



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: November 17, 2025 Staff Member/Dept: Ben Whipple/Administration

Agenda Item: Recommendation to approve interim budget change for 3rd floor conference room completion.

Recommended Motion:

I approve the interim budget change for 3rd floor conference room completion.

Reasons for Recommendation:

- Upon purchase/renovation of the building, costs were kept to a minimum while ensuring operational needs.
- During the four years of occupancy, short-term adjustments, such as shared offices and added cubbies, have provided additional workstations.
 - Specifically, a conference room on the 3rd floor was converted into office space for the use of three staff members.
- The proposed work would convert open and underutilized workspace into a new conference room, which will provide an additional dedicated and private location for meetings and teamwork currently lacking due to necessary adjustments for staff space.

Sustainability Impact

None.

Financial Impact:

None OR Adequate funds exist in account:	\$68,000. Adequate funds exist in the CIP Contingency account.
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Attachments

1. Project cost estimate

City Hall
Third Floor Cost Estimates

Vega Construction	General Conditions	\$ 4,600.00	
	Demo	\$ 5,800.00	
	Drywall	\$ 1,400.00	
	Paint	\$ 13,400.00	
	Carpentry	\$ 12,600.00	
	GC Fee	\$ 5,670.00	\$ 43,470.00
Glassmasters		\$ 9,975.78	\$ 9,975.78
Thornton Heating	HVAC Permit	\$ 390.00	
	Relocation Air Supply	\$ 960.00	
	Relocate Air Return	\$ 1,480.00	\$ 2,830.00
Viewpoint	WS Room Door	\$ 2,000.00	\$ 2,000.00
Bill Gooding	Sprinkler Relocates	\$ 2,000.00	\$ 2,000.00
Irish Electric		\$ 2,000.00	\$ 2,000.00
Subtotal			\$ 62,275.78
Carpet	(~\$20/25K deferred)		\$ -
Furniture			\$ 5,000.00
Subtotal			\$ 5,000.00
TOTAL			\$ 67,275.78