



City of Ketchum

## CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

- Rian Rooney has been a vital asset to the Housing Department and will continue to add value
- On contract, Rian's hours can fluctuate as Housing Department needs change

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

Rian has proven expertise and ability to work on any project within the Housing Department and is able to operate independently from his remote office, with regular one-on-one check-ins with the Housing Director and team. See the proposed scope of work, included in the Contract, for the comprehensive responsibilities.

### **Goal 1: Produce + Preserve Community Housing**

Rian has proved a valuable and vital asset for the Housing Department since his first contract in July 2022. In 2024, Rian led the successful development and implementation of Ketchum's Ownership and Preservation Program (OPP) and was instrumental in piloting the first Charitable Sale acquisition and subsequent sale to a qualified local owner in 2025. He continues to be a reliable, knowledgeable resource for this program. In 2025, he also developed and implemented the Rental Preservation Program with Placemate, pivoting Lease to Locals funds into a new program and responding changing needs.

### **Goal 2: Update Policy to Promote Community Housing**

His planning education and experience make him an ideal liaison between the Planning and Housing departments. He supports Planning staff in review of Ketchum developments proposing community housing and provides recommendations and assists with preparation of FAR Exceedance Agreements, development and performance agreements, as needed. Rian also tracks housing-related bills that moved through the Idaho Legislative session in the spring and researched and drafted public comments and developed materials to support the Resort Cities Coalition's lobbying efforts.

In FY26, Rian will continue to work with Ketchum's Planning Department on code updates related to community housing, including adjustments to the FAR Exceedance Program and other development bonuses in implementation of the newly adopted Comprehensive Plan. He would lead the drafting of any policy changes resulting from the Analysis of Impediments to Fair Housing Choice.

**Goal 4: Expand + Leverage Resources**

Rian was instrumental in drafting the PRO Housing Grant, awarding the City of Ketchum \$2.5 million for housing efforts. He tracks and identifies potential grant opportunities and would lead the grant writing efforts for relevant applications.

**Goal 5: Inform, Engage + Collaborate**

Rian's hands-on knowledge of housing needs in Ketchum and Blaine County, and learnings from peer communities, continues to inform community education efforts. He assists in updating the annual Housing Action Plan and quantitative and qualitative data, as needed.

**Financial Impact:**

None OR Adequate funds exist in account:

Adequate funds in Housing Department budget. The Housing Department budget for FY26 is \$75,000 for about 715 hours. Professional Services' overall budget for FY26 is \$100,000.

**Attachments:**

1. Contract
2. Purchase Order #26029



City of Ketchum

**INDEPENDENT CONTRACTOR AGREEMENT WITH RIAN ROONEY  
FOR HOUSING STRATEGIST SERVICES**

THIS CONTRACT FOR SERVICES ("AGREEMENT") is made and entered this 20th day of October 2025, by and between the CITY OF KETCHUM, an Idaho municipal corporation ("City"), and Rian Rooney ("Contractor").

1. The City is a municipal corporation duly organized and existing under the laws of the State of Idaho. Pursuant to Idaho Code §50-301, et seq., the City is empowered to enter into contracts and take such steps as are reasonably necessary to maintain the peace, good government and welfare of the City.
2. The City is experiencing affordable and community housing issues and is pursuing strategic housing support services to address the issues and implement the Ketchum Housing Action Plan.
3. Contractor has the skills and expertise to independently assist with and provide strategic housing services as identified.

NOW, THEREFORE, the parties agree as follows:

1. **Description of Services.** Contractor will serve as a Housing Strategist, providing support to the City's Housing Director, and in support of the implementation of the Ketchum Housing Action Plan, and tasks as further provided in the attached Scope of Work (together "Services").
2. **Payment for Services.** In exchange for the Services, the City shall pay Contractor at an hourly rate respective to the tasks and as specified on the Scope of Work. Contractor shall track and report to the City as to the tasks and activities and all time expended on City housing matters. With pre-approval City will also reimburse Contractor, upon presentation of reports and receipts, for reasonable travel expenses required to provide the Services. Invoices for payment will be submitted monthly and payment made by City upon City review and approval within approximately thirty days. The contract will not exceed certain hours as specified on the Scope of Work.
3. **Term.** The term of this Agreement shall be through the duration of Services, not to exceed the specified maximum hours. This term may be renewed or extended upon further written agreement between the parties. Contractor shall provide the Services in a professional and timely manner. The City or the Contractor, at its sole and exclusive option, may terminate this Agreement without penalty upon thirty days written notice to the other party. In the event of such termination, Contractor shall submit a report of expenditures to the City.
4. **Independent Contractor.**

(a) By executing this Agreement, the Parties do not intend to create a partnership, joint venture, agency employee/employer relationship or any other relationship other than that of independent contractor.

(b) In rendering the services contemplated by this Agreement, Contractor is at all times acting as an independent contractor and not as an employee of City. Contractor shall have no rights or obligations as an employee by reason of the Agreement, and City shall not provide Contractor with any employee benefits, including without limitation, any City-sponsored retirement, vacation or health insurance program.

(c) Except as set forth in this Agreement, City shall not exercise any control whatsoever over the manner in which Contractor performs the obligations contemplated herein. Contractor is allowed the discretion to subcontract with other entities as needed per the City's approval.

(d) Contractor may perform services similar in nature to the services contemplated in this Agreement for other individuals and entities during the term of this Agreement.

(e) City shall not withhold any local, state or federal payroll or employment taxes of any kind from any compensation paid to Contractor. Contractor hereby warrants and represents that it will pay all such employment and payroll taxes, if any, and hereby releases, holds harmless and indemnifies City of Ketchum and the directors, officers, members, employees and agents thereof from any and all costs, expenses or liability of any kind whatsoever that may be incurred as a result of Contractor's failure to pay such payroll or employment taxes.

5. **Indemnification.** Contractor shall indemnify and hold harmless City and its directors, agents, and employees free, clear, and harmless from and against any and all losses, liabilities, costs, and expenses (including amounts paid in settlement and reasonable attorney fees), claims, penalties, judgments, and damages, resulting from or arising out of, by reason of any act, omission, or negligence of Contractor or its respective agents, employees, or contractors in any way connected with or arising out of any accident, injury or damage, any breach of representation, injury to person or property, any activity conducted or action taken by the City, directly or indirectly, in conjunction with this Agreement.

6. **Miscellaneous.**

(a) City shall retain proprietary rights over all final findings, reports, and items relating to the Services.

(b) Contractor acknowledges that all writings and documents, including without limitation email, containing information relating to the conduct or administration of the public's business prepared for City, regardless of physical form or characteristics, may be public records pursuant to the Idaho Public Records Act, Chapter 1 of Title 74 of Idaho Code. Accordingly, Contractor shall maintain such writings and records in such a manner that they may be readily identified, retrieved and made available for such inspection and copying.

7. **Nonassignment.** This Agreement, in whole or in part, shall not be assigned or transferred to any other party except upon the prior written consent of the City and approved by the City Council.
8. **Amendment.** This Agreement may not be modified or amended except in writing and as signed by all Parties.
9. **Succession.** This Agreement shall be binding upon all successors in interest of either party hereto.
10. **Law of Idaho.** This Agreement shall be interpreted and construed in accordance with the laws of the State of Idaho.

NOW THEREFORE, by executing this Agreement each signatory affirms that they have read and understand its terms, and that each has the full power and authority to enter this Agreement on behalf of the entity for which they have signed.

**CITY OF KETCHUM**

**RIAN ROONEY**

\_\_\_\_\_  
Neil Bradshaw, Mayor

\_\_\_\_\_  
Rian Rooney

ATTEST:

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Trent Donat  
City Clerk

## **FY 2026 HOUSING STRATEGIST SCOPE OF WORK**

The Housing Policy and Program Strategist will assist in implementing the Housing Action Plan for the City of Ketchum and provide services to the Blaine County Housing Authority, as necessary. Pay is \$105 per hour, not to exceed \$75,000 or 714.28 hours.

The Housing Strategist will be responsible for the following:

1. Draft program frameworks for housing preservation and new construction
  - Act as point of contact for Rental Preservation Program and Lease to Locals winddown and compliance review.
  - Continue to operate, train staff on, report on, and refine Ownership and Preservation Program. Manage Charitable Sale implementation and expansion.
  - Assist Housing Director with implementation of PRO Housing Grant award for development and conversion of community housing
2. Draft policy
  - Identify/explore state and federal policy changes to advocate for. Research and draft comment on active legislation.
  - Assist Planning & Building team with code changes pertaining to community housing, including implementation of
  - Assist Planning & Building team with update to density bonus program, evaluate in-lieu fee.
  - Explore priority processing and incentives for projects that serve the Housing Action Plan's goals
3. Application review, analysis and recommendations
  - Support Planning staff in review of Ketchum developments proposing community housing. Provide recommendations and assist with preparation of FAR Exceedance Agreements, development and performance agreements as needed.
4. Grant writing
  - Write grants for relevant funding opportunities
5. Assist in development of outreach and research materials
  - Draft verbiage and visual materials (graphics, charts) for educational pamphlets, progress reports, etc.
6. Assist in updating the annual Housing Action Plan and Housing Needs Assessment by analyzing quantitative and qualitative data
7. Other tasks, as needed



# CITY OF KETCHUM

PO BOX 2315 \* 191 5TH ST. \* KETCHUM, ID 83340  
Administration 208-726-3841 (fax) 208-726-8234

## PURCHASE ORDER

BUDGETED ITEM? \_\_\_\_ Yes \_\_\_\_ No

PURCHASE ORDER - NUMBER: 26029

<b>To:</b> 5853 RIAN ROONEY 427 ST JOHNS PLACE APARTMENT 3B BROOKLYN NY 11238	<b>Ship to:</b> CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340
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P. O. Date	Created By	Requested By	Department	Req Number	Terms
10/14/2025	CCHING	CCHING			

Quantity	Description	Unit Price	Total
1.00	2026 Contract for Services 54-4410-4200	75,000.00	75,000.00
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		75,000.00

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Authorized Signature