



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

Background:

- The annual work plan is a key component (attachment one) to ensure alignment with the long-term policy goals contained in the Comprehensive Plan.
- Staff would appreciate feedback from Mayor and Council on the following items:
 - Are there any changes requested to the work plan? Are there any concerns or questions?
 - Are there improvement items related to coordination or communication flow that would improve effectiveness between staff and Mayor/Council?
 - Council meetings
 - Staff has adjusted presentations to be more interactive, other changes?
 - Weekly basis
 - City Administrator will improve consistent email updates on operational FYI items to ensure Council Members are better informed.
- Staff developed a look-ahead calendar to assist council with upcoming meeting topics and public outreach on major workplan items (attachment two).
 - Is this tool helpful if it is utilized more consistently?
- Attachment three outlines Mayor/Council individual priorities. Staff references in relation to the work plan and annual budget.
 - Are there any major updates from Mayor or Council Members?

Sustainability Impact:

Financial Impact:

<input type="text" value="None OR Adequate funds exist in account:"/>	<input type="text" value="There is no immediate financial request."/>
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Attachments:

2. 2026 Communications Calendar

3. FY2026 Mayor & Council Priorities

FY2026 WORK PLAN

COMP PLAN CHAPTER	PROJECT	DEPARTMENT(S)	COMPLETION TARGET	NOTES	
Connected Transportation Network (page 21)	Master Transportation Plan projects_planning				
	1	Lewis Street & Warm Springs Road roundabout		TBD	Exploring alternative, less expensive, intersection solutions with HDR
	2	Complete Saddle Road analysis regarding future safety improvements and potential additional public parking		Winter 2026	
		Continue Warm Springs Road analysis regarding future safety improvements and potential additional public parking		Fall 2026	In tandem conversations with YMCA re: expansion
	4	Downtown stop sign/traffic calming study		Spring/Summer 2026	June Installation, aligned with road painting contractor.
	5	Bike/ped plan		Fall 2026	2nd Ave Bike Route Design for Spring 2027 construction
	6	Update right-of-way standards	Admin, Planning	January 2026	Complete
	Main Street/HWY75 reconstruction				
	7	6th to Saddle separated multi-use path	Admin, Facilities, P&B	Spring 2027	Installation aligned with highway roadwork
	8	Saddle Road pedestrian underpass	Admin, Facilities, P&B	2028	Initiate concept design and apply for state/federal grant(s)
	Roadway maintenance				
	9	1st Avenue	Streets	Spring 2026	Mill/inlay Between SV Road and 5th. Beginning late May and complete late June
	10	Core/light industrial/residential	Streets	Summer 2026	Chip seal (June)
	11	9th Street (west side)	Streets	Fall 2026	Full depth reconstruction - Washington to Warm Springs Road
	Pedestrian realm				
	12	6th Street & Leadville	Streets	Spring 2026	Hotel Ketchum parking lot corner. Awaiting financial status on sidewalks before implementing half measures. Slated for early Summer.
	13	SV Road & Leadville	Streets	Spring 2026	Huck & Paddle corner. Middle May completion
	14	5th Street	Streets	Spring 2026	between Leadville & 511 alley
15	2nd Street	Streets	Spring 2026	between WA and lot alley (south). Complete	
16	6th Street & Washington	Streets	Late Spring 2026	southwest corner sightline cleanup	
17	1st Avenue & 5th Street	Streets	Spring 2026	southeast corner. Middle May completion	
18	Lewis to 10th Street	Streets	Late Spring 2026	in front of Albertsons' property	
Distinctive Built and Natural Environment (page 27)	Zoning Code update				
	19	Reorg and Procedures	Planning	Complete	adopted
	20	Substantive Updates	Planning	Ongoing	Phase 3 kick-off Fall 2025, research/analysis/drafting Winter & Spring 2026; joint meeting May 4
	21	Stakeholder engagement to improve processes	Planning	Ongoing	TAG meetings
	22	Community contractor meetings	Planning	Ongoing	Held April 20th
	23	Ore Wagon Museum plan refresh	Admin	Ongoing	New doors installed. New programming options to be socialized summer 2026
	24	Bonning Cabin Stabilization	Admin	Complete	Emergency stabilization complete. Socialize future options in concert with Ore Wagon.
25	Survey of historic assets	Planning (HPC)	Spring/Summer 2025	Grant received, executing grant agreement	
Diverse Community Housing Options (page 36)	Work with Blaine County to transition BCHA		Administration	Fall 2026	County Commissioners scheduled late May to give direction on preferred path forward
	Produce & preserve community housing				
	26	Identify parcels for acquisition	Housing	Ongoing	291 N 2nd Avenue (3 units + bare lot); 141 Bird Drive (11 units). URA considering property acquisition.
	27	Identify buildings and strategy for preservation		Ongoing	Recurring meetings mapping, prioritizing, and strategizing parcels and older multifamily.
	28	Rental Preservation Program		Ongoing	Preserved 15 properties housing 30 people, including 6 children, with one additional property in the pipeline.
	29	Ownership & Preservation program (include bargain sale)		Ongoing	6 OPP transactions completed, including completion of bargain sale. One more scheduled to close in the next couple weeks. 36 total applications.
	30	Hyperborean		Spring 2026	Open to the BCHA list; public marketing after Memorial Day
	31	Bird Drive		Fall 2025	100% rented
	32	Lift Tower Lodge		2028	Complete financial analysis to determine local match needed for mid-income redevelopment project. City Council direction was to defer following smaller sites
	Update policy to promote community housing				
	33	Explore priority processing and incentives for projects that serve the HAP	Housing + Planning	Spring/Summer 2026	Part of the first installment of code changes in Phase 3 code update work
	34	Update density bonus program	Housing + Planning	Spring/Summer 2026	Part of the first installment of code changes in Phase 3 code update work
Expand & improve services to create stability					
35	Financially support master leasing opportunities		Ongoing	Lease transferred from BCHA to city.	
Expand & leverage resources					
37	Secure additional lodging LOT funds for preservation		Ongoing	Council instructed staff to conduct more engagement and will consider putting it on the November ballot.	

FY2026 WORK PLAN

COMP PLAN CHAPTER	PROJECT	DEPARTMENT(S)	COMPLETION TARGET	NOTES
Exceptional Recreational Opportunities (page 41)	39 Participate in Hemingway Elementary's/Atkinson Park Facility Master Plan update	Admin, Recreation	Ongoing	Draft presented to BCSD board. In communication with facility manager. Research/tabs on future of pump park site.
	40 Complete facility audit of recreation building	Public Works, Recreation	Winter 2027	
	41 Irrigation improvements	Facilities, Recreation	Spring 2026	
	42 Patio/sun shade installation for pickleball courts	Facilities, Recreation	Spring 2026	
	43 Upper softball field revamp	Facilities, Recreation	Summer 2026	
	44 Finish rehab of Rotary Park	Facilities	Spring 2026	Complete.
	45 Forest Service Park	Facilities	Spring 2026	
	Master Planning			Outfitting middle utility building with "caterer's kitchen", meeting and presentation A/V, and flexible furniture layout options
	Maintenance			Costing for middle building improvements (damaged rafter replacement) Windows being replaced in the spring
	Warm Springs Preserve Master Plan			
	46 Building underway	Admin, Facilities, P&B	Spring 2026	85% complete
	47 Restoration, irrigation & utilities	Admin, Facilities, P&B	Spring 2026	20% remaining. Trails & Irrigation completion slated for late June
	48 Plantings & paving	Admin, Facilities	Spring 2026	Starts middle May and runs approx. one month
	49 Access: Norwegian Woods, Broadway, West Ketchum bridge	Admin, Facilities, P&B	TBD	
50 Connector trail to River Run	Facilities, Recreation	Late spring 2026	All approvals received. Construction pending end of wildlife seasonal restrictions	
Lively Arts & Culture Scene	51 Mature Arts/History plan through new Commission Art/history projects	Community Engagement	Summer 2026	City Council approved new committee, staff working to initiate
	52 Main Street installations (creative crosswalks, building placards)	Arts Commission, HPC	Spring 2026	Complete installation of building plaques and viewfinders
	53 KAC projects	Arts Commission	TBD	Gondola 'wrapping'
	54 Evaluate historic placemaking opp in concert with YMCA expansion		Spring 2026	(rail/stock yard interpretive)
Responsible Stewardship of Natural Resources (page 49)	55 Implement sustainability projects			
	Green waste	Admin, KSAC	Fall 2026	20+ businesses utilizing system. Implementing community collection locaitons in summer 2026
	56 KFD solar panels	Admin & Facilities	Complete	In service
Safe and Healthy Community	57 Implement Water CIP	Water		
	Relocation of water lines		Spring 2026	Reinheimer West Mainline-100% completed; Reinheimer East Mainline-80%; Weyyakin Mainline extension-100%; Neils Way to Glade Court-100%
	58 Trail Creek bridge HWY 75 Mainline Relocation and re-connect			Trail Creek Bridge/HWY 75 Relocation 80% completed/finish in late spring of 2026
	59 Addition to Operations Building addition			Council approved RLB as design firm
	60 Northwood Well Roof addition for Generator		Complete	Complete
	Implement WasteWater CIP	Wastewater		
	61 Treatment Facility Ugrades - WRF Solids Handling Improvements		Fall 2027	Dewatering infastructure entering it's 2nd year of construcion and expected to be completed in August 2027. Aeration basins design complete and being prepped for upgrade construction.
	62 Avalanche study	Fire	Winter 2027	Council confirmed Phase 2 (50% with Blaine County); kickoff to be scheduled
	Power line undergrounding	Admin & Facilities		
	63 HWY75 - Weyyakin to Gem Street		Spring 2026	Southern portion complete but section from Serenade to Gem is tied to spring ITD work.
	64 Main Street - 9th & 10th Streets (Backwoods to Saddle)		Summer 2028	Deferred due to ITD Main Street funding. Staff is working with ITD to advance to 2027
	Washington Parking Lot			Pricing finalizing. Targeted for construction in late spring/summer 2026
	Allyway between Washington & 1st Ave - SV Rd to 6th St			Soliciting project neighbors for a 50/50 cost share partnership
65 Wildlife proof trash cans	Admin	Complete	Delivered.	
66 E-bike safety regulations	Admin	Spring 2026	Reckless' ordinance approved by council. Education/enforcement campaign coordination underway for spring	
Strong & Diverse Economy (page 65)	67 City's Economic Development framework	Admin, Planning	Fall 2026	Starting efforts with Legacy Business Program and Deed Restricted Commercial Program as part of Phase 3 code updates, continued collaboration with KBAC
	68	Admin	Winter 2027	Initiate strategic discussions with KBAC, SVED, Visit SV and Regional Economic group to strengthen city's overal economic development strategy

FY2026 WORK PLAN

COMP PLAN CHAPTER	PROJECT	DEPARTMENT(S)	COMPLETION TARGET	NOTES
Transparent Collaborative Government (page 70)	High Performing Community & City			
	Improve City planning framework			
	69 Public Works/Capital Improvement Plan Booklet	Admin	Early 2026	Incorporated master plan reference for streets, sidewalks, undergrounding, etc.
	70 Guidebook/Implementation Plan	Admin	Early 2026	Reference book/bridge between annual plan and comprehensive plan
	71 Annual Plan	Department-wide	Ongoing	Monthly check-ins with Council
	County-wide collaboration			
	Housing	Housing	Ongoing	(see above)
	72 Future Highway 75 improvements	Admin	Ongoing	County forming small work group to begin discussions with district engineer to explore options such as dedicated transit lane
	73 Blaine County Public Employee Health Trust	Admin	TBD	Feasibility analysis; initial meeting held with BCSD, second being scheduled
	74 Resort Cities Coalition	Admin	Ongoing	Protecting LOT = top priority; Legislature revoked City authority regarding STRs. Monthly off-session meetings for remainder of the year.
	People and Culture	Department-wide	Ongoing	Vision & Values; Leadership Learning series; city-wide People Strategy; All Hands: April 14
	Financial processes			
	Strategic planning for both short- & long-term needs	Admin, Finance, P&B		
	75 Business tax & business licensing		Spring 2026	Working with Legal to outline notices and establish SOP
	76 Update City Code	Admin	Winter 2026	Titles one, two, four complete. Title three scheduled with LOT vote. Short-term rental next based on new state law.
	Technology/Business Systems			
	77 Records Retention Policy	Clerk	Winter 2026	reorganization/filing/governance
	78 Evaluation & inventory of all GIS data city-wide	Planning & Building	Spring 2026	deferred
	79 IT_new software including Microsoft Planner/To-Do/Teams	Clerk	TBD	
	80 Rebuilding all city-related websites	Community Engagement	Summer 2026	Contractor has been selected; work is underway
81 Launch new public communications software (email and SMS/Text and emergency notifications)	Community Engagement	Summer 2026	Software has been selected; work to configure the platform is underway	
82 Launch new constituency management and public request software/app	Community Engagement	Complete	Software has been selected; work to configure the platform is underway	
Vibrant Downtown (page 75)	Downtown Parking Plan	Admin - Clerk/Business Manager		
	83 Implement new parking sensor pilot program		Complete	Installation complete; testing system for data collection <u>only</u> (not for enforcement)
	84 ADA improvements		Spring 2026	Focus groups pending. In tandem with Sidewalk Master Plan
	85 Data collection/reporting		Ongoing	
	86 Communication campaign		Complete	Owner/worker info campaign; printed 'how/why' cards made available
	87 Town Square & Visitor Center revamp	Admin, Facilities, P&B	Spring 2026	Phase I of Town Square improvements (grass area & restrooms). Reroof of building and spot paver replacements complete.
	88 491 tenant lease renewals	Admin	Complete	Tenants (Starbucks & Visit Sun Valley) leases renewed

MAY	
PENDING TOPICS/NOTES	
<ul style="list-style-type: none"> MRTA check-in SVED check-in Digital budget book delivered 	
4	JOINT COUNCIL/P&Z
7	P&Z
11	KURA
14	COUNCIL
	CIP review
	MRTA check-in
	VSV survey results
	HPC workplan
20	P&Z
	YMCA design review
25	Memorial Day - offices closed
28	COUNCIL
	Watershed Planning Project (WRLT)
	Fees & charges
	In-house building department
	Open House survey results
PUBLIC ENGAGEMENT/COMMUNITY EVENTS	
<ul style="list-style-type: none"> Sidewalk work 1st Avenue mill & overlay Warm Springs Preserve plantings May 12 - Open House @ FSP 	

JUNE	
PENDING TOPICS/NOTES	
<ul style="list-style-type: none"> MRTA check-in (workshop) SVED check-in (workshop) Printed budget book delivered KPD transition 	
4	P&Z
8	KURA
11	COUNCIL
	Draft LOT ballot language
16	BUDGET WORKSHOP
17	P&Z
19	Juneteenth - offices closed
25	COUNCIL
	Budget - approval to publish
PUBLIC ENGAGEMENT/COMMUNITY EVENTS	
<ul style="list-style-type: none"> Ketchum Coffee Talk (2nd) Ketch'em Alive begins (16th) Chipsealing (15-19th) Jazz in the Park begins (21st) Summer Solstice Celebration (22nd) Bright Knight Exhibition opening (30th) Sidewalk work PR: Draft ballot language Stop Sign implementation 	

JULY	
PENDING TOPICS/NOTES	
<ul style="list-style-type: none"> KPD transition 	
1	P&Z
3	July 4 Observance - offices closed
9	COUNCIL
	1st reading - LOT ballot measure
13	KURA
16	P&Z
23	COUNCIL
	Budget - Hearing
	Budget - Fees Hearing
	2nd reading - LOT ballot measure
PUBLIC ENGAGEMENT/COMMUNITY EVENTS	
<ul style="list-style-type: none"> New website launch (goal) Sidewalk work complete Ketchum Coffee Talk (7th) 	

AUGUST	
PENDING TOPICS/NOTES	
<ul style="list-style-type: none"> Aug 3 - Launch of KPD Aug 28 - ballot language deadline 	
6	P&Z
10	KURA
13	COUNCIL
	3rd reading - LOT ballot measure
20	P&Z
27	COUNCIL
PUBLIC ENGAGEMENT/COMMUNITY EVENTS	
<ul style="list-style-type: none"> Ketch'em Alive ends (11th) Bright Knight Exhibition ends (14th) 	

SEPTEMBER	
PENDING TOPICS/NOTES	
<ul style="list-style-type: none"> 	
3	P&Z
7	Labor Day - offices closed
10	COUNCIL
14	KURA
17	P&Z
24	COUNCIL
PUBLIC ENGAGEMENT/COMMUNITY EVENTS	
<ul style="list-style-type: none"> 	

Mayor & Council Budget Priorities | Fiscal Year 2026

Matthew	Pete	Randy	Spencer	Tripp
CROSSOVER:				
LOT focus: May ballot & question added; directed to Housing, services & CIP		LOT focus: ballot	LOT focus: May ballot	LOT focus: modernize
Ownership Preservation Program			Ownership Preservation Program	Ownership Preservation Program
			Revisit: Hyperborean & Bird Dr policies	Revisit: Hyperborean & Bird Dr policies
			Forest Service Park	Forest Service Park (Big House)
Identify next project (Lift Tower Lodge)		Identify next project		Identify next project (Lift Tower Lodge)
County health trust/cafeteria plan			County health trust/cafeteria plan	County health trust/cafeteria plan
Revisit: Parking policy (options)	Revisit: Parking policy & data collection		Revisit: Parking policy & data collection	
	Grow & expand Mountain Rides			Grow & expand Mountain Rides (2am)
Comp Plan & Code Rewrite (below)	Comp Plan (revisit) & Code Rewrite	Comp Plan (revisit) & Code Rewrite	Comp Plan & Code Rewrite (below)	
			Bring Legal in-house	Bring Legal in-house
		Revisit: Main Street (parking)		Revisit: Main Street (striping)
HOUSING:				
Housing mix and higher incomes		Identify next project	Middle-income	New development (misc. City lots)
Explore restriction by leasehold			Rental Preservation Program	Design-first Housing philosophy
Criteria for City-owned properties				Explore land acquisition
Criteria for untangling restrictions				Emergency declaration
				Bring BCHA in-house
				Focus: local deed restriction ownership
OTHER:				
Hot spring use and run-off mitigation		Mobility	Titles 1-4 & more (code updating)	(6-month) Development Moratorium
<u>Increase safety & connectivity:</u>		Capital Improvement Plan	Ketchum Police Department	4 th Street east/west pedestrian realm
Atkinson Park corridor		Revisit: KFD contract & land lease	Consultants (review overall spend)	Anti-chain-store ordinance
Bike safety on 4 th St. and on Saddle Rd.		Revisit: Serenade signal	<u>Comp Plan & Code Rewrite:</u>	Internal structure: hiring authority
Trail connections: parks & base areas			Historical district	
Sidewalks 5 th St. to 8 th St. on Wash Ave.			Mtn overlay district	
<u>Comp Plan & Code Rewrite:</u>			FAR exceedance	
Mtn overlay district			<u>Revisit:</u>	
Preservation of the LI			Planning & building fees	
Lower FAR for Hotels selling Condo			Traffic Authority & BCHA board	
FAR exceedance (more for housing)			City standards (sidewalks & ROW)	
Riparian/floodplain development			Sidewalk prioritization	
Historic Preservation			<u>Studies:</u>	
Net loss of Commercial units			Grey water/water use	
Commercial deed restriction			Wildfire & avalanche	
Unit size/impact exceedances			LOT/credit card users	
BACKBURNER				
Northwood connection to EH house			City of Ketchum → "Town"	Redo City Hall lighting
			Recreation funding increase	
			(ex: Bigwood rope tow)	