe construction, coordinate

- manufacturer startup, certify the project was installed according to the documents, conduct final inspection and modify the operating & maintenance manual.
- No structural engineering will be required.
 - No electrical or instrumentation engineering services will be provided (by Owner).
 - No site visits are included in this task.

Task 200— Installation Assistance

Objectives

Approach

The following services will be provided.

- Review the Project Manual and provide comments on completeness. Level of effort included – up to 3 hours.
- Answer questions during the bid period related to the drawings. Level of effort included – up to 2 hours.
- Assist Owner with mechanical questions during the installation (piping). Level of effort included – up to 4 hours.
- Observe blower startup/commissioning and document changes for record drawings. Level of effort included – up to 8 hours.
- Modify drawings to reflect any changes (record drawings) – 2 hours

Assumptions

- One site visit during startup to observe final construction and manufacturer's commissioning.
- Owner will provide all documentation to Idaho Power regarding the installation and operation, including any energy reduction recording and documentation.

Deliverables

- Comments on Project Manual transmitted to Owner via e-mail.
- Suggested responses to bidder questions transmitted to Owner via e-mail.
- Suggested responses to mechanical questions during construction transmitted to Owner via e-mail.
- Site visit memorandum in PDF electronic format transmitted via e-mail, if requested by Owner.

Part 4.0 - Project Schedule

The estimated project schedule for this task order is shown below:

	FY 2014				
Task	Jan	Feb	Mar	Apr	May
Task 100 - Prepare Turbo Blower Installation Drawings		■			
Task 200 - Installation Assistance			■	■	■

This schedule assumes a notice to proceed from Owner on January 21, 2014.

Fee Schedule

Below is the estimated fee for this task order.

<i>Fee Estimate</i>	Total
Task	
Task 100 – Prepare Turbo Blower Installation Drawings	\$3,932
Task 200 – Installation Assistance	\$4,378
Total	\$8,310

The engineering work described above will be invoice on a time and materials basis, with a not-to-exceed total of \$8,310 without written authorization by the Owner.



REGULAR KETCHUM CITY COUNCIL MEETING
Monday, January 6, 2014 at 5:30 p.m.
Ketchum City Hall, Ketchum, Idaho

Present: **Out-going Mayor Randy Hall**
Mayor Nina Jonas
Council President Michael David (by phone)
Councilor Anne Corrock
Councilor Baird Gourlay
Councilor Jim Slanetz

Also Present: **Ketchum City Administrator Gary Marks**
Ketchum City Attorney Stephanie Bonney
Ketchum Community and Economic Development Director Lisa Horowitz
Ketchum Police Chief Steve Harkins
Ketchum Fire Chief Mike Elle
Ketchum City Treasurer/Clerk Sandra Cady
Recording Secretary Sunny Grant

1. **The meeting was called to order by Mayor Randy Hall at 5:30pm.**
2. **CONSENT CALENDAR**
 - a. **Approval of minutes from the December 16, 2013, December 18, 2013 and December 19, 2013 Council meetings.**
 - b. **Recommendation to approve current bills and payroll summary**

Councilor Baird Gourlay moved to approve the Consent Calendar for January 6, 2014. Motion seconded by Councilor Nina Jonas and passed unanimously.

3. OATHS OF OFFICE AND SEATING OF MAYOR AND COUNCIL

Mayor Randy Hall said he and the Council had worked hard over the years to keep the City running efficiently and effectively. Mayor Hall thanked his wife and daughter for their patience during his terms of office.

a. Administration of Oath to Mayor Jonas

Mayor Randy Hall administered the Oath of Office to new mayor Nina Jonas.

b. Administration of Oath to City Councilors

Mayor Nina Jonas administered the Oath of Office to returning Councilor Baird Gourlay.

Mayor Nina Jonas administered the Oath of Office to new Councilor Anne Corrock.

c. Election of Council President

Councilor Baird Gourlay nominated Council President Michael David as Council President. Nomination seconded by Councilor Jim Slanetz, and passed unanimously.

d. Council Liaison Appointments

Organizations that are supported by the City of Ketchum have a Council member liaison.

- Councilor Baird Gourlay will continue as liaison to Fly Sun Valley Alliance.
- Councilor Jim Slanetz and Council President Michael David will be liaison for the Ketchum Community Development Corporation.
- Councilor Jim Slanetz will continue as liaison to the Blaine County Housing Authority.
- Council President Michael David will continue as a member of the Traffic Authority.
- Council President Michael David will continue on the Mountain Rides Transportation Authority Board of Directors.
- Councilor Baird Gourlay would like to be on the Sustain Blaine Board of Directors unless there's a conflict of interest since he is in business with Harry Griffith.
- Councilor Jim Slanetz will continue with the Blaine County Regional Transportation Committee Bike/Ped Master Plan Subcommittee.

Councilors decided they would prefer to not designate liaisons to Ketchum City departments. The Association of Idaho Cities recommends that Councilmembers not liaison with separate City departments because it can give a wrong impression that an individual Councilmember is in charge of a particular department.

4. Communications from Mayor and Councilors

- Councilor Gourlay is thinking “snow”.
- Councilor Jim Slanetz thanked new Mayor Jonas and new Councilor Corrock for their willingness to be public servants.
- Councilor David thanked Ketchum City Event Coordinator Sharon Arms for staging a snow “Dump Dance” event in-between Christmas and New Year’s.

5. Discussion on changes to the Ketchum Urban Renewal Board Bylaws

The URA Board has considered changing its composition the last few months. The Bylaws currently say “The agency shall be governed by seven commissioners. Five of those seven commissioners shall be the elected mayor and City Council.” The remaining two positions are reserved for citizens appointed by the Mayor and Council. Terms for the elected mayor and councilmembers are the same as their elected terms. Terms for citizens are four years from the date they are appointed. If an elected (Mayor or Councilmember) URA Commissioner resigns from the URA Board, the URA Board (by State Statute) appoints a citizen to serve the remainder of the term. When a new Mayor and Councilmembers are elected, they assume the URA Board positions. If a citizen commissioner resigns, the Board appoints a replacement to serve the remainder of the term.

As of yesterday, the URA Board consists of Mayor Randy Hall (expires today), Council President Michael David (expires January 4, 2016), Councilor Jim Slanetz (expires January 4, 2016), citizen Trina Peters is filling Baird Gourlay’s term (expires today), citizen Tim Eagan is filling Nina Jonas’s term (expires today), and citizens Mark Eshman (expires November 15, 2014), and Trish Wilson (expires November 15, 2016) are citizen positions.

The URA Board questioned if Ketchum Council wants the entire Ketchum Council on the URA Board, or if Council wants to increase citizen content on the URA Board. Idaho State Statute allows for three to nine URA commissioners. Should the URA Board of Commissioners be separate from Ketchum City Council; or should the URA Board be elected officials who are elected by the people to manage tax dollars? A citizen Board adds another layer of government, but permits the Board to find citizens with divergent expertise.

Councilors discussed having five or nine Commissioners on the URA Board. The downside of fewer Board members is losing the wider variety of expertise, especially if the Board is largely made up of elected officials. Councilors decided to stay with seven URA Board Commissioners, with three elected officials.

Councilors then discussed how to choose the three elected officials to sit on the URA Board, noting that if an elected official chooses to resign his/her term, the URA Board by law chooses a citizen to finish the term. Council decided to word the bylaws that Council will decide among themselves who fills the two URA Council seats, which will have staggered terms.

PUBLIC COMMENTS:

- Jim Plomasen said the URA Board currently seats two members who are not citizens of Ketchum.
- Mickey Garcia said there is a lot of expertise in Ketchum. He would prefer the URA Board have fewer elected officials.
- Kingsley Murphy said Ketchum businesses and property are owned by people who’d been part of the community for years but who lived outside the city limits.
- Aimee Christensen said the URA should be able to tap the widest range of expertise for its Board.
- McKinsey Harbaugh agreed that the URA should have a variety of citizens, with a limit on how many can live outside Ketchum, *and* a certain number of elected officials to keep watch on tax dollars.
- Ben Worst said the URA is still in the formation stage. While it is, it’s important that elected officials are on the Board. In time, the Board should be entirely private citizens who live in the City of Ketchum.
- Ed Simon said the number of non-Ketchum residents on the Board should be limited because Ketchum citizens should be heard. He suggested Council consider all the bylaws and get public opinion on all proposed changes.

Council needs to define “citizen”. The bylaws state the number of non-Ketchum members is a proportion of the number of residents. Councilors agreed that there should be a maximum of two non-residents on the URA Board.

6. Request to extend terms of Commissioners Trina Peters and Tim Eagan on the Urban Renewal Board

Council decided that current Commissioners Trina Peters and Tim Eagan should stay on the URA Board while Council discussed potential changes to the bylaws.

Councilor Baird Gourlay moved to adopt Resolution 14-002, and change the fifth Whereas to “The City Council desires to extend the terms of Eagan and Peters for a two-month period or until the bylaws are amended, whichever occurs first ...” In discussion, Council President Michael David confirmed that Mayor Nina Jonas will fill the Mayor’s seat on the URA Board. **Motion seconded by Councilor Jim Slanetz, and passed with three in favor and Councilor Anne Corrock opposed.** Councilor Corrock said the URA Board was not broken and Council could accomplish the same thing under the current bylaws.

7. Communications from the Public

Sun Valley Mayor DeWayne Briscoe congratulated Ketchum’s new Mayor Nina Jonas and Councilor Anne Corrock. He offered his assistance and full cooperation of his administration in working together to find common interests. He suggested both Ketchum and Sun Valley appoint subcommittees to negotiate a joint policy agreement that would include funding the marketing association.

8. Communications from the Press

There were no comments from the press at this time.

9. CONTRACTS AND AGREEMENTS

Discussion on a lease for the Ketchum Sun Valley Historical Museums at Forest Service Park

The Ketchum Community Library is interested in operating the two museums at Forest Service Park.

*Also Present: Ketchum Parks and Recreation Director Jen Smith
Ketchum Community Library Executive Director Cynthia Dillon
Ketchum Parks and Natural Resources Superintendent Juerg Stauffacher
Ketchum Historical Museum Director Taylor Pasley*

Ketchum Parks and Recreation Director Jen Smith suggested revising the lease to reflect reality as it exists.

The Library would prefer to be assigned the existing lease which expires September 1, 2014, under its current terms and provisions. The Library would like to operate the museums for awhile, to get a feel for how things work, in order to develop a strategic plan for the museum. Smith said she wanted to clean up the lease, but agreed that working with the new tenant to develop a relationship was in everyone’s best interests.

The Library has four requests regarding the lease:

- There should be written notice of intention to extend the lease at least six months prior to the end of the current term. Dillon asked to extend that to July 1, 2014.
- Sentences in the lease make it unclear whether the tenant or landlord is responsible for major structural repairs.
- Will the library be responsible for improvements made for the property by the Historical Society?
- Was a grant received to improve the west warehouse?

Museum Director Taylor Pasley said the museum’s electrical system was fairly good. The heating system needed maintenance and repair. There’s plumbing in only one building which needs some maintenance.

Councilor Anne Corrock moved to assign the Ketchum Historical Museum lease to the Ketchum Community Library. Motion seconded by Councilor Baird Gourlay, and passed unanimously.

10. Resolution 14-001 Amending the Cafeteria Plan Documents

Also Present: Ketchum City Treasurer/Clerk Sandra Cady

The Internal Revenue Service recently issued a notice allowing a modification of the “use it or lose it” restriction on cafeteria plans that pay for out-of-pocket medical expenses. The IRS now allows plan participants to carry over up to \$500 into the next year.

Councilor Baird Gourlay moved to approve Resolution 14-001 amending the Cafeteria Plan documents. Motion seconded by Council President Michael David, and passed unanimously.

11. Councilor Baird Gourlay moved to amend the agenda to discuss Planning and Zoning appointments.

Motion seconded by Councilor Jim Slanetz, and passed unanimously.

Planning and Zoning Commissioners Steve Cook and Jeff Lamoureux seats expire this month. Ketchum is advertising for and accepting applications from potential replacements.

Councilor Jim Slanetz moved to extend the appointments of P&Z Commissioners Steve Cook and Jeff Lamoureux for two months or until suitable candidates are found. Motion seconded by Councilor Baird Gourlay. Motion carried unanimously.

12. ADJOURNMENT

Councilor Baird Gourlay moved to adjourn at 6:58pm. Councilor Anne Corrock seconded the motion, and it passed unanimously.

ATTEST:

Sandra E. Cady, CMC
City Clerk

Nina Jonas
Mayor

Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "0110000000"-9449008022","9910000000"-9911810000"

Vendor Name	Invoice Number	Description	Net Invoice Amount
GENERAL FUND			
01-2171-2000 P/R TAXES PBL--STATE W/H			
STATE TAX COMMISSION	PR0110141	State Withholding Tax Pay Period: 1/10/2014	5,680.00
01-2171-4000 P/R TAXES PBL -- WORKERS COMP			
STATE INSURANCE FUND	8619429	Workmen's Comp	11,395.00
01-2171-9000 P/R DEDUC PBL--HEALTH INSURANC			
III-A	PR0110141	Health Ins - Family Pay Period: 1/10/2014	315.66
III-A	PR0110141	Health Ins - Employee + Spouse Pay Period: 1/10/2014	318.80
III-A	PR0110141	Health Ins - Family Pay Period: 1/10/2014	526.10
III-A	PR0110141	Health Ins - Employee + 1 Chld Pay Period: 1/10/2014	40.05
III-A	PR0110141	Health Ins - Employee + 2 Chld Pay Period: 1/10/2014	145.18
III-A	PR0110141	Health Ins - Family Pay Period: 1/10/2014	157.83
01-2172-1000 P/R DEDUC PBL--AFLAC INSURANCE			
AFLAC	PR0110141	AFLAC After-Tax Pay Period: 1/10/2014	198.83
AFLAC	PR0110141	AFLAC Pre-Tax Pay Period: 1/10/2014	754.78
01-2172-3000 P/R DEDUC PBL--DELTA DENTAL			
DELTA DENTAL PLAN OF IDAH	PR0110141	Dental Insurance - 1 Child Pay Period: 1/10/2014	69.28
DELTA DENTAL PLAN OF IDAH	PR0110141	Dental Insurance - Spouse Pay Period: 1/10/2014	204.27
DELTA DENTAL PLAN OF IDAH	PR0110141	Dental Insurance - Family Pay Period: 1/10/2014	831.96
DELTA DENTAL PLAN OF IDAH	PR0110141	Dental Insurance - 2+ Child Pay Period: 1/10/2014	152.85
01-2173-3000 P/R DEDUC PBL--PEBSO			
NATIONWIDE RETIREMENT SOL	PR0110141	Nationwide - 0026904-001 Pay Period: 1/10/2014	716.63
01-2174-0000 P/R DEDUC PBL--GARNISHMENTS			
CHILD SUPPORT SERVICES	PR0110141	Child Support Pay Period: 1/10/2014	269.68
IDAHO STATE TAX COMMISSIO	PR0110141	Garnishments Pay Period: 1/10/2014	112.50
01-2175-0000 P/R DEDUC PBL--PIONEER FED.CR.			
PIONEER FEDERAL CREDIT UNI	PR0110141	Pioneer Federal Credit Union Pay Period: 1/10/2014	2,350.00
01-2175-1000 P/R DEDUC PBL--UNION DUES			
KETCHUM FIREFIGHTERS LOCA	PR0110141	Union Dues Union Dues Pay Period: 1/10/2014	715.00
01-2175-8000 P/R DEDUC PBL--EMPLOYEE CAF-MD			
NBS-NATIONAL BENEFIT SERVI	PR0110141	125 Medical Savings Pay Period: 1/10/2014	1,280.14
01-2175-9000 P/R DEDUC PBL--EMPLOYEE CAF-DC			
NBS-NATIONAL BENEFIT SERVI	PR0110141	125 Dependant Care Pay Period: 1/10/2014	650.00
01-3200-2170 HIRL-BUILDING PERMIT FEE			
HIRL	123113	Permit Fee Reimbursement	100.00
Total :			26,984.54

LEGISLATIVE & EXECUTIVE**01-4110-2500 HEALTH INSURANCE-CITY**

STARLEY-LEAVITT INS. AGENC 412625 Administration & Consulting Fees 15.75

01-4110-2505 HEALTH REIMBURSEMENT ACCT(HRA)

NBS-NATIONAL BENEFIT SERVI CP-0114216 December HRA Claims 1,680.00

01-4110-3100 OFFICE SUPPLIES & POSTAGE

COPY & PRINT, L.L.C. 52949 Office Supplies 8.97

ENOURATO, LISA 010914 Supplies for hanging pictures 17.82

F-STOP 276195 Certificate Frames 98.85

F-STOP 276200 Certificate Frames 32.95

Vendor Name	Invoice Number	Description	Net Invoice Amount
UNIFIED OFFICE SERVICES	175047	Name PLates	19.90
01-4110-3200 OPERATING SUPPLIES			
MASON'S TROPHIES & GIFTS	68703	Picture Frames	380.25
PERRY'S	121613	Council Meeting	157.14
US BANK	12/26/13	Elected Officials Tour Lunch	105.23
01-4110-4200 PROFESSIONAL SERVICES			
KETCHUM COMPUTERS, INC.	9860	Computer Maintenance	50.00
MASON'S TROPHIES & GIFTS	68702	Plaque for Randy Hall	15.00
NBS-NATIONAL BENEFIT SERVI	439290	HRA Admin Fees	10.97
NBS-NATIONAL BENEFIT SERVI	441556	FSA Document Amendment	4.87
01-4110-4910 MYR/CNCL-TRAINING/TRAVEL/MTG			
CORROCK, ANNE	011014	Travel Expenses	214.99
US BANK	12/26/13	Travel & Meeting Expenses - Randy	660.53
01-4110-5100 TELEPHONE & COMMUNICATIONS			
COX COMMUNICATIONS	1240103601290	ACCT. 001 2401 036012901	109.17
01-4110-7400 OFFICE FURNITURE & EQUIPMENT			
US BANK	12/26/13	Ipads for Council	2,010.77
Total LEGISLATIVE & EXECUTIVE:			5,593.16
ADMINISTRATIVE SERVICES			
01-4150-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	412625	Administration & Consulting Fees	27.45
01-4150-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114216	December HRA Claims	255.97
01-4150-2515 VISION REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114216	December HRA Claims	7.00
01-4150-3100 OFFICE SUPPLIES & POSTAGE			
ATKINSONS' MARKET	1856-12/13	ACCT. 1856	38.00
COPY & PRINT, L.L.C.	52947	Office Supplies	35.98
COPY & PRINT, L.L.C.	55675	Office Supplies	8.22
COPY & PRINT, L.L.C.	55952	Office Supplies	107.64
INTEGRATED TECHNOLOGIES	C1X270	Copier Maintenance	50.00
PERRY'S	111913	III-A Meeting	103.10
US BANK	12/26/13	Office Supplies - Lisa E.	85.34
US BANK	12/26/13	Postage	108.37
US BANK	12/26/13	Shipping	19.03
01-4150-4200 PROFESSIONAL SERVICES			
ENOURATO, LISA	010814	Constant Contact Meeting	177.60
GRANT, SUZANNE	010714	CC Minutes 01/06/14	127.50
NBS-NATIONAL BENEFIT SERVI	439290	HRA Admin Fees	21.25
NBS-NATIONAL BENEFIT SERVI	441556	FSA Document Amendment	8.46
NIMBUS CREATIVE GROUP	114	Ad Design	100.00
STERLING CODIFIERS	14420	Hosting fee for Online Code	500.00
US BANK	12/26/13	Communications	138.25-
RED SKY PUBLIC RELATIONS	10020	Communications	3,075.00

Vendor Name	Invoice Number	Description	Net Invoice Amount
01-4150-4400 ADVERTISING & LEGAL PUBLICATIO			
EXPRESS PUBLISHING, INC.	2196-12/13	Account 2196	393.12
01-4150-4902 TRAINNG/TRVL/MTG-CITY ADM/ASST			
US BANK	12/26/13	Travel & Meeting Expenses - Gary	288.72
01-4150-5100 TELEPHONE & COMMUNICATIONS			
CENTURY LINK	1285769115	ACCT. 74754376	69.57
CENTURY LINK	2087263841862	ACCT. 208-726-3841 862b	1,153.02
CENTURY LINK	2087265574240	ACCT. 208-726-5574 240b	45.57
01-4150-5110 COMPUTER NETWORK			
KETCHUM COMPUTERS, INC.	9850	Computer Maintenance	1,810.00
US BANK	12/26/13	Computer Server Supplies	199.98
01-4150-5200 UTILITIES			
City of Ketchum	1127-12/13	Acct. 1127	29.87
City of Ketchum	9997-12/13	Acct. 9997	662.93
CLEAR CREEK DISPOSAL	778493	ACCT. 951449	60.00
CLEAR CREEK DISPOSAL	779617	ACCT. 960	30.00
CLEAR CREEK DISPOSAL	779618	ACCT. 960	33.00
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	1,167.97
01-4150-5900 REPAIR & MAINTENANCE-BUILDINGS			
ATKINSONS' MARKET	1856-12/13	ACCT. 1856	2.37
KEARNEY PAINTING, JOHN	697943	Offices at City Hall	3,222.07
MAESTRO TECHNOLOGY SOLU	2043	Troubleshooting Door Locks	90.00
PH CONSTRUCTION	1058	Council Room Cabinetry	3,550.00
PH CONSTRUCTION	1059	Council Room Cabinetry	55.00
Total ADMINISTRATIVE SERVICES:			17,580.85
LEGAL			
01-4160-4200 PROFESSIONAL SERVICES			
MOORE SMITH BUXTON & TUR	45499	1536-03 - General	11,299.04
MOORE SMITH BUXTON & TUR	45504	1536-46 Big Wood Golf Course - Water Rights	700.00
01-4160-4270 CITY PROSECUTOR			
ALLINGTON, ESQ., FREDERICK	120187	Monthly Prosecutor Payment	3,660.17
Total LEGAL:			15,659.21
COMMUNITY PLANNING/DEVELOPMENT			
01-4170-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	412625	Administration & Consulting Fees	36.00
01-4170-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114216	December HRA Claims	1,449.17
01-4170-3100 OFFICE SUPPLIES & POSTAGE			
ATKINSONS' MARKET	1856-12/13	ACCT. 1856	4.32
COPY & PRINT, L.L.C.	55675	Office Supplies	16.44
01-4170-4200 PROFESSIONAL SERVICES			
DOROTHY'S SECRETARIAL SER	011014	Office Coverage	56.25
ESRI	92728274	ArcGIS	99.73

Vendor Name	Invoice Number	Description	Net Invoice Amount
KETCHUM COMPUTERS, INC.	9861	Computer Maintenance	150.00
NBS-NATIONAL BENEFIT SERVI	439290	HRA Admin Fees	26.85
NBS-NATIONAL BENEFIT SERVI	441556	FSA Document Amendment	11.12
01-4170-4266 PROFESSIONAL SERVICES-ECON DEV			
PERRY'S	091713	Meeting Lunch	188.66
01-4170-4267 PROFESSIONAL SVC-COMP PLAN			
ATKINSONS' MARKET	1856-12/13	ACCT. 1856	17.91
MURRAY, JO	784	Comp Plan Editorial Services	1,765.50
PERRY'S	120613	Comp Plan Meeting	87.78
01-4170-4400 ADVERTISING & LEGAL PUBLICATIO			
EXPRESS PUBLISHING, INC.	2196-12/13	Account 2196	371.20
01-4170-4500 GEOGRAPHIC INFO SYSTEMS			
ESRI	92728274	ArcGIS	300.00
KETCHUM COMPUTERS, INC.	9861	Computer Maintenance	50.00
01-4170-4900 PERSONNEL TRAINING/TRAVEL/MTG			
US BANK	12/26/13	Travel & Meeting Expenses - Joyce	330.30
01-4170-4960 TRAINING/TRAVEL/MTG-HOTEL			
US BANK	12/26/13	Travel & Meeting Expenses - Lisa H.	245.43
Total COMMUNITY PLANNING/DEVELOPMENT:			5,206.66
CONTINGENCY			
01-4193-9930 GENERAL FUND OP. CONTINGENCY			
AIR ST. LUKE'S	011414	1 year membership-all FT employees	2,520.00
ATKINSONS' MARKET	1861-12/13	ACCT. 1861	4.36
MCGRATH CONSULTING GROUP	637	Submission of the Draft Report	9,000.00
MCGRATH CONSULTING GROUP	644	Submission of Final Report	10,850.00
MURRAY, JO	783	R&PP Outreach	653.75
SUN VALLEY EVENTS	488	NBS Summit Hours	500.00
SUN VALLEY MARKETING ALLI	4600	Gift Certificate for Rob Beck	100.00
US BANK	12/26/13	R&PP Meeting Supplies	92.87
US BANK	12/26/13	Christmas Party	1,498.00
Total CONTINGENCY:			25,218.98
CONTRACT FOR SERVICES			
01-4196-4200 PROF.SRVCS-BLM/RIVER PARK			
S2O DESIGN AND ENGINEERING	110194	Environmental Assessment	2,220.49
S2O DESIGN AND ENGINEERING	110196	Design Phase	12,784.00
Total CONTRACT FOR SERVICES:			15,004.49
POLICE			
01-4210-4200 PROFESSIONAL SERVICES			
IDAHO STATE POLICE	122413	Fingerprint Processing	83.00
01-4210-4250 PROF.SERVICES-BCSO CONTRACT			
BLAINE COUNTY CLERK/RECOR	200953	BCSO Law Enforcement Services	111,495.42

Vendor Name	Invoice Number	Description	Net Invoice Amount
Total POLICE:			111,578.42
BUILDING			
01-4240-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	412625	Administration & Consulting Fees	5.40
01-4240-3200 OPERATING SUPPLIES			
COPY & PRINT, L.L.C.	55675	Office Supplies	6.16
01-4240-4200 PROFESSIONAL SERVICES			
NBS-NATIONAL BENEFIT SERVI	439290	HRA Admin Fees	4.47
NBS-NATIONAL BENEFIT SERVI	441556	FSA Document Amendment	1.67
01-4240-4210 PROFESSIONAL SERVICES-IDBS			
DIVISION OF BUILDING SAFETY	011314	December Building Permit Fees	1,826.00
DIVISION OF BUILDING SAFETY	011314	December Plan Check Fees	768.00
Total BUILDING:			2,611.70
Total GENERAL FUND:			225,438.01
WAGON DAYS FUND			
WAGON DAYS EXPENDITURES			
02-4530-4200 PROFESSIONAL SERVICES			
SUN VALLEY EVENTS	488	Wagon Days Hours	500.00
Total WAGON DAYS EXPENDITURES:			500.00
Total WAGON DAYS FUND:			500.00
STREET MAINTENANCE FUND			
STREET			
04-4310-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	412625	Administration & Consulting Fees	67.05
04-4310-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114216	December HRA Claims	1,152.72
04-4310-2515 VISION REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114216	December HRA Claims	4.00
04-4310-3200 OPERATING SUPPLIES			
A.C. HOUSTON LUMBER CO.	14-363313	Supplies	11.67
A.C. HOUSTON LUMBER CO.	14-363326	Supplies	105.27
A.C. HOUSTON LUMBER CO.	14-364373	Supplies	64.28
BRODY CHEMICAL	354979	Sealer	385.99
BUSINESS AS USUAL	117019	Office & Operating Supplies	147.75
CHATEAU DRUG CENTER	1137138	Supplies	68.35
RIVER RUN AUTO PARTS	6538-68326	Supplies	36.44
TREASURE VALLEY COFFEE IN	2160:03460984	COFFEE	3.50
04-4310-3400 MINOR EQUIPMENT			
A.C. HOUSTON LUMBER CO.	14-363266	Supplies	20.98
US BANK	12/26/13	Magnetic Drill	966.00

Vendor Name	Invoice Number	Description	Net Invoice Amount
04-4310-3500 MOTOR FUELS & LUBRICANTS			
UNITED OIL	752877	ACCT. 37269	930.43
04-4310-3600 COMPUTER SOFTWARE			
ESRI	92728274	ArcGIS	300.00
04-4310-4200 PROFESSIONAL SERVICES			
EXPRESS PUBLISHING, INC.	2196-12/13	Account 2196	205.45
NBS-NATIONAL BENEFIT SERVI	439290	HRA Admin Fees	38.98
NBS-NATIONAL BENEFIT SERVI	441556	FSA Document Amendment	20.71
04-4310-5100 TELEPHONE & COMMUNICATIONS			
CENTURY LINK	1285769115	ACCT. 74754376	5.36
COX COMMUNICATIONS	1240120518270	ACCT. 001 2401 205182701	88.20
04-4310-5200 UTILITIES			
City of Ketchum	9993-12/13	Acct. 9993	177.44
City of Ketchum	9999-12/13	Acct. 9999	118.46
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	1,031.46
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	415.06
INTERMOUNTAIN GAS	119369000011-	ACCT. 11936900-001-1	295.77
04-4310-6000 REPAIR & MAINT--AUTOMOTIVE EQU			
NAPA AUTO PARTS	764396	Supplies	36.98
RIVER RUN AUTO PARTS	6538-68367	Filters	20.68
04-4310-6100 REPAIR & MAINT--MACHINERY & EQ			
A.C. HOUSTON LUMBER CO.	14-364451	Supplies	2.99
BARRY EQUIPMENT RENTAL	114977-1	Supplies	2,413.45
COLOR HAUS, INC.	146181	Paint	30.73
COLOR HAUS, INC.	146238	Paint	4.39
GO-FER-IT	34923	Shipping Services	96.00
K & T STEEL CORP.	16078	Supplies	730.00
LES SCHWAB	11700121699	Tires	391.14
LES SCHWAB	11700121850	Tubes	2.76
LES SCHWAB	11700123450	Tire Maintenance	53.00
LES SCHWAB	11700126996	Tire Maintenance	33.00
NAPA AUTO PARTS	515978	Supplies	643.70
NAPA AUTO PARTS	765254	Batteries	485.24
NAPA AUTO PARTS	765262	Supplies	3.87
PIPECO, INC.	129737	Supplies	16.77
RIVER RUN AUTO PARTS	6538-68175	Parts & Supplies	25.09
RIVER RUN AUTO PARTS	6538-68274	Supplies	21.73
RIVER RUN AUTO PARTS	6538-68337	Supplies	4.03
RIVER RUN AUTO PARTS	6538-68455	Supplies	7.95
UTILITY TRAILER SALES OF BOI	AI46029	Parts & Supplies	1,435.08
WESTERN STATES EQUIPMENT	PC040208092	Parts	890.10
WESTERN STATES EQUIPMENT	PC040208212	Supplies	609.08
04-4310-6910 OTHER PURCHASED SERVICES			
AMERIPRIDE LINEN	2400286667	ACCT. 241076800	68.80
AMERIPRIDE LINEN	2400288385	ACCT. 241076800	32.61
KETCHUM COMPUTERS, INC.	9852	Computer Maintenance	120.00
NORCO	12649739	ACCT. 53271	145.69
NORCO	12713933	ACCT. 53271	210.18
SENTINEL FIRE & SECURITY, IN	175161	Quarterly Monitoring Fee	84.00
SENTINEL FIRE & SECURITY, IN	175362	Quarterly Monitoring Fee	84.00

Vendor Name	Invoice Number	Description	Net Invoice Amount
04-4310-6920 SIGNS & SIGNALIZATION			
A.C. HOUSTON LUMBER CO.	14-363165	Supplies	16.03
04-4310-6930 STREET LIGHTING			
K & T STEEL CORP.	16077	Supplies	598.13
PLATT	B364257	Supplies	448.92
04-4310-6950 MAINTENANCE & IMPROVEMENTS			
A.C. HOUSTON LUMBER CO.	14-363177	Supplies	735.84
A.C. HOUSTON LUMBER CO.	14-363888	Supplies	61.31
A.C. HOUSTON LUMBER CO.	14-364189	Supplies	13.36
COLOR HAUS, INC.	146253	Paint	210.33
COLOR HAUS, INC.	146279	Paint Supplies	14.04
COLOR HAUS, INC.	146298	Paint	111.84
LUTZ RENTALS	33122-1	Supplies	10.37
WALKER SAND AND GRAVEL	13526	Road Materials	217.14
Total STREET:			17,801.67
Total STREET MAINTENANCE FUND:			17,801.67
FIRE & RESCUE FUND			
FIRE & RESCUE			
10-4230-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	412625	Administration & Consulting Fees	45.36
10-4230-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114216	December HRA Claims	58.08
10-4230-2515 VISION REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114216	December HRA Claims	264.23
10-4230-3200 OPERATING SUPPLIES			
ALSCO - AMERICAN LINEN DIVI	LBO11105568	Cleaning Services	13.40
ALSCO - AMERICAN LINEN DIVI	LBO11110092	Cleaning Services	13.40
ALSCO - AMERICAN LINEN DIVI	LBO11114405	Cleaning Services	13.40
ATKINSONS' MARKET	1841-12/13	ACCT. 1841	33.37
BUSINESS AS USUAL	117284	Office Supplies	11.38
CHATEAU DRUG CENTER	1139393	Supplies	13.29
COPY & PRINT, L.L.C.	55675	Office Supplies	3.08
COPY CENTER	484	Posters	180.75
GO-FER-IT	34923	Shipping Services	14.50
PUBLIC SAFETY CENTER, INC.	5473258	Supplies	171.00
UPS STORE #2444	12/31/13	Shipping	6.11
US BANK	12/26/13	Hand Towels	26.76
10-4230-3500 MOTOR FUELS & LUBRICANTS			
UNITED OIL	752875	ACCT. 37267	106.95
10-4230-4200 PROFESSIONAL SERVICES			
EXPRESS PUBLISHING, INC.	2196-12/13	Account 2196	1,089.18
NBS-NATIONAL BENEFIT SERVI	439290	HRA Admin Fees	34.63
NBS-NATIONAL BENEFIT SERVI	441556	FSA Document Amendment	14.01
10-4230-4900 PERSONNEL TRAINING/TRAVEL/MTG			
US BANK	12/26/13	Fire Chief Lunch	19.99

Vendor Name	Invoice Number	Description	Net Invoice Amount
10-4230-5100 TELEPHONE & COMMUNICATIONS			
GLOBALSTAR USA	5272427	ACCT. 1.10022032	21.16
MOTOROLA SOLUTIONS	13990644	Radios & Pagers	280.00
UNITED COMMUNICATIONS CO	796845	Radio Repairs and Programming	249.56
WHITE CLOUD COMMUNICATIO	75608	Radio Repairs	38.62
10-4230-5900 REPAIR & MAINTENANCE-BUILDINGS			
CONSOLIDATED ELECTRICAL D	3755-547831	Supplies	44.72
FIRE SERVICES OF IDAHO	90934	Recharge Extinguishers	16.00
10-4230-6000 REPAIR & MAINT--AUTOMOTOVE EQU			
RIVER RUN AUTO PARTS	6538-68216	Supplies	8.91
RIVER RUN AUTO PARTS	6538-68270	Supplies	50.61
RIVER RUN AUTO PARTS	6538-68283	Supplies	9.33
US BANK	12/26/13	Seat Covers	198.00
10-4230-6910 OTHER PURCHASED SERVICES			
MTE COMMUNICATIONS	56983-01/14	DSL	2.65
Total FIRE & RESCUE:			3,052.43
Total FIRE & RESCUE FUND:			3,052.43
AMBULANCE SERVICE FUND			
AMBULANCE SERVICE			
14-4260-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	412625	Administration & Consulting Fees	75.24
14-4260-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114216	December HRA Claims	117.92
14-4260-2515 VISION REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114216	December HRA Claims	396.35
14-4260-3200 OPERATING SUPPLIES			
ALSCO - AMERICAN LINEN DIVI	LBO11105568	Cleaning Services	13.40
ALSCO - AMERICAN LINEN DIVI	LBO11110092	Cleaning Services	13.40
ALSCO - AMERICAN LINEN DIVI	LBO11114405	Cleaning Services	13.40
ATKINSONS' MARKET	1841-12/13	ACCT. 1841	33.36
BUSINESS AS USUAL	117284	Office Supplies	11.37
CHATEAU DRUG CENTER	1133252	Supplies	16.14
CHATEAU DRUG CENTER	1139393	Supplies	13.29
COPY & PRINT, L.L.C.	55675	Office Supplies	3.09
COPY CENTER	484	Posters	180.75
GO-FER-IT	34923	Shipping Services	14.50
NORCO	12678025	ACCT. 54794	74.73
NORCO	12713848	ACCT. 52355	29.76
NORCO	12714775	ACCT. 54794	232.50
PUBLIC SAFETY CENTER, INC.	5473258	Supplies	171.00
UPS STORE #2444	12/31/13	Shipping	6.10
US BANK	12/26/13	Hand Towels	26.76
US BANK	12/26/13	Hand Warmers	71.99
14-4260-3500 MOTOR FUELS & LUBRICANTS			
UNITED OIL	752875	ACCT. 37267	226.08

Vendor Name	Invoice Number	Description	Net Invoice Amount
14-4260-4200 PROFESSIONAL SERVICES			
EXPRESS PUBLISHING, INC.	2196-12/13	Account 2196	1,089.18
NBS-NATIONAL BENEFIT SERVI	439290	HRA Admin Fees	56.35
NBS-NATIONAL BENEFIT SERVI	441556	FSA Document Amendment	23.24
14-4260-4900 PERSONNEL TRAINING/TRAVEL/MTG			
US BANK	12/26/13	Fire Chief Lunch	19.98
14-4260-5100 TELEPHONE & COMMUNICATIONS			
GLOBALSTAR USA	5272427	ACCT. 1.10022032	21.16
MOTOROLA SOLUTIONS	13990644	Radios & Pagers	280.00
UNITED COMMUNICATIONS CO	796845	Radio Repairs and Programming	249.55
WHITE CLOUD COMMUNICATIO	75608	Radio Repairs	38.63
14-4260-5900 REPAIR & MAINTENANCE-BUILDINGS			
CONSOLIDATED ELECTRICAL D	3755-547831	Supplies	44.71
FIRE SERVICES OF IDAHO	90934	Recharge Extinguishers	16.00
14-4260-6000 REPAIR & MAINT--AUTOMOTIVE EQU			
RIVER RUN AUTO PARTS	6538-68216	Supplies	8.90
RIVER RUN AUTO PARTS	6538-68489	Supplies	42.50
US BANK	12/26/13	Wi-fi Router Repair	28.96
US BANK	12/26/13	Seat Covers	198.00
14-4260-6910 OTHER PURCHASED SERVICES			
MTE COMMUNICATIONS	56983-01/14	DSL	2.65
Total AMBULANCE SERVICE:			3,860.94
Total AMBULANCE SERVICE FUND:			3,860.94
PARKS AND RECREATION FUND			
PARKS AND RECREATION			
18-4510-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	412625	Administration & Consulting Fees	51.75
18-4510-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114216	December HRA Claims	844.87
18-4510-3200 OPERATING SUPPLIES			
CHATEAU DRUG CENTER	1110454	Supplies	35.06
CHATEAU DRUG CENTER	1139267	Supplies	43.55
COSTCO WHOLESALE	010414	Supplies	53.96
SYSCO	602413635	Supplies	277.82
US BANK	12/26/13	Amazon Supplies	70.20
US BANK	12/26/13	Amazon Supplies	35.96
18-4510-3250 RECREATION SUPPLIES			
ATKINSONS' MARKET	1861-12/13	ACCT. 1861	62.34
SYSCO	602495465	Supplies	58.25
US BANK	12/26/13	Craft Supplies	344.17
US BANK	12/26/13	Pizza	59.23
18-4510-3300 RESALE ITEMS-CONCESSION SUPPLY			
COSTCO WHOLESALE	010414	Concession Supplies for the Parks Dept.	228.22
SYSCO	602413549	Concession & Supplies	59.84

Vendor Name	Invoice Number	Description	Net Invoice Amount
SYSCO	602413635	Supplies	279.14
SYSCO	602495465	Supplies	38.75
18-4510-3500 MOTOR FUELS & LUBRICANTS			
LUTZ RENTALS	33113-1	Propane	27.90
LUTZ RENTALS	33205	Propane	28.15
LUTZ RENTALS	33219	Propane	32.23
UNITED OIL	746387	ACCT. 37268	742.08
UNITED OIL	752876	ACCT. 37268	249.71
18-4510-3600 COMPUTER SOFTWARE			
ESRI	92728274	ArcGIS	300.00
US BANK	12/26/13	Wireless Network Amplifier	417.00
18-4510-4200 PROFESSIONAL SERVICES			
CLEAR CREEK LAND CO. LLC	9587	Mobile Storage Rent	70.00
KETCHUM COMPUTERS, INC.	9851	Computer Maintenance	230.00
NBS-NATIONAL BENEFIT SERVI	439290	HRA Admin Fees	27.28
NBS-NATIONAL BENEFIT SERVI	441556	FSA Document Amendment	15.87
18-4510-4800 DUES, SUBSCRIPTIONS & MEMBERSH			
US BANK	12/26/13	ISA Memberships - Jen & Juerg	510.00
18-4510-5100 TELEPHONE & COMMUNICATIONS			
CENTURY LINK	1285769115	ACCT. 74754376	5.69
CENTURY LINK	2087263841862	ACCT. 208-726-3841 862b	80.00
18-4510-5200 UTILITIES			
City of Ketchum	1245-12/13	Acct. 1245	71.01
City of Ketchum	456-12/13	Acct. 456	47.45
City of Ketchum	532-12/13	Acct. 532	117.66
City of Ketchum	536-12/13	Acct. 536	283.85
City of Ketchum	560-12/13	Acct. 560	35.45
City of Ketchum	9991-12/13	Acct. 9991	117.66
City of Ketchum	9995-12/13	Acct. 9995	632.43
City of Ketchum	9996-12/13	Acct. 9996	100.86
IDAHO POWER	2201272487-12	ACCT. 2201272487	143.11
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	70.49
INTERMOUNTAIN GAS	115345000018-	ACCT. 11534500-001-8	326.67
INTERMOUNTAIN GAS	807350253157-	Acct. 80735025-315-7	221.06
18-4510-6000 REPAIR & MAINT--AUTOMOTIVE EQU			
IDAHO TRANSPORTATION DEPT	9323183	Exempt Plate Renewals	23.00
18-4510-6510 COMMUNITY SPECIAL EVENTS			
BECK, ROB	1	Firewood for Special Events	225.00
STAPLETON GROUP SUN VALLE	119	Security for Nightmare on Main Street	400.00
DANNY WALTON	011014	Community Event Sponsorship	5,000.00
18-4510-6950 MAINTENANCE & IMPROVEMENTS			
A.C. HOUSTON LUMBER CO.	14-358426	Supplies	76.74
ATKINSONS' MARKET	1861-12/13	ACCT. 1861	112.50
CHATEAU DRUG CENTER	1138777	Supplies	27.52
US BANK	12/26/13	Rollers	5.68
18-4510-9930 PARK & REC FUND OP.CONTINGENCY			
PENNY THAYER	122613	Broken Window due to Hockey Puck	402.23

Vendor Name	Invoice Number	Description	Net Invoice Amount
Total PARKS AND RECREATION:			13,719.39
Total PARKS AND RECREATION FUND:			13,719.39
LOCAL OPTION SALES TAX FUND			
LOCAL OPTION SALES TAX			
22-4910-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	412625	Administration & Consulting Fees	10.35
22-4910-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114216	December HRA Claims	481.51
22-4910-4200 PROFESSIONAL SERVICES			
NBS-NATIONAL BENEFIT SERVI	439290	HRA Admin Fees	7.83
NBS-NATIONAL BENEFIT SERVI	441556	FSA Document Amendment	3.20
22-4910-6040 COMMUNITY MARKETING CONTRACT			
SUN VALLEY MARKETING ALLI	15	4th Quarterly Payment	112,500.00
22-4910-6080 MOUNTAIN RIDES			
MOUNTAIN RIDES	757	Monthly Payment	45,833.33
22-4910-6090 CONSOLIDATED DISPATCH			
BLAINE COUNTY EMERGENCY	5	2nd Quarterly Payment	31,883.50
22-4910-6500 CDC FUNDING			
KETCHUM COMMUNITY DEVEL	39	Monthly Contract Payment	9,700.00
Total LOCAL OPTION SALES TAX :			200,419.72
Total LOCAL OPTION SALES TAX FUND:			200,419.72
UNDERGROUNDING IMPROVEMENT FND			
UNDERGROUNDING EXPENDITURES			
UNDERGROUNDING			
50-4800-7179 5TH STREET UNDERGROUNDING			
ARBOR CARE	29522	Tree Removal	895.00
Total UNDERGROUNDING EXPENDITURES:			895.00
Total UNDERGROUNDING IMPROVEMENT FND:			895.00
WATER FUND			
WATER EXPENDITURES			
63-4340-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	412625	Administration & Consulting Fees	51.30
63-4340-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114216	December HRA Claims	1,272.90
63-4340-2515 VISION REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114216	December HRA Claims	1,067.12
63-4340-3200 OPERATING SUPPLIES			
CHATEAU DRUG CENTER	1139255	Supplies	27.52

Vendor Name	Invoice Number	Description	Net Invoice Amount
GO-FER-IT	34923	Shipping Services	15.00
INTEGRATED TECHNOLOGIES	C1W837	Copier Maintenance	14.93
TREASURE VALLEY COFFEE IN	2160:03452526	COFFEE	52.50
UNIFIED OFFICE SERVICES	175701	Office Supplies	2.86
63-4340-3250 LABORATORY/ANALYSIS			
MAGIC VALLEY LABS, INC.	45896	Testing	66.00
63-4340-3500 MOTOR FUELS & LUBRICANTS			
UNITED OIL	752879	ACCT. 37271	384.72
63-4340-3800 CHEMICALS			
GEM STATE WELDERS SUPPLY,I	E237150	Chemicals	114.25
GEM STATE WELDERS SUPPLY,I	E237280	Chemicals	243.00
63-4340-4200 PROFESSIONAL SERVICES			
MOORE SMITH BUXTON & TUR	45499	1536-03 - General	2,220.00
NBS-NATIONAL BENEFIT SERVI	439290	HRA Admin Fees	37.89
NBS-NATIONAL BENEFIT SERVI	441556	FSA Document Amendment	15.85
63-4340-5100 TELEPHONE & COMMUNICATIONS			
CENTURY LINK	1285769115	ACCT. 74754376	2.44
KETCHUM COMPUTERS, INC.	9853	Computer Maintenance	156.83
SENTINEL FIRE & SECURITY, IN	175029	Quarterly Monitoring Fee	40.80
63-4340-5200 UTILITIES			
IDAHO POWER	2203658592-12	ACCT. 2203658592	5,713.39
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	296.50
63-4340-6000 REPAIR & MAINT-AUTO EQUIP			
LUTZ RENTALS	33107-1	Propane	16.51
63-4340-6100 REPAIR & MAINT-MACH & EQUIP			
BOLEN'S CONTROL HOUSE, INC.	S1222051.001	Parts & Supplies	189.33
US BANK	12/26/13	Gate Repair	204.34
USA BLUEBOOK	231865	Supplies	915.13
Total WATER EXPENDITURES:			13,121.11
Total WATER FUND:			13,121.11
WATER CAPITAL IMPROVEMENT FUND			
WATER CIP EXPENDITURES			
64-4340-7651 WA METERS TO FLAT RATE CUSTMRS			
TAMARACK LODGE	011014	Rebate for Water Connection	1,000.00
Total WATER CIP EXPENDITURES:			1,000.00
Total WATER CAPITAL IMPROVEMENT FUND:			1,000.00
WASTEWATER FUND			
WASTEWATER EXPENDITURES			
65-4350-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	412625	Administration & Consulting Fees	96.30

Vendor Name	Invoice Number	Description	Net Invoice Amount
65-4350-2505 HEALTH REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114216	December HRA Claims	2,128.23
65-4350-2515 VISION REIMBURSEMENT ACCT(HRA)			
NBS-NATIONAL BENEFIT SERVI	CP-0114216	December HRA Claims	1,136.98
65-4350-3200 OPERATING SUPPLIES			
AMERIPRIDE LINEN	2400282468	ACCT. 241021000	105.67
AMERIPRIDE LINEN	2400289528	ACCT. 241021000	152.09
INTEGRATED TECHNOLOGIES	C1W837	Copier Maintenance	14.93
UNIFIED OFFICE SERVICES	175701	Office Supplies	2.85
UPS STORE #2444	12/31/13	Shipping	54.76
65-4350-3500 MOTOR FUELS & LUBRICANTS			
UNITED OIL	752878	ACCT. 37270	104.72
65-4350-4200 PROFESSIONAL SERVICES			
ANALYTICAL LABORATORIES, I	26035	Testing	756.50
MAGIC VALLEY LABS, INC.	46059	Testing	26.00
NBS-NATIONAL BENEFIT SERVI	439290	HRA Admin Fees	66.29
NBS-NATIONAL BENEFIT SERVI	441556	FSA Document Amendment	29.75
65-4350-5100 TELEPHONE & COMMUNICATIONS			
CENTURY LINK	1285769115	ACCT. 74754376	3.17
CENTURY LINK	2087268953402	ACCT. 208-726-8953402b	47.09
KETCHUM COMPUTERS, INC.	9853	Computer Maintenance	156.83
SENTINEL FIRE & SECURITY, IN	175029	Quarterly Monitoring Fee	40.80
65-4350-5200 UTILITIES			
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	413.61
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	795.10
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	303.69
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	488.35
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	106.48
65-4350-6000 REPAIR & MAINT-AUTO EQUIP			
NAPA AUTO PARTS	764597	Supplies	20.97
65-4350-6100 REPAIR & MAINT-MACH & EQUIP			
CHATEAU DRUG CENTER	1140247	Supplies	5.69
US BANK	12/26/13	Alum Room Fan	125.37
US BANK	12/26/13	Gate Repair	204.34
HOFFA'S BATTERIES	010914	Rebuild Batteries	135.00
65-4350-6900 COLLECTION SYSTEM SERVICES/CHA			
AMERIPRIDE LINEN	2400282468	ACCT. 241021000	18.65
AMERIPRIDE LINEN	2400289528	ACCT. 241021000	26.84
INTEGRATED TECHNOLOGIES	C1W837	Copier Maintenance	5.27
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	18.79
INTERMOUNTAIN GAS	102495000014-	ACCT. 10249500-001-4	86.18
KETCHUM COMPUTERS, INC.	9853	Computer Maintenance	16.34
SENTINEL FIRE & SECURITY, IN	175029	Quarterly Monitoring Fee	14.40
UNIFIED OFFICE SERVICES	175701	Office Supplies	1.00
US BANK	12/26/13	Gate Repair	72.12
Total WASTEWATER EXPENDITURES:			7,781.15

Vendor Name	Invoice Number	Description	Net Invoice Amount
Total WASTEWATER FUND:			7,781.15
WASTEWATER CAPITAL IMPROVE FND			
WASTEWATER CIP EXPENDITURES			
67-4350-7600 MACHINERY AND EQUIPMENT			
US BANK	11/25/13	HOBO Waterproof Shuttle	237.00
Total WASTEWATER CIP EXPENDITURES:			237.00
Total WASTEWATER CAPITAL IMPROVE FND:			237.00
PARKS/REC DEV TRUST FUND			
PARKS/REC TRUST EXPENDITURES			
93-4900-6500 ICE RINK-PRIVATE			
A.C. HOUSTON LUMBER CO.	14-364114	Supplies	43.52
A.C. HOUSTON LUMBER CO.	14-364116	Supplies	38.48
LUTZ RENTALS	33260	Supplies	18.76
PIPECO, INC.	129762	Supplies	9.55
93-4900-6800 KETCHUM ARTS COMMISSION			
JOHN MACKIE	010814	Mountain Rides Downtown Transit Center Public Art Program	981.00
Total PARKS/REC TRUST EXPENDITURES:			1,014.35
Total PARKS/REC DEV TRUST FUND:			1,014.35
Grand Totals:			488,840.77

Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "0110000000"- "9449008022", "9910000000"- "9911810000"