



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

There is no recommended motion. Staff will review a brief presentation of key projects from the plan and then stand for questions/direction from the City Council.

Policy Analysis and Background:

- The annual work plan is a key component (see attachment 1) to ensure alignment with the long-term Comprehensive Plan.
- During the October 21 council meeting, council reviewed the initial draft for FY2025. Each councilmembers’ top priorities were added and/or highlighted on the working sheet. (3rd column)
- Staff developed a calendar at a glance tool to assist Council with upcoming meeting topics and public outreach on major workplan items.

Sustainability Impact:

Several projects are outlined in the work plan.

Financial Impact:

None OR Adequate funds exist in account:	There is no immediate financial request.
--	--

Attachments:

- | |
|---|
| 1. Visual of City Planning Model |
| 2. 2025 Plan |
| 3. 2025 Council/communications calendar |



2025 Work Plan | Check-in

January 6, 2024



Planning for action: long-term planning framework

PLANNING OVERVIEW

COMPREHENSIVE PLAN

Broad goals and policies
10-20 years



GUIDEBOOK

Strategies and objectives for policies
4 years



WORK PLAN

Tasks by dept.
Annual





Tasks by department **Annually**

PLANNING CALENDAR

January	
COUNCIL:	
<ul style="list-style-type: none"> KTS plan adoption OPP check-in (include marketing) 	
NOTES/OTHER:	
1	NY Day/holiday
6	WSP RFP Opens
6	COUNCIL
	Sustainability check-in
	MRTA check-in
	LID regroup
	Snowmelt discussion
14	P&Z
15	Comp Plan Open House
20	MLK/holiday
21	COUNCIL
	(Comp Plan imp. chapter)
	World Cup planning
	Snowmelt policy
	Bike/ped project debrief
	OPP debrief
	Long term funding
28	P&Z
29	LID Open House #1
30	LID Open House #2
PUBLIC:	
<ul style="list-style-type: none"> Comp Plan Open House LID Open House 	

February	
COUNCIL:	
<ul style="list-style-type: none"> Holst check-in (feedback, goals) 2nd joint meeting 	
NOTES/OTHER:	
<ul style="list-style-type: none"> Open Holst RFP 	
3	COUNCIL (joint)
	LID OH debrief
5	Holst Open House #1
6	Holst Open House #2
11	P&Z
17	Pres Day/holiday
18	WSP bid closing
18	COUNCIL
	Holst OH debrief
	SVMoA lease proposal
19	Open Holst RFP
PUBLIC:	
<ul style="list-style-type: none"> Mobility Open House* LOT/Housing Open House (long-term funding options) Holst Open House (deep dive, all 5 sites) 	

March	
COUNCIL:	
<ul style="list-style-type: none"> Mobility check-in LOT/L-T check-in L2L/Rooted Renter MRTA check-in 	
NOTES/OTHER:	
<ul style="list-style-type: none"> May ballot language due WSP bid interviews 	
3	COUNCIL
11	P&Z
17	COUNCIL
22-27	World Cup
24-28	Spring Break
25	P&Z
PUBLIC:	
<ul style="list-style-type: none"> WSP open house (what to expect) 	



Tasks by department Annually

Amanda	Courtney	Neil	Spencer	Tripp
Housing Programs Crossover:				
Lease to Locals	Lease to Locals	Lease to Locals		Lease to Locals (move in house)
Ownership Preservation Program	Ownership Preservation Program	Ownership Preservation Program	Ownership Preservation Program	Ownership Preservation Program
Housing Development (new)		Housing Development (new)		Housing Development (new)
Staffing/HR:				
	Consider HR personnel		County health trust/cafeteria plan	Competitive comp. for Housing
	Consider sustainability personnel			Consider sustainability personnel
				Consider a grant writing position

COMP PLAN CHAPTER	PROJECT	CC PRIORITY	COMPLETION TARGET	NOTES
Arts & Culture (page 45)	1 City-wide Arts & History plan		Spring 2025	Build on Main Street plan; get buy in from both HPC & AC, e
	Art/history projects			
	2 Main Street installations (creative crosswalks, building placards)		Spring 2025	Need placard design; 'frame' design
	3 KAC projects		TBD	
	4 Ore Wagon Museum plan refresh		Spring 2025	Improve access (fix doors). Explore additional programming
	5 Forest Service Park - Museum & partnership with SVMOA		TBD	Determine scope and timeline of partnership
	6 Survey of historic assets		Spring/Summer 2025	Grant received, executing grant agreement - RFP issuance
Community Design & Future Land Use (page 23 & page 63)	7 World Cup event planning		Winter 2025	
	8 Comprehensive Plan & Code update			
	Comprehensive Plan		March 2025	Public Draft (Nov 2024/Jan 2025) Adoption (Feb-Mar 2025)
	Zoning Code (Reorg and Procedures)		March 2025	Public Draft (Dec 2024) Adoption (Jan-Mar 2025)
Community Health & Wellness (page 55)	9 Stakeholder engagement to improve processes		Ongoing	Regular meetings with Technical Advisory Group (TAG) and
	10 Community contractor & TAG meetings		Ongoing	Semi-regular meetings with Technical Advisory Group (TAG)
	11 Participate in Hemingway Elementary's Facility Master Plan update		TBD	Draft presented to BCSD board. In communication with fac
	Refresh Atkinson Park master plan (in concert)			



Tasks by department **Annually**

NOTABLE UPDATES

#12a Produce & preserve community housing

- **#3 Identify parcels for acquisition**
 - Roof & building inspections conducted
- **#5 Produce & preserve community housing | RFP next parcel for development**
 - Public engagement: February 5 & 6 – review of parcels (Holst project)
- **#9 Ownership & Preservation program**
 - January 21 – council update (campaign launching prior to)

#12b Update policy to promote community housing

- Joint meeting (TBD) – FAR exceedance discussion



Tasks by department **Annually**

NOTABLE UPDATES

#27 Warm Springs Preserve | Master Plan

- RFP opening: early-January; RFP closing: mid-February
- Public engagement: March (what to expect during construction)
- Project begins: April

#34 Fire Department consolidation with Wood River Fire & Rescue

- County approved order creating new fire district and appointed commissioners

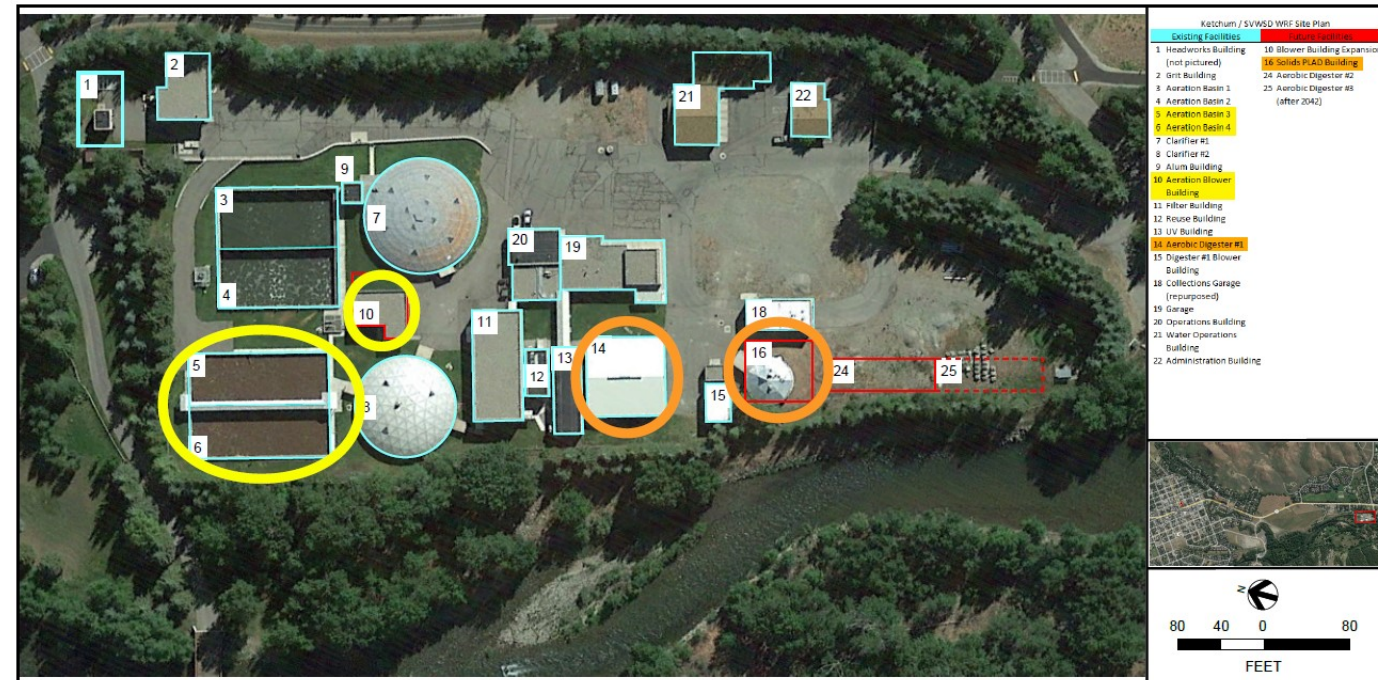


Tasks by department **Annually**

DEEP DIVE

#36 Implement Wastewater CIP

- Aeration Basin/Building (yellow):
 - Building expansion complete
 - Aeration basin piping modification complete
 - Electrical upgrades and equipment installation currently occurring
 - Project completion expected August 2025
- Aerobic Digester/Solids Building (orange):
 - Design drawings submitted to DEQ
 - Issue for bid expected in early 2025
 - Project completion expected in summer 2027





Tasks by department **Annually**

NOTABLE UPDATES

#8 Comprehensive Plan & Zoning Code update

- Public engagement:
 - December 2 – January 17: Draft comp plan open to the public
 - January 15 – Open House
- January 21 – council overview of public feedback and next steps (TBD)
- February 3 – Joint meeting #2 (TBD)
- Intro: 2014 vs. 2025 future land use map comparison tool



Planning for action: long-term planning framework

WORK PLAN



Tasks by department **Annually**

QUESTIONS? CONCERNS?

Fiscal Year 2025 | Work Plan

COMP PLAN CHAPTER	PROJECT	CC PRIORITY	COMPLETION TARGET	NOTES
Arts & Culture (page 45)	1 City-wide Arts & History plan Art/history projects		Spring 2025	Build on Main Street plan; get buy in from both HPC & AC, evaluate city-wide application in partnership with The Community Library
	2 Main Street installations (creative crosswalks, building placards)		Spring 2025	Need placard design; 'frame' design
	3 KAC projects		TBD	
	4 Ore Wagon Museum plan refresh		Spring 2025	Improve access (fix doors). Explore additional programming (collaboration with ComLib)
	5 Forest Service Park - Museum & partnership with SVMOA		TBD	Determine scope and timeline of partnership
	6 Survey of historic assets		Spring/Summer 2025	Grant received, executing grant agreement - RFP issuance in Fall/Winter 24/25
	7 World Cup event planning		Winter 2025	
Community Design & Future Land Use (page 23 & page 63)	8 Comprehensive Plan & Code update Comprehensive Plan		March 2025	Public Draft (Nov 2024/Jan 2025) Adoption (Feb/Mar 2025)
	Zoning Code (Reorg and Procedures)		March 2025	Public Draft (Dec 2024) Adoption (Jan-Mar 2025)
	Zoning Code (Substantive Updates)		TBD	Code Assessment Memo (Public Draft - Jan 2025) Phase 3 Scope of Work (Jan/Feb 2025)
	9 Stakeholder engagement to improve processes		Ongoing	Regular meetings with Technical Advisory Group (TAG) and other stakeholders through the code update process
	10 Community contractor & TAG meetings		Ongoing	Semi-regular meetings with Technical Advisory Group (TAG) and bi-annual Development and Construction Meetings
Community Health & Wellness (page 55)	11 Participate in Hemingway Elementary's Facility Master Plan update Refresh Atkinson Park master plan (in concert)		TBD	Draft presented to BCSD board. In communication with facility manager. Research/tabs on future of pump park site.
Housing (page 19)	Housing Action Plan Year 3			
	12a Produce & preserve community housing		Ongoing	
	1 New construction		Ongoing	
	1 1st & Washington (~64 homes)			Council reviewed HOLST's land use analysis and determine next RFP(s), planning community engagement on South YMCA and Lift Tower Lodge Lots and for RFP in next six months.
	2 Explore YMCA with parking			Biweekly meetings mapping, prioritizing, and strategizing parcels and older multifamily.
	3 Identify parcels for acquisition			
	4 Dialogue w/ significant site owners			
	5 RFP next parcel for development			Public engagement & RFP
	6 Preservation		Ongoing	
	6 Pursue historic preservation of Forest Service Park's big house			Limiting scope based on immediate need and support
	7 Identify buildings and strategy for preservation			Biweekly meetings mapping, prioritizing, and strategizing parcels and older multifamily.
	8 Conversion to locally occupied		Ongoing	
	8 Continue Lease to Locals program			Executing year 3 contract early October; 19 homes converted, housing 33 people in FY24 (30 properties, 56 people since launch)
	9 Ownership & Preservation program (include bargain sale)		Ongoing	Year 1 pilot ends 1/2025; 2 sales complete, 3 new restrictions in progress. Continued interest from new applicants.
	12b Update policy to promote community housing		Ongoing	
	1 Zoning Code		Ongoing	
	1 Develop code change workplan			Part of Phase 2 comprehensive plan update (Code Assessment Memo)
	2 Meet regularly with partners to obtain feedback for process improvements			Planning Dept Semi-regular meetings with Technical Advisory Group (TAG) and bi-annual Development and Construction Meetings.
	3 Explore priority processing and incentives for projects that serve the HAP			Part of Phase 2 of Comprehensive Plan update. Will implement in Phase 3.
	4 Monitor progress of Tiny Homes On Wheels in other jurisdictions			Any action would occur in Phase 3 of the Comprehensive Plan Update.
	5 Update density bonus program including requiring adjusted dues and assessments in HOA's CC&Rs		TBD	Start in February 2025
	6 State & federal policy		Ongoing	Provided feedback to IHFA Board at breakfast meeting 8/24; Director sits on state coalitions and committees
	7 Identify and advocate for state-level policy changes			
	7 Identify and advocate for federal-level policy changes			
	8 Short-term rentals		Ongoing	Ketchum & other resort cities filed an'amicus' brief; scheduled for a hearing with the Idaho Supreme Court in November.
	8 Monitor Lava Hot Springs case		Ongoing	
	9 Stability & access			BCHA posted RFP with no response. HUD is in the process of updating rules, so staff suspect that consultants are waiting for the updated rules.
	9 Financially support an Analysis of Impediments to Fair Housing Choice.			
	12c Expand & improve services to create stability		Ongoing	
	1 Emergency & homelessness		Ongoing	
	1 Financially support master leasing opportunities			Ketchum provides a financial guarantee to Silvercreek Living, in the event BCHA is unable to cover monthly rental payments to owner.
	2 Convert, acquire, or construct new transitional housing			Transitional housing units can be incorporated in upcoming RFPs on publicly owned land, or acquisition of Silvercreek Living.
3 Hire new Program Administrator with property management experience.			Ketchum hired transitional housing Program Administrator. Staff are now seeking to transition this person to part-time (contract) case work and backfill the position with property management experience.	
4 Advocate and expand Section 8			Staff advocated directly to HUD's regional and Idaho Director, and IHFA's Board.	
5 Process & ease of access				
6 Supportive services				
6 Continue to financially support mediation program			(FY24) there were 35 inquiries for mediation, with 11 mediations occurring and agreements reached (stability for 22 people).	
7 Continue to financially support Blaine County Charitable Fund			7 mediations didn't occur because the landlord was unwilling, but the local judge now requires use of our mediators during eviction cases.	
7 BCCF is allocated to receive another \$50,000 this fiscal year, assisting 225 individuals who live or work in Ketchum and 241 who work valleywide.				
12d Expand & leverage resources		Ongoing		
1 Local match / gap funds		Ongoing		
1 Map vacant and Naturally Occurring Affordable Housing (NOAH) inventory			Biweekly meetings mapping, prioritizing, and strategizing parcels and older multifamily. Also see Goal 1, Strategy 2. Preservation.	
2 Secure additional lodging LOT funds for preservation			Council instructed staff to conduct more engagement and will consider putting it on the May ballot.	
3 Leverage other resources		Ongoing		
3 Secure state/federal/county funds			Received \$2.5 million from HUD. Will fund Phase 3 of Comprehensive Plan Update and 2 new construction or acquisition/rehabilitation developments	
4 Contract for + use grant-writing services			There are two skilled writers on contract that staff can call on to supplement grant-writing capacity.	
12e Inform, engage & collaborate				

Fiscal Year 2025 | Work Plan

	Community feedback			
1	Determine perception on efforts.			Annual survey showed that there are still improvements to be made.
2	Table at events + in preparation of developing on public lands			Open Houses (Holst project) slated for early February
	Implementation vision and capacity			
3	Increase staff capacity through filling open positions, targeted training, efficiency			Operations Manager Heather Nicolai, now onboarding
4	Clarify, document, and improve processes			New Ops Manager will make updates to - and develop - policies, procedures, and forms to ensure effectiveness
	Community education		Ongoing	
5	Quarterly progress report, newsletter + City Council updates.			Have already reduced, and request approval to reduce, the frequency of updates given staff capacity.

COMP PLAN CHAPTER	PROJECT	CC PRIORITY	COMPLETION TARGET	NOTES
-------------------	---------	-------------	-------------------	-------

Mobility (page 39)	Master Transportation Plan projects_planning			
	13 Lewis Street & Warm Springs Road roundabout		TBD	Researching state & federal grants. Submissions slated for early 2025.
	14 Serenade & 2nd Avenue intersection		TBD	Scope/design dependent on Lift Tower Lodge/Trail Creek housing redevelopment projects.
	15 Sidewalk inventory & 10-year plan		Winter 2025	Present initial findings, public engagement, get alignment on strategy with Council
	16 Street conditions survey & 10 year plan		Winter 2025	Present initial findings, public engagement, get alignment on strategy with Council
	17 Downtown stop sign/traffic calming study		Summer 2025	Scope of work to come.
	18 Bike/ped plan		Winter 2025	Dedicated east/west connections. Bike network workshop(s) held in December.
	19 Update right-of-way standards		Spring 2025	Will be evaluated during Comp Plan process - will initiate project planning meetings in Winter 24/25 (CH priority: trees)
	Main Street/HWY75 reconstruction			
	20 4th to 10th roadway & sidewalk rebuild		Fall 2025	4th to 6th - Spring; 6th to 10th - Fall
	21 10th to Saddle separated multi-use path		TBD	Progress design
	22 Saddle Road pedestrian underpass		TBD	Initiate concept design
	Roadway maintenance			
	23 Chip seal		Summer 2025	Bid to be issued January 2025.
24 Seal coating of Warm Springs and Saddle bike paths		Summer 2025		
25 Downtown Parking Plan		Winter 2025	Draft completed & presented on April 15, 2024. Will be evaluated during Comp Plan process.	
26 West Ketchum Traffic Calming		Spring 2025	2024 summer installation complete. Revisit in the spring.	

Natural Resources (page 29)	27 Warm Springs Preserve Master Plan			
	Completion of local & state permitting		Fall 2025	
	General contractor bid		Fall 2025	Bid documents in the works.
	Access: connector trail, Norwegian Woods, Broadway, West Ketchum bridge		Fall 2025	
	Implement sustainability projects			
28 Green waste		TBD		
29 KFD solar panels		Spring 2025	Scope finalizing in Sept 2024, bids expected early winter, construction slated for spring	

Parks, Rec, Open Space	30 Complete facility audit of recreation building		Spring 2025	
	31 Forest Service Park maintenance upgrades		TBD	Roofs replaced. Painting & residing in spring; conversations continue with potential future tenants
	32 Town Square & Visitor Center revamp planning		TBD	Survey complete. Cost estimating. Final plan to Council in January.
	33 Complete negotiations with tenant and/or begin RFP process		February 2025	

Public Safety & Utilities (page 51)	34 Fire Department consolidation w/WR Fire & Rescue		January 2025	Approved by Ketchum voters; coordinate with County: subdistricts, solicitation of commissioners
	35 Implement Water CIP			
	Relocation of water lines from HWY75 to Reinheimer Ranch/Weyyakin		TBD	
	36 Implement WasteWater CIP			
	Sewer Collection System Facility Plan		Spring 2025	Received \$50k DEQ grant; Engineer is preparing
	Treatment Facility Ugrades			
	WRF Aeration upgrades		August 2025	Blowers delivered, VFD's delivered; construction underway and on schedule
	WRF Solids Handling Improvements		Fall 2027	Detailed design completion 12/2024
	37 Avalanche study			Project kickoff: May 2024. Report presentation slated for December 16.
	Power line undergrounding			
	38 Master Plan			Create master plan for future years' priorities
	39 HWY75 - Weyyakin to Gem Street		Spring/Summer 2025	Married to east side of ITD work
40 Main Street - 9th & 10th Streets		Spring 2025	Completed in early spring during the Main Street 6th to 10th section	
41 5th/Spruce Street			Majority of project to be funded by private land owners; remaining funds pending council approval	
42 Wildlife proof trash cans		Spring 2025	Testing another cart option	

Strong & Diverse Economy (page 15)	43 Address Post Office service delivery challenges		TBD	Work with congressional delegates & Post Master; legal appeal letter sent (denied)
	44 City's Economic Development framework		TBD	In concert with Comp Plan feedback

Fiscal Year 2025 | Work Plan

INTERNAL CHAPTERS	PROJECT	CC PRIORITY	COMPLETION TARGET	NOTES
High Performing Community & City (page 59)	Improve City planning framework			
	45 Comprehensive Plan		March 2025	(see above)
	46 Guide Book		Fall 2024	Design build pending (for Clarion to tie-in as implementation chapter of comp plan)
	46 Annual Plan		Ongoing	Monthly check-ins with Council
	County-wide collaboration			
	Housing		Ongoing	(see above)
	Public Safety			
	Fire Station consolidation		Ongoing	(see above)
	47 Future Highway 75 improvements			County forming small work group to begin discussions with district engineer to explore options such as dedicated transit lane
	48 Blaine County Public Employee Health Trust		TBD	Feasibility analysis
49 Resort Cities Coalition		Ongoing	Passage of liquor bill 1381a & defeat of (anti-city) STR bill; Summit w/ITD; Meeting w/IHFA	
People & Culture	50 People Strategy Build		Fall 2024/Winter 2025	Vision & Values; Leadership Learning series; city-wide People Strategy
Financial	51 Develop holistic funding strategy for short - & long-term (Housing LOT, renewal of Original LOT, CIP, etc.)		Ongoing	Update 5yr forecast for all funds; Impact fees updating
	52 Capital Improvement Plan		Ongoing	REVER workflow being tested
	Process Improvements		Ongoing	
	53 Continued reporting improvements			
	54 Accounts payable			
	55 Business tax & business licensing			
	56 Short-term rentals			
57 Aligning strategic long-term models with the work plan			Winter 2025	
Technology/Business System	Strategic Road Map/IT plan			
	58 IT Education and Support		October 2024	Design phase
	59 Code Matrix/System of Record		December 2024	In production
	60 Conduct data clean-up		December 2024	
	61 Evaluation & inventory of all GIS data city-wide		Spring 2025	
	62 KetchumIdaho.org revamp planning		2025 launch	Work with departments on needs and request bids from contractors

January	
COUNCIL:	
<ul style="list-style-type: none"> KTS plan adoption OPP check-in (include marketing) 	
NOTES/OTHER:	
1	NY Day/holiday
6	WSP RFP Opens
6	COUNCIL
	Sustainability check-in
	MRTA check-in
	LID regroup
	Snowmelt discussion
14	P&Z
15	Comp Plan Open House
20	MLK/holiday
21	COUNCIL
	(Comp Plan imp. chapter)
	World Cup planning
	Snowmelt policy
	Bike/ped project debrief
	OPP debrief
	Long-term funding
28	P&Z
29	LID Open House #1
30	LID Open House #2
PUBLIC:	
<ul style="list-style-type: none"> Comp Plan Open House LID Open House 	

February	
COUNCIL:	
<ul style="list-style-type: none"> Holst check-in (feedback, goals) 2nd joint meeting 	
NOTES/OTHER:	
<ul style="list-style-type: none"> Open Holst RFP 	
3	COUNCIL (joint?)
	LID OH debrief
5	Holst Open House #1
6	Holst Open House #2
11	P&Z
17	Pres Day/holiday
18	WSP bid closing
18	COUNCIL
	Holst OH debrief
	SVMoA lease proposal
19	Open Holst RFP
PUBLIC:	
<ul style="list-style-type: none"> Mobility Open House* LOT/Housing Open House (long-term funding options) Holst Open House (deep dive, all 5 sites) 	

March	
COUNCIL:	
<ul style="list-style-type: none"> Mobility check-in LOT/L-T check-in L2L/Rooted Renter MRTA check-in 	
NOTES/OTHER:	
<ul style="list-style-type: none"> May ballot language due WSP bid interviews 	
3	COUNCIL
11	P&Z
17	COUNCIL
22-27	World Cup
24-28	Spring Break
25	P&Z
PUBLIC:	
<ul style="list-style-type: none"> WSP open house (what to expect) 	

April	
COUNCIL:	
<ul style="list-style-type: none"> Mobility plan approval (?) 	
NOTES/OTHER:	
<ul style="list-style-type: none"> FY26 budget build Holst: select & schedule interviews 	
2	Close Holst RFP
7	COUNCIL
8	P&Z
21	COUNCIL
22	P&Z
PUBLIC:	
<ul style="list-style-type: none"> WSP break ground Holst Open House (public review of RFP submissions) 	

May	
COUNCIL:	
<ul style="list-style-type: none"> Holst check-in Award RFP 	
NOTES/OTHER:	
<ul style="list-style-type: none"> Main St (KBAC) Interviews (cont) 	
5	COUNCIL
13	P&Z
19	COUNCIL
26	Memorial Day
27	P&Z
PUBLIC:	
<ul style="list-style-type: none"> Spring elections (BCRD bond) 	

June	
COUNCIL:	
<ul style="list-style-type: none"> Budget workshop MRTA check-in 	
NOTES/OTHER:	
2	COUNCIL
10	P&Z
16	COUNCIL
TBD	Budget Workshop
24	P&Z
PUBLIC:	

July	
COUNCIL:	
NOTES/OTHER:	
4	4th of July/holiday
7	COUNCIL
8	P&Z
21	COUNCIL
22	P&Z
PUBLIC:	

August	
COUNCIL:	
NOTES/OTHER:	
<ul style="list-style-type: none"> Tax credit application due 	
4	COUNCIL
12	P&Z
18	COUNCIL
PUBLIC:	

*bike/ped, streets & sidewalks, include FY25 construction