



City of Ketchum

December 6, 2021

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Interim Budget Request to Fund Sustainability Intern

Recommendation and Summary

During the FY22 budget development process, the Council approved a fifty percent cost share model with Blaine County to fund a Sustainability position/program. The manager is requesting supplementary funds of \$3,630 to operate a student intern program.

"I move approval of the Interim Budget Request of \$3,630 to fund a student intern program"

The reasons for the recommendation are as follows:

- The hourly amount for the intern has now been re-classified as part of the county's salary position review process.
- The FY22 budget as based on \$13.50 per hour and has been updated to \$18.85 an hour.
- Blaine County has agreed to split the increase in costs.

Introduction and History

During the FY22 budget development process, the new Sustainability Manager added an expense for a student intern. The average cost for student interns in Idaho is \$13.50 per hour. However, using the Blaine County Job Evaluation Worksheet, the position was classified at a Level 5 Pay Grade starting at \$18.85 per hour. The county's policy is to treat them the same as temporary, part-time employees and can work up to 19 hours per week.

Based on this information, the Sustainability Manager would like to update this temporary, part-time position to a Sustainability Program Fellow and budget it at the \$18.85 per hour for 19 hours per week. That action would require an annual budget increase of \$7,260. Based on the cost share model, the City of Ketchum's portion would be \$3,630.

Sustainability Impact

The intern position would focus on creation of a comprehensive green operations program for the county and cities. Specifically: (1) provide research in support of the development of the regional clean energy and climate action plans; (2) launch regional website; and (3) a communications campaign launched.

Financial Impact

During the FY22 budget development process, the Council approved \$50,000 for one-time sustainability efforts. This budget request would be the first candidate for those funds.

No Attachments



CITY OF KETCHUM
PO BOX 2315 * 480 EAST AVE. * KETCHUM, ID 83340
Administration 208-726-3841 (fax) 208-726-8234

PURCHASE ORDER
 BUDGETED ITEM? ___ Yes ___ No

PURCHASE ORDER - NUMBER: 22041

To: 1388 BLAINE COUNTY TREASURER 219 1ST AVE. SOUTH, ATTN: COUNTY ADMIN HAILEY ID 83333	Ship to: CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340
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P. O. Date	Created By	Requested By	Department	Req Number	Terms
12/02/2021	kchoma	kchoma		0	

Quantity	Description	Unit Price	Total
1.00	INTERIM BUDGET REQUEST TO FUND 01-4193-6500	3,630.00	3,630.00
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		3,630.00

 Authorized Signature