



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

- Employment contract was last amended in 2022 to adjust by three percent increase
- City employees received three percent base increases in 2023, 2024 and 2025 with accompanying annual one-time performance bonus.
- Proposed contract amendments propose the following:
 - Six percent base increase and three percent one-time bonus
 - Ability to reduce accumulated Executive Leave (PTO) via sellback to city
- Current Pay: \$172,010. With proposed six percent base, increase would result in new base salary of \$182,486. Had employee received similar base increase, salary would be \$187,960 starting 10/1/25.

Sustainability Impact:

Financial Impact:

None OR Adequate funds exist in account:	FY26 budget allocated funds for base wage increases for all employees.
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Attachments:

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City of Ketchum

**SECOND AMENDMENT TO EMPLOYMENT CONTRACT #20489
FOR CITY ADMINISTRATOR**

THIS AMENDMENT OF CONTRACT FOR SERVICES ("**Second Amendment**") is entered into as of this 6th day of October 2025 by and between Jade Riley and the City of Ketchum, an Idaho municipal corporation (collectively, the "Parties")

This Second Amendment hereby amends Contract #20489 to:

1. Provision Four – authorize a six percent (6%) base salary increase effective October 1, 2025 resulting in a new annual salary of \$182,486 and a three percent (3%) one-time compensation of \$5,475.
2. Provision Seven (F) – authorize employee to reduce accumulated Executive Leave hours (max up to 200 hours) over minimum balance of 100 hours once a year via sellback to city. Employee to coordinate with Finance Director to complete during the month of September prior to the fiscal year close. The calculation for the purposes of payment to the employee will be the current salary at time of payment divided by 2080 for the purpose of calculating the hourly rate of payment. All payments made as a result of this provision are subject to applicable federal and state deductions as taxable pay. The City reserves the right to deny ability should budget not allow.

No other provisions of the Agreement are amended, and the remainder of the Agreement shall remain in full force and effect.

The Parties hereby approve and execute this Second Amendment to the Agreement.

CITY OF KETCHUM

JADE RILEY

Neil Bradshaw, Mayor

Jade L. Riley

ATTEST:

Trent Donat
City Clerk