



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 concerns from the City Council.

Reasons for Recommendation:

- This is the first year of a formal annual work plan.
- The work plan is one of three components (see attachment 2) to ensure alignment between the long-term Comprehensive Plan.
- These documents will be adjusted when the Comprehensive Plan is updated.

Sustainability Impact:

Several projects are outlined on the work plan.

Financial Impact:

None OR Adequate funds exist in account:

Attachments:

1. 2024 work plan
2. Visual of city planning model

2024 City of Ketchum Work Plan

COMP PLAN CHAPTER	PROJECT	DEPARTMENT(S)	COMPLETION TARGET	KEY MILESTONES	STATUS UPDATES	
Arts & Culture <small>(page 45)</small>	1	Evaluate partnership with SVMOA at Forest Service Park	Admin, Facilities, P&B	May	Determine scope and timeline of partnership	
	2	City-wide Arts & History plan	Admin, Facilities, P&B	June	Next up: alignment discussion with Council on strategic & financial plan	Evaluating long-term partnership with The Community Library
	3	Historic Preservation Handbook	Planning (HPC)	December		
	4	Survey of historic assets	Planning (HPC)	January		Submit grant application for survey work
	5	Ore Wagon Museum refresh	Admin	June	Next up: alignment discussion with Council on strategic & financial plan	
	6	Art install on SV Road & Spruce	Arts Commission	May	Call to artists issued; reissuing	
	7	Creative crosswalks	Arts Commission	May	Call to artists issued	
	8	Artwork on 4th artwork installations	Arts Commission	May	Call to artists issued	
	9	Art/history installations with Main Street reconstruction project	AC, Planning (HPC), Admin			
		Installations		Spring 2025	Deferred	
	Building placards		Spring 2024	On hold	need placard design; 'frame' design	
Community Design & Future Land Use <small>(page 23 & page 63)</small>	10	Comprehensive Plan & Code update	Planning	January '25		
		Comprehensive Plan	Planning		April - Round 1 community engagement	Citizens Advisory Committee
					July - Round 2 community engagement	
					Nov - Round 3 and Draft Comp Plan	
	11	Zoning Code	Planning		Feb - Draft organizing framework	Code Advisory Group
					May - Draft reorganized code	
					Sept - Updated procedures	
					Oct - Stakeholder engagement	
					Nov - Draft code assesment & community engagement	
	12	Stakeholder engagement to improve processes	Planning		Community Contractor meetings	
				TAG meetings		
Community Health & Wellness <small>(page 55)</small>	13	Participate in Hemingway Elementary's Facility Master Plan update	Admin, Recreation			
	14	Partner with The Community Library's regional history programming opps	Admin			
Housing <small>(page 19)</small>	Housing Action Plan Year 2		Housing			
	15	Produce & preserve community housing		Ongoing		
		Develop new construction pipeline		Ongoing	1st & Washington (~64 homes)	
				Summer 24	RFP next parcel for development	
				Ongoing	Identify parcels for acquisition	
		Preservation		Fall 24	Identify buildings for preservation	
				Winter 24/25	Pursue historic preservation of Forest Service Park warehouses + 2 homes	
		Conversion to locally occupied		Ongoing	Lease to Locals	
		New, preserve, or convert		Complete, Jan. 24	Pilot Ownership & Preservation program	
				Sept. 24	Create pilot for ADU incentives	
	16	Update policy to promote community housing				
		Zoning Code; State & Federal policy		Fall /winter 24	Audit existing code; identify changes	
				Summer 24	Explore priority processing and incentives for community housing	
				Ongoing	Monitor progress of Tiny Homes On Wheels in other jurisdictions	
				On hold	Update density bonus program	
				Ongoing	Identify and advocate for state- and federal-level policy changes	
		Zoning Code + City Policies		September 2024	Conduct Analysis of Impediments to Fair Housing Choice	
		Short-term rentals		Ongoing	Monitor Lava Hot Springs case	
	17	Expand & improve services to create stability				
		Emergency and homelessness		Complete, Dec. '23	Identify & negotiate master leasing opps	
			Onoing	Continue to support mediation program		
	Processes and ease of access		Complete Aug. '23	Create common pre-application & waitlist		
18	Expand & leverage resources					
	Local gap / match funds		Complete, Dec. '23	Update in-lieu fee		
	Leverage other sources		ongoing	Secure state/federal/county funds		
			June 24	Map vacant and Naturally Occuring Affordable Housing inventory		

*Page numbers reference the 2014 Comprehensive Plan

2024 City of Ketchum Work Plan

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	19		Complete, Nov.'24	Secure additional lodging LOT funds		
			complete + ongoing	Contract for + use grant-writing services		
		Inform, engage & collaborate				
		Coordinate		Ongoing	Implementation partner meetings, transferred to BCHA	
		Implementation vision and capacity		Complete, April '24	Determine perception of efforts	
				Ongoing	Enhance BCHA board engagement	
				Ongoing	Increase staff capacity	
		Community feedback & education		July 2024	Identify and fund manager	
				Ongoing	Quarterly progress reports & monthly council updates	
				Ongoing	Continue quarterly progress report + monthly council updates	
			July 2024	Support employee generation nexus study		
			Sept 24	Transparent budgeting		
			Summer 2024	BCHA brand evaluation and guidelines		
Mobility (page 39)	20	Main Street reconstruction	Admin, Facilities, P&B	Fall	Contract with IMC ratified. Pre-procurement items being finalized and ordered	Continued community/business outreach to mitigate closure impacts
	21	Master Transportation Plan projects_planning	Admin, Facilities, P&B			
		Lewis Street & Warm Springs Road roundabout		TBD		Exploring grant opportunities for funding.
		Serenade & 2nd Avenue intersection		TBD		Exploring ITD grant application for funding.
		Spruce Ave & 4th Street bike/pedestrian improvements		Summer	Next up: complete design, complete easement	
		Sidewalk inventory & 10-year plan		June	Master Agreements being drafted for contractors to facilitate execution of 10 year plan	
		Street conditions survey & 10 year plan		June	Next up: present findings, get alignment on strategy with Council	
	22	West Ketchum traffic calming	Admin & Streets	June install	Plans approved by Council in April.	Ramsy to order pieces.
	23	Downtown Parking Plan	Admin - Clerk/Business Manager	Fall (adoption)	Draft completed & presented on April 15, 2024	Will be evaluated during Comp Plan process.
	24	Update right-of-way standards	Admin, Planning			
Natural Resources (page 29)	26	Warm Springs Preserve Master Plan	Admin, Facilities, P&B	Fall 2025	Next up: Completion of local & state permitting; bid project fall for Bathroom building approved by P&Z.	Updating property signage. Continue to work w/BLM on future bridge location
	27	Implement sustainability projects				
		Cardboard compactor	Admin & Facilities	Spring 2024	Complete.	
	KFD solar panels	Admin & Facilities	Spring 2025	Bid issued		
	EV Charging station at Leadville parking lot	Admin & Facilities	Late Spring 2024		Ordered from IDPCo, scheduling underway	
Parks, Rec, Open Space	28	Forest Service Park upgrades. A. aint & roof b. adaoptive reuse master plan	Facilities	TBD		Re-quote to coincide with SVMOA Renovations
	29	Town Square & Visitor Center revamp planning	Admin, Facilities, P&B	TBD	June workshop - strategic direction to inform VC lease solicitation	Concept packet wrapping up
	30	Pickleball fence lowering and paved patio install	Recreation	Spring 2024	fence lowering this spring, may wait for SVPA funding for pavers	Funded through city and WRPA
	31	Revamp of existing Pump Park	Recreation	Fall 2024	Complete end of May, 2024	Funded through donations and CIP
	32	Blaine County Recreation District Needs Assesment	Admin	Spring 2024	Complete	Funding contribution to study
Public Safety & Utilities (page 51)	33	Potential Fire Department consolidation w/WR Fire & Rescue and Blaine County EMS fire study	Admin, Fire	January 2025		
	34	Implement Water CIP	Water			
		Relocation of water lines - HWY 75		Fall	Complete concept design & EE and present to council.	Partial relocations, with Trail Creek Bridge being the priority.
		Relocation of water lines - Main Street		End of April	Complete.	
		Northwood Pump Station emergency power		Goal of June 1	Operational.	Nearing completion, waiting for parts to arrive.
	35	Implement WasteWater CIP	Wastewater			
		Relocation of sewer lines - HWY 75 at Trail Creek Bridge		October 2024	Plans approved by DEQ	Advertise for bids Spring 2024
		Sewer Collection System Facility Plan		July 2024	Engineer is preparing	Received \$50k DEQ grant
		Treatment Facility Ugrades				
	WRF Aeration upgrades		Spring 2025	Owner furnished equipment (blowers and vfd's) on order	Construction to begin Spring 2024	
				Construction contract award March 2024		

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	WRF Solids Handling Improvements		Fall 2027	Detailed design completion 11/2024	30% Design and Preliminary Engineering Report approved by DEQ
	36 Avalanche study	Fire		Project kickoff: May 2024	
	37 Power line undergrounding	Admin & Facilities			
	HWY75 - Weyakin to Gem Street		Spring 2025		w/ITD work
	Main Street - 9th & 10th Streets		TBD		6th -10th portion of main potential deferred to 2027 ITD project
Strong & Diverse Economy (page 15)	38 Address Post Office service delivery challenges	Admin	TBD	Next up: Legal appeal letter	Work with congressional delegates & Post Master
High Performing Community & City (page 59)	39 Improve City planning framework				
	Comprehensive Plan	Planning			
	Guide Book	Admin			
	Annual Plan	Department-wide	Ongoing		Example layouts/structure is being designed now for spring, 2024 review
	40 County-wide collaboration				
	Housing	Housing			
	Public Safety				
	Fire Station consolidation	Admin, Fire			
	County: Safe Streets for All (SS4A) grant	Admin	Spring	In process. Required to make fed grant applications	
	County: Bike/Ped Master Plan	Admin	Spring	Complete. Scheduling for governing bodies' adoption.	
41 Future Highway 75 improvements	Admin				
42 Resort Cities Coalition	Admin	Ongoing	Passage of liquor bill 1381a; defeat of STR bill	Upcoming AIC session; year-round lobbyist engagement	
43 Resident Survey	Admin	May 1, 2024	Complete.	Full report is now posted on the city website	
43 Website consolidation and rebuild	Admin - Communications	Summer 2025	Next up: work with departments on needs and request bids from contractors		
People & Culture	44 Employee intranet site	Admin - Communications	TBD		Exploring another avenue.
	45 Complete salary comparisons study & update job descriptions	Department-wide	Ongoing	Kinds & Levels chart completed.	
	46 Refresh employee handbook	Admin team	December '23		Adopted
Financial	47 Capital Improvement Plan	Admin, Finance, P&B	Ongoing	Impact fees updating	
	Update 5yr forecast for all funds				
Technology	48 Strategic Road Map	Admin - Clerk/Business Manager	March		
	49 KetchumIdaho.org revamp planning	Admin - Comms	2025 launch		
	50 Cybersecurity	Admin - Clerk/Business Manager			
	51 GIS data improvements	Planning & Building	December	July - conduct dept clean-up December - evaluation & inventory of all GIS data city-wide	
Business System/Process	52 Buliding dept transition (Safebuilt)	Planning & Building	March 1	Launched.	
	53 Procurement manual	Admin - Clerk/Business Manager	March	Complete (but updating layout design)	
	54 Brand analysis and guidelines	Admin - Comms	Summer 2024		

*Page numbers reference the 2014 Comprehensive Plan



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

