



City of Ketchum

March 6, 2023

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation to Approve New Staff Report Templates for Council Meetings

Recommendation and Summary

Staff is recommending the Council approve the new staff report templates and adopt the following motion:

"I move to approve the new staff report templates for Council meetings."

Introduction and History

In an effort to increase efficiency, both for staff and council, templates were designed for the following council meeting agenda items: Procurement, Consent and Non-consent. The templates will be shared with all departments in an effort to establish uniform expectations and consistency.

Sustainability

No direct impact.

Financial Impact

No direct impact.

Attachment

- Procurement item report template
- Consent agenda item report template
- Non-consent agenda item report template



City of Ketchum

PROCUREMENT MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

I move to approve Purchase Order #23058 for a not to exceed amount of \$35,801.41 for the State Contract Vehicle Purchase.

Summary of Procurement Process:

Bidder	Bid Price
Mountain Home Auto Ranch	\$35,801.41
Bidder X	\$X
Bidder Y	\$X

Low Bid Contractor	Bid Price	Budget Account/Number
Mountain Home Auto Ranch	\$35801.41	CIP

Background (if necessary):

- The cost of the vehicle is based on 2021 pricing
- Staff was planning to request Council approval of third new vehicle in FY24 budget
- Funds exist due to purchases planned for FY23 were paid in FY22

Sustainability Impact:

None OR state impact here:

Attachments:

1. Mountain Home Auto Ranch Quote
2. Purchase Order #23058
- 3.



City of Ketchum

MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

I move to approve Contract #22830 with the Blaine County Housing Authority.

Reasons for Recommendation:

- The city's Housing Director participated in the development of the BCHA strategic plan and has been collaborating with the Interim BCHA Executive Director on several housing initiatives
- Funds from Blaine County will enable the city to hire a new team member that will serve as the Program Administrator
- The city possesses the necessary support staff (finance, clerk, communications) to support BCHA's mission in a cost-efficient manner

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

Sustainability Impact:

None (circle) OR state impact here: Ability to house employees and community participants locally decreases commuter vehicular trips.

Financial Impact:

None (circle) OR Adequate funds exist in account:	Blaine County and allocated funds for joint programming
---	---

Attachments:

1. Contract

2. Scope of Services
3.



City of Ketchum

MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

Motion 1: I move approval of first reading by title only of Ordinance #1246.

Motion 2: I move approval of the Clean Energy Cooperation Statement

Reasons for Recommendation:

- The new franchise contains improvements for the following policy areas:
 - Public right-of-way coordination
 - Private development coordination/standards
- The Clean Energy Cooperation Statement aligns with the Council’s established clean energy goals
- The long-term franchise agreement will enable the city to continue to collect the franchise fee to fund the Capital Improvement POlan

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

Idaho state law (50-342) authorizes cities to either directly produce power and distribute to residents or to franchise that authority to another service provider. State law (50-328) further outlines the city’s ability to regulate the permitting and placement of utility transmission systems within public rights-of-ways and public spaces. Key changes from previous franchise agreement (due to numerous changes in the document, tracked changes were difficult to follow):

1. Section 4: new language outlines the need for an MOU, which details expectations for activity within the public right of way. The goal would be to only require Idaho Power to complete an encroachment permit should they desire to deviate from the standards outlined in the MOU.
2. Section 5: new language reinforces that Idaho Power must comply with the approved conditions for utility work on private property approved via the city’s planning and zoning process.
3. Section 7: new language that references the creation and execution of a Clean Energy Cooperation Statement. Staff initially requested this language to be contained in the franchise. Idaho Power stated it was not willing to do so as they felt it is was not within the legal spirit of the franchise agreement.
4. Section 8: updated language to improve the coordination of street light management.
5. Section 9: new language to improve on energy consumption data reports.
6. Section 17: updated language regarding arborist standards for vegetation management.
7. Section 18: new language regarding alternative forms of power generation by the city.

Sustainability Impact:

Clean Energy Cooperation Agreement focuses on partnership with Idaho Power to achieve the city and county's clean energy goals.

Financial Impact:

None OR Adequate funds exist in account:

The city currently collects a three percent franchise fee. The ten-year extension will ensure those fees continue to be collected. The city has requested Idaho Power partner with the city and Idaho Transportation Department to develop a multi-year repayment agreement associated with undergrounding the power lines from Weyyakin to River Street in conjunction with the roadway improvements in 2025-26. Idaho Power has indicated it will entertain the request.

Attachments:

1. New Franchise Agreement (Ordinance #1246)
2. Clean Energy Cooperation Statement
3. Previous Franchise Agreement (Ordinance #1092)