



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

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Policy Analysis and Background (non-consent items only):

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- Monthly updates to the City of Sun Valley map with the Parcel and Road layers in order to reflect any new subdivisions, road updates, changes in parcel ownership, and other related information.
- Updates to zone district maps as necessary in order to reflect rezones or land use changes.
- Revise map files in order to correct errors discovered by staff, or to make other minor revisions.
- Simple data draws, such as providing the number of vacant, undeveloped number of parcels of land in city limits, or identifying other parcels with a certain attribute.
- Exporting of maps for special projects.

The Ketchum Planning and Building Department has in-house GIS expertise that the City of Sun Valley does not have. In discussing the necessary services outlined above, we believe the total number of hours per year required is approximately 30 hours. This amount of hours is very manageable for Ketchum staff to accommodate. As such, the attached Interlocal Agreement for GIS services is included as Attachment 1.

The agreement outlines the services to be provided to the City of Sun Valley by Ketchum staff. The agreement also outlines the number of hours and total cost of those hours (\$1,500). In the event the City of Sun Valley has needs that go above and beyond the stated hours and cost, the agreement outlines an hourly rate for services provided Ketchum staff has the capacity and the expertise necessary for the requested work. If Ketchum staff does not have capacity or expertise, the City of Sun Valley will need to contract with an outside source for the work.

Each city is responsible for purchasing and maintaining their own GIS license.

Next Steps:

If approved, the City of Sun Valley will review the Interlocal Agreement at the September 7th City Council meeting. The Blaine County hosted GIS platform will be inaccessible as of September 30, 2023. Ketchum staff is preparing the web-based GIS platform for the City of Ketchum with an anticipated launch date of September 8, 2023. This allows ample time for communication of the new platform to stakeholders before the county hosted platform is taken down. If this agreement is approved, Ketchum staff would prepare the City of Sun Valley platform for launch on the same date, September 8, 2023.

Sustainability Impact:

This request does not impact the city’s ability to achieve its sustainability goals.

Financial Impact:

None OR Adequate funds exist in account:	The Planning and Building Department FY24 budget includes \$5,700 for GIS services. This included a payment to Blaine County for GIS support and the city’s GIS license fee. The proposed Interlocal Agreement would provide \$1,500 of revenue to the City of Ketchum with no additional cost. The city would no longer pay Blaine County for GIS support.
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Attachments:

1. Interlocal Agreement #23-017 for GIS Services

GIS INTERLOCAL AGREEMENT - #23-017
(City of Sun Valley/City of Ketchum)

RECITALS

WHEREAS, City of Sun Valley employees and members of the public desire to have access to an internet-based geographic information system (“GIS”) to gain information about zoning, land use, and other geographic and regulatory characteristics of properties in Sun Valley; and,

WHEREAS, City of Sun Valley employees 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, City of Sun Valley employees and elected and appointed officials seek to enhance their analytical, problem-solving and decision-making capabilities through the utilization of GIS, which in turn benefits the community at large; and,

WHEREAS, City of Sun Valley does not currently have in-house staff expertise to create a publicly-accessible, web-based GIS system or to produce revisions to GIS mapping files; and,

WHEREAS, the City of Sun Valley has contracted for GIS services for several years to fulfill the above described functions and is now seeking a new contract partner for such services as the current contract and web-based GIS map will terminate September 30th, 2023; and,

WHEREAS, the City of Ketchum has staff with the expertise to create and maintain such maps and systems; and,

WHEREAS, the Cities of Sun Valley and Ketchum agree to participate in an interlocal agreement wherein the City of Ketchum supports the City of Sun Valley in GIS mapping as described herein.

TERMS

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

1. DURATION OF AGREEMENT. This Agreement shall be effective from that date of final signature until September 30, 2024. The parties may extend the agreement with the written consent of both parties.
2. PURPOSE. The purpose of this Agreement is to allow the City of Sun Valley to contract with the City of Ketchum for creation of a City of Sun Valley web-based GIS map, routine maintenance of said web-based GIS map, and limited map revisions and analysis described herein.

3. MANNER OF FINANCING AND BUDGET. The City of Sun Valley shall reimburse City of Ketchum at a cost of \$1,500 per year for items described in 4B, with an expectation that approximately 30 hours of City of Ketchum staff time will be utilized. Such payment shall be paid at the beginning of Fiscal Year 2024 year in one payment.

Additional activities above and beyond the 30 hours of staff time utilized in implementing the scope outlined in 4B may be requested by the City of Sun Valley, based on City of Ketchum staff capacity and technical ability. Additional activities shall be performed at an hourly rate of \$48.00, and shall not exceed \$1,000 during the contract period, and shall be reimbursed to the City of Ketchum upon invoice to the City of Sun Valley.

4. DUTIES. The provision of these services shall be governed as set out below:
 - A. The City of Sun Valley agrees to:
 - Provide all relevant GIS mapping files necessary to create and maintain a web-based GIS map and fulfill other duties outlined in 4B.
 - Pay for the ArcGIS licensure necessary for creation and implementation of GIS mapping and the web-based map, including purchasing any necessary ArcGIS Online “credits” to host mapping data.
 - Provide a web-based log in to the City of Sun Valley ArcGIS Online account to City of Ketchum staff for the purpose of creating and maintaining the web-based map and GIS files.
 - B. The City of Ketchum agrees to:
 - Initial creation of the web-based GIS map using existing City of Sun Valley GIS files and the County Parcel and Road files.
 - Monthly updates to the City of Sun Valley map with the Parcel and Road layers in order to reflect any new subdivisions, road updates, changes in parcel ownership, and other related information.
 - Updates to zone district maps as necessary in order to reflect rezones or land use changes.
 - Revise map files in order to correct errors discovered by staff, or to make other minor revisions.
 - Simple data draws, such as providing the number of vacant, undeveloped number of parcels of land in city limits, or identifying other parcels with a certain attribute.
 - Exporting of maps for special projects.
5. AMENDMENT. This Agreement may be amended at any time, and from time to time, by the mutual written consent of the City of Sun Valley and the City of Ketchum for any of the following purposes:

- To add provisions to the Agreement to benefit either or both the City of Sun Valley and the City of Ketchum.
- To extend the term of the Agreement.
- To cover any cost increases to the web site.
- 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.

6. 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 _____, 2023.

City of Ketchum, an Idaho political subdivision

Neil Bradshaw, Mayor

ATTEST:

Trent Donat, City Clerk

CITY OF SUN VALLEY, an Idaho
municipal corporation

Peter M. Hendricks, Mayor

ATTEST:

Nancy Flannigan
City Clerk