

## **2017 ANNUAL REPORT DRIGGS URBAN RENEWAL AGENCY**

Under the Idaho Urban Renewal Law, an urban renewal agency is required to file with the local governing body, on or before March 31 of each year, a report of its activities for the preceding calendar year, which shall include a complete financial statement setting forth its assets, liabilities, income and operating expense at the end of the calendar year. By virtue of certain amendments to the Idaho Urban Renewal Law adopted in 2002, the fiscal year of an urban renewal agency has been established as October 1 through September 30. Consequently, any formal financial statement would be limited to a report through the end of the Agency's fiscal year. Under amendments to Idaho Code Section 67-450B adopted in 2009, an urban renewal agency is required to prepare certain audited financial statements as described in that section depending on the agency's overall expenditures. Agencies with expenditures that do not exceed \$100,000 are not required to prepare any audited financial statements. Agencies with expenditures between \$100,000 and \$250,000 shall conduct a biennial audit of its financial statements every two years. Agencies with expenditures over \$250,000 must complete an audit of its financial statements each fiscal year. The Agency has conducted annual audits in fiscal years ending September 30, 2010, 2011, 2012, 2013 and 2014, 2015, 2016, 2017.

The Driggs City Council formally approved the Urban Renewal Agency of the City of Driggs on April 6<sup>th</sup>, 2004 with Resolution No. 95, which also certified a four-block area in downtown Driggs as meeting the requirements of an Urban Renewal District. The ordinance became effective upon publication of the Resolution in December 2004. The Urban Renewal Plan adopted was amended by the City Council in 2007. Driggs Urban Renewal Agency has commenced with the implementation of the amended Plan.

### **Agency Mission and Organization**

The Driggs Urban Renewal Agency (Agency) supports improvement of decaying properties within the Urban Renewal District boundaries through rehabilitation, revitalization, conservation and/or redevelopment as allowed under Idaho Statute. The Agency is directed by a volunteer Board of Commissioners (Board), constituted of community members. In the calendar year ending December 31, 2017 this board consisted of the following members (some of whom served only a portion of the year): Rick Baldwin, Barton (Bart) Birch, Carolyn (Carrie) Cleary, Bill Leake, Dan Powers, Erica Rice, Greer Jones and Larry Young.

The Operations of the Agency are overseen by a management team made up of its Officers (Management), with the help of a select group of professional consultants and contractors. The officers at the beginning of the calendar year 2017 were Dan Powers, Chair, Bart Birch, Vice Chair and Carolyn (Carrie) Cleary, Treasurer. An election of officers was held in May 2017. Erica Rice was elected Chair; Dan Powers, Vice Chair; Carrie Cleary, Treasurer. Under Idaho Statute no member of the Board or its officers receives any financial compensation for their service.

The Agency utilized the services of Ryan Armbruster, of Elam & Burke Law Firm, Kelly Chircop, MBA, CPA of Chircop & Colyer for accounting and book-keeping services and Cynthia Rose for administrative services. Additionally, the Agency retained the firm Wipfli, LLP (formerly Galusha, Higgins & Galusha, PC) to perform an audit of the Agency's financial reports and management practices for the fiscal year ending September 30, 2017. This audit report is appended to this annual report to fulfill the financial statement reporting requirements.

### **Agency Activities-2017**

- The Agency, in partnership with the City of Driggs, participated in the development of the City Transit Center & Parking Area.
- One of the Agency's top priority is the improvement of Depot Street. The Agency worked closely with City Staff to strategically plan and navigate funding sources for the project. The Agency is committed to this collaboration as the project evolves.
- Continued support of the Seniors West of the Tetons facility through a USDA grant.
- Continued management of new district to the North of the existing district (District 2 or Front Street District)
- Adopted Updated Downtown Master Plan.
- Contributed to Wayfinding signage production and installation. Wayfinding signage was located within the District.
- Commenced a regular meeting schedule with Driggs City Council and City Staff to improve communication and project planning within all agencies.
- The Agency is reviewing project possibilities and priorities for strategic planning purposes. Discussed priorities include of downtown public parking, pedestrian access and walkability and small beautification and community space projects.
- The Agency board uses the following criteria for scoring potential projects. The criteria are:
  1. Located in the Downtown District Core
  2. DURA funds are leveraged by other funding
  3. Helps eradicate blight in the District
  4. Encourages people to stop and spend time in the City
  5. Provides a fundamental element necessary to attract private investment
  6. Adds a level of quality, otherwise unattainable, to essential ordinary infrastructure projects.

### **Financial Reports and Audit of Financial Statements**

The Agency retained the firm Wipfli, LLP (formerly Galusha, Higgins, and Galusha, LP) to conduct the financial audit of its FY 2017 books. The report is appended to this document. The agency also retains the accounting firm Chircop & Colyer, PLLC for monthly book-keeping and financial reporting services.

### **Economic and Regulatory Factors**

The Agency is currently researching discrepancies in Tax Incremental Funding revenue. These discrepancies appear to be outside of normal depreciation, delinquencies or economic effects. The Agency plans to commit significant time to this issue and will consider options to make research and resolution efficient and complete. Options could include independent consultants, auditors or assessors.

Regarding District 2/Front Street, the Agency continues to manage the operations of the district and monitor TIF revenue. While building its funding pool, District 2 will be reimbursing a percentage of start-up costs to District 1/Main Street.

The Agency's Administrator, Cynthia Rose, is engaged in activities and information generated by the Redevelopment Association of Idaho, of which the Agency is a member. RAI provides significant information, legislative analysis and support to the Agency. Ms. Rose also sits on the Board of Directors for RAI.

### **Requests for Information**

The intent of this report is to provide a general overview of the Driggs Urban Renewal Agency for the City of Driggs. Any questions regarding this report may be sent to Driggs Urban Renewal Agency, PO Box 1562, Driggs, Idaho, 83422. You may also contact the Board Chair at [driggsurachair@gmail.com](mailto:driggsurachair@gmail.com). Please include appropriate contact information with any request.

Erica Rice

Chair, Driggs Urban Renewal Agency Board of Commissioners

March 1, 2018