



City of Ketchum  
City Hall

6/7/2021

Mayor Bradshaw and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

**Recommendation to Approve City Hall Percent for Art Funds**

Recommendation and Summary

KAC is recommending Council to approve a \$75,000 Percent for Art allocation from the new City Hall's capital improvement project budget.

**"I move to approve the appropriation of \$75,000 from the Capital Improvement Fund during the current fiscal year for artwork in the new City Hall in accordance with the Percent for Art ordinance."**

The reason for the recommendation is as follows:

- In 2015, the City of Ketchum passed the Percent for Art ordinance.
- Chapter 12.40.060: *"From each qualifying and funded capital improvement project, that does not exceed one million dollars (\$1,000,000, the city shall place in the public art account an amount equal to five percent (5.00%) of such capital improvement project's actual costs to the city for projects that exceed one million dollars (\$1,000,000.00), the amount to be placed in the public art account shall be determined by the City Council."*
- The City has budgeted a \$1.4 million dollars as a capital improvement project for the construction and renovation of a new city hall, which is an eligible project per Chapter 12.40.30 of the Ketchum City Code. City code reflects that 5% of funds should be appropriated for KAC.

Introduction and History

In March 2014, Council revised the City of Ketchum's Percent for Art Ordinance (#1115), increasing the 1.33% allocation to 5.00% of the total of all capital improvement projects. This Ordinance was passed to fund art in public places in the city in order to beautify public areas, to enhance the quality of life for Ketchum citizens, to attract tourism and to enhance community interest in municipal facilities, thereby expanding the city's economic base.

To date, the City has funded one Capital Improvement Project since the revision of the Percent for Art Ordinance. The \$800k Warm Springs Sidewalk project was funded by the Ketchum Urban Renewal Agency and the City of Ketchum's general fund. This project fell under the City's Percent for Art ordinance. With allocated funds, the Ketchum Arts Commission was able to commission the creation of seven glass blocks inlaid with designs reflecting the Wood River valley's local landscapes and topography that were displayed along the sidewalk.

Financial Impact

The total cost of this project is estimated at \$75,000, which is 5% of the total project cost (\$1.4 million). All costs will be funded through the City of Ketchum's Capital Improvement Fund Balance.

## **CHAPTER 12.40**

### **PERCENT FOR PUBLIC ART**

#### **12.40.010: PURPOSE:**

It is the purpose of this chapter and the policy of the city through the dedication of five percent (5.00%) of the actual cost of all eligible capital improvement projects, as defined herein, for the funding of art in public places in the city in order to beautify public areas, to enhance the quality of life for Ketchum citizens, to attract tourism and to enhance community interest in municipal facilities, thereby expanding the city's economic base. (Ord. 1115, 2014)

#### **12.40.020: PERCENT FOR ART PROGRAM ESTABLISHED:**

There is hereby established a percent for art program, which shall be administered as set forth in this chapter. (Ord. 1084, 2011)

#### **12.40.030: ELIGIBLE CAPITAL IMPROVEMENT PROJECTS:**

- A. Eligible capital improvement projects shall include, for the purposes of this chapter, every capital municipal construction or improvement project or portion thereof, paid for wholly or in part by the city of Ketchum general fund including, but not limited to, construction, renovation or remodel of any public park, public building or structure, street or road, or public parking facility developed by the city or developed privately and leased back to the city.
- B. All completed artworks commissioned or purchased through the percent for art program will be owned, insured and maintained by the city.
- C. Nothing contained herein shall preclude funding or the acquisition or commission of other public art for municipal property through other sources or mechanisms including contributions, matching monies, donations, or grants. (Ord. 1115, 2014)

#### **12.40.040: GENERAL REQUIREMENTS FOR ART:**

- A. Works of art may be an integral part of a structure, attached to a structure or detached from a structure within or outside of it.
- B. All works of public art shall be located in a public place with public visibility and impact, and shall comply with all standards and guidelines for art in public places as set forth by the city of Ketchum arts commission and approved by the city council and mayor.
- C. A professional artist, or artists, shall be selected through a public selection process to consult, conceptualize, and/or design and fabricate an art component for the identified capital project.
- D. Activities that support public awareness and understanding of the city of Ketchum's art in public places program such as walking tours, printed materials, lectures and website development and maintenance may be funded from the public art fund as recommended and approved by the Ketchum arts commission, city council and mayor.
- E. Money from the public art fund may not be spent for:
  - 1. Art objects of standard design or mass production, such as playground structures.
  - 2. Directional or other functional elements, such as supergraphics, signs, color coding, maps, etc., except where an artist is commissioned by the city. (Ord. 1084, 2011)

#### **12.40.050: ADMINISTRATIVE RESPONSIBILITIES:**

- A. The city shall empower its parks and recreation director or designee, in cooperation with the Ketchum arts commission, to be responsible for the selection of artists, project management and maintenance of public art in the city commissioned through the percent for art program. The parks and recreation director shall make recommendations for and shall advise other city departments regarding the maintenance, repair or other conservation of public art.
- B. An annual report shall be prepared by the Ketchum arts commission and submitted to the city council regarding the commission's activities in the furtherance of the objectives of this chapter, including the existing condition of all works of art in the percent for art program and completed and ongoing maintenance.
- C. Selected public art shall be consistent with the city's comprehensive plan, downtown master plan, zoning and subdivision ordinances, and land uses contemplated therein. (Ord. 1084, 2011)

#### **12.40.060: SOURCE OF FUNDS:**

- A. A public art fund within the parks and recreation fund shall be established into which funds authorized and collected pursuant to this chapter shall be deposited. A separate subaccount shall be established for the maintenance and conservation of commissioned public art works.
- B. From each qualifying and funded capital improvement project, that does not exceed one million dollars (\$1,000,000.00), the city shall place in the public art account an amount equal to five percent (5.00%) of such capital improvement project's actual costs to the city regardless of whether or not such capital improvement project is completed. For projects that exceed one million dollars (\$1,000,000.00), the amount to be placed in the public art account shall be determined by the city council. The city will review the prior year's budget, as set forth in the prior year's completed audit, to determine the amount of money spent on capital improvements and will budget that amount into the public art fund.
- C. In computing the amount to place in the public art fund, the projected actual costs to the city shall include all amounts paid by the city to third parties in connection with the projects, including, but not limited to, amounts paid on contracts relating to the project and consultant fees incurred in connection with the project. (Ord. 1115, 2014: Ord. 1084, 2011)

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City of Ketchum  
City Hall

June 7, 2021

Mayor Bradshaw and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

**Direction from City Council on Potential Meeting Room Expansion & Recommendation To Set a Not to Exceed Budget of \$485,625 for New City Hall Direct Expenditures**

Recommendation and Summary

Staff is seeking direction from the City Council regarding the proper size of the meeting room space at new City Hall. Staff is also recommending approval of a not to exceed budget appropriation for direct expenditures related to the project in the amount of \$485,625.

*Regarding Council Meeting Room:*

Option #1: "I move to direct staff to return with a change order to expand the Council Meeting Room."

Option #2: "I move to keep the meeting room space as currently planned."

*Regarding setting budget for direct expenses:*

"I move to authorize the appropriation of a not to exceed amount of \$485,625 for direct expenses related to the project."

The reasons for the recommendation are as follows:

- The city intends to relocate to the new city hall by late September of 2021.
- The meeting room needs to meet the functional expectations of the Council and other City Commissions.
- The city must procure certain items directly outside the tenant improvement construction budget.

Introduction and History

In early May, the City Council authorized a construction contract to perform needed tenant improvements at the new City Hall facility. During that time, it was still unclear as to whether staff office space would be needed on the first floor adjacent to the Council meeting room due to final negotiations with the tenant on the second floor. Those negotiations have since been completed and the tenant is relocating to new space by late June. The current plans for the meeting room will allow for 36-40 audience members depending on the room configuration. Attached are the drawings of the current planned space, as well as what an expanded room would accommodate. The design of the room and associated mobile furniture will allow for different room setups. The current room size is functional but will be a little tight and is limited due to the need to keep the current structural beams

due to budget constraints. Staff felt it was best to have one final check in with the Council to determine if a change order was desired to expand the space. Attached is a quote for the change order. It is important to note that contractor quoted a dual fuel (gas/electric) HVAC system to match other system components. Should the Council desire to move to a full electric system, it will require an approximate additional \$25,000 for the electrical panel to be upgraded to handle load.

The second item for consideration is the approval of a not to exceed budget related to direct expenses (see attached) for the project outside the construction budget. These items were shared with the Council earlier with the construction budget and have not significantly changed. Staff will be prepared to answer any detailed questions on these line items.

#### Sustainability Impact

There is no direct impact to sustainability goals.

#### Financial Requirement/Impact

Should the Council provide direction to expand the meeting room, the costs would be a base amount of \$92,519 and an additional \$25,000 should a full electric HVAC unit be desired.

The proposed not to exceed budget for direct project expenses is requested to be set at \$485,625. The necessary funds exist for both requests in the CIP fund balance and General Fund balance without accessing set reserves.

#### Attachments:

1. Room Configurations
2. Change Order quote for room expansion
3. Detailed breakdown of direct purchase expenses

Direct Purchase/Bid by City	
Exterior Signage	\$ 5,000.00
Furniture	\$ 30,000.00
Security Cameras/Card Readers	\$ 55,000.00
Low Voltage Wiring/Cabling	\$ 70,000.00
Audio Visual - Council Meeting Room	\$ 84,000.00
Moving	\$ 10,000.00
CSHQA Contract	\$ 75,000.00
Exterior Infrastructure Improvements*	\$ 63,000.00
Exterior Public Notice Kiosk	\$ 2,000.00
IT Racks/Server Room	\$ 7,500.00
% for Art**	\$ 50,000.00
Window Blinds	\$ 5,000.00
Construction Parking Lease	\$ 6,000.00
<b>SUBTOTAL</b>	<b>\$ 462,500.00</b>
5% Contingency	\$ 23,125.00
<b>NOT TO EXCEED TOTAL</b>	<b>\$ 485,625.00</b>

\* ADA Parking/Dumpster Electric & Enclosure/Construction Fencing/Tree Removal





Ketchum City Hall Remodel

Change Order Rm 106 May 10, 2021

LOCATION: Ketchum, Idaho  
ARCHITECT: CSHQA  
DURATION(mnths): 5  
WARRANTY(yrs): 1  
SITE ACREAGE: 0.29 Acres  
SQUARE FOOTAGE: 15749 GSF

#	Description		Base Price
DEMOLITION/ OFF-SITE INFRASTRUCTURE			\$2,922
3	Selective Demolition	Interior Contractors, Inc.	\$2,922
SITE WORK (ROUGH)			\$0
6	Temporary Site Construction Requirements	Clear Creek	\$0
7	Survey, Layout and Staking		\$0
8	Earthwork, Paving, Site Signage & Striping		\$0
SITE WORK (FINISH)			\$0
15	Landscaping Irrigation & Fencing		\$0
STRUCTURE			\$0
29	Site & Building Concrete		\$0
32	Structural Metals		\$0
35	Rough Carpentry		\$0
ENCLOSURE			\$2,261
38	Caulking and Sealants	Core West	\$593
42	Thermal and Sound Insulation	Altitude Insulation	\$718
43	Membrane Roofing	Nations Roof Mountain	\$950
46	Stucco / E.I.F.S.	Desert Sage	\$0
49	Glass and Glazing		\$0
INTERIOR FINISHES			\$16,131
55	Temporary Building Construction Requirements		\$0
56	Doors, Frames and Hardware	Johnson Brothers Planing Mill, Inc.	\$2,175
59	Finish Carpentry / Millwork		\$0
61	Metal Studs, Drywall, and ACT	Interior Contractors, Inc.	\$5,791
62	Paint		\$0
65	Carpet and Resilient Flooring	Dillabaugh's flooring America	\$8,165
70	Final Clean		\$0
SPECIALTIES			\$0
72	Building Signage		\$0
EQUIPMENT			\$0
MP&E SYSTEMS			\$59,970
97	Fire Sprinkler Systems	Mountain Fire Sprinklers	\$1,200
98	Plumbing Systems	Evans Plumbing Incorporated (EPI)	\$6,720
99	HVAC Systems	Thornton Heating & Sheetmetal	\$45,200
103	Electrical Systems	Lea Electric LLC	\$6,850
SUBCONTRACTOR DEFAULT INSURANCE			\$1,143

Subtotal (with Direct Costs)		\$82,426
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CONTINGENCIES & ALLOWANCES		\$4,121
5.0%	CM/GC Construction Contingency	\$82,426

Subtotal (with Contingencies & Allowances)		\$86,547
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	GENERAL REQUIREMENTS	BASED ON	SUB TOTAL
REQUIRED	General Conditions	4.5 Months	

Subtotal (with General Requirements)		\$86,547
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	INSURANCE, BONDS, AND BUILDERS RISK	BASED ON	SUB TOTAL
REQUIRED	General Liability	\$92,519	\$925
REQUIRED	Payment and Performance Bond	\$92,519	\$773
REQUIRED	Builders Risk Insurance	\$92,519	\$331

Subtotal (with GR's, Prof. Services, & Insurance)		\$88,577
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RATE	CONTRACTOR'S FEE	BASED ON	SUB TOTAL
4.45%	CM / GC Fee	\$88,577	\$3,942

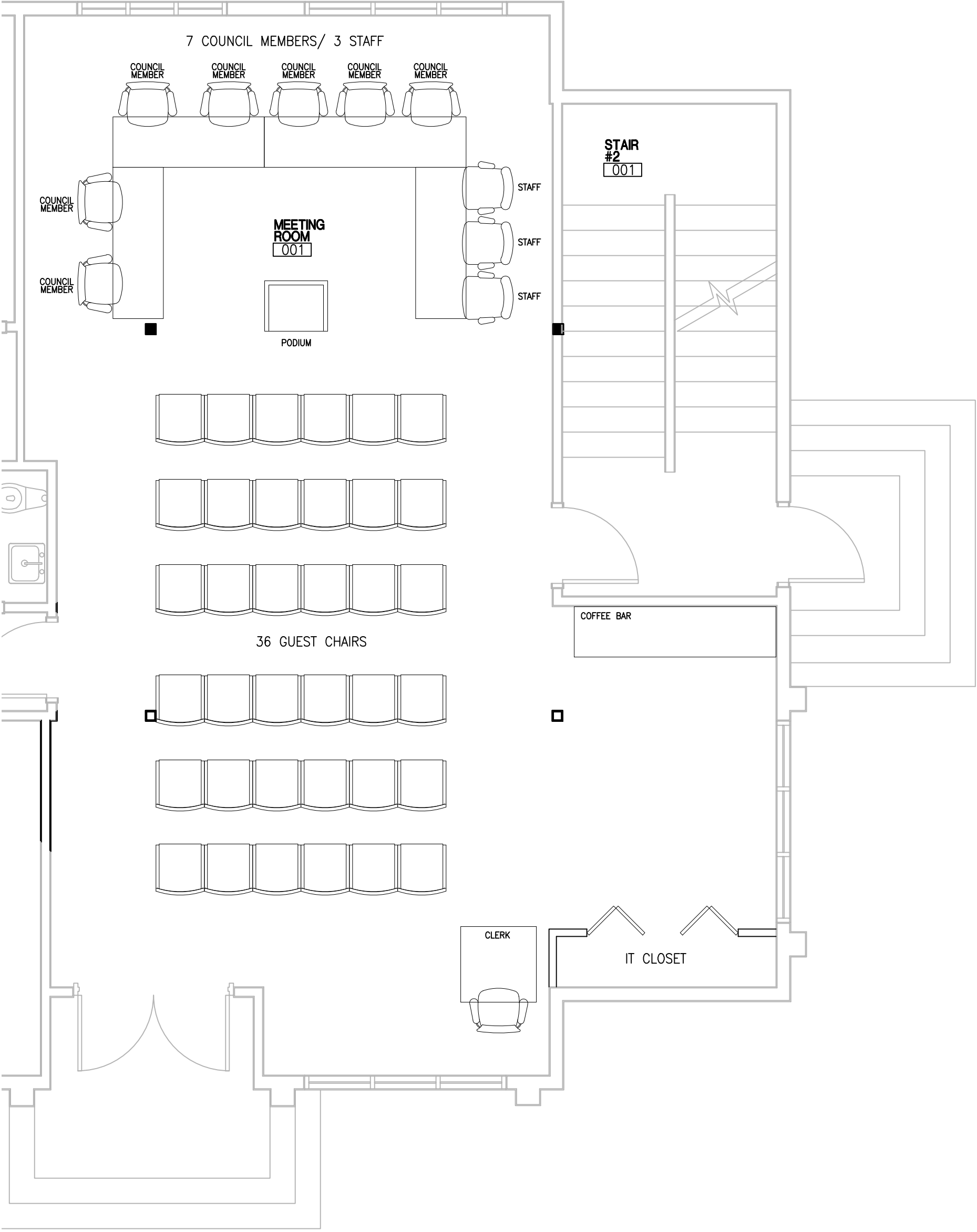
Subtotal (GR's, Prof Services, Insurance, Tax, & Fee)		\$92,519
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Estimate Amount		
Estimate Total	\$92,519	

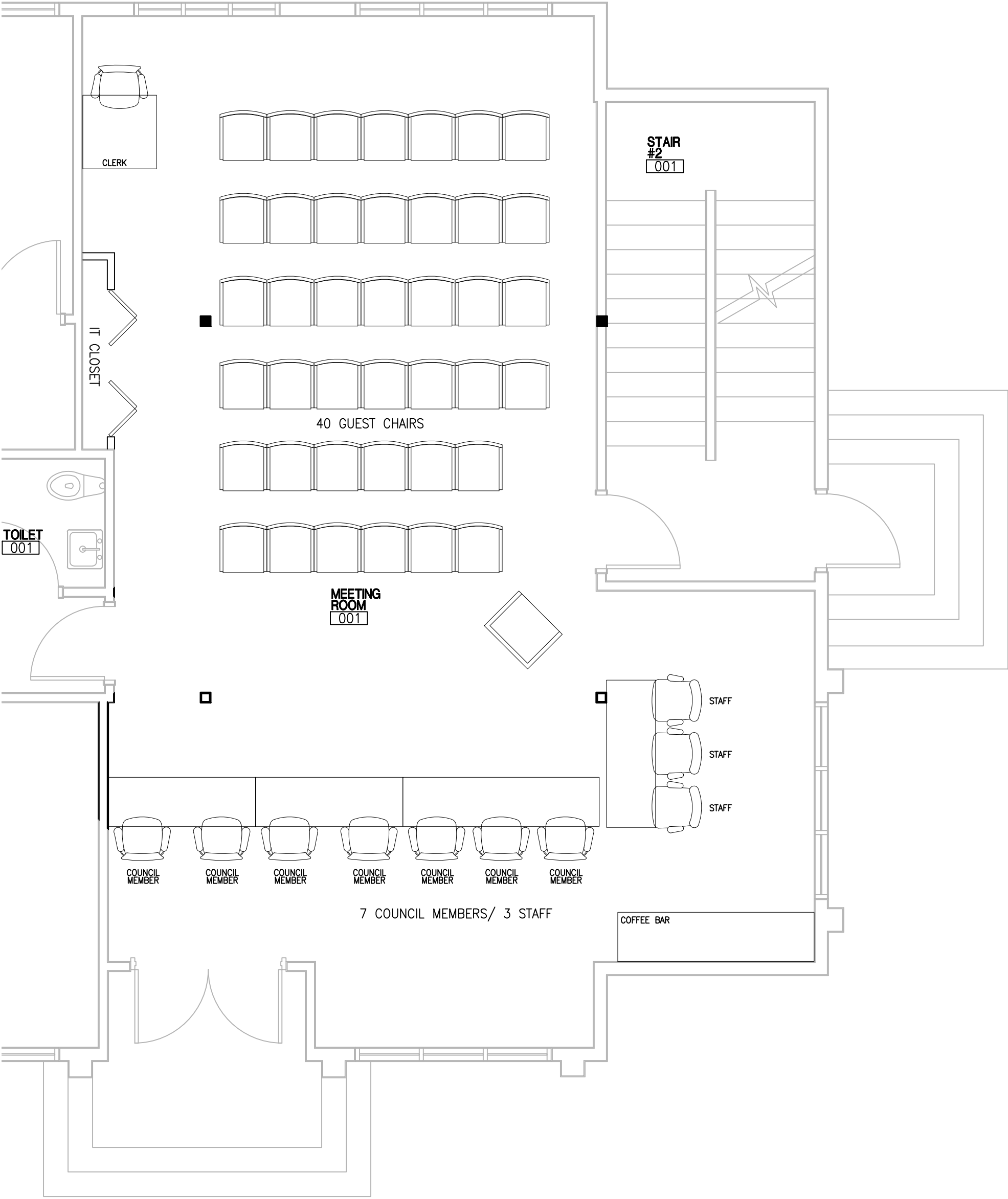
[illegible]

$1/4'' = 1'-0''$

CSHOA



HEARING ROOM - OPTION 2 (SMALL)  
1/4" = 1'-0"



HEARING ROOM - OPTION 3 (SMALL)  
1/4" = 1'-0"