



****AMENDED**

CITY OF KETCHUM, IDAHO SPECIAL CITY COUNCIL MEETING

Tuesday May 1, 2018, 5:30 p.m.

480 East Avenue, North, Ketchum, Idaho

AGENDA

1. CALL TO ORDER: By Mayor Neil Bradshaw
2. ROLL CALL
3. COMMUNICATIONS FROM MAYOR AND COUNCILORS
 - a. Proclamation: May 19, 2018 Kids to Parks Day
4. COMMUNICATIONS FROM THE PUBLIC on matters not on the agenda (Comments will be kept to 3 minutes)
5. CONSENT: Note: **(ALL ACTION ITEMS)** The Council is asked to approve the following listed items by a single vote, except for any items that a Councilmember asks to be removed from the Consent Agenda and considered separately.
 - a. Approval of Minutes: Regular Meeting April 16, 2018
 - b. Authorization and approval of the payroll register
 - c. Authorization and approval of the disbursement of funds from the City's treasury for the payment of bills in the total sum of \$536,531.26 as presented by the Treasurer.
 - d. Authorization to enter into contract #20182 for canine aquatic dock diving competition event – Assistant City Administrator Lisa Enourato
 - e. Approval of Resolution 18-013 to declare surplus property – Director of Finance & Internal Services, Grant Gager
 - f. **Recommendation to Approve Exceedance Agreement – Onyx at Leadville Residential Project – Director of Planning & Building John Gaeddert**
6. PUBLIC HEARINGS AND DISCUSSIONS (Public comment and input taken on the following items)
 - a. ~~Ketchum Innovation Center (KIC) quarterly update – Kathryn Guylay~~
 - b. **ACTION:** Budget request for Mountain Rides Summer Circulator Service – Director of Finance & Internal Services, Grant Gager
 - c. Direction to staff to prepare amendments to KMC Chapter 5.16, Off Site Vending—Director of Planning and Building John Gaeddert
 - d. **ACTION:** Direction to staff authorizing funding for the design of undergrounding power in the alley between Washington Ave and Warm Springs Road, 7th Street to 9th Street—City Administrator Suzanne Frick
 - e. **PUBLIC HEARING**— Second reading and adoption of Ordinance 1182 to rezone Lots 17, 18 & 19 on Mortgage Row – Director of Planning & Building John Gaeddert
7. STAFF AND COUNCIL COMMUNICATIONS (council deliberation, public comment not taken)
 - a. **ACTION:** Recommendation to issue a Request for Proposal for architectural services to design a fire station on Warm Springs Road—City Administrator Suzanne Frick.
8. EXECUTIVE SESSION
 - a. Discussion pursuant to 74-206 (1) (f)
9. ADJOURNMENT

If you need special accommodations, please contact the City of Ketchum in advance of the meeting.

This agenda is subject to revisions and additions. Revised portions of the agenda are underlined in bold.

Public information on agenda items is available in the Clerk's Office located at 480 East Ave. N. in Ketchum or by calling 726-3841.

Your participation and input is greatly appreciated. We would like to make this as easy as possible and familiarize you with the process. If you plan to speak, please follow the protocol below.

- Please come to the podium to speak.
- Stand approximately 4-6 inches from the microphone for best results in recording your comments.
- Begin by stating your name.
- Please avoid answering questions from audience members. All questions should come from City officials.
- Public comments will be limited by a time determined by the Mayor.
- You may not give your time to another speaker.
- If you plan to show a slide presentation or video, please provide a copy to the City Clerk by 5:00 p.m. on the meeting date.

Please note that all people may speak at public hearings.

Public comment on other agenda items is at the discretion of the Mayor and City Council.

Public comments may also be sent via email to participate@ketchumidaho.org

Visit www.ketchumidaho.org and sign up for notifications on agendas, meeting packets, dates and more.

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Thank you for your participation.

We look forward to hearing from you!



City Council

Regular Meeting

~ Minutes ~

480 East Avenue North
Ketchum, ID 83340
<http://ketchumidaho.org/>

Robin Crotty
208-726-3841

Monday, April 16, 2018

5:30 PM

Ketchum City Hall

Present: Mayor Neil Bradshaw
Council President Michael David
Councilor Jim Slanetz
Councilor Courtney Hamilton

Absent: Councilor Amanda Breen

Also Present: Ketchum City Administrator Suzanne Frick
Ketchum City Attorney Matt Johnson
Director of Finance and Internal Services Grant Gager
Planning & Building Director John Gaeddert
Water Superintendent Pat Cooley

1. CALL TO ORDER: By Mayor Neil Bradshaw

Mayor Neil Bradshaw called the meeting to order at 5:30 p.m.

2. ROLL CALL

3. COMMUNICATIONS FROM MAYOR AND COUNCILORS

Council President Michael David talked about the great party at the end of the ski season and thanked all involved.

Councilor Jim Slanetz agreed that the end of party was a great success, however, he questioned the timing of the Slush bus route? Council President Michael David explained It should have gone every 15 minutes and they are looking at that for next year.

Mayor Neil Bradshaw praised the winter season events and welcomed John Gaeddert the new Director of Planning & Building to the city staff.

4. COMMUNICATIONS FROM THE PUBLIC on matters not on the agenda (Comments will be kept to 3 minutes)

Mayor Neil Bradshaw opened the meeting for public comment

Gary Lipton thanked council for implementing the ADA rules and regulations on public property but advised that there is more work to be done on private property. He asked council not to make any decisions regarding public comment on Trail Creek before all public comment is heard.

Vicky Graves reminded council that they have totally denied any further extensions for Jack Barriteau's project. She wanted to make sure council understood that.

5. **CONSENT AGENDA: Note: (ALL ACTION ITEMS) The Council is asked to approve the following listed items by a single vote, except for any items that a Councilmember asks to be removed from the Consent Agenda and considered separately.**

Councilor Courtney Hamilton pulled 5 h.

Councilor Jim Slanetz pulled 5c and 5k.

Motion to approve a,b,d,e,f,g,l,j

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Courtney Hamilton, Councilor
SECONDER:	Jim Slanetz, Councilor
AYES:	Michael David, Jim Slanetz, Courtney Hamilton
ABSENT:	Amanda Breen

- a. **Approval of Minutes: Regular Meeting April 2, 2018**
- b. **Authorization and approval of the payroll register**
- c. **Authorization and approval of the disbursement of funds from the City's treasury for the payment of bills in the total sum of \$616,680.56 as presented by the Treasurer.**

Councilor Jim Slanetz questioned the Solar Rental on the Ore Wagon Museum. Director of Finance and Internal Services Grant Gager explained that the city receives credits monthly on the Idaho Power bill and this payment is made once per year.

Motion to approve 5c.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jim Slanetz, Councilor
SECONDER:	Courtney Hamilton, Councilor
AYES:	Michael David, Jim Slanetz, Courtney Hamilton
ABSENT:	Amanda Breen

- d. **Motion to approve alcohol beverage license for the Casino**
- e. **Monthly & Quarterly Financial State of the City**
- f. **Approval of Purchase Order #20176 for Asphalt Patching Trailer Repairs**
- g. **Authorization to enter into contract #20150 for Headworks Improvements – Screen and Washer/Compactor Procurement with Enviro-Care Company**
- h. **Authorization to enter into contract #20167 with RSCI for the Headworks Building**

Councilor Courtney Hamilton questioned the funding being fronted by the Sun Valley Water Sewer District and the payback arrangement. Director of Finance and Internal Services Grant Gager explained that the City jointly funds the Treatment Plant with SVWS District. He explained that Sun Valley will be

paying the bills upfront on two of the contracts and when the Headworks project is completed the City will reconcile will refund the Sun Valley Water Sewer District in the end. Ketchum's portion is coming from the Waste Water fund.

Motion to approve contract 20167.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Courtney Hamilton, Councilor
SECONDER:	Michael David, Council President
AYES:	Michael David, Jim Slanetz, Courtney Hamilton
ABSENT:	Amanda Breen

- i. **Authorization to enter into contract #20175 with HDR Engineering for Task Order**
- j. **Authorization to enter into contract #20177 with Claire Remsberg for Gondola Art**
- k. **Approval of Right of Way Encroachment Agreement #20178 Permitting Intermountain Gas Company to install a new gas line through city of Ketchum.**

Councilor Jim Slanetz is concerned about the ability to bury power lines in Ketchum. City Administrator Suzanne Frick explained that the City tried, however, gas and power lines cannot be buried together and the route they chose does not work for the City.

Motion to approve K

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael David, Council President
SECONDER:	Courtney Hamilton, Councilor
AYES:	Michael David, Jim Slanetz, Courtney Hamilton
ABSENT:	Amanda Breen

- 6. **STAFF AND COUNCIL COMMUNICATIONS (council deliberation, public comment not taken)**
 - a. **Council discussion and direction to staff on the April 4, 2018 request from Jack Bariteau to modify the agreement with Trail Creek LLC**

Mayor Neil Bradshaw advised that he is bringing this to the council's attention and is asking council to give staff direction to assist them in deciding on this request. He explained that this is just a letter. The applicant would need to file an application for a development fee amendment. The Mayor advised that he has asked staff to put a timeline on the project, so the council can understand the history of this project. He has also asked City Attorney Matt Johnson to put together a list of legal understandings that council needs to understand. Council President Michael David questioned the building permit progress and the 180-day requirement. Councilor Jim Slanetz would like to hear the legal ramification and is interested in public comment. Director of Planning & Building John Gaeddert outlined the steps that will have to happen prior to this coming back to council. Mayor Neil Bradshaw advised that public comment will come later after we receive a formal application. There will be proper noticing to the public when the time comes and there is a 15-day noticing requirement. The first time this could come back to council will be May 21, 2018.

Council President Michael David would like to know what City Council can require in terms of financing viability on any project and the property owner's rights.

7. PUBLIC HEARINGS AND DISCUSSIONS (Public comment and input taken on the following items)

a. ACTION: Authorization to enter into contract #20174 for Ketchum Springs Water Line Conversion

Mayor Bradshaw opened the meeting up for public comment. There was none.

Water Superintendent Pat Cooley presented the back ground, talked about potential savings and current leaks.

Mayor Neil Bradshaw asked Council for questions. Council President Michael David asked how this will affect Warm Springs Rd and Lewis St. Water Superintendent Pat Cooley thinks Bell Dr. will be affected the most. Councilor Courtney Hamilton questioned the noticing of the owners. Pat Cooley advised a letter will go out tomorrow. Mayor Neil Bradshaw advised that he is excited about this project and is pleased with the conservation efforts. Councilor Jim Slanetz is in favor of the project. Councilor Courtney Hamilton questioned the funding of Stage I. Director of Finance and Internal Services Grant Gager talked about what has been approved by voters and how we will proceed with Stage II. He talked about the loan agreement with DEQ but advised we will use different funding for future work. The cost of maintenance for that line was discussed.

Motion enter into contract #20174 with Canyon Excavation in the amount of \$169,398.64, with a 25% contingency of \$42,349.66 and \$32,500.00 for city procured materials for a total project approval of \$244,248.30.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael David, Council President
SECONDER:	Courtney Hamilton, Councilor
AYES:	Neil Bradshaw, Michael David, Jim Slanetz, Courtney Hamilton
ABSENT:	Amanda Breen

b. ACTION: Authorization to enter into contract #20173 with Canyon Excavation LLC for 10th Street Lot Improvements

Mayor Neil Bradshaw asked for public comment.

Jim Phillips talked about the trailing of the sheep and advised that the proposed 16 ft width does not work and he has a problem with the proposal of expanding the street department lot. He said that the city does not own the property they are proposing making the changes to. Mr. Phillips would like council to recognize a 35' corridor for the sheep to pass thru and is asking council to amend this plan.

John Peavey lives on Sitting Bull in Hailey, talked about his history of helping with the sheep and the difficulty of getting the sheep thru a narrow passage way. He requested the room to move the sheep and for council to also consider the historical perspective.

Mayor Neil Bradshaw closed public comment.

Councilor Courtney Hamilton asked if there is any way to structure it to make it 35ft. City Administrator Suzanne Frick advised that Street Superintendent, Brian Christiansen has informed Administration that there would not be room to store the equipment and the trucks would not have the turning radius they need to maneuver. Mayor Bradshaw would like to train the fire fighters and to keep the sheep happy. He thinks this is an important area for our streets and our safety and does not want this project to be stalled. Councilor Courtney Hamilton asked about the funding. Director of Finance and Internal Services

Grant Gager advised that there an additional \$250,000 left from last year. We have a proposal to spend \$24,000 on Mountain Rides but still have a large balance to fund this project. Councilor Jim Slanetz reviewed the map and brain stormed ideas with council.

Mayor Bradshaw questioned if sheep go thru other areas that are less than 35 feet. John Peavey explained that not for an extended route and fear that if they give this up they could find themselves precluded down the road.

Councilor Jim Slanetz asked Alberto Uranga a sheep herder for his thoughts. Mr. Uranga invited everyone ride with them one year. He explained there is no way to tell how much room to the right or left they need. Containing sheep is hard and requested we make the room.

Councilor Jim Slanetz questioned if we could create a right of way. City Administrator Suzanne Frick explained the short-term issue saying we can move the sheep around and make access. We need to figure out that long term solution and work with the school district and possibly create a new right of way. Mayor Neil Bradshaw stressed safety for the Street Department as well as the routing of the Sheep.

City Attorney Matt Johnson clarified that the City's potion is that it does, indeed, own the property in question. Regarding liability we only have allegations of some kind of stock trail easement. No documentation has been presented. This has been a permissive use that has occurred for a long time. This is City land and the City has a right to control the property as it sees fit. Council President Michael David would like to move forward with this project and talked about changing the design and working possibly with 9th St. and possibly try to get it closer to 30 ft. Mayor Bradshaw said they have looked at that and he would prefer to find another route for the Sheep herders needs. He talked about the ability of sheep herders to make situations work because they are resourceful, and we will work with them to make it work. Councilor Jim Slanetz is in favor of creating a new easement and working with the school district.

Motion to enter into a contract with Canyon Excavation LLC.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Courtney Hamilton, Councilor
SECONDER:	Jim Slanetz, Councilor
AYES:	Neil Bradshaw, Michael David, Jim Slanetz, Courtney Hamilton
ABSENT:	Amanda Breen

c. PUBLIC HEARING– First reading and adoption of Ordinance 1182 to rezone Lots 17, 18 & 19 on Mortgage Row

Mayor Neil Bradshaw opened the meeting for public comment.

Ken Dreyer property owner of the lot in question, advised that he agrees with staff recommendations.

Public Comment is closed.

Senior Planner Abby Rivan talked about the application and the request for rezone. She talked about what the Planning & Zoning commission discussed and the non-conforming lots and advised that all the lots in that area are non-conforming. Councilor Jim Slanetz asked if we should approve them all. Abby Rivan explained the difficulties in doing that and the challenges in going from LR 1 to LR.

Motion to approve the first reading of Ordinance No. 1182 amending the City of Ketchum Zoning Map by changing the zoning district designation of Lots 17, 18, and 19 of Mortgage Row Subdivision from the Limited Residential One Acre (LR-1) Zoning District to the Limited Residential (LR) Zoning District.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Courtney Hamilton, Councilor
SECONDER:	Michael David, Council President
AYES:	Neil Bradshaw, Michael David, Jim Slanetz, Courtney Hamilton
ABSENT:	Amanda Breen

- d. **ACTION - Third reading of the city-initiated text amendment amending development standards for properties located in the Avalanche District and creating standards for Neighborhood and Commercial Snow Storage Facilities. Amendments apply to Title 17, Ketchum Municipal Code, Chapter 17.08, Chapter 17.12, Chapter 17.92, Chapter 17.124, and Section 17.92.010 and Title 16, Ketchum Municipal Code, Section 16.04.040**

Mayor Neil Bradshaw presented this topic and explained that council could do a third reading or do a first reading of the amended version. He then opened the meeting for public comment.

Robin Hagenau talked about her perception of this topic being buried. She read a letter regarding the proposed avalanche law and talked about requirements for single family homes. She outlined her specific concerns. She considers the new rules an attack upon the neighborhood. This would be an unacceptable change and is asking council to do the right thing.

William Glenn gave the history of this provision and about his dealings with this. He advised that 99% of the time there is no hazard in that area. He talked about the new requirement and it being unreasonable. Mr. Glenn advised that if there is a real danger he would move out.

Jim Plomasen used to rent the house Mr. Glenn now lives in on Hillside Dr. He talked about the Avalanche area and advised that he has never seen an issue. He thinks this requirement should be taken out for existing family lots and single-family homes.

Mayor Neil Bradshaw closed public comment.

Councilor Courtney Hamilton asked for clarification of the avalanche map. Director of Planning & Building John Gaeddert explained the colors on the map and what they mean and advised when structural engineers would be involved in approving the structure. John Gaeddert explained the public process this has gone thru and advised that if council does the third reading tonight they would not be giving tonight's public comment enough consideration. He advised two different motions to proceed. Courtney Hamilton questioned single family home approval. John Gaeddert talked about the timeline when these requirements came in and went away. He explained the requirements for single-family homes that were built 40 years ago.

Mayor Neil Bradshaw questioned the possibility of a homeowner putting the home for rent and if an avalanche occurred what liability the city would have. City Attorney Matt Johnson advised, as long as the people comply with city standards the city is not responsible. Fire Chief Mike Elle advised that rescuers respond out there. Removing all restrictions increases all risks for responders responding to an avalanche.

Mayor Neil Bradshaw is in favor of option b. Director of Planning & Building John Gaeddert advised that a long-term rental is what deserves our attention. This option prohibits from renting in the winter time. Bill Glenn talked about the ability to find out who is renting. Mayor Bradshaw questioned John Gaeddert to find out if there is a 3rd option. City Attorney Matt Johnson clarified that when the council is considering a zoning amendment and its acting on a recommendation from P & Z and it makes a material change it does not require a repeat of the 3 reading it just requires one additional public hearing and requisite notice. Mayor Bradshaw would like to move forward with the route Matt Johnson identified.

Council President Michael David said this is important and is time sensitive since they cannot rent for the long term and housing is a concern in our community. Mayor Neil Bradshaw would like to move forward and address that piece of legislation later. Michael David questioned what the difference is between an owner living there and a tenant living there? He is comfortable moving forward if we commit to looking at this in the near future.

Motion to continue the 3rd reading of this ordinance to a future date such that the amended language presented by staff could be incorporated and such that appropriate notice of a public hearing could be done.

RESULT:	ADOPTED [UNANIMOUS]
SECONDER:	Courtney Hamilton, Councilor
AYES:	Neil Bradshaw, Michael David, Jim Slanetz, Courtney Hamilton
ABSENT:	Amanda Breen

e. ACTION: Approval of Resolution 18-010 and Authorization to enter into Contract #20164, Purchase & Sale Agreement for 191 Fifth Street West

Mayor Neil Bradshaw opened this up for public comment.

Jim Hungelmann talked about the purchase of the 191 Fifth Street building and the sale of the parking lot. He confirmed that the Mayor and council received his letter and that it is part of the record. Mr. Hungelmann went on to talk about the Option contract on the 5th street property that says the financing is in place and that is not the case until the expiration of the 14 days. Transparency is essential. He questioned if this transaction is constitutional. He welcomes the opportunity to talk to the councilors and would like to see a legal opinion on this issue.

Julie Johnson voiced her concerns as a member of the public and understanding exactly what decisions are being made. She talked about articles in the paper and understanding the needs of the parking lot verses making money on parking and just enforcing parking managements. She stated that clearly the city needs parking

Anne Corrock talked about the budget that the city is currently working under and questioned where the \$3 million dollars is in the budget to pay for the new City Hall. Councilor Jim Slanetz asked for an explanation of Anne Corrock's question. Director of Finance and Internal Services Grant Gager explained that the purchase was discussed in executive session earlier in the year when he presented that the primary source of funding is the \$825,000 in the ESF fund that was set aside in the last 2 years. The balance will come from general fund balance and the unbudgeted revenue or savings in the current fiscal year.

Councilor Courtney Hamilton asked if there are any legal issues with approving this before the money comes in from the parking lot. City Attorney Matt Johnson replied that he does not see any legal issues as long as we've identified where the money is coming from. The sale of the parking lot just contributes to that balance. As to the question of the indebtedness to the constitution, the Council is not taking on any debt or going out for any debt on this purchase, so this is not a violation of article 8.

Mayor Neil Bradshaw expressed his excitement over this deal. The public outreach and public comment has shown the support from the public.

Motion to approve Resolution 18-010 authorizing the Mayor to enter into Contract 20164 for the purchase and sale of the property at 191 Fifth Street West.

RESULT:	ADOPTED [UNANIMOUS]
SECONDER:	Michael David, Council President
AYES:	Neil Bradshaw, Michael David, Jim Slanetz, Courtney Hamilton
ABSENT:	Amanda Breen

f. ACTION: Adoption of Resolution 18-012 Amending City Fees

Mayor Neil Bradshaw asked for public comment.

Laura Drake Executive Director of the Trailing of the sheep advised that she has concerns about the proposed increase in fees. She gave statistics of the event and what it brings to the valley and talked about the education and culture it brings as well. The proposed increase in fees is a 152% increase from 2017 for a non-profit festival. She talked about the additional fees that will be charged for city services for an event that the city used to partner with. She hopes they will not have to move and asks council to reconsider these exorbitant fees.

Jerry Seiffert talked about fees what Ketchum is all about. He talked about Idaho Code, Chapter 10 Finances, and what a resort city is and why we can collect resort city taxes. He read the definition. He said we are in the hospitality business and talked about the success of Wagon Days. He gave the history of wagon days and advised that up to that time Wagon Days came into existence, Ketchum only had skiing. He suggested Council take a solid look at the fees being charged and suggested doing a contract for services with the people organizing those events.

Mayor Neil Bradshaw closed public comment.

Councilor Courtney Hamilton asked for distinction of a, b and c in the table in the fee resolution. Assistant City Administrator Lisa Enourato explained that (a) is for a small event, under 100 participants with no road closure. (b) is for a medium sized event, up to 300 people with a road closure for 1 day. (c) is for a large event over 400 people with a road closure more than one day or consecutive weeks as in the farmers market. Council President Michael David questioned category (c) and the street closure fee on top of the special event application fee. Lisa Enourato clarified that the application fee is for the processing of the application.

Councilor Courtney Hamilton asked about updating the filming fees. Assistant City Administrator Lisa Enourato said that will be talked about next year. Council President Michael David asked about designated and non-designated areas. Lisa Enourato advised what has been added in addition to what was already there. Michael David said only a portion of Picabo St. is designated and Lisa Enourato clarified that it's the area in front of Apples. Councilor Jim Slanetz thinks the fees are somewhat reasonable but wants to figure out how to work with the event organizers. Mayor Neil Bradshaw explained that we are currently trying to figure out how to hold and host more events. The Mayor asked Attorney Matt Johnson if we could treat the historical events differently. Matt Johnson advised against it. Council President Michael David asked if we could do things differently in off season. Matt Johnson explained the reasoning for the fees and how they are charged and does not advise adjusting rates in that way either. Councilor Courtney Hamilton said the more concrete we can make it, will make it easier on our staff without burn out. There is a benefit to clarifying and having definitive frame work. Michael David agreed that these fees are not exorbitant. He would like to continue looking at designated and non-designated streets. Courtney Hamilton talked about the events commission that we are developing and the fact that these fees may change when that commission is up and running. Mayor Neil Bradshaw would like this looked at again at end of year to address what has not worked. Michael David would like to figure out how to give a chunk of money to help events. Jim Slanetz talked about the opportunity to have more city sponsored events and how to go about that. Courtney Hamilton talked about addressing this during the budget process.

Motion to adopt Resolution 18-012 adopting fees and fee schedules for all City departments.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Courtney Hamilton, Councilor
SECONDER: Michael David, Council President
AYES: Neil Bradshaw, Michael David, Jim Slanetz, Courtney Hamilton
ABSENT: Amanda Breen

8. ADJOURNMENT

Motion to adjourn at 7:34pm

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michael David, Council President
SECONDER: Courtney Hamilton, Councilor
AYES: Neil Bradshaw, Michael David, Jim Slanetz, Courtney Hamilton
ABSENT: Amanda Breen

Neil Bradshaw, Mayor

Robin Crotty, Interim City Clerk

Report Criteria:

Invoices with totals above \$0 included.
 Paid and unpaid invoices included.
 [Report].GL Account Number = "0110000000"- "9549009999", "9910000000"- "9911810000"

Vendor Name	Invoice Number	Description	Net Invoice Amount
GENERAL FUND			
01-2171-4000 P/R TAXES PBL -- WORKERS COMP			
STATE INSURANCE FUND	18006563	Payroll report premium	6,362.00
Total :			6,362.00
LEGISLATIVE & EXECUTIVE			
01-4110-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	559569	Policy #10035569 10/1/17-10/1/18	45.00
Total LEGISLATIVE & EXECUTIVE:			45.00
ADMINISTRATIVE SERVICES			
01-4150-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	559569	Policy #10035569 10/1/17-10/1/18	57.87
01-4150-2800 STATE UNEMPLOYMENT INSURANCE			
IDAHO DEPARTMENT OF LABO	0007001592 1S	Account: 0007001592	1,334.68
01-4150-3100 OFFICE SUPPLIES & POSTAGE			
COPY & PRINT, L.L.C.	84247	Name Plate	12.15
COPY & PRINT, L.L.C.	84349	Office Supplies/tea/	236.65
COPY & PRINT, L.L.C.	84359	Earl Gray Tea	5.30
GEM STATE PAPER & SUPPLY	1224219-00	Paper and cleaning supplies	287.06
01-4150-4200 PROFESSIONAL SERVICES			
LUNCEFORD EXCAVATION, INC.	8883	support equipment for Warm Springs Lodge Fire	560.00
01-4150-5100 TELEPHONE & COMMUNICATIONS			
CENTURY LINK	2087264135 04	2087264135 041318	1,134.74
CENTURY LINK	2087265574 04	2087265574 041318	47.55
01-4150-5150 COMMUNICATIONS			
SNEE, MOLLY	1818	April Retainer Fee	4,500.00
01-4150-5200 UTILITIES			
IDAHO POWER	2203990334 04	2203990334 041118	88.25
IDAHO POWER	2206570869 04	2206570869 041118	23.20
01-4150-5900 REPAIR & MAINTENANCE-BUILDINGS			
OVERHEAD DOOR COMPANY, I	391357	Service & Repair	105.00
SENTINEL FIRE & SECURITY, IN	30883 041118	4784 - 480 East Ave.	187.50
Total ADMINISTRATIVE SERVICES:			8,579.95
LEGAL			
01-4160-4270 CITY PROSECUTOR			
ALLINGTON, ESQ., FREDERICK	120238	Monthly Prosecutor Payment	3,769.92

Vendor Name	Invoice Number	Description	Net Invoice Amount
Total LEGAL:			3,769.92
PLANNING & BUILDING			
01-4170-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	559569	Policy #10035569 10/1/17-10/1/18	36.00
01-4170-4200 PROFESSIONAL SERVICES			
CENTER FOR CONTINUING EDU	5097	Consultation and Services	1,578.50
01-4170-4500 GEOGRAPHIC INFO SYSTEMS			
BLAINE COUNTY (GIS)	311	GIS Salary & Benefit Reimbursement	5,293.21
Total PLANNING & BUILDING:			6,907.71
NON-DEPARMENTAL			
01-4193-6500 CONTRACT FOR SERVICE			
SUN VALLEY ECONOMIC DEVE	887	Quarterly payment - Q2 2018	2,500.00
KIC	042018	FY2017-18 MARCH & APRIL	5,500.00
Total NON-DEPARMENTAL:			8,000.00
FACILITY MAINTENANCE			
01-4194-2500 HEALTH INSURANCE - CITY			
STARLEY-LEAVITT INS. AGENC	559569	Policy #10035569 10/1/17-10/1/18	24.75
01-4194-3200 OPERATING SUPPLIES			
PIPECO, INC.	S2965263.001	Parts	33.70
01-4194-3500 MOTOR FUELS & LUBRICANTS			
UNITED OIL	880751	38950 041518	246.23
01-4194-4200 PROFESSIONAL SERVICES			
BIG WOOD LANDSCAPE, INC.	14731	Snow Removal	45.00
LUTZ RENTALS	81233-1	Boom Lift	194.40
01-4194-4220 PROF SERV-CITY BEAUTIFICATION			
SILVER CREEK SUPPLY	S1792180.001	Holiday Lights	1,098.00
01-4194-5200 UTILITIES			
IDAHO POWER	2201272487 04	2201272487 042018	162.71
IDAHO POWER	2203313446 04	2203313446 041018	5.34
IDAHO POWER	2203538992 04	2203538992 042018	24.63
01-4194-6000 REPAIR & MAINT-AUTOMOTIVE EQUI			
RIVER RUN AUTO PARTS	6538-126856	Dex-Cool	17.95
01-4194-6100 REPAIR & MAINT--MACHINERY & EQ			
RIVER RUN AUTO PARTS	6538-126564	spark Plug for shop	29.90
RIVER RUN AUTO PARTS	6538-126983	Hitch Pin Heat Tre	12.56
01-4194-6950 MAINTENANCE			
A.C. HOUSTON LUMBER CO.	014-748285	Broom	39.99
A.C. HOUSTON LUMBER CO.	014-748403	supplies for bench staining	60.05
A.C. HOUSTON LUMBER CO.	014-750338	Hvy Eye Bolt for the Gator	1.58

Vendor Name	Invoice Number	Description	Net Invoice Amount
A.C. HOUSTON LUMBER CO.	014-751234	Spray Paint	11.98
A.C. HOUSTON LUMBER CO.	014-751595	Hardware	4.24
A.C. HOUSTON LUMBER CO.	014-751743	parts for pump park	168.17
A.C. HOUSTON LUMBER CO.	014-751884	Leaf Vac	10.09
A.C. HOUSTON LUMBER CO.	014-751918	miscellaneous hardware	4.50
A.C. HOUSTON LUMBER CO.	6538-752646	Hardware - 4 Spray packs	1.20
ATKINSONS' MARKET	04537864	pictcher almo	8.26
CHATEAU DRUG CENTER	1888669	Bench Painting	3.69
LUTZ RENTALS	81117-1	supples fir skate park	25.92
LUTZ RENTALS	81134-1	supplies for skate park	53.78
LUTZ RENTALS	81394-1	Lawn Roller	9.68
PETPICKUPS.COM	40556	Bare Bone Mitts	2,576.66
Total FACILITY MAINTENANCE:			4,874.96
POLICE			
01-4210-3200 OPERATING SUPPLIES			
DAVIS EMBROIDERY INC.	30890	Embroidery Service	24.00
CALE AMERICA, INC.	147768	Parts	36.74
01-4210-3610 PARKING OPS PROCESSING FEES			
CALE AMERICA, INC.	149217	March Meters	47.60
01-4210-3620 PARKING OPS EQUIPMENT FEES			
VERIZON WIRELESS	9805226397	965494438- 041018	53.08
VERIZON WIRELESS	9805226397	965494438- 041018	41.00
CALE AMERICA, INC.	149217	March Meters	165.00
01-4210-4250 PROF.SERVICES-BCSO CONTRACT			
BLAINE COUNTY CLERK/RECOR	201004	BCSO Law Enforcement Services	122,653.00
01-4210-4900 PERSONNEL TRAINING/TRAVEL/MTG			
BW PLUS PEPPERTREE NAMPA	8370	Conf. 8370 - Alicia Hintemeyer	93.00
BW PLUS PEPPERTREE NAMPA	8371	Conf. 8371 - Colin Stelma	93.00
Total POLICE:			123,206.42
FIRE & RESCUE			
01-4230-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	559569	Policy #10035569 10/1/17-10/1/18	117.00
01-4230-3200 OPERATING SUPPLIES			
A.C. HOUSTON LUMBER CO.	014-750071	Hardware	14.37
ALSCO - AMERICAN LINEN DIVI	LBOI1593843	005109 041618	30.20
ATKINSONS' MARKET	08124210	Fire Warm Springs Lodge	33.20
CHATEAU DRUG CENTER	1886826	glue stick	14.20
DAVIS EMBROIDERY INC.	30900	Embroidery Service	55.00
GEM STATE PAPER & SUPPLY	1225478-00	Paper Goods	99.40
PRAXAIR DISTRIBUTION INC.	82558765	Cylinder Rental	48.83
UPS STORE #2444	3497	3497 Shipping 3/28/18	126.66
UPS STORE #2444	8320006384033	radio shipping	64.38
ST. LUKES HEALTH SYSTEM	IN17308	Medical Supplies	38.10
HENRY SCHEIN	52286423	Ketamine HCL InJ 10ml	110.82
CURTIS TOOLS FOR HEROES	INV174728	Helmet	118.62
CURTIS TOOLS FOR HEROES	INV175200	Gloves	131.61
CURTIS TOOLS FOR HEROES	INV175752	Supplies	476.21

Vendor Name	Invoice Number	Description	Net Invoice Amount
01-4230-3500 MOTOR FUELS & LUBRICANTS			
UNITED OIL	880622	37267 041518	390.43
01-4230-4900 PERSONNEL TRAINING/TRAVEL/MTG			
A.C. HOUSTON LUMBER CO.	014-751015	training Miles Canfield	44.68
BINNIE, ED	04172018	Binnie-Idaho Power Fire Electrical Training	98.40
HEALTH PROMOTION & EDUCAI	041318	Rope Rescue Class	250.00
01-4230-5100 TELEPHONE & COMMUNICATIONS			
VERIZON WIRELESS	9805369170	766494480 041318	227.66
01-4230-6100 REPAIR & MAINT--MACHINERY & EQ			
TTT ENVIRONMENTAL INSTRU	IS180169	rae txirae 3	194.66
PEAK MOBILE COMM	27986	assemble DC_C8321 to DB-25	596.20
PEAK MOBILE COMM	28087	Crimp Connector	53.70
PEAK MOBILE COMM	28101	CM Crimp Connector & adapter	146.52-
NATIONAL HOSE TESTING SPEC	47020	2018 Fire Hose testing	1,423.50
Total FIRE & RESCUE:			4,611.31
STREET			
01-4310-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	559569	Policy #10035569 10/1/17-10/1/18	61.38
01-4310-3200 OPERATING SUPPLIES			
A.C. HOUSTON LUMBER CO.	014-749559	Staple for Arrow	12.69
GEM STATE PAPER & SUPPLY	1221653-00	Paper Goods	141.26
KNEADERY	022818	Breakfast for Street Department	52.25
NAPA AUTO PARTS	929099	shop stock - electrical supplies	13.48
NAPA AUTO PARTS	929101	shop stock - electrical supplies	21.00
WAKE UP AND LIVE, INC.	12245	Snow meals	451.19
01-4310-3400 MINOR EQUIPMENT			
FASTENAL COMPANY	IDJER73667	Safety	92.55
FASTENAL COMPANY	IDJER73814	Safety	54.69
FASTENAL COMPANY	IDJER74279	Safety	28.20
FASTENAL COMPANY	IDJER74413	Safety	40.31
FASTENAL COMPANY	IDJER75972	Drillbits	34.69
RIVER RUN AUTO PARTS	6538-126870	shop tools	13.59
RIVER RUN AUTO PARTS	6538-127147	Electrical tape	9.95
01-4310-3500 MOTOR FUELS & LUBRICANTS			
UNITED OIL	880624	37269 041518	1,433.10
01-4310-4200 PROFESSIONAL SERVICES			
ANDERSON ASPHALT PAVING	6450	Snow Hauling	862.50
01-4310-4900 PERSONNEL TRAINING/TRAVEL/MTG			
SAFETY SERVICES COMPANY	762671	Safety Meetings	249.99
01-4310-5100 TELEPHONE & COMMUNICATIONS			
VERIZON WIRELESS	9805226397	965494438- 041018	37.45
VERIZON WIRELESS	9805336269	365459737 041318	218.93
01-4310-5200 UTILITIES			
IDAHO POWER	2204882910 04	2204882910 041218	40.61

Vendor Name	Invoice Number	Description	Net Invoice Amount
IDAHO POWER	2204882910 04	2204882910 041218	284.48
IDAHO POWER	2204882910 04	2204882910 041218	10.53
IDAHO POWER	2204882910 04	2204882910 041218	184.69
01-4310-6100 REPAIR & MAINT--MACHINERY & EQ			
FASTENAL COMPANY	IDJER56134	tool box return	33.31-
FASTENAL COMPANY	IDJER74009	loaders & trucks	75.89
FASTENAL COMPANY	IDJER75845	cable	34.80
LES SCHWAB	11700462941 -	service unit and labor	115.28
METROQUIP, INC.	00040242	parts and shipping	366.70
NAPA AUTO PARTS	929043	Oil/fuel/air filters for crack sealer	16.56
NAPA AUTO PARTS	929336	backback blowers	14.76
NAPA AUTO PARTS	929338	chipper	11.96
NAPA AUTO PARTS	929920	gas can shop use	38.29
NAPA AUTO PARTS	930063	#3 trailer	10.59
NAPA AUTO PARTS	930087	hot patcher	63.99
NAPA AUTO PARTS	930265	hdl for #19 Geovac	8.64
NAPA AUTO PARTS	930501	hitch Lock	21.49
NAPA AUTO PARTS	930528	Oil Filter	7.58
PIPECO, INC.	S2970204.001	Tools for Shop	2.42
RIVER RUN AUTO PARTS	6538-127120	#47 Crewcab	51.80
WESTERN STATES CAT	IN000620783	mirror as	101.00
WESTERN STATES CAT	IN000627851	Panel - Cove - #20 140 M Grader	182.76
WESTERN STATES CAT	IN000634426	#48 Chipper	367.50
WOOD RIVER WELDING, INC.	169972	fix plow	23.46
JACKSON GROUP PETERBILT	182272	outside thermometer #6 Truck	116.68
INDUSTRIAL QUALITY DIESEL	3910	FITTINGS	295.26
01-4310-6910 OTHER PURCHASED SERVICES			
AMERIPRIDE LINEN	2400680546	241076800 041118	46.71
AMERIPRIDE LINEN	2400682298	241076800 041818	92.85
AMERIPRIDE LINEN	2400683961	241076800 042518	46.71
FASTENAL COMPANY	IDJER74278	Welding Wire	85.14
TREASURE VALLEY COFFEE IN	2160:05540929	COFFEE/Creamer	1.85
CINTAS FIRST AID & SAFETY	5010535832	First Aid Supplies	113.43
01-4310-6930 STREET LIGHTING			
FASTENAL COMPANY	IDJER69943	coupling nuts for sign bases	41.18
IDAHO POWER	2200059315 04	2200059315 041018	5.34
IDAHO POWER	2200506786 04	2200506786 041018	22.95
IDAHO POWER	2201013857 04	2201013857 042018	14.26
IDAHO POWER	2201174667 04	2201174667 041018	8.51
IDAHO POWER	2202627564 04	2202627564 041018	23.19
IDAHO POWER	2203027632 04	2203027632 041018	5.34
IDAHO POWER	2203855230 04	2203855230 042018	74.69
IDAHO POWER	2204535385 04	2204535385 042018	113.44
IDAHO POWER	2204882910 04	2204882910 041218	537.75
IDAHO POWER	2204882910 04	2204882910 041218	115.67
IDAHO POWER	2204882910 04	2204882910 041218	56.99
IDAHO POWER	2205963446 04	2205963446 041018	119.32
IDAHO POWER	2206773224 04	2206773224 042018	8.47
WOOD RIVER WELDING, INC.	170092	Repairs	400.00
01-4310-6950 MAINTENANCE & IMPROVEMENTS			
IMPERIAL ASPHALT LLC	3563	Crack Seal Material	4,958.31
OHIO GULCH TRANSFER STATI	078567	Clean Wood Waste	2.60
WALKER SAND AND GRAVEL	00463651	DUMP NONORGANIC	85.86
WALKER SAND AND GRAVEL	00463652	Chips	120.08

Vendor Name	Invoice Number	Description	Net Invoice Amount
WALKER SAND AND GRAVEL	00463663	DUMP NONORGANIC	84.00
WALKER SAND AND GRAVEL	00463666	Chips	130.72
WALKER SAND AND GRAVEL	00463689	DUMP NONORGANIC	89.76
WALKER SAND AND GRAVEL	00463693	Chips	112.16
WALKER SAND AND GRAVEL	00463717	DUMP Organic	316.94
WALKER SAND AND GRAVEL	00463720	Chips	181.44
WALKER SAND AND GRAVEL	00463780	DUMP Organic	159.64
WALKER SAND AND GRAVEL	00463783	Road Mix	81.78
WALKER SAND AND GRAVEL	00463939	Road Mix	149.72
WALKER SAND AND GRAVEL	00463965	Chips	194.16
WALKER SAND AND GRAVEL	00464006	Chips	182.48
WALKER SAND AND GRAVEL	00464009	Chips	177.20
WALKER SAND AND GRAVEL	00464031	Chips	155.36
WALKER SAND AND GRAVEL	00464033	Chips	183.84
WALKER SAND AND GRAVEL	00464091	Road Mix	121.74
WALKER SAND AND GRAVEL	00464093	Road Mix	76.23
WALKER SAND AND GRAVEL	00464110	Washed Rock 2" Drain	152.08
WALKER SAND AND GRAVEL	00464173	Chips	184.24
WALKER SAND AND GRAVEL	00464174	Washed Rock 2" Drain	143.10
WALKER SAND AND GRAVEL	00464177	Chips	102.16
WALKER SAND AND GRAVEL	00464243	Chips	181.36
WALKER SAND AND GRAVEL	00464244	Chips	176.40
WALKER SAND AND GRAVEL	00464361	Chips	166.32
WALKER SAND AND GRAVEL	00464362	Chips	171.04
WALKER SAND AND GRAVEL	00464429	DUMP NONORGANIC	61.26
WALKER SAND AND GRAVEL	00464431	DUMP NONORGANIC	21.66
WALKER SAND AND GRAVEL	00464434	Chips	167.60
WALKER SAND AND GRAVEL	00464439	Chips	181.60
Total STREET:			17,450.24

PARKS AND RECREATION

01-4510-2500 HEALTH INSURANCE - CITY

STARLEY-LEAVITT INS. AGENC	559569	Policy #10035569 10/1/17-10/1/18	36.00
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01-4510-3250 RECREATION SUPPLIES

CASH	040618	Refund Petty Cash for Parks & Rec	100.00
WEBB LANDSCAPING	K-IN-119471	Garden Supplies	36.15
MEMPHIS NET & TWINE CO., IN	209998	Batting Cage Netting	1,012.10

01-4510-3500 MOTOR FUELS & LUBRICANTS

UNITED OIL	880623	37268 041518	60.61
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01-4510-5200 UTILITIES

IDAHO POWER	2206452274 04	2206452274 042018	443.14
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Total PARKS AND RECREATION: 1,688.00

Total GENERAL FUND: 185,495.51

**GENERAL CAPITAL IMPROVEMENT FD
 GENERAL CIP EXPENDITURES**

03-4193-7608 COMM. EQUIP. UPGRADE

JPS INTEROPERABILITY SOLUTI	3348	dual radio/cable/interface	2,255.00
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Vendor Name	Invoice Number	Description	Net Invoice Amount
Total GENERAL CIP EXPENDITURES:			2,255.00
Total GENERAL CAPITAL IMPROVEMENT FD:			2,255.00
ORIGINAL LOT FUND			
ORIGINAL LOT TAX			
22-4910-4200 PROFESSIONAL SERVICES			
SUN VALLEY EVENTS	042418	May Installment Contract - Events Coordinator	3,125.00
22-4910-6040 SUN VALLEY MARKETING ALLIANCE			
VISIT SUN VALLEY	33	Monthly Payment per contract	36,666.66
22-4910-6060 EVENTS/PROMOTIONS			
WINDYCITY ARTS, INC.	2018-251	Banner	2,365.00
IDAHO SUNSHINE MEDIA LLC	6131	color ad	270.00
IDAHO SUNSHINE MEDIA LLC	6174	color ad	270.00
IDAHO SUNSHINE MEDIA LLC	6207	color ad	300.00
Total ORIGINAL LOT TAX:			42,996.66
Total ORIGINAL LOT FUND:			42,996.66
WATER FUND			
WATER EXPENDITURES			
63-4340-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	559569	Policy #10035569 10/1/17-10/1/18	31.50
63-4340-3100 OFFICE SUPPLIES & POSTAGE			
CHATEAU DRUG CENTER	1887194	Powerlock Tape	16.14
UNIFIED OFFICE SERVICES	252589	Office Supplies	20.99
63-4340-3200 OPERATING SUPPLIES			
ALSCO - AMERICAN LINEN DIVI	LBO1593413	005292 041318	19.45
ALSCO - AMERICAN LINEN DIVI	LBO1593415	005292 041318	48.47
63-4340-3400 MINOR EQUIPMENT			
CHATEAU DRUG CENTER	1885273	wrench set	19.99
63-4340-3500 MOTOR FUELS & LUBRICANTS			
UNITED OIL	880626	37271 041518	372.99
63-4340-3600 COMPUTER SOFTWARE			
DLT SOLUTIONS, INC.	1324653	Auto CAD	857.50
63-4340-3800 CHEMICALS			
GEM STATE WELDERS SUPPLY,I	E254790	55 gal T-Chlor	6.00
63-4340-4200 PROFESSIONAL SERVICES			
LAYNE PUMPS, INC.	23931	Northwood Well	7,820.00
63-4340-4900 PERSONNEL TRAINING/TRAVEL/MTG			
IDAHO RURAL WATER ASSOCIA	12239	Training	285.00
63-4340-5100 TELEPHONE & COMMUNICATIONS			
CENTURY LINK	2087250715 04	2087250715 040418	113.30

Vendor Name	Invoice Number	Description	Net Invoice Amount
CENTURY LINK	2087255045 04	2087255045 040418	49.31
COX COMMUNICATIONS	205188001 043	205188001 043018	94.97
VERIZON WIRELESS	9805226397	965494438- 041018	37.45
VERIZON WIRELESS	9805336382	365516521 041318	130.54
63-4340-5200 UTILITIES			
IDAHO POWER	2202458903 04	2202458903 041918	159.46
IDAHO POWER	2206786259 04	2206786259 041918	42.48
63-4340-6100 REPAIR & MAINT-MACH & EQUIP			
COLOR HAUS, INC.	203289	Paint and supplies for shop floor	413.72
EAGLE GATE SYSTEMS LLC	4726	Annual Gate Service	301.65
Total WATER EXPENDITURES:			10,840.91
Total WATER FUND:			10,840.91
WATER CAPITAL IMPROVEMENT FUND			
WATER CIP EXPENDITURES			
64-4340-7800 CONSTRUCTION			
LUNCEFORD EXCAVATION, INC.	8867	ksw repair T.C. Well	520.00
64-4340-7802 KETCHUM SPRING WA CONVERSION			
FERGUSON ENTERPRISES, INC.	0680234	KSW Contract	5,095.26
Total WATER CIP EXPENDITURES:			5,615.26
Total WATER CAPITAL IMPROVEMENT FUND:			5,615.26
WASTEWATER FUND			
WASTEWATER EXPENDITURES			
65-4350-2500 HEALTH INSURANCE-CITY			
STARLEY-LEAVITT INS. AGENC	559569	Policy #10035569 10/1/17-10/1/18	76.50
65-4350-3100 OFFICE SUPPLIES & POSTAGE			
UNIFIED OFFICE SERVICES	252589	Office Supplies	21.00
65-4350-3200 OPERATING SUPPLIES			
ALSCO - AMERICAN LINEN DIVI	LBO1593413	005292 041318	19.45
ALSCO - AMERICAN LINEN DIVI	LBO1593414	005292 041318	86.96
CHATEAU DRUG CENTER	1888885	Advil	11.96
TREASURE VALLEY COFFEE IN	2160.05530085	COFFEE/sports drinks/creamer	143.21
65-4350-3500 MOTOR FUELS & LUBRICANTS			
UNITED OIL	880625	37270 041518	83.47
65-4350-5100 TELEPHONE & COMMUNICATIONS			
CENTURY LINK	2087268953 04	2087268953 041318	49.31
COX COMMUNICATIONS	205188001 043	205188001 043018	94.98
VERIZON WIRELESS	9805226397	965494438- 041018	26.57
65-4350-5200 UTILITIES			
IDAHO POWER	2202158701 04	2202158701 041218	8,460.06
IDAHO POWER	2202703357 04	2202703357 041918	107.69
IDAHO POWER	2206786259 04	2206786259 041918	42.48

Vendor Name	Invoice Number	Description	Net Invoice Amount
65-4350-6100 REPAIR & MAINT-MACH & EQUIP			
A.C. HOUSTON LUMBER CO.	014-749975	spray paint white	11.98
A.C. HOUSTON LUMBER CO.	014-752945	Steel T post	34.74
EAGLE GATE SYSTEMS LLC	4726	Annual Gate Service	301.65
McMASTER-CARR SUPPLY CO.	61368816	Supplies	168.31
PIPECO, INC.	S2965937.001	Parts	6.53
PLATT ELECTRIC SUPPLY	R116492	Credit	55.53-
UNITED OIL	500809	37270 032318	639.20
WOOD RIVER WELDING, INC.	169988	parts	94.32
WOOD RIVER WELDING, INC.	170094	Repaired a gear box	800.00
CANYON EXCAVATION. LLC	435002	outfall pipe River Re-grade	17,500.00
65-4350-6900 COLLECTION SYSTEM SERVICES/CHA			
VERIZON WIRELESS	9805226397	965494438- 041018	53.08
Total WASTEWATER EXPENDITURES:			28,777.92
Total WASTEWATER FUND:			28,777.92
WASTEWATER CAPITAL IMPROVE FND WASTEWATER CIP EXPENDITURES			
67-4350-7810 HEADWORKS CONSTR. & EQUIP.			
HDR ENGINEERING, INC.	1200116034	Professional Services	10,550.00
Total WASTEWATER CIP EXPENDITURES:			10,550.00
Total WASTEWATER CAPITAL IMPROVE FND:			10,550.00
ESSENTIAL SERVICES FAC. TRUST ESF TRUST EXPENDITURES			
95-4193-7201 FUTURE ESSENTIAL SERVICES FAC.			
FIFTH STREET LLC	042518	CONTRACT 20071	250,000.00
Total ESF TRUST EXPENDITURES:			250,000.00
Total ESSENTIAL SERVICES FAC. TRUST:			250,000.00
Grand Totals:			536,531.26

Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "0110000000"- "9549009999", "9910000000"- "9911810000"



City of Ketchum

May 1, 2018

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation To Approve Contract #20182

Recommendation and Summary

Staff is recommending the council approve contract #20182 with DockDogs, Inc. for a canine aquatic dock diving competition on July 6 and 7, 2018 and adopt the following motion:

“I move to approve the agreement with DockDogs, Inc. for a canine aquatic dock diving competition.”

- The City supports special events.
- The City encourages new and unique events that appeal to residents, visitors and business owners.

Introduction and History

The City hosts several community events throughout the year and has been working toward finding new and unique events. The City of Ketchum loves its dogs, it's Art in City Hall exhibition theme is “For the Love of Dogs”, and 2018 is the Chinese Year of the Dog. Staff recommends this event as a perfect fit for 2018.

Financial Impact

The DockDogs, Inc. event will be paid with LOT funding.

Sincerely,

Lisa Enourato
Assistant City Administrator

Attachments:

Contract #20182
DockDogs, Inc. Information Packet



City of Ketchum

**CANINE AQUATIC DOCK DIVING COMPETITION WITH DOCKDOGS, INC.
CONTRACT #20182**

THIS AGREEMENT (“Agreement”) made and entered into this ___ day of ____ 2018, by and between the CITY OF KETCHUM, IDAHO, P.O. Box 2315, 480 East Ave. N. Ketchum, Idaho 83340, a municipal corporation (hereinafter referred to as “City”), and DOCKDOGS, INC., 5690 Wolff Road, Medina, OH 44256 (hereinafter referred to as “Contractor”). City of Ketchum and DockDogs, Inc. are, collectively, the “Parties” with reference to the following facts:

FINDINGS

1. The City is a municipal corporation duly organized and existing under the laws of the State of Idaho.
2. Pursuant to Idaho Code §50-301 and §50-302, 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.
3. Contractor desires to enter into an Agreement with the City to provide such services consistent with the terms and conditions below.

NOW, THEREFORE, the parties hereto covenant and agree as follows:

1. **Description of Services.** Contractor will organize and operate canine aquatic dock diving competitions as scheduled by Agreement with the City during the course of DOCKDOGS IN KETCHUM EVENT. Big Air Dogs, Extreme Vertical, Speed Retrieve competition and show schedule to be determined 6-8 weeks prior to event start date.

Date of Engagement: July 6-7, 2018

Friday, July 6 Set Up	8 a.m. to 4 p.m.
Friday, July 6 Event	4:30 to 7 p.m.
Saturday, July 7 Event	9 a.m. to 5 p.m.

Venue Location: Washington Avenue between River and First Streets
and Forest Service Park
Ketchum, Idaho 83340

Contractor will provide:

- Dock
- Pool
- PA equipment
- Event staging personnel
- Scoring/Judging personnel
- Ribbons or medals, rosettes and other awards for participants
- All necessary administration supplies
- Contractor will organize and register all competitors prior to and on-site during the event.
- Prominent display of event(s) on www.dockdogs.com
- Contractor will provide promotional materials and ad copy to City for use in promotional activities. Materials will be delivered at least 4 weeks prior to event.
- Art work and photos for promotions run by the City.

City will provide:

- Venue: Approximately a 100-foot x 100-foot area for pool and dock area; other space requirement outlined below. Competition configurations can be adapted to the venue's layout with prior approval.
- Ground surface for the pool must be level to within 6 inches over a 45-foot long and 25-foot wide area.
- Bleachers and other seating if City deems necessary as Contractor does not require it.
- A judging area designated and clear approximately perpendicular at the 16-foot mark from the dock side of the pool and 40 feet back. Please refer to "Typical Footprint" for further clarification.
- Staging area for competitors that is fenced or otherwise separated from the public and secure for dogs and crates and as described in detail below.
- Competition area must be fenced or otherwise separated from the public for dogs actively competing. This area should be large enough to accommodate 15 dogs with ample space between the dogs.
- Staging and competition areas mentioned above should be no further than 50 yards apart.
- An adequate water supply (approximately 27,000 gallons) to fill the large pool in a timely manner.
- An acceptable means of draining the pool in a reasonable time frame.
- City will ensure the surface of the venue area does not present a slip hazard.
- Adequate space for trailer, adjacent to the pool venue for Contractor registration and merchandise.
- Additional 10' x 10' booth space adjacent to the pool venue for 3 DockDogs sponsors.
- Power outlets accessible near the venue site.
- Direct access to the pool venue for equipment trailer(s) and vehicles during load-in and load-out.
- Secure parking space adjacent to the venue area for equipment trailer.
- Adequate time for load in and set up and load out.

*Contractor will notify the City of any further equipment requirements within thirty (30) days of the event weekend.

2. **Payment and Terms for Services.** In exchange for the Services, City shall
 - Pay Contractor a fee of Seven Thousand, Five Hundred Dollars (\$7,500.00)
 - Provide two (2) non-smoking double bed hotel rooms (at a pet friendly hotel) within 15 miles of the venue, checking in on Thursday, July 5, 2018 and checking out on Sunday, July 8, 2018. Hotel information will be provided to DockDogs head office 30 days prior to event set-up date.
 - Non-refundable, Fifty Percent (50%) deposit (\$3,750.00) paid with return of signed contract.
 - Balance will be paid on site prior to the scheduled set up of the dock and pool for the event.
*Outstanding balances remaining after 30 days will be charged a 15% interest fee.

3. **Cancellation.** If the entire Event (all performances) are prevented or rendered impossible or infeasible by reason of any cause beyond the control of either the City or Contractor, such as a cancellation of the entire Event for any reason which includes cancellation by strike or other labor condition or dispute, epidemic, civil disturbance, riot, insurrection, war (declared or undeclared) or armed conflict, an order or injunction of court or administrative body, or any other act or regulation of any public authority, act of God (including, but not limited to, inclement weather), or failure or restriction of any public or private utility, it is agreed that there shall be no claim for damages by City or Contractor and payment for Contractor services shall be modified to one-half (1/2) of the total fee listed above (50%) deposit to cover associated operational costs and time served on the event coordination. If any portion of the performances is carried out, payment shall not be modified or reduced in any way.

4. **Promotional Requirements.** When promoting DockDogs as a feature or attraction, City agrees that the inclusion of DockDogs logo along with major DockDogs sponsor logos and taglines in newspaper, radio, television, web and other applicable media promotions for the DockDogs competition promotions will be pre-approved by DockDogs. Contractor will provide art work and photos for promotions run by the City. All use of DockDogs name(s), logos or other devices related to the organization or events that are not supplied directly from DockDogs must be approved by DockDogs in advance of publication.

5. **Provisions or Conditions.**
 - Contractor retains the rights and ownership of all images and sounds of the DockDogs competition and practice pool venue including photographs, video, audio and any other media not specified. Use of any such materials is prohibited without the express written consent of Contractor.
 - Contractor agrees to provide available personnel to participate in publicity and promotional activities on-site during the dates of the event, and remotely via telephone prior to the event. These activities may include radio, television and newspaper interviews as scheduled by the event public relations staff.

- City agrees to provide Contractor with appropriate electronic versions of logos and promotional materials for inclusion on the DockDogs website (www.dockdogs.com), likewise, DockDogs will provide same, as well as promotional photos, to City.
 - City must recognize that this event is open to all dogs, regardless of breed, size or sex. Handlers must be able to enter event gates and proceed unencumbered to the pool venue with their dogs.
 - Contractor reserves the right to postpone or cancel any event or portion of an event should the DockDogs personnel feel conditions are not safe for the handlers or the dogs. Instances of this might be but are not limited to, severe weather, cold weather, electrical storms and/or equipment failure. If such a cancellation should occur prior to the arrival of DockDogs personnel to an event, the final 50% operations fee will be postponed, and the event rescheduled to a mutually beneficial time. Should a cancellation occur after the arrival of DockDogs personnel, the entire operations fee would be due and the event will be rescheduled to a mutually agreed upon time.
 - Failure of either party to fulfill the agreements of this contract will result in forfeiture of all claims to monies or reimbursements.
6. **Event Sponsorship.** Contractor reserves the right to display banners and other promotional items of any DockDogs sponsors at the DockDogs venue. Should a DockDogs sponsor conflict with an existing City sponsor, DockDogs may remove the banners and logos of this sponsor for this event only within the DockDogs venue area. City agrees to allow Contractor to sell DockDogs merchandise during the course of the event, within the DockDogs venue area only. The acquisition and distribution of additional/new sponsorship monies by the City, which would be required to be serviced by Contractor, will be negotiated separately between the City and Contractor.
7. **Independent Contractor.** In all matters relating to this Agreement, Contractor shall be acting as an independent contractor. The Contractor is not an employee of the City under the meaning or application of any Federal or State Unemployment or Insurance Laws or Workers' Compensation Laws, and Contractor shall assume all liabilities and obligations imposed by any one or more of such laws. Contractor shall not have any authority to assume or create any obligations, express or implied, on behalf of the City.
8. **Nonassignment.** This Agreement, in whole or in part, shall not be assigned or transferred by Contractor to any other party except upon the prior written consent of the City and approved by the Ketchum City Council.
9. **Indemnification.** Contractor agrees to indemnify, defend, and hold harmless the City and its officers, agents, employees and City Council from and against all claims, losses, actions, or judgments for damages or injury to persons or property arising out of or in connection with the act and/or any performances or activities of Contractor, Contractor's agents, employees, or representatives under this Agreement.
10. **Insurance.** Contractor agrees to obtain and keep in force during its acts under this Agreement a professional liability insurance policy in the minimum amount of \$500,000 which shall name and

protect Contractor, all of Contractor's employees, and protect the City, its officers, agents, employees and City Council from and against any and all claims, losses, actions, and judgments for damages or injury to persons or property arising out of or in connection with the Contractor's acts. Contractor shall provide proof of coverage as set forth above to the City before commencing its performance as herein provided and shall require insurer to notify the City ten (10) days prior to cancellation of said policy.

The City and Contractor warrant that they each carry workers' compensation, comprehensive liability, automobile, and other insurance with reasonable coverage and in reasonable amounts sufficient to insure against anticipated risks in connection with services under this Agreement.

11. **Succession.** This Agreement shall be binding upon all successors in interest of either party hereto.

12. **Law of Idaho.** This Agreement shall be 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

DOCKDOGS, INC.

Neil Bradshaw, Mayor

Grant Reeves, CEO

ATTEST:

Robin Crotty
Interim City Clerk



DockDogs® Worldwide
Dockdogs.com | @officialdockdogs



THE WORLD'S PREMIER CANINE AQUATICS COMPETITION

| As seen on ABC, ESPN, and the Outdoor Channel.

*“Can pigs whistle? Not likely. Can dogs fly?
Sometimes.”*

-Mary Lou Baker, Marylandlife.com



DOCKDOGS®

THREE COMPETITIONS
COMBINED INTO ONE ACTION
PACKED, FAMILY ORIENTED
SHOW.

*“Big Air Dogs Is The Hottest Property In The
Outdoor Market”*

*–Gary Morgenstern; Former Director of ESPNs Outdoor
Programming Over*

BIG AIR IS WHERE IT STARTED!

THINK OF BIG AIR®
AS THE LONG JUMP
FOR DOGS



DockDogs® has grown from
20 original jumping teams in
1999 to over 40,000 registered
teams in 2017!



BIG AIR®

Big Air® is the long jump for dogs. The dog has 60 seconds on the 40 foot long dock to complete the jump. The jump distance is measured from the end of the dock to the point at which the base of the dog's tail hits the water.

- Big Air® is the **original and still most popular** DockDogs® competition.
- Each dog and their "Handler" are a competition team and each team competes head-to-head against the other to see who can jump the farthest distance.
- Each team is allotted 60 seconds to get the dog down the dock and into the water.
- The Judge evaluates all jumps electronically using digital video stop-action technology developed by ESPN's MIS Department.
- The official jump distance is measured, and when it's all said and done, the dog that jumps the farthest wins!



EXTREME VERTICAL®

Extreme Vertical® (EV) is the high jump for dogs. The dog must knock down or grab a bumper extended from an arm 8 feet out from the dock. Competing teams have 60 seconds to complete the discipline.

In the Spring of 2005, Extreme Vertical® was officially launched as the second form of DockDogs® competition after initially being developed as a training technique for Big Air®. Just as Big Air® is equivalent to a "Long Jump" for dogs", Extreme Vertical® is equivalent to a "High Jump" for dogs.

For the Preliminary Qualifying Competitions, a bumper is hung from a specially designed Extender Arm and placed 8 feet from the edge of the dock. The Bumper is then placed at the chosen starting height for each team.

Each team is permitted to use a maximum of 20 feet of the dock surface and is allotted 60 seconds to jump in the air while attempting to remove the bumper from the apparatus. If the team misses on the first attempt, they will immediately return to the dock and will be given a second and final attempt to remove the bumper.

Rounds continue with the bumper being raised in 2 inch increments per round until the dog that jumps the highest takes home the Prize!



NEXT, WE WENT OVER THE TOP WITH...



SPEED RETRIEVE®

Speed Retrieve® is the speed swim for dogs. At the handler's signal, the dog runs down 20 feet of the dock, jumps into the water and swims to pull down a bumper 38 feet away that is suspended 2 inches above the water. The dog has 60 seconds to complete the retrieval and their time starts as soon as the dog is in motion. Each team has two attempts and the faster of the two runs is the official score.

Its All About Speed!

The newest form of DockDogs® competition, which was introduced in 2008, has nothing to do with the dogs ability to jump but rather its speed.

- Similar to Extreme Vertical®, in **SPEED RETRIEVE®** each team is allowed to use a maximum of 20 feet of the dock surface and is given 60 seconds to get into the water. However, instead of measuring distance or height, each dog is racing against the clock.
- Upon entering the water, each dog must swim to the end of a 40 foot pool and remove the DockDogs® bumper from an Extender Arm in order to complete their timed run.



THAT WASN'T ENOUGH...

IRON DOG®

The Iron Dog® Challenge was put in place to incorporate all three of the DockDogs® competitions.

To achieve valid ID score competitors in Iron Dog must not only participate in Big Air®, Extreme Vertical®, and Speed Retrieve® at a single event but also receive an official score. We compile the best run in all three disciplines for each team and the team with the overall best score wins.

This competition challenges participants to continuously develop their skill in all three disciplines, and rewards the boldest, best, and most daring teams.



WHY IT WORKS

DockDogs® is the largest and most diversified presenter of dock diving Dog Performance Sports in the world.

"THEY ACCEPT EVERYBODY HERE. THEY CHEER FOR YOU JUST THE SAME. THERE IS NO PRETENTIOUS ATTITUDE. THE WORLD RECORD DOG OWNERS WILL COME UP AND TALK TO YOU AND COACH YOU." -THE BALTIMORE SUN

Want Nonstop Action?

"Sports audiences are now used to almost continuous action. They don't want to sit on their hands. DockDogs® understands that, and has streamlined the competition process to eliminate the "down" time, while keeping the interaction between the audience and the human/canine teams on an intimate level."

-Scott Hicken, Television Producer- Echo Entertainment STIHL Dogs and Logs World Championships

"It's all about having fun with your dog and meeting great people and, at the end of the day, everybody goes home with the greatest dog in the world."

-Scott Whitley, DockDogs® Competitor

DockDogs® events are family affairs—anyone over 8 years old can compete, as can all types of dogs. A pint-sized Pomeranian was the sentimental favorite of the event I attend, but big dogs ruled the day.

-Mary Lou Baker, Marylandlife.com





MEDIA EXPOSURE

During the first year of the ESPN Great Outdoor Games...Big Air® Dogs was promoted as a "filler" event. It was not expected to be very popular but when the spectators began to number in the thousands and traffic for the event shut down a number of city blocks, it was evident to us that BIG AIR® was on the brink of worldwide acclaim. We started running and never looked back. #DockDogs

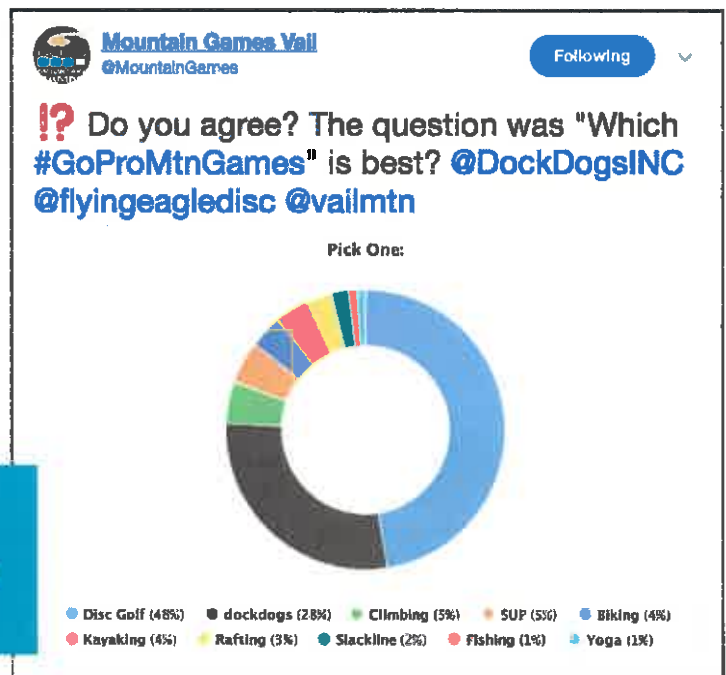
DockDogs® took a big step when it was featured as one of the top 3 floats in the well known *Chicago Thanksgiving Day Parade*. ABC coverage netted over 2.5 million viewers and 350,000 people street side.

DockDogs® events have been featured on ABC, ESPN, The Outdoor Channel, Outside TV, and a variety of other cable broadcasts.

Over the last 10 years DockDogs® competitors have been featured on a prime time TV shows, including the *Late Show with David Letterman*, jumping their high flying dogs just outside the studio.



We have been featured in events such as Go Pro Mountain games where we were rated the 2nd best attraction at the event!



OUR REACH

OUR IMPRESSIONS



REGISTERED
TEAMS



SOCIAL MEDIA
FOLLOWERS



EVENTS
VIEWERS



IT PAYS TO BE A DOCKDOGS® SPONSOR!

DockDogs® events create more branding opportunity and overall exposure than any other live event by appearing in front of millions of spectators worldwide each and every year.

- Right to display Banners on competition Pool, competition Dock and/or outside of Official DockDogs® judging or registration area.
- Sponsor mentions by live event announcer throughout daily competitions, practice sessions and seminars reaching show audience, surrounding areas and vendors.
- Right to setup a 10' x 10' booth to sample / display / distribute to general public within the DockDogs® footprint at the Event
- Right to distribute coupons / products / collateral materials to all DockDogs® competitors
- Complimentary event badges / tickets for Hospitality and Client entertainment



"DOCKDOGS RULE! WHAT GREAT FAMILY FUN."

 [@JAMIEINBYTOWN](#)

"MY SONS LOVE THE DOCKDOGS. ONE OF THEIR FAVORITE PARTS OF THE SHOW."

 [@DENNISWALKERJR](#)



CHOOSING A VENUE

WE CAN GO JUST ABOUT ANYWHERE!

A DOCKDOGS® DOCK AND SPLASH SUPER POOL CAN BE QUICKLY SET UP IN ALMOST ANY LOCATION, MAKING DOCKDOGS® AN IDEAL ATTRACTION FOR JUST ABOUT ANY VENUE.

A PREEXISTING DOCK MAY BE USED AS LONG AS IT COMPLIES WITH THE DOCKDOGS STANDARDS AT LEAST 40FT LONG X 8FT WIDE, AND 24" OFF THE WATER SURFACE. THE WATER MUST BE AT LEAST 4FT DEEP AND FREE OF BOAT TRAFFIC.

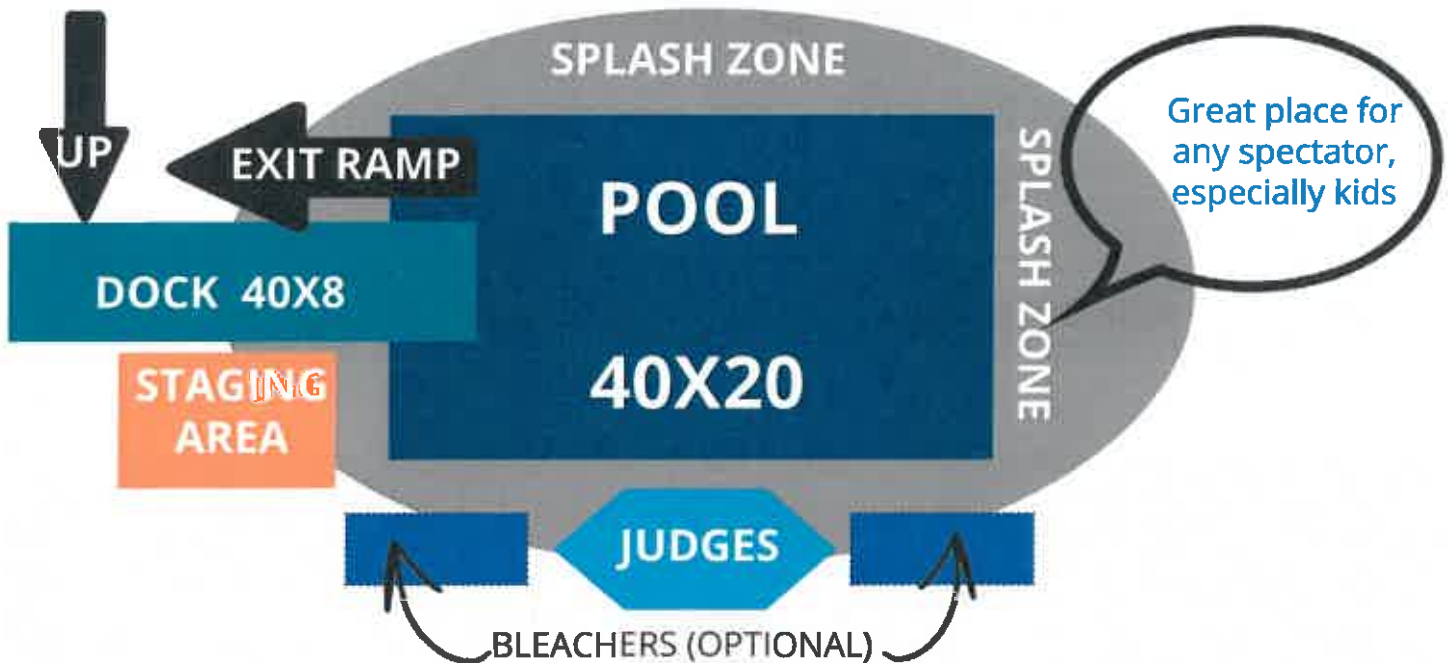
ALONG WITH THE DOCK AND POOL, ALL THAT IS REQUIRED IS A DRY AREA WITH A MINIMUM OF 30FT PERPENDICULAR TO THE POOL IN ORDER TO SAFELY SET UP OUR ELECTRONICS AND SCORING SYSTEM.

DOCKDOGS® HAS BEEN FEATURED AT:

- FAIRS
- FESTIVALS
- HUNTING & FISHING SHOWS
- BOAT SHOWS
- HOME SHOWS
- GARDEN SHOWS
- BULL RIDING EVENTS
- PROFESSIONAL SPORTING EVENTS
- NASCAR RACES
- FUND RAISERS
- CONVENTIONS
- EXPOS
- PRIVATE PARTIES
- RETAIL STORES INCLUDING PETCO, SCHEELS, CABELAS, AND MORE...

AND MANY OTHER SPECIAL EVENTS, YOU NAME IT...WE CAN DO IT!

TYPICAL EVENT SET UP WITH MANY POSSIBLE VARIATIONS.



"If history is any indicator, two legged fans will be attracted to the four legged sport where dogs hurl themselves off 40 foot piers into 30,000 gallon pools competing for distance, height and speed." - Houston Business Journal

INTERESTED IN HOSTING AN EVENT?

CONTACT US

BRIAN SHARENOW, VICE PRESIDENT

WORK: (708) 485-9230

CELL: (630) 768-8431

EMAIL: BRIAN.SHARENOW@DOCKDOGS.COM

f @OFFICIALDOCKDOGS

For more General Information you can also contact
DockDogs® Worldwide:

(330) 241-4975 | office@dockdogs.com

5690 Wolff Rd, Medina OH 44256

DockDogs® Rules and Regulations, Dock Specifications, Event
Details, Event Results and other information can also be viewed at:
DockDogs.com





City of Ketchum

May 1, 2018

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation to approve Resolution No. 18-013 declaring certain property of the City to be surplus; and authorizing and directing the disposal of the surplus property.

Recommendation and Summary

Staff is recommending the Council adopt Resolution 18-013 declaring certain property of the City to be surplus and authorizing disposal with the following motion:

"I move to adopt Resolution 18-013 declaring certain personal property in exhibit A as surplus, and authorizing staff to dispose of any items that cannot otherwise be auctioned or donated."

The reasons for the recommendation are as follows:

- City staff continuously review City-owned assets that are no longer used or are reaching the end of life to determine if they are surplus and can be disposed of.

Introduction and History

The City of Ketchum continuously reviews assets owned and managed by the City. When assets are no longer in use, or are reaching the end of their useful life, the Administrative Services department works with other departments to develop a list of items that are no longer in current use. The City of Ketchum's policy is to sell, donate, or dispose of surplus property.

Analysis

When the City purchased a new pick-up truck in November 2017 for the Facilities Maintenance Division, the old Facilities Maintenance truck, including plow, was sent to the Recreation Department for use plowing the seasonal outdoor ice rink. With the new truck having proved superior to the Recreation Department's 1977 Chevy Blazer, the City is now ready to dispose of the Blazer which was previously used to plow the rink.

Financial Impact

To the extent that the City is able to auction the vehicle, a small revenue gain may occur.

Attachments

- Attachment A: Resolution 18-013

RESOLUTION NO. 18-013

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO RELATING TO SURPLUS PERSONAL PROPERTY; DECLARING CERTAIN PERSONAL PROPERTY OF THE CITY TO BE SURPLUS; AUTHORIZING AND DIRECTING THE DISPOSAL OF THE SURPLUS PROPERTY; PROVIDING FOR RELATED MATTERS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Ketchum, Idaho (“City”) has acquired certain personal property for the purpose of carrying out services in the public interest; and

WHEREAS, certain items of personal property of the City have become damaged beyond repair or obsolete and are no longer needed by the City; and

WHEREAS, the City Council has deemed it unnecessary to maintain ownership of surplus personal property specifically listed and described in **Exhibit A** attached hereto and by this reference incorporated herein (“surplus property”); and

WHEREAS, the City Council desires to dispose of the surplus property listed in **Exhibit A**.

NOW, THEREFORE, it is hereby RESOLVED by the City Council of the City of Ketchum, Idaho as follows:

Section 1: The City Council finds and declares that the City no longer has a use for the property listed and described in **Exhibit A**. The City Council further finds and declares that the property is surplus and has minimal saleable value because of condition or obsolescence.

Section 2: The City Clerk is hereby authorized to dispose of the surplus property.

Section 3: This Resolution shall take effect and be in force immediately upon its passage and approval.

Passed and approved this 1st day of May 2018.

CITY OF KETCHUM

Neil Bradshaw, Mayor

ATTEST

Robin Crotty, City Clerk

RESOLUTION NO. 18-013

Exhibit A

Surplus Vehicle List

Make	Model	Year	Vin
Chevrolet	Blazer	1977	CKL187Z200527



**KIC: An Economic Development Project of the KCDC
Q2 Fiscal Year 2018 Report to the City**

To: Mayor Neil Bradshaw
Suzanne Frick, City Administrator
Courtney Hamilton, City Councilor and KIC Liaison
Amanda Breen, City Councilor
Michael David, City Councilor
Jim Slanetz, Council President

From: Kathryn Kemp Guylay (CEO), KIC
Leigh Barer (Associate Director), KIC
Rick LeFavre (KIC Advisory Board Chair), KIC

Goal: Foster a Diverse Year-Round Economy

Scope of Work:

1. Provide programs, services and facilities for new businesses, entrepreneurs, and existing businesses
2. Ensure public dollars go towards KIC programming offered to the public at-large
3. Develop a marketing strategy to increase community awareness of the programs and services offered by KIC
4. Conduct a survey to understand the needs of the business and entrepreneurial community and to assess the effectiveness of KIC programs

Performance Metrics

- a. Report to council bi-annually in person and quarterly via email on the progress of each scope of work objective
- b. Identify the number of entrepreneurs cultivated
- c. Provide detail on the classes held: frequency, type, attendance, cost, and feedback
- d. Provide information on marketing and outreach to encourage both drop-in members and longer-term members

Six-Month Report (Executive Summary)

In the first half of our fiscal year, with visibility on the need to change locations of our center for financial reasons, the KIC staff worked at 200% of capacity to meet our programming goals (educational and other events) as well as pitch night offerings.

In Q1, KIC hosted 24 events with 905 participants. In Q2, KIC hosted 26 events with 1,385 participants. In total, we have hosted 50 events with 2,290 participants during the first half of our fiscal year.

We also launched the women's entrepreneur and young innovators groups as targeted segments of the market that we serve. These initiatives have been extremely well received.

Our mentor program has been revitalized and has involved over 70 mentor/mentee meetings and hundreds of staff and volunteer hours.

As we move into the third and fourth quarters of the year, we are focused on our community outreach and market needs "discovery"; in other words, we are doing a lot of listening to our constituents. You will read in this report about our extensive surveys we've put out into the market as well as a "Collaborative Partners" outreach so that we can increase synergies and decrease overlap in the efforts of all community entities focused on economic development. During Q3 of the year, the KIC will operate on a very lean, virtual model as we conduct this market research. During this time we will be planning our KIC 3.0 "in color" with updated branding with color and splash, including a refresh to our website, thanks in part to our successful pitch to Idaho Power to support us with a \$1,500 grant to complete this update.

We plan to open the doors to our new physical location (KIC 3.0) at the start of Q4. The 311 Building that the KIC has occupied for the past two years will pass to its new owners (and occupants) on May 1st. The KIC is moving to a fabulous, centrally located and mountain-view infused space to open this summer. We are excited to partner with the city of Ketchum to make this new center a vibrant, sustainable and exciting place to gather in support of our local economy.

Finally, we are excited to get our economic development partners working in synergistic ways (and potentially co-locating with the KIC in our new space). We are launching the Economic Development Council (with hopeful representation by the KIC, SVED, Visit Sun Valley, The Chamber, and Fly Sun Valley) by the end of the year. We are also reaching out to other regional economic development groups (SBDC, United Way and others) to work on collaborative ideas that will increase the overall vibrancy and opportunity of the broader region.

Q2 Report (Detailed)

Update - **Performance Metric A**: Report to council bi-annually in person and quarterly via email on the progress of each scope of work objective

Month	Type of update	Form of Update
January	Q1 update	Written report (1/23/18)
April	Q2 update	Written report (4/13/18)
April	6 month update	Presentation to City Council (4/16/18)
June	Q3 update. Budget request for FY18-19	Written report plus presentation to City Council (6/18/18)
September	Q4 update	Written report
October	Year end update	Year end update plus presentation to City Council (10/15/18)

Update - **Scope item 1** (Provide programs, services and facilities for new businesses, entrepreneurs, and existing businesses) and **Performance Metrics B** (Identify the number of entrepreneurs cultivated) **and C** (Provide detail on the classes held: frequency, type, attendance, cost, and feedback)

Pitch/Demo Nights						
Count	Month	Type of Event	Date	Time	Led By	Attendance
1	MARCH	Sawtooth Brewery	3/22	5:00 PM	Kevin Jones & Paul Holle	21
Workshops, Education and Networking Events						
Count	Month	Type of Event	Date	Time	Led By	Attendance
1	JAN	Idea Bounce	1/4	5:00 PM	Leigh Barer	6
2	JAN	Women's Entrepreneur Group	1/17	5:30 PM	Kathryn Kemp Guylay	16
3	JAN	Chance Meetings on the Mountain	1/22	10:30 AM	Kathryn Kemp Guylay, Christy Anna Gerber	10
4	JAN	Young Innovators Group	1/23	5:30 PM	Jan Hegewald, Annie Pokorny, Courtney Hamilton	38
5	JAN	10 Ways to be More Productive	1/25	12:00 PM	Kathryn Kemp Guylay	7
6	FEB	Idea Bounce	2/1	5:00PM	Leigh Barer	5
7	FEB	Publishing 101	2/5	12:00 PM	Kathryn Kemp Guylay	15
8	FEB	Fireside Chat: Scott Robinson, First Lite	2/7	5:30 PM	Kathryn Kemp Guylay,	8
	FEB	WOW Middle School Project	2/9	9:30 AM	Leigh Barer	5
9	FEB	Leveraging Social Media	2/20	12:00 PM	Kathryn Kemp Guylay & Lynn Pattnosh	14
10	FEB	Women's Entrepreneur Group	2/21	5:30 PM	Kathryn Kemp Guylay & Rebecca Rusch	15

11	FEB	Chance Meetings on the Mountain	2/26	10:30 AM	Kathryn Kemp Guylay, Christy Anna Gerber	5
12	FEB	How SBA Loans Work	2/27	12:00 PM	Jeffra Syms, Brent Jussel	7
13	FEB	Young Innovators	2/28	5:30 pm	Annie Pokorny	4
14	FEB	Charisma Coaching	2/28	12:00 PM	Kathryn Kemp Guylay, Lynn Pattnosh	12
15	MAR	Idea Bounce	3/1	5:00 PM	Leigh Barer	4
16	MAR	Chance Meetings on the Mountain	3/5	10:30 AM	Kathryn Kemp Guylay, Christy Anna Gerber	2
17	MAR	Publishing 201	3/7	12:00 PM	Kathryn Kemp Guylay	7
18	MAR	Nordic Skiing & Strategizing	3/13	10:00 AM	Kathryn Kemp Guylay	3
19	MAR	Women's Entrepreneur Group: Turning Failures into Stepping Stones for Success	3/15	5:30 PM	Kathryn Kemp Guylay	7
20	MAR	6 steps to naming your company	3/19	12:00 PM	Leigh Barer	10
21	MAR	Managing Your Cash Flow	3/22	4:00 PM	Steve Ferguson	16
Subtotal for Workshops, Education and Networking Events						237
Large KIC-Led Community Events						
Count	Month	Type of Event	Date	Time	Led By	Attendees
1	JAN	Chamber Board Meeting	1/31	9:30 AM	Jeff Bacon	10
2	FEB	Boulder Mountain Tour	2/1-2/2	9:00 AM, 8:00 AM	Boulder Mountain Tour	1,000
3	FEB	SVED Q1 Forum	2/6	5:00 PM	Kathryn/Neil/Rick/Jon	28
4	FEB	Gallery Walk & Pop Up MRKT	2/16	5:00 PM	Leigh Barer	80
5	MAR	Place Branding: Visit Sun Valley Branding	3/13	9:30 AM	Visit Sun Valley	30
Subtotal for Large KIC-Led Community Events						1,148
Total Events (Q2)		26		Total Attendance		1,385

Update - **Scope item 2** (Ensure public dollars go toward KIC programming offered to the public at-large)

As you'll see from the chart below, we estimate that the cost to the KIC for programs alone was in excess of \$30,000. We assumed an average length of events at three hours with a prep time of 3x the class time. With 26 classes over a three-month period, we estimate the man/woman power time alone (at \$50 per hour) to be about \$15,000. Since we provide food, beverages, hand-outs and incur other supplies costs, we added 15% to the total man/woman hours. The total for the programming cost was \$33,540. Since all of the events provided were free (to attend) to the public at large, and the cost to put on the events was well above the amount in the city quarterly contract, we are very confident that we met Scope Item 2. (Note that these numbers do not include any of the costs for the space to hold the events, upkeep such as cleaning, or any of the additional services provided to the public such as mentorship and capital solutions. These costs also do not include marketing costs incurred (our significant uptick in marketing efforts will be reported below).

Q2

Average Length (Hours)	Average Prep Time	Total hours per event	# of events	Total hours for events	
3.00	9.00	12.00	26	312	hours
				\$ 50	hourly/rate
				\$ 15,600	Cost to provide events (Man/woman hours only)
			Supplies	\$ 2,340	Assumes 15% of hourly costs
				\$ 15,600	Space cost (\$50 per hour)
			Total	\$ 33,540	

Update - **Scope item 3** (Develop a marketing strategy to increase community awareness of the programs and services offered by KIC) and **Performance Metrics D** (Provide information on marketing and outreach to encourage both drop-in members and longer term members).

The chart below and on the following page demonstrates the significant increase in marketing efforts and our ability to track progress.

ITEM	FY2018 Q2 Results (January-March)
Blog posts	25 (plus media coverage posts)
Cross marketing	The Chamber newsletter, Visit SV, SVED
E-newsletters distributed	14
Email list subscribers	755 on 3/31/18
Facebook posts, reactions, comments	KIC Page: 114 likes, 64 posts, unique users who engaged with the page: 569 Women's Entrepreneur Group: 112 members (18%+), 61 posts, 13

	comments, 104 reactions KIC Young Innovators: 25 members
Google analytics	Users: 1.5K, Sessions: 2.3K Traffic sources (188 new users) Organic search: 23%, direct: 70.4%; social: 5.2%, referral: 1.4% Session duration: 1:51; Monthly users: 337
Press releases, calendar advisories	2
Media coverage	Print & Online: 8, Radio & Podcasts: 1, Video: 2
Testimonials	11 plus 2 case studies
Website enhancements	<ul style="list-style-type: none"> • New cover image • Added Testimonials to website • Added leadership content • Added Young Innovators Group • Added New mentorship page content • Added Job Board • Updated primary content • Updated Calendar
Website grade	71 out of 100

Update - **Scope item 4** (Conduct a survey to understand the needs of the business and entrepreneurial community and to assess the effectiveness of KIC programs)

The KIC has created surveys for the following areas (based on either market segment or interest in/attendance at a specific KIC program):

Women Entrepreneurs
Young Innovators
Workshop: E-commerce
Workshop: 10 Ways to Be more Productive
Workshop: Leveraging Social Media
Workshop: Branding (Naming Your Company)
Workshop: Charisma Coaching
Workshop: Publishing (Series)

Survey responses reinforced that Q1 FY2018 KIC programs provided professional mentorship and business support services to the community and to women entrepreneurs otherwise not available in the Wood River Valley.

Three standard measurement questions were asked across workshops:

1. Was the workshop useful?
2. Did you learn something new?
3. What other opportunities do you see for the KIC within the community?

Results below:

	On a scale of 1-5, was the workshop useful to you? (5=most useful)
1	0
2	8%
3	15%
4	62%
5	15%

	Did you learn something new?
Yes	88%
No	6%
Unsure	6%

	What other opportunities do you see for the KIC to play a role within our community?
Mentorship	20%
Capital solutions	14%
Job board	18%
Cohort based learning	18%
Masterminds	16%
Outdoor based educational events	14%
Other	0

Insights from the surveys have helped us learn that 77% of respondents believed the workshops they attended were above average in usefulness and that 88% have learned something new by attending KIC events. We see that as a large success; and weighing that information with the feedback of where the KIC can be useful in the community will help focus our efforts in these areas. Based on this feedback, we have Q3 plans to create Mastermind groups and further grow Cohort-based learning opportunities. Having this data with further measurement in Q3 and Q4 will help us better understand our market segments and where we can serve their needs.

Sending the surveys also contributed to successful administrative insights in managing programming at the KIC. Previously, there were no standards in measuring these events. Moving forward, we now have standards to collect attendance information, standard surveys, and the ability communicate measurement tools with attendees within 24 hours. This will greatly improve data collection and create short lifecycles for event improvement opportunities.



City of Ketchum

May 1, 2018

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Direction on Increased Funding for Mountain Rides Summer Ketchum Circulator Service

Recommendation and Summary

Staff is seeking direction on providing additional funding to Mountain Rides for modified summer red route service in Ketchum that would serve as a circulator linking West and South Ketchum to Downtown in the evenings. If additional funding is preferred by the Council, the following motion may be used:

I move to authorize staff to provide additional funding in the amount of \$ (see options below) to Mountain Rides Transportation Authority for provision of enhanced summer circulator service.

The reasons for seeking direction on additional funding are:

- The current level of funding will provide 2 days of service per week for the 15-minute in-town circulator.
- Mountain Rides believes that more days of service will generate greater awareness of the service while providing an economical test of a long-contemplated route.

Introduction and History

For FY 18, Mountain Rides received less funding from certain member agencies than was requested. As a result, Mountain Rides initiated a review of service and learned that the summer red route served less than one rider per hour. Mountain Rides considered options for the summer red route that included on-demand service, a modified red route within Ketchum only, as well as a downtown circulator. Mountain Rides has determined that a circulator looping from West and South Ketchum to Main Street would likely serve the greatest number of riders among the available options and is proposing the 15-minute loop depicted in Attachment A.

Analysis

The funding provided by the City of Ketchum would allow such a service to operate two nights per week for five hours each (5:30pm until 10:30pm) from June 23 through September 8. With an increased contribution to Mountain Rides of \$3,600, one additional night of service per week can be added to the circulator to serve Ketch'em Alive on Tuesdays (starting June 12). For a total increased contribution of \$14,000 circulator service could be offered for Tuesday through Saturday service, and for a total increase of \$23,200, circulator service could be provided all seven nights of the week (5:30pm until 10:30pm) during the June 23 through September 8 summer service period (and including 2 earlier Ketch'em Alive nights).

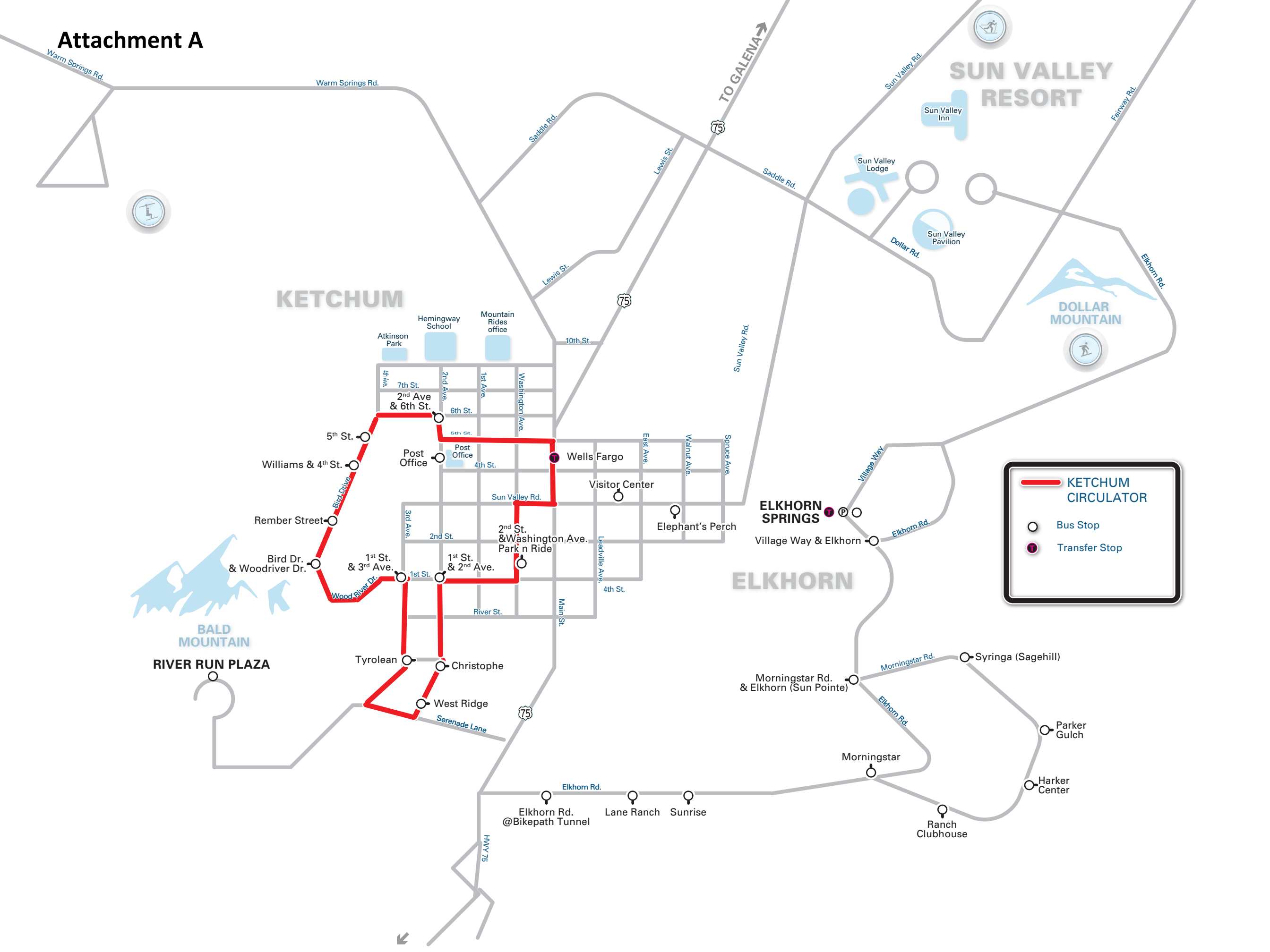
Financial Impact

The City of Ketchum funds Mountain Rides from its Local Option Tax collections. Through April 25, 2018, such collections are approximately \$70,000 above this time last year and are above the budgeted amount.

Attachments

- Attachment A: Proposed Red Route Circulator Map

Attachment A



KETCHUM CIRCULATOR

- Bus Stop
- Ⓣ Transfer Stop



City of Ketchum

May 1, 2018

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Direct the Planning & Building Administrator to return to Council with proposed edits to Ketchum City Code (KCC) Chapter 5.16 on Off Site Vendors Regulations

Background

The city has adopted regulations regarding off site vendors. As set forth in previous staff reports (11/28/16 and 3/19/18), the original off site vendor ordinance was adopted in 1994 and amended in 2008.

In 2011 a Town Square Vendor Committee was formed and a draft resolution was prepared (#11-005) that included two “preference” elements that, based on public comment, appears to continue to resonate in the community and may be of merit with this discussion on allowing more than one vendor on private “License Sites” within the City.

The draft resolution from 2011 included:

- preference for vendors operating the majority of the year in the city; and
- preference for “‘bricks and mortar’ establishments located within the City of Ketchum that sell food, beverages, and/or offer catering services [and] relevant associated businesses”

Request

Attachment 1 sets forth the existing KCC Chapter 5.16 regulations on Off Site Vendors and includes seven areas, referenced as 1 thru 7 in the attached, that deserve consideration.

Edit Area

1. Add additional purpose (add vibrancy, serve visiting public, late night food service, balanced with need to respect investment of bricks and mortar businesses)
2. Confirm “Food, beverage, and printed media stands located at Town Square” ordinance language from draft Ordinance 1069 has been adopted
3. Verify data referenced in application process, including social security numbers, etc follows best practices, etc
4. Replace existing fee language with new provisions that has fees to be adopted by resolution of the council
5. Require service connection details, e.g., H2O hook-ups/taps, on submitted site plans
6. Review zoning areas appropriate for license sites and number of stands allowed on each site
7. Add potential exhaust restriction to vendor criteria

Staff has analyzed the Attachment 1 regulations in combination with the previous staff reports, the research on other Mountain Towns (see Attachment B), public comments, and review of the 2011 work involving community preferences.

Recommendation

Direct staff to set a public hearing date and return with proposed amendments to KCC Chapter 5.16 regulations on Off Site Vendors consistent with items 1-7, as amended.

Recommended Motion

No motion required

Sincerely,

John D. Gaeddert, PhD
Planning and Building Director

Attachments:

1. Existing KCC Chapter 5.16 regulations on Off Site Vendors - includes seven areas, referenced as 1 thru 7 in the attached, that deserve consideration.
2. Matrix comparing how various other Mountain Towns regulate Off Site Vendors

Attachment A

CHAPTER 5.16

OFF SITE VENDORS

SECTION:

- 5.16.010: Findings And Purpose
- 5.16.020: Definitions
- 5.16.030: Prohibiting The Conduct Of Business On Public Ways
- 5.16.040: Prohibiting The Conduct Of Business At An Off Site Location
Without A Vendor's License
- 5.16.050: Exemptions
- 5.16.060: Application
- 5.16.070: Term Of Vendor's License
- 5.16.080: Fees
- 5.16.090: Central Health District Certification
- 5.16.100: Issuance Of License
- 5.16.110: Vendor's License Not Transferable
- 5.16.120: License Site
- 5.16.130: Hold Harmless And Indemnity Agreement And Liability
Insurance
- 5.16.140: Deposit
- 5.16.150: Exhibition Of Vendor's License
- 5.16.160: Restrictions Applicable To All Vendors
- 5.16.170: Fire And Building Code Compliance
- 5.16.180: Authority To Inspect
- 5.16.190: Revocation Of License
- 5.16.200: Appeals
- 5.16.210: Renewals
- 5.16.220: Penalties

5.16.010: **FINDINGS AND PURPOSE:** It is found and declared that:

- A. The primary purpose of the public streets, sidewalks and other public ways is for use by vehicular and pedestrian traffic.
- B. Reasonable regulation of vending on public ways is necessary to protect the public health, safety and welfare.

- C. The economic base of the city is tourism and related services such as, but not limited to, vending, and that maintaining and enhancing the appearance, character and beauty of the city is necessary to protect and promote the economic base and the general welfare of the community.
- D. It is the policy of the city to promote the protection of the public health, safety and welfare by the regulation of off site vendors operating inside the city.
- E. Reasonable regulation of off site vendors is necessary to ensure that any stand or structure design and construction for purpose of off site vending is safe, orderly and harmonious with the appearance and character of the neighborhood and the city, and provides for safe and adequate pedestrian and vehicular traffic.
- F. Reasonable regulation of off site vendors is necessary to protect and conserve the economic base of the community, including property values.
- G. The regulations contained in this chapter are not intended to prohibit or hamper speech which is protected by the first amendment, but merely to regulate specific activities which are commercial in nature. (Ord. 642 § 1, 1994)

5.16.020: **DEFINITIONS:** As used in this chapter:

ADMINISTRATOR:	The planning and zoning administrator of the city of Ketchum, Idaho.
BUILDING INSPECTOR:	The building inspector of the city of Ketchum, Idaho.
CITY:	The city of Ketchum, Idaho.
CITY CLERK:	The duly appointed city clerk of the city of Ketchum, Idaho.
CITY COUNCIL:	The duly elected city council of the city of Ketchum, Idaho.
ENGAGE IN OR CONDUCT BUSINESS:	The selling, soliciting, advertising or offering for sale any service or any item of personal prop-

- erty or real property, or any interest in such property.
- FIRE CHIEF:** The fire chief of the city of Ketchum, Idaho.
- MAYOR:** The duly elected mayor of the city of Ketchum, Idaho.
- OFF SITE LOCATION:** To engage in or conduct business outside of any permanent building (deck or courtyard accessory to such building) and shall not include any public way within the city of Ketchum, Idaho. "Off site location" shall include, but not be limited to, trailers, stands, booths, on foot or from any vehicle or any other type of conveyance.
- PERSON:** Any individual, corporation, partnership, joint venture, limited partnership or any other business entity.
- PUBLIC WAY:** All areas legally open to public use such as public streets, sidewalks, roadways, highways, parkways, alleys, parks, public rights of way, and parking lots, as well as the interior and areas surrounding public buildings or other places owned in fee by the city of Ketchum, Idaho, or in, on or over which an easement exists in the name of or held by the city of Ketchum, Idaho, or which exists for the benefit and use of the public.
- SITE:** A single parcel of property within the city of Ketchum, Idaho.
- SPECIAL EVENT:** An occasion including, but not limited to, fairs, shows, exhibitions, citywide celebrations and festivals, within a specifically defined area of the city of Ketchum for a period of time not to exceed four (4) consecutive days in one year.
- STAND:** Any newsstand, table, bench, booth, rack, hand-cart, tent, pushcart or any other fixture or device which is used for the display, storage or transportation of articles offered for sale by a vendor.

VENDING: The selling, soliciting, advertising or offering for sale any service or goods, such as, but not limited to, any items of food, beverages, personal property or real property or any interest in such property.

VENDOR: Any person, including an employee or agent of a group of persons, partnership or corporation, or any other business entity, who sells or offers to sell goods or services. (Ord. 642 § 2, 1994)

5.16.030: PROHIBITING THE CONDUCT OF BUSINESS ON PUBLIC WAYS:

- A. It is unlawful for any person to engage in or conduct any business in, on, over or upon a public way within the city, or employ any person to engage in or conduct any business in, on, over or upon a public way within the city.
- B. It is unlawful for any person to distribute to the public or place on any vehicle in the public way or place any cards, circulars, handbills, samples of merchandise or any advertising matter whatsoever on any public way within the city, or to employ any person to do the same in, on, over or upon any public way within the city. (Ord. 642 § 3, 1994)

5.16.040: PROHIBITING THE CONDUCT OF BUSINESS AT AN OFF SITE LOCATION WITHOUT A VENDOR'S LICENSE: It is unlawful for any person to engage in or conduct business at any off site location within the city without having first obtained a vendor's license to do so as provided in this chapter, or to employ any person to engage in or conduct any business at an off site location within the city without such person having first obtained a vendor's license to do so as provided in this chapter. (Ord. 642 § 4, 1994)

5.16.050: EXEMPTIONS:

- A. The provisions of section 5.16.030 of this chapter shall not apply to:
 - 1. Those persons engaging in or conducting business in, on, over or upon a public way within the city in accordance with procedures as

the city may provide for in an ordinance concerning special events;
or

2. A city owned concession stand located at Atkinson park.

~~3. A stand located at Town Plaza (lots 7 and 8, block 24, Ketchum
townsite) to be operated by a nonprofit organization(s), subject to an
off site vendor's permit and reasonable regulations established by
the planning and zoning department.~~

②

Food, beverage, + printed media
stands located @ Town Square...

B. The provisions of section 5.16.040 of this chapter shall not apply to:

(ord 1069)

1. Any person selling or distributing newspapers or magazines or
distributing free samples from his or her person;

2. Any person conducting a sale under court order;

3. A bona fide auction sale;

4. Traveling salespersons, commercial travelers or the like who
exclusively or primarily sell to or solicit orders for future delivery to
local retailers, local businesses, local governments, local schools or
local wholesale firms and catering services or the sale of prepared
foodstuffs, entering private property with permission of occupants,
for sale or distribution to such occupants;

5. Any person operating a vehicle for hire;

6. Contribution solicitation where the person being solicited to
contribute personally knows the identity of the person soliciting the
contribution, the name of the group or organization he/she
represents, and the nature of the services performed or offered by
the group or organization;

7. The sale of tickets by local school students to a function of their
school or similar fundraising activities; or fundraising sales by local
service clubs or groups such as, but not limited to, Elks, Kiwanis,
Lions, Boy Scouts or Girl Scouts;

8. Any political group soliciting funds or membership;

9. Garage, yard or similar sales by persons at their residence not
exceeding twice in one calendar year, not to exceed two (2) days
each, which sales shall not include business inventory or items that

have been purchased for the purpose of resale at another garage sale;

10. Any solicitation of information for a telephone book or a city directory by a company representative;

11. All nonprofit organizations, governmental agencies, including school districts, and any organization exempt from taxation as provided by 26 USC 501 and meeting all the requirements for the exemption provided by 26 USC 503. This exemption is limited to two (2) times in one calendar year, not to exceed three (3) consecutive days each; or one time in one calendar year, not to exceed fourteen (14) consecutive days. In addition, this exemption is limited to those off site locations within the community core district (CC), tourist district (T), tourist - 3000 zoning district (T-3000) and the tourist - 4000 zoning district (T-4000);

12. A sale made pursuant to prior negotiations between the parties at a business establishment at a fixed location in the city where goods or services are offered or exhibited for sale;

13. The handing out of business cards by a person upon request of the receiving party;

14. Advertising materials displayed inside buses and taxis;

15. The selling, distributing or offering for sale only, periodicals from a coin operated machine; or

16. A city owned concession stand located at Atkinson park. (Ord. 1041 § 1, 2008)

5.16.060: APPLICATION:

- A. Any person who desires to engage in or conduct business at an off site location shall make application to and receive a vendor's license from the administrator prior to engaging in or conducting business.
- B. Applicants for vendors' licenses shall file a complete application for vendors' licenses with the administrator not less than thirty (30) calendar days prior to the date such person desires to engage in or conduct business. The application shall be furnished by the city and shall contain all information relevant and necessary to determine

whether a particular vendor's license may be issued including, but not limited to, the following information:

1. Full name, date of birth and social security number and/or driver's license number of the applicant;
2. The names and social security numbers and/or driver's license numbers of employees or agents who will be assisting the applicant in the proposed business;
3. Home address and telephone number, permanent business address and telephone number (if any), and local address and telephone number (if any) of the applicant;
4. One current, two inch by two inch (2" x 2"), full face photograph of the applicant, showing the head and shoulders of the applicant in a clear and distinguishable manner;
5. If applying for use of the Town Plaza site; name and description of the nonprofit organization(s), proof of nonprofit status;
6. A brief description of the nature, character and quality of the goods or services to be offered for sale or delivered, and method of distributing products. In the case of products of farm or orchard, where such products were produced or grown;
7. Proof that applicant possesses a federal taxpayer identification number;
8. Proof that applicant possesses a state of Idaho sales tax identification number;
9. The nature of the proposed advertising to be done for the business at the proposed location;
10. If a motor vehicle is to be used in the vending business, a description of the vehicle together with the motor vehicle registration number and the license number;
11. The property description of each site where the applicant proposes to engage in or conduct business;
12. Written and notarized permission of the owner(s) of the real property reflecting applicant's authority to engage in or conduct business at the specific location(s) identified in the application.

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Should any question exist as to the owner of real property, it shall be the duty of the applicant, as part of the application, to satisfactorily establish the same;

13. The specific dates and times requested to engage in or conduct business;

14. Proof that the applicant possesses all licenses, permits or tax identification numbers required by city ordinances and the state for the operation of the proposed business;

15. A complete listing of any other licenses or permits issued to the applicant by the city within the past five (5) years; and

16. Whether a permit or license issued to the applicant for the purpose of vending has been revoked during the past five (5) years, and if so, where and when.

- C. A separate vendor's license shall be required for each separate vending stand, such as, but not limited to, each separate tent, cart or other form of stand. (Ord. 1041 § 1, 2008)

5.16.070: TERM OF VENDOR'S LICENSE:

- A. A vendor's license is valid for the following time period:
1. Annual Vendor's License: An annual vendor's license shall be valid for a period of one year from the date of issuance.
 2. Seasonal Vendor's License: A summer seasonal vendor's license is valid for the consecutive six (6) month time period of May 1 to October 31. A winter seasonal vendor's license is valid for the consecutive six (6) month time period of November 1 to April 30.
- B. Each vendor's license shall expire at twelve o'clock (12:00) midnight on the last day for which such license is issued. (Ord. 642 § 7, 1994)

5.16.080: FEES:

- A. The license fee shall be paid in advance at the time of filing the application, and the fee for such license shall be as follows:

1. Annual License: Each vendor requesting an annual license under this chapter shall pay a license fee of seven hundred fifty dollars (\$750.00).

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2. Seasonal License: Each vendor requesting a seasonal license under this chapter shall pay a license fee of five hundred dollars (\$500.00).

- B. The fees listed in this section shall not be prorated and are not refundable.
- C. A separate license fee, as identified in this section, shall be required for each separate vending stand, such as, but not limited to, each separate tent, cart or other form of stand. (Ord. 642 § 8, 1994)

5.16.090: CENTRAL HEALTH DISTRICT CERTIFICATION: The application of any vendor engaged in the sale of any food or product for human consumption shall obtain certification from the Central health district prior to issuance of a vendor's license. (Ord. 642 § 9, 1994)

5.16.100: ISSUANCE OF LICENSE:

- A. Investigation: When an application for vendor's license has been filed with the administrator in proper form, the administrator shall cause an investigation to determine the validity and completeness of the information presented in the application. In addition, the administrator shall provide written notice of such application to the owners of property immediately adjacent to the proposed off site vending site. Such notice shall inform adjacent property owners they may comment on the application during a period of not less than ten (10) days after mailing of the notice and prior to final action on such application.
- B. Design Review Required: The administrator is empowered to review all applications which propose that some form of stand will be used in furtherance of off site vending. The administrator shall review each proposed stand and approve or deny the same according to the evaluation standards set forth in this section.
1. Materials And Information: The following materials and information, together with the application, shall constitute a complete application for design review, and shall be filed by the applicant with the administrator:

- a. Photograph or drawing of proposed stand with dimensions.
- b. Site utilization map in sufficient detail depicting the following:
 - (1) Exterior property lines of proposed license site(s), together with dimensions drawn to scale;
 - (2) Location(s) of the proposed stand and existing stands and other structures with dimensions showing the setback of each stand from the nearest property line;
 - (3) Location and dimensions of the adjacent streets and public ways, together with the location of any proposed street or other public way;
 - (4) Location of public queuing and circulation resulting from the off site vending business;
 - (5) Location of any existing stands on adjoining properties;
 - (6) Location of dumpster and/or garbage can storage areas including the dimensions and proposed screening, and plan for removal of garbage;
 - (7) Location and dimensions of easements, private and public, within and adjacent to the proposed project, together with the purpose of such easements; and
 - (8) Indication of direction of snow slide and drip line from roof of stand.

2. Criteria And Standards: The following list of design review criteria must be considered and addressed by each applicant seeking design review approval of a vendor stand. The administrator will use this list of design criteria as a basis to determine whether an application is to be approved or denied. The administrator may suggest changes and/or place conditions of approval based upon these design criteria if found necessary to maintain the public health, safety and welfare.

a. Evaluation Standards:

(1) Compatibility:

(A) The stand's materials, colors and signing shall be compatible with the townscape and adjoining structures.

(B) The stand shall be set back no less than five feet (5') from any and all property lines of the site.

(2) Architectural Quality:

(A) There shall be continuity of materials, colors and signing within the project (neon and fluorescent colors are prohibited).

(B) Exterior lighting shall be downlit and shall not have an adverse impact upon other properties and/or public ways.

(C) Stand design shall include weather protection which prevents water from dripping or snow from sliding onto areas where pedestrians gather and circulate or onto adjacent properties.

(D) Exterior siding materials shall be of natural wood or masonry origin or similar quality (metal siding is prohibited).

(E) Garbage storage shall be screened from public view.

(3) Circulation Design: Public queuing and circulation resulting from the off site vending business shall be contained on private property.

C. Consideration Of Application: The administrator shall have thirty (30) days to consider and approve or deny an application pursuant to this chapter. The time for action upon an application may be extended by the administrator in cases where the complexity of the project or changes made by the applicant during the review process require additional time to properly review and consider the application. Following expiration of the comment period identified in subsection A of this section, and upon a finding by the administrator that the application conforms to the requirements of this chapter, the administrator shall issue a license to the applicant unless the administrator finds one or more of the following to be true:

1. The applicant is under eighteen (18) years of age;
2. The applicant is overdue in his/her payment to the city of taxes, fees, fines or penalties assessed against or imposed upon the applicant;

3. The applicant has failed to answer or falsely answered a question or request for information on the vendor's license application form provided;
 4. The applicant has failed to provide proof of a license or permit required by this chapter or by the laws of the state for the operation of the proposed business;
 5. The applicant, his/her employees and agents, individually or cumulatively, have been convicted of two (2) violations of this chapter, other than the offense of operating a business without a license, within the two (2) years immediately preceding the application. A plea of guilty or no contest in any court of law constitutes a conviction for purposes of this section. The fact that a conviction is being appealed shall have no effect;
 6. The required license fee has not been paid;
 7. The applicant has failed to comply with the terms of this chapter;
 8. The applicant has failed to comply with or the proposed business will violate an applicable law, ordinance or regulation of the city;
 9. The applicant's vending business or method of vending will interfere with traffic flow on public ways or interfere with the public health, safety and welfare; or
 10. The applicant's proposed stand fails to comply with design review standards.
- D. Denial Of Application: If the administrator finds that one or more of the items listed in subsection C of this section are true, the administrator shall deny the application and send to the applicant by certified mail, return receipt requested, a written statement setting forth the reasons for the denial and notifying the applicant of his/her right to appeal pursuant to section 5.16.200 of this chapter. (Ord. 785 § 2, 1999; Ord. 642 § 10, 1994)

5.16.110: VENDOR'S LICENSE NOT TRANSFERABLE: A vendor's license issued pursuant to the provisions of this chapter shall not be transferable. (Ord. 642 § 11, 1994)

5.16.120: LICENSE SITE:

- A. The location of the site(s) to be assigned in the vendor's license shall be determined by the administrator based upon the availability of space, the congestion which may result and other factors related to the public health, safety and welfare.
- B. The location of the site(s) to be assigned in the vendor's license shall be limited to locations within the community core district (CC), tourist district (T), tourist - 3000 zoning district (T-3000) and the tourist - 4000 zoning district (T-4000). ⑥
- C. Only one stand shall be allowed on each license site.
- D. Only one stand shall be allowed on the entire Town Plaza site. (Ord. 1041 § 1, 2008)

5.16.130: HOLD HARMLESS AND INDEMNITY AGREEMENT AND LIABILITY INSURANCE:

- A. Hold Harmless And Indemnity Agreement: Prior to the approval of the vending license, the applicant must provide a hold harmless and indemnity agreement to the city, in a form acceptable to the city.
- B. Liability Insurance: Prior to the approval of the vending license, the applicant must provide public liability insurance naming the city as an additional insured in an amount not less than five hundred thousand dollars (\$500,000.00) for property damage and injuries, including injury resulting in death, caused by the operation of the applicant's vending business. The applicant shall furnish the city with a certificate of public liability insurance, in a form acceptable to the city, from an insurer approved by the city. The certificate of insurance shall be for at least the term of the vendor's license and shall not be subject to cancellation without thirty (30) days' actual notice to the city. (Ord. 642 § 13, 1994)

5.16.140: DEPOSIT: Before a vendor's license shall be issued under the provisions of this chapter:

- A. Every applicant, except those applicants exempt from the city sales tax ordinance, shall file with the city clerk a deposit in the form of cash or letter of credit from a sound financial institution, or a

combination of both cash and a letter of credit or other financial guarantee acceptable to the city, in the amount of five hundred dollars (\$500.00) to the city to be applied towards satisfaction of the applicant's city sales tax obligations.

- B. The deposit amount shall be placed in an interest bearing account, whereupon, conditioned upon the satisfaction of applicant's city sales tax obligations, the city clerk shall return the principal and accrued interest to the applicant within sixty (60) days after the date the applicant provides the city with evidence of the applicant's compliance with the city sales tax procedures during the entire term of the applicant's vendor's license.
- C. After being licensed for two (2) years, with full compliance with the city sales tax procedures, the deposit requirement stated in this section may be waived. (Ord. 642 § 14, 1994)

5.16.150: EXHIBITION OF VENDOR'S LICENSE: The license issued to a vendor shall be displayed in such a way that the license may be easily read by the public while a vendor is doing business. If the vendor sells food or beverages, the necessary health permit must also be displayed. (Ord. 642 § 15, 1994)

5.16.160: RESTRICTIONS APPLICABLE TO ALL VENDORS:

- A. **Stands:** Vendor stands shall not impede access to the entrance or driveway of any adjacent building or adjacent property.
- B. **Handicapped Areas:** No vendor shall obstruct handicap access by conducting business within fifteen feet (15') of any handicapped parking space or access ramp.
- C. **Removal Of Trash:** All trash or debris accumulating within twenty feet (20') of any vending stand shall be collected by the vendor and deposited in a trash container on a daily basis. All vendors selling food or beverages must provide trash receptacles adjacent to or as a part of their stands.
- D. **Prohibited Areas:** Vendors' stands are prohibited within fifteen feet (15') of a fire hydrant, fire escape, bus stop, loading zone or driveway of a fire station or police station.

- E. Noise: No vendor may sound any device which produces a loud and raucous noise, or use or operate any loudspeaker, public address system, radio, sound amplifier or similar device to attract public attention which renders the enjoyment of life or property uncomfortable or interferes with the public peace and comfort. (Ord. 642 § 16, 1994)

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5.16.170: **FIRE AND BUILDING CODE COMPLIANCE:** Applicant's compliance with all requirements of the international fire code, other fire related ordinances and the international building code to the satisfaction of the fire chief and building inspector shall be required at all times. (Ord. 642 § 17, 1994)

5.16.180: **AUTHORITY TO INSPECT:** The administrator or the administrator's designee may, pursuant to the right of entry provisions of chapter 1.32 of this code, inspect a vending business operating under this chapter to determine whether the vendor is complying with the provisions of this chapter, regulations established under this chapter or other applicable law. (Ord. 785 § 18, 1999: Ord. 642 § 18, 1994)

5.16.190: **REVOCATION OF LICENSE:**

- A. A vendor's license shall be revoked if, after notice and hearing before the city council, the city council determines that any of the following causes exist:

1. The vendor, or his/her employee or agent, individually or cumulatively, has been convicted in any court of two (2) violations of this chapter or any other law concerning the sale or distribution of goods or services within a twelve (12) month period. The fact that a conviction is being appealed shall have no effect;

2. The vendor has given false or misleading information or has withheld vital information in the material submitted to the administrator during the application process;

3. The vendor has given false or misleading information or has withheld vital information in the course of engaging in or conducting the business of vending;

4. Any violation of this chapter;

5. Cancellation of Central health district certification for a food or beverage vending permit due to uncorrected health or sanitation violations;
 6. Conducting the business of vending in an unlawful manner or in such a manner as to constitute a breach of the peace or a detriment to the health, safety or general welfare of the public; or
 7. The vendor or his/her employee or agent has intentionally or knowingly impeded a lawful inspection by the administrator, the administrator's authorized representative or any representative of another department of the city who has the authority to inspect the vendor and his/her vending procedure.
- B. If the administrator finds that one or more of the causes listed in this section exist, the administrator shall send to the vendor by certified mail, return receipt requested, notice of the hearing for revocation of the vendor's license containing a written statement setting forth the reasons for the revocation and the time and the place of the hearing. Such notice shall be mailed, postage prepaid, to the vendor at the vendor's last known address at least fifteen (15) days prior to the date set for the hearing.
- C. The city council shall hold a hearing to determine whether any one of the causes listed in this section exists. The city council shall enter its decision within twenty (20) days after such hearing, which shall include the city council's written findings of fact and conclusions of law separately stated. The time for entering of the city council's decision may be extended by the city council in cases where the complexity of the case requires additional time for proper review and consideration by the city council. The city council shall transmit a copy of the decision to the vendor.
- D. If a vendor's license is revoked, the fee already paid for the vendor's license shall be forfeited. A vendor whose license has been revoked under this section may not apply for a new vendor's license for a period of one year from the date the revocation took effect. (Ord. 642 § 19, 1994)

5.16.200: APPEALS:

- A. An applicant or adjacent property owner aggrieved by the action of the administrator in granting or denying the issuance of a vendor's

license to the applicant shall have the right to appeal such action to the city council.

- B. Such appeal shall be taken by filing with the city planning and zoning department, within fifteen (15) days after written notice of such administrator's decision has been mailed to the vendor's last known address, a written statement setting forth fully the grounds for the appeal. The city council shall set a time and place for a hearing on such appeal, and notice of such hearing shall be given to the appellant and vendor in the same manner as provided in section 5.16.190 of this chapter for notice of hearing to the vendor regarding revocation.
- C. The filing of an appeal stays the action of the administrator.
- D. The city council shall hold a hearing to determine whether any one of the causes listed in subsection 5.16.100C of this chapter exists. The city council shall enter its written decision within twenty (20) days after such hearing. The time for entering of the city council's decision may be extended by the city council in cases where the complexity of the case requires additional time for proper review and consideration by the city council. The city council shall transmit a copy of the decision to the appellant and vendor. (Ord. 642 § 20, 1994)

5.16.210: **RENEWALS:** Licenses may be renewed, provided an application for renewal and license fees is received by the city no later than the expiration day of the current vendor's license. Applications received after that date shall be processed as new applications. The administrator shall review each application for renewal to determine if the applicant is in full compliance with the provisions of this chapter. If the administrator finds that the application meets the above requirements, the administrator shall issue a new license. (Ord. 642 § 21, 1994)

5.16.220: **PENALTIES:**

- A. **Misdemeanor:** Any person who shall violate any provision of this chapter shall be guilty of a misdemeanor and, upon conviction, subject to a fine of not more than three hundred dollars (\$300.00) or imprisonment for a period not to exceed six (6) months, or both such fine and imprisonment. Each day a violation continues shall be considered a separate offense, punishable as described in this section.

- B. Civil Enforcement: Appropriate actions and proceedings may be taken at law or in equity to prevent any violation of the provisions stated in this chapter to prevent unlawful construction, to recover damages, to restrain, correct or abate a violation and to prevent illegal occupancy of a stand or an off site location. These remedies shall be in addition to the penalties described in this section. (Ord. 642 § 22, 1994)

Attachment B

City	Permitted on Private Property or on Public ROW	Applicable zoning districts	Fee	Multiple vendors per site
Ketchum, Idaho	Permitted only on private property	Allowed only in Community Core, Tourist, Tourist-3000, Tourist-4000	\$525/seasonal and \$750/annual	Only one vendor is allowed per site
McCall, Idaho	Permitted only on private property	Allowed in all zoning districts.	\$500/seasonal and \$1,000/annual	No regulation.
Sandpoint, Idaho	Permitted on private property and requires CUP process	Allowed in all zoning districts	\$1,000/annual bond	Yes, parcels have designated spots
Park City, Utah	Only brick and mortar business are allowed to operate as Off Site Vendors and can only operate during a special event.	Vending by exiting brick and mortar businesses is allowed in the Single Family zone, the RD-MPD within Park Meadows, all Historic Residential Zones, and Sullivan Lane.	None.	Yes, only if a vendor has a current brick and mortar business.
Alta, Utah	No public property shall be used utilized at any time for sales of any kind.	May only be located in areas approved for commercial use.	\$35/Maximum of 8 days in one calendar year.	No regulation.
Aspen, Colorado	All outdoor food/beverage vending must be done on private property.	Allowed only in the Commercial Core (CC), Commercial (C1), Neighborhood Commercial (NC), or Commercial Lodge (CL) zone districts	\$145/annual	Yes, each operation is allotted no more than 50 square feet.
Telluride, Colorado	Both. Vendors on public sites	Public: commercial Private:	Public:	Public:

Off Site Vendor Research City Council, November 28, 2016

	are chosen by the Town's Vending Subcommittee. Vendors private property are approved by the Town Clerk.	<ul style="list-style-type: none"> • Short-term: allowed in Commercial zone district • Long-term: allowed only on Colorado Avenue between Willow and Aspen Street (Residential, Commercial, Hillside Developing District, Park zone districts) 	<ul style="list-style-type: none"> • Oak Street Mall: \$500/summer and \$250/winter • Oak Street/San Juan/Gondola area: \$500/summer and \$250/winter • Spruce Street Mall: \$200/summer • Town Park: Only during special events Private: \$40 application fee	<ul style="list-style-type: none"> • Oak Street Mall: 4 • Oak Street/San Juan/Gondola area: 1 • Spruce Street Mall: 3, but no simultaneous vending • Town Park: Only during special events Private: <ul style="list-style-type: none"> • No regulation
Vail, Colorado	No. Under no circumstances shall any person conduct business on or in any public street or right of way.	Yes, Offsite Vendors are approved based on special events. If there is a special event in any zoning district, then the vendor would be approved for that location.	\$75/biweekly	Yes, Offsite Vendors are approved based on special events. If there is a special event in any zoning district, then the vendor would be approved for that location.
Steamboat Springs, Colorado	Vendors may not conduct business on any public place, unless their license specifies otherwise.	Transient selling may NOT occur in Commercial (C), Commercial Highway (CH), or Commercial Transitional (CT) zoning districts.	Vendor shall provide an estimate of the anticipated sales taxable and shall deposit a sum equal to 4% of the amount.	Ski Town Park <ul style="list-style-type: none"> • Four, depending on vehicle size. Whistler Park <ul style="list-style-type: none"> • One, must be smaller than eight feet in width and eighteen feet in length. River Creek Park <ul style="list-style-type: none"> • Two, must be smaller than eight feet in width and

				<p>eighteen feet in length.</p> <p>West Lincoln Park</p> <ul style="list-style-type: none"> • One, must be smaller than eight feet in width and eighteen feet in length. <p>Emerald Park</p> <ul style="list-style-type: none"> • Two <p>Heritage Park</p> <ul style="list-style-type: none"> • Number allowed depends on number of non-ADA parking spaces available.
Avon, Colorado	Allowed on public streets and private property.	Allowed in Nottingham Park and the Commercial Core.	\$250/summer \$150/winter \$350/both seasons Application also requires a \$500 security deposit.	Yes.
South Lake Tahoe, California	Vendors may not conduct business on public or private property unless a temporary activities permit has been issued. Only approved "Commissaries" (brick and mortar restaurants) are given permits. Vendors are primarily regulated at the	May occur in any zoning district, but only if a valid temporary activities permit has been issued. Operation must be a part of an approved "Commissary".	\$130/annual application fee to the City of South Lake Tahoe and \$328 to El Dorado County for roadside mobile food or \$164 for pre-packaged mobile food.	Yes, but only if vendor is a part of an approved "Commissary."

	State and County level.			
Mount Shasta, California	Public locations must be approved in writing by the City Administrator. Vendors operating for more than 30 days must be approved by the City Council. Vendors may locate on privately property only with permission from the owner. Only approved "Commissaries" (brick and mortar restaurants) are given permits. Vendors are primarily regulated at the State and County level.	Allowed in Commercial and Industrial Districts.	\$135/quarterly to City of Mount Shasta and \$76/annually to Siskiyou County.	Yes.
Truckee, California	Can only be located on private property and must move every two hours. Does not have to be associated with any California "Commissary."	Can be on private property in any zoning district	No associated fee as vendors are exempt from temporary use regulations.	Yes.
Jackson, Wyoming	Temporary stands may not occupy the	Allowed in Urban Commercial (UC), Urban Commercial-	\$500/annual reclamation bond	Yes.

	regulations and provide liability insurance.	Parking Lot J State Street, Munson Medical Center Traverse City Central High School Grand Traverse County Civic Center Northwestern Michigan College	\$500/annual if a city-based food service is operating on City property \$0/annual if a city-based food service is operating on non-city property.	
Downers Grove, Illinois	Vendors are allowed on approved public locations and on private property with consent from the owner.	Ellsworth Business Park and public parks owned by Downers Grove.	\$250/annual	No more than 3 vendors may operate in a private parking lot at any time.

Conclusion

Comparing the City of Ketchum's Off Site Vendor regulations to cities of similar size and with tourism at their economic base provides a valuable insight to the City of Ketchum's regulations. It not only allows us to see how vending operations have become a valuable asset to communities around the country, but also provides the opportunity for us to better analyze our own regulations. When comparing Ketchum's regulations to those of the Mountain West it becomes apparent that Ketchum's regulations are not on par with mountain communities throughout these areas. The regulations in the observed cities of Colorado, Montana, and Wyoming all allow multiple off site vendors on one location and when taking an even closer look at towns like Telluride and Steamboat Springs, we can see that the municipal regulations actually encourage multiple vendors on one site. The same is true when mountain towns across the country that regulate the number of Offsite Vendors allowed on one location are taken into consideration. The cities that were studied in Utah, California, Michigan, and Illinois for example all allow multiple vendors per site and is in fact encouraged by city codes. The only contrast to these regulations were seen in very small mountain communities throughout the Northeast, where code either did not allow Offsite Vendors or only allowed one Offsite Vendor per site. Many of the observed cities in the Northeast, however, did not have any official regulations on the number of vendors permitted on a single site.

	public right of way or the parking/drive access areas of existing businesses.	2 (UC-2), Auto-Urban Commercial (AC), Rural (R), Residential Business (RB), or the Public/Semi-Public (P/SP) zoning districts.		
Whitefish, Montana	May only be located on private property.	Allowed only in WB-1, WB-2, WB-3 zoning districts.	\$225 for a 30 day commercial and nonprofit permit. \$275 for a nonprofit one-year permit. \$375 for a commercial one-year permit.	No more than 5 in each zoning district with a maximum of 10 total.
Stowe, Vermont	Town of Stowe does not have an official ordinance, but vendors are not allowed on public property.	Vendor would be allowed only on private property.	None.	Only one vendor per site, but there are no official regulations.
Killington, Vermont	Town of Killington does not allow Offsite Vendors.	Not allowed	None.	Not allowed.
Newry, Maine	Town of Newry has had one application for an Offsite Vendor and has limited public property, so vendor was allowed to operate at any chosen location.	Vendor allowed to operate at chosen location.	None.	Only one vendor per site, but there are no official regulations.
Traverse City, Michigan	Vendors may park on public streets, but must comply with all applicable parking	Vending on city property is allowed in the following locations: Parking Lot RB Parking Lot B Parking Lot E	\$1,225/annual if vending on City property and private property. \$725/annual if vending only on private property.	A maximum of two units at one time, the first two that arrive during designated operation hours may operate.



City of Ketchum

May 1, 2018

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Direction To Staff on Funding Request for Undergrounding Power Lines

Recommendation and Summary

Staff is seeking direction from Council on a request to fund a portion of the engineering study associated with the undergrounding of power lines on the north side of 7th Street to south side of 9th Street in the area between Washington Avenue and Warm Springs Road, 7th Street to 9th Street (Attachment A).

- In 2016 the City Council established a process and prioritization for contributing city funding assistance for undergrounding power lines. The City Council would consider requests for funding.
- There is currently \$180,000 in city funding available for underground projects.

Introduction and History

In May 2016 the City Council identified the available funding and process for city participation in undergrounding power requests. The Council further clarified the funding a priorities in December 2016 (Attachment B). Since 2016 there has been an application available for individuals to request city funding for undergrounding projects. Up until April 2018, no application has been filed. Typically, undergrounding projects consist of two parts, the first is an engineering analysis to design and identify project cost, and the second is the construction work.

Analysis

The proposed work spans two zoning districts, Community Core and Light Industrial. The priority areas approved by the City Council in 2016 were identified as:

1. Community Core
2. Tourist
3. All Residential Zones

Within the last few months, the City has been made aware of two other funding requests that may be submitted to the City. One project is in the Community Core and the other is in a residential district. The current funding request before the Council is to assist with the engineering analysis. The cost of the analysis is \$3,034. City guidelines identify a 25% city cost share for the study for projects in the community core, tourist and residential zones. If Council approves financial participation, the cost to the City would be \$758.00.

Financial Impact

There is currently \$180,000 budgeted toward city participation in undergrounding projects. Should this request be approved, there would be no financial impact.



City of Ketchum
Public Works

Application for City Funding for Electric Facility Undergrounding Projects Information Sheet

Idaho Power Franchise Fee

In November 2003 Ketchum residents approved an Idaho Power franchise fee increase from one percent to three percent for the purpose of undergrounding overhead electric facilities. This application is for city funding of undergrounding projects initiated by the public.

Funding Available from City

Annual funding from the city will be capped at a maximum of 25% of the annual franchise fee revenues, however city council will have the ability to increase the funding by allocating unused funds rolled over from a previous year.

The maximum amount of city funding that can be allocated to projects depends on the zone in which the project is located. Since undergrounding electric facilities primarily benefits private property owners the maximum amount of city funding for a project is 25%. The remaining amount of funding for the project must come from other sources, such as private funding or through a Local Improvement District (LID) or Business Improvement District (BID) initiated by petition. Table 1 shows the maximum city funding for an electric facility undergrounding project by zone.

Table 1 –Maximum City Undergrounding Funding

Zone	Idaho Power Study/Design		Construction	
	Max City Funding*	Other Funding	Max City Funding*	Other Funding
Community Core & Tourist	25%	75%	25%	75%
Residential	25%	75%	10%	90%

*City contribution would be limited to the percentage listed of the actual costs, or the percentage listed of the estimated cost at the time of annual budgeting, whichever is less. If actual construction costs exceed the estimated construction cost at the time of city budgeting the applicant would be required to cover cost increases through other funding.

Selection Criteria

In order to focus city funding in areas with the most visibility and impact to the public the city will prioritize undergrounding funding as follows:

1. Community Core
2. Tourist
3. All Residential Zones

Projects within each zone would be further prioritized based on the following criteria:

- Beneficial to multiple properties
- Improving view corridor for visitor & resident experience
- City infrastructure needs

Funding Process and Timeline

Applicants complete the attached application and submit the application to the city by February 1st. The application schedule would coincide with the city's annual budgeting schedule so that council can consider undergrounding requests along with other city infrastructure needs. The following graphic shows an annual schedule by which applications will need to be received by the city. Funding for the project(s) would not occur until the start of the following fiscal year and city funds would not be issued until the applicant has secured other funding for the projects.



Questions?

Applicants may contact Robyn Mattison, Public Works Director/City Engineer, for questions regarding this application process.



City of Ketchum
Public Works

OFFICIAL USE ONLY	
Date Received	4/16
By	Grant/Sucomer
Approved Date	
By	

Application for City Funding for Electric Facility Undergrounding Projects

Submit complete application to City of Ketchum, Public Works Department, P.O. Box 2315, Ketchum, ID 83340 or hand deliver to Ketchum City Hall, 480 East Ave., N., Ketchum. If you have questions, please contact Public Works Director Robyn Mattison at rmattison@ketchumidaho.org or (208) 727-5080.

PROJECT INFORMATION		
Contact Name: Andrew Castellano	Mailing Address: PO Box 1180 Ketchum, ID 83340	Project Location: Alley between Washington & Warm Springs from 7th St. to 9th St.
Business Name:		
Phone: 949-280-1111		
Email: andy@earthshinefoundation.org	Project Zoning District: Commercial Core	
Project Description: (Provide a general description of the electric facility underground scope. Applicant may attach as many figures are necessary to describe the project scope.)		
<p>Power lines to be undergrounded from North side of 7th St to South side of 9th St. Ten or fewer properties to be reconnected to underground service (several may already be underground along 8th St.)</p> <p>Two transformers (pad mount) to be installed on private property on 700 block and two on 800 block.</p>		
Funding Request:		
<input checked="" type="checkbox"/> Planning	Total Project Cost: \$3,034	
<input type="checkbox"/> Construction	Requested Amount: \$758	Percent of Total: 25 %
	Other Funding Sources	
	Amount: \$Unknown	Source: KVRA (hopefully)
	Amount: \$Balance	Source: Self and any neighbors that want to help
	Amount: \$	Source: _____
	(attach separate sheet if necessary)	

Application for City Funding for Electric Facility Underground Projects

SUPPLEMENTAL QUESTIONS (provide additional sheet if more space is needed)

Is the project beneficial to multiple properties? If so, please explain in detail.

Yes. There are approximately 16 properties that back up to these powerlines. The powerlines are unsightly, inhibit views and restrict building envelopes. Undergrounding will improve every lot on these two blocks, which we believe will spur further investments in the neighborhood by current or future property owners (including us).

Will the project improve view corridor for visitor & resident experience? If so, please explain.

Yes. Views of Bald Mountain from Warm Springs Road, 8th St. and Main St/Hwy 75 will be improved for visitors and residents.
Views from lots on Warm Springs toward Bald Mountain will be dramatically improved. Views to the East from lots on Washington will be dramatically improved.
And, the character of the town will be improved for all!

OFFICIAL USE ONLY:

Applicant certifies that he/she has read and examined this application and that all information contained therein is true and correct.


Applicant Signature

4/10/13
Date

949-280-1111
Phone

andy@earthshinefoundation.org
Email

Requests will be brought to Ketchum City Council for consideration.





City of Ketchum

December 5, 2016

Mayor Jonas and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Jonas and City Councilors:

Discussion of City Prioritization of Underground Projects

Introduction and History

In May 2016, the City Council approved the process and level of city funding for undergrounding utilities. Applications would be submitted for projects and the city would prioritize the request during the budget process according to the criteria identified in this report. Funding for a project would come from different sources, the city's funding contribution would be 25% of the project. This report summarizes the approach and funding contribution approved by Council in May. Recently, there has been discussion about the prioritization process for undergrounding projects. Currently the process prioritizes projects based upon an application being filed. There is some thought the City should proactively identify areas and prioritize those areas for undergrounding. As background information, attached to this report is the block by block Undergrounding Plan previously prepared for Ketchum and a map identifying the areas with overhead wires.

Current City Process

Approximately \$250,000 is collected each year from Idaho Power franchise fees into the general fund. These funds are utilized for capital improvement projects throughout the city. Each year the city council has the challenging task of allocating funds for the following fiscal year. Council evaluates all of the proposed capital improvement projects needed for the city, including underground projects, and decides which projects to fund from the city's limited resources. In May 2016, the Council agreed a portion of the funds would be dedicated towards undergrounding projects and an application process would be established. As part of the FY 2016/17 budget, \$120,000 is available in City funding this year.

The application is now in place (Attachment A), and to date, no applications have been submitted.

Prioritization

After the application is submitted, the City Council agreed that city participation in undergrounding projects would be prioritized as follows:

1. Community Core
2. Tourist
3. All Residential Zones

Projects within each area would be further prioritized based on the following criteria:

- Primary view corridors
- Benefit multiple properties

Funding

Undergrounding of powerlines primarily benefits adjoining properties. For that reason, the City Council agreed that underground efforts be led by the impacted property owners.

As approved by City Council in May, annual funding would be capped at a maximum of 25% of the annual franchise fee revenues, however the council will have the ability to allocate less or more than 25% during the budget process. Currently the city receives approximately \$250,000 per year in franchise fees.

Table 1 shows the proposed percentage of city funding for undergrounding projects.

Table 1 – Proposed Undergrounding Funding

Priority	Zone	Idaho Power Study/Design		Construction	
		Max City Funding*	Other Funding	Max City Funding*	Other Funding
1	Community Core	25%	75%	25%	75%
2	Tourist	25%	75%	25%	75%
3	All Residential	25%	75%	10%	90%

*City contribution would be limited to the percentage listed of the actual costs, or the percentage listed of the estimated cost at the time of annual budgeting, whichever is less. If actual construction costs exceed the estimated construction cost at the time of city budgeting the applicant would be required to cover cost increases through other funding.

Example:

Maximum available funds = 25% of \$250,000 = \$62,500
 City Funding \$ 62,500 (25%)
Other Funding + \$187,500 (75%)
 Total Project Cost \$250,000

Application Process

The application schedule would coincide with the city’s annual budgeting schedule so that council can consider undergrounding requests along with other city infrastructure needs. The following table shows an annual schedule by which applications will need to be received by the city. Funding for the project(s) would not occur until the start of the following fiscal year and city funds would not be issued until the applicant has secured other funding for the projects.

Table 2 – Proposed Funding Request Schedule

Date	Action
February 1st	Applicants submit funding requests (Form/Application Package) to the city
Feb-March	Committee evaluates funding requests
March	Committee recommends project(s) for next fiscal year funding to city council
September	City council finalizes next fiscal year budget
Fall-Winter	Applicant secures other funding & design through Idaho Power
Spring	Construction phase

Other Funding

Applicants will be required to secure funding from sources other than the city to implement an undergrounding project.

Other funding sources include:

- Ketchum Urban Renewal Agency (URA) – If project is within the URA district
 - The URA application process would apply
- Private funding
- Local Improvement District (LID)

For an undergrounding project a LID must be initiated by petition by the applicant in accordance with Section 50-1706. The city could require a LID to be initiated by petition. By state code, an LID could be initiated by resolution of city council, however since undergrounding projects primarily benefit adjacent property owners By state code petition is required to be signed by 60% of resident owners, or two-thirds of the owners, of property subject to assessment.

Table 3 – Summary of Local Improvement District Process

Action	
Creation of LID	Petition submitted to city (50-1706)
	Resolution of intention to create the LID (50-1707)
	Publication and Mailing of Notice of Hearing (50-1708)
	Hearing on Creation of LID (50-1709)
	Adoption of Ordinance Creating LID (50-1710)
	Publication of Ordinance Creating LID
Construction of Improvements	Idaho Power performs undergrounding work
	Interim Financing
Confirmation of Assessments	Engineer’s Report (50-1712) to develop assessment roll
	Resolution Setting Hearing on Assessment Roll (50-1712)
	Publication and Mailing of Notice of Hearing on Assessment Roll (50-1713)
	Hearing on Assessment Roll (50-1714)
	Adoption of Ordinance Confirming Assessment Roll (50-1715)
	Publication of Ordinance Confirming Assessment Roll
Collection of Assessments	Filing of Notice of Confirmation of Assessments with County Recorder
	Mailing of Individual Notices of Assessments.
	Thirty-day Payment Period
Bond Issuance	Adoption of Ordinance Authorizing Issuance of Bonds
	Publication of Bond Ordinance

Prioritization of Areas

Previously, the City identified areas to be undergrounded and established a block by block approach for implementation. (Attachment B). Areas yet to be undergrounded are identified in Attachment C.



City of Ketchum
Public Works

Application for City Funding for Electric Facility Undergrounding Projects Information Sheet

Idaho Power Franchise Fee

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Funding Available from City

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Selection Criteria

In order to focus city funding in areas with the most visibility and impact to the public the city will prioritize undergrounding funding as follows:

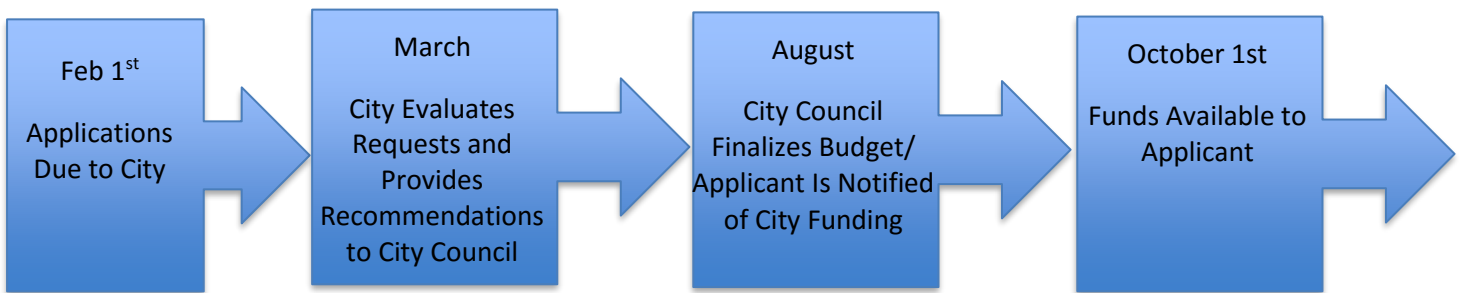
1. Community Core
2. Tourist
3. All Residential Zones

Projects within each zone would be further prioritized based on the following criteria:

- Beneficial to multiple properties
- Improving view corridor for visitor & resident experience
- City infrastructure needs

Funding Process and Timeline

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Questions?

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City of Ketchum
Public Works

OFFICIAL USE ONLY
Date Received:
By:
Approved Date:
By:

Application for City Funding for Electric Facility Undergrounding Projects

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PROJECT INFORMATION	
Contact Name:	Mailing Address: Project Location:
Business Name:	
Phone:	
Email:	Project Zoning District:
Project Description: (Provide a general description of the electric facility underground scope. Applicant may attach as many figures are necessary to describe the project scope.)	
Funding Request:	Total Project Cost: \$ _____ Requested Amount: \$ _____ Percent of Total: _____ % Other Funding Sources Amount: \$ _____ Source: _____ Amount: \$ _____ Source: _____ Amount: \$ _____ Source: _____ (attach separate sheet if necessary)
<input type="checkbox"/> Planning <input type="checkbox"/> Construction	

Application for City Funding for Electric Facility Underground Projects

SUPPLEMENTAL QUESTIONS (provide additional sheet if more space is needed)

Is the project beneficial to multiple properties? If so, please explain in detail.

Will the project improve view corridor for visitor & resident experience? If so, please explain.

OFFICIAL USE ONLY:

Applicant certifies that he/she has read and examined this application and that all information contained therein is true and correct.

Applicant Signature Date

Phone Email

Requests will be brought to Ketchum City Council for consideration.

Ketchum Underground Plan

a.k.a. the plan to bury the city of Ketchum (1 block at a time)

Study area is the Ketchum city limits

The "old plan", as laid out by Jim Jaquet in a meeting with Idaho Power on May 29, 1997. The affected feeders are also listed.

- Relocate the existing overhead power lines to underground on the S entrance into Ketchum (Hwy. 75)
 - KCHM-011
 - KCHM-017
 - EKHN-011

- Relocate the existing overhead power lines to underground on Warm Springs Rd.
 - KCHM-014
 - KCHM-016

- Relocate the existing overhead power lines to underground on the N entrance into Ketchum (Hwy. 75)
 - KCHM-013

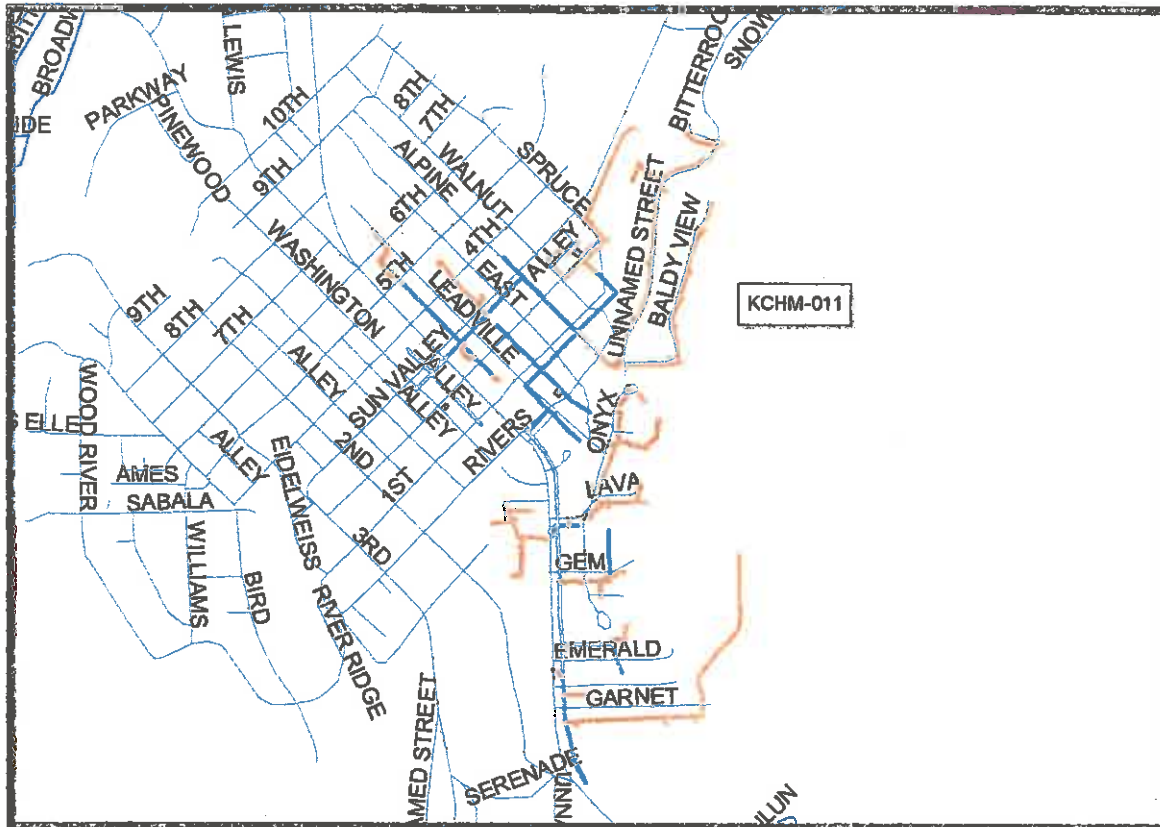
- Relocate the existing overhead power lines to underground in the Ketchum town core area
 - KCHM-011
 - KCHM-013
 - KCHM-014
 - KCHM-016
 - KCHM-017

- Future potential growth areas
 - River Run area
 - Re-development of the downtown area
 - Trail Creek area

KETCHUM UNDERGROUND PLAN

On the feeder maps shown below, the overhead lines are shown in blue and the underground lines are shown in brown.

KCHM-011

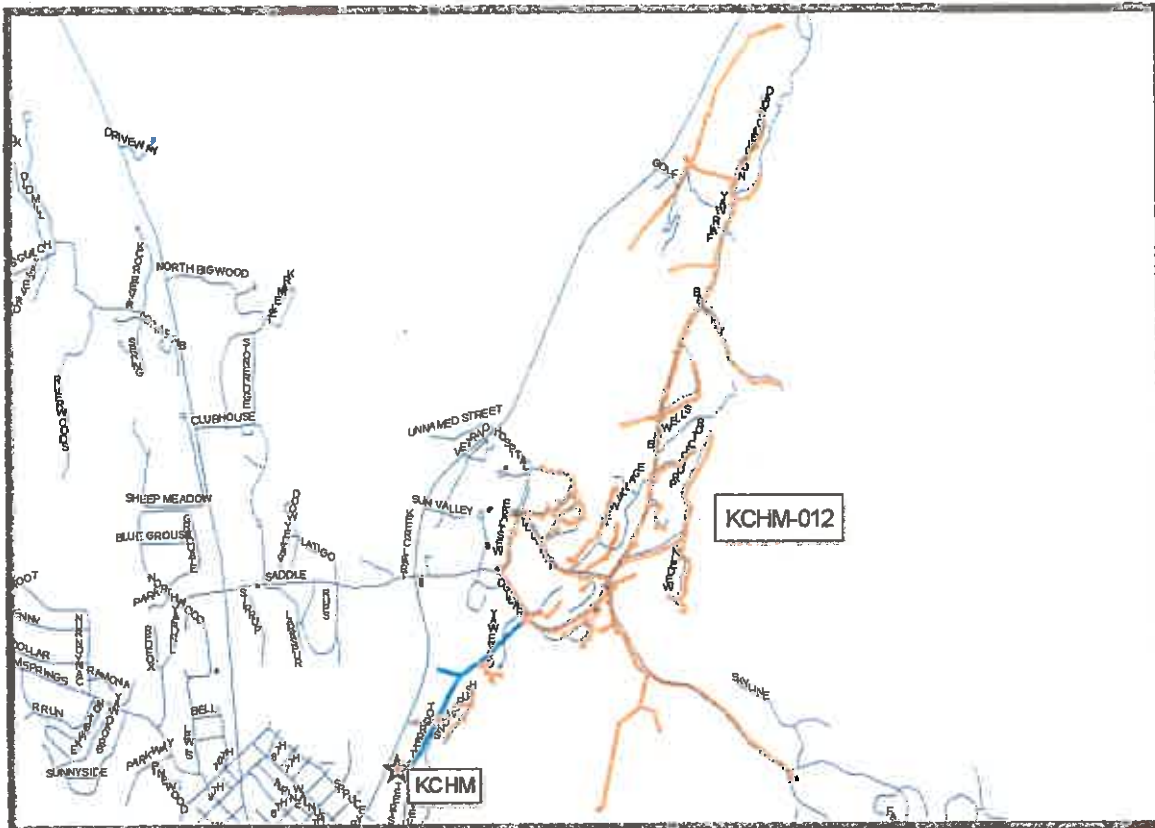


KCHM-011 Existing Feeder – Overhead lines shown in blue, underground in brown.

- U G 750 CU from Walnut Mall Jct down 2nd to Leadville . New switch on corner of 2nd and Leadville.
- U G down alley between Walnut and East from S V road to 1st. 1/0 Al 3 phase section at the corner of 1st to tie in F-6, OH transformers.
- U G down alley between East and Leadville.
- Install a duct vault system down Hwy 75 from River (or Main) and Leadville to the end of the feeder (at the tie to EKHN-011) . This duct vault will have 2 circuits of 750 CU (1 for KCHM-011 and for KCHM-017). There should probably be 2 extra conduits for a total of 4-6" conduits.
- ❖ We may also want to install extra conduits for a possible future 138 KV underground transmission line from WDRI to KCHM. These extra conduits would need to be from KCHM sub through town and down Hwy 75.
- Install new PME at (or north of) Hwy 75 and Gem. 2 solid bays for main feed, 2 fused for local service.

- Will need 1 or 2 conduits on top of the duct work for 3 phase 1/0 from the switch at F-123 to sectors on the fuses by Emerald, etc.
- Relocate OH line to U G in alley between Leadville and Main from 2nd to 5th. Go from new switch at corner of 2nd and Leadville to new switch on 5th between Leadville and Main.
- ❖ May want/need to relocate this line to Leadville (or Main). Tie to KCHM-014.
- Exiting spare 6" conduit from Walnut Mall Jct. to vault at 2nd and East Ave.

KCHM-012

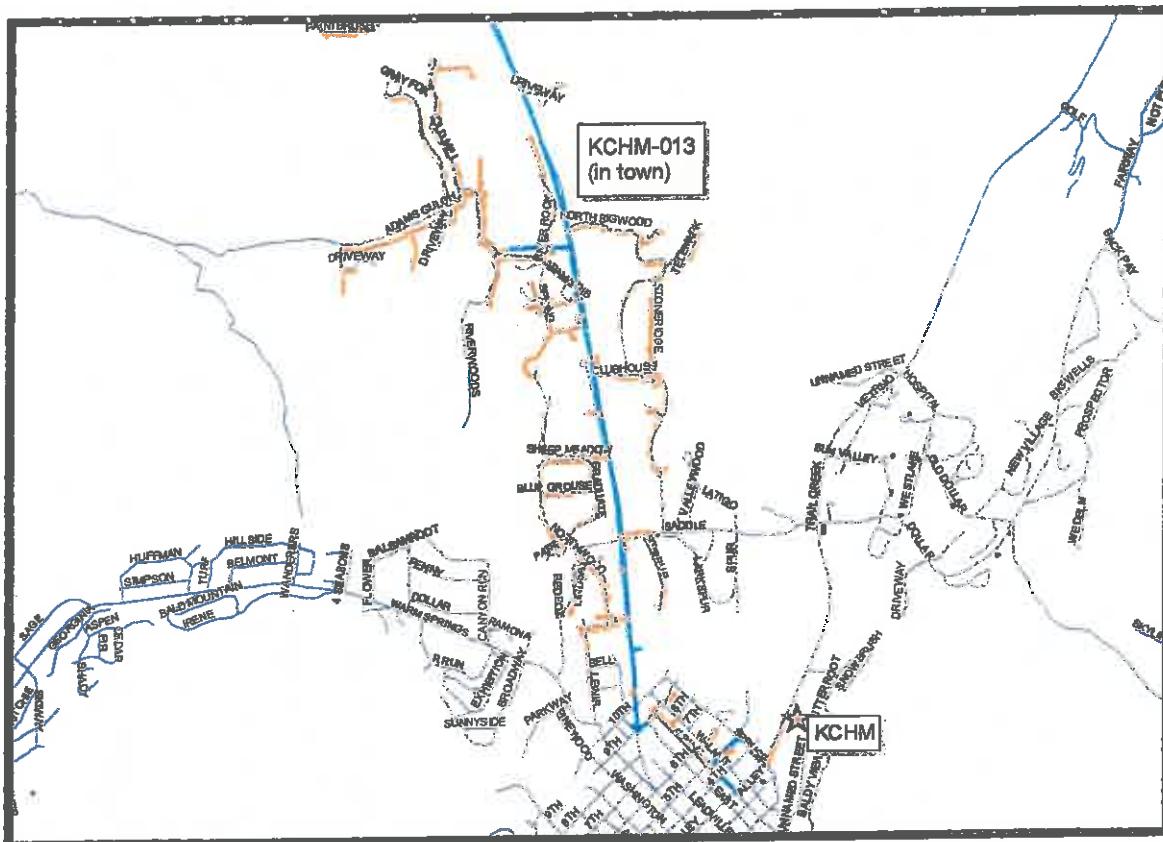


KCHM-012 Existing Feeder – Overhead lines shown in blue, underground in brown.

NOTE: The overhead portions of this feeder are inside the city of Sun Valley, not Ketchum.

- Install 750 in conduit from sub north on Sun Valley Rd. to Dollar Rd., then east on Dollar to a new switch at Doll and East Lake. See KCHM-015 for more details.
- Install a new switch at Dollar and East Lake. Solid from sub. Solid to Reservoir Jct. (R-300). Solid to Snow Creek Jct. (R-200). Fused for local service.
- Install 1/0 local service circuit back along Dollar Rd. and back down Sun Valley Rd. towards the sub. Tie into existing 60 HP pump, F-120 and F-110 with new underground line. Remove OH line from X-1 to F-110 and from F-120 to R-200.

KCHM-013

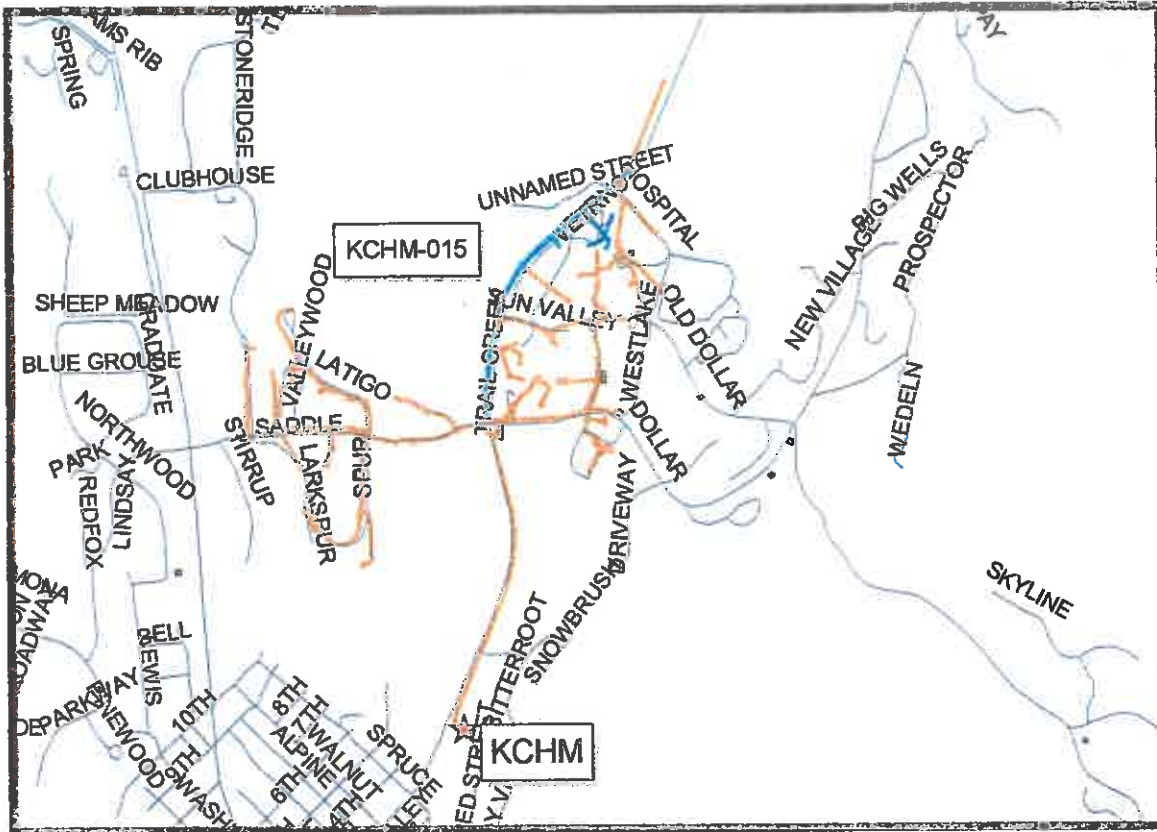


KCHM-013 Existing Feeder – Overhead lines shown in blue, underground in brown.

- If desired, bury the line on Hwy 75 N at Saddle Rd. Install 2-6" conduits with 1 circuit of 750 AL. Existing OH taps could be relocated to underground. Each tap off of the main line (on Hwy 75) should be fused. Install PME's as needed
- Install a switch at Saddle Rd and Hwy 75. Should be solid switch N on Hwy 75, S on Hwy 75, E on Saddle Rd and a spare bay, possibly fused for local service.
- Note that there are 2-6" conduits (1 spare) on Saddle Rd from Hwy 75 to Sun Valley Rd
- Install 3 (or 4) 6" conduits on Hwy75 from 9th to Saddle Rd
- Install switch at 9th and alley between East and Walnut. Solid to sub, solid to KCHM-014 tie, solid to Hwy 75, fused for local service.
- Install 4-6" conduits from new switch on 9th between East and Walnut to Hwy 75. 2 conduits will tie to the 2-6" ducts down the alley. 1 will be for the tie to KCHM-014. 1 will be a spare.
- Install 6-6" conduits from existing vault at 4th and Spruce (VSE-2) to 5th and Spruce, then to existing vault on 5th in alley between East and Walnut. Install 750 CU in 1 conduit for KCHM-013 for UG line from X-1 to X-8.
- Install switch at 5th and Alley between East and Walnut. Solid from sub, solid down the line and 2 fused bays for local service.
- Relocate existing OH line to UG from 3rd to 5th on alley between East and Walnut. Note: could go under 3rd (Sun Valley Rd) and tie to KCHM-011, if needed.
- Bury tie to KCHM-014 T-23 on 9th west of Hwy 75.

- Install 4-6" conduits from switch between Main and Washington on 9th to a new switch on Warm Springs and Parkway. Switch should be solid from source, solid down Warm Springs, and 2 fused bays for local service.
- Install 4-6" conduits down Warm Springs to Gates Rd.
- Install pad-mounted regulators at RG-121, if needed. Further study required.
- Line west of Gates on Warm Springs Rd. can probably stay overhead, depending on the desires of the city.
- Install switch at Warm Springs and Gates. Solid to Greyhawk Jct. Solid from source. Solid to overhead up Warm Springs (beyond R-123). Solid open tie to KCHM-016.

KCHM-015

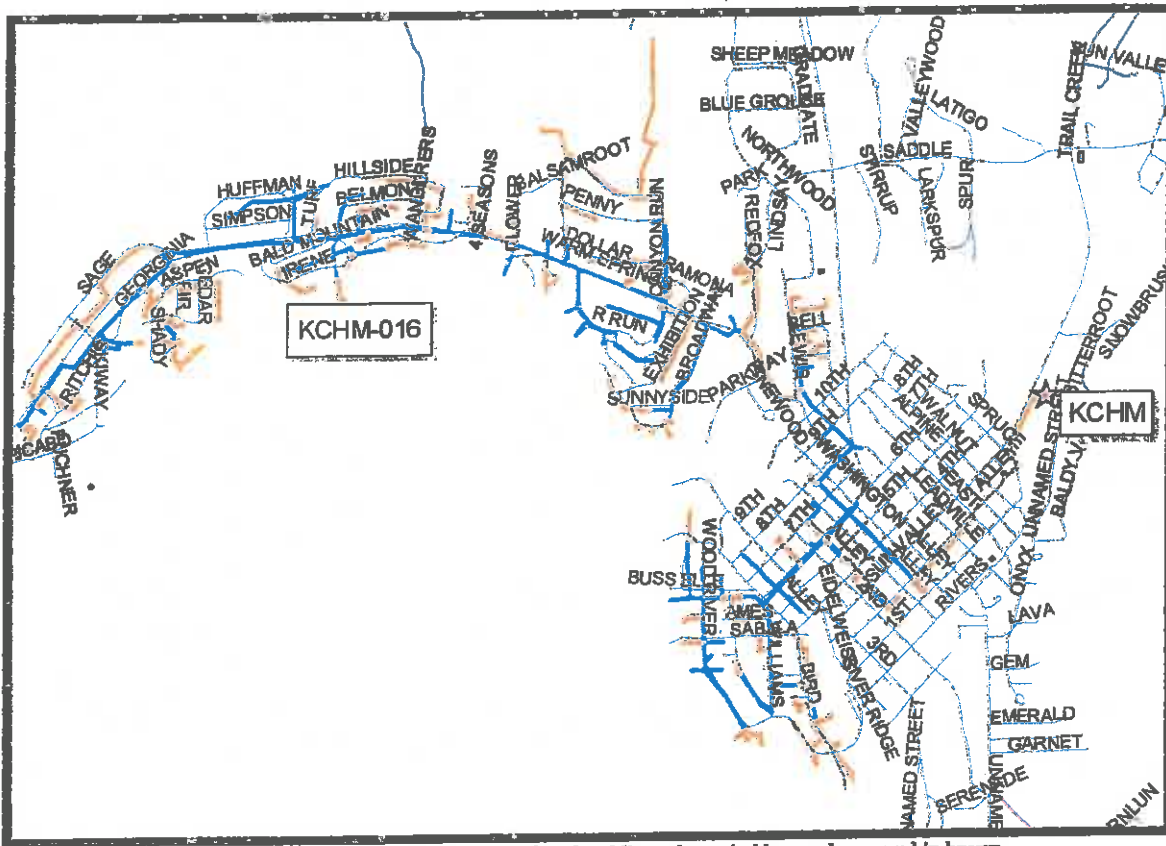


KCHM-015 Existing Feeder – Overhead lines shown in blue, underground in brown.

NOTE: The overhead portions of this feeder are inside the city of Sun Valley, not Ketchum.

- Check WO. 40-701-002-80 to determine how many conduits are on Sun Valley Road from the substation to Saddle Road. Need 6-6” conduits. There will be 2 circuits each north, west and east of the Sun Valley Rd. and Saddle Rd. intersection.
- Install 2-6” conduits and a circuit of 750 Al along Sun Valley Rd. from the Dollar/Saddle intersection up Trail Creek to the end of the line.
- Install a switch at X-320. Solid from Saddle Jct., solid to new switch north on Trail Creek, fused to X-320, fused to X-326 (N.O.).
- Install new switch at F-195. Solid from new switch south on Trail Creek. Solid (?) north on Trail Creek. Solid to Hospital Jct. Fused for local service.

KCHM-016

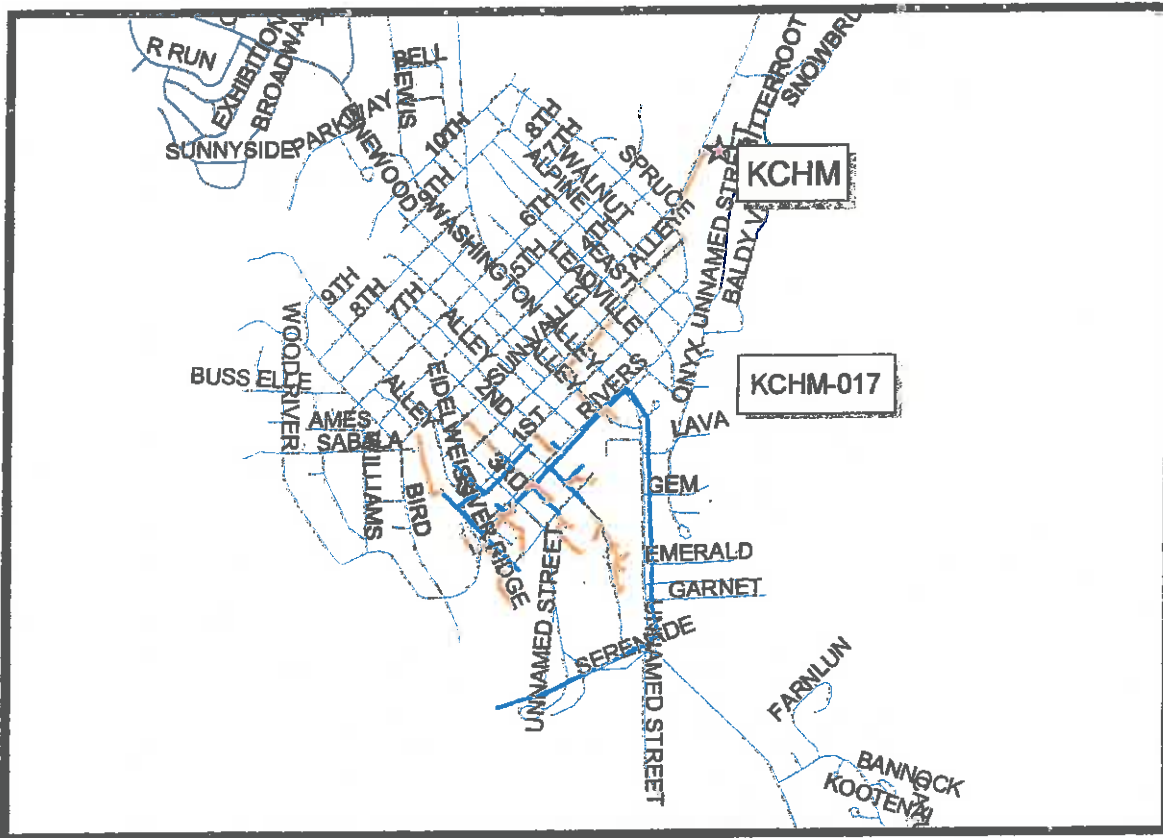


KCHM-016 Existing Feeder -- Overhead lines shown in blue, underground in brown.

- Bury existing line from X-15 to new switch at 6th and alley between Washington and First.
- Install a new 6 way switch at 6th and alley between Washington and First. Switch will have solid tie to KCHM-014, solid source from Washington Jct., solid to a new switch at Warm Springs and 11th, solid to new switch at 6th and Fourth, fused to F-39 and fused for local service.
- Bury the existing line from the new switch at 6th and alley between Washington and First to the new switch at 6th and Fourth.
- Install a new switch at 6th and Fourth. Solid in and 3 fused bays for local service.
- Bury the lines beyond F-50, F-54 and F-56.
- Bury the line from X-40 to X-44 and from X-45 to F-43. Also beyond F-41.
- Install a line from the new switch at 6th and alley between Washington and First to a new switch at 11th and Warm Springs. (May want to tie into duct system on KCHM-014 from 5th to 9th in alley between Main & Washington).
- Install a new switch at 11th and Warm Springs. Solid from the new switch at 6th and alley between Washington and First, solid to a new switch at Warm Springs and Broadway, fused to F-86 (Northgate Subdivision), fused for local service.
- Bury the line from the new switch at 11th and Warm Springs to F-86 (Northgate Subdivision).

- Using existing 750 Al between X-87 and X-88, bury the line on Warm Springs from the new switch at 11th and Warm Springs to the new switch at Warm Springs and Broadway.
- Install a new switch at Warm Springs and Broadway. Solid from the new switch at 11th and Warm Springs, solid to a new switch at Warm Springs and Turf Lane, solid tie to KCHM-014 (new switch at 9th in alley between Washington and Main) and fused bay for local service. May need a 6 way switch for more fused bays for local service.
- Bury the overhead lines beyond F-94, F-114 (north and south), F-136, F-138, F-140, F-143 and F-146. Tie into a sector off of the fused bay (or into multiple fused bays).
- Bury line from the new switch at Warm Springs and Broadway to a new switch at/about Warm Springs and Turf Lane.
- Install a new switch at Warm Springs and Turf Lane. Switch should be solid from the new switch at Warm Springs and Broadway, solid to a new switch at Warm Springs and Skiway, and 2 fused bays for local service.
- Bury existing overhead line to F-157 and the overhead line along Bald Mtn. Road.
- Bury the line beyond F-164 and along Cottonwood.
- Bury the line along Warm Springs from the new switch at Warm Springs and Turf Lane to a new switch at Warm Springs and Skiway.
- Install a new switch at Warm Springs and Skiway. Switch should be solid from the new switch at Warm Springs and Turf Lane, solid to a new switch at Warm Springs and Gates, and 2 fused bays for local service.
- Bury the line from the new switch at Warm Springs and Turf Lane to the new switch at Warm Springs and Gates that is described in KCHM-014. Switch should be a solid tie to KCHM-014.

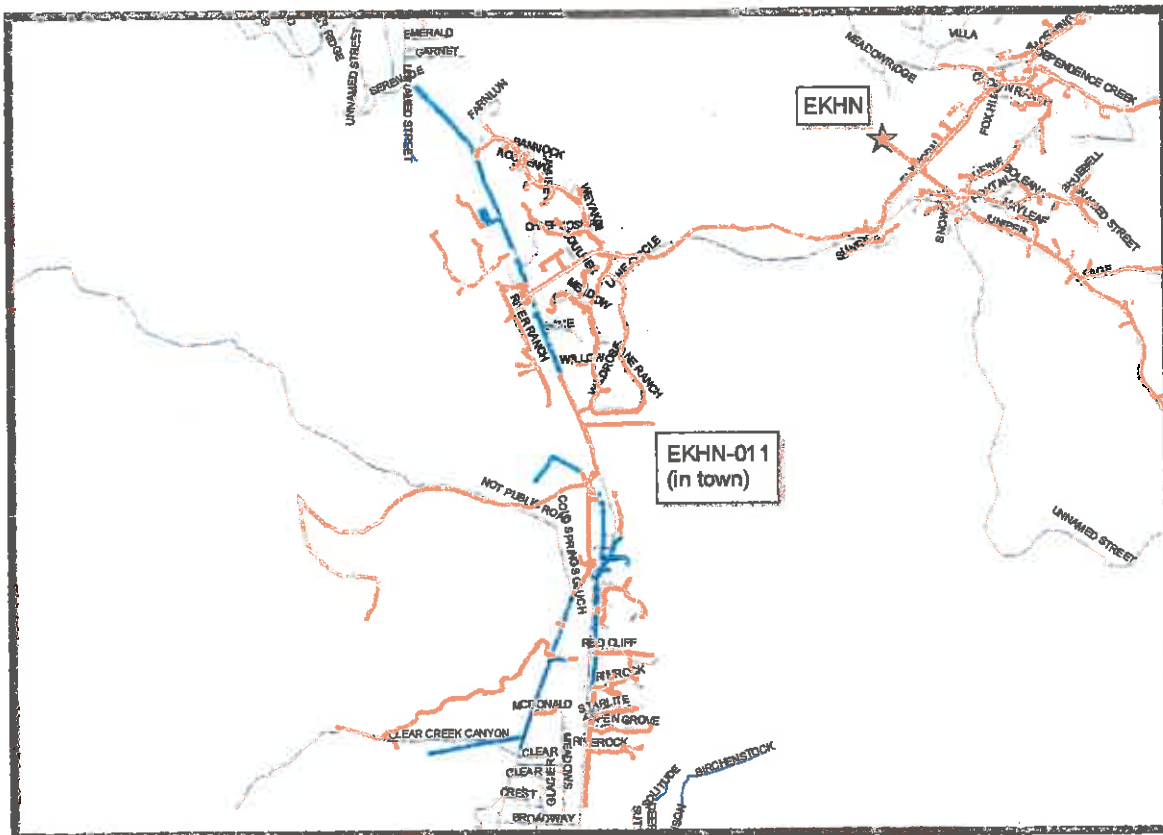
KCHM-017



KCHM-017 Existing Feeder – Overhead lines shown in blue, underground in brown.

- Install new 750 CU circuit in new duct system on HWY 75 from River to new switch at River Run tap
- Install new switch at Main & River. Solid from sub, solid to Washington Jct., solid to switch on river Run, fused local service. May want a 6 way switch for added fused local services.
- If desired, bury the line to River Run. If this line is buried, the new switch should be a VFI with the position serving River Run set to simulate the existing S-70.
- Bury line SW down River from Main to 4th. Also bury 1 block tap down 2nd.
- Install a switch at 2nd and River with a solid source in and 3 fused taps out (1 SE down 2nd, 1 SW down River and 1 NW on 2nd)

EKHN-011



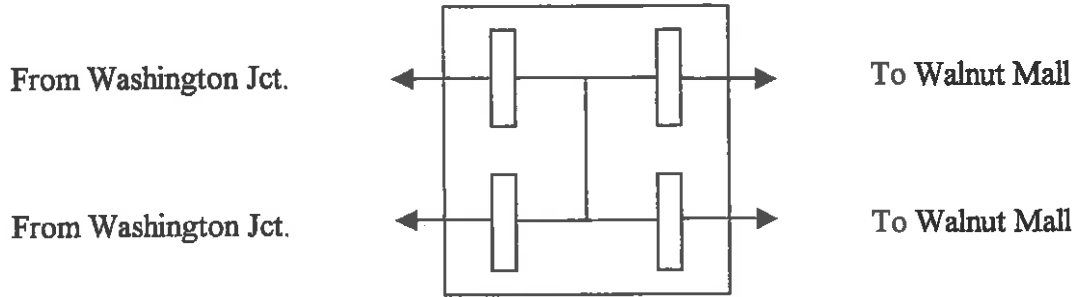
EKHN-011 Existing Feeder – Overhead lines shown in blue, underground in brown.

- Install 4-6" conduits from Hwy 75 Jct. Switch (existing at Hwy 75 and Elkhorn Road intersection) north to the end of the feeder (now KCHM-011 T-145). Install 1 circuit of 750 Al. **Note that extra conduits may be desired in this stretch for a future 138 kV circuit.**
- Install a PME switch at the intersection of Hwy 75 and Weyakkin. There should be a solid bay from Hwy 75 Jct. Switch, a solid bay to the switch at the end of the feeder, and 2 fused bays to provide local service. Tie F-53, F-58 and F-65 to the fused bays.
- Bury the overhead line from F-58 to F-60.
- If needed, install a padmounted capacitor by the new switch at Weyakkin.
- Install 2-6" conduits from Hwy 75 Jct. Switch (existing at Hwy 75 and Elkhorn Road intersection) south to X-75. Install 1 circuit of 750 Al. **Note that extra conduits may be desired in this stretch for a future 138 kV circuit.**
- Reconductor the existing 4/0 south of X-75 with 750 Al. When needed, extend the conduit system from X-75 the vault on the west side of Hwy 75 north of St. Lukes. Note that there are 2-6" conduits from this vault to X-110.
- Install 2-6" conduits with 1 circuit of 750 Al from X-110 to T-149 (the end of the feeder). Maintain the tie to HALY-015.
- Either set a new switch at F-116 with solids in and out and 2 fused bays for local service, or tie local service south of X-110 into a new sector off of the St. Lukes Jct switch UF-107.

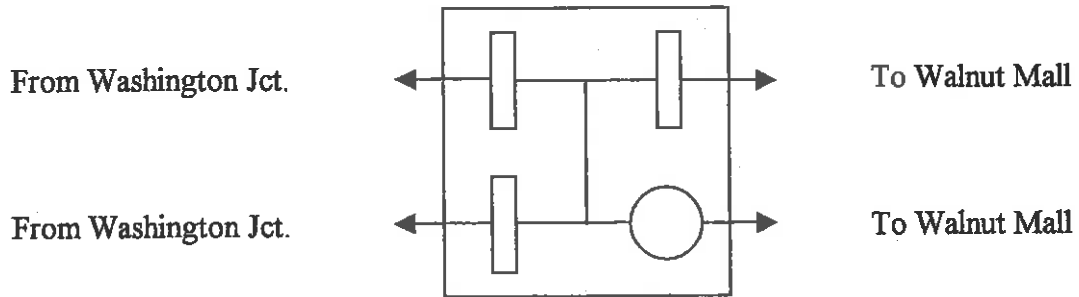
- Bury the existing single and 2 phase lines beyond X-88. If possible, put in fusing for problem isolation (Shrubline VFI's, etc.) at the existing fuse locations.
- Bury the line beyond F-85.

Ketchum Future Padmount Switches

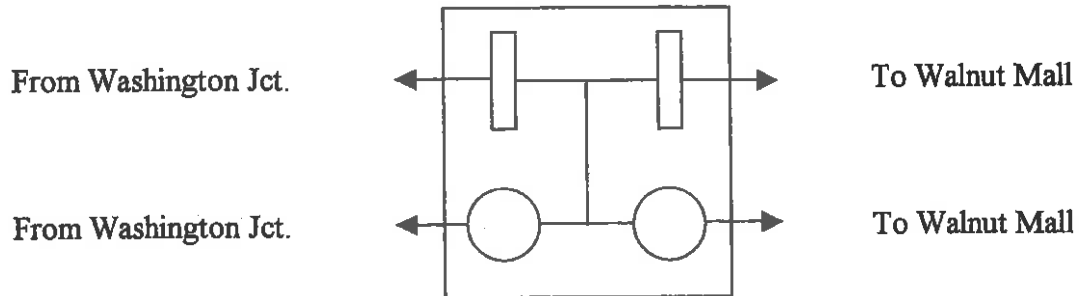
Xxxxxxxx Jct.



Xxxxxxxx Jct.

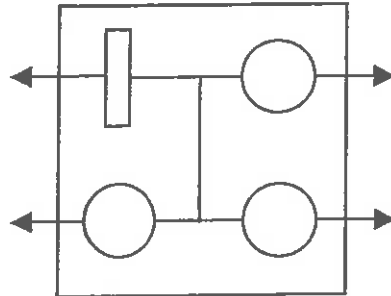


Xxxxxxxx Jct.



Xxxxxxxxx Jct.

From Washington Jct.



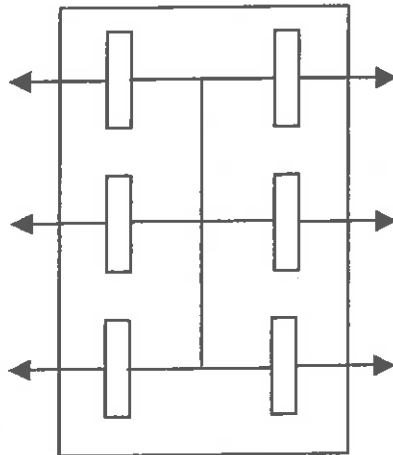
To Walnut Mall

From Washington Jct.

To Walnut Mall

Xxxxxxxxx Jct.

From Washington Jct.



To Walnut Mall

From Washington Jct.

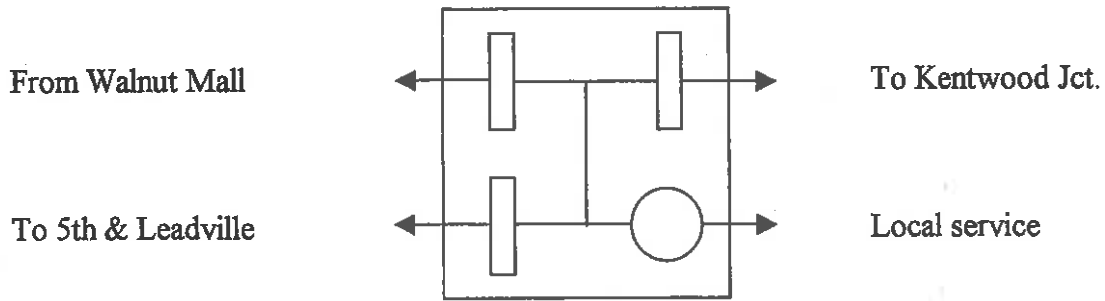
To Walnut Mall

From Washington Jct.

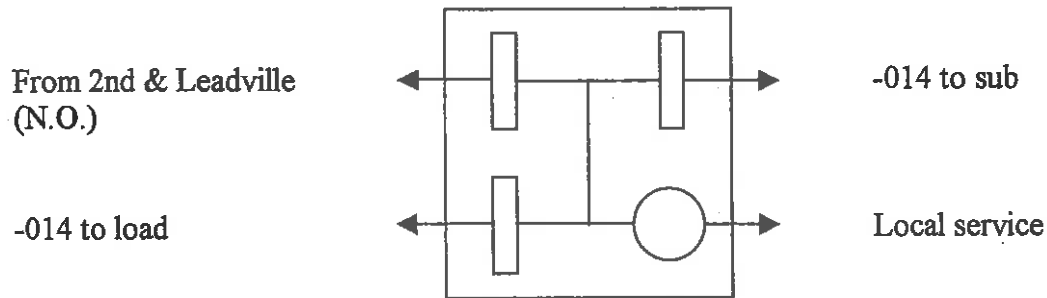
To Walnut Mall

KCHM-011 Future Padmount Switches

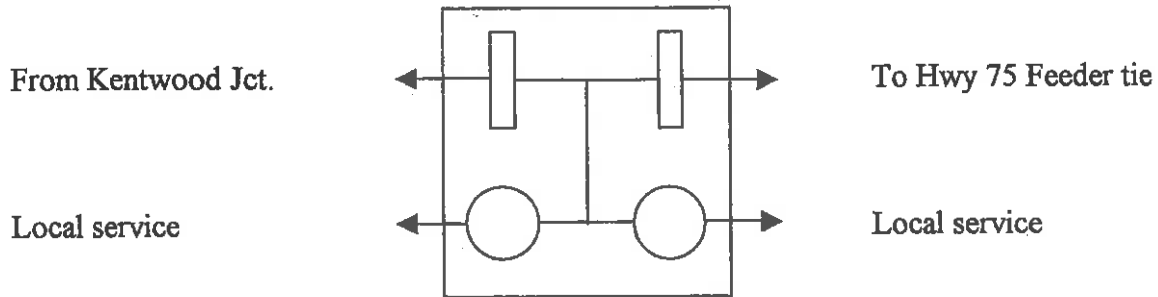
New 2nd & Leadville



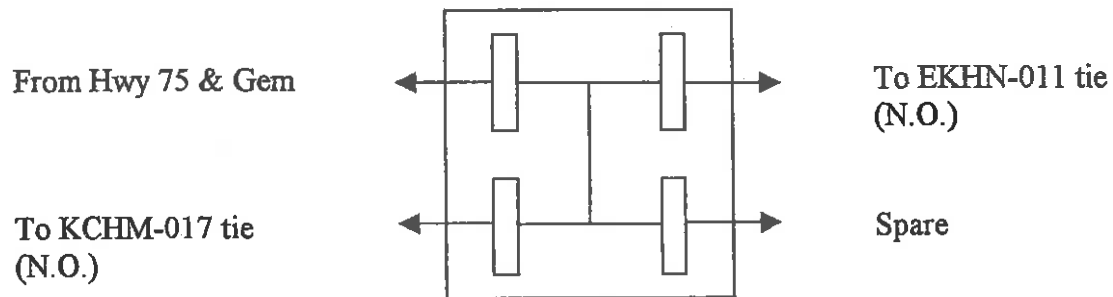
New 5th & Leadville



New Hwy 75 & Gem

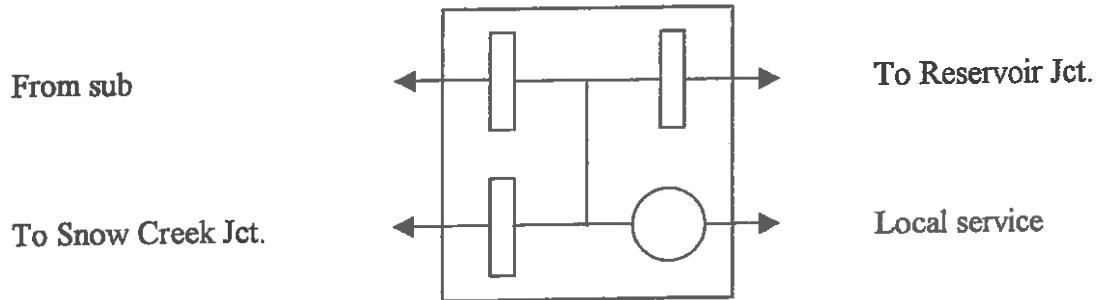


New Hwy 75 Feeder Tie



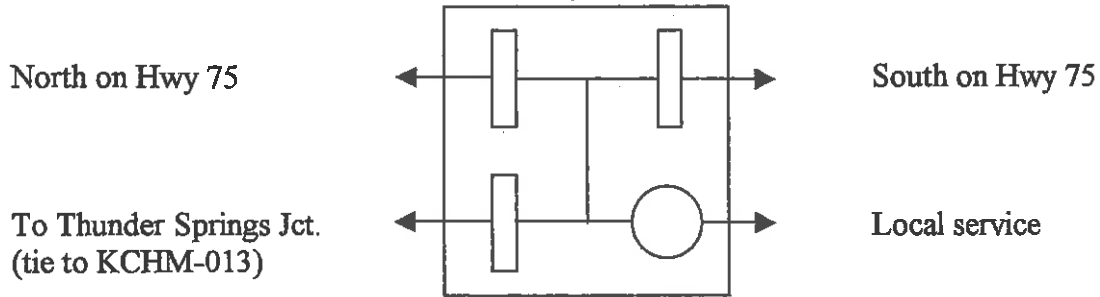
KCHM-012 Future Padmount Switches

New Dollar & East Lake

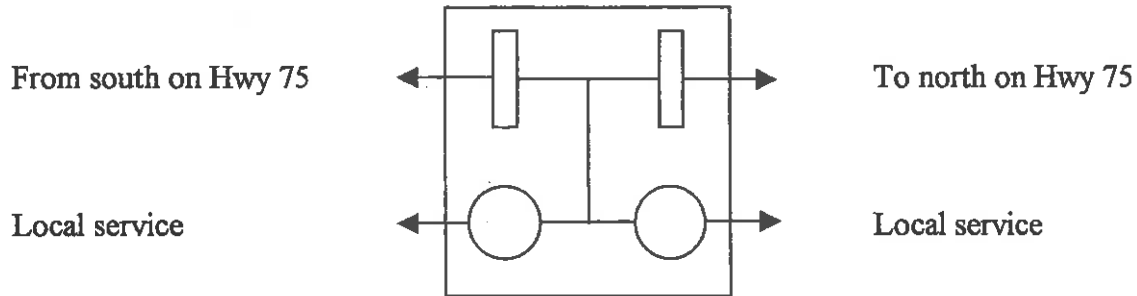


KCHM-013 Future Padmount Switches

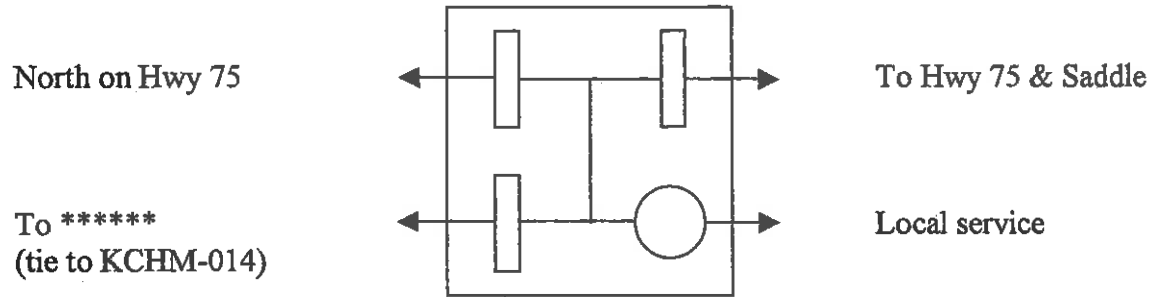
New Hwy 75 & Saddle Road



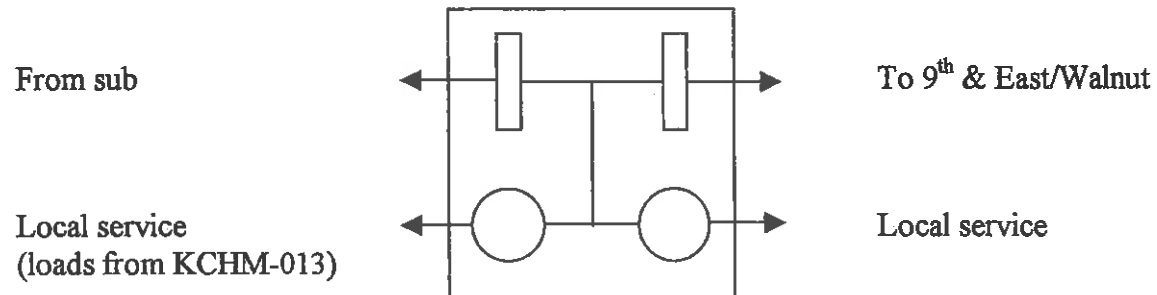
New switches on Hwy 75 north of Saddle Road (to be installed as needed if line is buried)



New 9th and alley between East & Walnut

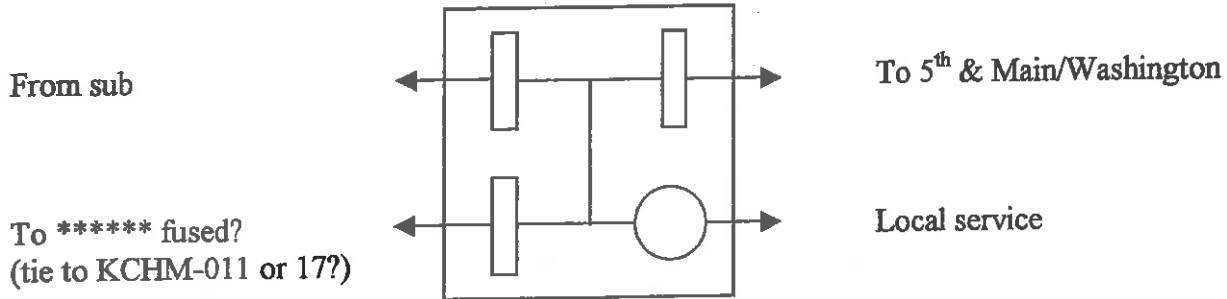


New 5th and alley between East & Walnut

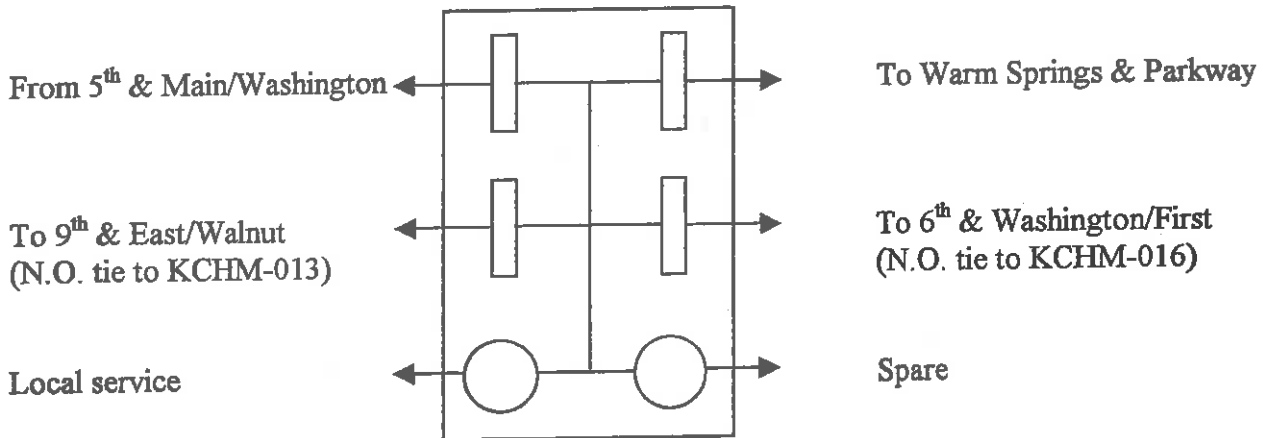


KCHM-014 Future Padmount Switches

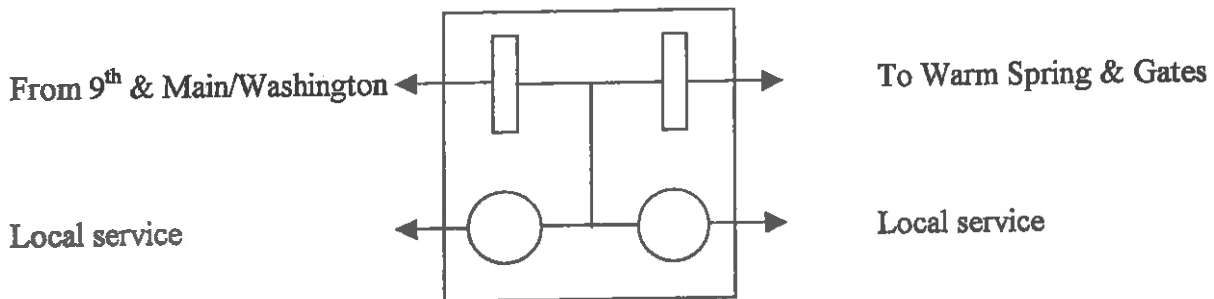
New 5th and alley between Main & Washington***
LOOK AT FOR TIE, ETC.**



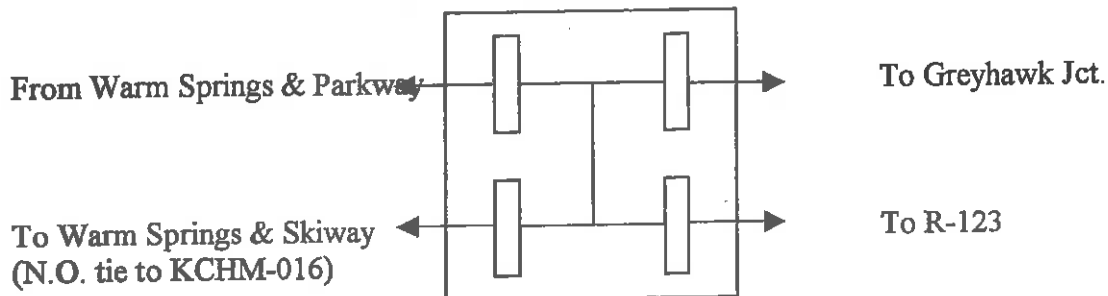
New 9th and alley between Main & Washington



New Warm Springs & Parkway

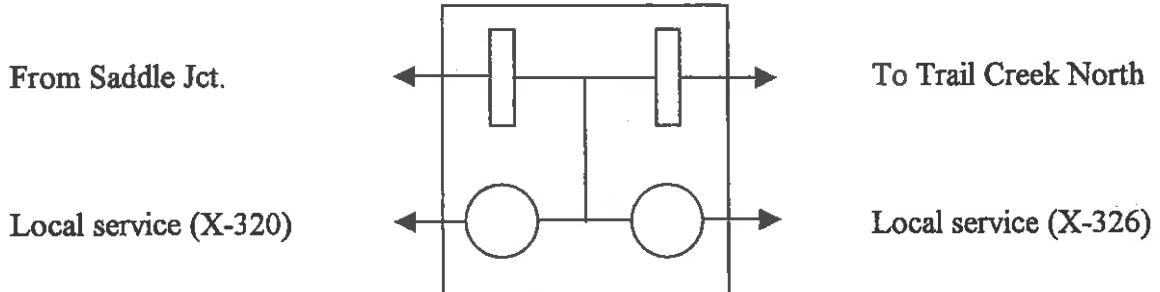


New Warm Springs & Gates

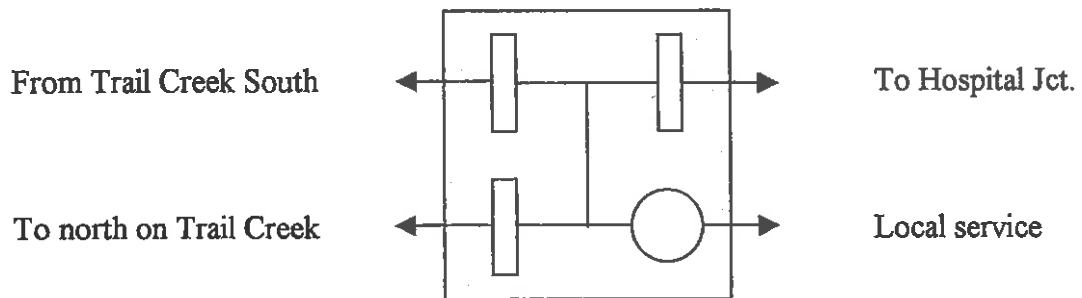


KCHM-015 Future Padmount Switches

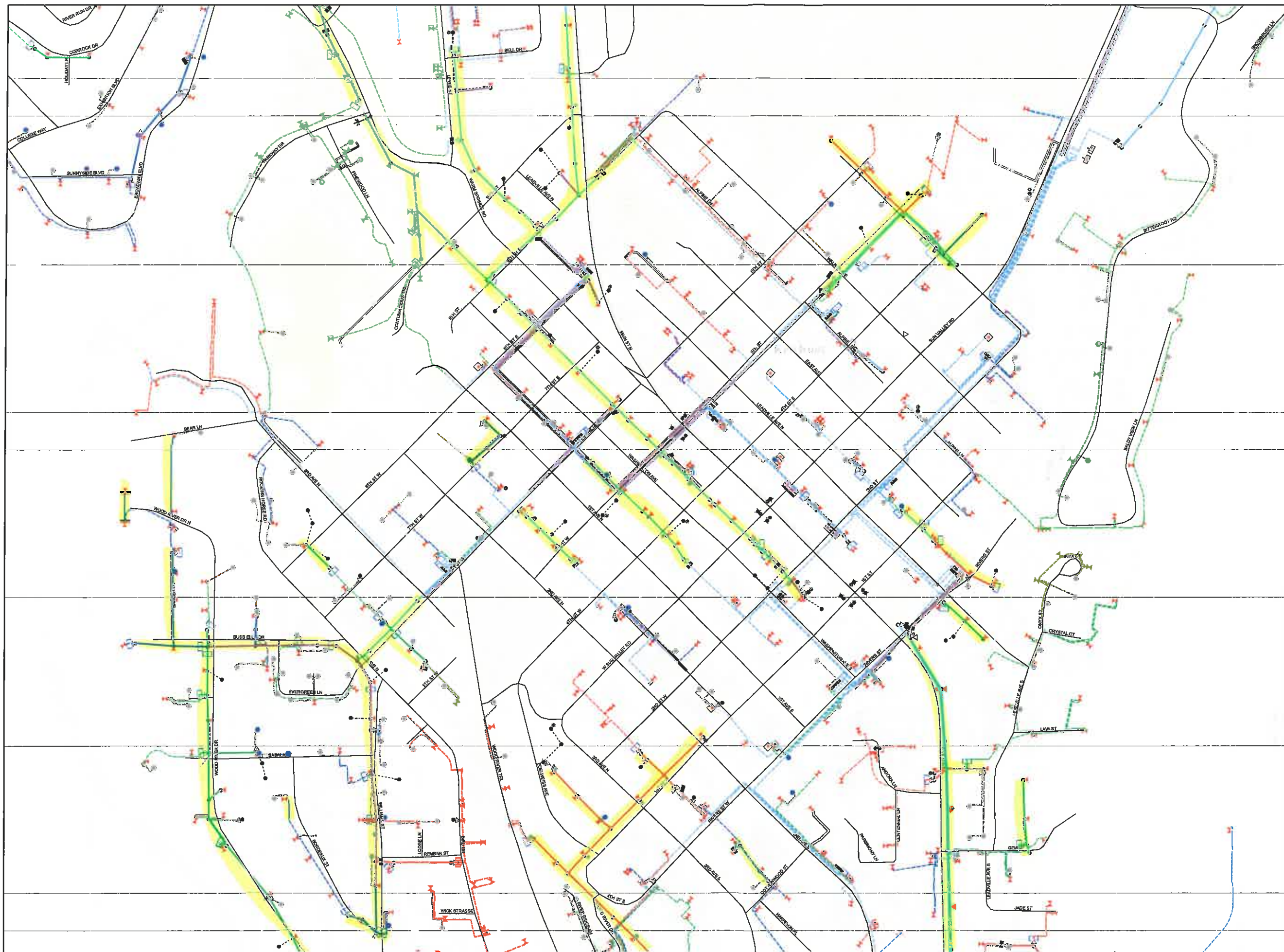
New Trail Creek South



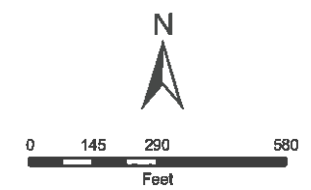
New Trail Creek North



Ketchum



- | | |
|--------------------------|---------------------------------|
| Secondary Box | Transformer |
| Handhole - Below Ground | Overhead |
| Handhole - Above Ground | Patented 1PH |
| Fault Indicator | Patented 3PH |
| Overhead | Transclosure |
| Primary OH Line | Power Transformer |
| OH Primary A | Switch |
| OH Primary B | Switch Line Solid Blade |
| OH Primary C | Switch Term Solid Blade |
| OH 2 Phase | Switch Copl. |
| OH 3 Phase | Encloser Switch |
| Secondary OH Line | OS Disconnected - Source |
| OH Secondary | Light |
| Primary UG Line | Street Light - IPGD |
| UG Primary A | Street Light - DD |
| UG Primary B | Area Light - DSL |
| UG Primary C | Riser |
| UG 2 Phase | Riser |
| UG 3 Phase | Pole |
| Secondary UG Line | Distribution |
| UG Secondary | Foreign |
| UG Structure | Capacitor |
| Boxer | Overhead Capacitor |
| Lead/Break Junction | Conduit/Duct |
| Fuse | Conduit/Primary |
| Line Fuse | Conduit/Sec/Dr |
| Tap Fuse | Abandoned UG Secondary |
| Encloser Fuse - GO | Abandoned Underground Secondary |
| Encloser Fuse | Abandoned UG Primary |
| | Abandoned UG Primary |



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City of Ketchum
City Hall

May 1, 2018

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation to hold a public hearing and approve the second reading of Ordinance No. 1182 rezoning Lots 17, 18, and 19 of Mortgage Row Subdivision from the Limited Residential One Acre (LR-1) Zoning District to the Limited Residential (LR) Zoning District.

Recommendation and Summary

The City Council approved the first reading of Ordinance No. 1182 on April 16, 2018. Staff recommends the City Council hold a public hearing, consider the analysis contained in the Staff Report and any public comment received, deliberate, and approve the second reading of Ordinance 1182 with the following motion:

“I move to APPROVE the second reading of Ordinance No. 1182 amending the City of Ketchum Zoning Map by changing the zoning district designation of Lots 17, 18, and 19 of Mortgage Row Subdivision from the Limited Residential One Acre (LR-1) Zoning District to the Limited Residential (LR) Zoning District.”

The reasons for the recommendation are as follows:

- Subject Lots 17, 18, and 19 are nonconforming with the LR-1 Zone in relation to the 1 acre minimum lot area and with the 80 ft required setback from Highway 75. The proposed rezone will address the current non-compliance of these properties with the overlying zoning.
- The existing single-family residential development on Lots 17, 18, and 19 of Mortgage Row Subdivision aligns with the dimensional standards and regulations of the Limited Residential (LR) Zone and the zoning map amendment is in compliance with the 2014 Comprehensive Plan, Ketchum City Code, and other adopted city policies and regulations.
- The zoning map amendment request has been reviewed by the Planning and Zoning Commission and the public over two public hearings held on February 12th and March 12th, 2018. The Planning and Zoning Commission unanimously recommended the subject lots be rezoned to the Limited Residential (LR) Zoning District.

Introduction and History

Mortgage Row Subdivision was annexed into the City of Ketchum from unincorporated Blaine County in 1993. At that time, the lots were assigned the zoning designation of Limited Residential One Acre (LR-1). All existing lots are nonconforming with the LR-1 Zone in relation to the 1 acre minimum lot area and most lots are nonconforming with the 80 ft required setback from Highway 75. Since annexation of Mortgage Row into the City of Ketchum, six (6) of the twenty (20) lots within the subdivision have received approval to rezone from LR-1 to the LR Zoning District.

Analysis

The applicant requested to rezone Lots 17, 18, and 19 of the Mortgage Row Subdivision from the Limited Residential One Acre District (LR-1) to the General Residential Low Density District (GR-L). The motivation for the requested rezone from LR-1 to GR-L is to address the current noncompliance of these properties with the overlying zoning. While no design review or building permit application was submitted concurrently with the subject zoning map amendment request, the current property owners of Lot 17 desire to construct an addition to their existing single-family residence and LR-1 dimensional standards prohibit the preferred modification to their property.

While rezoning to either the LR or the GR-L Zoning Districts would both address the existing nonconformities, the GR-L Zone would permit increased density on the subject lots. Based on traffic considerations and concerns related to increased density within the subdivision, the Planning and Zoning Commission recommends the subject lots be rezoned to the Limited Residential (LR) Zoning District. Rezoning the subject lots to LR will address the current noncompliance with the dimensional standards and regulations of LR-1 Zone. The applicant is satisfied with the recommendation as the LR Zone addresses the existing nonconformities.

Financial Impact

No financial impacts have been identified.

Attachments:

- Staff Report dated May 1, 2018
- Ordinance No. 1182
- Public Comment



City of Ketchum
Planning & Building

**STAFF REPORT
KETCHUM CITY COUNCIL
REGULAR MEETING OF MAY 1, 2018**

- PROJECT:** Lots 17, 18, & 19 Mortgage Row Rezone
- FILE NUMBER:** #17-157
- APPLICANT:** Dwight & Susan Coburn and Robert, Kenneth, & Nancy Dreyer (DHD Properties LLC)
- REQUEST:** Applicant requested to rezone Lots 17, 18, and 19 of the Mortgage Row Subdivision from the Limited Residential One Acre District (LR-1) to the General Residential Low Density District (GR-L).
- RECOMMENDATION:** Staff recommends subject Lots 17, 18, and 19 of Mortgage Row Subdivision be rezoned from the Limited Residential One Acre District (LR-1) to the Limited Residential (LR) Zoning District.
- PUBLIC NOTICE:** Public notice as required by Idaho State Statute §67-6509 has been met. On March 28th, 2018, the public notice was published in the Idaho Mountain Express. On March 29th, 2018, the public notice was mailed to property owners within 300 ft and to political subdivisions and outside agencies. On April 2nd, 2018, the public notice was posted on site.
- PUBLIC HEARINGS:** Planning and Zoning Commission
- February 12, 2018
 - March 12, 2018
- City Council
- April 16, 2018
 - May 1, 2018
- REVIEWER:** Abby Rivin, Associate Planner
- ATTACHMENTS:** Draft Ordinance No. 1182
Public Comment

BACKGROUND

On February 12th, 2018, the Planning and Zoning Commission considered the application to rezone Lots 17, 18, and 19 of Mortgage Row Subdivision from the Limited Residential One Acre (LR-1) Zoning District to the General Residential Low Density (GR-L) Zoning District and held a

public hearing. After consideration of the applicant's testimony, Staff comments, and public comments, the Planning and Zoning Commission moved to continue review to the March 12th, 2018 Regular Meeting and directed Staff to provide more research regarding the implications for increased density and access management on Highway 75. On March 12th, 2018, the Planning and Zoning Commission reconsidered the applicant's request, reviewed Staff comments, held a public hearing, and recommended the subject lots be rezoned to the Limited Residential (LR) Zoning District.

As indicated in the applicant's narrative included as an attachment to this Staff Report, the motivation for the requested rezone from LR-1 to GR-L is to address the current noncompliance of these properties with the overlying zoning. While no design review or building permit application has been submitted concurrently with the subject zoning map amendment request, the current property owners of Lot 17 desire to construct an addition to their existing single-family residence and LR-1 dimensional standards prohibit the preferred modification to their property.

Exhibit A. Mortgage Row Lots 17, 18, and 19



ANALYSIS

Mortgage Row Subdivision was annexed into the City of Ketchum from unincorporated Blaine County in 1993. At that time, the lots were assigned the zoning designation of Limited Residential One Acre (LR-1). Mortgage Row Subdivision is primarily comprised of single-family dwellings, however Lots 5B, 6, 7, and 9 include multi-family as well as commercial uses including a retail store and gas station, auto-related uses, and commercial storage, which are nonconforming uses in the LR-1 Zone. Lots in the subdivision range in size from +/- 12,000 to

35,000 sq ft. All existing lots are nonconforming with the LR-1 Zone in relation to the 1 acre minimum lot area and most lots are nonconforming with the 80 ft required setback from Highway 75. Access to the subdivision is provided from Highway 75, Neil's Way, and Meadow Circle.

Since annexation of Mortgage Row Subdivision into the City of Ketchum, the following four (4) lots have received approval to rezone from LR-1 to the LR Zoning District:

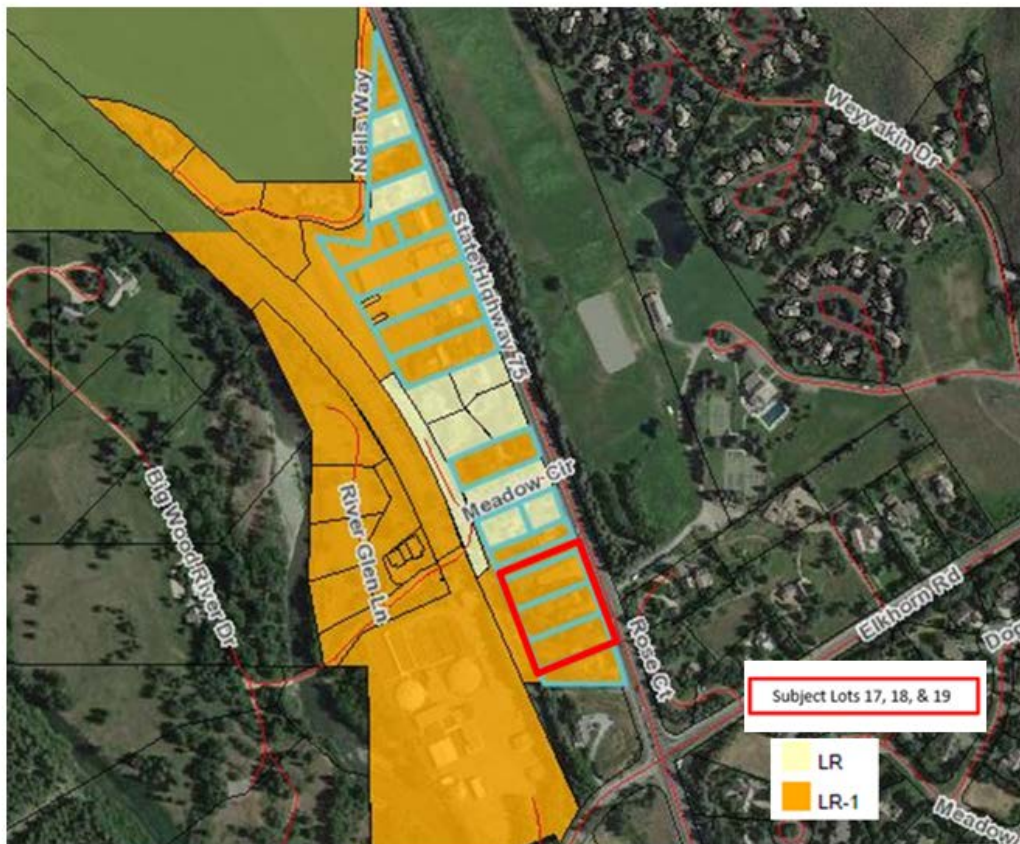
- 102 Neil's Way (Mortgage Row Sub, Lot 2 & TL 7268)
- 106 Neil's Way (Mortgage Row Sub, Lot 4A)
- 91 Meadow Road (Mortgage Row Sub, Lot 14BB)
- 93 Meadow Road (Mortgage Row Sub, Lot 14AA)

Former Lots 10 and 11 of Mortgage Row Subdivision were subdivided in 2003 into 4 new lots to form The Glade Subdivision, which is zoned Limited Residential (LR).

- 208 Glade Court (The Glade Sub, Lot 1, Block 1)
- 212 Glade Court (The Glade Sub, Lot 2, Block 1)
- 214 Glade Court (The Glade Sub, Lot 3, Block 1)
- 218 Glade Court (The Glade Sub, Lot 4, Block 1)

Former Lot 13 of Mortgage Row Subdivision was incorporated into River Glen Subdivision and zoned LR.

Exhibit B. Mortgage Row Subdivision Current Zoning Designations



ZONING DISTRICTS DIMENSIONAL STANDARDS

The following table summarizes the dimensional standards in the existing LR-1 Zone, the GR-L Zone requested by the applicant, and the recommended LR Zone.

Table 1. Zoning Districts Dimensional Standard Comparison (§17.12.030)

Dimensional Standard Comparison			
	Existing Zoning District: Limited Residential One Acre (LR-1)	Requested Zoning District: General Residential Low Density District (GR-L)	Recommended Zoning District: Limited Residential (LR)
Minimum Lot Size	1 acre	8,000 sq ft	9,000 sq ft
Average Width of Lot	100 ft	80 ft	80 ft
HWY 75 Setbacks	80 ft	Where the street width is 66 ft, all buildings shall be set back a minimum of 32 ft. Where the street width is 80 ft, all buildings shall be set back a minimum of 25 ft.	Where the street width is 66 ft, all buildings shall be set back a minimum of 32 ft. Where the street width is 80 ft, all buildings shall be set back a minimum of 25 ft.
Front Setback	15'	15'	15'
Side Setback	> of 1' for every 2' in building height, or 10'	> of 1' for every 3' in building height, or 5'	> of 1' for every 2' in building height, or 10'
Rear Setback	20'	> of 1' for every 3' in building height, or 15'	20'
Maximum Building Coverage	25%	35%	35%
Building Height	35'	35'	35'

Rezoning either to the requested GR-L Zone or to the Staff recommended LR Zone would both address the existing nonconformities on Lots 17, 18, and 19 in relation to minimum lot area and the required setback to Highway 75. If rezoned to GR-L or LR, the required setback to Highway 75 would decrease from 80 ft to 32 ft. Currently nonconforming in relation to the one acre minimum lot size in the LR-1 Zone, Lots 17, 18, and 19 all meet the minimum lot areas required in the GR-L and LR Zones.

DENSITY

While rezoning to both the LR and GR-L Zoning Districts would address the existing nonconformities of the subject lots, the LR and GR-L Zoning Districts have different implications for increased density within Mortgage Row Subdivision. With the existing LR-1 Zone, the maximum density permitted on each lot is one (1) single-family residence with one (1) associated accessory dwelling unit for a total of six (6) dwelling units. If rezoned to GR-L, each lot would be permitted to contain two (2) single-family residences each with an associated accessory dwelling unit for a total of twelve (12) dwelling units. Unlike both the LR-1 and LR Zoning Districts, multi-

family development containing up to two (2) dwelling units is permitted in the GR-L Zone (§17.12.20). The subject lots could contain six (6) multi-family dwelling units if rezoned to GR-L. As with the existing LR-1 Zone, the LR Zone would also permit a maximum density of one (1) single-family residence with one (1) associated accessory dwelling unit for a total of six (6) dwelling units on the three lots.

If rezoned to GR-L, an increase in density of up to 12 dwelling units on the subject lots would be permitted through the approval of the subject zoning map amendment request. Increasing density on the subject lots if rezoned to LR would require a subdivision. The subdivision process allows City Departments the opportunity to further consider the impacts of increasing density within Mortgage Row Subdivision. Traffic implications and infrastructure impacts would be analyzed as part of the subdivision process.

ACCESS MANAGEMENT ON HIGHWAY 75

Mortgage Row Subdivision is located within Ketchum's southern gateway corridor. As the only entrance to Ketchum from southern Idaho, the corridor is burdened by visitor and commuter traffic on Highway 75. As greater density is permitted in the GR-L Zone, the requested zoning map amendment may impact traffic onto Highway 75 as well as the capacity of existing infrastructure. The single-family residences on Lots 17, 18, and 19 are all accessed from driveways off of Highway 75. In the 2014 Comprehensive Plan, *Policy M-1.2 Transportation Planning and Access Management on Highway 75 and Arterials* emphasizes that new curb cuts should be controlled on Highway 75 and specifically addresses Mortgage Row Subdivision as an area where access points should be reduced. On statewide routes within city limits, the Idaho Transportation Department (ITD) requires access spacing of 250 ft between private driveways. The existing spacing between the driveway accesses on the subject lots do not meet ITD's spacing requirements. Both the 2014 Comprehensive Plan and ITD standards do not support additional curb cuts to access private residences on Highway 75 within the Mortgage Row Subdivision.

If the lots are rezoned to GR-L, the permitted increased density has the potential to intensify traffic on Highway 75 and may also result in an increase of access points along the statewide route. If the subject lots are rezoned to LR, an increase in density would require a subdivision. The subdivision process would allow the City to address traffic volume as well manage access points on Highway 75.

COMPREHENSIVE PLAN ANALYSIS

Future Land Use Map and Area Designation Analysis

According to Idaho Statute, the city should consult the Ketchum Comprehensive Plan when considering amendments to the zoning ordinance and official zoning map. The Future Land Use Map of the Comprehensive Plan designates the entirety of Mortgage Row Subdivision as Medium Density Residential (2014 City of Ketchum Comprehensive Plan, page 66). Primary uses in the Medium Density Residential area include a broad variety of residential types, including single-family residences, duplexes, and other attached-unit types. Secondary uses include supporting and complementary uses to residential development, such as accessory dwelling units, community gardens, open space and recreation, schools, places of worship, and other public uses. Senior housing facilities are also listed as an appropriate secondary use within this area (2014 City of Ketchum Comprehensive Plan, page 68).

Based on the list of primary uses above, the request from the applicant to rezone Lots 17, 18, and 19 to the General Residential Low Density (GR-L) Zoning District is in compliance with this

section of the Comprehensive Plan. The Planning and Zoning Commission recommendation to rezone the subject lots to the Limited Residential (LR) Zoning District is also in compliance with this section of the Comprehensive Plan as the Medium Density Residential area includes single-family residences as a primary use. The current property owners have indicated that the primary use of the subject lots would remain single-family residential.

Comprehensive Plan Goals and Policy Analysis

The following table summarizes goals and policy statements from the Ketchum Comprehensive Plan that are relevant to Planning and Zoning Commission’s recommendation to rezone Lots 17, 18, and 19 to the Limited Residential (LR) Zone. The Comprehensive Plan Goals and Policy. While the Comprehensive Plan includes goals and policies that address multiple facets of community development, Staff has identified three goals and/or policies that align with the recommendation to rezone Lots 17, 18, and 19 in Mortgage Row Subdivision to LR.

Table 2. Comprehensive Plan Goals and Policy Analysis

Chapter	Goal/Policy and Page	Analysis of Amendment Request
Chapter 3: Housing	Goal H-3 (pg 21) Ketchum will have a mix of housing types and styles.	The subject rezone will preserve the existing single-family residential use on subject Lots 17, 18, and 19.
Chapter 4: Community Design and Neighborhoods	Goal CD-3 (page 27): Ketchum will maintain and improve the appearance of its entryway corridors and gateways.	Mortgage Row Subdivision is within Ketchum’s southern gateway corridor. Staff’s recommendation to rezone the subject lots to LR supports low density residential development while preserving panoramic vistas, such as the Reinheimer Ranch
Chapter 7: Mobility	Policy M-1.2 (page 42) Transportation Planning and Access Management on Highway 75 and Arterials	Policy M-1. States that new curb cuts should be controlled on Highway 75 and specifically addresses Mortgage Row Subdivision as an area where access points should be reduced. Through rezoning the subject lots to LR instead of GR-L, the City may analyze implications to traffic and infrastructure through the subdivision process for requests to increase density.

SUMMARY

The standards of approval for a zoning map amendment require a complete application, proper noticing, a public hearing, compliance with the comprehensive plan, and compliance with city codes. The subject rezone application meets the requirements for application submittal, public noticing, and compliance with both the 2014 Comprehensive Plan, and Ketchum City Code.

Rezoning the subject lots to LR would address the current noncompliance with the dimensional standards and regulations of LR-1 Zone. While Mortgage Row Subdivision is designated as Medium Density Residential on the Future Land Use Map, site constraints including driveway access off of Highway 75 complicate increasing density in this area. By rezoning the lots to LR instead of GR-L, any future requests to increase density would require a subdivision. All previous rezones within Mortgage Row Subdivision have also been from the LR-1 to LR Zone. The existing single-family residential development on Lots 17, 18, and 19 aligns with the dimensional standards and regulations of the LR Zone.

RECOMMENDATION

The Planning and Zoning Commission recommends subject Lots 17, 18, and 19 of Mortgage Row Subdivision be rezoned from the Limited Residential One Acre District (LR-1) to the Limited Residential (LR) Zoning District.

ORDINANCE NO. 1182

AN ORDINANCE OF THE CITY OF KETCHUM, BLAINE COUNTY, IDAHO, AMENDING THE CITY OF KETCHUM ZONING MAP BY CHANGING THE ZONING DISTRICT DESIGNATION OF LOTS 17, 18, AND 19 OF MORTGAGE ROW SUBDIVISION (12700, 12698, & 12696 STATE HIGHWAY 75), FROM THE LIMITED RESIDENTIAL ONE ACRE DISTRICT (LR-1) TO THE LIMITED RESIDENTIAL (LR) ZONING DISTRICT; PROVIDING A REPEALER CLAUSE; PROVIDING A SAVINGS AND SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION BY SUMMARY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Ketchum is authorized to zone property within the city pursuant to Idaho Code §67-6511; and

WHEREAS, pursuant to Ketchum City Code §17.152.030, the applicant initiated a zoning map amendment request to rezone Lots 17, 18, and 19 of Mortgage Row Subdivision from the Limited Residential One Acre (LR-1) Zoning District to the General Residential Low Density (GR-L) Zoning District; and

WHEREAS, the rezone has been considered at duly-noticed public hearings by the Planning & Zoning Commission on February 12 and March 12, 2018 pursuant to Idaho Code §67-6509;

WHEREAS, due to implications of increased density and traffic concerns, the Planning and Zoning Commission finds that the Limited Residential (LR) Zoning District is the most appropriate zoning designation for the subject lots; and

WHEREAS, rezoning the subject lots to the LR Zoning District will address the current non-compliance of these properties with the overlying zoning;

WHEREAS, the existing single-family residential development on Lots 17, 18, and 19 of Mortgage Row Subdivision aligns with the dimensional standards and regulations of the LR Zone and the zoning map amendment is in compliance with the 2014 Comprehensive Plan;

WHEREAS, the Planning and Zoning Commission unanimously recommended rezoning subject Lots 17, 18, and 19 of Mortgage Row Subdivision from the LR-1 Zoning District to the LR Zoning District; and

WHEREAS, the Ketchum City Council on April 16, 2018, having reviewed the proposed rezone request, and after considering the recommendation of the Planning and Zoning Commission and the comments and testimony of the public, have determined that the LR Zone is the most appropriate zoning district for the subject lots;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF KETCHUM:

Section 1: The City of Ketchum Zoning Map shall be amended to show the change in zoning designation from the Limited Residential One Acre (LR-1) Zoning District to the Limited Residential (LR) Zoning District for Lots 17, 18, and 19 of Mortgage Row Subdivision as set forth in Exhibit A attached hereto.

Section 2. REPEALER CLAUSE. All City of Ketchum Ordinances or parts thereof which are in conflict herewith are hereby repealed.

Section 3. SAVINGS AND SEVERABILITY CLAUSE. It is hereby declared to be the legislative intent that the provisions and parts of this Ordinance shall be severable. If any paragraph, part, section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid for any reason by a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 4. PUBLICATION. This Ordinance, or a summary thereof in compliance with Section 50-901A, Idaho Code, shall be published once in the official newspaper of the City, and shall take effect immediately upon its passage, approval, and publication.

Section 5. EFFECTIVE DATE. This Ordinance shall be in full force and effect after its passage, approval and publication according to law.

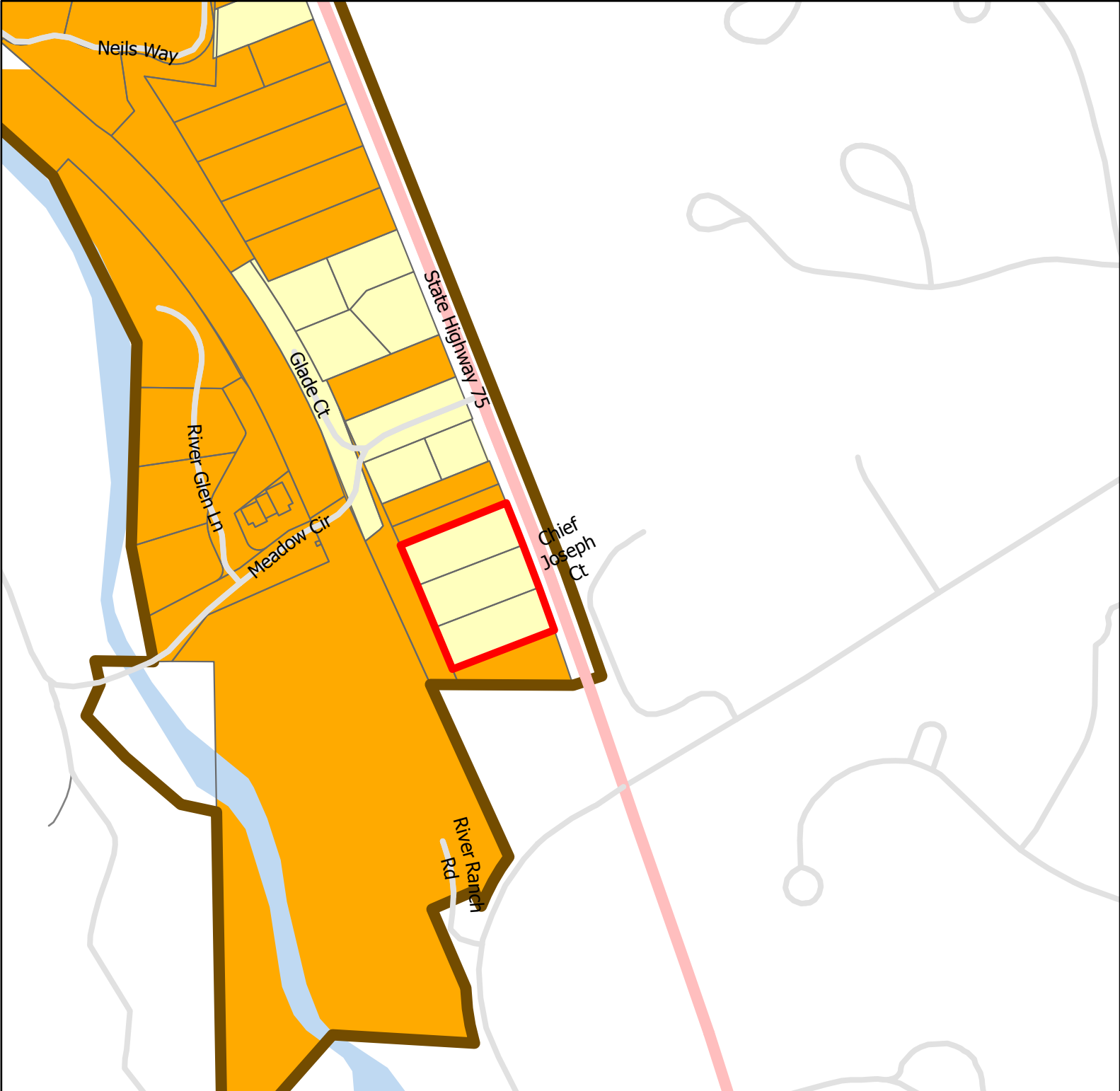
PASSED by the CITY COUNCIL and APPROVED by the MAYOR of Ketchum, Idaho on this **[date]**, 2018.

APPROVED:

Neil Bradshaw, Mayor

ATTEST:

Robin Crotty, City Clerk








-  Proposed Rezone
-  City Boundary
- Zoning Districts**
-  LR Limited Residential
-  LR-1 Limited Residential 1 Ac.
-  LR-2 Limited Residential 2 Ac.

Exhibit A



1 inch equals 300 feet



City of Ketchum

May 1, 2018

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation Authorizing Release of a Request for Proposal for Fire Station Architectural Services

Recommendation and Summary

It is recommended the council authorize the issuance of a request for proposal for architectural design services to begin the design process for a new fire station with the following motion:

I move to authorize release of the RFP for fire station architectural services.

The reasons for the recommendation are as follows:

- A preferred site has been identified for a new fire station on Warm Springs Road
- With purchase of a new City Hall building, the Fire Department will need new facilities in 2021
- The desire is to have preliminary plans and a cost estimate completed in time for a May 2019 bond measure. The Council must take action in February/March 2019 to place a bond measure on the May 2019 ballot.

Introduction and History

The present Ketchum fire station is outdated and insufficient to meet the current needs of the Ketchum Fire Department. To construct a new fire station, Ketchum voters must approve a bond measure. The amount of the bond measure will be determined after preparing preliminary design plans and a cost estimate for a new fire station.

Analysis

If the Council wishes to conduct a May 2019 election for a fire station bond measure, preliminary plans and a cost estimate must be completed by January 2019. The Council will need to take action in February/March 2019 to place a measure on the ballot. Therefore, the City must select an architect and allow time for the architect to develop preliminary plans and a cost estimate before January 2019. The cost and scope of preparing plans and developing the cost estimate necessitates a competitive process to select the design architect.

The proposed RFP was patterned after RFP's prepared by the City of Boise for similar fire station design services. The RFP provides details on the proposed process and timeline for a new fire station. Once an architect is selected, they will meet and collaborate with the Fire Department to design a station that meets their needs.

Financial Impact

Once an architect is selected, staff will return to council with a recommendation to award a contract. At that time the cost will be finalized and funding will be identified to support the contract.



Request For Proposal to Provide Fire Station Architectural Services for the City of Ketchum

May XXX, 2018

Contact: Grant Gager, Director of Finance and Internal Services

**P.O. Box 2315
480 East Avenue North
Ketchum, Idaho 83340**

**Telephone: (208) 726-5073
ggager@ketchumidaho.org**

SUBMITTAL DEADLINE

The City of Ketchum, Idaho will accept proposals at City Hall, 1st Floor, 480 East Avenue North, Ketchum, Idaho, 83340, or electronically at ggager@ketchumidaho.org until July XXX 2018 3:00 pm MT.

QUESTIONS AND CONTACTS

Questions or requests for information should be submitted via email to Grant Gager at ggager@ketchumidaho.org. Proposers should refrain from discussing the project with Ketchum Fire Department staff or Ketchum elected officials. The City is interested in establishing a fair and transparent selection process where proposers have equal access to all the information about the project.

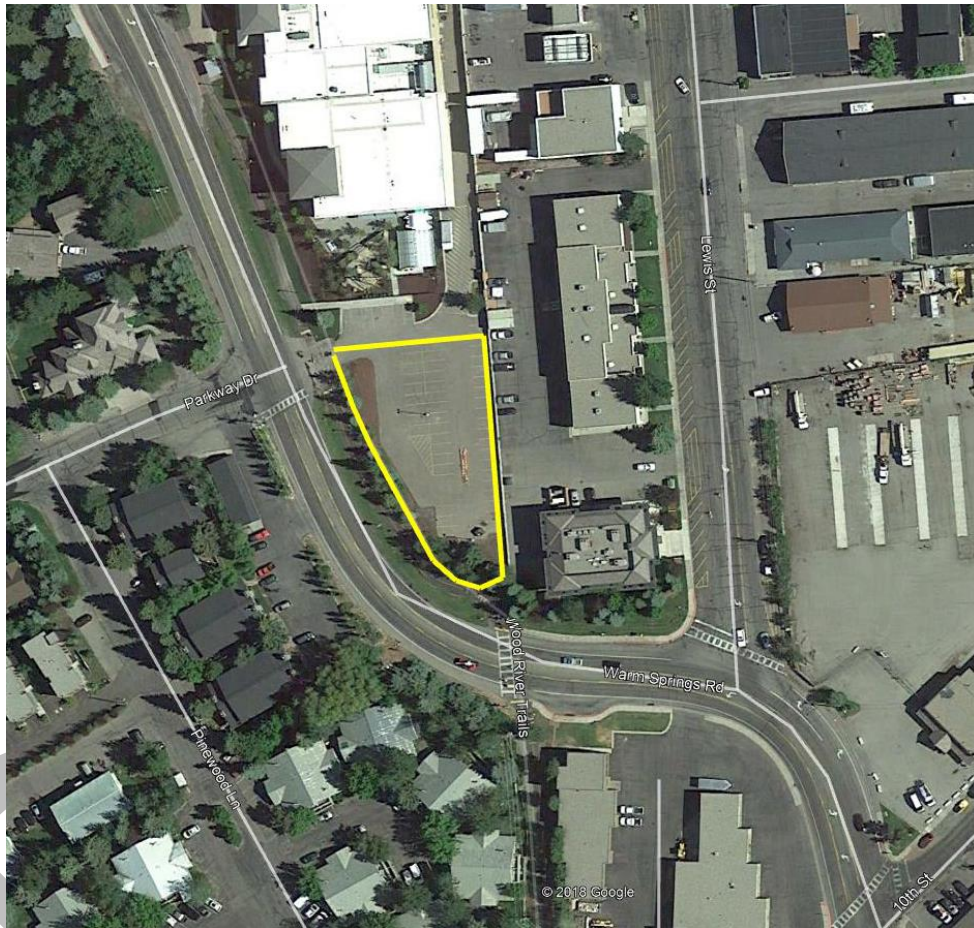
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DRAFT

BACKGROUND

The City of Ketchum is in need of a new fire station. The current station is outdated and inadequate to serve the needs of the Ketchum Fire Department. After evaluating several sites, a preferred location has been identified on Warm Spring Road in the City of Ketchum (see below).



SCOPE OF WORK

The City of Ketchum is soliciting proposals from experienced firms who can demonstrate the resources, experience and qualifications to provide Architectural Services for a new fire station within the City of Ketchum. Services are anticipated to include conceptual design, schematic design, final design, cost estimating, construction drawings and assistance during the bidding and construction phases.

Proposals will be prepared per the requirements detailed within this Request for Proposal document. Proposal documents are available at no charge at Plan Room (link provided on City Website) or are available at www.ketchumidaho.org.

In determining the best qualified proposal, the City will consider all acceptable proposals on a basis consistent with RFP requirements. Proposals will be evaluated on the basis of qualifications. The City of Ketchum staff will rank the firm(s) directly from the evaluation process, and may choose to conduct interviews with one or more of the firms. Once the firms have been ranked, the City of Ketchum will enter into negotiations with the highest ranked firm to negotiate a contract including the cost structure. Should such negotiations fail, the City would negotiate a contract with the next best qualified Proposer.

EVENT	DATE/TIME
Release RFP	May XX, 2018
Deadline for Questions/Inquires	June X, 2018 @ noon
Proposal Due Date/Time (Deadline)	July X, 2018 @ 4:00 pm MT
City Review of Proposals	July X, 2018 to August X, 2018
On-site Interviews with Finalists	Week beginning August X, 2018
Award Recommendation to Ketchum City Council.	August 20, 2018

The City of Ketchum reserves the right to reject any and all proposals, to waive any irregularities in the proposals received and to accept the proposal that is in the best interest of the City. The City of Ketchum is an Equal Opportunity Employer. The City of Ketchum is exempt from Federal and State taxes and will execute the required exemption certificates.

SUBMITTAL REQUIREMENTS

- The submission package or envelope **SHOULD BE SEALED** and **PLAINLY MARKED** with the following:

City of Ketchum, Finance Department
Re: Fire Station Architectural Services
480 East Avenue North
Ketchum, Idaho, 83340

- Submit proposals in person, UPS, Fed-Ex, or other ground carrier, to the Ketchum Finance Department, 480 East Avenue North, Ketchum Idaho, 83340. **Do not mail the submittal.**
- The submission package should include one (1) electronic copy.
- The Owner is the City of Ketchum.
- ALL PROPOSALS MUST BE SIGNED.

DRAFT

1.0 GENERAL CONDITIONS AND REQUEST FOR PROPOSAL PROCESS

These General Conditions are presented for clarification of the City of Ketchum Request for Proposal (RFP) process. Certain of the below terms and conditions are likely to be included in the Contract Agreement that the City may execute arising from this RFP. Before responding to the RFP, proposers are encouraged to read and understand the following items.

1.1 Intent of Proposal

It is the intent of this proposal to describe the services being sought in sufficient detail to secure qualified proposals. Proposals will be evaluated using a weighted scoring method. Proposals not conforming to the requested format or not in compliance with the specifications will not receive full scoring.

1.2 Proposer's Costs

The Proposer will be responsible for all costs (including site visits where needed) incurred in preparing or responding to this RFP. All materials and documents submitted in response to the RFP become the property of the City and will not be returned.

1.3 Evaluation of Proposer

Before a contract will be awarded, the City may conduct reference investigations as is necessary to evaluate and determine the performance record and ability of the top ranked Proposer(s) to perform the size and type of work to be contracted, and to determine the quality of the service being offered. By submitting a proposal, you authorize the City to conduct reference investigations as needed. Proposals will be evaluated by a selection committee comprised of City of Ketchum employees, and may include citizens of the City.

1.4 Insurance

The Consultant will provide the insurance coverage designated hereinafter and pay all costs associated with the insurance coverage. Any submitted insurance policy, or certificate of insurance will name the City as a named insured, where appropriate, and such insurance policy or certificate of insurance will be kept and maintained in full force and effect at all times during the term or life of this contract. The insurance policy or certificate of insurance must be filed with the Finance Department prior to commencing work under this contract and no insurer will cancel the policy or policies or certificate of insurance without first giving thirty (30) days written notice thereof to the Consultant and the City, but the consultant may, at any time, substitute a policy or policies or certificate of insurance of a qualified insurance company or companies of equal coverage for the policy or policies or certificate then on file with the City.

In case of the breach of any provision of this article, the City, at its option, may take out and maintain at the expense of the Consultant, such insurance as the City may deem proper and may deduct the cost of such insurance from any monies which may be due or become due the Consultant under this contract.

Consultant's and Sub-consultant's Insurance. The Consultant will not commence providing service under the contract until Consultant has obtained all the insurance required hereunder and such insurance has been reviewed by the City. Review of the insurance by the City will not relieve or decrease the liability of the Consultant hereunder.

- Professional Liability - The successful Consultant must show, prior to the execution of the Agreement, evidence of professional liability insurance coverage in the amount of one million (\$1,000,000) dollars, with a minimum coverage of one million (\$1,000,000) dollars per occurrence and one million (\$1,000,000) dollars aggregate.
- General Liability Insurance at \$1,000,000.
- Automobile Insurance \$500,000 per occurrence for owned, non-owned and hired vehicles
- Compensation and Employer's Liability Insurance. The Consultant will maintain during the life of this contract, the statutory workers' compensation, in addition, employer's liability insurance in an amount not less than \$500,000 for each occurrence, for all of his employees to be engaged in work on the project under the contract, and, in case any such work is sublet, the Consultant will require the Sub-consultant similarly to provide workers' compensation and employer's liability insurance for all of the latter's employees to be engaged in such work.

The minimum limits of insurance described above will not be deemed a limitation of the Consultant's covenant to indemnify.

1.5 Reserved Rights

The City of Ketchum reserves the right to accept or reject proposals. The City may select a firm on the basis of the written proposal or may request oral presentations from the most highly rated firms under the evaluation criteria outlined above. The firm selected through this process as the best qualified will then be requested to negotiate a contract.

1.6 Public Records

The Idaho Public Records Law, Idaho Code Title 74, allows the open inspection and copying of public records. Public records include any writing containing information relating to the conduct or administration of the public's business prepared, owned, used, or retained by a State or local agency regardless of the physical form or character. All, or most, of the information contained in your Proposal will be a public record subject to disclosure under the Public Records Law and will be available for inspection and copying by any person. The Public Records Law contains certain exemptions. One exemption potentially applicable to part of your response may be for trade secrets. Trade secrets include a formula, pattern, compilation, program, computer program, device, method, technique or process that derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons and is subject to the efforts that are reasonable under the circumstances to maintain its secrecy.

If you consider any element of your Proposal to be a trade secret, or otherwise protected from disclosure, you must:

- Indicate by marking each page of the pertinent document confidential; and,
- Include the specific basis for your position that it be treated as exempt from disclosure. Prices quoted in your Proposal are not a trade secret.

The following is not acceptable or in accordance with the Public Records Law and will not be honored:

- Marking your entire Proposal as exempt; or,
- Placing a statement or legend on one (1) page stating that all or substantially all of the response is exempt.

The City, to the extent allowed by law and in accordance with these Instructions, will honor a designation of nondisclosure. If you claim material to be exempt from disclosure under the Idaho Public Records Law, the Proposer will expressly agree to defend, indemnify and hold harmless the City from any claim or suit arising from the City's refusal to disclose any such material. Any questions regarding the applicability of the Public Records Law should be addressed to your own legal counsel prior to submission.

1.7 Taxes

The City of Ketchum is exempt from Federal and State taxes and will execute the required exemption certificates for items purchased and used by the City. Items purchased by the City and used by a contractor are subject to Use Tax. All other taxes are the responsibility of the Contractor and are to be included in the Contractor's Proposal pricing.

1.8 Request for Clarification, Protest of Proposal Requirements, Standards, Specs, or Process

Any Proposer who wishes to request clarifications, or protest the requirements, standards, specifications or processes outlined in this Request for Proposal may submit a written notification to the Director of Finance and Internal Services, to be received no later than noon (12:00pm) Mountain Daylight Time, four (4) working days prior to the proposal due date. The notification will state the exact nature of the clarification, protest, describing the location of the protested portion or clause in the Proposal document and explaining why the provision should be struck, added, or altered, and contain suggested corrections. The Director of Finance and Internal Services may deny the protest, require that the Proposal document be modified, modify the proposal, and/or reject all or part of the protest. Changes to these specifications will be made by written addendum. Verbal responses will not be binding on the City or the Proposer.

Written requests are to be directed to:

Grant Gager
City of Ketchum
PO Box 2315
480 East Ave N
Ketchum, ID 83340
ggager@ketchumidaho.org

1.9 Addenda to the RFP

If this specification is modified by the City, the modifications will be posted on the City website (www.ketchumidaho.org). Verbal modifications are not binding on the City or the Proposer. No oral changes will be considered or acknowledged. Proposers are requested to acknowledge each addendum received in their Proposal.

1.10 Modification and Withdrawal of Proposal

A proposal may be modified or withdrawn by the Proposer prior to the set date and time for the opening of proposals.

1.11 Proposal Questions

Questions and responses of any one Proposer, which the City of Ketchum deems may affect or cause an ambiguity in proposal responses, will be supplied to all prospective Proposers by addendum.

The City of Ketchum may, by written notice to all respondents, cancel, postpone or amend the Request for Proposal (RFP) prior to the due date. If, in the opinion of the City of Ketchum, the

revisions or amendments will require additional time for a response, the due date will be extended to all participants. If revisions and amendments are not furnished to respondents prior to the due date, proposals shall be considered withdrawn and the process shall be re-initiated without further discussion.

1.12 Award Criteria

Criteria necessary to evaluate the proposals in relation to the service being sought are included in the RFP documents and will be established and weighted. At a minimum, criteria will include general qualifications, specific project experience, compliance to the specifications and requirements for the service.

1.13 Highest Ranked Proposer

The contract shall be awarded to the highest ranked Proposer with all evaluation criteria considered, provided that, the City Council may award the contract to the Proposer it determines appropriate.

1.14 Proposal Guarantee

It is desired that the submitted proposal remains in effect for a minimum of 120 days for evaluation purposes. If this is not accepted, Proposer is to so indicate.

1.15 Protest of Consultant Selection or Contract Award

A participating proposer may object to the contract award by notifying the City, in writing, no less than seven (7) calendar days before City Council approval of contract award. A Notice of Intent to Award will be posted on the City's website no less than 10-days prior to requested City Council action. The responsive protest must set forth in specific terms the alleged reason the Contractor selection or contract award is erroneous. The judgment used in the scoring by individual evaluators is not grounds for a protest. The protest must be submitted in writing. Any protest addressed to the Mayor or City Council will be referred to the Director of Finance and Internal Services.

- Only persons who submitted a bid/proposal are allowed to protest the award.
- Protest must be in writing and received within seven (7) days of Intent to Award Letter posting.
- The City will address the protest with input from city staff if necessary.
- After receipt of protest response proposer has three (3) working days (Monday – Friday) to protest to the City Council by submitting a protest of the decision to the City Clerk. City Clerk will then schedule the proposer for Council.

Written protests are to be directed to: Grant Gager, ggager@ketchumidaho.org.

1.16 Stop Work Order

Any "Stop Work Order" given to Awarded Proposer will cause all physical work to stop and a complete cessation of all expenditures, ordering of materials, etc., on the part of the Awarded Proposer and/or his assigns.

1.17 Disadvantaged Business Enterprises (D.B.E.)

D.B.E. firms and business enterprises are encouraged to submit a proposal. Women owned and minority owned firms are encouraged to submit a proposal. The City actively encourages any bids/proposals by D.B.E. firms for goods

1.18 Contract and Contract Provisions

The selected firm will be expected to execute a contract with the City of Ketchum. Specific exception will be considered during the negotiation of the Contract Agreement. The exact scope of work and

associated fee structure will be negotiated. The attached Professional Services Agreement contains key terms and conditions the City expects to be included in the final contract.

1.19 Ownership and Access to Records

While ownership of confidential or personal information about individuals shall be subject to negotiated agreement between the City of Ketchum and the Consultant, records will normally become the property of the City of Ketchum and subject to state law and City of Ketchum policies governing privacy and access to files.

1.20 Conflict of Interest

- 1.20.1 The Consultant shall not hire any officer or employee of the City of Ketchum to perform any service covered by this Agreement.
- 1.20.2 The Consultant affirms that to the best of his/her knowledge there exists no actual or potential conflict between the Consultant's family, business, or financial interests and the services provided under this Agreement, and in the event of change in either private interests or service under this Agreement, any question regarding possible conflict of interest which may rise as a result of such change will be raised with the City of Ketchum.
- 1.20.3 The Consultant shall not be in a reporting relationship to a City of Ketchum employee who is a near relative, nor shall the near relative be in a decision-making position with respect to the Consultant.

1.21 Copyright

The City of Ketchum shall own, solely and exclusively, the copyright and all copyright rights to any written or otherwise copyrightable material delivered under this Agreement. The Consultant warrants that all creators of copyrightable material delivered under this Agreement to the City of Ketchum are, at the time of the material's creation, bona fide employees or subcontractors of the Consultant, and that such creation is within the course and scope of the creator's employment.

1.22 Non-Waiver

Waiver or non-enforcement by either party of a term or condition shall not constitute a waiver or non-enforcement of any other term or condition or of any subsequent breach of the same or similar term or condition.

1.23 No Third-Party Rights

Nothing in this Agreement is intended to make any person or entity that is not signatory to the agreement a third-party beneficiary of any right created by this Agreement or by operation of law.

1.24 Standard for Performance

The parties acknowledge that the City of Ketchum, in selecting the Consultant to perform the services hereunder, is relying upon the Consultant's reputation for excellence in the performance of the services required hereunder. The Consultant shall perform the services in the manner of one who is a recognized specialist in the types of services to be performed. All deadlines set forth in the Agreement are binding and may be modified only by subsequent written agreement of the parties. The Consultant shall devote such time to performance of its, her, or his duties under this Agreement as is reasonably necessary for the satisfactory performance of such duties within the deadlines set forth herein. Nothing in the foregoing shall be construed to alter the requirement that time is of the essence in this Agreement.

1.25 Rejection of Proposals

The City of Ketchum may, at its sole option, reject any and all proposals, for any reason, and reserves the right to re-solicit proposals in the event no response to the RFP is acceptable to the City of Ketchum. City of Ketchum is in no way obligated to any respondent for the work as set forth in the specifications.

- 1.25.1 The City of Ketchum reserves the right to accept or reject proposals on each item separately or the RFP as a whole, without further discussion.
- 1.25.2 Proposals, which are incomplete, will be considered non-responsive to this solicitation and may be rejected without further consideration.
- 1.25.3 If, in the opinion of the City of Ketchum, the solicitation does not result in reasonable qualifications and experience required by the City of Ketchum, then all proposals shall be rejected. All participating respondents shall be notified of the rejection, the reasons for the rejection, and advised of the disposition of the requirement.

1.25 Third Party Design Interface

The City of Ketchum hired an outside consultant to assist the City for plan and program review during the preliminary design.

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2.0 SCOPE OF SERVICES

General Information

The City of Ketchum is proposing to complete a new fire station. In order to proceed, the scope for this work will consist of two phases. The first phase is to prepare schematic, design development, and cost estimates to be presented as part of a May 2019 ballot measure for bond funding. If the bond is approved, the second phase is to prepare construction plans and participate in the building construction. Depending on the outcome of the bond, Phase Two may or may not proceed.

The City desires to achieve at least a LEED certification level or equivalent.

2.1 Architectural Scope of Services

The following services are anticipated in the Professional Services contracts. All Architectural Services must be performed by staff properly licensed in the State of Idaho. The descriptions are illustrative in nature and not exhaustive. The actual scope of services will be negotiated after selecting the best qualified Proposer.

Phase One

- **Schematic Design Phase:** Meet with City staff and representatives of the Fire Department to define needs, special issues, etc. Complete facility programming and develop conceptual documents, including conceptual floor plans and elevations, material recommendations, etc. Develop strategy for LEED certification or an alternative process to achieve an equivalent ranking.

Meet with City staff to determine necessary modifications to the conceptual plans. Finalize the design into preliminary plans of presentation quality. Supporting illustrations may be required such as sections, perspectives, and enlargements of particular areas.

Review schematic design with the City Council to solicit input. Prepare preliminary cost estimates and participate in answering questions during the bond campaign. Preliminary plans and the cost estimate are to be completed by January 14, 2019.

Phase Two

- **Final Design / Construction Documents Phase:** Upon approval of the bond measure, complete the design and prepare the Construction Documents. Prepare plans and applications to obtain Planning and Zoning approvals. Documents will consist of final design plans, construction drawings, details, and specifications necessary for construction of the project. Incorporate all architectural and engineering details, materials and product specifications required to complete the facility construction. Provide documents and other assistance needed to obtain necessary permits.
- **Bidding Phase:** Following City's approval of the Construction Documents, assist the City in obtaining construction bids, answering questions, issuing addendums and similar procurement support.
- **Construction Phase:** Assist the City-assigned manager during construction. Make periodic

visits to the site to remain familiar with the progress and quality of the work and to determine in general if the project is proceeding in accordance with the Contract Documents. Review submittals, requests for information, provide clarifications, etc. Process associated paperwork such as change proposals, applications for payment, materials testing reports, etc. Oversee LEED certification documentation. Provide final inspections, facility commissioning, and project close-out.

2.2 Compensation

The Consultant may be compensated on an hourly basis with an established not-to-exceed cost for each individual assignment, a lump sum fee or other agreed upon fee arrangement. The proposed staff, estimated hours, and any additional costs shall be established through mutual agreement between the Consultant and the City.

Once the Professional Services Agreement Contract is approved by the City, the Consultant shall proceed with the project, invoicing the City on a monthly basis based on the actual staff-hours charged to the project. Submitted along with the invoice shall be a breakdown of all staff-hours charged and a description of project progress. Failure to include this information with the invoice will result in rejection of the invoice.

Employee classification and associated hourly rates for all work performed will be in accordance with the contract. All hourly rates shall be considered as straight time and no overtime rates will be permitted.

Fully burdened hourly rates will include: office space, hardware, software, support, field equipment, supervision, travel, printing and copying expenses necessary to complete required tasks. Exceptions include specific direct reimbursable expenses to be established based upon mutual agreement at the time of assignment.

3.0 PROPOSAL CONTENT, EVALUATION PROCESS AND SELECTION CRITERIA

3.1 Proposal Format

Proposals are to be submitted in a format that allows uniform review and easy access to information by the City. The Proposals should be clear and concise. Emphasis should be placed on specific qualifications of the people who will actually provide the service and the firm's ability to manage the service.

To assist in the evaluation process, the proposal shall contain the following information:

- Transmittal Letter and Signature Page:

A signed letter of transmittal briefly stating the Proposer's understanding of the work to be done, the commitment to perform the work within the time period, and a statement as to why the firm believes it is the best qualified to perform the engagement. Please provide the name, title, address, and telephone number of the primary contact for the information provided in your firm's proposal.

- Detailed Proposal

Proposals should include the following information under the following headings:

Design approach / Maximum of three pages: Describe the firm's philosophy and approach to providing Architectural Services for this project. Include a description of typical services provided, how the firm manages budgets and schedules, how the firm resolves design concerns, etc. Provide a list of unique approaches and capabilities of the firm.

Previous similar experience of the firm / Maximum of two pages: List the firm's experience for the five most similar projects (in terms of size, nature and complexity) completed within the last 10 years. Emphasis is on similar fire station projects. Clearly identify the project scope, cost and the firm's responsibilities on the project. Identify if LEED certification was achieved for the sample projects.

Previous similar experience of individuals proposed for the project / Maximum of three pages: Identify the specific individual principal in charge, project architect(s), designers, etc. who would be involved in the project including their respective roles and responsibilities as well as the percentage of time devoted to the project (by phase). For each individual list their related experience for the three most similar projects including the project scope, cost, which firm the individual worked for at the time, and the individual's responsibilities on the project. Experience on similar fire station projects should be emphasized. Describe staff availability and how the workload will be managed. Note individual experience on LEED certified projects.

Staff availability to meet project schedule / One Page: The schedule for this project is very important, outline how your firm will insure the proposed staff will be available at the proper times to complete this project within the dates at the end of the document.

Sample project documentation / Maximum 20 pages: For the most similar project provide a summary narrative of the result of the project and copies of the documents listed below. Confidential client information can be redacted.

- Building elevations and/or exterior photographs
- Floor plans
- Site plans
- LEED scorecard (if applicable)

References: Provide a minimum of five references for at least three different projects listed in the “Previous similar experience” sections. For each reference provide:

- Name, company / agency, current title and title during project interface
- Phone and e-mail contact information
- Clearly identify which project(s) identified in the “Similar experience” sections the Reference was involved with; identify Reference’s role(s) and duties in the project(s).

Prior to any interview with finalists, the City will conduct reference checks by contracting those individuals submitted by the Proposer with their proposal in response to this RFP. In addition, the City may contact references not listed by the Proposer.

References checks will not be scored separately, but will be used to validate information included in the Proposal submitted by Firm. The information obtained for the reference checks may also impact the scores assigned by the City for the proposals and interviews.

3.2 Evaluation and Selection Process

The City will evaluate the proposals and use a scoring system to rank the proposals. After initial review and scoring of proposals, a short-list of more qualified proposers may be created. If more than one firm remains under consideration, the City may interview such firms and then reach a decision on the best qualified firm. City staff will make a recommendation on the selection to the Ketchum City Council, the City Council has the authority to approve the selection and authorize the professional services agreement.

The City reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, bank references and interviews with past clients, employees, and creditors, as well as the quality of design services. Unfavorable responses to these investigations are grounds for rejection of proposal.

Scoring of the proposals will be based on the following:

1. Complete and responsive proposal
2. Experience of firm and proposed personnel in designing and constructing fire stations
3. Financial stability of the firm
4. Past performance of the firm on other fire station projects (deadlines, quality of work, design, etc.)
5. Ability to meet the proposed schedule
6. Ability to offer creative and practical design solutions
7. Experience with designing LEED or LEED equivalent buildings
8. Experience working in the State of Idaho

3.3 Cost Proposal

The City will request a cost proposal from only the best qualified firm and negotiate with the firm for the purpose of developing a Professional Services Agreement Contract. If compensation or other terms cannot be agreed upon with the selected firm, the City will terminate negotiations with that firm and may enter into negotiations with the next highest ranked Proposer.

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PROPOSAL SIGNATURE PAGE

This Page to Be Submitted with Proposal

Name of Business:			
	Please print or type		
Address:			
City:			
State:		Zip Code:	
Phone No.:			
Federal Tax ID:			
Signature:			
Printed Name:			
E-Mail			
Title:			
Date:			

Questions:

Within last five (5) years, has proposer had any contract for Architectural Services been considered in default, suspended or terminated for cause? ____Yes ____No If Yes please attach supplemental information on the matter.

Within last five (5) years, has proposer been a party to litigation related to provision of Architectural Services? ____Yes ____No If Yes please attach supplemental information on the matter.

Provide local address if different than mailing address.

Proposer Acknowledge Receipt of the Following Addenda:

Addendum #	Date
1.	
2.	
3.	
4.	

The above signed proposes to provide services in accordance with the specifications for the Ketchum Fire Station Architectural Services RFP, Ketchum Idaho and to bind themselves, on the acceptance of this proposal, to enter into and execute a contract, of which this proposal, terms and conditions, and specifications will be part.

The above signed acknowledges the rights reserved by the City to accept or reject any or all proposals as may appear to be in the best interest of the City. The undersigned further agrees, if awarded a contract, to execute and deliver the same to the City within five (5) working days after receipt of an executed contract and to submit there with all required insurance certificates.

Return with Proposal

PUBLIC AGENCY CLAUSE

Bid prices will be made available to other "Public Agencies", including agencies of the State of Idaho, and as defined in Section 67-2327 of the Idaho Code, which reads: "Public Agency" means any city or political subdivision of this state including, but not limited to counties; school districts; highway districts; port authorities; instruments of counties; cities or any political subdivision created under the laws of the State of Idaho. It will be the responsibility of the "Public Agency" to independently contract with the vendor and/or comply with any other applicable provisions of Idaho Code governing public contracts. Typically, other municipalities buy from our agreement.

Accept Public Agency Clause? Yes_____ No_____

PROPOSED PROJECT SCHEDULE

Architect Selection	45 days	7/XX/18	8/X/18
Station Concepts	60 days	9/X/18	11/XX/18
Station Preliminary Design and Cost Estimates	45 Days	11/XX/18	1/XX/19
Bond Election		5/X/19	
Completion of Design and Construction/Bidding Plans	120 Days	5/X/19	9/X/19
Planning and Zoning Approvals	6 Weeks	5/X/19	7/X/19
Building Permit/Plan Check	6 wks	1/XX/20	2/X/20
Construction	60 wks	3/X/20	6/X/21