



**CITY OF KETCHUM, IDAHO**

CITY COUNCIL MEETING (REGULAR) - START TIME UPON CONCLUSION OF \*SPECIAL  
JOINT MEETING\* WITH KETCHUM URBAN RENEWAL AGENCY AND NO EARLIER THAN  
4:15 PM

Monday, August 21, 2023, 4:15 PM  
191 5th Street West, Ketchum, Idaho 83340

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**AGENDA**

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**PUBLIC PARTICIPATION INFORMATION**

Public information on this meeting is posted outside City Hall.

**We welcome you to watch Council Meetings via live stream.**

You will find this option on our website at [www.ketchumidaho.org/meetings](http://www.ketchumidaho.org/meetings).

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**If you would like to comment on a public hearing agenda item, please select the best option for your participation:**

- Join us via Zoom (*please mute your device until called upon*)  
**Join the Webinar:** <https://ketchumidaho-org.zoom.us/j/89818293968>  
Webinar ID:898 1829 3968
- Address the Council in person at City Hall.
- Submit your comments in writing at [participate@ketchumidaho.org](mailto:participate@ketchumidaho.org) (*by noon the day of the meeting*)

*This agenda is subject to revisions. All revisions will be underlined.*

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**CALL TO ORDER:** By Mayor Neil Bradshaw

**COMMUNICATIONS FROM MAYOR AND COUNCILORS:**

1. Public comments submitted.

**ROLL CALL:** Pursuant to Idaho Code Section 74-204(4), all agenda items are action items, and a vote may be taken on these items.

**CONSENT AGENDA:**

*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.*

2. Recommendation to approve minutes of August 7, 2023 – City Clerk Trent Donat
3. Authorization and approval of the payroll register – Treasurer Shellie Gallagher
4. Authorization and approval of the disbursement of funds from the City's treasury for the payment of bills – Treasurer Shellie Gallagher
5. Recommendation to receive and file monthly Treasurer's financial reports - Treasurer Shellie Gallagher

- [6.](#) Recommendation to approve alcohol beverage Licenses - Business & Tax Specialist Kelsie Choma
- [7.](#) Recommendation to approve Snowbird Townhomes Right-of-Way Encroachment Agreement 22849 for the placement of driveway snowmelt system and pavers at 220 Bird Drive – Associate Planner Paige Nied
- [8.](#) Recommendation to approve Right-of-Way Encroachment Agreement 22877 and FAR Exceedance Agreement 22878 between the City of Ketchum and Acquire Realty LLC – Associate Planner Paige Nied
- [9.](#) Recommendation to approve Purchase Order 23130 for excavation services from Lunceford Excavation, Inc. – Water Utilities Supervisor Gio Tognoni
- [10.](#) Recommendation to approve Purchase Order 23132 for a Greyline MantaRay Portable Sewer Flow Monitoring System from USA Bluebook - Wastewater Division Supervisor
- [11.](#) Recommendation to approve Purchase Order 23133 to HDR Engineering for Task Order #2 - Ohio Gulch Landfill Biosolids Application Regulatory Investigation - Wastewater Division Supervisor Mick Mummert
- [12.](#) Recommendation to approve Ownership and Preservation Pilot Program Policies, Local Ownership Deed-Restriction & Program Mortgage Template, and Updated BCHA Housing Guidelines - Housing Fellow Rian Rooney
- [13.](#) Recommendation to approve updated Lease to Locals policies - Housing Director Carissa Connelly

**PUBLIC HEARING:**

- [14.](#) FY2024 Budget Public Hearing and Second Reading of Ordinance 1251 – Treasurer Shellie Gallagher & City Administrator Jade Riley

**NEW BUSINESS:**

- [15.](#) Request for feedback on the Blaine County Emergency and Transitional Housing Plan - Housing Director Carissa Connelly

**EXECUTIVE SESSION:**

16. Executive Session pursuant to Idaho Code 74-206(1)(f): To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

**ADJOURNMENT:**

**From:** [H Boyle](#)  
**To:** [Participate](#)  
**Subject:** Public comment on Marriott Hotel  
**Date:** Friday, August 4, 2023 7:55:53 AM

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This could happen in Ketchum. Marriott will pay below AGI median wages to most of its employees and won't provide housing for 77% of them. On an absolute number, they will bring in more underpaid workers from outside the WRV than Ketchum will build housing for in several years.

How is this good for the people who live and work in Ketchum?

Perry Boyle

Ketchum

I thought you would be interested in the following story from The Wall Street Journal.

**[Striking L.A. Workers Want Hotels to Help Build Affordable Housing](#)**

Download the Wall Street Journal app here: [WSJ](#).

**From:** [R Victor Bernstein](#)  
**To:** [Participate](#)  
**Subject:** Tax on Tourists  
**Date:** Sunday, August 6, 2023 8:31:43 AM

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This is what Ketchum needs--<https://www.nytimes.com/2023/08/01/travel/europe-tourism-taxes.html>

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R. Victor Bernstein. This is the private information of the sender. If you are not the intended recipient of this message, please delete it immediately.

**From:** [Marnie](#)  
**To:** [Participate](#)  
**Subject:** Round about west Ketchum  
**Date:** Tuesday, August 15, 2023 4:42:30 PM

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I'm concerned about the new round about. It looks like a tacky beer garden and children are playing in there, when a truck could drive right through it. I am wondering when 6 feet of snow comes, how are they going to plow this major intersection for many of us in west Ketchum? I've owned my home for 21 years and never thought this intersection was dangerous. Now I watch people run the new stop sign from my porch. Marnie Holen



Sent from my iPhone

**From:** [Gary And Linda](#)  
**To:** [Participate](#)  
**Subject:** No roundabout  
**Date:** Wednesday, August 16, 2023 5:48:41 PM

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The gem street residents would never be able to turn south or access the bike if there was a roundabout

Sent from my iPad

**From:** [Julie Johnson](#)  
**To:** [Participate](#)  
**Subject:** 2024 Main Street construction  
**Date:** Friday, August 18, 2023 11:12:49 AM  
**Attachments:** [Parking for Washington Ave.pdf](#)

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To whom ever it may concern;

We believe that Main Street should be 'fixed' ASAP, however could the City please be aware that building on the Washington Ave parking lot at the same time would be paramount in bringing our businesses in the vacinity to our collective knees.

Thank you for considering.

JWJ

--

Nourishme & Julie Foods

Julie Johnson NTP  
151 north main st.  
Ketchum, ID 83340  
208 928 7604 /fax 928 7605

**From:** [Indigo Dougherty](#)  
**To:** [Aly Swindley](#); [Michael David](#); [Housing](#); [Participate](#)  
**Subject:** Lift Tower Lodge-Motel Room #6-\$1,039 Rent Increase  
**Date:** Friday, August 18, 2023 5:53:25 PM

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To whom it may concern,

I am sending out this email to discuss and better understand why the City of Ketchum board members pride themselves on creating affordable housing while consciously making the decision to raise my rent an additional \$1,039 based on false information.

My name is Indigo Dougherty and I have been living and working in this beautiful area since November 2021. During this time, I have been blessed to be able to stay at the Lift Tower Lodge and make my short commute to the Spa at Sun Valley where I hold the position as Lead Esthetician.

However, living at the Lift Tower Lodge has not at all been easy. I have been constantly harassed and made to feel like a bad person. I am sent emails of my noncompliance referring to me not letting whoever know that I went on a vacation. Why would I feel comfortable doing so when the last time I did the previous on-site manager goes through my place while I am gone without any notice? This is just one example of the many concerning and creepy things that have gone on.

I happily filled out the new application, requested by the City of Ketchum, only to be told my estimated income for this year is \$23k more than it will actually be. I have tried explaining that I am commission based and that during slack season when there aren't any clients I don't make much of anything. Nevertheless, whoever is making these estimates refuses to understand this and only goes off my last 4 paychecks which are during my peak busy season.

I was also given information on the previous board meeting. I have been told members were complaining about the black Hummer outside of the Lift Tower Lodge. Saying "Whoever owns that Hummer can afford to live elsewhere" Well I drive that used \$8,000-dollar 2007 black Hummer that my Dad has lent to me. Not even a week later, I am sent the email of my noncompliance and a \$1,039 dollar rent increase now making my motel room \$1,739 a month.

This news was quite crushing. It can make a person feel very targeted and made out to be someone that's trying to "work the system". I have been a good tenant. I always pay my rent on time; I am quiet, and I don't cause trouble. I have worked very hard to have the life I do now, and it feels like I am being unfairly punished.

With all this being said, I do understand that the Lift Tower Lodge is meant to be transitional housing and yes, I have been here a while. But with this supposedly transitional housing, claiming to help find a permanent living situation, I have never once been sent anything. I constantly check to see if there is anything reasonable available and if so, I go look at it but as you all know it's almost impossible. Raising my rent to \$1,739 is ridiculous considering what the unit is and just feels like a means of kicking me out.

I'd like to propose an alternative course of action. Being that I now only have 6 weeks to find somewhere to live, I'd like to ask for an extension through the end of the year with my original rent of \$700 and I'd like to ask for the assistance in finding a new place.

Thank you for your time and consideration.

Indigo Dougherty  
(434) 262-2965





**From:** [Bridget Bagley](#)  
**To:** [Participate](#)  
**Subject:** Fwd: Forwarding for Susan Savage  
**Date:** Saturday, August 19, 2023 11:33:37 PM

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Begin forwarded message:

**From:** Allison Goodwin <[allisongoodwin1@gmail.com](mailto:allisongoodwin1@gmail.com)>  
**Subject: Re: Forwarding for Susan Savage**  
**Date:** August 19, 2023 at 9:37:57 AM MDT  
**To:** Shawna Schmidt <[shawnaschmidt@yahoo.com](mailto:shawnaschmidt@yahoo.com)>

Thanks Shawna

I knew this and find it sketchy that they are suppressing this Academy Award Material film!! I saw it twice at the weekend event I was so fortunate to attend in February '21 hosted by Juan O'Savin & Jim Caveziel

I'm likely going tomorrow hope to see you! A bunch of the "Ladies of Liberty" group are going should be packed.

It's tastefully done but still a tear jerker- similar to "Taken" except with 5-9 year olds - that's the main reason IMO for the suppression- did you notice all media coverage of Epstein Island involves 17 year old girls? Huge difference & impact when the reality is shown - little ones. Heart wrenching- and the Film is excellent.

Much Love,

Allison

PS

I'm cc'ing a few on this

On Sat, Aug 19, 2023 at 8:40 AM Shawna Schmidt

<[shawnaschmidt@yahoo.com](mailto:shawnaschmidt@yahoo.com)> wrote:

Hi All, The Magic Lantern in Ketchum is finally showing the moving Sound of Freedom! They were NOT going to show it but due to demand they are now showing it ONLY this Sunday and Tuesday at 12:45 and charging \$20 cash only! They did not want to show this movie and are not making it easy for us, still I hope for a big turnout to show we have a voice.

I saw an ad Wednesday in the Mountain Express but I can't find any information on their website that they are showing the movie. Hmmm I hope you will go and spread the word.

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~~~~~  
Allison Goodwin  
[allisongoodwin1@gmail.com](mailto:allisongoodwin1@gmail.com)  
(415) 686-2373

**From:** [James Hungelmann](#)  
**To:** [Neil Bradshaw](#); [Jim Slanetz](#); [Michael David](#); [Courtney Hamilton](#); [Amanda Breen](#); [Participate](#)  
**Subject:** Public Comment CITY COUNCIL MEETING Aug 21 2023  
**Date:** Monday, August 21, 2023 2:05:11 AM

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August 21, 2023

Ketchum City Council  
Regular Meeting of August 21, 2023

### **Public comment**

#### **Agenda item 15: the Blaine County Emergency and Transitional Housing Plan - Housing Director Carissa Connelly**

I oppose this proposed Housing Plan and city government involvement in solutions to “homelessness”.

1

While the council would posture itself as a kind protector of the vulnerable, its track record is the exact opposite. In the era of COVID, now known by so many as nothing but covidScam, this council imposed vile, fascist measures on the citizenry in the form of isolation, distancing, and masking Orders, effectively choking out and poisoning every breath for two years, by so doing inflicting horrific mental and physical damage on society's most vulnerable and disparately adversely impacting the working class and peoples of color, and further, enticed the masses to Just Say Yes to the penetration of the filthy covidNeedle, over and over again, which many insist have left a field of suffering and devastation worsening daily and hanging over so many. Despite insistence on the part of many, never has this mayor or council apologized nor taken any steps to reverse course and come to the aid of their many victims.

Any homelessness issue here is directly connected with crippled morale and earning capacity emanating from the covidBeating this council administered, in savage violation of constitutionally protected civil liberties without the hint of due process provided to any of the victims. Back off the human rights beatings, get out of the road, and we the people will attend to those in need as we see fit, *sans* officious, incompetent intermeddling from The Wrecking Crew.

The best way to address homelessness is to abide by the rule of law and keep stumbled government out of it. The last person a badgered and butchered victim class must turn to for rescue and aid is the abuser.

2

When government attempts to come to the aid on any perceived problem, the masses begin to expect aid and intervention for every issue that comes along. This cripples initiative and creativity that are essential for sustainable economic prosperity. Government involvement tends to hinder individual responsibility and create dependency on public assistance. Private

initiatives, charitable organizations, and local community efforts are far more effective in addressing homelessness, allowing for tailored solutions and fostering a sense of self-reliance among those affected.

3

What this council proposes by way of a 'homelessness' job position that never goes away and a community wide initiative is more do-gooder government stumbling that accomplishes nothing. We don't want community-wide anything other than community wide insistence on compliance with law. Specifically, when it comes to homelessness, much of the issue relates to the constant flow of illegals into this valley, unchecked, unabated, and accelerating, which many maintain amounts to criminal facilitation of human trafficking by denial and neglect of this mayor and council. Public resources like this must not be spent addressing a problem that is significantly the result of criminal activity. First stop the crimes, then see who and what is left standing and who needs a place to live.

4

This mayor and council have ignored long-repeated citizen requests to address the most serious and blatant threats to health and safety facing this community, like Round Up the RoundUp; Stop 5G Fast; what the hell is going on with cloud seeding/chemtrailing and what is the toxicity; and come to the aid of the victims floundering in the covidVax killing fields. Instead, they have conspired, as they did with covidScam, to deny, duck and hide the crimes and violations. The truth is, Homelessness as an issue of social concern is very low priority, to be ignored – certainly by government - until the much bigger issues get addressed.

Thank you.

Jim Hungelmann

**From:** [Allison Goodwin](#)  
**To:** [James Hungelmann](#)  
**Cc:** [Amanda Breen](#); [Courtney Hamilton](#); [Jim Slanetz](#); [Michael David](#); [Participate](#); [Neil Bradshaw](#)  
**Subject:** Re: Public Comment CITY COUNCIL MEETING Aug 21 2023  
**Date:** Monday, August 21, 2023 10:12:57 AM

Thanks Jim

And Members of the Council, I would like to remind you and show you what happens when Local Governments employ “Compassionate Programs” for the Homeless.

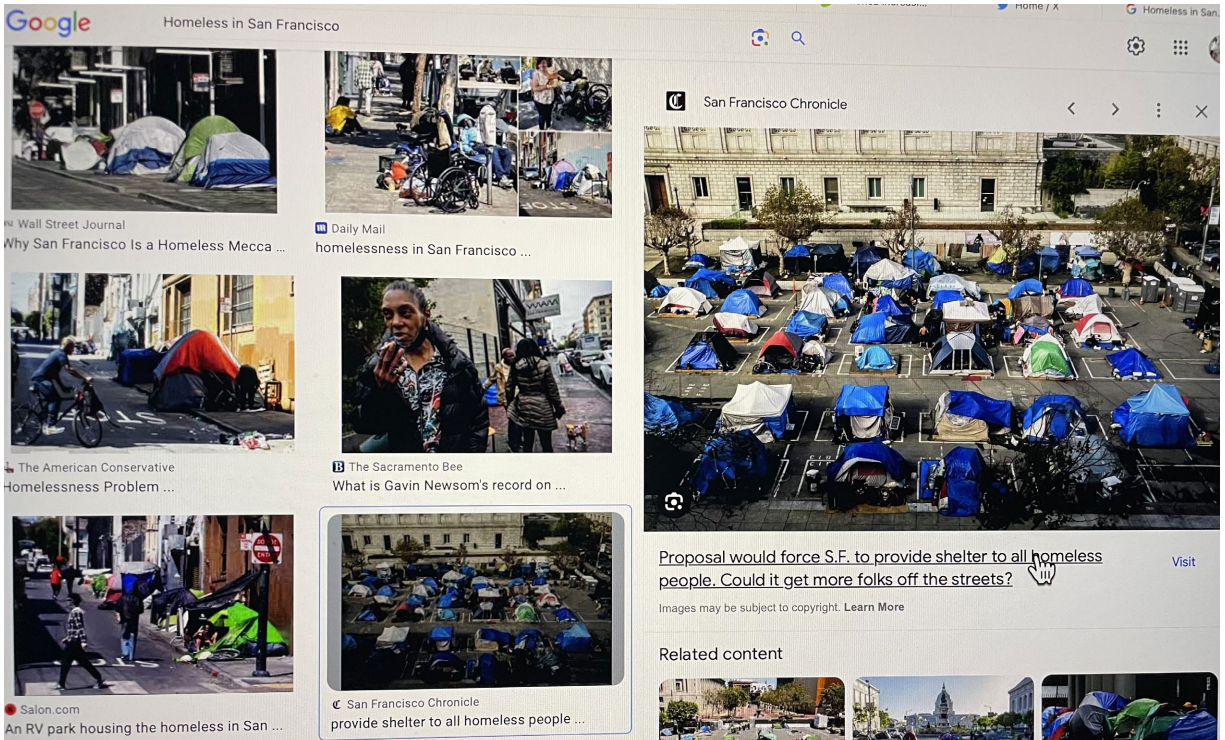
I’ve been a part-time Ketchum/Sun Valley resident for over 25 years commuting from San Francisco. I’ve personally witnessed the Destruction of a once beautiful city Tony Bennett “left his heart in”

San Francisco has turned into a Massive disgusting Toilet. This is the result of “Compassionate Programs” for the Homeless. Our community is special and expensive for good reason, we have prime real estate and Governments attempting to Destroy Home Values with programs that Enable Bad Behavior need to be voted Out. Election Integrity is coming to our town and it’s about time.

Thanks

Allison Goodwin

Ketchum



On Mon, Aug 21, 2023 at 2:10 AM James Hungelmann <[jim.hungelmann@gmail.com](mailto:jim.hungelmann@gmail.com)> wrote:

----- Forwarded message -----

De: **James Hungelmann** <[jim.hungelmann@gmail.com](mailto:jim.hungelmann@gmail.com)>

Date: lun, 21 ago 2023 a las 2:04

Subject: Public Comment CITY COUNCIL MEETING Aug 21 2023

To: Neil Bradshaw <[nbradshaw@ketchumidaho.org](mailto:nbradshaw@ketchumidaho.org)>, Jim Slanetz <[jslanetz@ketchumidaho.org](mailto:jslanetz@ketchumidaho.org)>, Michael David <[mdavid@ketchumidaho.org](mailto:mdavid@ketchumidaho.org)>, Courtney Hamilton <[chamilton@ketchumidaho.org](mailto:chamilton@ketchumidaho.org)>, Amanda Breen <[abreen@ketchumidaho.org](mailto:abreen@ketchumidaho.org)>, Participate <[participate@ketchumidaho.org](mailto:participate@ketchumidaho.org)>

August 21, 2023

Ketchum City Council  
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creativity that are essential for sustainable economic prosperity. Government involvement tends to hinder individual responsibility and create dependency on public assistance. Private initiatives, charitable organizations, and local community efforts are far more effective in addressing homelessness, allowing for tailored solutions and fostering a sense of self-reliance among those affected.

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Thank you.

Jim Hungelmann

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~~~~~  
Allison Goodwin  
[allisongoodwin1@gmail.com](mailto:allisongoodwin1@gmail.com)  
(415) 686-2373

**From:** [julian tyo](#)  
**To:** [Participate](#)  
**Subject:** Public Comment: Ownership and Preservation Program  
**Date:** Monday, August 21, 2023 11:07:17 AM

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Mayor and Council,

Thank you for your and staff's efforts in developing the proposed Ownership and Preservation Program.

I support lower percentage appreciation caps for higher levels of downpayment assistance for two primary reasons: a) The program as proposed supports purchasing for community stability, not real estate investment; b) In this current market, assistance up to 30% is almost required for working families earning local salaries to obtain a home.

The need for this program is augmented by current interest rates, but in a prospective future, lower interest rate environment, the higher level of funding for lower percentage appreciation caps will only generate more deed restrictions.

Kind Regards,

Julian Tyo

Sun Valley Resident



**From:** [Kerrin McCall](#)  
**To:** [Allison Goodwin](#)  
**Cc:** [James Hungelmann](#); [Amanda Breen](#); [Courtney Hamilton](#); [Jim Slanetz](#); [Michael David](#); [Participate](#); [Neil Bradshaw](#)  
**Subject:** Re: Public Comment CITY COUNCIL MEETING Aug 21 2023  
**Date:** Monday, August 21, 2023 11:53:10 AM

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Attention Mayor Bradshaw and Ketchum city Council,

I am in total agreement with comments made by Jim Hungelman and Allison Goodwin concerning an emergency and transitional housing plan being considered by the council. I might add “build it and they will come.” Just as a permeable border has welcomed more and more illegal immigrants into the U.S. (in July alone 250,000 people), if Ketchum is “Welcoming” homeless people then more and more will come. Of course we all strive to be kind and compassionate, but that attitude must have parameters when it comes to sustaining the quality of our town and environment. It’s very obvious and I am certain that the majority of Ketchum residents would be opposed to your proposal. Final comment - You might remember the influx of people here during covid and the human waste messes they left on our pristine hiking trails. Pretty disgusting, and these were U.S. citizens escaping the mess in the cities overrun by homelessness. For some reason, lack of mountain etiquette and total disregard for the natural environment prompted them to turn a blind eye to defacing the place they moved into.

Regards,  
Kerrin McCall

On Aug 21, 2023, at 10:12 AM, Allison Goodwin  
<[allisongoodwin1@gmail.com](mailto:allisongoodwin1@gmail.com)> wrote:

Thanks Jim

And Members if the Council, I would like to remind you and show you what happens when Local Governments employ “Compassionate Programs” for the Homeless.

I’ve been a part-time Ketchum/Sun Valley resident for over 25 years commuting from San Francisco. I’ve personally witnessed the Destruction of a once beautiful city Tony Bennett “left his heart in”

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Thanks

Allison Goodwin

Ketchum

<[D576DB6C-6E12-4C65-967D-597CC0107A87.jpeg](#)>

On Mon, Aug 21, 2023 at 2:10 AM James Hungelmann  
<[jim.hungelmann@gmail.com](mailto:jim.hungelmann@gmail.com)> wrote:

----- Forwarded message -----

De: **James Hungelmann** <[jim.hungelmann@gmail.com](mailto:jim.hungelmann@gmail.com)>

Date: lun, 21 ago 2023 a las 2:04

Subject: Public Comment CITY COUNCIL MEETING Aug 21 2023  
To: Neil Bradshaw <[nbradshaw@ketchumidaho.org](mailto:nbradshaw@ketchumidaho.org)>, Jim Slanetz  
<[jslanetz@ketchumidaho.org](mailto:jslanetz@ketchumidaho.org)>, Michael David <[mdavid@ketchumidaho.org](mailto:mdavid@ketchumidaho.org)>,  
Courtney Hamilton <[chamilton@ketchumidaho.org](mailto:chamilton@ketchumidaho.org)>, Amanda Breen  
<[abreen@ketchumidaho.org](mailto:abreen@ketchumidaho.org)>, Participate <[participate@ketchumidaho.org](mailto:participate@ketchumidaho.org)>

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Thank you.

Jim Hungelmann

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~~~~~  
Allison Goodwin  
[allisongoodwin1@gmail.com](mailto:allisongoodwin1@gmail.com)  
(415) 686-2373

**From:** [Amanda Breen](#)  
**To:** [Lisa Enourato](#)  
**Subject:** Fw: Thank You -Support for Three Lane Main Street Option  
**Date:** Thursday, August 17, 2023 11:41:56 AM

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Public comment.

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**From:** Sarah Michael <ms.sarahmichael@gmail.com>  
**Sent:** Thursday, August 17, 2023 11:14 AM  
**To:** Michael David <mdavid@ketchumidaho.org>; Amanda Breen <ABreen@ketchumidaho.org>  
**Subject:** Thank You -Support for Three Lane Main Street Option

Thank you for your support of the three lane Main St option. I am not sure why the Mayor and his team are in a rush to make permanent changes to Main Street now when research dictates more pedestrian friendly options.

It appears Ketchum wants to only advocate for a roundabout and only challenge ITD's 1950's road design here, but not for street calming. In 20 years, build out will be completed and much of the construction traffic will be eliminated.

ITD's traffic study needs scrutiny and I appreciate your efforts to look at modern transportation planning.

Best wishes, Sarah

Sarah Michael  
(208)721-1593  
P.O. Box 3060  
Sun Valley, ID 83353

August 1, 2023

Ketchum City Council

I read the article in the June 23, 2023, Idaho Mountain Express regarding the discussion of the city taking over the Main street repairs using state funds and charging ITD for the work done by the city on the Main Street which is in fact Highway 75.

I am not here to argue who does the work. I have other concerns, which is mainly the ability to get THROUGH the town of Ketchum. It comes to my attention that many of the residences and governmental people forget the BIG fact that you are the gate way to the Sawtooth National Forest a major playground. In your efforts to make your town pedestrian friendly and have people walk everywhere to help businesses draw tourist dollars (a good thing). You keep forgetting to also make it EASY AND SAFE for all the travelers headed to the big playground to move through your town.

Please do not reduce the width of lanes. Please keep in mind that a truck with gooseneck trailer and towing a 4wheeler cannot stop at anymore stop lights without backing up traffic way out of town.

They also cannot maneuver through a roundabout built for a Tesla width and turning radius.

They cannot slide through a narrow lane and allow people to get into or out of parked cars.

Also, the more pedestrian crossings you allow for crossing MAIN Street/Highway75 with NO CONTROL (just open to go whenever) the more the traffic becomes backed up way out of town and slowed to a crawl (2mph) that it takes more and more time to maneuver through your town.

My biggest complaint is the fact that Ketchum government tends to forget the town is not the end of the road. Please make sure that the MAIN HIGHWAY through your lovely town remains passable to all. Your main street is really a MAIN

**HIGHWAY for all others wishing to go play in the Sawtooth National Forest. I don't want to speed through Ketchum, I just don't want it to take 45 minutes to an hour just to move from River Run exit to Saddle Road stop light.**

**Cordially,**

**Long Time South Valley Resident**



**CITY OF KETCHUM**  
**MEETING MINUTES OF THE CITY COUNCIL**  
Monday, August 7, 2023

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**CALL TO ORDER:** *(00:00:14 in video)*

Mayor Bradshaw called the meeting of the Ketchum City Council to order at 4:00 p.m.

**ROLL CALL:**

Mayor Neil Bradshaw  
Michael David  
Courtney Hamilton  
Jim Slanetz  
Amanda Breen

**ALSO PRESENT:**

Jade Riley—City Administrator  
Trent Donat—City Clerk & Business Manager  
Lisa Enourato—Public Affairs & Administrative Services Manager  
Matt Johnson—City Attorney  
Shellie Gallagher—City Treasurer  
Jamie Shaw—Chief of Police  
Morgan Landers—Director of Planning and Building  
Abby Rivin—Senior Planner  
Adam Crutcher—Associate Planner  
Nathan Jerke—Idaho Transportation Department *(via teleconference)*  
Betsy Roberts—Jacobs Engineering *(via teleconference)*  
Daren Fluke—Project Manager Jacobs  
Harry Griffith—Director of Sun Valley Economic Development

**COMMUNICATIONS FROM MAYOR AND COUNCIL:**

- Michael David referenced a near collision with a pedestrian. He suggested we make safety and speed a higher priority. *(00:00:45 in video)*
- Mayor Bradshaw pointed out some of the temporary roundabouts working as a natural gateway as traffic calming, additionally as a gathering spot for community members. *(00:03:12 in video)*

**CONSENT AGENDA:**

- Mayor Bradshaw pulled item #11, to be tabled for later council meeting. *(00:04:24 in video)*
- Courtney Hamilton asked for clarification on item #15. *(00:04:44 in video)*

**Motion to approve consent agenda items #2 - #18 excluding #11.** *(00:05:45 in video)*

**MOVER:** Courtney Hamilton

**SECONDER:** Jim Slanetz

**AYES:** Michael David, Courtney Hamilton, Jim Slanetz , Amanda Breen

**RESULT: ADOPTED UNANIMOUS**

**PUBLIC HEARING:**

**19. FY2023 Amended Budget Public Hearing and First, Second and Third Reading of Ordinance #1250.**  
*(00:15:58 in video)*

Presented by: Jade Riley and Shellie Gallagher

**Public Comment Open:** *(00:06:29 in video)*

*none*

**Public Comment Closed:** *(00:06:37 in video)*

**Questions, comments, and discussion by Council** *(00:06:53 in video)*

**Motion to approve the first, second and third reading by title only of Ordinance 1250.** *(00:07:05 in video)*

**MOVER:** Courtney Hamilton

**SECONDER:** Amanda Breen

**AYES:** Michael David, Courtney Hamilton, Jim Slanetz, Amanda Breen

**RESULT: ADOPTED UNANIMOUS**

**First, second and third reading by title only of Ordinance 1250.**

City Clerk and Business Manager Trent Donat *(00:07:38 in video)*

**Motion to approve Ordinance 1250.** *(00:08:15 in video)*

**MOVER:** Amanda Breen

**SECONDER:** Courtney Hamilton

**AYES:** Michael David, Courtney Hamilton, Jim Slanetz, Amanda Breen

**RESULT: ADOPTED UNANIMOUS**

**20. FY2024 Budget Public Hearing and First Reading of Ordinance 1251.**

Presented by: Jade Riley and Shellie Gallagher *(00:08:28 in video)*

**Public Comment Open:** *(00:08:50 in video)*

*none*

**Public Comment Closed:** *(00:09:00 in video)*

**Questions, comments, and discussion by Council** *(00:09:19 in video)*

**Motion to approve the first reading by title only of Ordinance 1251 and schedule the second reading.**  
*(00:10:09 in video)*

**MOVER:** Courtney Hamilton

**SECONDER:** Jim Slanetz

**AYES:** Michael David, Courtney Hamilton, Jim Slanetz, Amanda Breen

**RESULT: ADOPTED UNANIMOUS**

**First reading by title only of Ordinance 1251.**

City Clerk and Business Manager Trent Donat *(00:10:28 in video)*



**NEW BUSINESS:**

**23.** Recommendation to approve Memo of Understanding 23-018 with Idaho Transportation department and approve Purchase Order #23129 for Task Order 1 with Jacobs Engineering for Main St. Reconstruction. *(00:11:23 in video)*

Presented by: Jade Riley

Joined by: Nathan Jerke

Betsy Roberts

**Questions, comments, and discussion by Council** *(00:48:06 in video)*

**Motion to approve the MOU with the Idaho Transportation Department and Task Order 1 Purchase Order #23129 with Jacobs Engineering for Design Services** *(01:40:36 in video)*

**MOVER:** Courtney Hamilton

After no second on the motion, Neil Bradshaw reminded council that it would be tabled until 2027 if they didn't want to move forward now. *(01:41:13 in video)*

**SECONDER:** Amanda Breen *(01:41:38 in video)*

**AYES:** Amanda Breen, Courtney Hamilton, Mayor Neil Bradshaw

**NAYS:** Jim Slanetz, Michael David

**RESULT: ADOPTED** with Mayor Neil Bradshaw's vote as tiebreaker.

**21.** Recommendation to approve Master Professional Service Agreement #23128 and Task Order 1 with Clarion Associates for Phase 1 of the comprehensive plan and code update project.

Presented by: Morgan Landers *(01:43:17 in video)*

Joined by: Daren Fluke

**Questions, comments, and discussion by Council** *(01:44:55 in video)*

**Motion to approve the Master Professional Services Agreement with Clarion Associates and Task Order number one, development of a scope of work, public engagement plan schedule and budget for an update to the City's 2914 Comprehensive Plan and Land Use Regulations.** *(01:48:18 in video)*

**MOVER:** Amanda Breen

**SECONDER:** Jim Slanetz

**AYES:** Michael David, Courtney Hamilton, Amanda Breen, Jim Slanetz

**RESULT: ADOPTED UNANIMOUS**

**22.** Presentation of Sun Valley Economic Development Quarterly Report.

Presented by: Harry Griffith *(01:48:49 in video)*

**Questions, comments, and discussion by Council** *(01:57:21 in video)*

**24.** Policy Discussion regarding City Trademark. *(02:00:06 in video)*

Presented by: Neil Bradshaw

Lisa Enourato

Matt Johnson

**Questions, comments, and discussion by Council** *(02:01:03 in video)*

**EXECUTIVE SESSION:**

**25.** Executive Session pursuant to Idaho Code 74-206(1)(f): To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

**Motion to move to Executive Session pursuant to Idaho Code 74-206(1)(f), to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.**

*(02:08:34 in video)*

**MOVER:** Courtney Hamilton

**SECONDER:** Jim Slanetz

**AYES:** Michael David, Courtney Hamilton, Amanda Breen, Courtney Hamilton

**RESULT: ADOPTED UNANIMOUS**

**ADJOURNMENT:**

**Motion to adjourn** *(02:09:10 in video)*

**MOVER:** Amanda Breen

**SECONDER:** Courtney Hamilton

**AYES:** Michael David, Courtney Hamilton, Jim Slanetz, Amanda Breen

**RESULT: UNANIMOUS**

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Neil Bradshaw, Mayor

**ATTEST:**

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Trent Donat, City Clerk

Report Criteria:

Invoices with totals above \$0 included.  
Paid and unpaid invoices included.  
[Report].GL Account Number = "0110000000"- "9700000000", "9910000000"- "9911810000"  
Invoice Detail.Voided = No,Yes

| Vendor Name                                            | Invoice Number | Description                                     | Net Invoice Amount | Purchase Order Number |
|--------------------------------------------------------|----------------|-------------------------------------------------|--------------------|-----------------------|
| <b>GENERAL FUND</b>                                    |                |                                                 |                    |                       |
| <b>01-2175-9000 P/R DEDUC PBL--EMP CAF FSA-DC</b>      |                |                                                 |                    |                       |
| NBS-NATIONAL BENEFIT SERVI                             | CP354359       | FSA TOTAL                                       | 2,222.72           |                       |
| Total :                                                |                |                                                 | 2,222.72           |                       |
| <b>LEGISLATIVE &amp; EXECUTIVE</b>                     |                |                                                 |                    |                       |
| <b>01-4110-2515 VISION REIMBURSEMENT ACCT(HRA)</b>     |                |                                                 |                    |                       |
| NBS-NATIONAL BENEFIT SERVI                             | 942991         | FSA AND HRA PLAN ADMIN FEES JULY 2023           | 16.75              |                       |
| Total LEGISLATIVE & EXECUTIVE:                         |                |                                                 | 16.75              |                       |
| <b>ADMINISTRATIVE SERVICES</b>                         |                |                                                 |                    |                       |
| <b>01-4150-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>     |                |                                                 |                    |                       |
| NBS-NATIONAL BENEFIT SERVI                             | CP354359       | HRA Medical                                     | 105.59             |                       |
| <b>01-4150-2515 VISION REIMBURSEMENT ACCT(HRA)</b>     |                |                                                 |                    |                       |
| NBS-NATIONAL BENEFIT SERVI                             | 942991         | FSA AND HRA PLAN ADMIN FEES JULY 2023           | 51.85              |                       |
| NBS-NATIONAL BENEFIT SERVI                             | CP354359       | HRA Vision                                      | 151.96             |                       |
| <b>01-4150-3100 OFFICE SUPPLIES &amp; POSTAGE</b>      |                |                                                 |                    |                       |
| ATKINSONS' MARKET                                      | 04714119       | BENEFITS MEETING BEVERAGES                      | 32.00              |                       |
| CASH                                                   | 080923         | Reimburse Petty Cash-CHIPS FOR BENEFITS MEETING | 54.54              |                       |
| COPY & PRINT, L.L.C.                                   | 126679         | SHEET PROTECTORS AND FOLDERS                    | 60.62              |                       |
| COPY & PRINT, L.L.C.                                   | 83             | BANKER BOXES                                    | 29.94              |                       |
| US BANK                                                | 6235 072523    | USPS DOC MLR                                    | 2.29               |                       |
| US BANK                                                | 9749 072523    | VENT COVERS                                     | 27.18              |                       |
| US BANK                                                | 9749 072523    | CHINA PANDA TEAM LUNCH                          | 65.35              |                       |
| <b>01-4150-4200 PROFESSIONAL SERVICES</b>              |                |                                                 |                    |                       |
| SPEED GOAT TECHNOLOGY LLC                              | 2230067        | PROGRAM REVIEW, ONSITE VISITS/REVIEW, SET UP    | 2,610.00           |                       |
| SACHA, LEONARDO PADILLA                                | 071923         | SPANISH CLASSES                                 | 150.00             |                       |
| <b>01-4150-4800 DUES, SUBSCRIPTIONS &amp; MEMBERSH</b> |                |                                                 |                    |                       |
| US BANK                                                | 2745 072523    | TRELLO                                          | 137.50             |                       |
| <b>01-4150-5100 TELEPHONE &amp; COMMUNICATIONS</b>     |                |                                                 |                    |                       |
| SYRINGA NETWORKS, LLC                                  | 23AUG0291      | 210 10TH ST                                     | 650.00             |                       |
| SYRINGA NETWORKS, LLC                                  | 23AUG0291      | 191 5TH ST                                      | 1,600.00           |                       |
| US BANK                                                | 5030 072523    | 8*8 INC                                         | 292.77             |                       |
| AT&T MOBILITY LLC                                      | 287310798935   | 287310798935X08012023                           | 80.03              |                       |
| <b>01-4150-5110 COMPUTER NETWORK</b>                   |                |                                                 |                    |                       |
| US BANK                                                | 5030 072523    | ZOOM.COM                                        | 79.00              |                       |
| US BANK                                                | 5030 072523    | DROPBOX                                         | 87.78              |                       |
| US BANK                                                | 9749 072523    | GODADDY.COM                                     | 92.68              |                       |
| US BANK                                                | 9749 072523    | GODADDY.COM                                     | 23.17              |                       |

| Vendor Name                                            | Invoice Number | Description                                                | Net Invoice Amount | Purchase Order Number |
|--------------------------------------------------------|----------------|------------------------------------------------------------|--------------------|-----------------------|
| LEAF                                                   | 15146497       | 100-6877711-001 080823                                     | 833.10             |                       |
| <b>01-4150-5150 COMMUNICATIONS</b>                     |                |                                                            |                    |                       |
| US BANK                                                | 5030 072523    | MAILCHIMP                                                  | 193.00             |                       |
| US BANK                                                | 6235 072523    | LATER.COM                                                  | 15.00              |                       |
| US BANK                                                | 6235 072523    | TINY URL                                                   | 119.88             |                       |
| US BANK                                                | 6235 072523    | YOUTUBE PREMIUM                                            | 11.99              |                       |
| US BANK                                                | 6235 072523    | FACEBOOK ADS                                               | 54.63              |                       |
| <b>01-4150-5200 UTILITIES</b>                          |                |                                                            |                    |                       |
| CITY OF KETCHUM                                        | 23JULY         | 772                                                        | 66.88              |                       |
| CITY OF KETCHUM                                        | 23JULY         | 9994                                                       | 188.14             |                       |
| CITY OF KETCHUM                                        | 23JULY         | 360                                                        | 56.39              |                       |
| CITY OF KETCHUM                                        | 23JULY         | 208                                                        | 404.80             |                       |
| <b>01-4150-6510 COMPUTER SERVICES</b>                  |                |                                                            |                    |                       |
| CASELLE, INC.                                          | 126548         | Contract Support & Maintenance for SEPT 2023               | 2,483.00           |                       |
| Total ADMINISTRATIVE SERVICES:                         |                |                                                            | 10,811.06          |                       |
| <b>PLANNING &amp; BUILDING</b>                         |                |                                                            |                    |                       |
| <b>01-4170-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>     |                |                                                            |                    |                       |
| NBS-NATIONAL BENEFIT SERVI                             | CP354359       | HRA Medical                                                | 20.00              |                       |
| <b>01-4170-2515 VISION REIMBURSEMENT ACCT(HRA)</b>     |                |                                                            |                    |                       |
| NBS-NATIONAL BENEFIT SERVI                             | 942991         | FSA AND HRA PLAN ADMIN FEES JULY 2023                      | 19.85              |                       |
| <b>01-4170-3100 OFFICE SUPPLIES &amp; POSTAGE</b>      |                |                                                            |                    |                       |
| BUSINESS AS USUAL INC.                                 | 162976         | NAME BADGES AND SHEET PROTECTORS                           | 16.45              |                       |
| <b>01-4170-3200 OPERATING SUPPLIES</b>                 |                |                                                            |                    |                       |
| US BANK                                                | 0172 072523    | HANK & SYLVIES                                             | 101.26             |                       |
| US BANK                                                | 0172 072523    | HOTEL KETCHUM CONFERENCE ROOM RESERVATION                  | 125.00             |                       |
| <b>01-4170-4200 PROFESSIONAL SERVICES</b>              |                |                                                            |                    |                       |
| ECONOMIC AND PLANNING SYS                              | 233053-3       | COMMERCIAL DEMAND ANALYSIS AND FINANCIAL FEASIBILITY STUDY | 19,414.72          | 23079                 |
| ECONOMIC AND PLANNING SYS                              | 233053-4       | COMMERCIAL DEMAND ANALYSIS AND FINANCIAL FEASIBILITY STUDY | 5,968.79           | 23079                 |
| <b>01-4170-4210 PROFESSIONAL SERVICES - IDBS</b>       |                |                                                            |                    |                       |
| FORSGREN ASSOCIATES, INC.                              | 223334         | Engineering Services                                       | 4,340.00           |                       |
| <b>01-4170-4400 ADVERTISING &amp; LEGAL PUBLICATIO</b> |                |                                                            |                    |                       |
| COPY CENTER LLC                                        | 2834           | TOWNHOMES NOTICE, POSTAGE FOR MAILER                       | 56.33              |                       |
| <b>01-4170-4800 DUES, SUBSCRIPTIONS &amp; MEMBERSH</b> |                |                                                            |                    |                       |
| US BANK                                                | 0172 072523    | APA UTAH FALL CONFERENCE- AC                               | 260.00             |                       |
| US BANK                                                | 0172 072523    | APA UTAH FALL CONFERENCE-AR                                | 260.00             |                       |
| Total PLANNING & BUILDING:                             |                |                                                            | 30,582.40          |                       |
| <b>NON-DEPARTMENTAL</b>                                |                |                                                            |                    |                       |
| <b>01-4193-4500 1ST/WASHINGTON RENT</b>                |                |                                                            |                    |                       |
| URBAN RENEWAL AGENCY                                   | 7016           | URA PARKING LOT RENT                                       | 3,000.00           |                       |

| Vendor Name                                            | Invoice Number | Description                                 | Net Invoice Amount | Purchase Order Number |
|--------------------------------------------------------|----------------|---------------------------------------------|--------------------|-----------------------|
| <b>01-4193-9910 MERIT/COMPENSATION ADJUSTMENTS</b>     |                |                                             |                    |                       |
| US BANK                                                | 6235 072523    | ALBERTSONS                                  | 105.05             |                       |
| Total NON-DEPARTMENTAL:                                |                |                                             | 3,105.05           |                       |
| <b>FACILITY MAINTENANCE</b>                            |                |                                             |                    |                       |
| <b>01-4194-2515 VISION REIMBURSEMENT ACCT(HRA)</b>     |                |                                             |                    |                       |
| NBS-NATIONAL BENEFIT SERVI                             | 942991         | FSA AND HRA ADMIN PLAN ADMIN FEES JULY 2023 | 18.18              |                       |
| <b>01-4194-3500 MOTOR FUELS &amp; LUBRICANTS</b>       |                |                                             |                    |                       |
| CHRISTENSEN INC.                                       | 1024566        | 38950 071523                                | 165.59             |                       |
| CHRISTENSEN INC.                                       | 1025578        | 38950 073123                                | 311.23             |                       |
| <b>01-4194-4200 PROFESSIONAL SERVICES</b>              |                |                                             |                    |                       |
| CANYON EXCAVATION. LLC                                 | 2669           | LEWIS STREET WORK                           | 500.00             |                       |
| <b>01-4194-4210 PROFESSIONAL SERVC-CITY TREES</b>      |                |                                             |                    |                       |
| ARBOR CARE                                             | 11996          | PLANT HEALTHCARE CONTRACT 2023              | 55.00              | 23071                 |
| ARBOR CARE                                             | 11997          | PLANT HEALTHCARE CONTRACT 2023              | 55.00              | 23071                 |
| ARBOR CARE                                             | 12001          | PLANT HEALTHCARE CONTRACT 2023              | 55.00              | 23071                 |
| ARBOR CARE                                             | 12014          | PLANT HEALTHCARE CONTRACT 2023              | 55.00              | 23071                 |
| ARBOR CARE                                             | 12015          | PLANT HEALTHCARE CONTRACT 2023              | 65.00              | 23071                 |
| ARBOR CARE                                             | 12700          | PLANT HEALTHCARE CONTRACT 2023              | 209.40             | 23071                 |
| ARBOR CARE                                             | RUP1509        | PLANT HEALTHCARE CONTRACT 2023              | 1,032.60           | 23071                 |
| <b>01-4194-4220 PROF SERV-CITY BEAUTIFICATION</b>      |                |                                             |                    |                       |
| LILY & FERN, LLC                                       | 4801           | SEASONAL CITY FLOWERS                       | 5,937.06           | 23091                 |
| LILY & FERN, LLC                                       | 4954           | SEASONAL CITY FLOWERS                       | 262.50             | 23091                 |
| <b>01-4194-5200 UTILITIES</b>                          |                |                                             |                    |                       |
| CITY OF KETCHUM                                        | 23JULY         | 1127                                        | 24.55              |                       |
| CITY OF KETCHUM                                        | 23JULY         | 9995                                        | 3,147.94           |                       |
| CITY OF KETCHUM                                        | 23JULY         | 560                                         | 173.83             |                       |
| CITY OF KETCHUM                                        | 23JULY         | 536                                         | 117.73             |                       |
| CITY OF KETCHUM                                        | 23JULY         | 9991                                        | 147.13             |                       |
| CITY OF KETCHUM                                        | 23JULY         | 532                                         | 1,306.08           |                       |
| CITY OF KETCHUM                                        | 23JULY         | 456                                         | 2,130.51           |                       |
| CITY OF KETCHUM                                        | 23JULY         | 1245                                        | 41.85              |                       |
| CITY OF KETCHUM                                        | 23JULY         | 9996                                        | 57.65              |                       |
| CLEAR CREEK DISPOSAL                                   | 0001644884     | SKATE PARK RESTROOM SERVICE AND RENT        | 153.50             |                       |
| CLEAR CREEK DISPOSAL                                   | 0001644885     | PUMP PARK REMOVAL AND RESTROOM SERVICING    | 406.10             |                       |
| CLEAR CREEK DISPOSAL                                   | 0001644886     | ROTARY PARK FRONT LOAD COMMERCIAL REMOVAL   | 223.68             |                       |
| CLEAR CREEK DISPOSAL                                   | 0001644888     | ATKINSONS PARK RESTROOM SERVICING AND RENT  | 253.50             |                       |
| <b>01-4194-5300 CUSTODIAL &amp; CLEANING SERVICES</b>  |                |                                             |                    |                       |
| WESTERN BUILIDNG MAINTEN                               | 0140794-IN     | Monthly Janitorial Service - JULY 2023      | 4,637.00           |                       |
| <b>01-4194-5900 REPAIR &amp; MAINTENANCE-BUILDINGS</b> |                |                                             |                    |                       |
| A.C. HOUSTON LUMBER CO.                                | 2308-613577    | HYDE PRY BAR                                | 12.99              |                       |
| A.C. HOUSTON LUMBER CO.                                | 2308-615748    | MASKING TAPE AND CAULK                      | 20.58              |                       |
| CHATEAU DRUG CENTER                                    | 2736207        | BULB FOR CITY HALL CSO STORAGE              | 18.99              |                       |
| THORNTON HEATING                                       | 58302          | HVAC SYSTEM & INSTALL- CITY HALL            | 9,592.00           | 23127                 |
| THORNTON HEATING                                       | 58347          | AC LABOR                                    | 128.00             |                       |
| WOOD RIVER LOCK SHOP, LLC                              | 20356          | CITY HALL RE-KEY AND KEYS                   | 207.00             |                       |

| Vendor Name                                                | Invoice Number | Description                                                                               | Net Invoice Amount | Purchase Order Number |
|------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------|--------------------|-----------------------|
| <b>01-4194-5910 REPAIR &amp; MAINT-491 SV ROAD</b>         |                |                                                                                           |                    |                       |
| CITY OF KETCHUM                                            | 23JULY         | 192                                                                                       | 364.24             |                       |
| CLEAR CREEK DISPOSAL                                       | 0001644889     | 491 SUN VALLEY RD                                                                         | 412.05             |                       |
| GEM STATE PAPER & SUPPLY                                   | 1101779        | CORELESS TISSUE, BATH TISSUE, TRASH BAGS,<br>FOAM SOAP                                    | 917.69             |                       |
| THORNTON HEATING                                           | 58239          | Starbucks - AC WORK                                                                       | 1,599.42           |                       |
| <b>01-4194-5950 REPAIR &amp; MAINT-WARM SPRINGS PR</b>     |                |                                                                                           |                    |                       |
| A.C. HOUSTON LUMBER CO.                                    | 2307-605518    | SPRAY PAINT                                                                               | 26.97              |                       |
| A.C. HOUSTON LUMBER CO.                                    | 2307-607664    | C CLAMPS                                                                                  | 34.98              |                       |
| CLEAR CREEK DISPOSAL                                       | 0001644887     | DOG PARK REMOVAL, ON CALL SERVICE,<br>MONTHLY SERVICE, RENT, RESTROOM SERVICE<br>AND RENT | 275.51             |                       |
| CLEAR CREEK LAND CO. LLC                                   | 0000040469     | Mobile Storage Rent AUGUST 2023                                                           | 234.36             |                       |
| PIPECO, INC.                                               | S5114726.001   | GREEN BOX IRRIGATION LIDS                                                                 | 193.55             |                       |
| PIPECO, INC.                                               | S5118702.001   | COUPLING PVC, COUPLER COVERS                                                              | 55.54              |                       |
| PIPECO, INC.                                               | S5123303.001   | ORANGE MARKING PAINT                                                                      | 64.76              |                       |
| PIPECO, INC.                                               | S5125274.001   | PVC NIPPLES, BUSHING PVC ELBOW SLIP, WORM<br>DRIVE CLAMPS                                 | 69.73              |                       |
| PIPECO, INC.                                               | S5128903.001   | COUPLER KEYS AND COVERS                                                                   | 213.35             |                       |
| PIPECO, INC.                                               | S5130891.001   | PVC CEMENT                                                                                | 9.29               |                       |
| PIPECO, INC.                                               | S5131016.001   | COUPLINGS, WORM DRIVE CLAMPS                                                              | 27.57              |                       |
| PIPECO, INC.                                               | S5134592.001   | GARDEN HOSE, PVC PARTS, SPRINKLER, ROTOR<br>PARTS                                         | 243.47             |                       |
| PIPECO, INC.                                               | S5136406.001   | DOG PARK; HOSE SWIVELS                                                                    | 46.64              |                       |
| PIPECO, INC.                                               | S5143557.001   | ROTOR PARTS, WHISKER MARKERS, GREEN BOX<br>LIDS                                           | 273.24             |                       |
| PIPECO, INC.                                               | S5145968.001   | PVC NIPPLES, FALCON ROTORS, AQUALINE<br>PLASTIC BALL                                      | 140.74             |                       |
| PIPECO, INC.                                               | S5151531.001   | PVC NIPPLES, AQUALINE PLASTIC BALLS                                                       | 34.19              |                       |
| PIPECO, INC.                                               | S5154587.001   | INSERT TEES FOR DOG PARK                                                                  | 10.75              |                       |
| PIPECO, INC.                                               | S5155330.001   | DOG PARK MAINTENANCE SUPPLIES                                                             | 13.87              |                       |
| PIPECO, INC.                                               | S5156059.001   | DOG PARK; PVC NIPPLES, COUPLINGS, CLAMPS,<br>INSERT TEES                                  | 85.21              |                       |
| PIPECO, INC.                                               | S5158882.001   | DOG PARK MAINTENANCE SUPPLIES                                                             | 69.35              |                       |
| PIPECO, INC.                                               | S5159027.001   | PVC ELBOW AND INSERT TEE                                                                  | 10.43              |                       |
| PIPECO, INC.                                               | S5161495.001   | CLOSE PVC NIPPLE                                                                          | 7.59               |                       |
| PIPECO, INC.                                               | S5162466.001   | PVC NIPPLES, BUSHINGS                                                                     | 8.82               |                       |
| PIPECO, INC.                                               | S5162897.001   | INSERT ELBOW                                                                              | 8.56               |                       |
| PIPECO, INC.                                               | S5165899.001   | RED FLAGS                                                                                 | 14.23              |                       |
| SILVER CREEK SUPPLY                                        | 0012085285-00  | PVC BALL VALVES                                                                           | 116.25             |                       |
| SILVER CREEK SUPPLY                                        | 0012090744-00  | FALCON ROTORS                                                                             | 498.72             |                       |
| CHRISTENSEN INC.                                           | 1024566        | 38950 071523                                                                              | 61.53              |                       |
| CHRISTENSEN INC.                                           | 1025578        | 38950 073123                                                                              | 93.03              |                       |
| <b>01-4194-6100 REPAIR &amp; MAINT--MACHINERY &amp; EQ</b> |                |                                                                                           |                    |                       |
| RIVER RUN AUTO PARTS                                       | 6538-190889    | OIL FOR EQUIPMENT                                                                         | 12.95              |                       |
| RIVER RUN AUTO PARTS                                       | 6538-192238    | ANTIFREEZE                                                                                | 18.95              |                       |
| <b>01-4194-6950 MAINTENANCE</b>                            |                |                                                                                           |                    |                       |
| A.C. HOUSTON LUMBER CO.                                    | 2307-608033    | SPLASH PAD PARTS                                                                          | 29.52              |                       |
| A.C. HOUSTON LUMBER CO.                                    | 2307-612541    | WASP SPRAY                                                                                | 77.94              |                       |
| A.C. HOUSTON LUMBER CO.                                    | 2307-612586    | PADLOCK AND COIL CHAIN                                                                    | 24.95              |                       |
| A.C. HOUSTON LUMBER CO.                                    | 2308-614517    | SUPPLIES FOR ROOF FOR FOUNTAIN AT FOREST<br>SERVICE PARK                                  | 93.30              |                       |
| A.C. HOUSTON LUMBER CO.                                    | 2308-615389    | SHOP SUPPLIES AND ROOF SUPPLIES FOR FOREST<br>SERVICE PARK                                | 14.30              |                       |
| BIG WOOD LANDSCAPE, INC.                                   | 28835          | BULK MATERICAL P/U SOIL                                                                   | 1,490.00           |                       |
| CHATEAU DRUG CENTER                                        | 2739829        | SHOP SUPPLIES; STAPLES                                                                    | 4.74               |                       |

| Vendor Name                                            | Invoice Number | Description                                        | Net Invoice Amount | Purchase Order Number |
|--------------------------------------------------------|----------------|----------------------------------------------------|--------------------|-----------------------|
| PIPECO, INC.                                           | S5152160.001   | PVC PIPES, COUPLINGS AND PVC TEES                  | 173.03             |                       |
| PIPECO, INC.                                           | S5156052.001   | SPRINKLER NOZZLES, WIRE CONNECTOR                  | 97.25              |                       |
| PIPECO, INC.                                           | S5157057.001   | FALCON ROTOR, INSERT ELBOW, PVC NIPPLES            | 47.05              |                       |
| PIPECO, INC.                                           | S5157815.001   | FALCON ROTORS                                      | 205.00             |                       |
| PIPECO, INC.                                           | S5158154.001   | PRO SPRAY                                          | 7.56               |                       |
| PIPECO, INC.                                           | S5166038.001   | ELBOW PVC MARLEX                                   | 6.24               |                       |
| RIVER RUN AUTO PARTS                                   | 6538-192899    | EPOXY STICK                                        | 9.99               |                       |
| SHERWIN-WILLIAMS CO.                                   | 1999-4         | STRIPE MINI, ROLLER KIT                            | 21.53              |                       |
| US BANK                                                | 9988 072523    | HARBOR FREIGHT-MOVING BLANKETS                     | 23.96              |                       |
| Total FACILITY MAINTENANCE:                            |                |                                                    | 40,116.06          |                       |
| <b>POLICE</b>                                          |                |                                                    |                    |                       |
| <b>01-4210-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>     |                |                                                    |                    |                       |
| NBS-NATIONAL BENEFIT SERVI                             | CP354359       | HRA Medical                                        | 274.96             |                       |
| <b>01-4210-2515 VISION REIMBURSEMENT ACCT(HRA)</b>     |                |                                                    |                    |                       |
| NBS-NATIONAL BENEFIT SERVI                             | 942991         | FSA AND HRA PLAN ADMIN FEES JULY 2023              | 9.80               |                       |
| <b>01-4210-3100 OFFICE SUPPLIES &amp; POSTAGE</b>      |                |                                                    |                    |                       |
| DAVIS EMBROIDERY INC.                                  | 42956          | EMBROIDERY SERVICE FOR SHIRTS                      | 300.92             |                       |
| <b>01-4210-3500 MOTOR FUELS &amp; LUBRICANTS</b>       |                |                                                    |                    |                       |
| RIVER RUN AUTO PARTS                                   | 6538-193260    | DIESEL EXHAUST FLUID                               | 26.95              |                       |
| CHRISTENSEN INC.                                       | 1025594        | 39060 073123                                       | 250.62             |                       |
| <b>01-4210-3620 PARKING OPS EQUIPMENT FEES</b>         |                |                                                    |                    |                       |
| US BANK                                                | 4026 072523    | ZEBRA REPLACEMENT BATTERY                          | 75.10              |                       |
| <b>01-4210-4200 PROFESSIONAL SERVICES</b>              |                |                                                    |                    |                       |
| KETCHUM COMPUTERS, INC.                                | 19812          | Monthl Workstation Maintenance                     | 797.95             |                       |
| <b>01-4210-5100 TELEPHONE &amp; COMMUNICATIONS</b>     |                |                                                    |                    |                       |
| AT&T MOBILITY LLC                                      | 287310798935   | 287310798935X08012023                              | 175.21             |                       |
| <b>01-4210-6000 REPAIR &amp; MAINT--AUTOMOTIVE EQU</b> |                |                                                    |                    |                       |
| US BANK                                                | 4026 072523    | KARL MALONE DIESEL LUBE OIL/FILTER W/TIRE ROTATION | 170.63             |                       |
| Total POLICE:                                          |                |                                                    | 2,082.14           |                       |
| <b>FIRE &amp; RESCUE</b>                               |                |                                                    |                    |                       |
| <b>01-4230-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>     |                |                                                    |                    |                       |
| NBS-NATIONAL BENEFIT SERVI                             | CP354359       | HRA Medical                                        | 424.97             |                       |
| <b>01-4230-2515 VISION REIMBURSEMENT ACCT(HRA)</b>     |                |                                                    |                    |                       |
| NBS-NATIONAL BENEFIT SERVI                             | 942991         | FSA AND HRA PLAN ADMIN FEES JULY 2023              | 12.40              |                       |
| <b>01-4230-3200 OPERATING SUPPLIES FIRE</b>            |                |                                                    |                    |                       |
| BUSINESS AS USUAL INC.                                 | 163064         | SIGN HOLDERS, PENS, SHIPPING, STEP FILE            | 55.27              |                       |
| US BANK                                                | 3938 072523    | SHARPS: MEDICAL WASTE SUPPLIES                     | 227.48             |                       |
| US BANK                                                | 3938 072523    | BACKWOODS: PACKING CUBES                           | 9.50               |                       |
| US BANK                                                | 5219 072523    | OFFICE SUPPLIES FOR FIRE/EMS                       | 31.17              |                       |
| US BANK                                                | 5219 072523    | BACKWOODS: CAM STRAPS                              | 6.21               |                       |

| Vendor Name                                                | Invoice Number | Description                                     | Net Invoice Amount | Purchase Order Number |
|------------------------------------------------------------|----------------|-------------------------------------------------|--------------------|-----------------------|
| <b>01-4230-3210 OPERATING SUPPLIES EMS</b>                 |                |                                                 |                    |                       |
| BUSINESS AS USUAL INC.                                     | 163064         | SIGN HOLDER, PENS, SHIPPING                     | 55.27              |                       |
| NORCO                                                      | 38334015       | CYLINDER RENTAL                                 | 78.12              |                       |
| NORCO                                                      | 38362579       | D-MEDICAL OXYGEN & HANDLING CHARGE              | 73.93              |                       |
| US BANK                                                    | 3938 072523    | BACKWOODS: PACKING CUBES                        | 9.50               |                       |
| US BANK                                                    | 5219 072523    | BIKE TIRE REMOVAL REPAIR TOOLS                  | 8.99               |                       |
| US BANK                                                    | 5219 072523    | BACKWOODS: CAM STRAPS                           | 6.21               |                       |
| US BANK                                                    | 5219 072523    | OFFICE SUPPLIES FOR FIRE/EMS                    | 31.16              |                       |
| <b>01-4230-3500 MOTOR FUELS &amp; LUBRICANTS FIRE</b>      |                |                                                 |                    |                       |
| CHRISTENSEN INC.                                           | 1025448        | 37267 073123                                    | 293.74             |                       |
| <b>01-4230-3510 MOTOR FUELS &amp; LUBRICANTS EMS</b>       |                |                                                 |                    |                       |
| CHRISTENSEN INC.                                           | 1025448        | 37267 073123                                    | 293.73             |                       |
| <b>01-4230-4200 PROFESSIONAL SERVICES FIRE</b>             |                |                                                 |                    |                       |
| US BANK                                                    | 5219 072523    | ITD: LICENSE PLATES FOR K SQUAD                 | 24.72              |                       |
| US DIGITAL DESIGNS                                         | 5262842764     | CONTRACT CHARGES 1/1/23 TO 12/31/23             | 2,212.84           |                       |
| <b>01-4230-4210 PROFESSIONAL SERVICES EMS</b>              |                |                                                 |                    |                       |
| US BANK                                                    | 5219 072523    | ITD: LICENSE PLATES FOR K SQUAD                 | 24.72              |                       |
| US DIGITAL DESIGNS                                         | 5262842764     | CONTRACT CHARGES 1/1/23 TO 12/31/23             | 2,212.84           |                       |
| <b>01-4230-4920 TRAINING-FACILITY</b>                      |                |                                                 |                    |                       |
| CLEAR CREEK DISPOSAL                                       | 0001644882     | 219 LEWIS ST - TRAINING FACILITY                | 63.45              |                       |
| COX BUSINESS                                               | 0012401047339  | 0012401047339201 070123                         | 99.79              |                       |
| <b>01-4230-5100 TELEPHONE &amp; COMMUNICATION FIRE</b>     |                |                                                 |                    |                       |
| MTE COMMUNICATIONS                                         | 056983 080123  | 056983 080123                                   | 15.13              |                       |
| SYRINGA NETWORKS, LLC                                      | 23AUG0291      | 107 SADDLE RD                                   | 475.00             |                       |
| VERIZON WIRELESS                                           | 9940409021 07  | 9940409021 072323                               | 49.49              |                       |
| AT&T MOBILITY LLC                                          | 287307161044   | 287307161044C08012023                           | 224.72             |                       |
| <b>01-4230-5110 TELEPHONE &amp; COMMUNICATION EMS</b>      |                |                                                 |                    |                       |
| MTE COMMUNICATIONS                                         | 056983 080123  | 056983 080123                                   | 15.12              |                       |
| SYRINGA NETWORKS, LLC                                      | 23AUG0291      | 107 SADDLE RD                                   | 475.00             |                       |
| VERIZON WIRELESS                                           | 9940409021 07  | 9940409021 072323                               | 49.49              |                       |
| AT&T MOBILITY LLC                                          | 287307161044   | 287307161044C08012023                           | 224.71             |                       |
| <b>01-4230-5200 UTILITIES</b>                              |                |                                                 |                    |                       |
| CITY OF KETCHUM                                            | 23JULY         | 2307                                            | 147.60             |                       |
| IDAHO POWER                                                | 2226144497 07  | 6/23/23-7/24/23 107 SADDLE RD                   | 1,364.61           |                       |
| <b>01-4230-6000 REPAIR &amp; MAINT-AUTO EQUIP FIRE</b>     |                |                                                 |                    |                       |
| LES SCHWAB                                                 | 11700823099    | C12 TIRES                                       | 898.04             |                       |
| US BANK                                                    | 5219 072523    | CUSTOM TRUCK: 2023 FORD SUPER DUTY VEHICLE WORK | 1,649.00           |                       |
| CURTIS TOOLS FOR HEROES                                    | 729642         | FLEXMOUNT BRACKET WITH BLACK STRAP              | 61.01              |                       |
| <b>01-4230-6010 REPAIR &amp; MAINT-AUTO EQUIP EMS</b>      |                |                                                 |                    |                       |
| US BANK                                                    | 5219 072523    | HVAC AIR FILTER                                 | 226.76             |                       |
| US BANK                                                    | 5219 072523    | CUSTOM TRUCK: 2023 FORD SUPER DUTY VEHICLE WORK | 1,649.00           |                       |
| US BANK                                                    | 5219 072523    | CLAMP ON SPARK ARRESTOR FOR EXHAUST PIPE        | 88.00              |                       |
| US BANK                                                    | 5219 072523    | WF GEAR: FRONT GRILLE SIREN                     | 409.00             |                       |
| US BANK                                                    | 5219 072523    | DUPLICATE SPARK ARRESTOR CHARGE                 | 88.00              |                       |
| <b>01-4230-6100 REPAIR &amp; MAINT--MACHINERY &amp; EQ</b> |                |                                                 |                    |                       |
| LES SCHWAB                                                 | 11700823099    | C12 TIRES                                       | 898.04             |                       |



| Vendor Name                                                | Invoice Number | Description                                | Net Invoice Amount | Purchase Order Number |
|------------------------------------------------------------|----------------|--------------------------------------------|--------------------|-----------------------|
| US BANK                                                    | 5219 072523    | OIL PUMP GASKET FOR STIHL                  | 6.77               |                       |
| US BANK                                                    | 5219 072523    | SUPERTRAPP: SPARK ARRESTOR                 | 77.00              |                       |
| US BANK                                                    | 5219 072523    | AIR FILTER FOR STATION 1                   | 43.44              |                       |
| US BANK                                                    | 5219 072523    | OIL PUMP AND WORM GEAR                     | 42.35              |                       |
| <b>01-4230-6110 REPAIR &amp; MAINT--MACHINERY &amp; EQ</b> |                |                                            |                    |                       |
| US BANK                                                    | 5219 072523    | MOUNTAIN BIKE FOR EMS RESCUE               | 261.60             |                       |
| US BANK                                                    | 5219 072523    | BIKE PUMP FOR EMS REPAIR AND MAINT         | 31.98              |                       |
| US BANK                                                    | 5219 072523    | AIR FILTER FOR STATION 1                   | 43.44              |                       |
| US BANK                                                    | 5219 072523    | HVAC AIR FILTERS                           | 226.76             |                       |
| Total FIRE & RESCUE:                                       |                |                                            | 15,997.07          |                       |
| <b>STREET</b>                                              |                |                                            |                    |                       |
| <b>01-4310-2505 HEALTH REIMBURSEMENT ACCT(HRA)</b>         |                |                                            |                    |                       |
| NBS-NATIONAL BENEFIT SERVI                                 | CP354359       | HRA Medical                                | 662.44             |                       |
| <b>01-4310-2515 VISION REIMBURSEMENT ACCT(HRA)</b>         |                |                                            |                    |                       |
| NBS-NATIONAL BENEFIT SERVI                                 | 942991         | FSA AND HRA PLAN ADMIN FEES JULY 2023      | 38.27              |                       |
| <b>01-4310-3200 OPERATING SUPPLIES</b>                     |                |                                            |                    |                       |
| FASTENAL COMPANY                                           | IDJER107765    | WASHERS FOR SHOP                           | 8.16               |                       |
| FEDEX                                                      | 8-205-22332    | FEDEX GROUND SERVICES                      | 8.79               |                       |
| NAPA AUTO PARTS                                            | 157687         | GLOVES                                     | 28.98              |                       |
| <b>01-4310-3500 MOTOR FUELS &amp; LUBRICANTS</b>           |                |                                            |                    |                       |
| CHRISTENSEN INC.                                           | 1025450        | 37269 073123                               | 929.36             |                       |
| <b>01-4310-4200 PROFESSIONAL SERVICES</b>                  |                |                                            |                    |                       |
| DIVERSIFIED INSPECTIONS, INC                               | INDI68498      | Bucket Truck and Overhead Crane            | 1,284.17           |                       |
| HIATT TRUCKING, INC.                                       | 4348           | TRANSPORTING BLOWER FROM KETCHUM TO BURLEY | 1,400.00           |                       |
| <b>01-4310-5200 UTILITIES</b>                              |                |                                            |                    |                       |
| CITY OF KETCHUM                                            | 23JULY         | 9993                                       | 100.72             |                       |
| CITY OF KETCHUM                                            | 23JULY         | 9999                                       | 83.55              |                       |
| <b>01-4310-6000 REPAIR &amp; MAINT--AUTOMOTIVE EQU</b>     |                |                                            |                    |                       |
| US BANK                                                    | 2022 072523    | PUMP ASY SPORD,CORE DEPOSIT                | 499.19             |                       |
| <b>01-4310-6100 REPAIR &amp; MAINT--MACHINERY &amp; EQ</b> |                |                                            |                    |                       |
| A.C. HOUSTON LUMBER CO.                                    | 2308-616900    | SUPPLIES FOR TRAFFIC COUNTERS              | 22.99              |                       |
| A.C. HOUSTON LUMBER CO.                                    | 2308-617027    | CABLE FOR REPAIR ON HOT PATCHER            | .79                |                       |
| METROQUIP, INC.                                            | P22651         | GEOVAC BROOMS                              | 230.58             |                       |
| NAPA AUTO PARTS                                            | 157192         | Fuel Filter FOR EAGLE                      | 23.12              |                       |
| PACIFIC STEEL & RECYCLING                                  | 8455210        | METAL FOR GEOVAC SCREENS                   | 138.43             |                       |
| JACKSON GROUP PETERBILT                                    | 301350JP       | PARTS FOR DUMP TRUCK #4                    | 149.76             |                       |
| <b>01-4310-6910 OTHER PURCHASED SERVICES</b>               |                |                                            |                    |                       |
| CINTAS                                                     | 4163491886     | BLACK MATS, COVERALLS                      | 21.60              |                       |
| CINTAS                                                     | 416418134      | BLACK MATS, COVERALLS                      | 21.60              |                       |
| NORCO                                                      | 38334096       | CYLINDER RENTAL                            | 258.85             |                       |
| TREASURE VALLEY COFFEE INC                                 | 2160:09587234  | COFFEE AND SUGAR                           | 58.50              |                       |
| <b>01-4310-6920 SIGNS &amp; SIGNALIZATION</b>              |                |                                            |                    |                       |
| ECONO SIGNS LLC                                            | 10-983643      | CUSTOM SIGN: MOTORCYCLE PARKING ONLY       | 83.28              |                       |
| SAGE SUPPLY INC                                            | 23-41138       | SIGN, YIELD 36"                            | 336.96             |                       |

| Vendor Name                                        | Invoice Number | Description                                  | Net Invoice Amount | Purchase Order Number |
|----------------------------------------------------|----------------|----------------------------------------------|--------------------|-----------------------|
| <b>01-4310-6950 MAINTENANCE &amp; IMPROVEMENTS</b> |                |                                              |                    |                       |
| BIG WOOD LANDSCAPE, INC.                           | 28835          | Sod REPAIR- FOX RUN                          | 291.00             |                       |
| COLOR HAUS, INC.                                   | 6EHEL          | SUPPLIES FOR STREET AND CURB PAINTING        | 15.96              |                       |
| COLOR HAUS, INC.                                   | HE7L8          | PAINT TRAY LINER                             | 11.94              |                       |
| COLOR HAUS, INC.                                   | HXT69          | PAINT SUPPLIES FOR STREET AND CURB PAINTING  | 31.95              |                       |
| COLOR HAUS, INC.                                   | MP8ED          | 12 PACK PRO SOLUTIONS, PRO 1 GAL BUCKET GRID | 23.97              |                       |
| IDAHO TRAFFIC SAFETY INC                           | 194858         | PAINT STRIPING                               | 55,426.83          | 23082                 |
| IDAHO TRAFFIC SAFETY INC                           | 194858         | CROSSWALK STENCILING                         | 9,600.00           | 23082                 |
| SHERWIN-WILLIAMS CO.                               | 0042-1         | STREET PAINT FOR BIKE PATH AND CURBS         | 425.45             |                       |
| SHERWIN-WILLIAMS CO.                               | 1982-0         | PAINT FOR BIKE PATH                          | 168.95             |                       |
| Total STREET:                                      |                |                                              | 72,386.14          |                       |
| <b>RECREATION</b>                                  |                |                                              |                    |                       |
| <b>01-4510-2515 VISION REIMBURSEMENT ACCT(HRA)</b> |                |                                              |                    |                       |
| NBS-NATIONAL BENEFIT SERVI                         | 942991         | FSA AND HRA PLAN ADMIN FEES JULY 2023        | 16.50              |                       |
| NBS-NATIONAL BENEFIT SERVI                         | CP354359       | HRA Vision                                   | 258.04             |                       |
| <b>01-4510-3100 OFFICE SUPPLIES &amp; POSTAGE</b>  |                |                                              |                    |                       |
| NBS-NATIONAL BENEFIT SERVI                         | 940872         | CAFETERIA PLAN DEBIT CARD FEES               | 9.00               |                       |
| <b>01-4510-3250 RECREATION SUPPLIES</b>            |                |                                              |                    |                       |
| ATKINSONS' MARKET                                  | 06691674       | FRUIT FOR REC DEPT                           | 35.77              |                       |
| CHATEAU DRUG CENTER                                | 2737988        | CRAFT SUPPLIES FOR REC                       | 24.34              |                       |
| US BANK                                            | 7926 072523    | ANTHEM SPORTS KWIK GOAL CORNER FLAGS         | 149.55             |                       |
| US BANK                                            | 7926 072523    | ANTHEM SPORTS-CREDIT                         | 7.56               |                       |
| US BANK                                            | 7926 072523    | CATHEDRAL PINES-CAMP                         | 100.00             |                       |
| US BANK                                            | 7926 072523    | REDFISH LAKE-CONES & FLAVORS                 | 27.44              |                       |
| US BANK                                            | 7926 072523    | REDFISH LAKE-PB 4HR                          | 140.00             |                       |
| US BANK                                            | 7926 072523    | REDFISH LAKE-SMALL CONES FLAVOR BURST        | 34.21              |                       |
| <b>01-4510-3500 MOTOR FUELS &amp; LUBRICANTS</b>   |                |                                              |                    |                       |
| CHRISTENSEN INC.                                   | 1025449        | 37268 073123                                 | 141.03             |                       |
| <b>01-4510-4200 PROFESSIONAL SERVICE</b>           |                |                                              |                    |                       |
| BACKGROUND INVESTATION B                           | INV-31769      | StND-PO4                                     | 19.45              |                       |
| <b>01-4510-4900 PERSONNEL TRAINING/TRAVEL/MTG</b>  |                |                                              |                    |                       |
| US BANK                                            | 7926 072523    | HEARTSAVER FIRST AID CPR ONLINE              | 20.50              |                       |
| <b>01-4510-5100 TELEPHONE &amp; COMMUNICATIONS</b> |                |                                              |                    |                       |
| SYRINGA NETWORKS, LLC                              | 23AUG0291      | 900 3RD AVE NORTH                            | 650.00             |                       |
| Total RECREATION:                                  |                |                                              | 1,618.27           |                       |
| Total GENERAL FUND:                                |                |                                              | 178,937.66         |                       |
| <b>WAGON DAYS FUND</b>                             |                |                                              |                    |                       |
| <b>WAGON DAYS EXPENDITURES</b>                     |                |                                              |                    |                       |
| <b>02-4530-3200 OPERATING SUPPLIES</b>             |                |                                              |                    |                       |
| US BANK                                            | 6235 072523    | WIX.COM                                      | 45.90              |                       |
| US BANK                                            | 6235 072523    | WIX.COM                                      | 144.00             |                       |
| US BANK                                            | 6235 072523    | WIX.COM                                      | 30.00              |                       |
| US BANK                                            | 6235 072523    | WIX.COM                                      | 192.00             |                       |

| Vendor Name                                          | Invoice Number | Description                                                  | Net Invoice Amount | Purchase Order Number |
|------------------------------------------------------|----------------|--------------------------------------------------------------|--------------------|-----------------------|
| <b>02-4530-3250 SOUVENIRS SUPPLIES</b>               |                |                                                              |                    |                       |
| US BANK                                              | 6235 072523    | IMPRINT-CUSTOM BUTTON ROUNDS                                 | 368.02             |                       |
| US BANK                                              | 6235 072523    | ONNO SHIRTS WAGON DAYS                                       | 3,519.75           |                       |
| Total WAGON DAYS EXPENDITURES:                       |                |                                                              | 4,299.67           |                       |
| Total WAGON DAYS FUND:                               |                |                                                              | 4,299.67           |                       |
| <b>GENERAL CAPITAL IMPROVEMENT FD</b>                |                |                                                              |                    |                       |
| <b>GENERAL CIP EXPENDITURES</b>                      |                |                                                              |                    |                       |
| <b>03-4193-7100 SUN VALLEY RD MILL &amp; OVERLAY</b> |                |                                                              |                    |                       |
| BIG WOOD LANDSCAPE, INC.                             | 28835          | PAVER INSTALL CHURCH/TOWN SQUARE                             | 2,588.18           |                       |
| SONNTAG RECREATION, LLC                              | 23093          | DUMOR WHEELCHAIR PICNIC TABLES                               | 4,672.00           |                       |
| WEBB LANDSCAPING                                     | JULY INVOIC    | SUN VALLEY & SPRUCE AVE SOD REPAIR                           | 17,834.91          | 23119                 |
| <b>03-4193-7193 MAIN ST/WARM SPRINGS DESIGN</b>      |                |                                                              |                    |                       |
| COPY CENTER LLC                                      | 2866           | ROAD CROSSING POSTERS                                        | 180.00             |                       |
| Total GENERAL CIP EXPENDITURES:                      |                |                                                              | 25,275.09          |                       |
| <b>FIRE &amp; RESCUE CIP EXPENDITURES</b>            |                |                                                              |                    |                       |
| <b>03-4230-7100 UTILITY/PICK-UP TRUCK</b>            |                |                                                              |                    |                       |
| MUNICIPAL EMERGENCY SERIC                            | IN1883888      | WHELEN PARTS FOR PICKUP TRUCK                                | 600.00             |                       |
| <b>03-4230-7115 FIREFIGHTIN EQ (TOOLS)</b>           |                |                                                              |                    |                       |
| TERRITORIAL SUPPLIES INC.                            | 14896          | CANOPY, LIGHTBAR, LIGHT HEADS, SPEAKER FOR FORD PICKUP TRUCK | 5,056.48           |                       |
| US BANK                                              | 3938 072523    | WITMER: FIRE HOOKS                                           | 423.05             |                       |
| US BANK                                              | 3938 072523    | WITMER TAX REFUND-ACCT CREDIT                                | 19.08-             |                       |
| US BANK                                              | 5219 072523    | HOME DEPOT: TOOLS-FIRE SUPPLIES                              | 1,743.00           |                       |
| <b>03-4230-7120 RADIOS (PORTABLE)</b>                |                |                                                              |                    |                       |
| WHITE CLOUD                                          | 104812         | PRETUNED UNITY GAIN LAND MOBILE ANTENNA                      | 80.00              |                       |
| WHITE CLOUD                                          | 104822         | TEACHNICIAN SERVICES AND TRAVEL                              | 145.00             |                       |
| <b>03-4230-7130 PPE (TURNOUT GEAR)</b>               |                |                                                              |                    |                       |
| US BANK                                              | 3938 072523    | WITMER TAX REFUND-ACCT CREDIT                                | 4.32-              |                       |
| US BANK                                              | 5219 072523    | WITMER: PPE                                                  | 90.10              |                       |
| US BANK                                              | 5219 072523    | FIRE LINE: VALVE REPAIR KIT                                  | 157.34             |                       |
| CURTIS TOOLS FOR HEROES                              | INV731593      | PANTS & SHOES                                                | 420.81             |                       |
| <b>03-4230-7145 MDT (MOBILE COMPUTERS)</b>           |                |                                                              |                    |                       |
| US BANK                                              | 3938 072523    | MYCOMMERCE: GPS GATE SPLITTER                                | 39.95              |                       |
| US BANK                                              | 3938 072523    | MYCOMMERCE: GPS GATE SPLITTER                                | 39.95              |                       |
| Total FIRE & RESCUE CIP EXPENDITURES:                |                |                                                              | 8,772.28           |                       |
| Total GENERAL CAPITAL IMPROVEMENT FD:                |                |                                                              | 34,047.37          |                       |
| <b>ORIGINAL LOT FUND</b>                             |                |                                                              |                    |                       |
| <b>ORIGINAL LOT TAX</b>                              |                |                                                              |                    |                       |
| <b>22-4910-6060 EVENTS/PROMOTIONS</b>                |                |                                                              |                    |                       |
| CASH                                                 | 081523         | CASH FOR SOLSTICE EVENT                                      | 100.00             |                       |
| CLEAR CREEK DISPOSAL                                 | 0001644883     | KETCHUM ALIVE BATHROOM SERVICE                               | 254.60             |                       |

| Vendor Name                                        | Invoice Number | Description                                                | Net Invoice Amount | Purchase Order Number |
|----------------------------------------------------|----------------|------------------------------------------------------------|--------------------|-----------------------|
| US BANK                                            | 6235 072523    | HOMEDEPOT.COM                                              | 22.72              |                       |
| US BANK                                            | 9988 072523    | D&B SUPPLY- EXCURSION XL WHITESTONE                        | 409.99             |                       |
| HAWKES, JOSHUA                                     | 080323         | KETCHUM ALIVE SOUND ENGINEER                               | 2,000.00           |                       |
| SCHUBERT, CHARLES                                  | 080323         | KETCHEM ALIVE ARTIST                                       | 200.00             |                       |
| KANE, DALLAS                                       | 0815232        | SOLSTICE ROCK CLIMBING WALL                                | 1,500.00           |                       |
| LOST RIVER RANGER, LLC                             | 081523         | SOLSTICE ARTIST                                            | 10,000.00          |                       |
| <b>22-4910-6080 MOUNTAIN RIDES</b>                 |                |                                                            |                    |                       |
| MOUNTAIN RIDES                                     | 12276          | TRANSPORTATION SERVICES                                    | 64,083.34          | 23012                 |
| Total ORIGINAL LOT TAX:                            |                |                                                            | 78,570.65          |                       |
| Total ORIGINAL LOT FUND:                           |                |                                                            | 78,570.65          |                       |
| <b>FIRE BOND FUND</b>                              |                |                                                            |                    |                       |
| <b>FIRE BOND FUND EXP/TRNFRS</b>                   |                |                                                            |                    |                       |
| <b>41-4800-8100 DEBT SRVC ACCT PRINCIPL-FIRE</b>   |                |                                                            |                    |                       |
| ZIONS BANK                                         | 4899909 08142  | PRINCIPAL PAYABLE                                          | 320,000.00         |                       |
| <b>41-4800-8200 DEBT SRVC ACCT INTEREST-FIRE</b>   |                |                                                            |                    |                       |
| ZIONS BANK                                         | 4899909 08142  | INTEREST PAYABLE                                           | 145,884.38         |                       |
| Total FIRE BOND FUND EXP/TRNFRS:                   |                |                                                            | 465,884.38         |                       |
| Total FIRE BOND FUND:                              |                |                                                            | 465,884.38         |                       |
| <b>COMMUNITY HOUSING</b>                           |                |                                                            |                    |                       |
| <b>COMMUNITY HOUSING EXPENSE</b>                   |                |                                                            |                    |                       |
| <b>54-4410-2515 VISION REIMBURSEMENT ACCT(HRA)</b> |                |                                                            |                    |                       |
| NBS-NATIONAL BENEFIT SERVI                         | 942991         | FSA AND HRA PLAN ADMIN FEES JULY 2023                      | 9.80               |                       |
| <b>54-4410-3100 GENERAL OFFICE</b>                 |                |                                                            |                    |                       |
| US BANK                                            | 7309 072523    | TARGET: DINNING CHAIRS                                     | 445.20             |                       |
| US BANK                                            | 7309 072523    | TARGET ORDER 102000009552603 CREDIT                        | 21.84              |                       |
| US BANK                                            | 7309 072523    | TARGET: L SHAPED COMPUTER DESK                             | 108.11             |                       |
| US BANK                                            | 7309 072523    | TARGET: ROUND DINNING TABLE                                | 265.00             |                       |
| US BANK                                            | 7309 072523    | TARGET ORDER 102000009552602 CREDIT                        | 40.20              |                       |
| US BANK                                            | 7309 072523    | TARGET: COSTWAY L SHAPED REVERSABLE COMPUTER DESK 2 PERSON | 129.31             |                       |
| US BANK                                            | 7309 072523    | TARGET: ADJUSTABLE OFFICE CHAIR                            | 205.62             |                       |
| US BANK                                            | 7309 072523    | TARGET ORDER 102000009552604 CREDIT                        | 11.64              |                       |
| US BANK                                            | 7309 072523    | TARGET: COMPUTER DESK WRITING WORKSTATION                  | 74.19              |                       |
| US BANK                                            | 7309 072523    | TARGET: COSTWAY COMPUTER DESK                              | 74.19              |                       |
| <b>54-4410-3200 LIFT TOWER LODGE OPERATIONS</b>    |                |                                                            |                    |                       |
| ALBOUM TRANSLATION SERVIC                          | I-21392        | LTL RENTAL AGREEMENT TRANSLATION                           | 423.00             |                       |
| LEIGHTON, JUSTIN                                   | 080723         | LIFT TOWER LODGE RENTAL DEPOSIT REIMBURSEMENT              | 250.00             |                       |
| <b>54-4410-4200 PROFESSIONAL SERVICES</b>          |                |                                                            |                    |                       |
| US BANK                                            | 2745 072523    | BELLEVUE HIGH COUNTRY MOTEL 7 NIGHTS 7/22-7/29             | 715.00             |                       |
| US BANK                                            | 2745 072523    | BELLEVUE HIGH COUNTRY MOTEL 7 NIGHTS 7/15-7/22             | 715.00             |                       |
| US BANK                                            | 7309 072523    | ADOBE STANDARD 2020                                        | 358.80             |                       |
| NEUROMEDIATION GROUP LLC                           | 111            | HOUSING STABILITY: EVICTION MEDIATION                      | 11,083.33          | 22127                 |

| Vendor Name                                           | Invoice Number | Description                                                  | Net Invoice Amount | Purchase Order Number |
|-------------------------------------------------------|----------------|--------------------------------------------------------------|--------------------|-----------------------|
| <b>54-4410-4215 LEASE TO LOCALS PROF SERVICES</b>     |                |                                                              |                    |                       |
| BUSINESS AS USUAL INC.                                | 163175         | POSTERS, FOAM BOARD, MOUNTS                                  | 101.50             |                       |
| <b>54-4410-4220 EMERGENCY HOUSING</b>                 |                |                                                              |                    |                       |
| US BANK                                               | 2745 072523    | BELLEVUE HIGH COUNTRY MOTEL 7 NIGHTS 7/1-7/8                 | 401.14             |                       |
| US BANK                                               | 2745 072523    | BELLEVUE HIGH COUNTRY MOTEL 7 NIGHTS 7/8-7/15                | 715.00             |                       |
| <b>54-4410-4250 LIFT TOWER LODGE PROFF SVCS</b>       |                |                                                              |                    |                       |
| FIRE SERVICES OF IDAHO                                | 12520507       | LIFT TOWER FIRE EXTINGUISHER SERVICE, VALVE STEM, HYDRO TEST | 67.00              |                       |
| GLASS MASTERS, INC.                                   | 23-1876        | Window SCREENS                                               | 499.11             |                       |
| THORNTON HEATING                                      | 58308          | LIFT TOWER PIPES AND VENTS                                   | 38.54              |                       |
| WILRO PLUMBERS LLC                                    | 20726          | LTL PLUMBING SNAKE AND FIXES                                 | 300.00             |                       |
| TANNER PLUMBING AND MECH                              | 23081          | EXTENDED SINK HOT COLD PARTS                                 | 150.00             |                       |
| SPENCE ELECTRIC                                       | 1604           | LTL MANAGER RES ELECTRIC RELOCATION                          | 2,144.00           |                       |
| HAILEY HARDWOOD FLOORS L                              | 1331           | FIX PATCH, SANDING, FINISHING                                | 1,158.00           |                       |
| <b>54-4410-5200 LIFT TOWER LODGE UTILITIES</b>        |                |                                                              |                    |                       |
| CITY OF KETCHUM                                       | 23JULY         | 59                                                           | 187.45             |                       |
| CLEAR CREEK DISPOSAL                                  | 0001644881     | LIFT TOWER FRONT LOAD COMMERCIAL REMOVAL                     | 182.63             |                       |
| <b>54-4410-5900 LIFT TOWER LDG REPAIR &amp; MAINT</b> |                |                                                              |                    |                       |
| A.C. HOUSTON LUMBER CO.                               | 2307-612541    | LIFT TOWER MAGNET CATCH                                      | 4.59               |                       |
| A.C. HOUSTON LUMBER CO.                               | 2308-613832    | LIFT TOWER; SCREWS                                           | 2.10               |                       |
| A.C. HOUSTON LUMBER CO.                               | 2308-615390    | LIFT TOWER MAINTENANCE ITEMS; SCREWS, GAP FILLER, DRYWALL    | 68.47              |                       |
| CHATEAU DRUG CENTER                                   | 2735816        | KEY FOR LIFT TOWER                                           | 6.18               |                       |
| IDAHO LUMBER & HARDWARE                               | 956181         | LIFT TOWER MAINTENANCE SUPPLIES                              | 71.29              |                       |
| SAWTOOTH PLUMBING & HEATI                             | 40640          | LABOR FOR FIXING LEAK AT LTL (EMERGENCY)                     | 257.00             |                       |
| SENTINEL FIRE & SECURITY, IN                          | 90664          | LIFT TOWER LODGE INSTALLATION FIRE SYSTEM                    | 3,598.97           |                       |
| US BANK                                               | 9988 072523    | ANDERSON INC- ALUMINUM WALL VENT                             | 16.95              |                       |
| US BANK                                               | 9988 072523    | LOWES HISENSE 12K PAC WIFI                                   | 380.00             |                       |
| BRIAN SCHROEDER                                       | 081223         | Mileage Reimbursement-320 Miles                              | 209.60             |                       |
| Total COMMUNITY HOUSING EXPENSE:                      |                |                                                              | 25,342.39          |                       |
| Total COMMUNITY HOUSING:                              |                |                                                              | 25,342.39          |                       |
| <b>WATER FUND</b>                                     |                |                                                              |                    |                       |
| <b>WATER EXPENDITURES</b>                             |                |                                                              |                    |                       |
| <b>63-4340-2515 VISION REIMBURSEMENT ACCT(HRA)</b>    |                |                                                              |                    |                       |
| NBS-NATIONAL BENEFIT SERVI                            | 942991         | FSA AND HRA PLAN ADMIN FEES JULY 2023                        | 16.50              |                       |
| NBS-NATIONAL BENEFIT SERVI                            | CP354359       | HRA Vision                                                   | 230.00             |                       |
| <b>63-4340-3100 OFFICE SUPPLIES &amp; POSTAGE</b>     |                |                                                              |                    |                       |
| BUSINESS AS USUAL INC.                                | 162994         | ADDING MACHINE TAPE, CALCULATOR, INK                         | 52.50              |                       |
| <b>63-4340-3200 OPERATING SUPPLIES</b>                |                |                                                              |                    |                       |
| CINTAS                                                | 4164188220     | 110 RIVER RANCH RD ADMIN                                     | 10.89              |                       |
| CINTAS                                                | 4164188220     | 110 RIVER RANCH RD WATER                                     | 31.19              |                       |
| TREASURE VALLEY COFFEE INC                            | 2160:09548866  | SQWINCHER STIX                                               | 62.50              |                       |
| <b>63-4340-3500 MOTOR FUELS &amp; LUBRICANTS</b>      |                |                                                              |                    |                       |
| CHRISTENSEN INC.                                      | 1025452        | 37271 - WATER                                                | 516.78             |                       |

| Vendor Name                                             | Invoice Number | Description                                  | Net Invoice Amount | Purchase Order Number |
|---------------------------------------------------------|----------------|----------------------------------------------|--------------------|-----------------------|
| <b>63-4340-3600 COMPUTER SOFTWARE</b>                   |                |                                              |                    |                       |
| WIN-911 SOFTWARE                                        | 2352328892     | ANNUAL INTERACTIVE LICENSE SUBSCRIPTION      | 800.00             | 23113                 |
| <b>63-4340-3800 CHEMICALS</b>                           |                |                                              |                    |                       |
| GEM STATE WELDERS SUPPLY,I                              | 849202         | Hypochlorite Solution                        | 316.00             |                       |
| <b>63-4340-4200 PROFESSIONAL SERVICES</b>               |                |                                              |                    |                       |
| MAGIC VALLEY LABS, INC.                                 | 28412          | COOLER RETURN AND DRINKING WATER BACTERIA    | 118.00             |                       |
| OPAL ENGINEERING, PLLC                                  | 427            | KETCHUM ENGINEERING SERVICES                 | 117.50             |                       |
| OPAL ENGINEERING, PLLC                                  | 427            | ENGINEERING CONTRACT FOR WATER AND WW DESIGN | 1,247.50           | 22105                 |
| <b>63-4340-4800 DUES, SUBSCRIPTIONS, &amp; MEMBERS</b>  |                |                                              |                    |                       |
| IDAHO RURAL WATER ASSOCIA                               | 1847           | MEMBERSHIP DUES                              | 610.00             |                       |
| <b>63-4340-5100 TELEPHONE &amp; COMMUNICATIONS</b>      |                |                                              |                    |                       |
| SYRINGA NETWORKS, LLC                                   | 23AUG0291      | 110 RIVER RANCH RD                           | 325.00             |                       |
| US BANK                                                 | 5198 072523    | L-COMDSL/PHONE JACK                          | 193.97             |                       |
| AT&T MOBILITY LLC                                       | 287318858311   | 287318858311 - Water                         | 90.57              |                       |
| <b>63-4340-5200 UTILITIES</b>                           |                |                                              |                    |                       |
| DIG LINE                                                | 0071841-IN     | Monthly Fee                                  | 94.44              |                       |
| IDAHO POWER                                             | 2202458903 07  | 2202458903 - 110RIVER RANCH RD OPTC          | 334.97             |                       |
| <b>63-4340-6100 REPAIR &amp; MAINT-MACH &amp; EQUIP</b> |                |                                              |                    |                       |
| FERGUSON ENTERPRISES, LLC                               | 0860706        | 18X20 SDR51 80# PVC GJ PIP PIPE *X           | 881.00             |                       |
| FERGUSON ENTERPRISES, LLC                               | 0861220        | SGL STRP SDL                                 | 228.02             |                       |
| LUNCEFORD EXCAVATION, INC.                              | 15078          | WILD ROSE - WATER VALVE FIX/LABOR            | 1,115.00           |                       |
| PIPECO, INC.                                            | S5169181.001   | 10" RND VALVE BOX                            | 22.37              |                       |
| Total WATER EXPENDITURES:                               |                |                                              | 7,414.70           |                       |
| <b>WATER DEBT SERVICE EXPENDITRES</b>                   |                |                                              |                    |                       |
| <b>63-4800-8600 DEBT SRVC ACCT PRINCIPAL-2016</b>       |                |                                              |                    |                       |
| CHASE                                                   | 0000000424     | Principal Due this period                    | 157,000.00         |                       |
| <b>63-4800-8700 DEBT SRVC ACCT INTEREST-2016</b>        |                |                                              |                    |                       |
| CHASE                                                   | 0000000424     | Interest Due this period                     | 7,134.00           |                       |
| Total WATER DEBT SERVICE EXPENDITRES:                   |                |                                              | 164,134.00         |                       |
| Total WATER FUND:                                       |                |                                              | 171,548.70         |                       |
| <b>WATER CAPITAL IMPROVEMENT FUND</b>                   |                |                                              |                    |                       |
| <b>WATER CIP EXPENDITURES</b>                           |                |                                              |                    |                       |
| <b>64-4340-7806 NEW STAND-BY GENERATOR WA/ADM.</b>      |                |                                              |                    |                       |
| DC ENGINEERING                                          | 21KET01A1SD    | ENGINEERING BACKUP POWER NWW & ADMIN         | 230.00             | 22057                 |
| Total WATER CIP EXPENDITURES:                           |                |                                              | 230.00             |                       |
| Total WATER CAPITAL IMPROVEMENT FUND:                   |                |                                              | 230.00             |                       |

**WASTEWATER FUND**  
**WASTEWATER EXPENDITURES**

| Vendor Name                                        | Invoice Number | Description                                 | Net Invoice Amount | Purchase Order Number |
|----------------------------------------------------|----------------|---------------------------------------------|--------------------|-----------------------|
| <b>65-4350-2515 VISION REIMBURSEMENT ACCT(HRA)</b> |                |                                             |                    |                       |
| NBS-NATIONAL BENEFIT SERVI                         | 942991         | FSA AND HRA PLAN ADMIN FEES JULY 2023       | 39.20              |                       |
| <b>65-4350-3100 OFFICE SUPPLIES &amp; POSTAGE</b>  |                |                                             |                    |                       |
| BUSINESS AS USUAL INC.                             | 162994         | ADDING MACHINE TAPE, CALCULATOR, INK        | 52.50              |                       |
| <b>65-4350-3200 OPERATING SUPPLIES</b>             |                |                                             |                    |                       |
| ATKINSONS' MARKET                                  | 02683449       | WATER                                       | 29.10              |                       |
| ATKINSONS' MARKET                                  | 05700526       | TEA & SALT                                  | 51.22              |                       |
| ATKINSONS' MARKET                                  | 06660444       | CREDIT -- WATER                             | 29.10              |                       |
| ATKINSONS' MARKET                                  | 06660445       | Water                                       | 26.08              |                       |
| CINTAS                                             | 4164188220     | 110 RIVER RANCH RD WASTEWATER               | 63.92              |                       |
| CINTAS                                             | 4164188220     | 110 RIVER RANCH RD ADMIN                    | 10.90              |                       |
| D & B SUPPLY INC.                                  | 50698          | WORK WEAR                                   | 139.97             |                       |
| GO-FER-IT                                          | 121917         | 292 073123                                  | 81.90              |                       |
| UPS STORE #2444                                    | MMN7FR5SJ0     | WATER SAMPLES                               | 14.28              |                       |
| UPS STORE #2444                                    | MMN7FR5ZE3     | Shipping                                    | 18.74              |                       |
| US BANK                                            | 5198 072523    | FIRE HOSE ADAPTER                           | 39.59              |                       |
| US BANK                                            | 5198 072523    | LOGITECH WEBCAM                             | 120.22             |                       |
| US BANK                                            | 5198 072523    | PENTAGON SAFETY EQUIP-GLOVES                | 534.00             |                       |
| <b>65-4350-3500 MOTOR FUELS &amp; LUBRICANTS</b>   |                |                                             |                    |                       |
| CHRISTENSEN INC.                                   | 1025451        | 37270 - Wastewater 073123                   | 643.04             |                       |
| CHRISTENSEN INC.                                   | 561710         | 37270 - Wastewater 080123                   | 105.75             |                       |
| <b>65-4350-3600 COMPUTER SOFTWARE</b>              |                |                                             |                    |                       |
| WIN-911 SOFTWARE                                   | 2352328892     | ANNUAL INTERACTIVE LICENSE SUBSCRIPTION     | 800.00             | 23113                 |
| <b>65-4350-3800 CHEMICALS</b>                      |                |                                             |                    |                       |
| NORTH CENTRAL LABORATORI                           | 490380         | SOLUTIONS, CHEMICALS, SUPPLIES              | 1,156.07           |                       |
| THATCHER COMPANY, INC.                             | 2023100114407  | FREIGHT FOR CO#4000013812                   | 269.60             |                       |
| THATCHER COMPANY, INC.                             | 2023100116936  | T-CHLOR 12.5 - 275 G TOTE                   | 2,825.36           |                       |
| THATCHER COMPANY, INC.                             | 2023100117535  | ALUMINUM SULFATE                            | 6,399.99           | 23073                 |
| THATCHER COMPANY, INC.                             | 2023100905506  | CREDIT - 275 G WIRE CAGE                    | 500.00             |                       |
| UNIVAR SOLUTIONS USA INC                           | 51348331       | Tote, UNIVAR COAGULANT 1160 (ACH) 3000# NET | 11,039.08          | 23126                 |
| UNIVAR SOLUTIONS USA INC                           | 51348331       | TRANSPORTATION SURCH                        | 100.00             |                       |
| <b>65-4350-4200 PROFESSIONAL SERVICES</b>          |                |                                             |                    |                       |
| ANALYTICAL LABORATORIES, I                         | 2305274        | WASTEWATER MONITORING                       | 725.41             |                       |
| MAGIC VALLEY LABS, INC.                            | 28412          | COOLER RETURN AND DRINKING WATER BACTERIA   | 48.00              |                       |
| OPAL ENGINEERING, PLLC                             | 427            | KETCHUM ENGINEERING SERVICES                | 825.00             |                       |
| <b>65-4350-4900 PERSONNEL TRAINING/TRAVEL/MTG</b>  |                |                                             |                    |                       |
| MUMMERT, MICK                                      | 081423         | CDL RENEWAL                                 | 40.00              |                       |
| US BANK                                            | 5198 072523    | ID GOV.COM- DWD3-16913                      | 30.00              |                       |
| US BANK                                            | 5198 072523    | ID GOV.COM- WWTLA-16529                     | 30.00              |                       |
| US BANK                                            | 5198 072523    | ID GOV.COM- WWT4-20985                      | 30.00              |                       |
| US BANK                                            | 5198 072523    | ID GOV.COM- WWC2-15646                      | 30.00              |                       |
| HOEFER, ZACH                                       | 080723         | IDOPL EXAM FEE                              | 25.00              |                       |
| HEYREND, JAMES                                     | 081423         | CDL SKILLS EXAM                             | 150.00             |                       |
| HEYREND, JAMES                                     | 081423         | COMMERCIAL DRIVERS LICENSE                  | 40.00              |                       |
| <b>65-4350-5100 TELEPHONE &amp; COMMUNICATIONS</b> |                |                                             |                    |                       |
| SYRINGA NETWORKS, LLC                              | 23AUG0291      | 110 RIVER RANCH RD                          | 325.00             |                       |
| US BANK                                            | 5198 072523    | L-COMDSL/PHONE JACK                         | 96.99              |                       |

| Vendor Name                                             | Invoice Number | Description                                       | Net Invoice Amount | Purchase Order Number |
|---------------------------------------------------------|----------------|---------------------------------------------------|--------------------|-----------------------|
| <b>65-4350-6000 REPAIR &amp; MAINT-AUTO EQUIP</b>       |                |                                                   |                    |                       |
| JACK'S TIRE & OIL, INC.                                 | 23-0418268-03  | MOUNT FOR VEHICLE AXLE, BRASS VALVE, WHEEL SWITCH | 316.00             |                       |
| <b>65-4350-6100 REPAIR &amp; MAINT-MACH &amp; EQUIP</b> |                |                                                   |                    |                       |
| US BANK                                                 | 5198 072523    | NIDEC FAN                                         | 14.77              |                       |
| USA BLUEBOOK                                            | INV00081820    | HACH ORP SENSOR                                   | 478.02             |                       |
| <b>65-4350-6900 COLLECTION SYSTEM SERVICES/CHA</b>      |                |                                                   |                    |                       |
| A.C. HOUSTON LUMBER CO.                                 | 2308-618530    | 30# 2 SQR ROOFING FELT                            | 37.67              |                       |
| DIG LINE                                                | 0071841-IN     | Monthly Fee                                       | 94.43              |                       |
| FERGUSON ENTERPRISES, LLC                               | 0862254        | SEWER PIPE                                        | 889.56             |                       |
| RIVER RUN AUTO PARTS                                    | 6538-193198    | RAIN X GLASS TREATMENT                            | 10.49              |                       |
| CHRISTENSEN INC.                                        | 1025451        | 37270 - Wastewater 073123                         | 261.44             |                       |
| CHRISTENSEN INC.                                        | 219885         | 37270 - Wastewater 080423                         | 386.19             |                       |
| Total WASTEWATER EXPENDITURES:                          |                |                                                   | 28,915.38          |                       |
| Total WASTEWATER FUND:                                  |                |                                                   | 28,915.38          |                       |
| <b>WASTEWATER CAPITAL IMPROVE FND</b>                   |                |                                                   |                    |                       |
| <b>WASTEWATER CIP EXPENDITURES</b>                      |                |                                                   |                    |                       |
| <b>67-4350-7813 CAPITAL IMP PLAN(NO SHARING)</b>        |                |                                                   |                    |                       |
| HDR ENGINEERING, INC.                                   | 1200544036     | TASK ORDER #5 - SEWER COLLECTION MASTER PLAN      | 1,564.04           | 23007                 |
| Total WASTEWATER CIP EXPENDITURES:                      |                |                                                   | 1,564.04           |                       |
| Total WASTEWATER CAPITAL IMPROVE FND:                   |                |                                                   | 1,564.04           |                       |
| <b>PARKS/REC DEV TRUST FUND</b>                         |                |                                                   |                    |                       |
| <b>PARKS/REC TRUST EXPENDITURES</b>                     |                |                                                   |                    |                       |
| <b>93-4900-7700 WATCH ME GROW GARDEN</b>                |                |                                                   |                    |                       |
| US BANK                                                 | 7926 072523    | WEBSTAUANTSTORE-5-SHELF KIT                       | 90.09              |                       |
| WEBB LANDSCAPING                                        | K-IN-186283    | GLOVES                                            | 13.49              |                       |
| Total PARKS/REC TRUST EXPENDITURES:                     |                |                                                   | 103.58             |                       |
| Total PARKS/REC DEV TRUST FUND:                         |                |                                                   | 103.58             |                       |
| Grand Totals:                                           |                |                                                   | 989,443.82         |                       |

Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "0110000000"- "9700000000", "9910000000"- "9911810000"

Invoice Detail.Voided = No,Yes





City of Ketchum

**MEETING AGENDA MEMO**

Meeting Date:  Staff Member/Dept:

Agenda Item:

**Recommended Motion:**

**Reasons for Recommendation:**

Idaho State Statute 50-208 establishes requirements for monthly financial reports from the City Treasurer to the Council. The Statute provides that the Treasurer “render an accounting to the city council showing the financial condition of the treasury at the date of such accounting.”

Idaho State Statute 50-1011 establishes an additional requirement for a quarterly financial report “indicating salaries, capital outlay and a percentage comparison to the original appropriation.” Such quarterly reports require publication on the City website within 30 days of the end of the quarter pursuant to 50-208. Finally, 50- 708 creates the requirement that “at least once in each quarter of each year, the council shall examine by review of a quarterly treasurer’s report included upon the city council agenda the accounts and doings subject to management by the chief financial officer of the city.”

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

**Sustainability Impact:**

**Financial Impact:**

**Attachments:**

- 
- 
-

**FY 2023  
Amended**

**Monthly  
Financial Reports**

As of July 31, 2023



This packet is divided into three sections: (1) General Fund (2) Original LOT (3) In-Lieu Housing (4) City/County Housing Fund (5) Enterprise Funds.

Slides includes information on current progress relative to the prior year and the current budget.

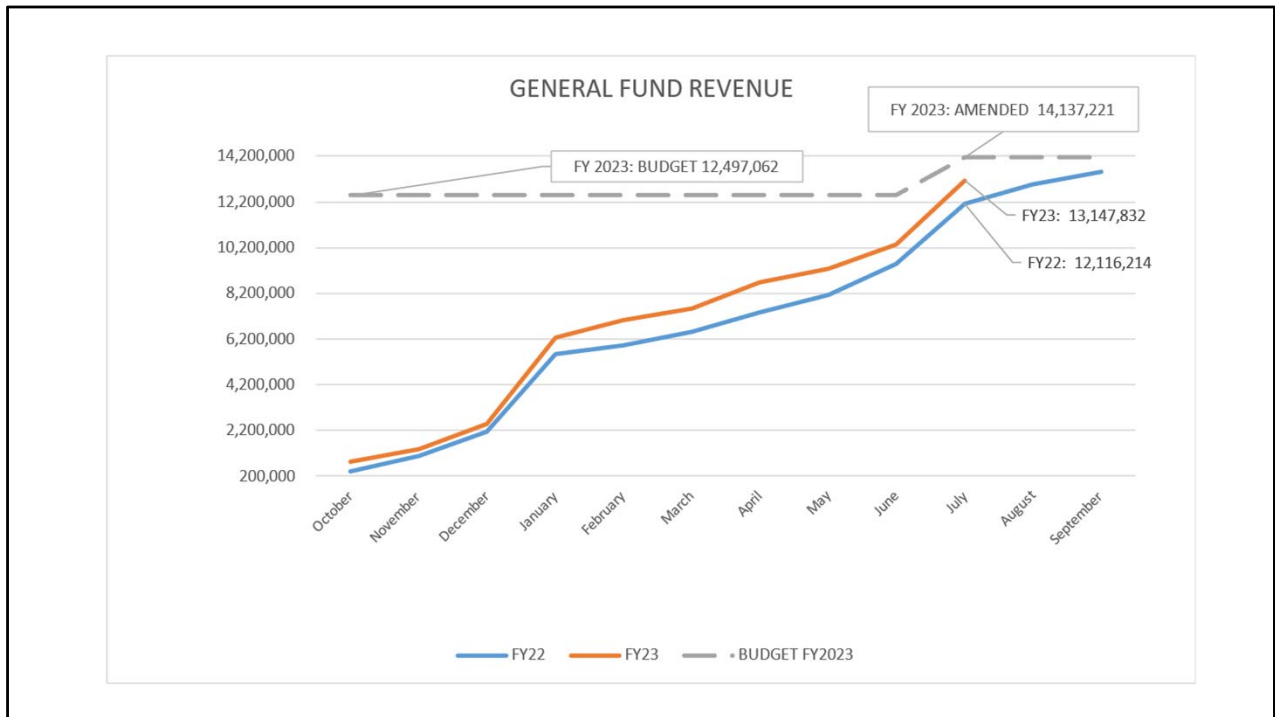
# Summary

| GENERAL FUND                    |              |       |           |       |
|---------------------------------|--------------|-------|-----------|-------|
| 1. REVENUES                     | Year to Date | %     | Remaining | %     |
| Approved Budget (Amended)       | 14,137,221   |       |           |       |
| Year to Date (YTD)              | 13,147,832   | 93.0% | 989,389   | 7.0%  |
|                                 |              |       |           |       |
| 2. EXPENDITURES                 |              |       |           |       |
| Approved Budget (Amended)       | 14,137,221   |       |           |       |
| Year to Date (YTD)              | 10,590,474   | 74.9% | 3,546,747 | 25.1% |
|                                 |              |       |           |       |
| 3. Net Position                 | 2,557,358    |       |           |       |
|                                 |              |       |           |       |
| 4. Fund Balance Carry Over FY22 | 3,642,413    |       |           |       |
|                                 |              |       |           |       |
| 17% assigned by Council         | 2,403,328    |       |           |       |

| LOCAL OPTION TAX                     |              |     |           |     |
|--------------------------------------|--------------|-----|-----------|-----|
| 1. REVENUES                          | Year to Date | %   | Remaining | %   |
| Approved Budget (Amended)            | 3,637,935    |     |           |     |
| Year to Date (YTD)                   | 3,119,576    | 86% | 518,359   | 14% |
| Fund Balance YTD                     | 400,563      |     |           |     |
|                                      |              |     |           |     |
| 2. EXPENDITURES                      |              |     |           |     |
| Approved Budget (Amended)            | 3,637,935    |     |           |     |
| Year to Date (YTD)                   | 2,974,992    | 82% | 662,943   | 18% |
|                                      |              |     |           |     |
| 3. Net Position                      | 144,584      |     |           |     |
|                                      |              |     |           |     |
| 4. Fund Balance Carry Over FY22      | 400,563      |     |           |     |
| *TRANSFERRED TO GF CIP FOR SIDEWALKS |              |     |           |     |

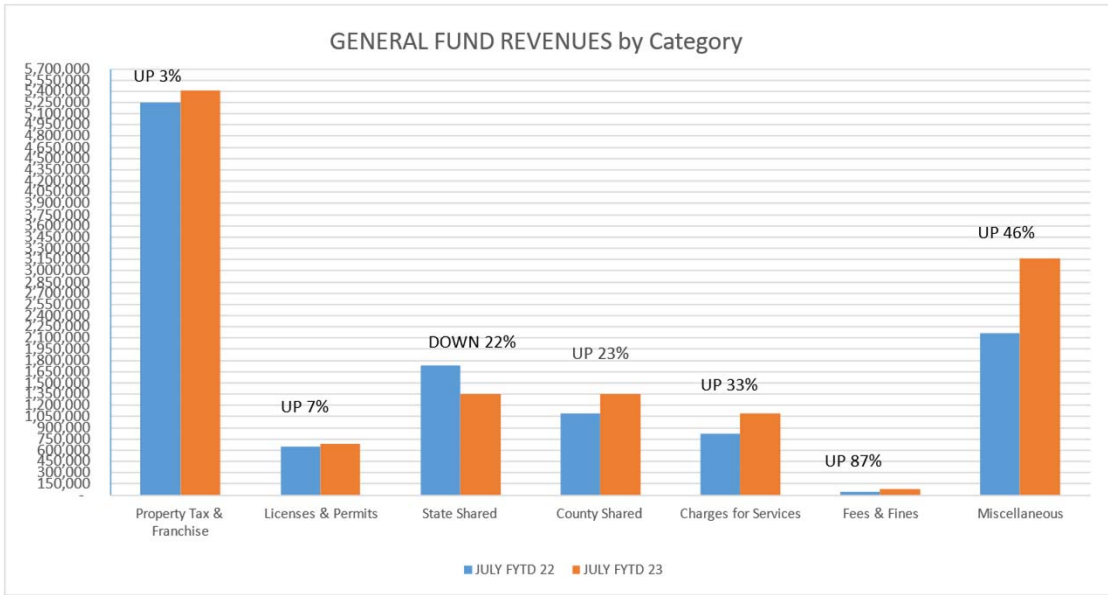
# General Fund

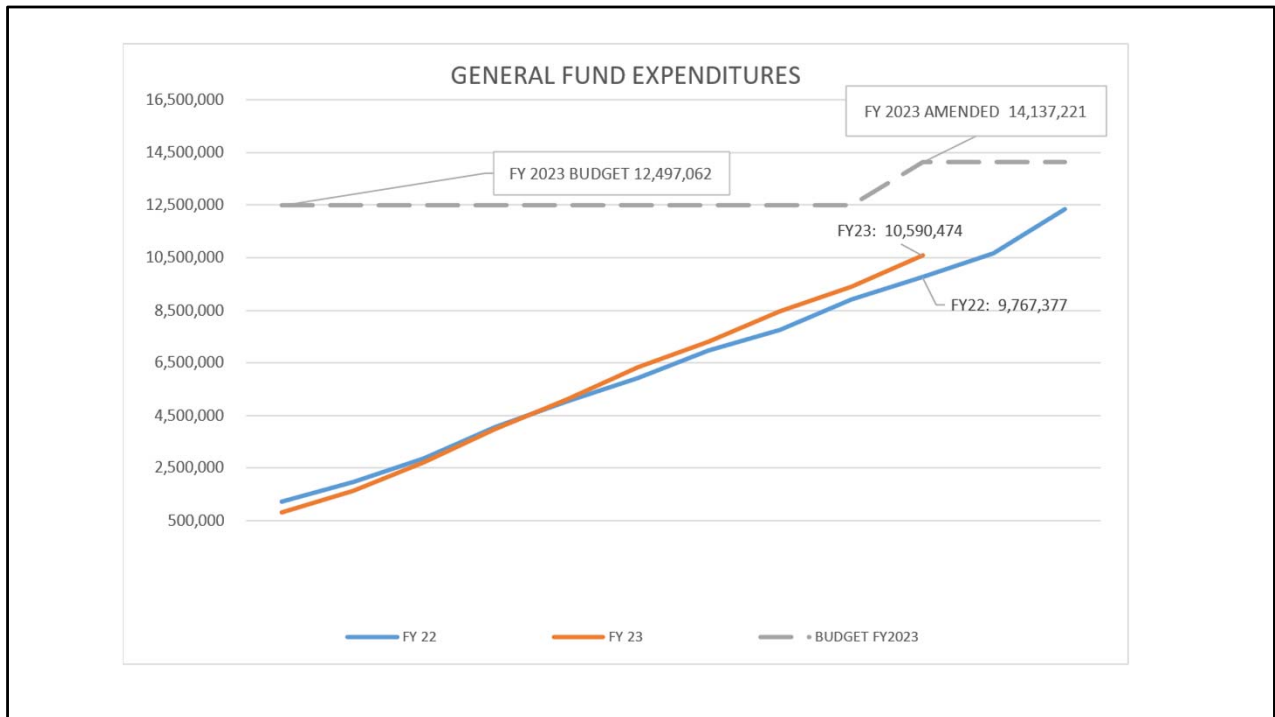
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The General Fund revenues are up approximately \$1,031,618 (9%) compared to FY2022. The increase is largely due to an increase in the LOT transfer for emergency services, interest earned State of Idaho LGIP and permitting.

General Fund revenue budget has been amended to reflect approved council adjustments.

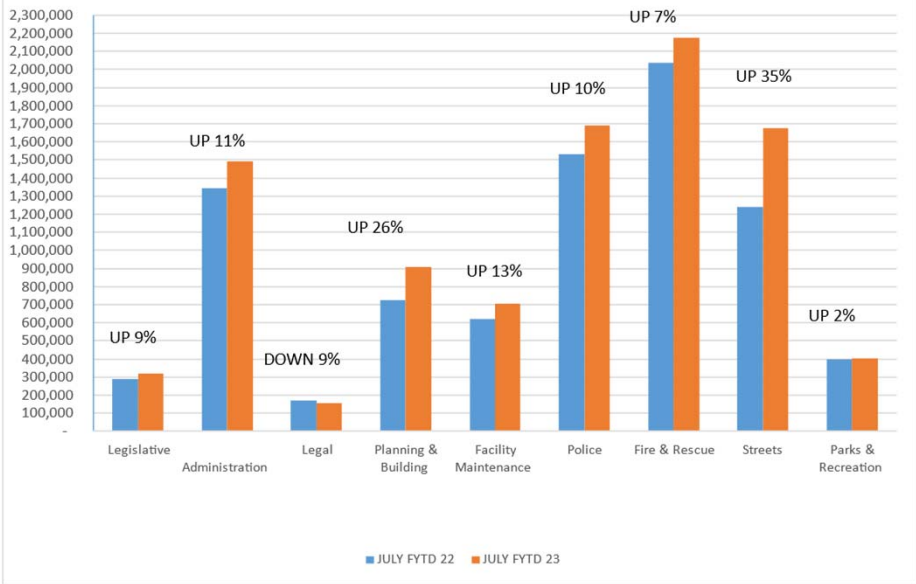




The General Fund expenditures are up 823,097 (8%) FYTD in comparison to last fiscal year. The increase in expenditures is largely due to snow removal, benefit costs and added positions in Fire & Rescue department included in the ambulance contract reimbursement.

General Fund expense budget has been amended to reflect approved council adjustments.

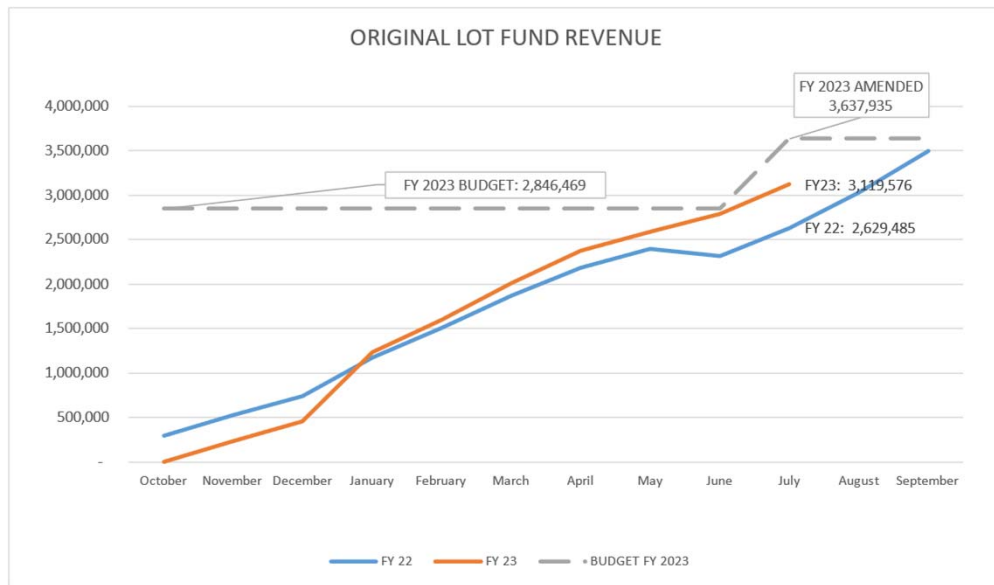
GENERAL FUND EXPENDITURES by Department





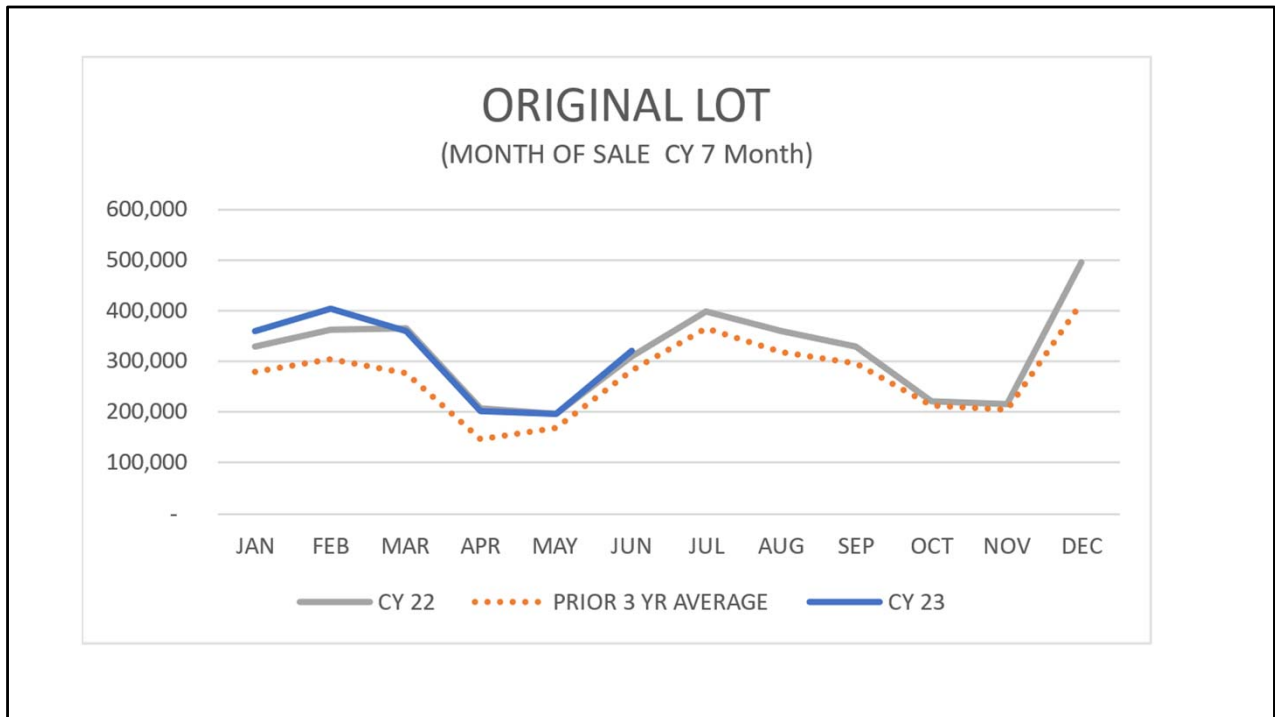
# LOT Analysis

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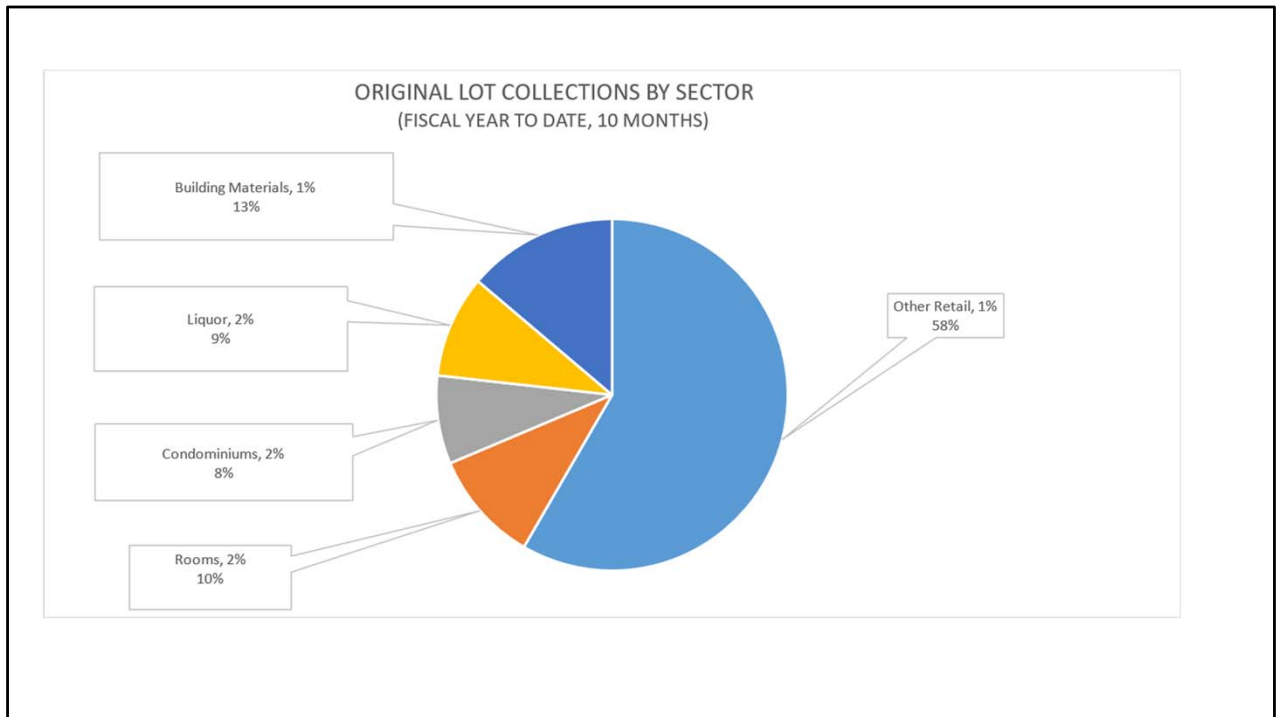


Revenue to the Original LOT Fund is up approximately \$490,091 (19%) FYTD.

Original LOT budget has been amended to release excess funds for one-time commitments and a transfer to capital improvements for sidewalks.

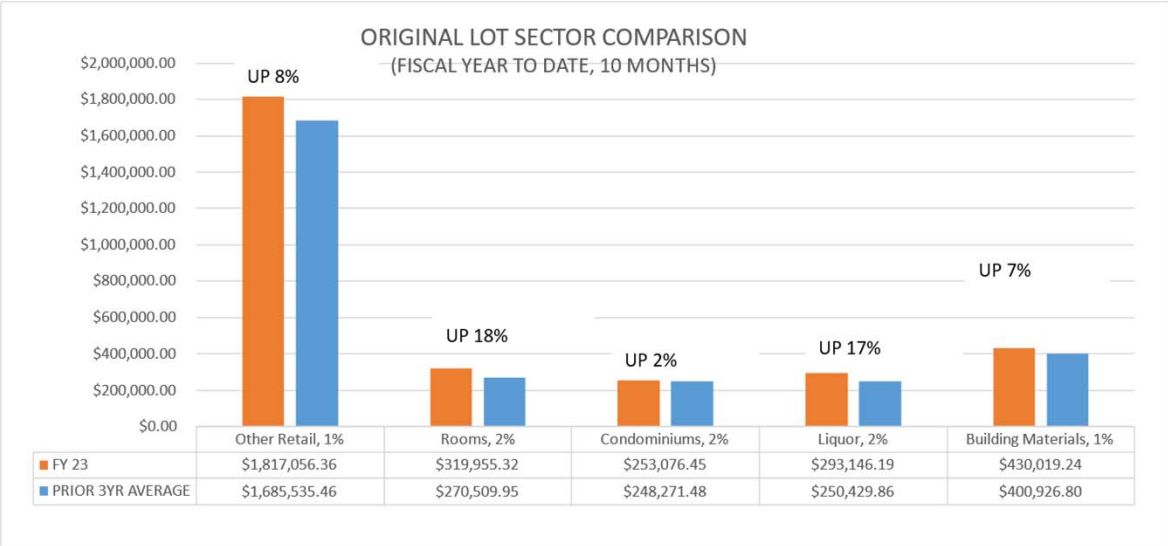


Original LOT for June month of sale are up approximately 3.9% compared to last year and up approximately 14% compared to the prior three-year average.



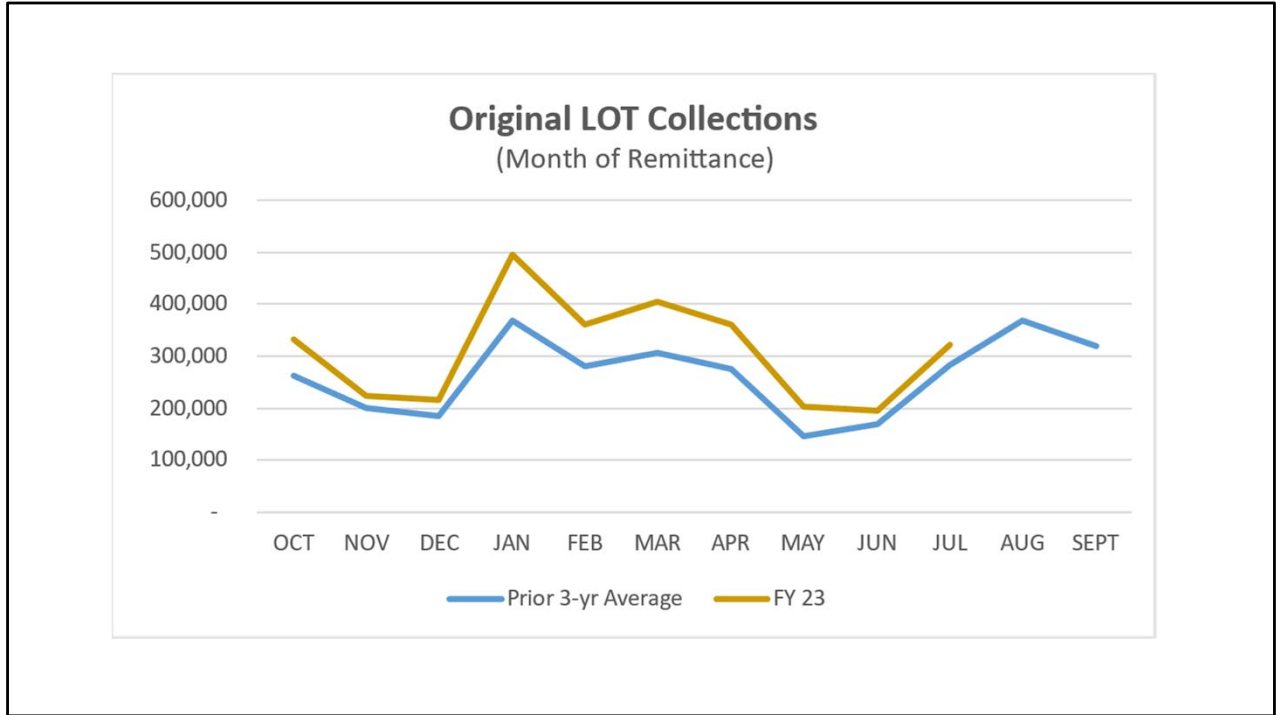
To date in FY 2023 (10 month), Original LOT collections have been generated by each sector as follows:

1. Retail has generated 58% of the total.
2. Building Materials have generated 13%.
3. Liquor has generated 9%.
4. Rooms have generated 10%.
5. Condominiums have generated 8%.



Through the tenth month of FY 2023, collections compared to the prior three-year average are as follows:

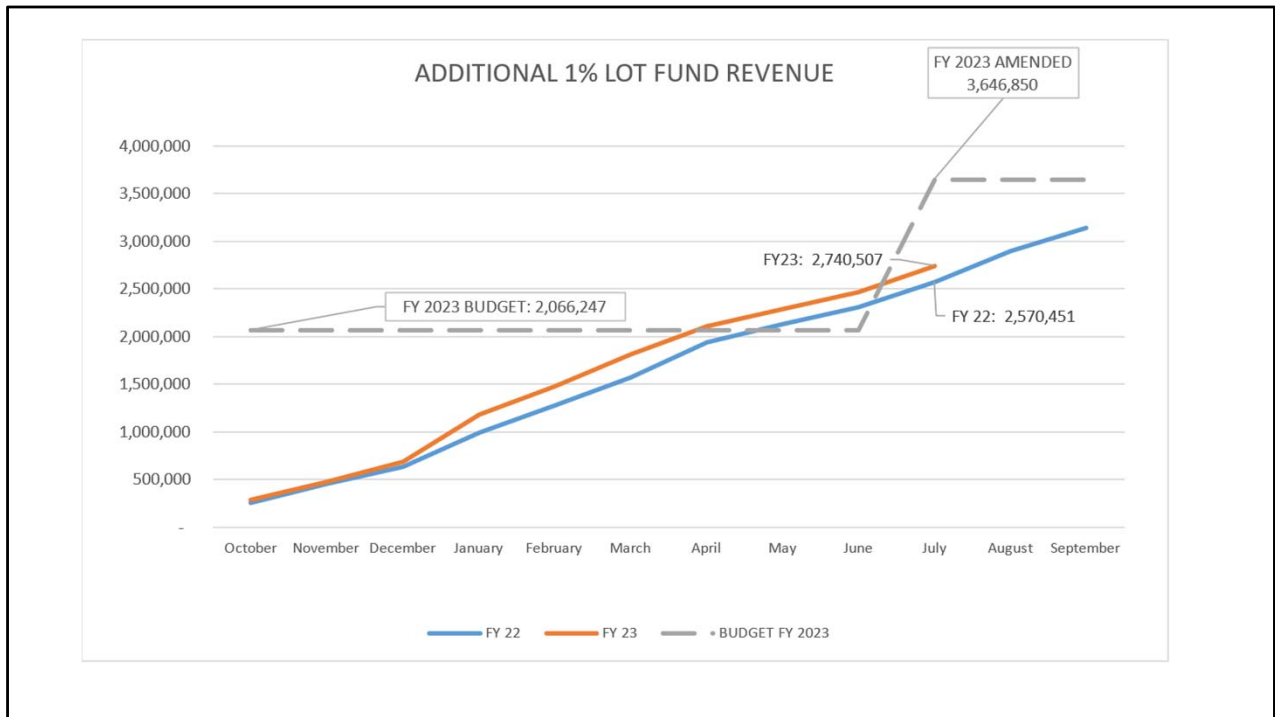
1. Retail is up 8%.
2. Rooms are up 18%.
3. Condominiums are up 2%
4. Liquor is up 17%.
5. Building Materials are up 7%.



Revenues from Original LOT covered sales are up approximately 14.2% compared to the average of the prior three years.

Add'l 1% LOT

---



Revenue to the Additional LOT Fund is up approximately \$170,056 (6%) FYTD, June 2023 month of sale.



| Additional 1% - LOT |                                       |              |        |           |      |
|---------------------|---------------------------------------|--------------|--------|-----------|------|
|                     |                                       | Year to Date | %      | Remaining | %    |
| 1.                  | <b>REVENUES</b>                       |              |        |           |      |
|                     | Approved Budget (Amended)             | 3,646,850    |        |           |      |
|                     | Year to Date (YTD)                    | 2,740,507    |        |           |      |
|                     | Fund Balance                          | 904,900      | 100.0% | 1,443     | 0.0% |
| 2.                  | <b>EXPENDITURES</b>                   |              |        |           |      |
|                     | Approved Budget (Amended)             | 3,646,850    |        |           |      |
|                     | SUN VALLEY AIR SERVICE BOARD          | 2,071,979    |        |           |      |
|                     | SVASB RELEASE FUND BALANCE            | 904,900      |        |           |      |
|                     | TRANSFER TO ORIG LOT-DIR COST         | 55,225       |        |           |      |
|                     | TRANSFER TO HOUSING                   | -            | 83.1%  | 343,534   | 9.4% |
| 3.                  | <i>MOS June</i>                       | 271,212      |        |           |      |
| 4.                  | Net Position                          | 342,092      |        |           |      |
| 5.                  | Fund Balance Carry Over FY22          | 1,021,495    |        |           |      |
|                     | <i>*released 904,900 January 2023</i> |              |        |           |      |

Additional LOT budget has been amended to release FY2022 audited fund balance in the amount \$904,900 to the SVASB. This report shows June 2023 month of sale (MOS).

July MOS will begin the split approved by voters between SVASB .5% and Community Housing (City/County).5%.

# In-Lieu Housing Fund

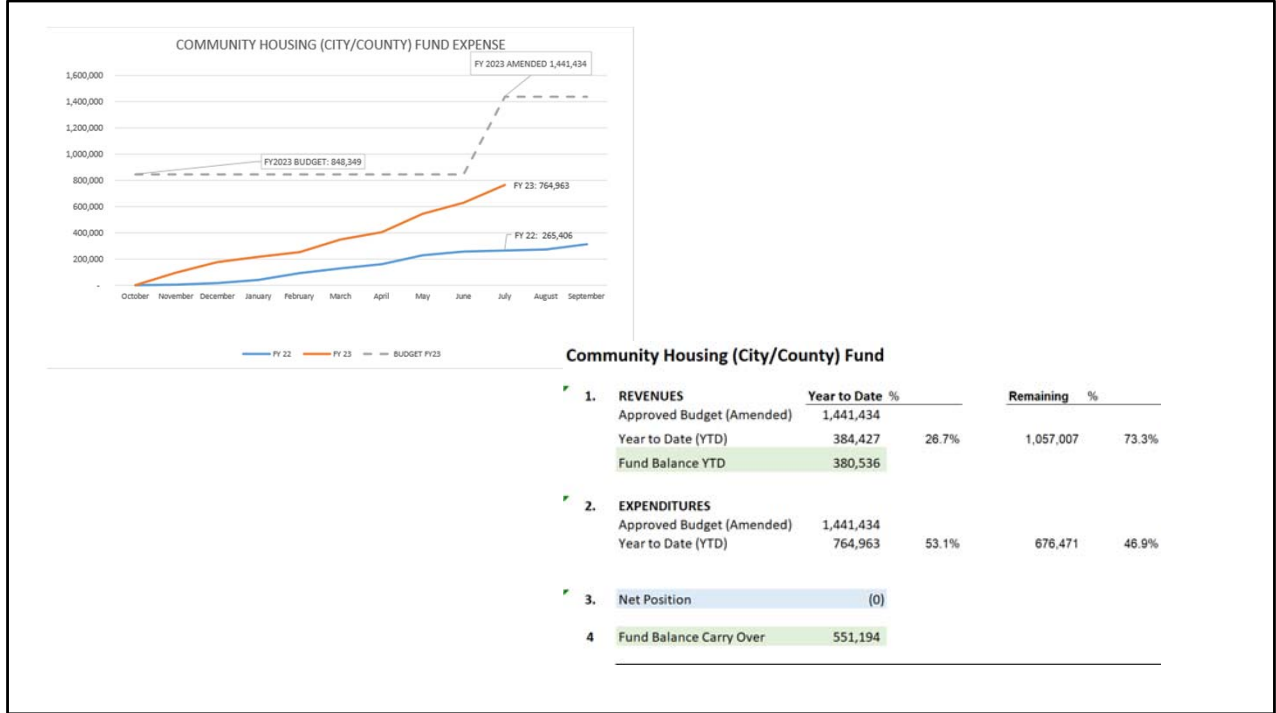
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| IN-LIEU HOUSING |                                     |           |                                |                  |                                          |
|-----------------|-------------------------------------|-----------|--------------------------------|------------------|------------------------------------------|
| <b>1.</b>       | <b>REVENUES</b>                     |           | <b>Year to Date %</b>          | <b>Remaining</b> | <b>%</b>                                 |
|                 | Approved Budget                     | 2,671,256 |                                |                  |                                          |
|                 | Year to Date (YTD)                  | 498,385   |                                |                  |                                          |
|                 | Fund Balance YTD                    | 270,064   | 28.8%                          | 1,902,807        | 71.2%                                    |
| <b>2.</b>       | <b>EXPENDITURES</b>                 |           |                                |                  |                                          |
|                 | Approved Budget                     | 2,671,256 |                                |                  |                                          |
|                 | Year to Date (YTD)                  | 768,449   | 28.8%                          | 1,902,807        | 71.2%                                    |
| <b>3.</b>       | <b>Net Position</b>                 | (0)       |                                |                  |                                          |
| <b>4.</b>       | <b>Fund Balance Carry Over</b>      | 2,366,255 | <i>to be used for Bluebird</i> |                  |                                          |
|                 | FY 2022 Budgeted for projects       | 2,500,000 |                                |                  |                                          |
|                 | FY 2023 Bluebird Additional Funding | 800,000   |                                | 3,300,000        | Committed to Bluebird Project            |
|                 |                                     | 3,300,000 |                                | (551,551)        | Paid to KCD Bluebird 8-2022              |
|                 |                                     |           |                                | 2,748,449        | Restricted for Bluebird FY2023 Budget    |
|                 |                                     |           |                                | (768,449)        | paid to Blaine Co Title 11-2022          |
|                 |                                     |           |                                | (1,320,000)      | unpaid Bluebird committed FY 2024        |
|                 |                                     |           |                                | (660,000)        | unpaid Bluebird committed END OF PROJECT |
|                 |                                     |           |                                | -                |                                          |

In-Lieu Housing budget has been amended to reflect fund balance carry over \$2,366,255 these funds are restricted for Bluebird Village.

# Community Housing (City/County) Fund

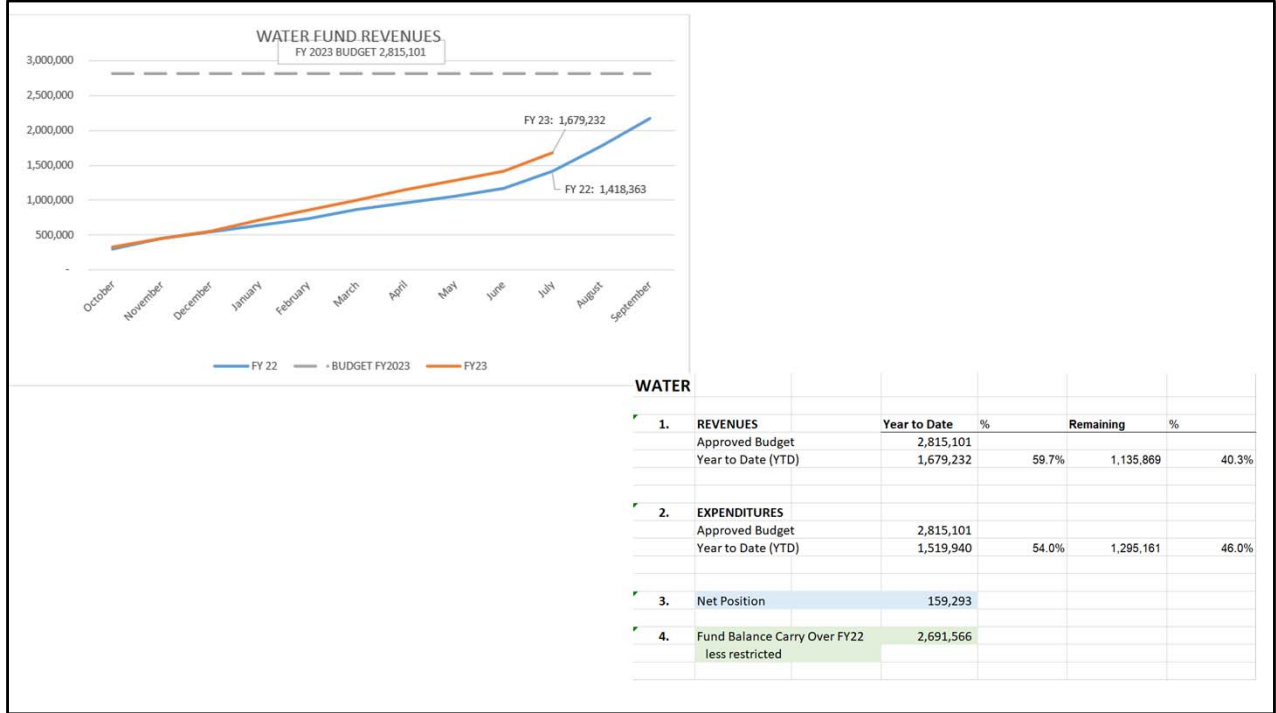
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Community Housing budget has been amended to include \$313,204 of Additional LOT .5% funds, and other revenue and expenditures including the Lift Tower Lodge.

# Enterprise Funds

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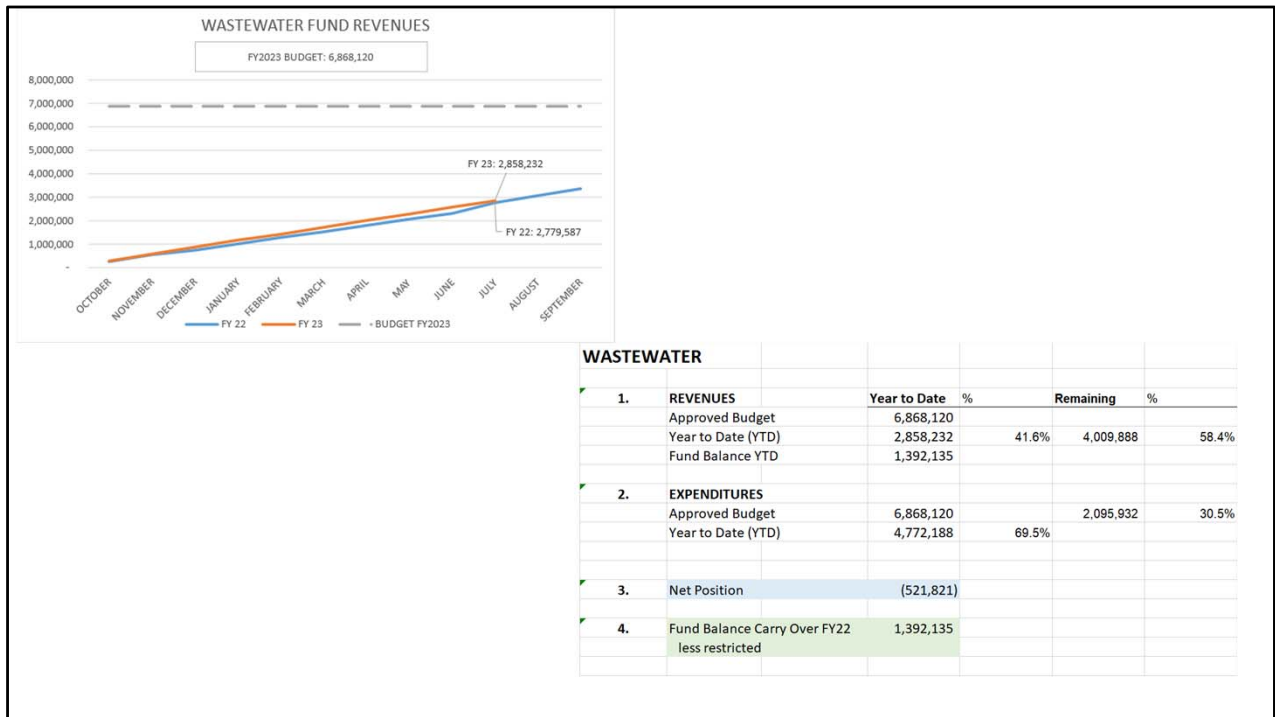


The Water Fund revenues are up \$260,868 (18%) FYTD.

| <b>WATER CIP</b> |                                     |                     |          |                  |          |
|------------------|-------------------------------------|---------------------|----------|------------------|----------|
|                  |                                     |                     |          |                  |          |
| <b>1.</b>        | <b>REVENUES</b>                     | <b>Year to Date</b> | <b>%</b> | <b>Remaining</b> | <b>%</b> |
|                  | Approved Budget                     | 830,520             |          |                  |          |
|                  | Year to Date (YTD)                  | 577,622             | 69.5%    | 252,898          | 30.5%    |
| <b>2.</b>        | <b>EXPENDITURES</b>                 |                     |          |                  |          |
|                  | Approved Budget                     | 830,520             |          |                  |          |
|                  | Year to Date (YTD)                  | 303,969             | 36.6%    | 526,551          | 63.4%    |
| <b>3.</b>        | <b>Net Position</b>                 | <b>273,653</b>      |          |                  |          |
| <b>4.</b>        | <b>Fund Balance Carry Over FY22</b> | <b>556,763</b>      |          |                  |          |
|                  | less restricted                     |                     |          |                  |          |

Water CIP Budget has amended to reflect Sun Valley Road water line replacement \$271,520.





The Wastewater Fund revenues are up \$78,645 (3%) FYTD.

| <b>WASTEWATER CIP</b> |                                     |                     |          |                  |          |
|-----------------------|-------------------------------------|---------------------|----------|------------------|----------|
| <b>1.</b>             | <b>REVENUES</b>                     | <b>Year to Date</b> | <b>%</b> | <b>Remaining</b> | <b>%</b> |
|                       | Approved Budget                     | 4,248,090           |          | (6,066,271)      | -142.8%  |
|                       | Year to Date (YTD)                  | 10,314,361          | 242.8%   |                  |          |
| <b>2.</b>             | <b>EXPENDITURES</b>                 |                     |          |                  |          |
|                       | Approved Budget                     | 4,248,090           |          | 3,927,829        | 92.5%    |
|                       | Year to Date (YTD)                  | 320,261             | 7.5%     |                  |          |
| <b>3.</b>             | <b>Net Position</b>                 | 9,994,100           |          |                  |          |
| <b>4.</b>             | <b>Fund Balance Carry Over FY22</b> | 1,569,665           |          |                  |          |
|                       | less restricted                     |                     |          |                  |          |
|                       | <b>*7,000,000 PROJECT CIP BOND</b>  |                     |          |                  |          |

Wastewater CIP Budget has been amended to reflect Project CIP Bond revenue. Workman and Company will book the proper entries during the annual audit.



City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

**Recommended Motion:**

I move to approve Alcohol Beverage Licenses for the applicants included in the staff report.

**Reasons for Recommendation:**

- Ketchum Municipal Code requires certain licenses to sell liquor, beer or wine.
- The attached applications are for the period of September 1, 2023 – August 31, 2024
- Council approval is requested to complete the process of issuing such beer, wine and liquor licenses

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

In accordance with Municipal Code 5.04.020, Alcoholic Beverage Sales, it is unlawful for any person to sell liquor, beer, or wine at retail or by the drink within the City without certain licenses as required pursuant to Ordinance 367. All City licenses for liquor, beer, and wine expire annually and require renewal by September 1<sup>st</sup>. The businesses will be vending beer, wine and liquor on premise (wine is included in the liquor fees) and not to be consumed on premise, per application.

Currently, the following businesses have filed for their license and Council approval is requested to complete the process of issuing such beer, wine and liquor licenses.

**Sustainability Impact:**

None

**Financial Impact:**

Revenue: The City will realize a revenue of \$3,600.00 from approval of these licenses in accordance with the current fee structure.

**Attachments:**

1. Table of Licenses
2. Beer, Wine & Liquor-by-the-Drink License Applications

| <u>Company</u>                               | <u>Beer Consumed on Premises</u> | <u>Beer Not to be Consumed on Premises</u> | <u>Wine Consumed on Premises</u> | <u>Wine Not to be Consumed on Premises</u> | <u>Liquor</u> | <u>Total Amount of Fees Paid</u> |
|----------------------------------------------|----------------------------------|--------------------------------------------|----------------------------------|--------------------------------------------|---------------|----------------------------------|
| Sun Valley Culinary Institute                | X                                |                                            | X                                | X                                          |               | \$600.00                         |
| Nourish Me                                   |                                  | X                                          |                                  | X                                          |               | \$250.00                         |
| Sawtooth Brewery                             | X                                | X                                          | X                                |                                            |               | \$450.00                         |
| DD Frank CO DBA Maude's                      | X                                | X                                          | X                                | X                                          |               | \$650.00                         |
| Oscar LLC DBA Il Naso                        |                                  |                                            |                                  |                                            |               | \$400.00                         |
| Main200 DBA Serva Peruvian Cuisine           | X                                |                                            | X                                |                                            |               | \$400.00                         |
| IEG Zenergy DBA Zenergy at Thunder Spring    | X                                | X                                          |                                  |                                            |               | \$600.00                         |
| Northwest Land & Cattle Co DBA Veltex Market |                                  | X                                          |                                  | X                                          |               | \$250.00                         |

FD  
8.7.23



# City of Ketchum

## Beer, Wine & Liquor-by-the Drink License Application

Submit completed application by e-mail and fees by check or cash to the City Clerk Office, PO Box 2315, 191 W. 5th St, Ketchum, ID 83340. If renewing, you may pay online at [xpressbillpay.com](http://xpressbillpay.com). For questions, please e-mail [finance@ketchumidaho.org](mailto:finance@ketchumidaho.org) or call (208) 726-3841.

| APPLICANT INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Applicant Name: <u>Sun Valley Culinary Institute</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Doing Business As: <u>Sun Valley Culinary Institute</u>                                  |
| Physical Address where license will be displayed: <u>211 N. Main St, Ketchum, ID</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                          |
| Mailing Address: <u>PO Box 3088, Sun Valley, ID 83353</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                          |
| Recorded Owner of Property: <u>West Corner Realty Ventures</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                          |
| Applicant Phone Number: <u>208 913 0494</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Applicant Email: <u>karl@sunvalleyculinary.org</u>                                       |
| STATE LICENSE NO: <u>28242</u> (copy required)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | COUNTY LICENSE NO: <u>67</u> (copy required)                                             |
| Corporation: <input checked="" type="checkbox"/><br>Partnership: <input type="checkbox"/><br>Individual: <input type="checkbox"/><br>If Applicant is a Partnership or Corporation, is the corporation authorized to do business in Idaho?<br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                     | List names and addresses of corporation officers and/or partners:<br><u>See attached</u> |
| BEER LICENSE FEES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                          |
| <input checked="" type="checkbox"/> Draft or Bottled or Canned Beer to be consumed on premises                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$200.00                                                                                 |
| <input type="checkbox"/> Bottled or Canned Beer NOT to be consumed on premises                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$ 50.00                                                                                 |
| WINE LICENSE FEES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                          |
| <input checked="" type="checkbox"/> Wine, to be consumed on premises                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$200.00                                                                                 |
| <input checked="" type="checkbox"/> Wine, NOT to be consumed on premises                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | \$200.00                                                                                 |
| LIQUOR LICENSE FEES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                          |
| <input type="checkbox"/> Liquor by the Drink (Note: Liquor fee includes wine)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$560.00                                                                                 |
| Total Fees Due \$ <u>600.00</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                          |
| ADDITIONAL INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                          |
| Has the applicant, any partners of the applicant, any member of the applying partnership, the active manager of the applying partnership or any officer of the applying corporation been convicted of a violation of any law of the State of Idaho, or any other state, or of the United States regulating, governing, or prohibiting the sale of alcoholic beverages or intoxication liquor, and has any one of them within the last three years forfeited or suffered the forfeiture of a bond for his/her appearance to answer charges of any such violation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |                                                                                          |
| Has the applicant or any partner or actual active manager or officer of the applicant been convicted of any felony within the last five years? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                          |

Applicant agrees to observe all City ordinances, laws and conditions imposed. Applicant agrees to defend, hold harmless and indemnify the City of Ketchum, its officers and employees from all liability claims, suits and costs arising from incidents or accidents occurring under this permit. Applicant certifies that s/he has read and examined this application and that all information contained herein is true and correct.

The undersigned hereby acknowledges and consents that the License(s) requested are subject to the provisions of the Ketchum Municipal Code, Title 5, Chapter 5.04 (amended by Ordinance 882), City of Ketchum, Idaho, Blaine County.

PA. J. Fine PRESIDENT  
 Applicant Signature Relation to Business

8/7/2023  
 Date

\_\_\_\_\_  
 City Clerk or Deputy Signature

| OFFICIAL USE ONLY                                                                                                                                                                                                                                                                                                                                                                                              |                                   |                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|---------------------------|
| Date Received: <u>8/7/23</u>                                                                                                                                                                                                                                                                                                                                                                                   | License Fee Paid: <u>\$600.00</u> | License No: <u>50660A</u> |
| <p>To the City Council, Ketchum, Idaho;<br/>           The undersigned, a Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/>, does hereby make application for a license to sell during the year of September 1, <u>2023</u> - August 31, <u>2024</u></p> <p>Approved by City of Ketchum Idaho by;</p> <p>_____<br/>           Mayor</p> |                                   |                           |

| <b>Name</b>            | <b>Physical Address</b>                                 | <b>Citizen</b> | <b>Over the Age of 19</b> | <b>Ever been Convicted of a Felony</b> |
|------------------------|---------------------------------------------------------|----------------|---------------------------|----------------------------------------|
| Richard LeFaivre       | 10 Villa Court, Sun Valley, Idaho 83353                 | Y              | Y                         | N                                      |
| Carolyn Morrow         | 101 Parker Gulch Road, Sun Valley, ID 83353             | Y              | Y                         | N                                      |
| Harry Griffith, Jr     | 211 Lupine, Sun Valley, ID 83353                        | Y              | Y                         | N                                      |
| Dan H. Kish            | 59 Harts Village Road, PO Box 1038, Millbrook, NY 12545 | Y              | Y                         | N                                      |
| James M. Crystal       | 5195 SW Dogwood Lane, Portland, OR 97225                | Y              | Y                         | N                                      |
| Jill E. Gosden Pollock | 3 Lane Creek Road, Sun Valley, ID 83353                 | Y              | Y                         | N                                      |
| Mindy Meads            | 225 Gem Street, Ketchum, ID 83340                       | Y              | Y                         | N                                      |

# State of Idaho

## Idaho State Police

Cycle Tracking Number: 143326

Premises Number: 5B-28242 **Retail Alcohol Beverage License**

License Year: 2024  
License Number: 28242

*This is to certify, that* Sun Valley Culinary Institute Inc  
*doing business as:* Sun Valley Culinary Institute

*is licensed to sell alcoholic beverages as stated below at:*  
211 N Main St, Ketchum, Blaine County

*Acceptance of a license by a retailer shall constitute knowledge of and agreement to operate by and in accordance to the Alcohol Beverage Code, Title 23. Only the licensee herein specified shall use this license.*  
*County and city licenses are also required in order to operate.*

|                         |                     |
|-------------------------|---------------------|
| Liquor                  | No                  |
| Beer                    | Yes <u>\$50.00</u>  |
| Wine by the bottle      | Yes <u>\$100.00</u> |
| Wine by the glass       | Yes <u>\$100.00</u> |
| Kegs to go              | No                  |
| Growlers                | No                  |
| Restaurant              | Yes <u>\$0.00</u>   |
| On-premises consumption | Yes <u>\$0.00</u>   |
| Multipurpose arena      | No                  |
| Plaza                   | No                  |

  
Signature of Licensee, Corporate Officer, LLC Member or Partner

SUN VALLEY CULINARY INSTITUTE INC  
SUN VALLEY CULINARY INSTITUTE  
PO BOX 3088

SUN VALLEY, ID 83353

Mailing Address

TOTAL FEE: \$250.00

License Valid: 08/01/2023 - 07/31/2024

**Expires: 07/31/2024**

  
Director of Idaho State Police





2024

BLAINE COUNTY  
STATE OF IDAHO

No. 67

### RETAIL ALCOHOLIC BEVERAGE LICENSE

THIS IS TO CERTIFY THAT \_\_\_\_\_ SUN VALLEY CULINARY INSTITUTE INC  
 doing business as \_\_\_\_\_ SUN VALLEY CULINARY INSTITUTE  
 at \_\_\_\_\_ 211 N MAIN ST. KETCHUM. ID 83340  
 a(n) \_\_\_\_\_ CORPORATION \_\_\_\_\_, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Blaine County Courthouse, Hailey, Idaho.

dated: Beer: 12/16/1946 Retail Liquor: 06/27/1947 Retail Wine: 04/12/1947 Wine By Drink: 06/11/1973.

|                                                             |               |
|-------------------------------------------------------------|---------------|
| Draft and Bottled or Canned Beer .....                      | 0.00          |
| Bottled or Canned Beer to be consumed on premises .....     | 75.00         |
| Bottled or Canned Beer not to be consumed on premises ..... | 25.00         |
| Retail Liquor- 67 .....                                     | 0.00          |
| Retail Wine .....                                           | 100.00        |
| Wine by the Drink .....                                     | 100.00        |
| Special Wine (Sunday) .....                                 | 0.00          |
| <b>TOTAL FEE:</b>                                           | <b>300.00</b> |

*RA - Lafaine*  
 \_\_\_\_\_  
 Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE. VALID as of 08/01/2023 and EXPIRES 07/31/2024.

Witness my hand and seal this 11th day of July, 2023.

*Marty Davis*  
 \_\_\_\_\_  
 Chairman

*Angus McCarty*  
 \_\_\_\_\_  
 Commissioner

*Lindsay Molleneaux*  
 \_\_\_\_\_  
 Commissioner

*S. Medwell*  
 \_\_\_\_\_  
 Clerk of the Board of County Commissioners



**City of Ketchum**

**Beer, Wine & Liquor-by-the Drink License Application**

Submit completed application by e-mail and fees by check or cash to the City Clerk Office, PO Box 2315, 191 W. 5th St, Ketchum, ID 83340. If renewing, you may pay online at [xpressbillpay.com](http://xpressbillpay.com). For questions, please e-mail [finance@ketchumidaho.org](mailto:finance@ketchumidaho.org) or call (208) 726-3841.

| APPLICANT INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                       |                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Applicant Name: Julie Johnson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                       | Doing Business As: NourishMe                                                      |
| Physical Address where license will be displayed: 151 North Main Street Ketchum, ID 83340                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                       |                                                                                   |
| Mailing Address: P.O. Box 1105 Ketchum, ID 83340                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                       |                                                                                   |
| Recorded Owner of Property: Ketchum Korner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                       |                                                                                   |
| Applicant Phone Number: 2089287604                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                       | Applicant Email: <a href="mailto:jjnourishme@gmail.com">jjnourishme@gmail.com</a> |
| STATE LICENSE NO:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | (copy required)                                                                                                       | COUNTY LICENSE NO: (copy required)                                                |
| Corporation: <input checked="" type="checkbox"/><br>Partnership: <input type="checkbox"/><br>Individual: <input type="checkbox"/><br>If Applicant is a Partnership or Corporation, is the corporation authorized to do business in Idaho?<br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                        | List names and addresses of corporation officers and/or partners:<br>Julie Johnson Ketchum<br>_____<br>_____<br>_____ |                                                                                   |
| BEER LICENSE FEES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                       |                                                                                   |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Draft or Bottled or Canned Beer to be consumed on premises                                                            | \$200.00                                                                          |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Bottled or Canned Beer NOT to be consumed on premises                                                                 | \$ 50.00                                                                          |
| WINE LICENSE FEES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                       |                                                                                   |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Wine, to be consumed on premises                                                                                      | \$200.00                                                                          |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Wine, NOT to be consumed on premises                                                                                  | \$200.00                                                                          |
| LIQUOR LICENSE FEES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                       |                                                                                   |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Liquor by the Drink (Note: Liquor fee includes wine)                                                                  | \$560.00                                                                          |
| Total Fees Due                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                       | \$ <u>250.</u>                                                                    |
| ADDITIONAL INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                       |                                                                                   |
| Has the applicant, any partners of the applicant, any member of the applying partnership, the active manager of the applying partnership or any officer of the applying corporation been convicted of a violation of any law of the State of Idaho, or any other state, or of the United States regulating, governing, or prohibiting the sale of alcoholic beverages or intoxication liquor, and has any one of them within the last three years forfeited or suffered the forfeiture of a bond for his/her appearance to answer charges of any such violation?    Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |                                                                                                                       |                                                                                   |
| Has the applicant or any partner or actual active manager or officer of the applicant been convicted of any felony within the last five years?    Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                       |                                                                                   |

Applicant agrees to observe all City ordinances, laws and conditions imposed. Applicant agrees to defend, hold harmless and indemnify the City of Ketchum, its officers and employees from all liability claims, suits and costs arising from incidents or accidents occurring under this permit. Applicant certifies that s/he has read and examined this application and that all information contained herein is true and correct.

The undersigned hereby acknowledges and consents that the License(s) requested are subject to the provisions of the Ketchum Municipal Code, Title 5, Chapter 5.04 (amended by Ordinance 882), City of Ketchum, Idaho, Blaine County.

**Owner**

Applicant Signature

Relation to Business

**Julie Johnson**

Date

City Clerk or Deputy Signature

| OFFICIAL USE ONLY                                                                                                                                                                                                                                                                                                                                                                   |                           |                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------|
| Date Received: 8/1/23                                                                                                                                                                                                                                                                                                                                                               | License Fee Paid \$250.00 | License No: 1285A |
| <p>To the City Council, Ketchum, Idaho;<br/> The undersigned, a Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/>, does hereby make application for a license to sell during the year of September 1, 2023 - August 31, 2024</p> <p>Approved by City of Ketchum Idaho by;</p><br><br><p>_____<br/> Mayor</p> |                           |                   |



### City of Ketchum

## Beer, Wine & Liquor-by-the Drink License Application

Submit completed application by e-mail and fees by check or cash to the City Clerk Office, PO Box 2315, 191 W. 5th St, Ketchum, ID 83340. If renewing, you may pay online at [xpressbillpay.com](http://xpressbillpay.com). For questions, please e-mail [finance@ketchumidaho.org](mailto:finance@ketchumidaho.org) or call (208) 726-3841.

| APPLICANT INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                   |                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------------|
| Applicant Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Sawtooth Brewery LLC                                                              | Doing Business As: |
| Physical Address where license will be displayed:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 631 Warm Springs Rd                                                               |                    |
| Mailing Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 110 N River St, Hailey, ID 83333                                                  |                    |
| Recorded Owner of Property:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Ketchum Daretail, Jody Moss                                                       |                    |
| Applicant Phone Number:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 208 450 9324                                                                      | Applicant Email:   |
| STATE LICENSE NO:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 12311 (copy required)                                                             | COUNTY LICENSE NO: |
| Corporation: <input checked="" type="checkbox"/><br>Partnership: <input type="checkbox"/><br>Individual: <input type="checkbox"/><br>If Applicant is a Partnership or Corporation, is the corporation authorized to do business in Idaho?<br>Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | List names and addresses of corporation officers and/or partners:<br>see attached |                    |
| BEER LICENSE FEES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                   |                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Draft or Bottled or Canned Beer to be consumed on premises                        | \$200.00           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Bottled or Canned Beer NOT to be consumed on premises                             | \$ 50.00           |
| WINE LICENSE FEES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                   |                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Wine, to be consumed on premises                                                  | \$200.00           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Wine, NOT to be consumed on premises                                              | \$200.00           |
| LIQUOR LICENSE FEES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                   |                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Liquor by the Drink (Note: Liquor fee includes wine)                              | \$560.00           |
| Total Fees Due                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                   | \$ 450.00          |
| ADDITIONAL INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   |                    |
| <p>Has the applicant, any partners of the applicant, any member of the applying partnership, the active manager of the applying partnership or any officer of the applying corporation been convicted of a violation of any law of the State of Idaho, or any other state, or of the United States regulating, governing, or prohibiting the sale of alcoholic beverages or intoxication liquor, and has any one of them within the last three years forfeited or suffered the forfeiture of a bond for his/her appearance to answer charges of any such violation?    Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Has the applicant or any partner or actual active manager or officer of the applicant been convicted of any felony within the last five years?    Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> |                                                                                   |                    |

Applicant agrees to observe all City ordinances, laws and conditions imposed. Applicant agrees to defend, hold harmless and indemnify the City of Ketchum, its officers and employees from all liability claims, suits and costs arising from incidents or accidents occurring under this permit. Applicant certifies that s/he has read and examined this application and that all information contained herein is true and correct.

The undersigned hereby acknowledges and consents that the License(s) requested are subject to the provisions of the Ketchum Municipal Code, Title 5, Chapter 5.04 (amended by Ordinance 882), City of Ketchum, Idaho, Blaine County.

[Signature] owner  
Applicant Signature Relation to Business

7/27/23  
Date

\_\_\_\_\_  
City Clerk or Deputy Signature

| OFFICIAL USE ONLY                                                                                                                                                                                                                                                                                                    |                                   |                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------|
| Date Received: <u>8/2/23</u>                                                                                                                                                                                                                                                                                         | License Fee Paid: <u>\$450.00</u> | License No: <u>1403A</u> |
| <i>To the City Council, Ketchum, Idaho;</i><br>The undersigned, a Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> , does hereby make application for a license to sell during the year of September 1, <u>2023</u> - August 31, <u>2024</u> |                                   |                          |
| Approved by City of Ketchum Idaho by;                                                                                                                                                                                                                                                                                |                                   |                          |
| _____<br>Mayor                                                                                                                                                                                                                                                                                                       |                                   |                          |

## Sawtooth Brewery Member List

1

Paul Holle  
Managing Member  
3220 Berrycreek Dr  
Hailey, ID 83333

2

Kevin Jones  
Managing Member  
1011 Red Elephant Dr  
Hailey, ID 83333

3

Mike Warren  
8601 NW 70th Ct  
Johnston, IA 50131

~~mwarren@marzotti.com~~

4

Doug Barry  
PO Box Q  
Menlo Park, CA 94026

5

David Caldwell  
PO Box 1524  
Ketchum, ID 83340

6

Jima Rice  
PO Box 2124  
Ketchum, ID 83340

7

Roland Wolfram  
PO Box 1969  
Sun Valley, ID 83353

8

Mel Jackson  
PO Box 5067  
Ketchum 83340

9

Dave Custer  
1523 Warm Springs Rd  
Unit 3  
Ketchum, ID 83340

10

Doug Jensen  
110 Lindsay Circle  
Unit 2Q  
Ketchum, ID 83340

11

Craig Turner  
6425 S. Piccadilly St.  
Centennial, CO 80016

12

Alex Boal  
4 Volunteer Rd  
Hingham, MA 02043

2024

BLAINE COUNTY  
STATE OF IDAHO

No. 114

**RETAIL ALCOHOLIC BEVERAGE LICENSE**

THIS IS TO CERTIFY THAT SAWTOOTH BREWERY LLC  
doing business as SAWTOOTH BREWERY  
at 631 WARM SPRINGS RD. KETCHUM. ID 83340  
a(n) LLC, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Blaine County Courthouse, Hailey, Idaho.

dated: Beer: 12/16/1946 Retail Liquor: 06/27/1947 Retail Wine: 04/12/1947 Wine By Drink: 06/11/1973.

|                                                             |        |
|-------------------------------------------------------------|--------|
| Draft and Bottled or Canned Beer .....                      | 100.00 |
| Bottled or Canned Beer to be consumed on premises .....     | 0.00   |
| Bottled or Canned Beer not to be consumed on premises ..... | 0.00   |
| Retail Liquor- 114 .....                                    | 0.00   |
| Retail Wine .....                                           | 0.00   |
| Wine by the Drink .....                                     | 100.00 |
| Special Wine (Sunday) .....                                 | 0.00   |

TOTAL FEE: 200.00

[Signature]  
Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE. VALID as of 08/01/2023 and EXPIRES 07/31/2024.

Witness my hand and seal this 25th day of July, 2023.

[Signature]  
Chairman

[Signature]  
Commissioner

[Signature]  
Commissioner

[Signature]  
Clerk of the Board of County Commissioners





# Idaho State Police

Premises Number: 5B-12311 **Retail Alcohol Beverage License**

License Year: 2024  
License Number: 12311

*This is to certify, that* Sawtooth Brewery LLC  
*doing business as:* Sawtooth Brewery

*is licensed to sell alcoholic beverages as stated below at:*  
631 Warm Springs Rd, Ketchum, Blaine County

*Acceptance of a license by a retailer shall constitute knowledge of and agreement to operate by and in accordance to the Alcohol Beverage Code, Title 23. Only the licensee herein specified shall use this license.*  
County and city licenses are also required in order to operate.

  
\_\_\_\_\_  
Signature of Licensee, Corporate Officer, LLC Member or Partner

|                         |                     |
|-------------------------|---------------------|
| Liquor                  | No                  |
| Beer                    | Yes <u>\$50.00</u>  |
| Wine by the bottle      | No                  |
| Wine by the glass       | Yes <u>\$100.00</u> |
| Kegs to go              | No                  |
| Growlers                | Yes <u>\$0.00</u>   |
| Restaurant              | Yes <u>\$0.00</u>   |
| On-premises consumption | Yes <u>\$0.00</u>   |
| Multipurpose arena      | No                  |
| Plaza                   | No                  |

SAWTOOTH BREWERY LLC  
SAWTOOTH BREWERY  
110 RIVER ST

HAILEY, ID 83333

*Mailing Address*

TOTAL FEE: \$150.00

License Valid: 08/01/2023 - 07/31/2024

**Expires: 07/31/2024**

  
Director of Idaho State Police





City of Ketchum

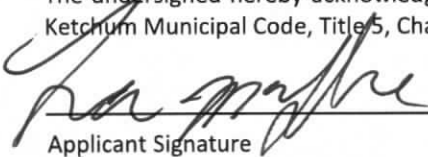
**Beer, Wine & Liquor-by-the Drink License Application**

Submit completed application by e-mail and fees by check or cash to the City Clerk Office, PO Box 2315, 191 W. 5th St, Ketchum, ID 83340. If renewing, you may pay online at [xpressbillpay.com](http://xpressbillpay.com). For questions, please e-mail [finance@ketchumidaho.org](mailto:finance@ketchumidaho.org) or call (208) 726-3841.

| APPLICANT INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                       |                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Applicant Name: <b>D.D. FRANK CO. LLC</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Doing Business As: <b>MAUDE'S</b>                                                                                                                                                     |                  |
| Physical Address where license will be displayed: <b>311 FIRST AVE. N KETCHUM, ID 83340</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                       |                  |
| Mailing Address: <b>PO BOX 204 KETCHUM, ID 83340</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                       |                  |
| Recorded Owner of Property: <b>SUN VALLEY 3 FIRST LLC</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                       |                  |
| Applicant Phone Number: <b>208-720-3585</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Applicant Email: <b>Hello@maudeS.inKetchum.com</b>                                                                                                                                    |                  |
| STATE LICENSE NO: <b>31423</b> (copy required)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | COUNTY LICENSE NO: _____ (copy required)                                                                                                                                              |                  |
| Corporation: <input checked="" type="checkbox"/> (llc)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | List names and addresses of corporation officers and/or partners:<br><b>Tara McFarlane: 114 2nd Ave N. Hailey, ID 83333</b><br><b>Jacob Fröhling: 114 2nd Ave N. Hailey, ID 83333</b> |                  |
| Partnership: <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                       |                  |
| Individual: <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                       |                  |
| If Applicant is a Partnership or Corporation, is the corporation authorized to do business in Idaho?<br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                       |                  |
| BEER LICENSE FEES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                       |                  |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Draft or Bottled or Canned Beer to be consumed on premises                                                                                                                            | \$200.00         |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Bottled or Canned Beer NOT to be consumed on premises                                                                                                                                 | \$ 50.00         |
| WINE LICENSE FEES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                       |                  |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Wine, to be consumed on premises                                                                                                                                                      | \$200.00         |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Wine, NOT to be consumed on premises                                                                                                                                                  | \$200.00         |
| LIQUOR LICENSE FEES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                       |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Liquor by the Drink (Note: Liquor fee includes wine)                                                                                                                                  | \$560.00         |
| Total Fees Due                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                       | <b>\$ 650.00</b> |
| ADDITIONAL INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                       |                  |
| Has the applicant, any partners of the applicant, any member of the applying partnership, the active manager of the applying partnership or any officer of the applying corporation been convicted of a violation of any law of the State of Idaho, or any other state, or of the United States regulating, governing, or prohibiting the sale of alcoholic beverages or intoxication liquor, and has any one of them within the last three years forfeited or suffered the forfeiture of a bond for his/her appearance to answer charges of any such violation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |                                                                                                                                                                                       |                  |
| Has the applicant or any partner or actual active manager or officer of the applicant been convicted of any felony within the last five years? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                       |                  |

Applicant agrees to observe all City ordinances, laws and conditions imposed. Applicant agrees to defend, hold harmless and indemnify the City of Ketchum, its officers and employees from all liability claims, suits and costs arising from incidents or accidents occurring under this permit. Applicant certifies that s/he has read and examined this application and that all information contained herein is true and correct.

The undersigned hereby acknowledges and consents that the License(s) requested are subject to the provisions of the Ketchum Municipal Code, Title 5, Chapter 5.04 (amended by Ordinance 882), City of Ketchum, Idaho, Blaine County.



Applicant Signature

Business owner

Relation to Business

8/9/23

Date

\_\_\_\_\_  
City Clerk or Deputy Signature

| OFFICIAL USE ONLY                                                                                                                                                                                                                                                                                             |                                   |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------|
| Date Received: <u>8/2/23</u>                                                                                                                                                                                                                                                                                  | License Fee Paid: <u>\$150.00</u> | License No: <u>2153A</u> |
| To the City Council, Ketchum, Idaho:<br>The undersigned, a Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> , does hereby make application for a license to sell during the year of September 1, <u>2023</u> - August 31, <u>2024</u> |                                   |                          |
| Approved by City of Ketchum Idaho by;                                                                                                                                                                                                                                                                         |                                   |                          |
| _____<br>Mayor                                                                                                                                                                                                                                                                                                |                                   |                          |

# Idaho State Police

Premises Number: 5B-31423 **Retail Alcohol Beverage License**

License Year: 2024  
License Number: 31423

*This is to certify, that* D.D. Frank Co. LLC  
*doing business as:* Maude's

*is licensed to sell alcoholic beverages as stated below at:*  
311 First Ave N Unit 1, Ketchum, Blaine County

*Acceptance of a license by a retailer shall constitute knowledge of and agreement to operate by and in accordance to the Alcohol Beverage Code, Title 23. Only the licensee herein specified shall use this license. County and city licenses are also required in order to operate.*

|                         |                     |
|-------------------------|---------------------|
| Liquor                  | No                  |
| Beer                    | Yes <u>\$50.00</u>  |
| Wine by the bottle      | Yes <u>\$100.00</u> |
| Wine by the glass       | Yes <u>\$100.00</u> |
| Kegs to go              | No                  |
| Growlers                | No                  |
| Restaurant              | Yes <u>\$0.00</u>   |
| On-premises consumption | Yes <u>\$0.00</u>   |
| Multipurpose arena      | No                  |
| Plaza                   | No                  |

TOTAL FEE: \$250.00

\_\_\_\_\_  
*Signature of Licensee, Corporate Officer, LLC Member or Partner*

D.D. FRANK CO. LLC  
 MAUDE'S  
 PO BOX 204  
  
 KETCHUM, ID 83340  
*Mailing Address*

*License Valid:* 08/01/2023 - 07/31/2024

**Expires: 07/31/2024**

  
Director of Idaho State Police



2024

BLAINE COUNTY  
STATE OF IDAHO

No. 104

**RETAIL ALCOHOLIC BEVERAGE LICENSE**

THIS IS TO CERTIFY THAT D. D. FRANK CO. LLC  
doing business as MAUDE'S  
at 311 FIRST AVE N UNIT 1, KETCHUM, ID 83340  
a(n) LLC, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Blaine County Courthouse, Hailey, Idaho.

dated: Beer: 12/16/1946 Retail Liquor: 06/27/1947 Retail Wine: 04/12/1947 Wine By Drink: 06/11/1973.

|                                                             |               |
|-------------------------------------------------------------|---------------|
| Draft and Bottled or Canned Beer .....                      | 0.00          |
| Bottled or Canned Beer to be consumed on premises .....     | 75.00         |
| Bottled or Canned Beer not to be consumed on premises ..... | 25.00         |
| Retail Liquor- 104 .....                                    | 0.00          |
| Retail Wine .....                                           | 100.00        |
| Wine by the Drink .....                                     | 100.00        |
| Special Wine (Sunday) .....                                 | 0.00          |
| <b>TOTAL FEE</b> .....                                      | <b>300.00</b> |

\_\_\_\_\_  
Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE. VALID as of 08/01/2023 and EXPIRES 07/31/2024.

Witness my hand and seal this 25th day of July, 2023.

Molly Davis  
Chairman

Angus McCarty  
Commissioner

Lindsay Molleneaux  
Commissioner

[Signature]  
Clerk of the Board of County Commissioners





City of Ketchum

Beer, Wine & Liquor-by-the Drink License Application

Submit completed application by e-mail and fees by check or cash to the City Clerk Office, PO Box 2315, 191 W. 5th St, Ketchum, ID 83340. If renewing, you may pay online at [xpressbillpay.com](http://xpressbillpay.com). For questions, please e-mail [finance@ketchumidaho.org](mailto:finance@ketchumidaho.org) or call (208) 726-3841.

| APPLICANT INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                              |                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------------------|
| Applicant Name: <u>Oscar LLC</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Doing Business As: <u>1/2 Naso</u>                                                           |                  |
| Physical Address where license will be displayed: <u>480 N Washington, Ketchum, ID, 83340</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                              |                  |
| Mailing Address: <u>PO Box 10037, Ketchum ID 83340</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                              |                  |
| Recorded Owner of Property: <u>Centennial LLC</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                              |                  |
| Applicant Phone Number: <u>208-309-3232</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Applicant Email: <u>adaidencruz05@gmail.com</u>                                              |                  |
| STATE LICENSE NO: <u>2325</u> (copy required)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | COUNTY LICENSE NO: <u>108</u> (copy required)                                                |                  |
| Corporation: <input type="checkbox"/><br>Partnership: <input type="checkbox"/><br>Individual: <input type="checkbox"/><br>If Applicant is a Partnership or Corporation, is the corporation authorized to do business in Idaho?<br>Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                           | List names and addresses of corporation officers and/or partners:<br>_____<br>_____<br>_____ |                  |
| BEER LICENSE FEES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                              |                  |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Draft or Bottled or Canned Beer to be consumed on premises                                   | <u>\$200.00</u>  |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Bottled or Canned Beer NOT to be consumed on premises                                        | \$ 50.00         |
| WINE LICENSE FEES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                              |                  |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Wine, to be consumed on premises                                                             | <u>\$200.00</u>  |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Wine, NOT to be consumed on premises                                                         | \$200.00         |
| LIQUOR LICENSE FEES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                              |                  |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Liquor by the Drink (Note: Liquor fee includes wine)                                         | \$560.00         |
| Total Fees Due                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                              | \$ <u>400.00</u> |
| ADDITIONAL INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                              |                  |
| Has the applicant, any partners of the applicant, any member of the applying partnership, the active manager of the applying partnership or any officer of the applying corporation been convicted of a violation of any law of the State of Idaho, or any other state, or of the United States regulating, governing, or prohibiting the sale of alcoholic beverages or intoxication liquor, and has any one of them within the last three years forfeited or suffered the forfeiture of a bond for his/her appearance to answer charges of any such violation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |                                                                                              |                  |
| Has the applicant or any partner or actual active manager or officer of the applicant been convicted of any felony within the last five years? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                              |                  |

Applicant agrees to observe all City ordinances, laws and conditions imposed. Applicant agrees to defend, hold harmless and indemnify the City of Ketchum, its officers and employees from all liability claims, suits and costs arising from incidents or accidents occurring under this permit. Applicant certifies that s/he has read and examined this application and that all information contained herein is true and correct.

The undersigned hereby acknowledges and consents that the License(s) requested are subject to the provisions of the Ketchum Municipal Code, Title 5, Chapter 5.04 (amended by Ordinance 882), City of Ketchum, Idaho, Blaine County.

[Signature] Owner  
Applicant Signature Relation to Business  
8/2/23  
Date

\_\_\_\_\_  
City Clerk or Deputy Signature

| OFFICIAL USE ONLY                                                                                                                                                                                                                                                                                                    |                                   |                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------------|
| Date Received: <u>8/1/23</u>                                                                                                                                                                                                                                                                                         | License Fee Paid: <u>\$400.00</u> | License No: <u>21A</u> |
| <i>To the City Council, Ketchum, Idaho:</i><br>The undersigned, a Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> , does hereby make application for a license to sell during the year of September 1, <u>2023</u> - August 31, <u>2024</u> |                                   |                        |
| Approved by City of Ketchum Idaho by;                                                                                                                                                                                                                                                                                |                                   |                        |
| _____<br>Mayor                                                                                                                                                                                                                                                                                                       |                                   |                        |

# Idaho State Police

Premises Number: 5B-124

## Retail Alcohol Beverage License

License Year: 2024

License Number: 2325

*This is to certify, that* Oscar LLC  
*doing business as:* IL Naso Restaurant

*is licensed to sell alcoholic beverages as stated below at:*  
480 Washington Ave N, Ketchum, Blaine County

*Acceptance of a license by a retailer shall constitute knowledge of and agreement to operate by and in accordance to the Alcohol Beverage Code, Title 23. Only the licensee herein specified shall use this license.*  
County and city licenses are also required in order to operate.

|                         |                     |
|-------------------------|---------------------|
| Liquor                  | No                  |
| Beer                    | Yes <u>\$50.00</u>  |
| Wine by the bottle      | Yes <u>\$100.00</u> |
| Wine by the glass       | Yes <u>\$100.00</u> |
| Kegs to go              | No                  |
| Growlers                | No                  |
| Restaurant              | Yes <u>\$0.00</u>   |
| On-premises consumption | Yes <u>\$0.00</u>   |
| Multipurpose arena      | No                  |
| Plaza                   | No                  |

TOTAL FEE: \$250.00

  
\_\_\_\_\_  
Signature of Licensee, Corporate Officer, LLC Member or Partner

OSCAR LLC  
IL NASO RESTAURANT  
P O BOX 1318

KETCHUM, ID 83340  
*Mailing Address*

License Valid: 08/01/2023 - 07/31/2024

**Expires: 07/31/2024**

  
Director of Idaho State Police





2024

BLAINE COUNTY  
STATE OF IDAHO

No. 108

### RETAIL ALCOHOLIC BEVERAGE LICENSE

THIS IS TO CERTIFY THAT OSCAR LLC  
 doing business as IL NASO RESTAURANT  
 at 480 WASHINGTON AVE N. KETCHUM. ID 83340  
 a(n) LLC, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Blaine County Courthouse, Hailey, Idaho.

dated: Beer: 12/16/1946 Retail Liquor: 06/27/1947 Retail Wine: 04/12/1947 Wine By Drink: 06/11/1973.

|                                                             |               |
|-------------------------------------------------------------|---------------|
| Draft and Bottled or Canned Beer .....                      | 100.00        |
| Bottled or Canned Beer to be consumed on premises .....     | 0.00          |
| Bottled or Canned Beer not to be consumed on premises ..... | 0.00          |
| Retail Liquor- 108 .....                                    | 0.00          |
| Retail Wine .....                                           | 100.00        |
| Wine by the Drink .....                                     | 100.00        |
| Special Wine (Sunday) .....                                 | 0.00          |
| <b>TOTAL FEE</b> .....                                      | <b>300.00</b> |

\_\_\_\_\_  
 Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE. VALID as of 08/01/2023 and EXPIRES 07/31/2024.

Witness my hand and seal this 25th day of July, 2023.

*Marty Davis*

\_\_\_\_\_  
 Chairman

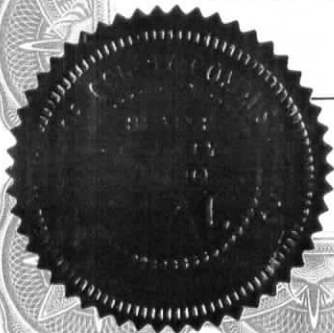
*Angus McCreary*

\_\_\_\_\_  
 Commissioner

*Lindsay Mollineaux*

\_\_\_\_\_  
 Commissioner

*[Signature]*  
 Clerk of the Board of County Commissioners



PD  
8.14.23



### City of Ketchum

## Beer, Wine & Liquor-by-the Drink License Application

Submit completed application by e-mail and fees by check or cash to the City Clerk Office, PO Box 2315, 191 W. 5th St, Ketchum, ID 83340. If renewing, you may pay online at [xpressbillpay.com](http://xpressbillpay.com). For questions, please e-mail [finance@ketchumidaho.org](mailto:finance@ketchumidaho.org) or call (208) 726-3841.

| APPLICANT INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                       |                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------|
| Applicant Name: <u>MAIN 200 LLC</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Doing Business As: <u>Serva Peruvian Cuisine</u>                                                      |                   |
| Physical Address where license will be displayed: <u>200 W. Main St. Ketchum, ID 83340</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                       |                   |
| Mailing Address: <u>P.O. Box 3053 Sun Valley, ID 83353</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                       |                   |
| Recorded Owner of Property: <u>Kenny</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                       |                   |
| Applicant Phone Number: <u>208.720.8965</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Applicant Email: <u>servacuisine.com</u>                                                              |                   |
| STATE LICENSE NO: _____ (copy required)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | COUNTY LICENSE NO: _____ (copy required)                                                              |                   |
| Corporation: <input type="checkbox"/><br>Partnership: <input type="checkbox"/><br>Individual: <input checked="" type="checkbox"/><br>If Applicant is a Partnership or Corporation, is the corporation authorized to do business in Idaho?<br>Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                | List names and addresses of corporation officers and/or partners:<br>_____<br>_____<br>_____<br>_____ |                   |
| BEER LICENSE FEES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                       |                   |
| Draft or Bottled or Canned Beer to be consumed on premises                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                       | \$200.00          |
| Bottled or Canned Beer NOT to be consumed on premises                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                       | \$ 50.00          |
| WINE LICENSE FEES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                       |                   |
| Wine, to be consumed on premises                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                       | \$200.00          |
| Wine, NOT to be consumed on premises                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                       | \$200.00          |
| LIQUOR LICENSE FEES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                       |                   |
| Liquor by the Drink (Note: Liquor fee includes wine)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                       | \$560.00          |
| Total Fees Due                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                       | \$ <u>3400.00</u> |
| ADDITIONAL INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                       |                   |
| Has the applicant, any partners of the applicant, any member of the applying partnership, the active manager of the applying partnership or any officer of the applying corporation been convicted of a violation of any law of the State of Idaho, or any other state, or of the United States regulating, governing, or prohibiting the sale of alcoholic beverages or intoxication liquor, and has any one of them within the last three years forfeited or suffered the forfeiture of a bond for his/her appearance to answer charges of any such violation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |                                                                                                       |                   |
| Has the applicant or any partner or actual active manager or officer of the applicant been convicted of any felony within the last five years? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                       |                   |

Applicant agrees to observe all City ordinances, laws and conditions imposed. Applicant agrees to defend, hold harmless and indemnify the City of Ketchum, its officers and employees from all liability claims, suits and costs arising from incidents or accidents occurring under this permit. Applicant certifies that s/he has read and examined this application and that all information contained herein is true and correct.

The undersigned hereby acknowledges and consents that the License(s) requested are subject to the provisions of the Ketchum Municipal Code, Title 5, Chapter 5.04 (amended by Ordinance 882), City of Ketchum, Idaho, Blaine County.

Dodolfo Senora

owner

Applicant Signature

Relation to Business

08-14-23

Date

\_\_\_\_\_  
City Clerk or Deputy Signature

| OFFICIAL USE ONLY                                                                                                                                                                                                                                                                                              |                                    |                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------|
| Date Received: <u>8/14/23</u>                                                                                                                                                                                                                                                                                  | License Fee Paid: <u>\$ 400.00</u> | License No: <u>7052A</u> |
| <i>To the City Council, Ketchum, Idaho;</i><br><i>The undersigned, a Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input checked="" type="checkbox"/>, does hereby make application for a license to sell during the year of September 1, _____ - August 31, _____</i> |                                    |                          |
| Approved by City of Ketchum Idaho by;                                                                                                                                                                                                                                                                          |                                    |                          |
| _____<br>Mayor                                                                                                                                                                                                                                                                                                 |                                    |                          |

# Idaho State Police

Cycle Tracking Number: 144100

Premises Number: 5B-33106 **Retail Alcohol Beverage License**

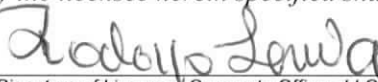
License Year: 2024  
License Number: 33106

*This is to certify, that* Main 200 LLC  
*doing business as:* Serva Peruvian Cuisine

*is licensed to sell alcoholic beverages as stated below at:*  
200 Main St, Ketchum, Blaine County

*Acceptance of a license by a retailer shall constitute knowledge of and agreement to operate by and in accordance to the Alcohol Beverage Code, Title 23. Only the licensee herein specified shall use this license. County and city licenses are also required in order to operate.*

|                         |                     |
|-------------------------|---------------------|
| Liquor                  | No                  |
| Beer                    | Yes <u>\$50.00</u>  |
| Wine by the bottle      | Yes <u>\$100.00</u> |
| Wine by the glass       | Yes <u>\$100.00</u> |
| Kegs to go              | No                  |
| Growlers                | No                  |
| Restaurant              | Yes <u>\$0.00</u>   |
| On-premises consumption | Yes <u>\$0.00</u>   |
| Multipurpose arena      | No                  |
| Plaza                   | No                  |

  
Signature of Licensee, Corporate Officer, LLC Member or Partner

|                                                                                                             |
|-------------------------------------------------------------------------------------------------------------|
| MAIN 200 LLC<br>SERVA PERUVIAN CUISINE<br>PO BOX 3053<br><br>SUN VALLEY, ID 83353<br><i>Mailing Address</i> |
|-------------------------------------------------------------------------------------------------------------|

TOTAL FEE: \$250.00

License Valid: 08/01/2023 - 07/31/2024

**Expires: 07/31/2024**

  
Director of Idaho State Police



2024

BLAINE COUNTY  
STATE OF IDAHO

No. 98

**RETAIL ALCOHOLIC BEVERAGE LICENSE**

THIS IS TO CERTIFY THAT MAIN 200 LLC  
doing business as SERVA PERUVIAN CUISINE  
at 200 MAIN ST. KETCHUM. ID 83340  
a(n) LLC, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Blaine County Courthouse, Hailey, Idaho.

dated: Beer: 12/16/1946 Retail Liquor: 06/27/1947 Retail Wine: 04/12/1947 Wine By Drink: 06/11/1973.

|                                                             |               |
|-------------------------------------------------------------|---------------|
| Draft and Bottled or Canned Beer .....                      | 100.00        |
| Bottled or Canned Beer to be consumed on premises .....     | 0.00          |
| Bottled or Canned Beer not to be consumed on premises ..... | 0.00          |
| Retail Liquor- 98 .....                                     | 0.00          |
| Retail Wine .....                                           | 100.00        |
| Wine by the Drink .....                                     | 100.00        |
| Special Wine (Sunday) .....                                 | 0.00          |
| <b>TOTAL FEE:</b>                                           | <b>300.00</b> |

\_\_\_\_\_  
Signature of Licensee or Officer of Corporation

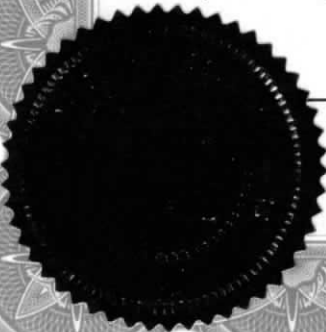
This license is TRANSFERABLE. VALID as of 08/01/2023 and EXPIRES 07/31/2024.  
Witness my hand and seal this 25th day of July, 2023.

*Marky Davis* Chairman

*Angus McConry* Commissioner

*Lindsay Molleneaux* Commissioner

*Scott McDowell*  
Clerk of the Board of County Commissioners





City of Ketchum

**Beer, Wine & Liquor-by-the Drink License Application**

Submit completed application by e-mail and fees by check or cash to the City Clerk Office, PO Box 2315, 191 W. 5th St, Ketchum, ID 83340. If renewing, you may pay online at [xpressbillpay.com](http://xpressbillpay.com). For questions, please e-mail [finance@ketchumidaho.org](mailto:finance@ketchumidaho.org) or call (208) 726-3841.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>APPLICANT INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                        |
| Applicant Name: <u>Zenergy at Thunder Spring</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Doing Business As: <u>Zenergy at Thunder Spring</u>                                                                                    |
| Physical Address where license will be displayed: <u>245 Raven Rd Ketchum, ID 83340</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                        |
| Mailing Address: <u>PO Box 1363 Ketchum, ID 83340</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                        |
| Recorded Owner of Property: <u>ZEG Zenergy LLC</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                        |
| Applicant Phone Number: <u>725-5382</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Applicant Email: <u>kari@zenergysv.com</u>                                                                                             |
| STATE LICENSE NO: _____ (copy required)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | COUNTY LICENSE NO: _____ (copy required)                                                                                               |
| Corporation: <input type="checkbox"/><br>Partnership: <input checked="" type="checkbox"/><br>Individual: <input type="checkbox"/><br>If Applicant is a Partnership or Corporation, is the corporation authorized to do business in Idaho?<br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                     | List names and addresses of corporation officers and/or partners:<br><u>Derek Agnew PO Box 1363 Ketchum</u><br>_____<br>_____<br>_____ |
| <b>BEER LICENSE FEES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                        |
| Draft or Bottled or Canned Beer to be consumed on premises                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$200.00                                                                                                                               |
| Bottled or Canned Beer NOT to be consumed on premises                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$ 50.00                                                                                                                               |
| <b>WINE LICENSE FEES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                        |
| Wine, to be consumed on premises                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$200.00                                                                                                                               |
| Wine, NOT to be consumed on premises                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$200.00                                                                                                                               |
| <b>LIQUOR LICENSE FEES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                        |
| Liquor by the Drink (Note: Liquor fee includes wine)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$560.00                                                                                                                               |
| Total Fees Due \$ <u>600.00</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                        |
| <b>ADDITIONAL INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                        |
| Has the applicant, any partners of the applicant, any member of the applying partnership, the active manager of the applying partnership or any officer of the applying corporation been convicted of a violation of any law of the State of Idaho, or any other state, or of the United States regulating, governing, or prohibiting the sale of alcoholic beverages or intoxication liquor, and has any one of them within the last three years forfeited or suffered the forfeiture of a bond for his/her appearance to answer charges of any such violation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |                                                                                                                                        |
| Has the applicant or any partner or actual active manager or officer of the applicant been convicted of any felony within the last five years? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                        |

Applicant agrees to observe all City ordinances, laws and conditions imposed. Applicant agrees to defend, hold harmless and indemnify the City of Ketchum, its officers and employees from all liability claims, suits and costs arising from incidents or accidents occurring under this permit. Applicant certifies that s/he has read and examined this application and that all information contained herein is true and correct.

The undersigned hereby acknowledges and consents that the License(s) requested are subject to the provisions of the Ketchum Municipal Code, Title 5, Chapter 5.04 (amended by Ordinance 882), City of Ketchum, Idaho, Blaine County.

[Signature] \_\_\_\_\_ Managing Partner  
Applicant Signature Relation to Business

8-11-23  
Date

\_\_\_\_\_  
City Clerk or Deputy Signature

| OFFICIAL USE ONLY                                                                                                                                                                                                                                                                                             |                                   |                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-------------------------|
| Date Received: <u>8/14/23</u>                                                                                                                                                                                                                                                                                 | License Fee Paid: <u>\$600.00</u> | License No: <u>439A</u> |
| To the City Council, Ketchum, Idaho:<br>The undersigned, a Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input checked="" type="checkbox"/> , does hereby make application for a license to sell during the year of September 1, <u>2023</u> - August 31, <u>2024</u> |                                   |                         |
| Approved by City of Ketchum Idaho by:<br><br>_____<br>Mayor                                                                                                                                                                                                                                                   |                                   |                         |

Cycle Tracking Number: 143899

# Idaho State Police

Premises Number: 5B-8466

## Retail Alcohol Beverage License

License Year: 2024

License Number: 8466

*This is to certify, that* Zenergy at Thunder Spring Beer/Wine License LLC  
*doing business as:* Zenergy at Thunder Spring

*is licensed to sell alcoholic beverages as stated below at:*  
245 Raven Road, Ketchum, Blaine County

*Acceptance of a license by a retailer shall constitute knowledge of and agreement to operate by and in accordance to the Alcohol Beverage Code, Title 23. Only the licensee herein specified shall use this license. County and city licenses are also required in order to operate.*

  
Signature of Licensee, Corporate Officer, LLC Member or Partner

|                         |              |
|-------------------------|--------------|
| Liquor                  | No           |
| Beer                    | Yes \$50.00  |
| Wine by the bottle      | Yes \$100.00 |
| Wine by the glass       | Yes \$100.00 |
| Kegs to go              | No           |
| Growlers                | No           |
| Restaurant              | Yes \$0.00   |
| On-premises consumption | Yes \$0.00   |
| Multipurpose arena      | No           |
| Plaza                   | No           |

ZENERGY AT THUNDER SPRING  
ZENERGY AT THUNDER SPRING  
PO BOX 1363

KETCHUM, ID 83340  
*Mailing Address*

TOTAL FEE: \$250.00

License Valid: 08/01/2023 - 07/31/2024

**Expires: 07/31/2024**

  
Director of Idaho State Police





2024

BLAINE COUNTY  
STATE OF IDAHO

No. 103

### RETAIL ALCOHOLIC BEVERAGE LICENSE

THIS IS TO CERTIFY THAT ZENERGY AT THUNDER SPRIN BEER/WINE LICENSE LLC  
 doing business as ZENERGY AT THUNDER SPRING  
 at 245 RAVEN ROAD, KETCHUM, ID 83340  
 a(n) LLC, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Blaine County Courthouse, Hailey, Idaho.

dated: Beer: 12/16/1946    Retail Liquor: 06/27/1947    Retail Wine: 04/12/1947    Wine By Drink: 06/11/1973.

|                                                             |        |
|-------------------------------------------------------------|--------|
| Draft and Bottled or Canned Beer .....                      | 100.00 |
| Bottled or Canned Beer to be consumed on premises .....     | 0.00   |
| Bottled or Canned Beer not to be consumed on premises ..... | 0.00   |
| Retail Liquor- 103 .....                                    | 0.00   |
| Retail Wine .....                                           | 100.00 |
| Wine by the Drnk .....                                      | 100.00 |
| Special Wine (Sunday) .....                                 | 0.00   |

TOTAL FEE: 300.00

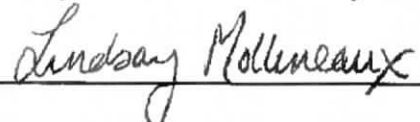
  
 Signature of Licensee or Officer of Corporation

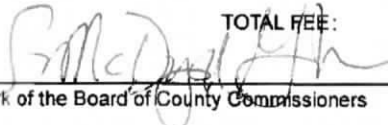
This license is TRANSFERABLE. VALID as of 08/01/2023 and EXPIRES 07/31/2024.

Witness my hand and seal this 25th day of July, 2023.

  
 Chairman

  
 Commissioner

  
 Commissioner

  
 Clerk of the Board of County Commissioners





City of Ketchum

**Beer, Wine & Liquor-by-the Drink License Application**

Submit completed application by e-mail and fees by check or cash to the City Clerk Office, PO Box 2315, 191 W. 5th St, Ketchum, ID 83340. If renewing, you may pay online at [xpressbillpay.com](http://xpressbillpay.com). For questions, please e-mail [finance@ketchumidaho.org](mailto:finance@ketchumidaho.org) or call (208) 726-3841.

| APPLICANT INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Applicant Name: <i>Northwest Land and Cattle Co</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Doing Business As: <i>Vetex Market</i>                                                                                                                          |
| Physical Address where license will be displayed: <i>511 Main St. Ketchum</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                 |
| Mailing Address: <i>471 N Curtis Rd Boise, ID 83706</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                 |
| Recorded Owner of Property: <i>Peter L. Hirschburg</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                 |
| Applicant Phone Number: <i>208-377-0024</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Applicant Email: <i>marla@fletcherstores.com</i>                                                                                                                |
| STATE LICENSE NO: <i>1627</i> (copy required)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | COUNTY LICENSE NO: <i>56</i> (copy required)                                                                                                                    |
| Corporation: <input checked="" type="checkbox"/><br>Partnership: <input type="checkbox"/><br>Individual: <input type="checkbox"/><br>If Applicant is a Partnership or Corporation, is the corporation authorized to do business in Idaho?<br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                     | List names and addresses of corporation officers and/or partners:<br><i>Marla Gardner - Boise</i><br><i>Sally Snow - Boise</i><br><i>Debbie Gardner - Boise</i> |
| BEER LICENSE FEES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                 |
| Draft or Bottled or Canned Beer to be consumed on premises                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$200.00                                                                                                                                                        |
| Bottled or Canned Beer NOT to be consumed on premises                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$ 50.00                                                                                                                                                        |
| WINE LICENSE FEES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                 |
| Wine, to be consumed on premises                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$200.00                                                                                                                                                        |
| Wine, NOT to be consumed on premises                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$200.00                                                                                                                                                        |
| LIQUOR LICENSE FEES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                 |
| Liquor by the Drink (Note: Liquor fee includes wine)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$560.00                                                                                                                                                        |
| Total Fees Due <u>\$ 250.00</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                 |
| ADDITIONAL INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                 |
| Has the applicant, any partners of the applicant, any member of the applying partnership, the active manager of the applying partnership or any officer of the applying corporation been convicted of a violation of any law of the State of Idaho, or any other state, or of the United States regulating, governing, or prohibiting the sale of alcoholic beverages or intoxication liquor, and has any one of them within the last three years forfeited or suffered the forfeiture of a bond for his/her appearance to answer charges of any such violation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |                                                                                                                                                                 |
| Has the applicant or any partner or actual active manager or officer of the applicant been convicted of any felony within the last five years? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                 |

Applicant agrees to observe all City ordinances, laws and conditions imposed. Applicant agrees to defend, hold harmless and indemnify the City of Ketchum, its officers and employees from all liability claims, suits and costs arising from incidents or accidents occurring under this permit. Applicant certifies that s/he has read and examined this application and that all information contained herein is true and correct.

The undersigned hereby acknowledges and consents that the License(s) requested are subject to the provisions of the Ketchum Municipal Code, Title 5, Chapter 5.04 (amended by Ordinance 882), City of Ketchum, Idaho, Blaine County.

Marla Blanchard President  
Applicant Signature Relation to Business

8/10/2023  
Date

\_\_\_\_\_  
City Clerk or Deputy Signature

| OFFICIAL USE ONLY                                                                                                                                                                                                                                                                                             |                                   |                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-------------------------|
| Date Received: <u>8/14/23</u>                                                                                                                                                                                                                                                                                 | License Fee Paid: <u>\$250.00</u> | License No: <u>814A</u> |
| To the City Council, Ketchum, Idaho:<br>The undersigned, a Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> , does hereby make application for a license to sell during the year of September 1, <u>2023</u> - August 31, <u>2024</u> |                                   |                         |
| Approved by City of Ketchum Idaho by;                                                                                                                                                                                                                                                                         |                                   |                         |
| _____<br>Mayor                                                                                                                                                                                                                                                                                                |                                   |                         |

# Idaho State Police

Cycle Tracking Number: 143344

Premises Number: 5B-3

## Retail Alcohol Beverage License

License Year: 2024

License Number: 1627

*This is to certify, that* Northwest Land and Cattle Co  
*doing business as:* Veltex Market

*is licensed to sell alcoholic beverages as stated below at:*  
511 Main St, Ketchum, Blaine County

*Acceptance of a license by a retailer shall constitute knowledge of and agreement to operate by and in accordance to the Alcohol Beverage Code, Title 23. Only the licensee herein specified shall use this license.*

*County and city licenses are also required in order to operate.*

*Marla Jordan, President*  
Signature of Licensee, Corporate Officer, LLC Member or Partner

|                         |              |
|-------------------------|--------------|
| Liquor                  | No           |
| Beer                    | Yes \$50.00  |
| Wine by the bottle      | Yes \$100.00 |
| Wine by the glass       | No           |
| Kegs to go              | No           |
| Growlers                | No           |
| Restaurant              | No           |
| On-premises consumption | No           |
| Multipurpose arena      | No           |
| Plaza                   | No           |

NORTHWEST LAND AND CATTLE CO  
VELTEX MARKET  
471 N CURTIS RD  
  
BOISE, ID 83706  
*Mailing Address*

TOTAL FEE: \$150.00

License Valid: 08/01/2023 - 07/31/2024

**Expires: 07/31/2024**

Director of Idaho State Police



2024

BLAINE COUNTY  
STATE OF IDAHO

No. 56

### RETAIL ALCOHOLIC BEVERAGE LICENSE

THIS IS TO CERTIFY THAT NORTHWEST LAND AND CATTLE CO  
 doing business as VELTEX MARKET  
 at 511 MAIN ST. KETCHUM. ID 83340  
 a(n) CORPORATION, is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapters 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of said County, on file in the office of the Clerk of the Board at the Blaine County Courthouse, Hailey, Idaho.

dated: Beer: 12/16/1946    Retail Liquor: 06/27/1947    Retail Wine: 04/12/1947    Wine By Drink: 06/11/1973.

|                                                             |        |
|-------------------------------------------------------------|--------|
| Draft and Bottled or Canned Beer .....                      | 0.00   |
| Bottled or Canned Beer to be consumed on premises .....     | 0.00   |
| Bottled or Canned Beer not to be consumed on premises ..... | 25.00  |
| Retail Liquor- 56 .....                                     | 0.00   |
| Retail Wine .....                                           | 100.00 |
| Wine by the Drink .....                                     | 0.00   |
| Special Wine (Sunday) .....                                 | 0.00   |

TOTAL FEE: 125.00

S. McDonald  
 Clerk of the Board of County Commissioners

Marla Vandew  
 Signature of Licensee or Officer of Corporation

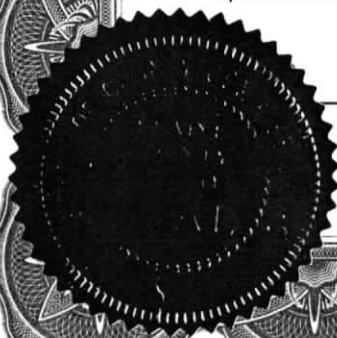
This license is TRANSFERABLE. VALID as of 08/01/2023 and EXPIRES 07/31/2024.

Witness my hand and seal this 6th day of July, 2023.

Marty Davis  
 Chairman

Angus McCarty  
 Commissioner

Lindsay Mollenau  
 Commissioner





City of Ketchum

**CITY COUNCIL MEETING AGENDA MEMO**

Meeting Date: August 21, 2023 Staff Member/Dept: Paige Nied, Associate Planner  
Planning and Building Department

Agenda Item: Recommendation to Approve Right-of-Way Encroachment Agreement #22849 for the placement of driveway snowmelt system and pavers in the public right-of-way at 220 Bird Drive.

**Recommended Motion:**

I move to authorize the Mayor to sign Right-of-Way Encroachment Agreement #22849 with Bird Drive Partners LLC.

**Reasons for Recommendation:**

- The improvements will not impact the use or operation of Bird Drive.
- The improvements will not impact drainage or snow removal within the public right-of-way.
- The project complies with all standards for Right-of-Way Encroachment Permit issuance specified in Ketchum Municipal Code §12.12.060.

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

The new detached townhouse development located at 220 Bird Drive within the General Residential – Low Density (GR-L) Zoning District requires a Right-of-Way Encroachment Permit for a driveway snowmelt system and pavers within the City’s right-of-way along Bird Drive. The proposed encroachment complies with all standards for permanent right-of-way encroachments specified in Ketchum Municipal Code §12.12.060. Permanent encroachments within the right-of-way must be in the public interest pursuant to Ketchum Municipal Code §12.12.060.A. Snowmelt systems reduce icy conditions on driveways and circulation areas creating a safe pathway for property owners accessing their individual homes.

During the April 3, 2023, City Council meeting, the Council determined that due to the carbon dioxide emissions produced by snowmelt systems that they are not in the public interest and informed staff that they will no longer permit residential snowmelt systems within the public right-of-way, unless required by the Streets or Fire Department for nonconforming driveways. However, the Council did acknowledge certain residential projects which include snowmelt systems within the right-of-way that already had building permits issued for and decided to move forward and approve those applications. The subject Encroachment Agreement for a residential snowmelt system within the right-of-way is included as one of the projects with a previously issued building permit that the Council has agreed to approve.

Pursuant to Ketchum Municipal Code §12.12.040.C, a Right-of-Way Encroachment Permit is required for any permanent encroachment within the public right-of-way where a permanent fixture in the ground or attached to a building will occur. The standards for issuance of a Right-of-Way Encroachment Permit are

specified in Ketchum Municipal Code §12.12.060. The City Council has the authority to review and approve all permanent encroachments within the public right-of-way associated with a development project pursuant to Ketchum Municipal Code §17.96.030.C. The associated Right-of-Way Encroachment Agreement is intended to help protect the City in the event the proposed encroachments were to ever pose an issue requiring repair, relocation, or removal of the encroachment. The agreement also obligates the property owner to install, maintain, and repair the permanent encroachments.

**Sustainability Impact:**

The City Council has determined that residential snowmelt systems within the public right-of-way hinder the City's ability to meet the Sustainability Action Plan – 2020 and asserted that they will no longer approve these encroachments moving forward. The subject Right-of-Way Encroachment Agreement for a residential snowmelt system had a building permit issued prior to this determination, therefore, the Council has agreed to approve of it.

**Financial Impact:**

|                                          |                                                                               |
|------------------------------------------|-------------------------------------------------------------------------------|
| None OR Adequate funds exist in account. | There is no financial requirement from the city for this action at this time. |
|------------------------------------------|-------------------------------------------------------------------------------|

**Attachments:**

1. ROW Encroachment Agreement #22849 with exhibits

**WHEN RECORDED, PLEASE RETURN TO:**

**OFFICE OF THE CITY CLERK  
CITY OF KETCHUM  
POST OFFICE BOX 2315  
KETCHUM, IDAHO 83340**

---

**RIGHT-OF-WAY ENCROACHMENT AGREEMENT 22849**

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_, 2023, by and between the CITY OF KETCHUM, IDAHO, a municipal corporation ("Ketchum"), whose address is Post Office Box 2315, Ketchum, Idaho and Bird Drive Partners LLC ("Owner"), whose mailing address is Post Office Box 1219, Gig Harbor, Washington and who owns real property located at 220 Bird Drive ("Subject Property").

*RECITALS*

WHEREAS, Owner is the owner of real property described as 220 Bird Drive ("Subject Property"), located within the City of Ketchum, State of Idaho; and

WHEREAS, Owner wishes to permit placement of a driveway snowmelt system and pavers within the right-of-way on Bird Drive. These improvements are shown in Exhibit "A" attached hereto and incorporated herein (collectively referred to as the "Improvements"); and,

WHEREAS, Ketchum finds that said Improvements will not impede the use of said public right-of-way at this time subject to the terms and provisions of this Agreement;

WHEREAS, the Owner will restore the sidewalk, street, curb and gutter and any landscaping back to the original condition acceptable to the Streets and Facilities Director;

NOW, THEREFORE, in contemplation of the above stated facts and objectives, it is hereby agreed as follows:

*TERMS AND CONDITIONS*

1. Ketchum shall permit Owner to install a driveway snowmelt system and pavers identified in Exhibit "A" within the public right-of-way on Bird Drive, until notified by Ketchum to remove the infrastructure at which time Owner shall remove infrastructure at Owner's expense.
2. Owner shall be responsible for the maintenance of said Improvements and shall repair said improvements within 48 hours upon notice from Ketchum that repairs are needed. Any modification to the improvements identified in Exhibit "A" shall be approved by the City of Ketchum prior to any modifications taking place.
3. Snowmelt systems installed in the public right-of-way shall be installed as certified in Exhibit "B - Residential Snowmelt Installation Certificate" and operate at all times during the winter according to the following:
  - The system shall meet the requirements of the International Energy Conservation Code (2018 IECC, 403.12.2)



- The system shall have an electronic main control board to operate the system that is programmable and optimizes the way the system functions.
- Installation of in-ground control sensors linked to the main control board that detect snow and ice on the surface, monitor the sidewalk or driveway temperature, and automatically activates the system to be turned on or off based on the snow condition and air temperature.

4. Owner shall be responsible for restoring the sidewalk, curb and gutter and landscaping that is altered due to the construction and installation of the Improvements, to the satisfaction of the Director of Streets and Facilities.

5. In consideration of Ketchum allowing Owner to maintain the Improvements in the public right-of-way, Owner agrees to indemnify and hold harmless Ketchum from and against any and all claims of liability for any injury or damage to any person or property arising from the Improvements constructed, installed and maintained in the public right-of-way. Owner shall further indemnify and hold Ketchum harmless from and against any and all claims arising from any breach or default in the performance of any obligation on Owner's part to be performed under this Agreement, or arising from any negligence of Owner or Owner's agents, contractors or employees and from and against all costs, attorney's fees, expenses and liabilities incurred in the defense of any such action or proceeding brought thereon. In the event any action or proceeding is brought against Ketchum by reason of such claim, Owner, upon notice from Ketchum, shall defend Ketchum at Owner's expense by counsel satisfactory to Ketchum. Owner, as a material part of the consideration to Ketchum, hereby assumes all risk of damages to property or injury to persons in, upon or about the Improvements constructed, installed and maintained in the public right-of-way arising from the construction, installation and maintenance of said Improvements and Owner hereby waives all claims in respect thereof against Ketchum.

6. Ketchum shall not be liable for injury to Owner's business or loss of income therefrom or for damage which may be sustained by the person, goods, wares, merchandise or property of Owner, its tenants, employees, invitees, customers, agents or contractors or any other person in or about the Subject Property caused by or resulting from the Improvements constructed, installed, removed or maintained in the public right-of-way.

7. Owner understands and agrees that by maintaining the Improvements in the public right-of-way pursuant to this Agreement, Owner obtains no claim or interest in said public right-of-way which is adverse to that of Ketchum and that Owner obtains no exclusive right to said public right-of-way nor any other right to use the public right-of-way not specifically described herein.

8. In the event either party hereto retains an attorney to enforce any of the rights, duties and obligations arising out of this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party reasonable attorney's fees at the trial and appellate levels and, whether or not litigation is actually instituted.

9. This Agreement shall be governed by, construed, and enforced in accordance with the laws and decisions of the State of Idaho. Venue shall be in the District Court of the fifth Judicial District of the State of Idaho.

10. This Agreement sets forth the entire understanding of the parties hereto and shall not be changed or terminated orally. It is understood and agreed by the parties hereto that there are no verbal promises or implied promises, agreements, stipulations or other

representations of any kind or character pertaining to the Improvements maintained in the public right-of-way other than as set forth in this Agreement.

11. No presumption shall exist in favor of or against any party to this Agreement as the result of the drafting and preparation of this document.

12. This Agreement shall be recorded with the Blaine County Recorder by Ketchum.

13. The parties fully understand all of the provisions of this Agreement, and believe them to be fair, just, adequate, and reasonable, and accordingly accept the provisions of this Agreement freely and voluntarily.

OWNER:

CITY OF KETCHUM:

By: \_\_\_\_\_

By: \_\_\_\_\_

Roger Godfrey, Managing Member for  
Bird Drive Partners LLC

Neil Bradshaw, Mayor

STATE OF \_\_\_\_\_, )  
County of \_\_\_\_\_ ) ss.

On this \_\_\_\_ day of \_\_\_\_\_, 2023, before me, the undersigned Notary Public in and for said State, personally appeared ROGER GODFREY, known to me to be the person who executed the foregoing instrument and acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

\_\_\_\_\_  
Notary Public for \_\_\_\_\_  
Residing at \_\_\_\_\_  
Commission expires \_\_\_\_\_

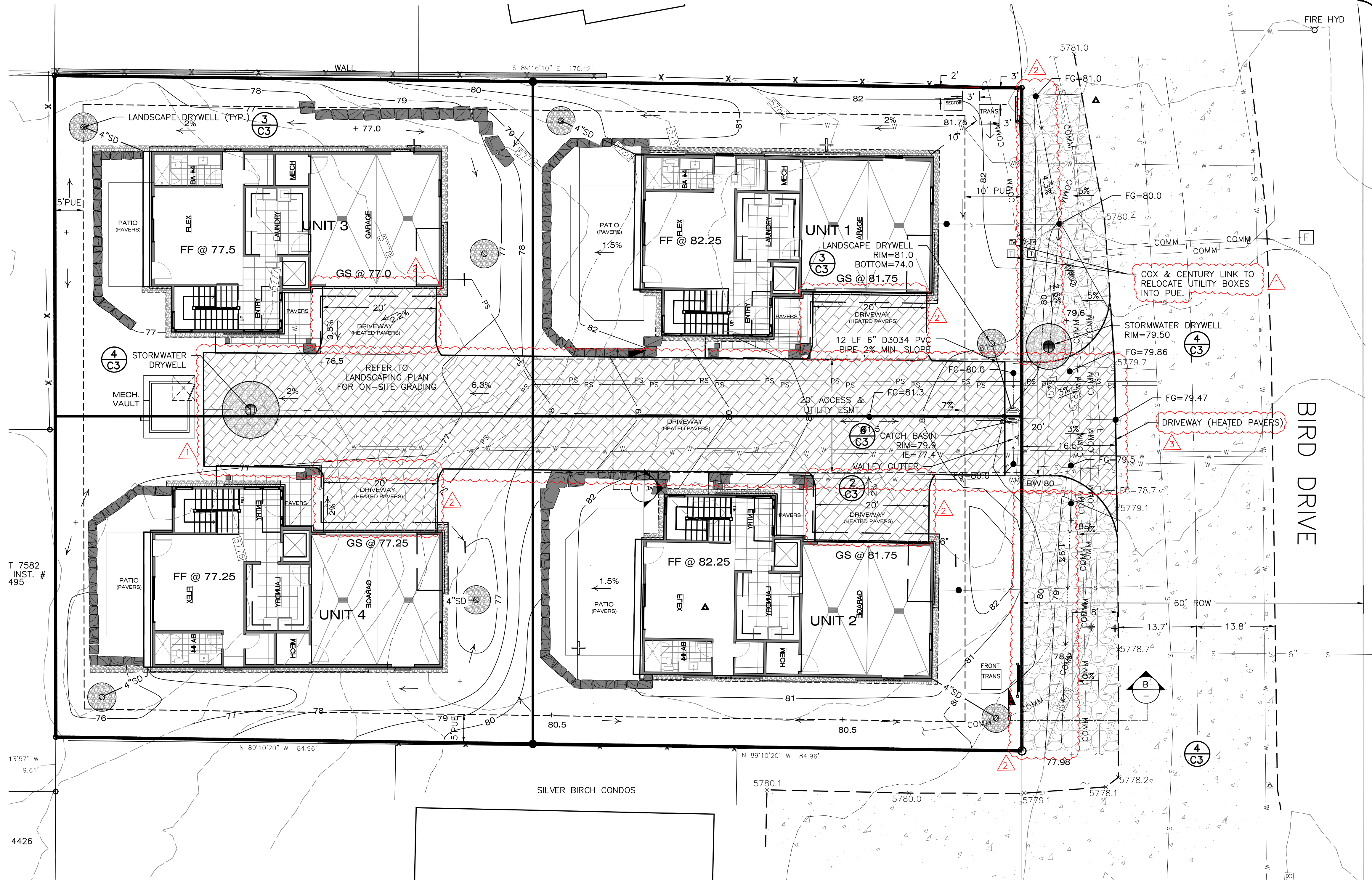
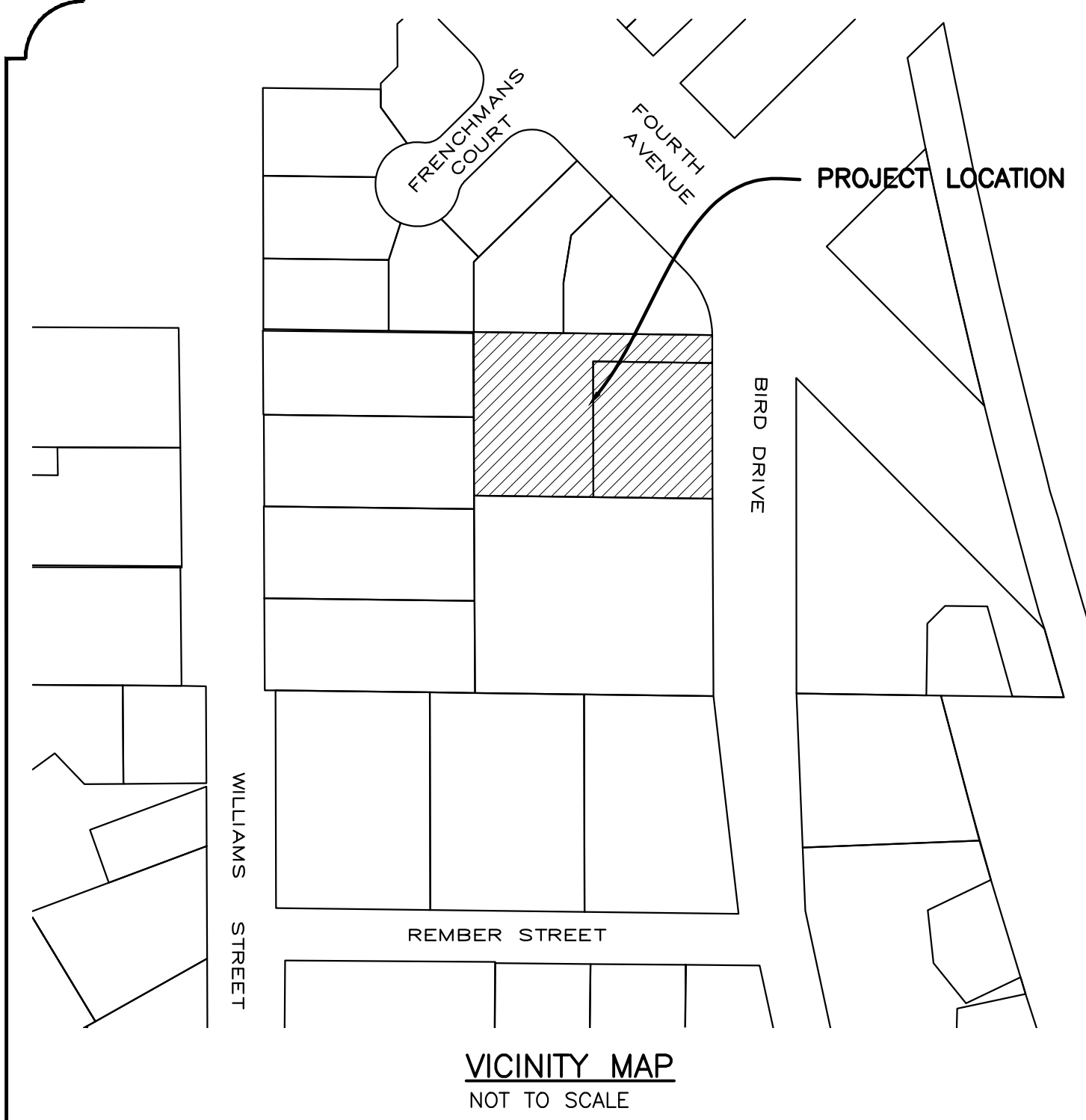
STATE OF IDAHO )  
County of Blaine ) ss.

On this \_\_\_\_ day of \_\_\_\_\_, 2023, before me, the undersigned Notary Public in and for said State, personally appeared NEIL BRADSHAW, known or identified to me to be the Mayor of the CITY OF KETCHUM, IDAHO, and the person who executed the foregoing instrument on behalf of said municipal corporation and acknowledged to me that said municipal corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year in this certificate first above written.

\_\_\_\_\_  
Notary Public for \_\_\_\_\_  
Residing at \_\_\_\_\_  
Commission expires \_\_\_\_\_

**EXHIBIT "A"**



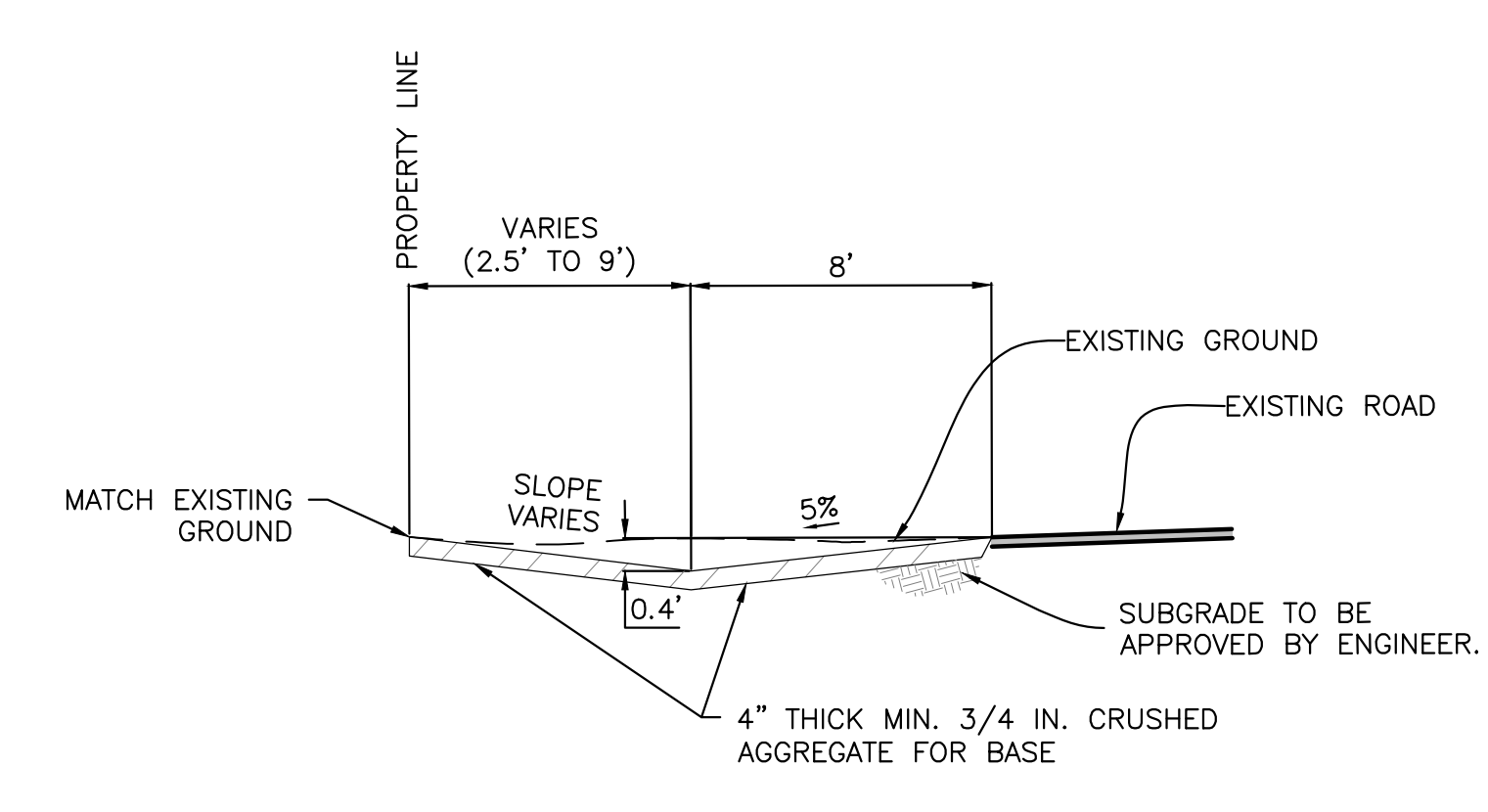
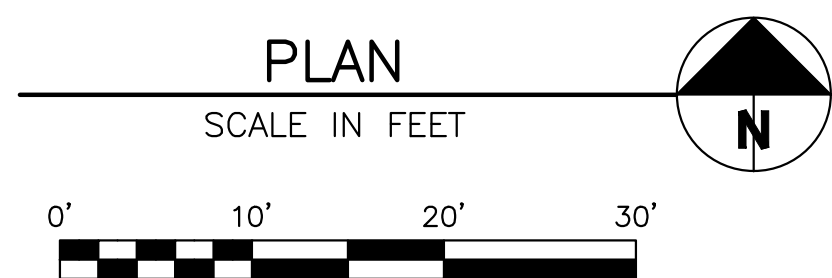
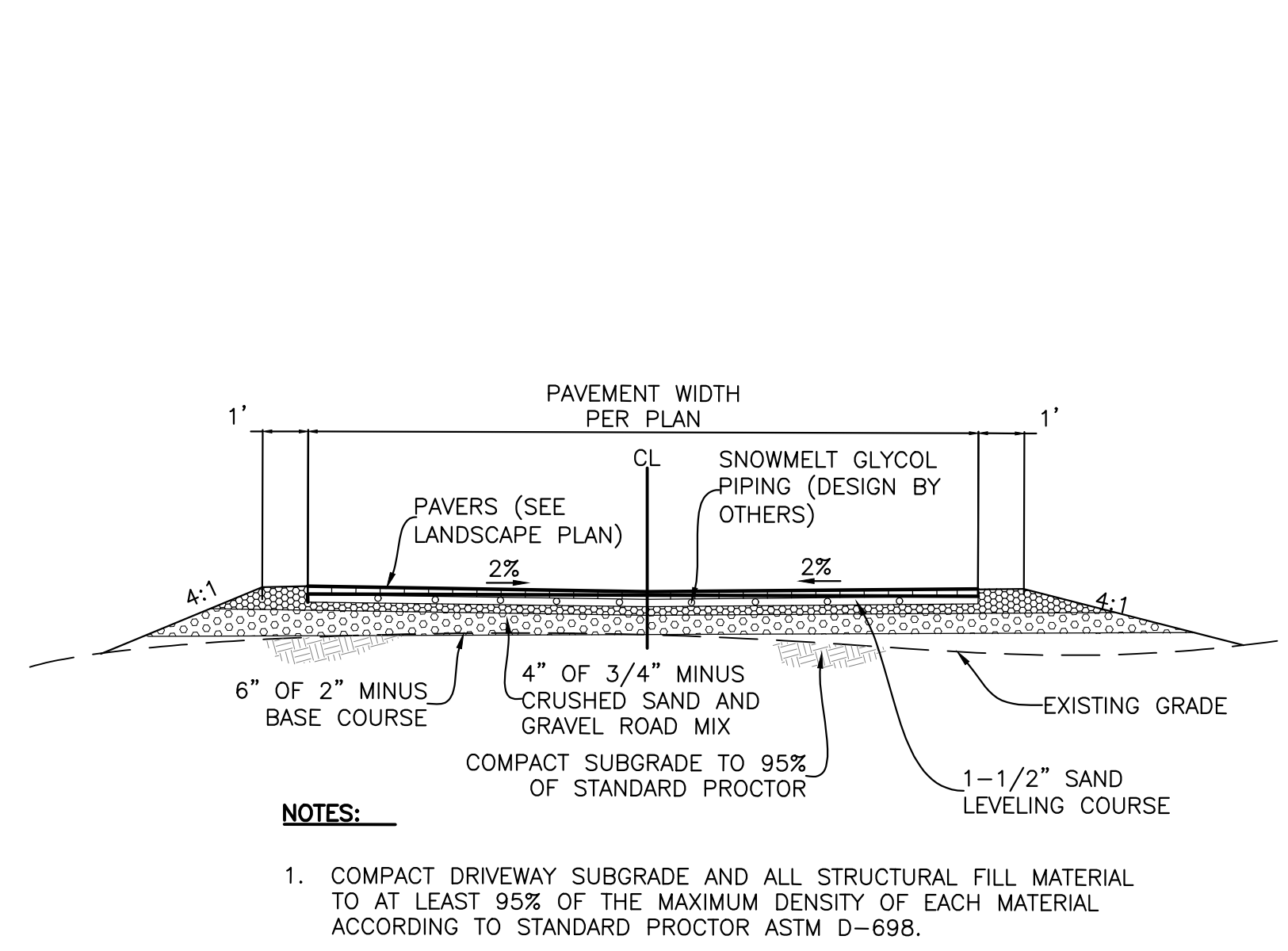
**CITY SNOWMELT REQUIREMENTS**  
 SNOWMELT SYSTEMS INSTALLED IN THE PUBLIC RIGHT-OF-WAY SHALL BE INSTALLED AND OPERATE AT ALL TIMES DURING THE WINTER ACCORDING TO THE FOLLOWING:

- THE SYSTEM SHALL MEET THE REQUIREMENTS OF THE INTERNATIONAL ENERGY CONSERVATION CODE (2018 IECC, 403.12.2)
- THE SYSTEM SHALL HAVE AN ELECTRONIC MAIN CONTROL BOARD TO OPERATE THE SYSTEM THAT IS PROGRAMMABLE AND OPTIMIZES THE WAY THE SYSTEM FUNCTIONS.
- INSTALLATION OF IN-GROUND CONTROL SENSORS LINKED TO THE MAIN CONTROL BOARD THAT DETECT SNOW AND ICE ON THE SURFACE, MONITOR THE SIDEWALK OR DRIVEWAY TEMPERATURE, AND AUTOMATICALLY ACTIVATES THE SYSTEM TO BE TURNED ON OR OFF BASED ON THE SNOW CONDITION AND AIR TEMPERATURE.

- GENERAL NOTES**
- CONTRACTOR SHALL FIELD VERIFY LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING CONSTRUCTION. ANY CONFLICT SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER.
  - CONTRACTOR SHALL NOTIFY DIGLINE (1-800-342-1585) AT LEAST 48 HOURS PRIOR TO BEGINNING CONSTRUCTION ACTIVITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO EXISTING UTILITIES ENCOUNTERED DURING CONSTRUCTION.
  - CONTRACTOR SHALL BE RESPONSIBLE FOR DUST CONTROL DURING THE CONSTRUCTION OF ALL ITEMS HEREON. DUST CONTROL SHALL BE CONTINUOUS DURING CONSTRUCTION, 24 HOURS PER DAY 7 DAYS PER WEEK.
  - CONTRACTOR SHALL ASSURE POSITIVE DRAINAGE AWAY FROM THE HOUSE.
  - ALL WORK WITHIN THE CITY RIGHT OF WAY SHALL CONFORM TO CITY OF KETCHUM STANDARDS.

**LEGEND**

|                         | EXISTING     | PROPOSED |
|-------------------------|--------------|----------|
| PROPERTY LINE           | ---          | ---      |
| ADJOINING PROPERTY LINE | ---          | ---      |
| CENTERLINE              | ---          | ---      |
| FENCE                   | -x-          | -x-      |
| SEWER                   | -s-          | -s-      |
| PRESSURE SEWER          | -ps-         | -ps-     |
| SEWER MANHOLE           | ⊙            | ⊙        |
| SEWER CLEANOUT          | ⊙            | ⊙        |
| WATER                   | -w-          | -w-      |
| WATER METER             | ⊙            | ⊙        |
| GAS                     | -g-          | -g-      |
| POWER                   | -e-          | -e-      |
| OVERHEAD POWER          | -ohp-        | -ohp-    |
| TELEPHONE               | -t-          | -t-      |
| CABLE TV LINE           | -tv-         | -tv-     |
| CONTOUR                 | ---[5775]--- | ---75--- |
| SAWCUT LINE             | ---[5775]--- | ---      |
| FLOW LINE               | ---          | ---      |
| LANDSCAPE DRYWELL       | ⊙            | ⊙        |
| DRIVEWAY DRYWELL        | ⊙            | ⊙        |
| STORM DRAIN PIPE        | 4"SD         | 4"SD     |
| DOWN SPOUT              | DS           | DS       |
| ASPHALT PAVEMENT        | ---          | ---      |
| PAVERS                  | ---          | ---      |
| GRAVEL                  | ---          | ---      |
| FG                      | ---          | ---      |
| EG                      | ---          | ---      |
| GB                      | ---          | ---      |



**REVISIONS**

| No. | DESCRIPTION                               | DATE    | BY  |
|-----|-------------------------------------------|---------|-----|
| 1   | COMPLETENESS REVIEW & DEPARTMENT COMMENTS | 3/14/22 | PLJ |
| 2   | DEPARTMENT COMMENTS                       | 6/7/22  | PLJ |
| 3   | ENCROACHMENT EXHIBIT CHANGES              | 9/6/22  | PLJ |

**BENCHMARK ASSOCIATES**

PREPARED BY:  
 BENCHMARK ASSOCIATES, P.A.  
 P.O. BOX 733 100 BELL DRIVE  
 KETCHUM, IDAHO 83340  
 (208) 726-9512  
 FAX 726-9514  
 WEB: WWW.BMA5B.COM  
 MAIL: WWW.BMA5B.COM

**GRADING & DRAINAGE PLAN**

**SNOWBIRD TOWNHOMES**  
 T4N, R17E, SEC 13, B.M., CITY OF KETCHUM, IDAHO

PREPARED FOR: SCOTT J. EDWARDS

DRAWN BY: PLJ  
 DESIGNED BY: PLJ  
 CHECKED BY: GLM  
 DATE: 6/25/2021  
 PROJECT NO.: 21070

DRAWING NO. **C1**

**EXHIBIT "B"**



EXHIBIT "B"  
RESIDENTIAL SNOWMELT INSTALLATION CERTIFICATE

PROPERTY OWNER'S NAME: Scott J Edwards  
PROPERTY ADDRESS: 222 Bird Drive  
LEGAL DESCRIPTION: Lot 1A Snowbird Sub Lot 2 Blk 1  
PARCEL NUMBER: RPK05240000010

INSTALLATION CONTRACTOR INFORMATION

COMPANY NAME: Thornton Heating & Sheetmetal, Inc  
CONTRACTOR ADDRESS: PO Box 242 Ketchum, ID 83340  
CONTRACTOR PHONE: 208-726-5520  
CONTRACTOR EMAIL: matt@thornton-heating.com

Pursuant to the requirements of Right-of-Way Encroachment Agreement # \_\_\_\_\_, the installation contractor certifies the following:

I certify that the system proposed meets all requirements of the International Energy Conservation Code (2018 IECC, 403.12.2).

I certify that the boiler/heatpump/other (circle one) operates at a 97 percent efficiency.

Boiler/Heatpump Model Number: FTx 725 Lochivar

Other: \_\_\_\_\_

I certify that geofabric will be installed under the pavers to ensure positive drainage off the driveway or sidewalk.

I certify that the system will be operated by an electronic main control board that optimizes the way the system functions and minimizes inefficiencies to the greatest degree possible.

I certify that the system will be installed with in-ground control sensors, linked to the main control board, that detect snow and ice on the surface, monitor the sidewalk or driveway temperature, and automatically activates the system to be turned on or off based on the snow condition and air temperature.

*Landscape*

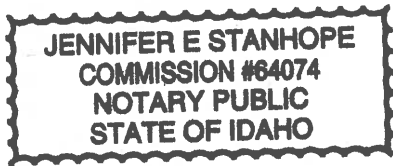
By, Installation Contractor:  
Print Name: Matt Thornton  
Signature: [Signature]  
Date: 7-13-23

By, Owner:  
Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

STATE OF Idaho )  
 ) ss.  
County of Blaine . )

On this 13<sup>th</sup> day of July, 2023, before me, the undersigned Notary Public in and for said State, personally appeared Matt Thornton (Installation Contractor), known to me to be the person who executed the foregoing instrument and acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.



[Signature]  
Notary Public for Idaho  
Residing at Blaine County  
Commission expires 8-11-26



By, Installation Contractor:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By, Owner:

Print Name: Scott J Edwards

Signature: [Handwritten Signature]

Date: 7/25/23

STATE OF \_\_\_\_\_ )  
 ) ss.  
County of \_\_\_\_\_ )

On this \_\_\_\_ day of \_\_\_\_\_, 2022, before me, the undersigned Notary Public in and for said State, personally appeared \_\_\_\_\_ (Installation Contractor), known to me to be the person who executed the foregoing instrument and acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

\_\_\_\_\_  
Notary Public for \_\_\_\_\_  
Residing at \_\_\_\_\_  
Commission expires \_\_\_\_\_

STATE OF Washington )

) ss.

County of Pierce )

On this 25<sup>th</sup> day of July, 202~~2~~<sup>3</sup>, before me, the undersigned Notary Public in and for said State, personally appeared Scott J Edwards (Owner), known to me to be the person who executed the foregoing instrument and acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.



J C Miller  
Notary Public for Washington  
Residing at Pierce  
Commission expires 1/29/2024



City of Ketchum

**CITY COUNCIL MEETING AGENDA MEMO**

Meeting Date: August 21, 2023      Staff Member/Dept: Paige Nied, Associate Planner  
Planning and Building Department

Agenda Item: Recommendation to Approve Right-of-Way Encroachment Agreement #22877 and FAR Exceedance Agreement #22878 between the City of Ketchum and Acquire Realty LLC.

Recommended Motion:

I move to authorize the Mayor to sign Right-of-Way Encroachment Agreement #22877 and FAR Exceedance Agreement #22878 with Acquire Realty LLC.

Reasons for Recommendation:

- The applicant is proposing a 6,039 square foot two-story commercial development known as Leadville Trading, located at 211 N Leadville Avenue within the Community Core – Subdistrict 2 – Mixed Use (CC-2) zone. The Leadville Trading Design Review application (File No. P22-066) and Conditional Use Permit application (File No. P22-066A) were approved by the Planning and Zoning Commission on April 11, 2023.
- The improvements will not impact the use or operation of Leadville Avenue or Second Street.
- The improvements will not impact drainage or snow removal within the public right-of-way.
- The project complies with all standards for Right-of-Way Encroachment Permit issuance specified in Ketchum Municipal Code §12.12.060.
- Pursuant to Ketchum Municipal Code §17.124.040.B.f., community housing contributions may be paid via a fee in-lieu of housing. The applicant proposes to satisfy the community housing contribution by paying the in-lieu fee totaling \$48,150.

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

Sustainability Impact:

The subject Right-of-Way Encroachment Agreement is for a sidewalk snowmelt system for a commercial development within the Community Core zone. The City Council made the determination that snowmelt systems installed for downtown development projects in the Community Core zone district are in the public interest as they keep sidewalks clear of snow and ice during the winter and provide a safe pathway for pedestrians.

Financial Impact:

|                                          |                                                                                                                                                                                                                                                                                                           |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| None OR Adequate funds exist in account. | The in-lieu fee is deposited into the city's housing in-lieu fund which provides funding for the city's housing programs and initiatives to create workforce housing within the city of Ketchum. Payment of this in-lieu fee will provide needed funding for current and future programs and initiatives. |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Attachments:

|                                                    |
|----------------------------------------------------|
| 1. ROW Encroachment Agreement #22877 with exhibits |
| 2. FAR Exceedance Agreement #22878 with exhibits   |

**WHEN RECORDED, PLEASE RETURN TO:**

**OFFICE OF THE CITY CLERK  
CITY OF KETCHUM  
POST OFFICE BOX 2315  
KETCHUM, IDAHO 83340**

---

**RIGHT-OF-WAY ENCROACHMENT AGREEMENT 22877**

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_ 2023, by and between the CITY OF KETCHUM, IDAHO, a municipal corporation ("Ketchum"), whose mailing address is Post Office Box 2315, Ketchum, Idaho and Acquire Realty LLC, ("Owner"), whose mailing address is 401 E City Avenue SPC 220, Bala Cynwyd, Pennsylvania and who owns real property located at 211 N Leadville Avenue ("Subject Property").

*RECITALS*

WHEREAS, Owner is the owner of real property described as 211 N Leadville Avenue ("Subject Property"), located within the City of Ketchum, State of Idaho; and

WHEREAS, Owner wishes to permit placement of a hydronic snowmelt system for new heated concrete sidewalks and pavers along Leadville Avenue and Second Street. These improvements are shown in Exhibit "A" attached hereto and incorporated herein (collectively referred to as the "Improvements"); and,

WHEREAS, Ketchum finds that said Improvements will not impede the use of said public right-of-way at this time subject to the terms and provisions of this Agreement;

WHEREAS, the Owner will restore the sidewalk, street, curb and gutter and any landscaping back to the original condition acceptable to the Streets and Facilities Director;

NOW, THEREFORE, in contemplation of the above stated facts and objectives, it is hereby agreed as follows:

*TERMS AND CONDITIONS*

1. Ketchum shall permit Owner to install a hydronic snowmelt system for new heated concrete sidewalks identified in Exhibit "A" within the public right-of-way on Leadville Avenue and Second Street, until notified by Ketchum to remove the infrastructure at which time Owner shall remove infrastructure at Owner's expense.

2. Owner shall be responsible for the maintenance of said Improvements and shall repair said improvements within 48 hours upon notice from Ketchum that repairs are needed. Any modification to the improvements identified in Exhibit "A" shall be approved by the City of Ketchum prior to any modifications taking place.

3. Snowmelt systems installed in the public right-of-way shall be installed and operate at all times during the winter according to the following:

- The system shall meet the requirements of the International Energy Conservation Code (2018 IECC, 403.12.2)
- The system shall have an electronic main control board to operate the system that is programmable and optimizes the way the system functions.
- Installation of in-ground control sensors linked to the main control board that detect snow and ice on the surface, monitor the sidewalk or driveway temperature, and automatically activates the system to be turned on or off based on the snow condition and air temperature.

4. Owner shall be responsible for restoring the sidewalk, curb and gutter and landscaping that is altered due to the construction and installation of the Improvements, to the satisfaction of the Director of Streets and Facilities.

5. In consideration of Ketchum allowing Owner to maintain the Improvements in the public right-of-way, Owner agrees to indemnify and hold harmless Ketchum from and against any and all claims of liability for any injury or damage to any person or property arising from the Improvements constructed, installed and maintained in the public right-of-way. Owner shall further indemnify and hold Ketchum harmless from and against any and all claims arising from any breach or default in the performance of any obligation on Owner's part to be performed under this Agreement, or arising from any negligence of Owner or Owner's agents, contractors or employees and from and against all costs, attorney's fees, expenses and liabilities incurred in the defense of any such action or proceeding brought thereon. In the event any action or proceeding is brought against Ketchum by reason of such claim, Owner, upon notice from Ketchum, shall defend Ketchum at Owner's expense by counsel satisfactory to Ketchum. Owner, as a material part of the consideration to Ketchum, hereby assumes all risk of damages to property or injury to persons in, upon or about the Improvements constructed, installed and maintained in the public right-of-way arising from the construction, installation and maintenance of said Improvements and Owner hereby waives all claims in respect thereof against Ketchum.

6. Ketchum shall not be liable for injury to Owner's business or loss of income therefrom or for damage which may be sustained by the person, goods, wares, merchandise or property of Owner, its tenants, employees, invitees, customers, agents or contractors or any other person in or about the Subject Property caused by or resulting from the Improvements constructed, installed, removed or maintained in the public right-of-way.

7. Owner understands and agrees that by maintaining the Improvements in the public right-of-way pursuant to this Agreement, Owner obtains no claim or interest in said public right-of-way which is adverse to that of Ketchum and that Owner obtains no exclusive right to said public right-of-way nor any other right to use the public right-of-way not specifically described herein.

8. In the event either party hereto retains an attorney to enforce any of the rights, duties and obligations arising out of this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party reasonable attorney's fees at the trial and appellate levels and, whether or not litigation is actually instituted.

9. This Agreement shall be governed by, construed, and enforced in accordance with the laws and decisions of the State of Idaho. Venue shall be in the District Court of the fifth Judicial District of the State of Idaho.

10. This Agreement sets forth the entire understanding of the parties hereto and shall not be changed or terminated orally. It is understood and agreed by the parties hereto that there are no verbal promises or implied promises, agreements, stipulations or other representations of any kind or character pertaining to the Improvements maintained in the public right-of-way other than as set forth in this Agreement.

11. No presumption shall exist in favor of or against any party to this Agreement as the result of the drafting and preparation of this document.

12. This Agreement shall be recorded with the Blaine County Recorder by Ketchum.

13. The parties fully understand all of the provisions of this Agreement, and believe them to be fair, just, adequate, and reasonable, and accordingly accept the provisions of this Agreement freely and voluntarily.





**EXHIBIT "A"**



# LEADVILLE TRADING

211 LEADVILLE AVE. N.

ARCHITECT

ENGINEER

### DETAIL SHEET

## LEADVILLE TRADING

LOCATED WITHIN SECTION 18, T 4 N, R 18 E, E 1/4, C 10 W, BLM COUNTY, IDAHO

PROJECT INFORMATION: 21244

ENGINEERING, INC.

1777 17th Street, Suite 100  
Ketchum, ID 83340  
208-788-1755  
info@enginc.com

NO. DATE BY REVISIONS

DATE PERMIT SET

FILE

NO. DATE DESCRIPTION

PROJECT INFORMATION: 21244

ENGINEERING, INC.

1777 17th Street, Suite 100  
Ketchum, ID 83340  
208-788-1755  
info@enginc.com

NO. DATE BY REVISIONS

DATE PERMIT SET

FILE

NO. DATE DESCRIPTION

#### 1. TYPICAL ASPHALT SECTION

**NOTES:**

1. REMOVE CURB OF APPROX. 1/4" TO THE UNFINISHED GRADE EDGE COURSE.
2. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
3. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
4. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
5. CITY TO PROVIDE BASE.

#### 2. 8" CONCRETE ROLLED CURB & GUTTER

**NOTES:**

1. REMOVE CURB OF APPROX. 1/4" TO THE UNFINISHED GRADE EDGE COURSE.
2. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
3. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
4. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
5. CITY TO PROVIDE BASE.

#### 3. 36" CONCRETE VALLEY GUTTER

**NOTES:**

1. REMOVE CURB OF APPROX. 1/4" TO THE UNFINISHED GRADE EDGE COURSE.
2. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
3. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
4. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
5. CITY TO PROVIDE BASE.

#### 4. 24" WIDE CONCRETE VALLEY GUTTER

**NOTES:**

1. REMOVE CURB OF APPROX. 1/4" TO THE UNFINISHED GRADE EDGE COURSE.
2. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
3. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
4. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
5. CITY TO PROVIDE BASE.

#### 5. 36" CONCRETE VALLEY GUTTER

**NOTES:**

1. REMOVE CURB OF APPROX. 1/4" TO THE UNFINISHED GRADE EDGE COURSE.
2. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
3. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
4. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
5. CITY TO PROVIDE BASE.

#### 6. TYPICAL SIGN BASE

**NOTES:**

1. BASE SHALL BE INSTALLED TO THE FINISH SURFACE.
2. ALL SETBACKS SHALL BE IN ACCORDANCE WITH THE CITY OF KETCHUM.
3. ALL SETBACKS SHALL BE IN ACCORDANCE WITH THE CITY OF KETCHUM.
4. SETBACKS SHALL BE APPROVED BY THE CITY OF KETCHUM.
5. CITY TO PROVIDE BASE.

#### 7. HEATED PAVEMENT DETAIL

**NOTES:**

1. REMOVE CURB OF APPROX. 1/4" TO THE UNFINISHED GRADE EDGE COURSE.
2. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
3. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
4. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
5. CITY TO PROVIDE BASE.

#### 8. DETECTABLE WARNING PLATE

**NOTES:**

1. DETECTABLE WARNING PLATE SHALL BE 1/4" THICK.
2. DETECTABLE WARNING PLATE SHALL BE 1/4" THICK.
3. DETECTABLE WARNING PLATE SHALL BE 1/4" THICK.
4. DETECTABLE WARNING PLATE SHALL BE 1/4" THICK.
5. CITY TO PROVIDE BASE.

#### 9. TYPICAL CONCRETE SIDEWALK SECTION

**NOTES:**

1. REMOVE CURB OF APPROX. 1/4" TO THE UNFINISHED GRADE EDGE COURSE.
2. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
3. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
4. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
5. CITY TO PROVIDE BASE.

#### 10. ZERO REVEAL CURB & GUTTER

**NOTES:**

1. REMOVE CURB OF APPROX. 1/4" TO THE UNFINISHED GRADE EDGE COURSE.
2. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
3. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
4. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
5. CITY TO PROVIDE BASE.

#### 11. TRANSITION SECTION

**NOTES:**

1. REMOVE CURB OF APPROX. 1/4" TO THE UNFINISHED GRADE EDGE COURSE.
2. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
3. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
4. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
5. CITY TO PROVIDE BASE.

#### 12. ZERO REVEAL CURB & GUTTER

**NOTES:**

1. REMOVE CURB OF APPROX. 1/4" TO THE UNFINISHED GRADE EDGE COURSE.
2. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
3. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
4. ASPHALT SHALL BE COMPACTED TO THE UNFINISHED GRADE EDGE COURSE.
5. CITY TO PROVIDE BASE.

123

LEADVILLE TRADING  
211 LEADVILLE AVE. N.  
KETCHUM

ARCHITECT

ENGINEER

PRINT DATE: Monday, June 26, 2023

|     |      |             |
|-----|------|-------------|
| NO. | DATE | DESCRIPTION |
| 1   |      |             |
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C2.10

DETAIL SHEET

**DETAIL SHEET**  
**LEADVILLE TRADING**

LOCATED WITHIN SECTION 18, T 4 N, R 10 E, E 3 M, CITY OF KETCHUM, BLAINE COUNTY, IDAHO

PROJECT INFORMATION: 211 LEADVILLE AVE. N., KETCHUM, IDAHO 83701

CLIENT: LEADVILLE TRADING, INC.  
21244  
312 N. 3rd Street  
Ketchum, Idaho 83701  
208-788-1755  
leadville@leadvilletrading.com

**GALENA**  
ENGINEERING, INC.  
Civil Engineers & Land Surveyors  
1000 N. 1st Street  
Ketchum, Idaho 83701  
208-788-1755  
galena@leadvilletrading.com

NO. DATE BY  
DATE PERMIT SET  
FILE  
REVISIONS  
NO. DATE DESCRIPTION

C2.10

PROPOSE: ISSUE FOR BUILDING PERMIT

**1 HEATED TRENCH DRAIN DETAIL**  
N.T.S.

**NOTES:**

1. TRENCH SHALL BE 1.5 INCH WIDE AND 1/2 INCH DEEP.
2. TRENCH SHALL BE CONCRETE.
3. THE FRAME AND GRATE IS SUITABLE FOR PEDESTRIAN AND BICYCLE TRAFFIC AND RATED FOR H 20 AND HS 20 LOADS.
4. CONCRETE THICKNESS: THE AMOUNT OF REINFORCEMENT SHALL BE AS ADJUSTED FOR GREATER OR GREATER PERFORM.
5. TOP OF GRATE TO BE INSTALLED FLUSH TO 1/8 IN BELOW FINISHED GRADE. LEVEL CONCRETE TOP OF GRATE IS 80% TYPICAL.

**2 30" DIAMETER CATCH BASIN**  
N.T.S.

**ISOMETRIC VIEW**

**SECTION Y-Y'**

**SECTION X-X'**

**PLAN VIEW**

**AREA INLET**

**CURB INLET**

**NOTES:**

1. CATCH BASIN SHALL BE 30" DIAMETER (30" DIA. RADIUS) WITH A 14" SQUARE INLET AND 14" SQUARE OUTLET.
2. THE 14" SQUARE INLET AND 14" SQUARE OUTLET SHALL BE 1/2" DEEP AND 1/2" WIDE.
3. PLACE A MINIMUM OF 2" OF COMPACTED SUBGRADE OR PREPARED SUBGRADE AS SPECIFIED IN SECTION 18.01 - PAVED SURFACE.
4. THE 14" SQUARE INLET AND 14" SQUARE OUTLET SHALL BE 1/2" DEEP AND 1/2" WIDE.
5. PROVIDE FINISH AND FINISH MARKINGS SURFACE ON THE INSIDE AND OUTSIDE.

**3 DRYWELL DETAIL (E20)**  
N.T.S.

**NOTES:**

1. DRYWELL SHALL BE 12" DIA. WITH A 1/2" DIA. HOLE.
2. MAXIMUM DEPTH SHALL NOT EXCEED 18" FEET.
3. DRYWELL SHALL BE CONCRETE.
4. DRYWELL SHALL BE 1/2" DIA. WITH A 1/2" DIA. HOLE.
5. PROVIDE FINISH AND FINISH MARKINGS SURFACE ON THE INSIDE AND OUTSIDE.

**4 TREE WELL DETAILS**  
N.T.S.

**NOTES:**

1. TREE TO BE 12" DIA. WITH A 12" DIA. HOLE.
2. TREE WELL SHALL BE 36" DIA. WITH A 12" DIA. HOLE.
3. TREE WELL SHALL BE CONCRETE.
4. TREE WELL SHALL BE 1/2" DIA. WITH A 1/2" DIA. HOLE.
5. PROVIDE FINISH AND FINISH MARKINGS SURFACE ON THE INSIDE AND OUTSIDE.

**5 MODULAR SUPERSEDED PAVEMENT SYSTEM**  
N.T.S.

**KEY PLAN:**

1. 6" THICK CONCRETE BASE, REINFORCED WITH APPROXIMATE 1/2" DIA. REBAR.
2. 1/2" THICK MODULAR PAVEMENT SYSTEM, AS ADJUSTED TO MATCH THE MODULAR PAVEMENT SYSTEM.
3. 1/2" THICK CONCRETE BASE, REINFORCED WITH APPROXIMATE 1/2" DIA. REBAR.
4. 1/2" THICK CONCRETE BASE, REINFORCED WITH APPROXIMATE 1/2" DIA. REBAR.
5. 1/2" THICK CONCRETE BASE, REINFORCED WITH APPROXIMATE 1/2" DIA. REBAR.
6. 1/2" THICK CONCRETE BASE, REINFORCED WITH APPROXIMATE 1/2" DIA. REBAR.
7. 1/2" THICK CONCRETE BASE, REINFORCED WITH APPROXIMATE 1/2" DIA. REBAR.
8. 1/2" THICK CONCRETE BASE, REINFORCED WITH APPROXIMATE 1/2" DIA. REBAR.
9. 1/2" THICK CONCRETE BASE, REINFORCED WITH APPROXIMATE 1/2" DIA. REBAR.
10. 1/2" THICK CONCRETE BASE, REINFORCED WITH APPROXIMATE 1/2" DIA. REBAR.

**NOTES:**

1. INSTALLATION SHALL BE DONE IN ACCORDANCE WITH ALL APPLICABLE HEALTH AND SAFETY REGULATIONS.
2. INSTALLATION SHALL BE DONE IN ACCORDANCE WITH ALL APPLICABLE HEALTH AND SAFETY REGULATIONS.
3. PROJECT IS NOT A TREE WELL. IT IS A TREE WELL DETAIL. IT IS NOT A TREE WELL DETAIL. IT IS NOT A TREE WELL DETAIL.

**6 PLAN VIEW**  
N.T.S.

**NOTES:**

1. TREE TO BE 12" DIA. WITH A 12" DIA. HOLE.
2. TREE WELL SHALL BE 36" DIA. WITH A 12" DIA. HOLE.
3. TREE WELL SHALL BE CONCRETE.
4. TREE WELL SHALL BE 1/2" DIA. WITH A 1/2" DIA. HOLE.
5. PROVIDE FINISH AND FINISH MARKINGS SURFACE ON THE INSIDE AND OUTSIDE.



**FAR EXCEEDANCE  
AGREEMENT #22878**

**Parties:**

|                    |             |                                                                                                                                                        |
|--------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| City of Ketchum    | "City"      | P.O. Box 2315, 191 5 <sup>th</sup> Street W, Ketchum, Idaho 83340                                                                                      |
| Acquire Realty LLC | "Developer" | Mailing: 401 E City Avenue SPC 220, Bala Cynwyd, Pennsylvania 19004<br><br>Subject Property: 211 N Leadville Avenue (Ketchum Townsite: Block 3: Lot 5) |

This FAR Exceedance Agreement ("Agreement") is made between the City of Ketchum, a municipal corporation of the state of Idaho ("City"), and Acquire Realty LLC, a limited liability corporation, owner of the subject property and developer of the project ("Developer").

RECITALS

- A. Pursuant to the City's authority under the Idaho Local Land Use Planning Act, the Ketchum Municipal Code ("K.M.C.") Chapter 17.124 provides for certain development standards, including maximum floor area ratio (FAR) standards under K.M.C. 17.124.040 - Floor Area Ratios and Community Housing. These standards are intended to protect the public interest, health, general welfare, and provision of public services. The City has provided options for development proposals to potentially exceed the allowable FAR in exchange for mitigation of the impacts of such larger development, particularly as focused on affordable community and workforce housing. K.M.C. 17.124.040(B).
- B. Litigation was brought challenging the constitutionality and legality of the City's FAR standards in relation to the inclusionary housing incentive under K.M.C. 17.124.040 that was voluntarily dismissed.
- C. The City has adopted Resolution 17-006 which provides for the Parties to proceed with the FAR standards and options under K.M.C. 17.124.040, so long as the Parties voluntarily opt into a FAR Exceedance Agreement, making clear they are voluntarily opting by contract into use of such FAR standards and mitigation measures and are waiving any claims or demands related to any legal challenge to K.M.C. 17.124.040.

THEREFORE, in consideration of the mutual agreement herein contained and subject to the terms and conditions stated, it is hereby understood and agreed by the Parties as follows:

- 1. **Attestation of Developer.** Developer, by this Agreement, attests that the City has disclosed potential litigation challenging K.M.C. 17.124. Developer desires to voluntarily proceed on the development proposal, including proposal of exceedance of FAR

standards and accompanying mitigation measures, using the approach and standards as set forth in K.M.C. 17.124.

2. **Waiver and Release of Claims.** Developer, by this Agreement, waives and releases any claims, demands, challenges, claims for reimbursement or refund, and/or damages now or in the future deriving from or relying on the outcome of future litigation substantially challenging the validity of K.M.C. 17.124 and its standards. It is Developer's intent to accept and proceed with such standards as outlined in K.M.C. 17.124 for Developer's development plan for purposes of allowable FAR and Developer voluntarily and knowingly accepts the mitigation measures as proposed.
3. **FAR Exceedance Consideration.** In consideration for Developer's attestation and waiver, the City agrees to consider their exceedance proposal and will currently consider and evaluate Developer's proposed FAR exceedance and accompanying mitigation measures within the framework and standards of K.M.C. 17.124.040, attached hereto as Exhibit A and made a part of this Agreement.
4. **Maximum FAR and Mitigation.** The Parties hereby agree to an allowable maximum floor area ratio and accompanying mitigation measures as set forth in Exhibit B, attached hereto and made a part of this Agreement.
5. **Withdrawal.** Developer may withdraw from this Agreement upon thirty days notice to City provided that Developer has not commenced building and has received no benefit from a maximum FAR exceedance. Withdrawal shall cause an immediate reversion to the permitted gross FAR as set forth in Exhibit A: K.M.C. 17.124.040(A) at the time of this Agreement.
6. **Amendments.** This Agreement may not be amended, modified, altered or changed in any respect whatsoever, except by further agreement in writing duly executed by the parties.
7. **No Assignment.** Developer shall not sell, assign, or transfer all or any portion of its interest in this Agreement at any time without consent of the City.
8. **Binding Effect.** This Agreement shall be binding upon the heirs, estates, personal representatives, successors, and assigns of the parties.
9. **Attorney Fees and Costs.** In the event any action is brought to enforce this Agreement, the prevailing party is entitled to an award of reasonable attorney fees and costs.
10. **Notices.** Any notice under this Agreement shall be in writing and shall be treated as duly delivered if the same is personally delivered or deposited in the United States mail,

certified, return receipt requested, postage prepaid, and properly addressed to the contacts as specified at the beginning of this Agreement.

- 11. **Partial Invalidity.** Whenever possible, each provision of this Agreement shall be interpreted in such a way as to be effective and valid under applicable law. If a provision of this Agreement is prohibited by or invalid under applicable law, it shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement.
  
- 12. **Waiver:** The rights and remedies of the parties to this Agreement are cumulative and not alternative. Neither the failure nor any delay by any party in exercising any right, power, or privilege under this Agreement or the documents referenced in this Agreement will operate as a waiver of such right, power, or privilege, and no single or partial exercise of any such right, power, or privilege will preclude any other or further exercise of such right, power, or privilege or the exercise of any other right, power, or privilege.
  
- 13. **Execution and Counterparts:** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original agreement, but all of which shall be considered one instrument.

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.

Developer

City of Ketchum, Idaho

\_\_\_\_\_

\_\_\_\_\_

*Print Name*

Neil Bradshaw, Mayor

Mark Dooley, Managing Member for  
Acquire Realty, LLC

Attest:

\_\_\_\_\_

Trent Donat, City Clerk



## 17.124.040: FLOOR AREA RATIOS AND COMMUNITY HOUSING:

- A. General Requirements: All new buildings and alterations to existing buildings in the GR-H, T, T-3000, T-4000 and CC zoning districts, unless otherwise specified in this title, shall be subject to the maximum floor area ratio (FAR) described below. Hotels that meet the definition of "hotel" found in [chapter 17.08](#) of this title may exceed the floor area listed in the table below subject to section [17.124.050](#) of this chapter.

| Districts | Permitted Gross FAR | Inclusionary Housing Incentive |
|-----------|---------------------|--------------------------------|
| GR-H      | 0.5                 | 1.4                            |
| T         | 0.5                 | 1.6                            |
| T-3000    | 0.5                 | 1.6                            |
| T-4000    | 0.5                 | 1.6                            |
| CC        | 1.0                 | 2.25                           |

### B. Inclusionary Housing Incentive:

1. The purpose of this section is to encourage new development to include a reasonable supply of affordable and resident occupied workforce housing for sale or rent, to help meet the demand and needs for housing of the community's employees. Land within the zoning districts specified in the table above may be built to the listed permitted FAR. As an incentive to build community housing units, floor area may be increased up to the maximum FAR listed in said table with inclusionary housing incentive.
2. An increased FAR may be permitted subject to design review approval, and provided, that all of the following conditions are met:
  - a. A minimum of twenty percent (20%) of the total increase in gross floor area above the greater of the permitted FAR is deed restricted in perpetuity as community housing unit(s). Of this gross square footage, a fifteen percent (15%) reduction will be allowed as a standard discount from gross square footage to net livable square footage for community housing units.
  - b. After calculating net livable square footage, an allowance can be made for projects with demonstrated groundwater issues as documented by a registered engineer. Upon determination by the city that groundwater on the subject property precludes underground parking, a credit of three hundred fifty (350) square feet per required parking space shall be subtracted from the net livable square footage prior to the calculation for the twenty percent (20%) deed restricted community housing. Parking space credit shall be rounded to the nearest whole number, and shall not be calculated as fractions.
  - c. Community housing requirements may be paid via a fee in lieu of housing. The community housing units times the fee equals the amount due to the city. The fee in lieu shall be recommended by the governing housing authority on an annual basis and adopted by the city council. For fractions of units, the developer has the option of providing a full housing unit

rather than paying the fee in lieu or working with the city or other nonprofit entity to construct the balance of the community housing unit with additional funds.

- d. All community housing units, either for sale or rent, shall be administered by the governing housing authority, unless otherwise determined by the city council. The governing housing authority shall recommend the types and locations of all proposed community housing units for approval by the city.
  - e. The community housing units shall be targeted for Blaine County housing authority income category 4 (100 percent or less of area median income). The applicant may seek the recommendation of the governing housing authority in the determination of an alternative category with corresponding adjustment in the amount of community housing required. Said recommendation, if mutually agreed upon by the applicant and the commission, may be used in place of category 4. This allowance shall be based on need for the category type. The definition of who may qualify to purchase affordable housing shall be maintained in the guidelines of the governing housing authority as adopted by the city council.
  - f. The city's primary goal is to see the development of and encourage the construction of community housing units, but realizes that other options will also move the city closer to its goal of housing the workforce. With this in mind, the following options for fulfillment of the community housing incentive are available to the applicant outright. These include, but are not limited to:
    - (1) Housing constructed by the applicant on or off site, within the city of Ketchum;
    - (2) Payment of an in lieu fee; or
    - (3) Acquisition of existing housing stock that meets with the governing housing authority's requirements and approval.
  - g. In addition to those outright options noted in this section, the city council may consider alternative proposals by the applicant to fulfill the community housing incentive. The city council has full discretionary power to determine said request. Options for fulfillment of the community housing incentive include, but are not limited to:
    - (1) Land conveyance to the city;
    - (2) Existing housing unit buy down or mortgage buy down; or
    - (3) Other proposals and options as approved by the city council.
3. In the CC district, the maximum floor area incentive applies to buildings up to three (3) stories in height. Buildings above three (3) stories may exceed the 2.25 FAR maximum only in accordance with the pertinent code provisions allowing for a fourth floor (for example, hotels, PUDs and 100 percent community housing project, etc.). For hotel uses, community housing calculations apply to all those portions of the hotel development except the hotel units, which are addressed pursuant to employee housing of this chapter. (Ord. 1135, 2015)

**Exhibit B**

**EXCEEDANCE AGREEMENT COMPLIANCE**

**PROJECT:** Leadville Trading

**APPLICATION FILE NUMBERS:** Design Review (P22-066)  
Conditional Use Permit (P22-066A)

**OWNER:** Acquire Realty LLC

**REPRESENTATIVE:** Lucas Winter  
Janet Jarvis, Jarvis Group Architects

**REQUEST:** Development of a new 6,133 square foot two story commercial development with three on-site parking spaces.

**LOCATION:** 211 N Leadville Avenue (Ketchum Townsite: Block 3: Lot 5)

**ZONING:** Community Core – Subdistrict 2 – Mixed Use (CC-2)

**BACKGROUND:**

1. The applicant is proposing to develop a new 6,133 square foot two story commercial development with three on-site parking spaces.
2. The site is located at 211 N Leadville Avenue (Ketchum Townsite: Block 3: Lot 5) within the Mixed-Use Subdistrict of the Community Core (CC-2).
3. The subject property has an area of 5,504 square feet.
4. The proposed development will have a total gross floor area of 6,133 square feet.
5. As a condition of Design Review approval, the project shall comply with the requirements of Ketchum City Code §17.124.040, *Floor Area Ratios and Community Housing*, as adopted on the date a Building Permit is submitted for the project.
6. The Planning and Zoning Commission approved the Design Review application (File No. P22-066) and Conditional Use Permit application (File No. P22-066A) on April 11, 2023.

**EXCEEDANCE ANALYSIS**

The project shall comply with the requirements of Ketchum City Code § 17.124.040 as adopted on the date a building permit is submitted for the project.

**Permitted in Community Core Subdistrict 2 (CC-2)**

**Permitted Gross FAR: 1.0**

**Permitted Gross FAR with Inclusionary Housing Incentive: 2.25**

**Proposed Gross Floor Area:** 6,133 gross square feet

**Ketchum Townsite Lot Area:** 5,504 square feet

**FAR Proposed:** 1.11 (6,133 gross sq ft/5,504 sq ft lot area)

**Increase Above Permitted FAR:** 629 square feet

**20% of Increase:** 126 square feet

**Net Livable (15% Reduction):** 107 square feet of community housing required

**Total Proposed On-site Community Housing Contribution:** 0 square feet

**Proposed Community Housing In-Lieu Fee:** \$48,150 (107 sq ft x \$450/sq ft)

**COMMUNITY HOUSING CONTRIBUTION CONDITIONS**

The following conditions apply to the community housing contribution for the development at 211 N Leadville Avenue:

1. The development shall provide a community housing in-lieu fee payment in the amount of \$283,050. Fee payment is due at the time of building permit issuance.
2. If a Certificate of Occupancy is not issued following payment of the in-lieu fee, a refund of the fee may be issued within a reasonable period of time.



City of Ketchum

**CITY COUNCIL MEETING AGENDA MEMO**

Meeting Date:  Staff Member/Dept:

Agenda Item:

**Recommended Motion:**

I move to approve PO #23130 with Lunceford Excavation, INC. in a not to exceed amount of \$34,200 to install 180ft of mainline at the end of Parkway Dr. and Atkinsons Park connecting two dead end lines w/ fire hydrant and service line.

**Reasons for Recommendation:**

- This is a top priority item on our CIP Facilities Plan
- With the connection of the two dead end mainlines and installation of fire hydrant it will increase fire flows and protection.
- This will also alleviate stagnant dead ends that we must circulate through frost Free hydrants allowing us to conserve more water.
- In addition, we will be able to stub in a service to a buildable lot that did not have water available near property.

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

**Sustainability Impact:**

**Financial Impact:**

**Attachments:**

1. Quote
2. PO #23130
- 3.



Lunceford Excavation  
 alabama626@gmail.com  
 P.O. Box 739  
 Ketchum, ID 83340

Prepared For  
 Ketchum Utilities Department  
 P.O. Box 2315  
 Ketchum 83340

Estimate Date  
 08/08/2023

Estimate Number  
 14243

Reference  
 Parkside Drive

| Description                                                  | Rate       | Qty                  | Line Total  |
|--------------------------------------------------------------|------------|----------------------|-------------|
| Parkside Drive                                               | \$0.00     | 1                    | \$0.00      |
| Excavate-Install 180' of 8" C-900 Water Pipe                 | \$130.00   | 180                  | \$23,400.00 |
| Slurry Per City Spec                                         | \$2,800.00 | 1                    | \$2,800.00  |
| Asphalt Patch                                                | \$3,200.00 | 1                    | \$3,200.00  |
| Install Fire Hydrant-Labor and Parts-City to Provide Hydrant | \$2,300.00 | 1                    | \$2,300.00  |
| Service to Empty Lot                                         | \$2,500.00 | 1                    | \$2,500.00  |
|                                                              |            | Subtotal             | 34,200.00   |
|                                                              |            | Tax                  | 0.00        |
|                                                              |            | Estimate Total (USD) | \$34,200.00 |

**Terms**

**NOTE:** This proposal may be withdrawn by us if not accepted within 30 days. All material is guaranteed to be as specified. All work to be completed in a substantial workman like manner according to specifications submitted per standard practices. Any alteration or deviation from above specifications involving extra costs will be expected only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, flood, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Any asbestos or other unforeseen conditions will be billed on a Time and Materials basis

All abnormal soil conditions, such as rock, caliche, water in excavation and any other unforeseen soil conditions will be billed on an agreed upon amount between client and Lunceford Excavation

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

X \_\_\_\_\_ (Client)

X \_\_\_\_\_ (Lunceford Excavation)



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

**PURCHASE ORDER**  
 BUDGETED ITEM?  Yes  No

**PURCHASE ORDER - NUMBER: 23130**

|                                                                                      |                                                                       |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <b>To:</b><br>2901<br>LUNCEFORD EXCAVATION, INC.<br>P.O. BOX 739<br>KETCHUM ID 83340 | <b>Ship to:</b><br>CITY OF KETCHUM<br>PO BOX 2315<br>KETCHUM ID 83340 |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------|

| P. O. Date | Created By | Requested By | Department | Req Number | Terms |
|------------|------------|--------------|------------|------------|-------|
| 08/10/2023 | KCHOMA     | KCHOMA       |            | 0          |       |

| Quantity | Description                                       | Unit Price | Total     |
|----------|---------------------------------------------------|------------|-----------|
| 1.00     | 180FT MAINLINE EXTENSION, FIRE HYDRA 64-4340-7800 | 34,200.00  | 34,200.00 |
|          | SHIPPING & HANDLING                               |            | 0.00      |
|          | TOTAL PO AMOUNT                                   |            | 34,200.00 |

\_\_\_\_\_  
 Authorized Signature





City of Ketchum

PROCUREMENT MEMO

Meeting Date: 8/21/2023 Staff Member/Dept: Mick Mummert/Wastewater

Agenda Item: Recommendation to Approve Purchase Order #23132 for a Portable Sewer Flow Monitoring System

Recommended Motion:

"I move to approve Purchase Order #23132 for a Greyline MantaRay Portable Sewer Flow Monitoring System from USA Bluebook in the amount of \$16,210.00.

Summary of Procurement Process:

Table with 2 columns: Bidder, Bid Price. Rows include Hach FL900AV Meter, Greyline MantaRay, and ADS Triton+ Flow Monitor.

Table with 3 columns: Low Bid Contractor, Bid Price, Budget Account/Number. Row includes Greyline MantaRay with bid price \$16,210.00 and budget account 67-4350-7813.

Background (if necessary):

- Portable flow monitoring data is required for the Collections Facility Master Plan.
Dry weather and wet weather peak flows will identify inflow and infiltration issues in the collection system.

Sustainability Impact:

None OR state impact here: None

Attachments:

- Purchase Order #23132
2.
3.



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

**PURCHASE ORDER**  
 BUDGETED ITEM? \_\_\_ Yes \_\_\_ No

**PURCHASE ORDER - NUMBER: 23132**

|                                                                           |                                                                       |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <b>To:</b><br>4243<br>USA BLUEBOOK<br>PO BOX 9004<br>GURNEE IL 60031-9004 | <b>Ship to:</b><br>CITY OF KETCHUM<br>PO BOX 2315<br>KETCHUM ID 83340 |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------|

| P. O. Date | Created By | Requested By | Department           | Req Number | Terms |
|------------|------------|--------------|----------------------|------------|-------|
| 08/15/2023 | BANCONA    | BANCONA      | Utilities/Wastewater | 0          |       |

| Quantity            | Description                                 | Unit Price | Total     |
|---------------------|---------------------------------------------|------------|-----------|
| 2.00                | MANTARAY PORTABLE FLOW MONITOR 67-4350-7813 | 5,925.00   | 11,850.00 |
| 4.00                | 8" SS SENSOR MOUNTING BAND 67-4350-7813     | 240.00     | 960.00    |
| 4.00                | 10" SS SENSOR MOUNTING BAND 67-4350-7813    | 410.00     | 1,640.00  |
| 4.00                | 12" SS SENSOR MOUNTING BAND 67-4350-7813    | 440.00     | 1,760.00  |
| SHIPPING & HANDLING |                                             |            | 0.00      |
| TOTAL PO AMOUNT     |                                             |            | 16,210.00 |

\_\_\_\_\_  
 Authorized Signature



City of Ketchum

**CITY COUNCIL MEETING AGENDA MEMO**

Meeting Date:  Staff Member/Dept:

Agenda Item:

**Recommended Motion:**

I move to approve Purchase Order #23133 to HDR Engineering for Task Order No. 2 – Regulatory Investigation for Biosolids to Closed Landfill with a not-to-exceed cost of \$7,900.00.

**Reasons for Recommendation:**

- HDR Engineering is preparing a biosolids management plan for the Ketchum/Sun Valley Water and Sewer District Wastewater Treatment Plant.
- This task order would authorize HDR Engineering to determine whether land application of biosolids at the Ohio Gulch Waster Transfer Station is one of the plant’s biosolids disposal options.
- HDR Engineering has a Master Services Agreement with the City of Ketchum for engineering projects for the City.

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

**Sustainability Impact:**

- None OR state impact here: None

**Financial Impact:**

|                                          |                                                                                                                 |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| None OR Adequate funds exist in account: | Adequate funds exist in account 65-4350-4200, WW Professional Services. This expense will be shared with SVWSD. |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------|

**Attachments:**

1. HDR Task Order No. 2 - Regulatory Investigation for Biosolids to Closed Landfill
2. Multiple Project Agreement with HDR Engineering, Inc.
3. Purchase Order #23133

**TASK ORDER**

This Task Order pertains to an Agreement by and between the City of Ketchum, ID and Sun Valley Water & Sewer District, Sun Valley, ID, (“OWNER” or “OWNERS”), and HDR Engineering, Inc. (“ENGINEER”), dated May 1, 2023, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 02

PROJECT NAME: Regulatory Investigation for Biosolids to Closed Landfill

PART 1.0 PROJECT DESCRIPTION: See attached proposal dated July 25, 2023

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT: See attached proposal dated July 25, 2023

PART 3.0 OWNER’S RESPONSIBILITIES: See attached proposal dated July 25, 2023

PART 4.0 PERIODS OF SERVICE: See attached proposal dated July 25, 2023

PART 5.0 ENGINEER’S FEE: See attached proposal dated July 25, 2023

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**CITY OF KETCHUM, ID**

**SUN VALLEY WATER & SEWER DISTRICT (SVWSD)**

\_\_\_\_\_  
“OWNER”

\_\_\_\_\_  
“OWNER”

**BY:** \_\_\_\_\_

**BY:** \_\_\_\_\_

**NAME:** Neil Bradshaw

**NAME:** Jim Loyd


**TITLE:** Mayor

**TITLE:** Chairman

**ADDRESS:** City of Ketchum  
P.O. Box 2315 (191 5<sup>th</sup> St. W.)  
Ketchum, ID 83340

**ADDRESS** SVWSD  
**:** P.O. Box 2410  
Sun Valley, ID 83353

**HDR ENGINEERING, INC.**  
**“ENGINEER”**

**BY:** 

**NAME:** Robert R. Hardgrove

**TITLE:** Vice President

**ADDRESS:** 412 E. Parkcenter Blvd,  
Suite 100  
Boise, ID 83706



July 25, 2023

Mick Mummert  
City of Ketchum  
P.O. Box 2315

Ketchum, ID 83340

Via email: [mmummert@ketchumidaho.org](mailto:mmummert@ketchumidaho.org)

Subject: Scope of Work and Cost Proposal for Ohio Gulch Landfill Biosolids Application Regulatory Investigation

Dear Mr. Mummert:

HDR is pleased to submit the following proposal for a regulatory investigation into the feasibility of biosolids land application on the Ohio Gulch Landfill cover. Land application provides a local disposal alternative for 275 tons/year of Ketchum/SVWSD biosolids from the Ohio Gulch drying beds instead of hauling them to the Milner Butte landfill.

## **BACKGROUND**

The City of Ketchum requested HDR submit a proposal to develop a Biosolids Management Plan to be submitted to the Idaho Department of Environmental Quality (IDEQ) for approval. The Biosolids Management Plan would cover surface disposal of drying bed biosolids to an approximate 4.5-acre area on the closed Ohio Gulch Landfill. However, HDR identified the need to conduct a regulatory investigation prior to development of the biosolids management plan.

Based on email communication between HDR and IDEQ in June 2023, IDEQ expressed concerns that a biosolids application to the closed Ohio Gulch Landfill could damage the integrity of the landfill cover depending on what type of activity occurs. IDEQ also stated that the rule requirement that would apply to this activity would depend on whether the landfill was considered closed pre-Subtitle D or post-Subtitle D of the Resource Conservation and Recovery Act (RCRA). Subtitle D came into effect October 9, 1991 and covers Municipal Solid Waste Landfills.

IDEQ stated that the South Central Public Health District issued a closure approval letter on September 29, 1998, meaning it would be 25 years into a 30-year post-closure care period. IDEQ indicated that regardless of closure approval date the landfill might have been considered pre-Subtitle D based on site specific factors and timelines. More specifically, 40 CFR 258.61 covers post-closure care requirements and will be important for this investigative effort.

IDEQ recommended HDR submit a formal records request with both IDEQ and the Idaho Department of Health and Welfare (IDHW) to acquire records related to the closure of the Ohio Gulch Landfill.

## **SCOPE OF WORK**

HDR is submitting this proposal to do a regulatory investigation to determine what laws are applicable to application of biosolids to a closed landfill and the regulatory feasibility of proposed methods.

### **Task 1. Regulatory Investigation for Biosolids to Closed Landfill**

HDR will investigate the regulatory requirements associated with applying biosolids to the closed Ohio Gulch Landfill. The steps for this investigation are as follows:

1. Submit a public records request to both IDEQ and IDHW regarding the closure of the Ohio Gulch Landfill. IDEQ has already provided the record repository number for this landfill (2011BAZ4869) to be included in the records request. Records needed include but are not limited to the following:
  - a. Closure Plan & Design Submittal
  - b. Monitoring Program, if applicable
  - c. Closure construction documentation
  - d. Closure approval
  - e. Environmental restrictive covenant (County Records).
2. With obtained records, identify documents and correspondences around the time of landfill closure to determine official closure approval, requirements, and timelines.
3. Based on the findings of the records review, investigate the applicable laws and requirements that apply to the proposed activity.
4. Develop an approximate 5-page memorandum summarizing the findings of the investigation to be submitted to the City of Ketchum

## **INFORMATION AND SERVICES PROVIDED BY CLIENT**

- The City of Ketchum will provide records pertaining to closure of the Ohio Gulch Landfill. Records needed include but are not limited to the following:
  - a. Financial assurance
  - b. Closure inspections

## **ASSUMPTIONS**

- After HDR has submitted the public records requests, delays may occur as IDEQ and IDHW work to collect records. HDR assumes 10 business days for records to be provided after the requests are submitted.
- Estimated agency fees from IDEQ and IDHW to collect records are included as part of this scope of services as direct expenses.
- The public records request will be limited to records associated with the closure of the Ohio Gulch Landfill and post-closure care.
- The findings will be limited to the results of the investigation, HDR is not responsible for omissions or data gaps from the State or City.

- Depending on the number of records acquired from public entities, HDR may need additional hours to conduct a records review. If because of these services, additional work is required outside the estimated budget to review records, HDR will submit a proposal and estimate for additional costs.
- The findings may result in a conclusion that biosolids application is not permissible/advisable on top of the closed landfill.
- HDR anticipates a 1-hour virtual meeting for two staff with the City of Ketchum to discuss the findings of the investigation.

## **SCHEDULE**

HDR will initiate services following receipt of signed task order. HDR will submit a public records request to IDEQ and IDHW within five business days of the notice to proceed. HDR will provide the memorandum to the City of Ketchum within one month of receiving requested records from the agencies. A meeting will also be scheduled between HDR and the City of Ketchum to discuss the findings.

## **ESTIMATED COSTS**

HDR proposes to perform the scope of work outlined above on a time and materials basis. Based on the tasks and deliverable schedule, we estimated our costs for our services of \$7,900. We will not exceed this amount without written authorization. This fee is based on the work occurring in Summer/Fall of 2023.

## **AGREEMENT**

If this proposal meets with your approval, please sign the attached task order document. This signature will be considered as a notice to proceed with a budget amount of \$7,900.

Please return a signed copy of the task order to our office. We look forward to working with you on this project.

Respectfully submitted,

## **HDR ENGINEERING, INC**

By   
\_\_\_\_\_

Robert Hardgrove, P.E.  
Vice President

  
\_\_\_\_\_

Bradley Bjerke, P.E.  
Senior Project Engineer



5

**MASTER SHORT FORM AGREEMENT FOR PROFESSIONAL SERVICES**

#22851

**THIS AGREEMENT** is made as of this 1<sup>st</sup> day of ~~April~~<sup>May</sup>, 2023, between City of Ketchum and Sun Valley Water & Sewer District (SVWSD), hereinafter referred to as "OWNER", and HDR Engineering, Inc., hereinafter referred to as "ENGINEER" or "CONSULTANT," for engineering services as described in this Agreement.

**WHEREAS**, OWNER desires to retain ENGINEER, a professional engineering firm, to provide professional engineering, consulting and related services ("Services") on one or more projects in which the OWNER is involved; and

**WHEREAS**, ENGINEER desires to provide such services on such projects as may be agreed, from time to time, by the parties;

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the parties agree as follows:

**SECTION I. PROJECT TASK ORDER**

- 1.1 This Agreement shall apply to as many projects as OWNER and ENGINEER agree will be performed under the terms and conditions of this Agreement. Each project ENGINEER performs for OWNER hereunder shall be designated by a "Task Order." A sample Task Order is attached to this Agreement and marked as Exhibit "A". No Task Order shall be binding or enforceable unless and until it has been properly executed by both OWNER and ENGINEER. Each properly executed Task Order shall become a separate supplemental agreement to this Agreement.
- 1.2 In resolving potential conflicts between this Agreement and the Task Order pertaining to a specific project, the terms of this Agreement shall control.
- 1.3 ENGINEER will provide the Scope of Services as set forth in Part 2 of each Task Order.

**SECTION II. RESPONSIBILITIES OF OWNER**

In addition to the responsibilities described in paragraph 6 of the attached "HDR Engineering, Inc. Terms and Conditions for Professional Services," OWNER shall have the responsibilities described in Part 3 of each Task Order.


**SECTION III. COMPENSATION**

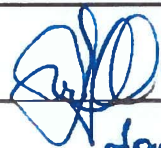
Compensation for ENGINEER's Services shall be in accordance with Part 5 of each Task Order, and in accordance with paragraph 11 of the attached HDR Engineering, Inc. Terms and Conditions.


**SECTION IV. TERMS AND CONDITIONS OF ENGINEERING SERVICES**

The HDR Engineering, Inc. Terms and Conditions, which are attached hereto in Exhibit B, are incorporated into this Agreement by this reference as if fully set forth herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

City of Ketchum  
"OWNER"  
BY:   
NAME: Neal Bradshaw  
TITLE: Mayor  
ADDRESS: 191 5<sup>th</sup> St W  
PO Box 2315  
Ketchum, ID

Sun Valley Water & Sewer District (SVWSD)  
"OWNER"  
BY:   
NAME: James Lord  
TITLE: Commissioner  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

83540  
HDR ENGINEERING, INC.  
"ENGINEER"  
BY:   
NAME: Kate Eldridge  
TITLE: Sr Vice President  
ADDRESS: 412 E Parkcenter Blvd.,  
Suite 100  
Boise, Idaho 83706

**EXHIBIT A**

**TASK ORDER**

This Task Order pertains to an Agreement by and between \_\_\_\_\_, (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated \_\_\_\_\_, 20\_\_\_\_, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER:  
PROJECT NAME:

PART 1.0 PROJECT DESCRIPTION:

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:

PART 3.0 OWNER'S RESPONSIBILITIES:

PART 4.0 PERIODS OF SERVICE:

PART 5.0 ENGINEER'S FEE:

PART 6.0 OTHER:

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
"OWNER"

HDR ENGINEERING, INC.  
"ENGINEER"

BY: \_\_\_\_\_

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

Example

**EXHIBIT B**  
**TERMS AND CONDITIONS**

# HDR Engineering, Inc. Terms and Conditions for Professional Services

## 1. STANDARD OF PERFORMANCE

The standard of care for all professional engineering, consulting and related services performed or furnished by ENGINEER and its employees under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under the same or similar circumstances at the same time and in the same locality. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's services.

## 2. INSURANCE/INDEMNITY

ENGINEER agrees to procure and maintain, at its expense, Workers' Compensation insurance as required by statute; Employer's Liability of \$250,000; Automobile Liability insurance of \$1,000,000 combined single limit for bodily injury and property damage covering all vehicles, including hired vehicles, owned and non-owned vehicles; Commercial General Liability insurance of \$1,000,000 combined single limit for personal injury and property damage; and Professional Liability insurance of \$1,000,000 per claim for protection against claims arising out of the performance of services under this Agreement caused by negligent acts, errors, or omissions for which ENGINEER is legally liable. If flying an Unmanned Aerial System (UAS or drone), ENGINEER will procure and maintain aircraft unmanned aerial systems insurance of \$1,000,000 per occurrence. OWNER shall be made an additional insured on Commercial General and Automobile Liability insurance policies and certificates of insurance will be furnished to the OWNER. ENGINEER agrees to indemnify OWNER for third party personal injury and property damage claims to the extent caused by ENGINEER's negligent acts, errors or omissions. However, neither Party to this Agreement shall be liable to the other Party for any special, incidental, indirect, or consequential damages (including but not limited to loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; cost of capital; and/or fines or penalties), loss of profits or revenue arising out of, resulting from, or in any way related to the Project or the Agreement from any cause or causes, including but not limited to any such damages caused by the negligence, errors or omissions, strict liability or breach of contract. The employees of both parties are intended third party beneficiaries of this waiver of consequential damages.

## 3. OPINIONS OF PROBABLE COST (COST ESTIMATES)

Any opinions of probable project cost or probable construction cost provided by ENGINEER are made on the basis of information available to ENGINEER and on the basis of ENGINEER's experience and qualifications, and represents its judgment as an experienced and qualified professional engineer. However, since ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, or over the contractor(s)' methods of determining prices, or over competitive bidding or market conditions, ENGINEER does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost ENGINEER prepares.

## 4. CONSTRUCTION PROCEDURES

ENGINEER's observation or monitoring portions of the work performed under construction contracts shall not relieve the contractor from its responsibility for performing work in accordance with applicable contract documents. ENGINEER shall not control or have charge of, and shall not be responsible for, construction means, methods, techniques, sequences, procedures of construction, health or safety programs or precautions connected with the work and shall not manage, supervise, control or have charge of construction. ENGINEER shall not be responsible for the acts or omissions of the contractor or other parties on the project. ENGINEER shall be

entitled to review all construction contract documents and to require that no provisions extend the duties or liabilities of ENGINEER beyond those set forth in this Agreement. OWNER agrees to include ENGINEER as an indemnified party in OWNER's construction contracts for the work, which shall protect ENGINEER to the same degree as OWNER. Further, OWNER agrees that ENGINEER shall be listed as an additional insured under the construction contractor's liability insurance policies.

## 5. CONTROLLING LAW

This Agreement is to be governed by the law of the state where ENGINEER's services are performed.

## 6. SERVICES AND INFORMATION

OWNER will provide all criteria and information pertaining to OWNER's requirements for the project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations. OWNER will also provide copies of any OWNER-furnished Standard Details, Standard Specifications, or Standard Bidding Documents which are to be incorporated into the project.

OWNER will furnish the services of soils/geotechnical engineers or other consultants that include reports and appropriate professional recommendations when such services are deemed necessary by ENGINEER. The OWNER agrees to bear full responsibility for the technical accuracy and content of OWNER-furnished documents and services.

In performing professional engineering and related services hereunder, it is understood by OWNER that ENGINEER is not engaged in rendering any type of legal, insurance or accounting services, opinions or advice. Further, it is the OWNER's sole responsibility to obtain the advice of an attorney, insurance counselor or accountant to protect the OWNER's legal and financial interests. To that end, the OWNER agrees that OWNER or the OWNER's representative will examine all studies, reports, sketches, drawings, specifications, proposals and other documents, opinions or advice prepared or provided by ENGINEER, and will obtain the advice of an attorney, insurance counselor or other consultant as the OWNER deems necessary to protect the OWNER's interests before OWNER takes action or forebears to take action based upon or relying upon the services provided by ENGINEER.

## 7. SUCCESSORS, ASSIGNS AND BENEFICIARIES

OWNER and ENGINEER, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the covenants of this Agreement. Neither OWNER nor ENGINEER will assign, sublet, or transfer any interest in this Agreement or claims arising therefrom without the written consent of the other. No third party beneficiaries are intended under this Agreement.

## 8. RE-USE OF DOCUMENTS

All documents, including all reports, drawings, specifications, computer software or other items prepared or furnished by ENGINEER pursuant to this Agreement, are instruments of service with respect to the project. ENGINEER retains ownership of all such documents. OWNER may retain copies of the documents for its information and reference in connection with the project; however, none of the documents are intended or represented to be suitable for reuse by OWNER or others on extensions of the project or on any other project. Any reuse without written verification or adaptation by ENGINEER for the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to ENGINEER, and OWNER will defend, indemnify and hold harmless ENGINEER from all claims, damages, losses and expenses, including attorney's fees,

arising or resulting therefrom. Any such verification or adaptation will entitle ENGINEER to further compensation at rates to be agreed upon by OWNER and ENGINEER.

**9. TERMINATION OF AGREEMENT**

OWNER or ENGINEER may terminate the Agreement, in whole or in part, by giving seven (7) days written notice to the other party. Where the method of payment is "lump sum," or cost reimbursement, the final invoice will include all services and expenses associated with the project up to the effective date of termination. An equitable adjustment shall also be made to provide for termination settlement costs ENGINEER incurs as a result of commitments that had become firm before termination, and for a reasonable profit for services performed.

**10. SEVERABILITY**

If any provision of this agreement is held invalid or unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term or condition shall not be construed by the other party as a waiver of any subsequent breach of the same provision, term or condition.

**11. INVOICES**

ENGINEER will submit monthly invoices for services rendered and OWNER will make payments to ENGINEER within thirty (30) days of OWNER's receipt of ENGINEER's invoice.

ENGINEER will retain receipts for reimbursable expenses in general accordance with Internal Revenue Service rules pertaining to the support of expenditures for income tax purposes. Receipts will be available for inspection by OWNER's auditors upon request.

If OWNER disputes any items in ENGINEER's invoice for any reason, including the lack of supporting documentation, OWNER may temporarily delete the disputed item and pay the remaining amount of the invoice. OWNER will promptly notify ENGINEER of the dispute and request clarification and/or correction. After any dispute has been settled, ENGINEER will include the disputed item on a subsequent, regularly scheduled invoice, or on a special invoice for the disputed item only.

OWNER recognizes that late payment of invoices results in extra expenses for ENGINEER. ENGINEER retains the right to assess OWNER interest at the rate of one percent (1%) per month, but not to exceed the maximum rate allowed by law, on invoices which are not paid within thirty (30) days from the date OWNER receives ENGINEER's invoice. In the event undisputed portions of ENGINEER's invoices are not paid when due, ENGINEER also reserves the right, after seven (7) days prior written notice, to suspend the performance of its services under this Agreement until all past due amounts have been paid in full.

**12. CHANGES**

The parties agree that no change or modification to this Agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made part of this Agreement. The execution of the change shall be authorized and signed in the same manner as this Agreement. Adjustments in the period of services and in compensation shall be in accordance with applicable paragraphs and sections of this Agreement. Any proposed fees by ENGINEER are estimates to perform the services required to complete the project as ENGINEER understands it to be defined. For those projects involving conceptual or process development services, activities often are not fully definable in the initial planning. In any event, as the project progresses, the facts developed may dictate a change in the services to be performed, which may alter the scope. ENGINEER will inform OWNER of such situations so that changes in scope and adjustments to the time of performance and compensation can be made as required. If such change, additional services, or suspension of services results in an increase or decrease in the cost of or time required for performance

of the services, an equitable adjustment shall be made, and the Agreement modified accordingly.

**13. CONTROLLING AGREEMENT**

These Terms and Conditions shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice-to-proceed, or like document.

**14. EQUAL EMPLOYMENT AND NONDISCRIMINATION**

In connection with the services under this Agreement, ENGINEER agrees to comply with the applicable provisions of federal and state Equal Employment Opportunity for individuals based on color, religion, sex, or national origin, or disabled veteran, recently separated veteran, other protected veteran and armed forces service medal veteran status, disabilities under provisions of executive order 11246, and other employment, statutes and regulations, as stated in Title 41 Part 60 of the Code of Federal Regulations § 60-1.4 (a-f), § 60-300.5 (a-e), § 60-741 (a-e).

**15. HAZARDOUS MATERIALS**

OWNER represents to ENGINEER that, to the best of its knowledge, no hazardous materials are present at the project site. However, in the event hazardous materials are known to be present, OWNER represents that to the best of its knowledge it has disclosed to ENGINEER the existence of all such hazardous materials, including but not limited to asbestos, PCB's, petroleum, hazardous waste, or radioactive material located at or near the project site, including type, quantity and location of such hazardous materials. It is acknowledged by both parties that ENGINEER's scope of services do not include services related in any way to hazardous materials. In the event ENGINEER or any other party encounters undisclosed hazardous materials, ENGINEER shall have the obligation to notify OWNER and, to the extent required by law or regulation, the appropriate governmental officials, and ENGINEER may, at its option and without liability for delay, consequential or any other damages to OWNER, suspend performance of services on that portion of the project affected by hazardous materials until OWNER: (i) retains appropriate specialist consultant(s) or contractor(s) to identify and, as appropriate, abate, remediate, or remove the hazardous materials; and (ii) warrants that the project site is in full compliance with all applicable laws and regulations. OWNER acknowledges that ENGINEER is performing professional services for OWNER and that ENGINEER is not and shall not be required to become an "arranger," "operator," "generator," or "transporter" of hazardous materials, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA), which are or may be encountered at or near the project site in connection with ENGINEER's services under this Agreement. If ENGINEER's services hereunder cannot be performed because of the existence of hazardous materials, ENGINEER shall be entitled to terminate this Agreement for cause on 30 days written notice. To the fullest extent permitted by law, OWNER shall indemnify and hold harmless ENGINEER, its officers, directors, partners, employees, and subconsultants from and against all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused by, arising out of or resulting from hazardous materials, provided that (i) any such cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or injury to or destruction of tangible property (other than completed Work), including the loss of use resulting therefrom, and (ii) nothing in this paragraph shall obligate OWNER to indemnify any individual or entity from and against the consequences of that individual's or entity's sole negligence or willful misconduct.

**16. EXECUTION**

This Agreement, including the exhibits and schedules made part hereof, constitute the entire Agreement between ENGINEER and

OWNER, supersedes and controls over all prior written or oral understandings. This Agreement may be amended, supplemented or modified only by a written instrument duly executed by the parties.

#### **17. ALLOCATION OF RISK**

**OWNER AND ENGINEER HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING ENGINEER'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE RISKS, SO, TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF ENGINEER (AND ITS RELATED CORPORATIONS, SUBCONSULTANTS AND EMPLOYEES) TO OWNER AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE LESSER OF \$1,000,000 OR ITS FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF ENGINEER'S SERVICES OR THIS AGREEMENT REGARDLESS OF CAUSE(S) OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. ENGINEER'S AND SUBCONSULTANTS' EMPLOYEES ARE INTENDED THIRD PARTY BENEFICIARIES OF THIS ALLOCATION OF RISK.**

#### **18. LITIGATION SUPPORT**

In the event ENGINEER is required to respond to a subpoena, government inquiry or other legal process related to the services in connection with a legal or dispute resolution proceeding to which ENGINEER is not a party, OWNER shall reimburse ENGINEER for reasonable costs in responding and compensate ENGINEER at its then standard rates for reasonable time incurred in gathering information and documents and attending depositions, hearings, and trial.

#### **19. NO THIRD PARTY BENEFICIARIES**

Except as otherwise provided in this Agreement, no third party beneficiaries are intended under this Agreement. In the event a reliance letter or certification is required under the scope of services, the parties agree to use a form that is mutually acceptable to both parties.

#### **20. UTILITY LOCATION**

If underground sampling/testing is to be performed, a local utility locating service shall be contacted to make arrangements for all utilities to determine the location of underground utilities. In addition, OWNER shall notify ENGINEER of the presence and location of any underground utilities located on the OWNER's property which are not the responsibility of private/public utilities. ENGINEER shall take reasonable precautions to avoid damaging underground utilities that are properly marked. The OWNER agrees to waive any claim against ENGINEER and will indemnify and hold ENGINEER harmless from any claim of liability, injury or loss caused by or allegedly caused by ENGINEER's damaging of underground utilities that are not properly marked or are not called to ENGINEER's attention prior to beginning the underground sampling/testing.

#### **21. UNMANNED AERIAL SYSTEMS**

If operating UAS, ENGINEER will obtain all permits or exemptions required by law to operate any UAS included in the services. ENGINEER's operators have completed the training, certifications and licensure as required by the applicable jurisdiction in which the UAS will be operated. OWNER will obtain any necessary permissions for ENGINEER to operate over private property, and assist, as necessary, with all other necessary permissions for operations.

#### **22. OPERATIONAL TECHNOLOGY SYSTEMS**

OWNER agrees that the effectiveness of operational technology systems and features designed, recommended or assessed by ENGINEER (collectively "OT Systems") are dependent upon OWNER's continued operation and maintenance of the OT Systems

in accordance with all standards, best practices, laws, and regulations that govern the operation and maintenance of the OT Systems. OWNER shall be solely responsible for operating and maintaining the OT Systems in accordance with applicable laws, regulations, and industry standards (e.g. ISA, NIST, etc.) and best practices, which generally include but are not limited to, cyber security policies and procedures, documentation and training requirements, continuous monitoring of assets for tampering and intrusion, periodic evaluation for asset vulnerabilities, implementation and update of appropriate technical, physical, and operational standards, and offline testing of all software/firmware patches/updates prior to placing updates into production. Additionally, OWNER recognizes and agrees that OT Systems are subject to internal and external breach, compromise, and similar incidents. Security features designed, recommended or assessed by ENGINEER are intended to reduce the likelihood that OT Systems will be compromised by such incidents. However, ENGINEER does not guarantee that OWNER's OT Systems are impenetrable and OWNER agrees to waive any claims against ENGINEER resulting from any such incidents that relate to or affect OWNER's OT Systems.

#### **23. FORCE MAJEURE**

ENGINEER shall not be responsible for delays caused by factors beyond ENGINEER's reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, government ordered industry shutdowns, power or server outages, acts of nature, widespread infectious disease outbreaks (including, but not limited to epidemics and pandemics), failure of any governmental or other regulatory authority to act in a timely manner, failure of the OWNER to furnish timely information or approve or disapprove of ENGINEER's services or work product, or delays caused by faulty performance by the OWNER's or by contractors of any level or any other events or circumstances not within the reasonable control of the party affected, whether similar or dissimilar to any of the foregoing. When such delays beyond ENGINEER's reasonable control occur, the OWNER agrees that ENGINEER shall not be responsible for damages, nor shall ENGINEER be deemed in default of this Agreement, and the parties will negotiate an equitable adjustment to ENGINEER's schedule and/or compensation if impacted by the force majeure event or condition.

#### **24. EMPLOYEE IMMUNITY (Only for Projects Located in Florida)**

THE PARTIES ACKNOWLEDGE THAT PURSUANT TO APPLICABLE FLORIDA STATUTES AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE WITH REGARD TO SERVICES PROVIDED UNDER THIS AGREEMENT. To the maximum extent permitted by law, the Parties intend i) that this limitation on the liability of employees and agents shall include directors, officers, employees, agents and representatives of each Party and of any entity for whom a Party is legally responsible, and ii) that any such employee or agent identified by name in this Agreement shall not be deemed a Party. The Parties further acknowledge that the Florida statutes referred to above include but are not limited to: §558.0035(1)(a)-(e); §471.023(3)(an engineer is personally liable for negligence except as provided in § 558.0035); §472.021(3) (surveyor and mapper); §481.219(11)(architect and interior designer); §481.319(6) (landscape architect); and §492.111(4) (geologist).





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

**PURCHASE ORDER**  
 BUDGETED ITEM? \_\_\_ Yes \_\_\_ No

**PURCHASE ORDER - NUMBER: 23133**

|                                                                                      |                                                                       |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <b>To:</b><br>2319<br>HDR ENGINEERING, INC.<br>BOX 74008202<br>CHICAGO IL 60674-8202 | <b>Ship to:</b><br>CITY OF KETCHUM<br>PO BOX 2315<br>KETCHUM ID 83340 |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------|

| P. O. Date | Created By | Requested By | Department           | Req Number | Terms |
|------------|------------|--------------|----------------------|------------|-------|
| 08/16/2023 | BANCONA    | BANCONA      | Utilities/Wastewater | 0          |       |

| Quantity | Description                                                                            | Unit Price | Total    |
|----------|----------------------------------------------------------------------------------------|------------|----------|
| 1.00     | TASK ORDER #2 REGULATORY INVESTIGATION FOR BIOSOLIDS TO<br>CLOSE LANDFILL 65-4350-4200 | 7,900.00   | 7,900.00 |
|          | SHIPPING & HANDLING                                                                    |            | 0.00     |
|          | TOTAL PO AMOUNT                                                                        |            | 7,900.00 |

\_\_\_\_\_  
 Authorized Signature



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: August 21, 2023 Staff Member/Dept: Rian Rooney / Housing

Agenda Item: Recommendation to approve Ownership and Preservation Pilot Program Policies, Local Ownership Deed-Restriction & Program Mortgage Template, and Updated BCHA Housing Guidelines

Recommended Motions:

- Three recommended motions: 1. 'I move to approve the Ownership and Preservation Pilot Program Policies.' 2. 'I move to approve the Local Ownership Deed-Restriction and Program Mortgage template, subject to final technical revisions and approval by legal counsel.' 3. 'I move to approve the updates to the BCHA Community Housing Administrative Guidelines.'

Reasons for Recommendation:

- Three reasons for recommendation: 1. The Ownership and Preservation Pilot Program provides an opportunity to assist Ketchum locals access homeownership, a goal identified in the Ketchum Housing Action Plan. 2. The Local Ownership Deed-Restriction template is derived from a template from Grounded Solutions Network. 3. Blaine County Housing Authority adopted updates to its Community Housing Administrative Guidelines on June 14, 2023. Staff recommends adopting those updates for consistency.

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

Goal 1: Create + Preserve Housing
Action: Pathway to Ownership
Ownership and Preservation Pilot Program Guidelines
Over the past 12 months, staff has worked to create a Category Local deed-restriction purchase program to assist with homeownership and preservation of existing market housing units for long-term local occupancy. The program, called the Ownership and Preservation Program, is proposed as a 2-year pilot, allowing for review, assessment, and revision of program policies and funding allocations before committing to a permanent program.
The opportunity to assess and revise is particularly critical given the uncertain economic conditions in the Wood River Valley and nationally that have emerged since 2020. Today, interest rates at 20-year highs restrict the purchasing power of local households, which already face unprecedented housing prices. However, changes to economic conditions over the next two years may be as unpredictable as the previous three.

To develop the proposed pilot program guidelines, staff hosted three focus groups with local experts, realtors, and mortgage lenders to introduce the program and receive feedback to refine program details. Staff also surveyed residents and city employees to gauge interest in the program during the 2023 Blaine County Housing Survey and City Employee Survey.

In June and July, staff brought three key policy questions to the City Council for direction prior to finalizing the pilot program guidelines. Following staff presentation of additional research and analysis at the July 17 City Council meeting, the City Council provided the following program direction.

1. ***Should the program be expanded beyond owner-occupancy to allow restricted properties to be rented?*** Yes, limit the pilot program to ownership properties and start small, given the limited amount of funding and Housing Action Plan direction for a pathway to ownership tool. Opening the Program to investors, employers etc. to allow for Category Local-restricted rental properties can be considered based on program results.
2. ***Should the program require appreciation caps on restricted properties?*** The City Council advised following staff's recommendation for a two-option program to allow for appreciation capped and uncapped restrictions with different valuations. This allows a participating household to determine the terms and value that works best for their situation. See below for description.
3. ***What should be the geographic limits for properties participating in the program?*** The majority of the City Council directed staff to limit the pilot to the City of Ketchum to start, recognizing that the program can be evaluated and expanded beyond the city limits if needed or desired in the future.

With this policy direction, staff have drafted the attached Ownership and Preservation Pilot Program Policies for approval.

#### *Proposed Deed Restriction Value*

Peer communities that have launched similar deed restriction purchase programs offer a range of cash incentives for their deed restrictions, from approximately 10-30% of the appraised value. These values depend both on the terms of the deed restriction and their estimated impact on the home's value, as well as the level of assistance that is needed to make home ownership and/or stability attainable. The Ownership and Preservation Pilot Program includes two Category Local deed-restriction option: one with an appreciation cap of up to 3% annually (pegged to the Mountain Region Consumer Price Index) and one without any appreciation cap. Staff recommends valuing these deed restrictions differently, as the appreciation-capped restriction better protects the public investment for future owners but offers potentially less financial upside for the owner at sale.

The Program Policies propose the following deed restriction funding amounts:

*Appreciation-capped Deed Restriction:* 30% of the appraised value of the housing unit or purchase price, whichever is less, with a maximum of \$225,000.

*Uncapped Deed Restriction:* 15% of the appraised value of the housing unit or purchase price, whichever is less, with a maximum of \$125,000.

The recommended value for appreciation-capped units is in line with the Town of Breckenridge, Colorado's appreciation-capped deed-restriction value. Jackson/Teton County's appreciation-capped deed-restriction offers 20% of value, but according to their Housing Director, is not enough under current conditions. For

uncapped deed-restrictions, the standard across similar communities appears to be 15% of value. Staff recommend different maximums to ensure that the appreciation-capped option is attractive for similarly priced homes. The \$225,000 maximum would provide 30% of the value of a \$750,000 home. Higher-priced homes could receive \$225,000 but less than 30% of the value.

#### ***Local Ownership Deed Covenant & Program Mortgage Template***

As was previously done with the rental deed restriction template, approved in February 2023, staff have worked with Grounded Solutions Network, a national consulting firm for housing trusts and deed-restricted housing, to produce the attached Ownership Deed Covenant and Program Mortgage. The template is modeled on a national template produced by Grounded Solutions Network in consultation with Fannie Mae and Freddie Mac. The Program Mortgage is an additional tool, recommended by Grounded Solutions, that ensures that the deed restriction will pop during a title report, providing a back stop to ensure that the deed restriction is not lost or overlooked. Staff has shared the draft deed restriction with local lenders, real estate agents, and developers for review and comments. Staff is reviewing the template with legal counsel for any final revisions.

The Ownership Deed Covenant template will be used for the Ownership and Preservation Program and includes options for both an appreciation cap and no appreciation cap.

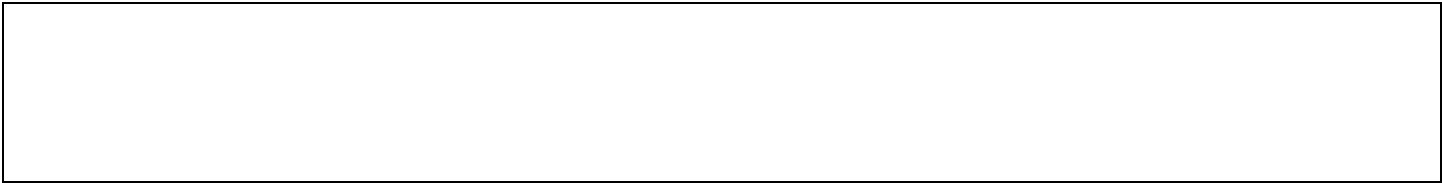
#### ***Blaine County Housing Authority Community Housing Administrative Guidelines***

In February 2023, the City Council adopted Blaine County Housing Authority's latest Community Housing Administrative Guidelines (Policies) for reference in future City of Ketchum-held deed restrictions. On June 14, 2023, the Blaine County Housing Authority Board adopted updates to the Community Housing Administrative Guidelines, based on review and recommendations from staff and consultant Sunny Shaw.

Staff now recommend that the City Council adopt the latest version of the BCHA Community Housing Guidelines.

Staff notes that the proposed Ownership and Preservation Program Policies include the following changes from the recently approved BCHA Guidelines regarding qualification criteria. Staff intends to bring these changes to the BCHA for adoption with the next update:

1. Update retirement definitions to align with policies adopted for Bluebird Village.
  - a. Raise retirement age from 62 to 65.
  - b. Require that the person worked full-time for a Blaine County business for not less than 10 of the last 15 years (reduced from 25 years) and was a full-time employee for a Blaine County business immediately prior to retirement.
2. Allow full-time work exceptions for Households consisting exclusively of informal caregivers or single parents/guardians and their dependents, if the dependents are either disabled or under the age of 4, subject to review and approval by the Blaine County Housing Authority Board.
3. Allow self-employment to satisfy full-time Blaine County employment requirements if:
  - a. 75% of revenues are derived from clients located in Blaine County, and/or
  - b. 75% of clients are located in Blaine County



**Sustainability Impact:**

Community housing houses members of the community locally, ensuring that residents are closer to their places of work, recreation, and other services. This proximity helps to decrease transportation time and reduce vehicle-related emissions associated with commuting to and from work from outside of the community.

Additionally, the proposed Ownership and Preservation program converts existing housing units into community housing, utilizing existing housing stock, land, and resources.

**Financial Impact:**

|                                          |                                                                                                                                                                                                          |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| None OR Adequate funds exist in account: | The Ownership and Preservation Pilot Program would be funded through LOT funds over a 2-year period, with a total budget of \$1 million. \$500,000 in allocated in the Housing Department’s FY24 budget. |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Attachments:**

- |                                                                                                       |
|-------------------------------------------------------------------------------------------------------|
| 1. Draft Ownership and Preservation Pilot Program Policies                                            |
| 2. Draft Local Ownership Covenant and Program Mortgage Template                                       |
| 3. Blaine County Housing Authority Community Housing Administrative Guidelines, adopted June 14, 2023 |

# Ketchum Ownership and Preservation Pilot Program

## Program Description and Policies

### 1 PILOT PROGRAM OVERVIEW

The Ownership and Preservation Program (the “Program”), offers cash incentives to homeowners in exchange for recording a deed-restriction on their property to restrict ownership and occupancy of the housing unit to qualified locals working and/or living within the geographic boundaries of Blaine County, Idaho. The goals of the program are to assist community members in accessing homeownership, to help existing local homeowners remain in the community, and to preserve the supply and prevent leakage of housing available for ownership by locals and local workers. The Program includes two program options, which provide different deed-restriction terms and corresponding cash incentive values.

### 2 PROGRAM DEFINITIONS

(a) Category Local: A community housing classification which does not have an income limit but requires that an occupant household meet asset limits and the Basic Qualifications for Community Housing, as defined by the latest adopted version of the Blaine County Housing Authority Community Housing Administrative Guidelines (“BCHA Guidelines”).

(b) Housing Unit: A housing unit is a single-family house, townhome, condominium, that is intended for occupancy living quarters and can be owned individually. It does not include multi-family rental units, accessory dwelling units, or commercial lodging units.

(c) Property Owner: The individual(s) or legal entity that holds fee title to the property, as reflected on the recorded documents.

(d) Qualified Household: A Qualified Household is any group of individuals living together in one home as their primary residence, meeting the following criteria:

- a. At least one non-dependent member of the Qualified Household must be a Full Time employee, as defined in the BCHA Guidelines, employed by one or more Blaine County employers and physically working in Blaine County, or the Household must meet one of the following exemptions:
  - i. The Household consists of one or more retired persons over the age of 65 who was a full-time employee of an entity located within Blaine County, Idaho or self-employed immediately prior to retirement and for not less than ten (10) out of the fifteen (15) years prior to qualification, and continued living as a full time resident within Blaine County following their retirement.
  - ii. The Household consists of one or more persons unable to work or who does not have a work history due to qualifying for disability as defined by the Americans with Disabilities Act

- (ADA) and who currently resides in Blaine County as their Primary Residence.
- iii. The Household consists of one non-dependent adult who is either a full-time, single parent or guardian of a child under the age of 4 or a full-time, informal caregiver of a child or an adult with a disability. This exemption is subject to review and approval by the Blaine County Housing Authority Board.
  - iv. A member of the Household is a full-time teacher at a school located within Blaine County.
  - v. A member of the Household actively serving in the U.S. Armed Services counts as full-time employment in Blaine County, Idaho if that member of the Household met employment criteria for a minimum of two years prior to enlisting and if the individual has returned to employment in Blaine County within sixty (60) days of terminating enlistment with the U.S. Armed Services.
  - vi. If a member of the Household is self-employed, either 75% of the clients and customers of the business or organization must be or 75% of the total revenues must be from clients and customers physically located in Blaine County, Idaho. The self-employed member must work a minimum of 1,500 hours per year
- b. At least one (1) member of the Household must be eighteen (18) years of age.
  - c. No member of the Household may own developed residential real estate or a mobile home other than the housing unit that serves or will serve as the Household's primary residence and will be subject to a Category Local deed-restriction upon participation in the Program. However, ownership of shared inheritance of developed residential real estate will not disqualify the Household and may be reviewed by the Blaine County Housing Authority Board. Ownership of developed residential real estate outside of Blaine County will not disqualify a Household at the time of application from receiving a Letter of Qualification, but Funding Disbursement may be withheld the Household has ceased ownership of the property.
  - d. The Household Net Worth (the total net worth of all members of the Household) must not exceed the Allowable Net Worth or Allowable Net Worth of Persons of Retirement Age, which shall be 65 years of age for this program, depending on household composition, specified for Category Local and updated annually by the Blaine County Housing Authority.

### **3 PROGRAM ADMINISTRATION**

The City will administer the Program with support from the Blaine County Housing Authority.  
City of Ketchum Role: The City will oversee and fund the Program and establish and modify these Program Policies.

Blaine County Housing Authority Role: The Blaine County Housing Authority will function as the administrator of all Category Local deed-covenants recorded as part of the Program. The Blaine County Housing Authority will also be responsible for review of applications, compliance, and reporting to the City.

## 4 PROGRAM FUNDING

### 4.1 Funding Amounts

The City will provide 15% to 30% of the appraised value of the housing unit or, in the event the housing unit is being purchased, the purchase price, whichever is less. Funding percentages will be commensurate with the requested program option and corresponding deed-restriction, as follows:

Program Option 1: The City will provide 30% of the appraised value of the housing unit or purchase price, whichever is less. The Category Local deed-restriction will have an appreciation cap (defined in section 6). Funding will not exceed \$225,000.

Program Option 2: The City will provide 15% of the appraised value of the housing unit or purchase price, whichever is less. The Category Local deed-restriction will not have an appreciation cap. Funding will not exceed \$125,000.

### 4.2 Funding Disbursement

Funds will not be disbursed until Final Approval, which will not occur until the following conditions have been satisfied:

- a. **Title Company.** Closing must take place at a title company.
- b. **Appraisal.** A complete appraisal dated within sixty days must be submitted to the City prior to final approval.
- c. **Home Inspection.** A professional home inspector must perform an inspection and complete and submit a home inspection report to the City dated within sixty days prior to closing.
- d. **Title Insurance.** The buyer or owner must provide title insurance to insure clear title to the property prior to recording the deed-restriction.
- e. **Approval of Closing Statement.** The final closing statement must be reviewed and approved.
- f. **Final Loan Approval.** If applicable, a letter from any mortgagee stating that the buyer has received final loan approval for financing of the purchase of the housing unit.
- g. **Category Local Ownership Deed Restriction.** The buyer or owner must execute the applicable Category Local Ownership deed restriction and corresponding Program Mortgage. The Title Company will record the applicable deed restriction and Program Mortgage at time of closing.



- h. Closing Instructions.** The City will provide instructions to the title company concerning required signatures, recording of documents, and disbursement of funds.

#### **4.3 Use of Funds**

There are no restrictions on recipients' use of the Ownership and Preservation Program funds. Funds may be used toward down payment and closing costs or for any other purpose.

## **5 ELIGIBILITY & REQUIREMENTS**

### **5.1 Program Application and Documentation**

Applicants must submit a complete copy of the Application for Participation in the Ownership and Preservation Program through the Blaine County Housing Authority. Applicants participating in the program to purchase a home must also provide evidence of completion of the BCHA-approved Homebuyer Education Course.

The application will be reviewed and additional documentation may be required following the procedures of the Blaine County Housing Authority Community Housing Administrative Guidelines. If the applicant is approved, a Qualification Letter will be issued to the applicant. The Qualification Letter is good for six months. All applicable qualification criteria must continue to be met by the applicant through the closing of qualified housing with available Program funds. Any changes to the information that was included in the application must be reported to the City and BCHA and may require re-qualification and issuance of a new Qualification Letter prior to Final Approval and commitment of funds.

### **5.2 Housing Unit Eligibility & Requirements**

To participate in the Program, Housing Units must meet the following requirements.

- (a) Location: The Housing Unit must be located within the city limits of the City of Ketchum.
- (b) Status: The Housing Unit must be a legally permitted dwelling unit and not have any known code violations or open code violation cases.
- (c) Eligible Properties: The Housing Unit must be a single-family house, condominium, or townhome, that is not otherwise deed-restricted or otherwise restricted for local occupancy or affordability.
- (d) Property Condition: The Housing Unit must meet basic health and safety criteria as may be required per Idaho law and regulations.

### **5.3 Applicant Eligibility and Requirements**

Property Owners who participate in the program must meet the following requirements and follow the applicable requirements and policies of the Blaine County Housing Authority Community Housing Guidelines.

(a) Qualified Household: The Property Owner must be a member of a Qualified Household, as defined in Section 2.

(b) Ongoing Obligations for Community Homeownership: The Property Owner must comply with all provisions of the recorded Category Local deed covenant and adhere to the ongoing obligations and requirements for Community Homeownership described in the most recently adopted Blaine County Housing Authority Community Housing Administrative Guidelines. Where the requirements of the recorded Category Local deed covenant and the Blaine County Housing Authority Community Housing Administrative Guidelines may conflict, the requirements of the deed covenant shall govern. Property Owner is required to annually submit information verifying compliance with program criteria.

## 6 RESTRICTED HOUSING UNIT REQUIREMENTS

Housing units will be deed-restricted with a Category Local ownership covenant, using the template provided by the City of Ketchum. Restricted housing units will meet the following requirements, consistent with the Category Local deed-restriction template and the BCHA Guidelines:

- a. **Owner Occupied.** The restricted housing unit will be owner occupied year-round, consistent with the minimum occupancy terms of the BCHA Guidelines.
- b. **Rental.** Rental of a Category-Local ownership deed-restricted housing unit will follow the BCHA Guidelines for Long-Term Rental of Community Housing. No portion of the home may be used as a short-term or vacation rental.
- c. **Deed-Restriction Term.** The deed-restriction will last 70 years unless sold to a new Qualified Household or as determined in the Deed-Restriction. At closing, a new deed-restriction will be recorded.
- d. **Appreciation.** Appreciation of the value of the restricted housing unit depends on the elected program option and corresponding deed restriction.
  - i. **Program Option 1: Appreciation Cap.** Appreciation of the value of the restricted housing unit is equal to the previous sales price plus any increase in the cost of living during the Property Owner's ownership of the property, as determined by the Consumer Price Index, Wage Earners and Clerical Workers (CPI-W), Mountain Division, All Items (2017 = 100) published by the Bureau of Labor Statistics, United States Department of Labor. Annual appreciation shall not exceed 3% per annum.
  - ii. **Program Option 2: No cap.** Appreciation of the value of the restricted housing unit is not limited. The housing unit may be sold at any price to a Qualified Household.
- e. **Sale.** Sale of a deed-restricted Category Local ownership housing unit will follow Blaine County Housing Authority Community Housing Administrative Guidelines for Selling Community Housing.
- f. **Change of Ownership:** If the Housing Unit changes ownership during the effective period of the deed-restriction, the deed-restriction remains intact and will be re-recorded. The new owner must be a Qualified Household and is subject to the terms of the new, recorded deed-restriction.

## **7 PROGRAM DURATION**

(a) The Program is a two-year pilot that starts on 9/1/2023. If the Council takes no action to extend or renew this program, it shall automatically expire on 8/31/2025.

(b) City staff will review program progress and provide periodic updates and recommendations to the City Council regarding the continuance of and/or modifications to the Program.

At a minimum, at least three (3) months before the end of the pilot term, City staff will provide a report to the City Council using the following criteria to measure success of the program:

- i. Number of people served (including children)
- ii. Number of housing units preserved
- iii. Types/Sizes of units preserved
- iv. Sales prices of each home preserved
- v. Income of program participants
- vi. Funds expended and funds remaining
- vii. Barriers to participation/eligibility for the program

**Green** = Must fill in information and/or choose one of the options provided. Language can be edited.

**Red** = Must include exact language to satisfy Government Sponsored Enterprise requirements; do not edit. Note that red language sometimes appears within yellow language; if the yellow optional language is used, the red language must be included (if the yellow language is deleted, the red language can be deleted along with it).

**Blue** = Must be included for category L covenant. **Gray** = if appreciation capped.

**Yellow** = Must be included for homes derived from design approval by Ketchum City Council or plat Exceedance Agreement

**Purple** = to discuss

Recording Requested By and  
When Recorded Return to:

City of Ketchum  
In-person pickup preferred (208-726-7801)  
P.O. Box 2315  
Ketchum, ID 83340

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## DECLARATION OF LOCAL OWNERSHIP COVENANT

This Deed Restriction is entered into between [FULL NAMES OF OWNERS], [each] an [individual, business, LLC] ([together, and] with permitted heirs, successors, and assigns the “**Owner**”) having a mailing address of [ADDRESS OF DEVELOPER/OWNER] and the City of Ketchum, a municipal corporation of the State of Idaho, including successors and assigns (the “**City**”). The Parties make this Declaration of Affordability Covenant (this “**Declaration**”) as of [Month Date], 20[Year] (the “**Effective Date**”), for the purpose of encumbering the improved real estate described on attached Exhibit A (the “**Home**”), having an address of [Street Address, City, State, Zip Code].

### RECITALS

1. To satisfy a condition of approval, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Owner and the City are entering into this Covenant and Declaration.
2. The City operates a program to preserve local housing opportunities through the stewardship of homes whose owners, at the time of permitting, have agreed to accept certain covenants, conditions, and restrictions in exchange for an exceedance of development standards or other incentives (the “Program”).
3. The purpose of this Declaration is to include the Home[s] in the Program, as per [DESCRIBE MECHANISM: Ownership & Preservation Program, design approval by Ketchum City Council or plat Exceedance Agreement] dated [Month Date], 20[Year]. Consistent with the Program, this Declaration includes terms that affect the use of the Home and are designed to ensure that the Home continues to be available to households who live full-time and/or work in Blaine County over an extended period and through a succession of owners.
4. Pursuant to the terms and conditions of this Deed Covenant, Owner hereby grants to the City an interest in the Property, as more specifically set forth herein. This interest must allow the City to administer the terms and conditions of this Deed Covenant and of the Guidelines, defined below, but is not to be construed to impair the ability of a mortgagee to

remedy a default or foreclose under the terms of a mortgage and/or deed of trust. Notwithstanding the City's interest in the Property set forth herein, the Owner is the sole owner of a fee simple estate in the Property.

5. The Owner wishes to restrict the Home in exchange for a financial incentive, as described below, and the financial incentive is available only if the Owner accepts that the title to the Home is subject to this Declaration.

## Article I. Submission of Real Estate, Defined Terms

1. Submission of Real Estate. By signing this Declaration, the Owner submits the Home to the covenants, conditions, and restrictions of this Declaration for the benefit of the City. The City, including through any Program Administrator the City may appoint from time to time, will have the right to enforce this Declaration.
2. Consideration; Value Exchanged. The Owner recognizes that the Home would otherwise be market rate but the Owner is voluntarily building in exceedance of existing code requirements or receiving other detailed incentive in exchange for the inclusion of deed-restricted units in the development. The Owner recognizes that the current Market Value of the Home is \$\_\_\_\_\_, and the Owner will receive \_\_\_\_\_% of the current Market Value totaling \$\_\_\_\_\_ only if the Owner submits the Home to this Declaration, and the Owner wishes to submit the Home to the Declaration, and agree to its terms, in exchange for this benefit.
3. Any Excess Proceeds of Transfer Go to City.
  - A. The Owner recognizes that it would be contrary to the purposes of this Declaration if the Owner could receive more than the as-is restricted and encumbered value of the property ("Maximum Sale Price") as the result of an eminent domain proceeding or foreclosure. It would also be contrary to the purposes of this Declaration if the Owner could receive financial benefit by violating Article II.2 ("Home may not be leased, Short-term Rented, Encumbered, Sold, or Transferred"). Therefore, the Owner hereby irrevocably assigns to City any net proceeds of eminent domain proceeding or foreclosure, that would otherwise have been payable to the Owner after satisfaction of all Mortgages, if applicable, and that exceed the amount of proceeds that the Owner would have received if the property had been sold only for the Maximum Sale Price or used only in accordance with this Article (I.3 "Any Excess Proceeds of Transfer Go To City"). For the avoidance of doubt, the Owner authorizes and instructs any party conducting any eminent domain proceeding or foreclosure to pay such Excess Proceeds

directly to City. If, for any other reason, Excess Proceeds are paid to Owner, Owner hereby agrees to promptly pay such amount to City.

- B. In addition to the lien of the Program Mortgage, the City must have, and the Owner hereby grants and consents to, a lien upon the Home for any Excess Proceeds. Such lien will be prior to all other liens and encumbrances on the Home except (i) liens and encumbrances recorded before the recording of this Declaration and (ii) liens for real property taxes and other governmental assessments or charges against the Home. For the avoidance of doubt, Owner's assignment to City of Excess Proceeds in Section 1.03(a), and the City's right to enforce collection of Excess Proceeds through foreclosure of its lien under the Program Mortgage and this Section 1.03(b), shall be subordinate in all respects to the lien of any Permitted Mortgagee under a Permitted Mortgage.

4. Term of Declaration if 70 years.

- A. This Declaration will remain in effect for seventy (70) years after the Effective Date (the "Term"), unless terminated earlier by recordation of a new Declaration upon transfer of the Home to a new Owner in accordance with Article VII; or (ii) foreclosure of a Permitted Mortgage and expiration of the Purchase Option under Article VI.
- B. Upon expiration of the full Term, the Owner will have the option either to (i) record an amendment to this Declaration encumbering the Home for an additional term; or (ii) pay to the City the Excess Proceeds that would be received by the Owner if the Owner, upon expiration of the Term, were to sell the Home unencumbered by this Declaration to a third party in a bona fide arm's length transaction. If the Owner does not elect option (i) by recording an amendment before expiration of the Term, the Owner will be deemed to have elected option (ii). Excess Proceeds will be calculated and paid under option (ii) as follows:
- i. The City, at its sole cost and expense, will obtain an Appraisal of the Home to include the Maximum Resale Price (as-is restricted and encumbered value of the property) and the market, unencumbered value;
  - ii. The City will calculate Excess Proceeds by subtracting the Maximum Resale Price from the Market Value of the Home, as determined by the Appraisal; and
    - 1) If the calculation in this subparagraph (ii) results in a negative number (in other words, if the Maximum Resale Price is higher than the Market Value), the Owner will not owe any Excess Proceeds, and the City will promptly record a release of this Declaration; or
    - 2) If the calculation in this subparagraph (ii) results in a positive number (in other words, if the Maximum Resale Price is lower than the Market Value), the Owner must pay the Excess Proceeds to the City within 90 days after receiving the City's calculation, and the City will then promptly record a release of this Declaration.

5. Covenants to Run with the Land. The Owner intends, declares, and covenants (a) that this Declaration, including all restrictions, rights and covenants contained herein, are covenants running with the land, encumbering the Home for the Term, and are binding upon the Owner and the Owner's successors in title and assigns, (b) are not merely personal covenants of the Owner, and (c) inure to the benefit of and be enforceable by the City and its Program Administrator, successors and assigns, for the Term. Because the Declaration runs with the land, it encumbers the Home for the Term and is binding upon the Owner's successors in title and assigns regardless of whether such successors in title and assigns agree in writing to be bound by the Declaration or execute a new Declaration at the time of resale, as provided in Article VIII.
6. Local Laws Applicable to Program Apply. This Declaration, including all restrictions, rights and covenants contained herein, implements certain features of exceeding the Development Standards established under Ketchum Code Section 17. In addition to the Declaration, the Home is subject to the Ketchum Code and the Program Policies, as administered by the City, including any amendments thereto if the amendments do not have a materially adverse effect on the interests of the Owner.
7. Defined Terms. Owner and City agree on the following definitions of key terms used in this Declaration.
  - A. **"Appraisal"**: Fair market valuations of the Home performed by a duly licensed appraiser, conducted by analysis and comparison of comparable properties, (a) disregarding all of the restrictions of this Declaration and (b) the as-is, restricted value based on restrictions in this Declaration.
  - C. **"Base Price"**: The lesser of the total price paid for the Home by the Owner, as set forth in Section 1.01 and the Market Value of the Home, at the time this Declaration was recorded, less the value given by the City, as set forth in Section 1.02.
  - D. **"BCHA"**: Blaine County Housing Authority, its successors and assigns, is an Idaho independent public body corporate and politic.
  - E. **"Eligible Buyer"**: A person or group of persons who at the time of turnover is in full compliance with the qualifications and conditions set forth in the Program Policies for Category Local and who has a complete and current application on file with the BCHA. This also applies to transfer via inheritance. Owner reserves the exclusive right to conduct its own interviews and other relevant authentication into each Eligible Buyer. Owner must also follow Program Policies process requirements with regards to rejecting Eligible Buyers.
  - F. **"Eligible Renter"** A person or group of persons who at the time of signing a lease agreement is in full compliance with the qualifications and conditions set forth in the Program Policies for Category Local and who has a complete and current application on file with the BCHA, and each Eligible Renter has received a confirmation number on their BCHA application, which has been delivered in written or electronic mail form to Owner by BCHA. Owner reserves the exclusive right to conduct its own



interviews and other relevant authentication into each Eligible Renter. Owner must also follow Program Policies process requirements with regards to rejecting Eligible Renters.

- G. **“Event of Default”**: Any violation of the terms of this Declaration unless the violation has been corrected (**“cured”**) by the Owner in the period of time specified in a written Notice of Default has been given by the City. See Article VIII. Enforcement.
- H. **“Ineligible Renter”**: A person or group of persons, or a person and their spouse, not meeting the requirements to be eligible as an Eligible Renter, not approved by the City, nor provided to the Owner by the City as an Eligible Renter.
- I. **“Ineligible Buyer”**: A person or group of persons, or a person and their spouse, not meeting the requirements to be eligible as an Eligible Buyer, not approved by the City, nor provided to the Owner by the City as an Eligible Buyer.
- J. **“Intent-to-Sell Notice”**: Owner’s notification to the City that the Owner wishes to sell the Home with Owner’s current phone and email information.
- K. **“Market Value”**: The market value of the Home, assuming no affordability or resale restrictions, as set forth in Section 1.01 [and documented by the appraiser’s report conducted by [ ] with an effective date of [ , 20\_\_ ] or the final sale price, whichever is lower].
- L. **“Maximum Resale Price”**: The maximum price for which the Owner can sell the Home, as calculated under Article VII of this Declaration.
- M. **“Out of Compliance Owner”** An owner who does not adhere to the Program Guidelines and has not cured being out of compliance, per the City’s requirements and Program Policies.
- N. **“Out of Compliance Renter”** An Eligible Renter who does not adhere to the Program Guidelines, or who is found to have made a material misrepresentation in BCHA’s application or the Declarant’s application process, and has not cured being out of compliance, per the City’s requirements and Program Policies or Declarant’s reasonable standards of approval in accord with Program Policies.
- O. **“Permitted Mortgage”**: A loan secured by a lien or security interest in the Home, for which the Owner has obtained the written permission of the City pursuant to Section 7.01, together with any modifications, which may be made from time to time, by agreement between the Owner and the Permitted Mortgagee.
- P. **“Permitted Mortgagee”**: The lender shown on the security instrument securing a Permitted Mortgage, its assignees and the owner of such Permitted Mortgage.

- Q. **“Program Administrator”**: The entity designated by the City to administer and manage compliance with this deed restriction. Program Administrator has the same enforcement rights as the City.
- R. **“Program Mortgage”**: The mortgage or deed of trust executed by the Owner in favor of the City, dated and recorded the same date as this Declaration, for purposes of securing the Owner’s monetary and non-monetary obligations under this Declaration, including without limitation Excess Proceeds.
- S. **“Purchase Option”**: As described more fully in Article VII, City’s option to purchase the Site at the Mortgage obligation, which is triggered by (i) City’s receipt of notice of a Foreclosure Action under Article VI, (ii) any sale or transfer resulting from a Foreclosure Action under Article VI, and/or (iii) an Event of Default under Article VIII (any of the foregoing, an **“Option Trigger Event”**).
- T. **“Program Policies”** are the Community Housing Guidelines or future Policies adopted by City and such Guidelines may be amended and recorded in City’s discretion from time to time. In the event of any conflict between guidelines and the this deed covenant, the deed covenant will prevail. Without limiting the foregoing, the most current Guidelines or Policies were adopted by the Ketchum City Council in Blaine County, Idaho on [INSERT DATE]. If no such policies have been adopted by Ketchum City Council, then Blaine County Housing Authority’s Community Housing Guidelines or Policies will be adhered to.
- U. **“Repair Reserve Fee”**: [USE THIS OPTION IF OWNER CAN ELECT TO PAY OR NOT PAY THIS FEE: If the Owner elects to participate in the Repair Reserve Fund,] The monthly fee the Owner pays to the City for contribution to the Repair Reserve Fund.
- V. **“Resale Fee”**: The fee that the Owner pays to the City upon resale of the Home to compensate the City for performing certain of its obligations under Article VIII (Transfer of the Home) below.

## **Article II. Use of Home**

1. Owner Must Use Home as Primary Residence. The Owner must use the Home as Owner’s principal place of residence and must occupy the Home for at least nine [9] months of any twelve [12] consecutive months (unless more months in residence are required per Program Policies). The Owner may use the Home, and allow others to use the Home, only for residential purposes and any activities related to residential use that are permitted by local zoning law.
2. Home May Not be Leased, Short-term Rented, Encumbered, Sold, or Transferred Except as Provided in Articles VI and VII. No interest in the Home, including without limitation a fee simple interest, tenancy in common, joint tenancy, community property, tenancy by the entirety, life estate, limited estate, leasehold estate, tenancy, easement, mortgage, deed,

lien, security interest, or other encumbrance, whether voluntary or involuntary, may be granted, sold, assigned, conveyed, or transferred except in accordance with the Program Policies and/or Articles VI (“Financing and Foreclosure”) and VIII (“Transfer and Turnover of Home”) of this Declaration.

3. Owner Must Maintain the Home Responsibly and in Compliance with the Law and Other Recorded Documents. The Owner must maintain all parts of the Home in good working order, in a safe, sound and habitable condition, and in full compliance with all laws and regulations. Owner must comply, and cause the Home and all occupants to comply, with all declarations, easements, and other documentation recorded against the Home in the local real estate records. If the requirements of any recorded documents are inconsistent with the requirements of this Declaration, the Owner must comply and must cause the Home and all occupants to comply, with the stricter requirement. Eligible Buyers have the right to inspect the home before executing a lease.

### **Article III. Role of City**

1. City Has a Right to Conduct Annual Meetings with the Owner. The City may conduct annual meetings with the Owner in the offices of the City or in the Home or some other mutually convenient location (or via mutually convenient electronic means) for purposes of obtaining occupancy certifications and addressing any other Program requirements. The Owner will cooperate with the City in scheduling and attending these meetings and will provide City with the requested information. The City may opt to request such information from the Owner by phone, mail, email, or some other method instead of conducting an in-person (or electronically facilitated) meeting, and the Owner will then promptly provide the City with the requested information using the alternative method.
2. City Has a Right to Inspect the Home. The City or its agent may inspect any exterior part of the Home on an annual basis at any reasonable time, after notifying the Owner at least three (3) days before the planned inspection. In addition, if the City has received an Intent-to-Sell Notice (as described in Article VIII below), then the City or its agent has the right to inspect the interior and exterior of the Home to determine its condition prior to the sale. City must notify the Owner at least three (3) days before carrying out such inspection. In either case (an annual inspection or an inspection after an Intent-to-Sell Notice), the Owner will cooperate with the City’s efforts to schedule and conduct the inspection, and if negative property conditions are identified, the City or its agent has the right to re-inspect until they are resolved.
3. The City may Escrow for Taxes, Assessments, and/or Insurance. Whenever a Permitted Mortgagee declines to escrow funds from the Owner for the payment of taxes and assessments under **Article IV** and for the payment of insurance under **Article VI**, the City may elect to escrow such amounts and the Owner shall cooperate with the City in setting up

such an escrow.

4. City will review proposed capital improvements. If the Owner wishes to make Capital Improvements to the Home, the City will work with the Owner as provided in Article V.
5. City will facilitate transfers and, if allowed by Program Policies, rentals. If the Owner wishes to finance or otherwise transfer the Home, the City will work with the Owner as provided in Article VII or VIII, as applicable and the Program Policies.
6. City's Administrator, Successors, and Assigns. The City may designate a Program Administrator, a successor or assign to its rights and obligations under this Declaration, provided that such Program Administrator, successor or assign is a governmental body, governmental agency, or entity (non-profit or for-profit) with a purpose consistent with the Program.
7. Nonliability of City for Negligence, Loss or Damage. The Owner understands and agrees that the relationship between Owner and City is solely that of an Owner and a program administrator. The City does not owe a duty of care to protect the Owner against negligent, faulty, inadequate, or defective building or construction or any condition of the Home. Owner agrees that neither Owner nor Owner's heirs, successors or assigns must ever claim, have, or assert any right or action against the City for any loss, damage, or other matter arising out of or resulting from any condition of the Home and will hold the City harmless from any liability, loss, or damage for these things.

## **Article IV. Fees, Taxes, and Assessments**

1. Fees owed to City. For the avoidance of doubt, Owner's obligation to pay City any amounts under this Declaration, including the Fees provided in this Article IV, shall be subordinate in all respects to any Permitted Mortgagee's right to receive payment of all amounts secured by a Permitted Mortgage. The Owner and the City agree that they will execute such other and further documents as are useful for a Permitted Mortgagee to prioritize payment of the amounts owed to it and they will not execute any document that contradicts such priority.
2. Owner Must Pay a Fee for Unoccupied Home. Owners must sell vacated unit within 90 days of vacation to an Eligible Buyer. If City provided owner with Eligible Buyer(s) in a timely manner (after receiving required notice in VIII.5) and determines that the Owner is not, in good faith, proceeding with closing on a sale, the City may determine that the Owner is in violation of Article II. Any owner in violation of Article II must pay monetary damages to the City that equal "**Market Rent**" (determined by BCHA, Median Advertised Rent per bedroom size and location), for the duration of the known violation. Property vacant for more than six months or one hundred and twenty (120) days constitutes default.
3. Owner Must Pay a Fee for Renting to Ineligible Renter. If City is notified that the Owner may

be leasing without City approval or to an Ineligible Renter, the City will notify the Owner and request documentation and clarification. If the City confirms occupation by an Ineligible Renter, monetary damages must be paid to the City that equal the Market Rent for the number of months in violation. Upon that determination, the Owner must work with the City on transitioning out the current Ineligible Renter and selling to an Eligible Buyer. The Owner must provide Ineligible Renter at least a ninety (90) day eviction notice. The Owner must pay Ineligible Renter relocation expenses in an amount equal to four times the tenant's monthly rent.

4. Owner Is Responsible for Paying all Fees, Taxes and Assessments. Owner must pay directly, when due, all fees, taxes, governmental and Owner association assessments that relate to the Home, unless such taxes and assessments are to be escrowed and paid by an Permitted Mortgagee, in which case payment must be made as directed by that Permitted Mortgagee.
5. If Owner Fails to Pay Taxes, City may Pay Taxes. If the Owner or its Permitted Mortgagee fails to pay the taxes or assessments described in Section 4.04 above, the City shall have the right to pay such taxes or assessments on the Owner's behalf from time to time at the sole and absolute discretion of the City. Owner shall reimburse the City for any amounts paid by the City to cover such taxes or assessments promptly upon demand by the City.
6. If Payment Is Late, Interest Can Be Charged. If the City has not received any amounts due under this Declaration on or before the required date (the "Due Date"), the City can require the Owner to pay interest on the unpaid amount from the Due Date through and including the date such payment or installment is received by the City, at a rate not to exceed 5% per annum or the maximum amount permitted by law, whichever is less. Such interest shall be deemed additional Program Fee and shall be paid by the Owner to the City upon demand.
7. City Can Collect Unpaid Amounts When Home Is Sold. In the event that any amounts due under this Declaration remain unpaid when the Home is sold, including without limitation amounts due to City under this Article IV and any enforcement fees under Section 9.03(e), the outstanding amount, including any interest (the "Unpaid Amounts"), must be paid to the City out of any proceeds from the sale that would otherwise be due to the Owner. Any amounts paid pursuant to this Section may be paid to the City only after amounts owed under the Permitted Mortgage have been disbursed to the Permitted Mortgagee. In addition to the lien of the Program Mortgage, the City shall have, and the Owner hereby grants and consents to, a lien upon the Home for such Unpaid Amounts. Such lien shall be prior to all other liens and encumbrances on the Home except (a) liens and encumbrances recorded before the recording of this Declaration, (b) Permitted Mortgages; (c) liens for real property taxes and other governmental assessments or charges against the Home; and (d) the lien for Excess Proceeds under Section 1.03. For the avoidance of doubt, the City's right to enforce collection of Unpaid Amounts through foreclosure of its lien under the Program Mortgage and this Section 4.06 shall be subordinate in all respects to the lien of any Permitted Mortgagee under a Permitted Mortgage.

## Article V. Improvements to the Home

1. Owner's Ability to Improve the Home is Limited. The Owner shall not make any Capital Improvements to the Home without the prior written consent of the City, which consent may be withheld in the City's sole and absolute discretion. The term "Capital Improvements" means any improvements that change the number of bedrooms or the footprint, square-footage, or height of the Home, or increase or decrease the number of structures on the Property, or the installation of an in-ground pool, or any other improvement the cost of which would exceed \$[ ] [ ]% of the Base Price of the Home]. The Owner may make other improvements to the Home without the consent of the City as long as such improvements are constructed in a professional manner and comply with Section 5.04 below and all applicable laws and regulations. This Section 5.01 does not apply in the event the Home is damaged or destroyed following a fire or other casualty, as described in Section 6.02.

2. Requests for Consent from City. For any proposed Capital Improvements, the Owner shall submit a written request to the City including the following information:

- A. a written statement of the reasons for undertaking the construction;
- B. upon request by the City, a set of drawings (floor plan and elevations) showing the dimensions of the proposed construction;
- C. a list of the necessary materials, with quantities needed;
- D. a statement of who will do the work; and
- E. if the Owner would like to receive a monetary credit for the Value Added by Capital Improvements, as determined subsequently by appraisal at the time of resale of the Home (see Article VIII) (a "Capital Improvements Credit"), a statement requesting the City to consider permitting such a credit.

Prior to granting or withholding consent, the City may request additional information from the Owner within three weeks of receipt of the Owner's request. The City shall inform the Owner of its decision to grant or withhold consent to construction of the proposed Capital Improvements, as well as its decision to grant or withhold consent to any requested Capital Improvements Credit, within 45 days after receipt of all information from the Owner. If the City consents to a requested Capital Improvements Credit, the City shall also inform the Owner of the value to be ascribed to the Capital Improvements or the method to be employed to determine such value at resale, including application of depreciation rates, which may result in a Capital Improvements Credit less than the actual cost of the Capital Improvements.

3. Building Permits; Right to Inspect. Prior to the commencement of construction of any Capital Improvements, the Owner shall provide the City with copies of all necessary building permits, if not previously provided. The City shall have the right to inspect the Capital Improvements while under construction and after completion to confirm consistency with the information presented in Section 5.02 and with this Article V, and may adjust the Capital Improvements Credit to account for any identified inconsistency. Any inspection and

identification of inconsistencies by the City shall be for the benefit of the City only; the Owner will conduct his or her own inspections to confirm all work performed is satisfactory to the Owner.

4. Owner May Not Allow Statutory Liens to Remain Against Home. The Owner shall not permit any statutory or similar lien to be filed against the Home which remains more than 30 days after it has been filed. The Owner shall take action to discharge such lien, whether by means of payment, deposit, bond, court order, or other means permitted by law. If the Owner fails to discharge such lien within the 30-day period, then the Owner shall immediately notify the City of such failure. The City shall have the right to discharge the lien by paying the amount in question. The Owner may, at Owner's expense, contest the validity of any such asserted lien, provided the Owner has furnished a bond or other acceptable surety in an amount sufficient to release the Home from such lien. Any amounts paid by the City to discharge such liens shall be reimbursed by the Owner upon demand of the City.

## **Article VI. Insurance, Damage or Destruction, Taking for Public Use**

1. Owner Must Insure the Home Against Loss. The Owner must, at the Owner's expense, keep the Home continuously insured against accidental direct physical loss with a coverage limit equal to the estimated full replacement cost of the Home, that is, the amount necessary to rebuild the Home as opposed to the Home's Market Value. The insurance policy must satisfy all requirements of any Mortgage of record and any Homeowner's Association Regulations, and certificates of insurance must be delivered to City upon request.
2. What Happens if Home Is Damaged or Destroyed. In the event of fire or other damage to the Home, the Owner must take all steps necessary to assure the repair of such damage and the restoration of the Home to its condition immediately prior to the damage. All such repairs and restoration must be completed as promptly as possible. Owner must also promptly take all steps necessary to assure that the damaged Home does not constitute a danger to persons or property. For clarity, the obligations of the Owner to repair and restore the Home are the same in a case of insufficient insurance proceeds as in a case of excess insurance proceeds; in either case the Owner must still repair and restore the Home, obtaining additional funds (in the case of insufficient insurance proceeds) or, if permitted by the terms of the policy and the terms of any Mortgage, retaining excess funds (in the case of excess insurance proceeds). In a case where repair and restoration are not feasible (for example, in the case of sinkhole or other condition that materially adversely impacts and precludes restoration of the structure of the Home), the Owner must provide reasonably acceptable documentation of such circumstance to City, and in such case will be excused from repairing and restoring the Home, provided that the Owner uses available insurance proceeds to pay off any lien on the Home and the Owner provides the City with Excess Proceeds as applicable.

3. What Happens if Some or All of the Home Is Taken for Public Use.
  - A. If all of the Home is taken by eminent domain or otherwise for public purposes, or if so much of the Home is taken that the Home is lost or damaged beyond repair, this Declaration will terminate as of the date when Owner is required to give up possession of the Home, provided, however, that any Excess Proceeds (defined in Article I) arising from eminent domain or other public use proceedings will be paid to City.
  - B. In the event of a taking of a portion of the Home that results in damage to the Home that can reasonably be restored to a residential use consistent with this Declaration, then this Declaration will remain in full force and effect and the damage must be treated as damage is treated in Article VI.2 above.

## **Article VII. Financing and Foreclosure**

### **1. Owner Cannot Mortgage the Home Without City's Permission.**

- A. The Owner may only grant a lien or security interest, including a mortgage or deed of trust (either at the time of purchase of the Home or subsequent to the purchase of the Home to refinance an existing Permitted Mortgage or to finance home repairs or to facilitate a Home Equity Line of Credit ("HELOC") or for any other purpose), on the Home or encumber the Home in any other way after first obtaining the written permission of the City. Any Permitted Mortgage or other lien, security interest, or other encumbrance shall be subject to the terms of this Declaration, including without limitation this Article VII and Section 7.04 below.
- B. The City will not permit such a loan if the loan increases the Owner's total mortgage debt to an amount greater than 85% of the then current Maximum Resale Price, calculated in accordance with Article VIII below, [if no appreciation cap, replace with: appraised fair market value under this deed restriction] or if any Permitted Mortgagee has not provided written consent to the loan, or if the terms of the transaction otherwise adversely affect the interests of either the Owner, Permitted Mortgagee, or City.
- C. The City may require the Owner to submit, in writing, certain information about the proposed terms and conditions of such loan at least 30 days prior to the expected closing of the loan.

### **2. By Signing Declaration, City Gives Permission for Original Mortgage.** By signing this Declaration, the City gives written permission for the first and second priority mortgage or deed of trust signed by the Owner and financing the Owner's purchase, ownership and/or development of the residential portion of the site ("the Site").

### **3. Property Assessed Clean Energy.** Property Assessed Clean Energy ("PACE") financing in connection with the Home is prohibited.



#### 4. Survival of Declaration Upon Exercise of Remedies by Mortgagees.

A. If the holder of any mortgage, deed of trust, or other encumbrance on the Site conducts a foreclosure sale, accepts a deed in lieu of foreclosure, or exercises any other right or remedy that results in the Owner no longer having title to the Site (any such right or remedy, a "Foreclosure Action"), this Declaration must run with the land pursuant to Article I.4 above and will continue to encumber the Home as follows:

i. With respect to any Mortgagee who is also a Permitted Mortgagee, this Declaration shall survive until expiration of the City's Purchase Option under Section 6.05 below, specifically 60 days to exercise the Purchase Option and 90 days to complete the purchase. If the City exercises the Purchase Option, completes purchase of the Home, and satisfies the amounts owed under the Permitted Mortgage, this Declaration shall continue in full force and effect. If the City fails to exercise the Purchase Option, or exercises the Purchase Option but fails to complete the purchase within the 90-day period allowed by Section 6.05, or fails to satisfy the amounts owed under the Permitted Mortgage, then this Declaration shall terminate and be of no further force and effect, and the City shall cooperate with the Permitted Mortgagee or transferee at the Foreclosure Action to record a termination and release.

ii. With respect to any Mortgagee who is not a Permitted Mortgagee, Article VII and all other provisions of this Declaration shall apply to the transfer of the Home resulting from the Foreclosure Action, and Article VIII and all other provisions of this Declaration shall continue to encumber the Home and shall be binding on the grantee receiving an interest in the Home by virtue of the Foreclosure Action and on all subsequent owners of any interest in the Home.

B. The Owner expressly authorizes any Mortgagee to provide City with any information requested by City with respect to the obligations secured by a mortgage, deed of trust, or other security instrument encumbering the Site, including without limitation, the original or maximum principal amount of the loan, the interest rate and other terms governing repayment, payment history, including any history of delinquent payments, current payments of principal, interest, and late fees due or delinquent, and the amount of total obligations currently secured by the Mortgage.

C. The Owner understands and agrees that nothing in this Declaration (i) in any way constitutes a promise or guarantee by the City that the Mortgagee will actually receive the Mortgage Satisfaction Amount or any other price for the Site, or (ii) impairs the rights and remedies of the Mortgagee in the event of a deficiency.

#### 5. If Potential Foreclosure, the City Has an Option to Purchase the Site.

A. At least 60 days prior to any potential Foreclosure Action, the Owner must notify the City of (i) the name of the lender on the note triggering the potential foreclosure

activity; (ii) the original amount and date of the note, the existing balance, and the annual debt cost; (iii) the position of the note relative to other liabilities on the property; (iv) a detailed description of the circumstances that have prevented timely payment of interest on the note; (v) a detailed description of efforts between the owner and the holder of the note to reach an agreement to modify the terms of the note to prevent foreclosure; and (vi) any relationship between the holder of the note and the owner of the property by familial relationships, common principals, owners or employees.

- B. Upon (i) City's receipt of notice of a Foreclosure Action under Article VI; (ii) any sale or transfer resulting from a Foreclosure Action under Article VI; and/or (iii) an Event of Default under Article VIII (any of the foregoing, an "Option Trigger Event"), the City will have the option to purchase the Site at the amount of such total obligations under the Mortgage (the "Purchase Option"). For purposes of subparagraph (iii), (A) the amount of total obligations owed to the Mortgagee must be calculated as of the date the sale to the City closes, and (B) no Option Trigger Event occurring after a sale or transfer resulting from a Foreclosure Action must trigger an additional Purchase Option (rather, the City must be limited to the single Purchase Option initially triggered by the sale or transfer resulting from the Foreclosure Action). The Purchase Option is designed to further the purpose of preserving the affordability of the Home for succeeding Eligible Buyers while taking fair account of the investment by the Owner.
- C. If the City elects to purchase the Home, the City will exercise the Purchase Option by notifying the current Owner and any Mortgagee in writing of such election (the "Notice of Exercise of Option") within 180 days after the Option Trigger Event, or the Option may expire. Having given such notice, the City may (i) proceed to purchase the Site directly or (ii) assign the Purchase Option to another entity that would maintain a similar deed restriction program.
- D. The purchase (by City or City's assignee) will be completed within 90 days after the City's Notice of Exercise of Option, or the Purchase Option will be of no further force and effect with respect to such Option Trigger Event. Except in the case of a Foreclosure Action, the Purchase Option will remain in effect with respect to Option Trigger Events occurring after the subject Option Trigger Event. The time permitted for the completion of the purchase may be extended by mutual agreement of the City or its assignee and the Owner and, if applicable, the Mortgagee undertaking the Foreclosure Action.

### **Article VIII. Transfer and Turnover of the Home**

1. Owner May Transfer Home Only in Strict Compliance with Article VIII; Other Transfers Null and Void. Owner may transfer the Home only as explicitly permitted by the provisions of this Article VIII (and, in the event of a Foreclosure Action, Article VII). Any purported transfer that does not strictly follow the procedures set forth below (or, in the event of a Foreclosure Action, the procedures of Article VII), shall be null and void.

2. Home May be Transferred to Eligible Buyers. In the event that the Owner wishes to sell the Home, the Owner shall notify the City in writing of such wish (the "Intent-to-Sell Notice") at least 45 days before the Owner would like to begin to market the Home, and the City and the Owner shall proceed as follows:
  - A. Calculation of Maximum Resale Price. Except as specifically permitted in a Foreclosure Action under Article VII so long as this Declaration remains in effect, in no event may the Home be sold for a price that exceeds the Maximum Resale Price. The Maximum Sale Price is the Base Price plus an annual increase of an amount equal to any increase in the cost of living during Owner's ownership of the Property as determined by the Consumer Price Index, Wage Earners and Clerical Workers, Mountain Division, All Items (2017 = 100) published by the Bureau of Labor Statistics, United States Department of Labor, compounded annually, not to exceed 3% per annum, plus the Capital Improvements Credit.
  - B. Resale Fee to be Paid at Transfer. The Owner shall pay a Resale Fee to compensate City for carrying out its responsibilities with regard to the transaction. The amount of the resale fee shall be 3% of the Sale Price.
3. City Shall Have Power of Attorney to Sell Home as Attorney in Fact for Owner in Certain Circumstances. If the Owner (a) is not then residing in the Home and (b) has made diligent efforts to sell the Home for at least twelve months and the Home still has not been sold, the Owner does hereby appoint City as its attorney in fact to seek a buyer, negotiate a reasonable price that furthers the purposes of this Declaration, sell the Home, use the proceeds of sale first to satisfy Permitted Mortgages in order of priority, second to pay the City's costs of sale and any other sums owed the City by the Owner, and third to pay Owner the remaining proceeds of sale, minus amounts owed to any other secured lien holders.
4. At transfer or sale of the Home, new Owner is subject to the same terms. Any new Owner must be an Eligible Buyer and will take title subject to all the terms and conditions of this Declaration, including the Term, and must execute and record such documents as the City may require and/or approve. Before proceeding with a sale, the Owner must give the City at least 30 days prior written notice and must promptly provide the City with related documentation requested by the City.
5. Home May Only be Leased if Permitted in Writing by City. Owner shall not lease or rent any portion of the Home, except as allowed under the terms of any Permitted Mortgage and with the written permission of City. Owner is subject to Program Policies for Eligible Renters. Owner agrees that City shall have the right to withhold such consent in order to further the purposes of this Declaration. If City approves rental of the Home, any renter must be certified to be an Eligible Renter and Owner must follow Program Policies.
6. Home May be Transferred to Certain Relatives and Heirs of Owner. Transfer of the Home is only permitted to individuals or households that would qualify as Eligible Buyers, as per Program Policies.

7. Repairs and Turnover Procedures. The Owner is required to allow an inspection and make necessary repairs before turnover of the Home, as per Program Policies.
  - A. The Owner shall repair specific reported defects or conditions necessary, in the reasonable discretion of the City, to bring the Home into full compliance with Sections 2.03 and 3.02 above prior to transferring the Home.
8. Deed, Declaration, and Program Mortgage to be Prepared. The Home shall be conveyed by the Owner by a good and sufficient deed commonly used in the jurisdiction for residences conveying a good and clear record and marketable title to the Home free from all encumbrances except (i) such taxes for the then current year as are not due and payable on the date of delivery of the deed, (ii) provisions of local building and zoning laws, (iii) all easements, restrictions, covenants and agreements of record; (iv) a Declaration in the form then in use by City to administer the Program which the Owner hereby agrees to secure execution by the transferee, and to record immediately after the deed, and (v) a new Program Mortgage in the form then in use by City to administer the Program which the Owner hereby agrees to secure execution by the transferee, and to record immediately after the Declaration or, in the event of any Permitted Mortgage approved in writing by City, immediately after the Permitted Mortgage. Said deed shall clearly state that it is made subject to the Declaration which is made part of the deed. Failure to comply with the preceding sentence shall not affect the validity of the conveyance from the Owner to the transferee or the enforceability of the Declaration.
9. Distribution of Sales Proceeds. The proceeds of any sale conducted in accordance with this Article VIII shall be distributed as follows: First to satisfy Permitted Mortgages in order of priority, second to pay the City's Unpaid Amounts, third to pay taxes, Owner association assessments, and any statutory or municipal fees currently due and payable, fourth to pay amounts owed to any other secured lien holders, and fifth to the Owner, who may retain the remaining proceeds of sale. Notwithstanding the foregoing, any Excess Proceeds shall be paid to City.
10. No Promises Made as to Future Sales. Nothing in this Declaration constitutes a promise, commitment or guarantee by the City to sell or purchase the Home or that upon resale the Owner shall actually receive the Maximum Resale Price for the Home or any other price for the Home.

## **Article IX. Enforcement**

1. What Happens if Owner Fails to Make Payments to City that are Required by the Declaration. It shall be an event of default if the Owner fails to pay any amounts when due under this Declaration or the Program Mortgage and such failure is not cured by the Owner or a Permitted Mortgagee within 30 days after notice of such failure is given by City to

Owner and Permitted Mortgagee.

2. What Happens if Owner Violates Other (Nonmonetary) Terms of the Declaration. It will be an event of default if the Owner fails to abide by any other requirement or restriction stated in this Declaration, the Program Mortgage, and/or any other document of record encumbering the Home, and such failure is not cured by the Owner or a Mortgagee within 60 days after notice of such failure is given by the City to the Owner and any Mortgagee. Notwithstanding the foregoing, the Owner will not be entitled to a cure period for any violation of the construction or statutory lien provisions in Article V, the financing provisions in Article VI, the transfer provisions in Article VII and Article II, or the provisions of Article VIII below, and the City will be entitled to exercise the rights and remedies under Article VIII.4 for any such violation immediately upon notice of such violation being given by the City to the Owner and any Mortgagee.
3. What Happens if Owner Defaults as a Result of Judicial Process. It is an event of default if the Home is taken on execution or by other process of law, or if any assignment is made of the Home for the benefit of creditors, or if a receiver, trustee in involuntary bankruptcy or other similar officer is appointed to take charge of any substantial part of the Home by a court of competent jurisdiction, or if a petition is filed for the reorganization of Owner under any provisions of the Bankruptcy Act now or hereafter enacted, or if Owner files a petition for such reorganization, or for arrangements under any provision of the Bankruptcy Act now or hereafter enacted and providing a plan for a debtor to settle, satisfy or extend the time for payment of debts.
4. If City approved rental, City may require correction for an Out of Compliance Renter. Owner may be required to lease to a new tenant or require Owner to occupy the Home, if the City determines that the current lease is with an Out of Compliance Renter.
5. Default (Uncured Violation) Gives City the Right to Exercise Rights and Remedies. Upon the occurrence of an event of default that continues beyond any applicable cure period, the City will have, in addition to all other rights and remedies provided at law or in equity, the right, at the City's option, without further notice or demand of any kind, to take any one or more of the following actions:
  - A. The right to enforce this Declaration independently by appropriate legal proceedings and to obtain injunctive and other appropriate relief on account of any violations including without limitation relief requiring restoration of the Home to the condition or occupancy which existed prior to the violation impacting such condition or occupancy (it being agreed that there must be no adequate remedy at law for such violation), and will be in addition to, and not in limitation of, any other rights and remedies available to the City.
  - B. The right to exercise the Purchase Option under Article VI.4 above;
  - C. In the case of a default under Article VIII.2 or VIII.3, including without limitation the institution of foreclosure by judicial proceeding or private sale;

- D. Without limitation of any other rights or remedies of the City, or its successors and assigns, in the event of any rent, conveyance, financing, refinancing, or other transfer or occupancy of the Home in violation of the provisions of this Declaration, the following rights and remedies, which will be cumulative and not mutually exclusive:
- a. specific performance of the provisions of this Declaration;
  - b. money damages for Excess Proceeds and Unpaid Amounts, if applicable;
  - c. if the violation is a sale or other conveyance of the Home to an Ineligible Buyer except as permitted herein, the option to locate an Eligible Buyer to purchase or itself purchase the Home from the Ineligible Buyer on the terms and conditions provided herein; the purchase price shall be a price which complies with the provisions of this Declaration; specific performance of the requirement that an Ineligible Buyer shall sell, as herein provided, may be judicially ordered;
  - d. the right to void any contract for lease, conveyance or other transfer of the Home in violation of the provisions of this Declaration, by an action in equity to enforce this Declaration; and
  - e. money damages for the cost of acquiring a comparable dwelling unit for a Eligible Buyer, as determined by the unrestricted value in an Appraisal paid for by the Owner.
- E. In addition to the foregoing, the Owner hereby agrees and will be obligated to pay all fees and expenses (including legal fees) of the City in the event successful enforcement action is taken against the Owner or Owner's successors or assigns.
- F. The Owner for themselves and their successors and assigns, hereby grants to the City the right to take all actions with respect to the Home which the City may determine to be necessary or appropriate pursuant to applicable law, court order, or the consent of the Owner to prevent, remedy or abate any violation of this Declaration.
- G. All rights and remedies set forth in this Article IX.5 are subordinate to the rights of Permitted Mortgagees as set forth in Article I and Article IV of this Declaration.

## **Article X. Mediation**

1. Mediation. Nothing in this Declaration will be construed as preventing the parties from utilizing any process of mediation in which the parties agree to engage for the purpose of resolving a dispute.

## **Article XI. Notices and Other Provisions**

1. Notices. Whenever this Declaration requires either party to give notice to the other, the notice must be given in writing and delivered in person or mailed, by certified or registered mail, return receipt requested, to the party at the address set forth below, or such other address designated by like written notice:

If to City:

City of Ketchum  
P.O. Box 2315  
Ketchum, ID 83340  
Attn: Housing

If to Owner:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attn: \_\_\_\_\_

All notices, demands and requests will be effective upon being deposited in the United States Mail or, in the case of personal delivery, upon actual receipt.

2. Severability. If any part of this Declaration is unenforceable or invalid, such material will be read out of this Declaration and will not affect the validity of any other part of this Declaration or give rise to any cause of action of Owner or City against the other, and the remainder of this Declaration will be valid and enforced to the fullest extent permitted by law.
3. Waiver.
  - A. The waiver by City at any time of any requirement or restriction in this Declaration, or the failure of City to take action with respect to any breach of any such requirement or restriction, will not be deemed to be a waiver of such requirement or restriction with regard to any subsequent breach of such requirement or restriction, or of any other requirement or restriction in the Declaration. City may grant waivers in the terms of this Declaration, but such waivers must be in writing and signed by City before being effective. **Notwithstanding the foregoing, the City may not waive the provisions of Sections 1.03(b) and 7.04 of this Declaration.** This provision does not waive any other agreements, land use entitlements, or exceedance agreements for the property. The subsequent acceptance by City of any late payments will not be deemed to be a waiver of any preceding breach by Owner of any requirement or restriction in this Declaration, other than the failure of the Owner to make the particular payment so accepted, regardless of City's knowledge of such preceding breach at the time of acceptance of such payment.
4. Headings and Table of Contents. The headings, subheadings and table of contents appearing in this Declaration are for convenience only and do not in any way limit or amplify the terms or conditions of this Declaration.
5. Parties Bound. This Declaration sets forth the entire agreement between City and Owner

with respect to the subject matter of this Declaration. This Declaration is binding upon and inures to the benefit of these parties and, in accordance with the provisions of this Declaration, their respective successors in interest. This Declaration may be altered or amended only by written notice executed by City and Owner or their legal representatives or, in accordance with the provisions of this Declaration, their successors in interest.

6. Governing Law. This Declaration will be interpreted in accordance with and governed by the laws of the State of Idaho. The language in all parts of this Declaration will be, in all cases, construed according to its fair meaning and not strictly for or against City or Owner.

IN WITNESS WHEREOF, the parties have caused this Declaration to be executed as of the Effective Date.

**[INSERT SIGNATURE BLOCKS AND NOTARY ACKNOWLEDGMENTS.]**



**Exhibit A. Legal Description**  
of the Home with unit #

[INSERT ANY STATEMENTS REQUIRED FOR RECORDING]

## Exhibit B. Unit Restrictions

Owner developed property addressed as \_\_\_\_\_, Ketchum, Idaho 83340 for a \_\_\_\_\_ square foot retail/service/office/residential/etc. building. This development generated the obligation to provide Community Housing in accordance with \_\_\_\_\_ Approval. Owner is restricting:

- Unit \_\_\_\_\_, with \_\_\_\_\_ number of bedrooms with Income Range \_\_\_\_\_, Category \_\_\_\_\_.
- Unit \_\_\_\_\_, with \_\_\_\_\_ number of bedrooms with Income Range \_\_\_\_\_, Category \_\_\_\_\_.
- Unit \_\_\_\_\_, with \_\_\_\_\_ number of bedrooms with Income Range \_\_\_\_\_, Category \_\_\_\_\_.

## SUBORDINATE PROGRAM MORTGAGE

Based on Grounded Solutions Network 2021 Model Subordinate Program Mortgage

This Subordinate Program Mortgage (as amended and/or restated from time to time, this "**Security Instrument**"), is executed by [FULL NAMES OF HOMEBUYERS], [each] an individual ([together,] the "**Mortgagor**"), residing at [Home Address] (the "**Property Address**"), in favor of the City of Ketchum, a municipal corporation of the State of Idaho, its successors and assigns (the "**Mortgagee**"), with an address of [Office Address], as of [Month Date], 20[Year], for the purpose of encumbering the improved real estate described on attached Exhibit A (as defined in greater detail below, the "**Property**").

### DEFINITIONS

Words used in multiple sections of this document are defined below. Certain rules regarding the usage of words used in this document are also provided in Section 12.

**"Applicable Law"**: All controlling applicable federal, state and local statutes, regulations, ordinances and administrative rules and orders (that have the effect of law) as well as all applicable final, non-appealable judicial opinions.

**"Declaration"**: The Declaration of Local Ownership Covenant signed by the Mortgagor, dated and recorded the same date as this Security Instrument, and encumbering the Property.

**"Default"**: (i) The failure to pay any Payment on the date it is due, (ii) a breach of any other representation, warranty, covenant, requirement, restriction, obligation or agreement in the Declaration, (iii) the failure to pay any other amount secured by this Security Instrument on the date it is due, (iv) a breach of any representation, warranty, covenant, requirement, restriction, obligation or agreement in this Security Instrument, (v) a breach of any representation, warranty, covenant, requirement, restriction, obligation or agreement in the first lien security instrument that is secured by the Property, or (iv) the commencement of any action or proceeding described in Section 7(d).

**"Obligations"**: Payment of all monetary obligations evidenced by the Declaration, including Program Fees, Excess Proceeds, and Unpaid Amounts (as defined in the Declaration) plus any interest, prepayment charges, costs, expenses and late charges due under the Declaration, and all sums due under this Security Instrument, plus any interest, together with performance of all non-monetary obligations evidenced by the Declaration.

**"Payment"**: (i) The regularly scheduled amounts due under the Declaration, and (ii) any other amounts due from time to time under the Declaration, including, without limitation, Program Fees, Excess Proceeds, and Unpaid Amounts and all other amounts payable by Mortgagor under the terms of the Declaration.

**"Property"**: The property described below under the heading "TRANSFER OF RIGHTS IN THE PROPERTY."

**"Successor in Interest of Mortgagor"**: Any party that has taken title to the Property, whether or not that party has assumed Mortgagor's obligations under the Declaration and/or this Security Instrument.

### TRANSFER OF RIGHTS IN THE PROPERTY

This Security Instrument secures to Mortgagee: (i) the payment of the Obligations; and (ii) the performance of Mortgagor's covenants and agreements under this Security Instrument and the Declaration. For this purpose, Mortgagor mortgages, grants and conveys to Mortgagee the Property, which is located in [Blaine County, Idaho] and has an address of the Property Address.

TOGETHER WITH all the improvements now or subsequently erected on the Property, including replacements and additions to the improvements on such Property, all property rights, including, without limitation, all easements, appurtenances, royalties, mineral rights, oil or gas rights or profits, water rights, and fixtures now or subsequently a part of the property. All of the foregoing is referred to in this Security Instrument as the **"Property"**.

MORTGAGOR REPRESENTS, WARRANTS, COVENANTS AND AGREES that: (i) Mortgagor lawfully owns and possesses the Property in fee simple or lawfully has the right to use and occupy the Property under a leasehold estate; (ii) Mortgagor has the right to mortgage, grant and convey the Property; and (iii) the Property is unencumbered, and not subject to any other ownership interest in the Property, except for encumbrances and ownership interests of record. Mortgagor warrants generally the title to the Property and covenants and agrees to defend the title to the Property against all claims and demands, subject to any Permitted Mortgages (as defined in the Declaration).

### COVENANTS

Mortgagor and Mortgagee covenant and agree as follows:

**1. Payment of Program Fees, Excess Proceeds, Unpaid Amounts, Interest, and Other Amounts.** Mortgagor will make each Payment when due. All Payments must be made in U.S. currency.

Payments are deemed received by Mortgagee when received at the location designated in the Declaration, or at such other location as may be designated by Mortgagee in accordance with the notice provisions in Section 11.

Any offset or claim that Mortgagor may have now or in the future against Mortgagee will not relieve Mortgagor from making the full amount of all payments due under the Declaration and this Security Instrument or performing the covenants and agreements set forth in the Declaration and this Security Instrument and secured by this Security Instrument.

**2. Application of Payments or Proceeds.** Except as otherwise described in this Section 2, all payments accepted by Mortgagee will be applied in the following order of priority: (a) interest due under the Declaration or Security Instrument (if any); and (b) amounts due under the Declaration or this Security Instrument, as applicable. Such payments will be applied to each Payment in the order in which it became due. Any remaining amounts will be applied first to late charges, second to any other amounts due under the Declaration, and third to any other amounts due under this Security Instrument.

**3. Prior Security Instruments; Charges; Liens.** Mortgagor will perform all of Mortgagor's obligations under any security instrument with a lien which has priority over the lien of this Security Instrument, including Mortgagor's covenants to make payments when due. Mortgagee and Mortgagor each recognize that provisions in the Declaration and in this Security Instrument give Mortgagee certain rights with respect to the Property and to the receipt of certain funds, including the right to receive payment of insurance proceeds, condemnation and other Miscellaneous Proceeds and the use and application of the proceeds, including the right to hold and disburse the proceeds, and that these rights are subject to the terms of any Permitted Mortgage.

**4. Property Insurance.** Mortgagor must keep the improvements now existing or subsequently erected on the Property insured against loss by fire, hazards included within the term "extended coverage," and any other hazards including, but not limited to, earthquakes, winds and floods. Mortgagor must maintain the types of insurance Mortgagee requires, all in accordance with the terms of any Permitted Mortgage. This insurance must be maintained in the amounts (including deductible levels) and for the periods that Mortgagee requires. What Mortgagee requires pursuant to the preceding sentences can change during the term of the Declaration, and may exceed any minimum coverage required by Applicable Law. Mortgagor may choose the insurance carrier providing the insurance, subject to Mortgagee's right to disapprove Mortgagor's choice, which right will not be exercised unreasonably.

If Mortgagee has a reasonable basis to believe that Mortgagor has failed to maintain any of the required insurance coverages described above, Mortgagee may obtain insurance coverage, at Mortgagee's option and at Mortgagor's expense. Mortgagee is under no obligation to purchase any particular type or amount of coverage. Any such coverage will insure Mortgagee, but might not protect Mortgagor, Mortgagor's equity in the Property, or the contents of the Property, against any risk, hazard or liability and might provide greater or lesser coverage than was previously in effect.

All insurance policies required by Mortgagee and renewals of such policies: (i) will be subject to Mortgagee's right to disapprove such policies; (ii) must include a standard mortgage clause; and (iii) must name Mortgagee as mortgagee and/or as an additional loss payee in the order of the priority of its lien.

**5. Preservation, Maintenance and Protection of the Property.** Mortgagor will not destroy, damage or impair the Property, allow the Property to deteriorate or commit waste on the Property. Mortgagor must maintain the Property in accordance with the Declaration and in order to prevent the Property from deteriorating or decreasing in value due to its condition.

**6. Protection of Mortgagee's Interest in the Property and Rights Under this Security Instrument.**

**(a) Protection of Mortgagee's Interest.** If: (i) Mortgagor fails to perform the covenants and agreements contained in the Declaration and/or this Security Instrument; (ii) there is a legal proceeding or government order that might significantly affect Mortgagee's interest in the Property and/or rights under this Security Instrument (such as a proceeding in bankruptcy, probate, for condemnation or forfeiture, for enforcement of a lien that has priority or may attain priority over this Security Instrument or to enforce laws or regulations); or (iii) Mortgagee reasonably believes that Mortgagor has abandoned the Property, then Mortgagee may do and pay for whatever is reasonable or appropriate to protect Mortgagee's interest in the Property and/or rights under this Security Instrument, including protecting and/or assessing the value of the Property, and securing and/or repairing the Property, and may enter the Property for purposes of performing same.

Mortgagee's actions may include, but are not limited to: (I) paying any sums secured by a lien that has priority or may attain priority over this Security Instrument; (II) appearing in court; and (III) paying (A) reasonable attorneys' fees and costs, (B) property inspection and valuation fees, and (C) other fees incurred for the purpose of protecting Mortgagee's interest in the Property and/or rights under this Security Instrument, including its secured position in a bankruptcy proceeding. Securing the Property includes, but is not limited to, inspections of the Property, entering the Property to make repairs, changing locks, replacing or boarding up doors and windows, draining water from pipes, eliminating building or other code violations or dangerous conditions, and having utilities turned on or off. Although Mortgagee may take action under this Section 6, Mortgagee is not required to do so and is not under any duty or obligation to do so. Mortgagee will not be liable for not taking any or all actions authorized under this Section 6.

**(b) Additional Amounts Secured.** Any amounts disbursed by Mortgagee under this Section 6 will become additional Obligations of Mortgagor secured by this Security Instrument. If not paid by Mortgagee to Mortgagor within 30 days after issuance of an invoice reflecting amounts disbursed by Mortgagee, these amounts shall bear interest at the rate specified in the Declaration for late payments under Article IV of the Declaration.

**(c) Declaration Terms.** Mortgagor will comply with all the provisions of the Declaration.

**(d) Leasehold Terms.** If this Security Instrument is on a leasehold, Mortgagor will comply with all the provisions of the lease. If Mortgagor acquires fee title to the Property, the leasehold and the fee title will not merge unless Mortgagee agrees to the merger in writing.

**7. Assignment of Miscellaneous Proceeds; Forfeiture.**

**(a) Assignment of Miscellaneous Proceeds.** Mortgagor unconditionally assigns the right to receive all insurance, condemnation, and other proceeds arising from a casualty or condemnation impacting the Home (“**Miscellaneous Proceeds**”) to Mortgagee and agrees that, subject to the requirements of any Permitted Mortgagee, such amount will be paid to Mortgagee.

**(b) Application of Miscellaneous Proceeds upon Damage to Property.** If the Property is damaged, any Miscellaneous Proceeds will be applied to restoration or repair of the Property, if Mortgagee deems the restoration or repair to be economically feasible and Mortgagee's security will not be lessened by such restoration or repair. During such repair and restoration period, Mortgagee will have the right to hold such Miscellaneous Proceeds until Mortgagee has had an opportunity to inspect the Property to ensure the work has been completed to Mortgagee's satisfaction, provided that such inspection must be undertaken promptly. Mortgagee may pay for the repairs and restoration in a single disbursement or in a series of progress payments as the work is completed. Mortgagee may make such disbursements directly to Mortgagor, to the person repairing or restoring the Property, or payable jointly to both. Unless Mortgagee and Mortgagor agree in writing or Applicable Law requires interest to be paid on such Miscellaneous Proceeds, Mortgagee will not be required to pay Mortgagor any interest or earnings on such Miscellaneous Proceeds. If Mortgagee deems the restoration or repair not to be economically feasible or Mortgagee's security would be lessened by such restoration or repair, the Miscellaneous Proceeds will be applied to the sums secured by this Security Instrument, whether or not then due, with the excess, if any, paid to Mortgagor.

**(c) Application of Miscellaneous Proceeds upon Total Taking of Property.** In the event of a total taking, destruction, or loss in value of the Property, all of the Miscellaneous Proceeds will be applied to the sums secured by this Security Instrument, whether or not then due, with the excess, if any, paid to Mortgagor. Notwithstanding the foregoing, any Excess Proceeds shall be paid to Mortgagee in accordance with Section 1.03 of the Declaration.

**(d) Proceeding Affecting Mortgagee's Interest in the Property.** Mortgagor will be in Default if any action or proceeding begins, whether civil or criminal, that, in Mortgagee's judgment, could result in forfeiture of the Property or other material impairment of Mortgagee's interest in the Property or rights under this Security Instrument. Mortgagor can cure such a Default by causing the action or proceeding to be dismissed within sixty (60) days after commencement with a ruling that, in Mortgagee's judgment, precludes forfeiture of the Property or other material impairment of Mortgagee's interest in the Property or rights under this Security Instrument. Mortgagor unconditionally assigns to Mortgagee the proceeds of any award or claim for damages that are attributable to the impairment of Mortgagee's interest in the Property, which proceeds will be paid to Mortgagee.

**8. Mortgagor Not Released; Forbearance by Mortgagee Not a Waiver.** Mortgagor or any Successor in Interest of Mortgagor will not be released from liability under this Security

Instrument if Mortgagee extends the time for payment or modifies the amortization of the sums secured by this Security Instrument. Mortgagee will not be required to commence proceedings against any Successor in Interest of Mortgagor, or to refuse to extend time for payment or otherwise modify amortization of the sums secured by this Security Instrument by reason of any demand made by the original Mortgagor or any Successors in Interest of Mortgagor. Any forbearance by Mortgagee in exercising any right or remedy including, without limitation, Mortgagee's acceptance of payments from third persons, entities or Successors in Interest of Mortgagor or in amounts less than the amount then due, will not be a waiver of, or preclude the exercise of, any right or remedy by Mortgagee.

**9. Joint and Several Liability; Signatories.** Mortgagor's obligations and liability under this Security Instrument will be joint and several. However, any Mortgagor who signs this Security Instrument but does not sign the Declaration: (a) signs this Security Instrument to mortgage, grant and convey such Mortgagor's interest in the Property under the terms of this Security Instrument; (b) signs this Security Instrument to waive any applicable inchoate rights such as dower and curtesy and any available homestead exemptions; (c) signs this Security Instrument to assign any Miscellaneous Proceeds, Rents or other earnings from the Property to Mortgagee; (d) is not personally obligated to pay the sums due under the Declaration or this Security Instrument; and (e) agrees that Mortgagee and any other Mortgagor can agree to extend, modify, forbear or make any accommodations with regard to the terms of this Security Instrument without such Mortgagor's consent and without affecting such Mortgagor's obligations under this Security Instrument.

Subject to the provisions of Section 14, any Successor in Interest of Mortgagor who assumes Mortgagor's obligations under this Security Instrument in writing, and is approved by Mortgagee, will obtain all of Mortgagor's rights, obligations and benefits under this Security Instrument. Mortgagor will not be released from Mortgagor's obligations and liability under this Security Instrument unless Mortgagee agrees to such release in writing.

**10. Charges.** If permitted under Applicable Law, Mortgagee may charge Mortgagor fees for services performed in connection with Mortgagor's Default to protect Mortgagee's interest in the Property and rights under this Security Instrument, including, (i) reasonable attorneys' fees and costs, (ii) property inspection, valuation, mediation and loss mitigation fees, and (iii) other related fees.

If Applicable Law sets maximum interest rates or other charges, and that law is finally interpreted so that the interest or other charges collected or to be collected in connection with the Obligations exceed the permitted limits, then: (i) any such charge will be reduced by the amount necessary to reduce the charge to the permitted limit; and (ii) any sums already collected from Mortgagor which exceeded permitted limits will be refunded to Mortgagor. Mortgagee may choose to make this refund by reducing the obligations owed under the Declaration or by making a direct payment to Mortgagor. To the extent permitted by Applicable Law, Mortgagor's



acceptance of any refund made by direct payment to Mortgagor will constitute a waiver of any right of action Mortgagor might have arising out of such overcharge.

**11. Notices.** All notices given by Mortgagor or Mortgagee in connection with this Security Instrument must be in writing. Any written notice to Mortgagor in connection with this Security Instrument will be deemed to have been given to Mortgagor when (i) mailed by certified or registered mail, return receipt requested, or (ii) actually delivered to Mortgagor's notice address if sent by other means. Notice to any one Mortgagor will constitute notice to all Mortgagors unless Applicable Law expressly requires otherwise. The notice address for Mortgagor will be the Property Address.

Any notice to Mortgagee will be given by delivering it or by mailing it by certified or registered mail, return receipt requested, to Mortgagee's address stated in this Security Instrument unless Mortgagee has designated another address by notice to Mortgagor. If any notice required by this Security Instrument is also required under Applicable Law, the Applicable Law requirement will satisfy the corresponding requirement under this Security Instrument.

**12. Governing Law; Severability; Rules of Construction.** This Security Instrument is governed by federal law and the law of the jurisdiction in which the Property is located. All rights and obligations contained in this Security Instrument are subject to any requirements and limitations of Applicable Law. Applicable Law might explicitly or implicitly allow the parties to agree by contract or it might be silent, but such silence should not be construed as a prohibition against agreement by contract. If any provision of this Security Instrument or the Declaration conflicts with Applicable Law, such conflict will not affect other provisions of this Security Instrument or the Declaration that can be given effect without the conflicting provision. If any provision of this Security Instrument conflicts with the Declaration, the provisions of the Declaration shall govern and control. Any action required under this Security Instrument to be made in accordance with Applicable Law is to be made in accordance with the Applicable Law in effect at the time the action is undertaken.

As used in this Security Instrument: (a) words in the singular will mean and include the plural and vice versa, and (b) the word "may" gives sole discretion without any obligation to take any action.

**13. Mortgagor's Copy.** One Mortgagor will be given one copy of the Declaration and this Security Instrument.

**14. Mortgagee's Successors and Assigns.** Mortgagee is also the Program Manager under the Declaration. The Declaration permits the Program Manager from time to time to designate a successor or assign its rights and obligations under the Declaration, provided that such successor or assign is a governmental body, governmental agency, or non-profit entity with a charitable purpose consistent with the Program (as defined in the Declaration). Upon such a designation under the Declaration of a successor or assign by the Program Manager, all of

Mortgagee's rights and obligations under this Security Instrument will likewise convey to such successor or assign.

**15. Acceleration; Remedies.**

**(a) Notice of Default.** Mortgagee will give a notice of Default to Mortgagor prior to exercising remedies under this Security Instrument following Mortgagor's Default. The notice will specify: (i) the Default; (ii) the action required to cure the Default; (iii) a date, not less than 30 days from the date the notice is given to Mortgagor (or such longer period set forth in Article IX of the Declaration), by which the Default must be cured; (iv) that failure to cure the Default on or before the date specified in the notice may result in acceleration of the sums secured by this Security Instrument, foreclosure by judicial proceeding and sale of the Property; (v) Mortgagor's right to reinstate after acceleration; and (vi) the right to deny in the foreclosure proceeding the existence of a Default or to assert any other defense of Mortgagor to acceleration and foreclosure. In the case of Defaults under subparagraphs (i) or (ii) of the Definition for "**Default**" set forth above, the notice and cure periods under this Section 19(a) shall run concurrently with any applicable notice and cure periods under Article IX of the Declaration.

**(b) Acceleration; Foreclosure; Expenses.** If the Default is not cured on or before the date specified in the notice, Mortgagee may require immediate payment in full of all sums secured by this Security Instrument without further demand and may foreclose this Security Instrument by judicial proceeding. Mortgagee will be entitled to collect all expenses incurred in pursuing the remedies provided in this Section 19, including, but not limited to: (i) reasonable attorneys' fees and costs; (ii) property inspection and valuation fees; and (iii) other fees incurred to protect Mortgagee's interest in the Property and/or rights under this Security Instrument.

**16. Release.** Upon payment and performance of all Obligations secured by this Security Instrument, Mortgagee shall release this Security Instrument. Mortgagor shall pay any recordation costs. Mortgagee may charge Mortgagor a fee for releasing this Security Instrument, but only if the fee is paid to a third party for services rendered and the charging of the fee is permitted under Applicable Law.

**17. Attorneys' Fees.** As used in this Security Instrument and the Declaration, attorneys' fees shall include those awarded by an appellate court and any attorneys' fees incurred in a bankruptcy proceeding.

**18. Jury Trial Waiver.** The Mortgagor hereby waives any right to a trial by jury in any action, proceeding, claim, or counterclaim, whether in contract or tort, at law or in equity, arising out of or in any way related to this Security Instrument or the Declaration.

**MORTGAGEE REQUESTS NOTICE OF ANY ADVERSE ACTION THAT A PRIORITY LIEN HOLDER TAKES WITH REGARD TO THE PROPERTY, INCLUDING DEFAULT AND FORECLOSURE**

**[Signatures appear on the following pages]**

IN WITNESS WHEREOF, the parties have caused this Security Instrument to be executed as of the date first set forth above.

***[INSERT MORTGAGEE SIGNATURE BLOCKS, NOTARY ACKNOWLEDGMENTS, AND IF REQUIRED BY STATE LAW, WITNESS BLOCKS]***

**EXHIBIT A**

**Legal Description  
of the Property**

When Recorded Return To:  
Blaine County Housing  
Authority  
P.O. Box 4045  
Ketchum, ID 83340

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**BLAINE COUNTY HOUSING AUTHORITY**

**Community Housing  
Administrative Guidelines  
Adopted June 14, 2023**

# 2023 Community Housing Administrative

## Guidelines

### Outline of Sections

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- B. Purpose of Guidelines
- C. Role of the Blaine County Housing Authority
- D. Authority of Blaine County Housing Authority
- E. Income Category Chart
- F. Definitions

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- A. Basic Qualifications for the Rental or Purchase of Community Housing with an Income Category Deed Covenant
- B. Applying for Rental or Purchase of a Community Home
- C. Verifying Application Information
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- B. Fees
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## Section 1. Introduction

### A. Mission Statement

The Blaine County Housing Authority’s mission is to advocate for, promote, plan, and preserve the long-term supply of desirable and affordable housing choices in all areas of Blaine County to maintain an economically diverse, vibrant, and sustainable community.

### B. Purpose of Guidelines

1. The purpose of these Guidelines is to define and describe the process of renting, purchasing, or selling Community Homes within Blaine County. They are intended to assist government staff, the development community, applicants, and the public in understanding the priorities for and processes governing Community Housing development and administration in Blaine County. The Guidelines do not replace professional guidance available from the Blaine County Housing Authority (BCHA) staff.
2. These Guidelines are intended to support the attainment of BCHA goals and to supplement land use and building codes used by the County and Cities. The Guidelines should be used to review land use applications, to establish affordable rental rates and sales prices, to establish criteria for admission and occupancy, and to develop and prioritize current and long-range community housing programs.
3. These Guidelines may be reviewed and updated from time to time.
4. In the event of any conflict between guidelines and the deed covenant, the deed covenant will prevail.

### C. Role of The Blaine County Housing Authority

The role of BCHA, as determined by BCHA’s Creating Resolution, are to:

1. Qualify Applicants for Community Housing using the criteria set forth in these Guidelines and maintaining an Applicant Database of those persons eligible to rent or purchase Community Homes.
2. Match qualified Applicants with available Community Homes.

3. Monitor compliance with and enforcement of these Guidelines and deed covenants.
4. Develop the criteria by which Community Housing is located, designed, developed, and price of Community Housing.
5. Review and provide recommendations on proposed Community Housing in Blaine County and its municipalities in accordance with these Guidelines and BCHA adopted criteria.

**D. Authority of the Blaine County Housing Authority**

1. BCHA is an independent public body, corporate and politic created by Blaine County and has all the powers and authority bestowed upon a housing authority pursuant to Title 31, Chapter 42 and Title 50, Chapter 19, Idaho Code.

**E. Income Category Chart**

**Household Income Categories by Area Median Income (AMI).**

| Income Category | Percentage of Area Median Income                                   |
|-----------------|--------------------------------------------------------------------|
| 1               | Less than 50%                                                      |
| 2               | 50% to 60%                                                         |
| 3               | 60% to 80%                                                         |
| 4               | 80% to 100%                                                        |
| 5               | 100% to 120%                                                       |
| 6               | 120% to 140%                                                       |
| L               | No Income Limit but must be a full-time resident of Blaine County. |

\*For Income Categories greater than 6, the household may be classified as “Category L” which is housing that may be offered to the full-time residents and employees of Blaine County.

**F. Definitions**

1. **Administration Fee** – The fee charged by BCHA in connection with a completed purchase and sale transaction or a rental lease transaction as compensation for the creation of and monitoring compliance with the deed covenants of Community Housing.
2. **Applicant/Applicant Household** – Persons or households that have completed the BCHA application process to obtain, either through purchase or rental, a Community Home or other housing administered or managed by BCHA.

3. **Applicant Database** – The official BCHA record of persons who have completed the BCHA application process for the rental or purchase of housing subject to a deed covenant (or other housing managed or administered by BCHA).
4. **Applicant Pool** – Applicants selected from the Applicant Database and matched to a specific property for consideration to either rent or purchase that property.
5. **Appreciation** - proceeds to the selling Owner after deducting the following from the Actual Sales Price: (i) the purchase price paid by the selling Owner; (ii) reasonable and customary escrow and closing costs (including taxes and assessments); (iii) a reasonable real estate sales commission not to exceed six percent (6%) of the Actual Sales Price, (iv) the administrative fee due to BCHA pursuant to Section 4 below, and (v) the cost of Approved Capital Improvements.
6. **Assets** - Anything owned by an individual that has commercial or exchange value. Assets consist of specific property or claims against others, in contrast to obligations due others.
7. **Capital Improvements** - Unless otherwise defined in the Deed Covenants on the Community Housing unit, any fixture erected as a permanent improvement to real property that enhances the value of the property, excluding repair, replacement, maintenance costs, and standard depreciation when applicable.
8. **Community Housing/Home** - Dwelling units, for sale or rent, restricted typically via deed covenant for households meeting assets, income and/or minimum occupancy guidelines approved by BCHA.
9. **Deed Covenant** - A legally enforceable provision in a deed restricting use, occupancy, alienation, and other attributes of real property ownership or imposing affirmative obligations on the owner or renter of the real property.
10. **Disabled Person/Dependent** - A person who meets the definition of "individual with a disability" contained in 29 U.S.C. Section 706(8), and/or as defined in the Americans with Disabilities Act of 1990.
11. **Employee Housing** - Housing which is required to be developed in conjunction with an organization and is intended for rental by the employees of the enterprise.
12. **Full Time Employee** - A person who is employed by one or more Blaine County Employers and physically working in Blaine County for a minimum of 1,500 hours worked per calendar year. Breaks in employment which do not disqualify applicants include temporary physical or mental disability, acting as primary caretaker of ill relative, extended vacation not to exceed six months every six years, and full-time education or training.
13. **Fixture** - Personal property which has been attached to or installed on land or a structure thereon in such a way as to become a part of the real property.
14. **Grievance** - Any dispute that an applicant, purchaser, seller, or tenant may have with BCHA with respect to action or failure to act in accordance with the complainant's rights, duties, welfare, or status under these Guidelines.

15. **Gross Income** - The total income derived from a business, trust, employment, and income-producing property, before deductions for expenses, depreciation, taxes, and similar allowances. Gross Income must also include alimony, child support, retirement pension, and social security benefits.
16. **Gross Rental Rate** - The total cost (including but not limited to utilities, management fees, taxes, dues, snow removal, HOA fees, etc.) charged to a qualified renter of a community home.
17. **Household** - All individuals who are or may intend to occupy the Community Home.
18. **Household Income** – The total Gross Income of all individuals who are or may be occupying the Community Home. Gross income of self-employed households is the gross business income less IRS approved business expenses.
19. **Income Category** – The classification of annual income based upon household size as a percentage of the Area Median Income determined by BCHA.
20. **Joint Tenancy** – ownership of real property by two (2) or more persons, each of whom has an equal undivided interest in the property with the right of survivorship.
21. **Liabilities** - Monetary obligations and debts owed to someone by an individual.
22. **Livable Square Footage** - The interior area of a building measured interior wall to interior wall (i.e., “paint-to-paint”), including all interior partitions, habitable basements, interior storage areas, closets, and laundry area, and excluding uninhabitable basements, mechanical areas, exterior storage areas, stairwells, garages (either attached or detached), patios, decks, and porches.
23. **Local** – As it relates to Community Housing, is an individual, employed, retired, or disabled, who resides within Blaine County.
24. **Local Employer** - A business whose business activity is located within Blaine County and whose business employs persons within Blaine County.
25. **Maintenance and Repair** – Work done that keeps your property in a normal efficient operating condition.
26. **Maximum Sale Price** – The allowable sale price of a Community Home as provided to owners by BCHA or subsequent sales, as set forth in the applicable Deed Covenant.
27. **Net Worth/Household Net Worth** - Combined net worth (all assets minus all liabilities) of all individuals who may be occupying the Community Home. Retirement accounts may be reviewed on a case-by-case basis to determine whether they must be included in the net worth calculation.
28. **Primary Residence** - The sole and exclusive place of residence.
29. **Retired Person** – A person who
  1. has (i) resided in or (ii) was either self-employed full-time or was a Full-Time Employee in Blaine County, Idaho, for not less than ten (10) out of the twenty-five

- (25) years prior to the date of qualification.
2. Must not have a Net Worth (as such term is defined in Generally Accepted Accounting Principles) in excess of the maximum allowed by the annual HUD Net Worth allowance as found on the BCHA website; and
  3. does not own any other developed residential real property or dwelling units in Blaine County, Idaho, or anywhere else in the United States of America.
30. **Retirement Age** – 62 years of age.
31. **Special Applicant Pool** – A waiting list for a development that intends to house a specific population (i.e., Employees)
32. **Special Review for Exceptions** - A review of a petition to waive the provision of these Guidelines due to special circumstances.
33. **Tenant** - A person who is leasing or has leased a Community Home that is subject to these Guidelines, and any qualifying potential lessee or past lessee of any such home, but only with respect to any issue arising under these Guidelines.
34. **Workforce Housing** – Units that are deed restricted and owned by specific employers.

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## Section 2. Qualifying to Rent or Purchase Community Housing

### A. Basic Qualifications for the Rental or Purchase of Community Housing with an Income Category Deed Covenant

To qualify to rent or purchase an Income-restricted Community Home, the Applicant/Applicant Household must meet the criteria as stated below:

1. At least one non-dependent member of the Applicant Household must meet one of the following criteria:
  - (a) Be a Full-Time Employee working in Blaine County; or
  - (b) Be a Retired Person who was a Full-Time Employee in Blaine County immediately prior to his/her retirement and who currently lives in Blaine County as his/her Primary Residence and is 62 years of age or older; or
  - (c) Be a Disabled Person residing in Blaine County who was a Full-Time Employee in Blaine County immediately prior to his/her disability and who currently lives in Blaine County as his/her Primary Residence, and
  - (d) The Applicant/Applicant Household states his/her intent to occupy the Community Home as his/her Primary Residence.
2. No member of the Household may own developed residential real estate or a mobile home.
3. The total Gross Income of all members of the Household must not exceed the maximum Household Income specified, which is calculated using the chart in Section 1. The actual dollar amount changes annually and is listed as Income Limits published by BCHA on its website for the Income Category and Household Size; and
4. The Household Net Worth (the total net worth of all members of the Household) must not exceed the Allowable Net Worth specified for the Income Category.

## B. Applying for Rental or Purchase of a Community Home

### 1. General Application

- (a) All persons wishing to rent or purchase a Community Home must submit a completed General Application for Community Housing Form to BCHA (the current application can be found on BCHA's website). The application to rent is a single step process (General Application form only); the application to purchase is a two-step process (General Application and Purchase Requirements). A General Application may be certified by BCHA as complete only when the necessary steps have been completed.
- (b) The General Application Form is provided by BCHA.
- (c) Upon receipt of the completed General Application, BCHA may provide the Applicant with a Letter of Eligibility specifying the Income Category. The Letter of Eligibility is based only on information supplied by the Applicant and, as such, is unverified; verification is explained further in Section 2(C), below.

## C. Verifying Application Information

1. BCHA may request additional documentation such as proof of residency, income, assets, and employment. All information and documentation submitted must be held confidential by BCHA and must not be subject to Open Records Requests by the public. Such documentation is used to determine that an Applicant meets the criteria set forth in Section 2.A and/or to verify the information provided in the application under 2(B). All or some of the following may be requested:

- (a) Federal income tax returns for the most recent year.
- (b) A current income statement and a current financial statement, in a form acceptable to BCHA, verified by Applicant to be true and correct; or other financial documentation acceptable to BCHA. When current income is twenty percent (20%) more or less than income reported on tax returns, the Applicant's income may be averaged based upon current income and the previous year's tax returns to establish an Income Category for the purpose of purchasing a Community Home.
- (c) Verification of employment in Blaine County.
- (d) Copy of valid Driver's License or State Identification Card.
- (e) If the Applicant receives court-ordered alimony, spousal support, and/or child support, a certified copy of the court order must be provided, including all exhibits, supplements, and modifications to the decree.
- (f) Any other documentation that BCHA deems necessary to determine eligibility.

2. Upon receipt of the completed General Application and requested verification forms,

the Applicant's name and all information for individuals, households, and/or local employers may be retained in the Applicant Database. On an annual basis, as part of the annual purge process, the applicant must confirm or update the information to remain in the Applicant Database. All information may be re-verified at the time an applicant is selected to rent or purchase a Community Home. If information is not updated upon request, the applicant will be removed from the Applicant Database.

#### D. Process for Matching Applicants to Available Community Housing

In general, the matching process occurs as follows:

1. When a Community Home becomes available, the home size, type, Income Category, and location of that Home are checked against the Applicant Database. All Applicants matching the qualifications for a given Community Home are then grouped into the "Applicant Pool" for that Home.
2. Households are prioritized by date and time of application on the list for the Income Category for which they qualify.
3. While household size may not be a determining factor in prioritization for ownership or rental of housing, it should be noted that the purchase price or rental amount may be determined on basis of an assumed household size in accordance with the Area Median Income (AMI).
4. If an Applicant has previously qualified and the Applicant's Household composition subsequently changes (due to marriage, divorce, separation, an increase, or reduction in the number of dependents, etc.), the Applicant may still be eligible for purchase or rental of Community Housing, provided that the Household continues to qualify under the Income Category and other considerations. It is the Applicant's responsibility to continuously update Household information with BCHA prior to being placed into an Applicant Pool.
5. When an Applicant purchases a Community Home, the Applicant's application is extinguished and may not be used to qualify for another Community Home. If an owner of a Community Home wishes to purchase another Community Home, he or she must file a new application and begin the process again.
6. When an Applicant rents a Community Home, the Applicant's application is retained and is used as a basis for subsequent recertification and may be used to qualify for future purchase of a Community Home.



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### Section 3. Renting Community Housing

All Applicants interested in renting Community Housing must submit a General Application for Community Housing to BCHA (See Section 2, “Qualifying to Rent or Purchase Community Housing”). BCHA is the “qualifying agent” charged with providing landlords of Community Housing with a list of qualified potential renters and with facilitating the rental of a Community Home. An administrative fee, as set by the Board, may be charged to the landlord/owner for these services.

#### A. Procedures for the Rental of an Income-restricted Deed Restricted Community Home

1. Each Community Home is designated for occupancy by residents within a certain Income Category. Thus, only those Applicants with incomes at or below the Income Category of the available rental may be eligible.
2. Once BCHA has received a Notice of Intent to Rent from the owner of rental Community Housing, BCHA may identify the top three (3) qualified applicants and present them to the owner for his or her selection for tenancy. (NOTE: In matching an Applicant to a specific Community Home, BCHA may present a “candidate” pool to the landlord or landlord’s agent, based upon Income Category, affordability in relation to income and household size, length of time in the BCHA database, and location preference as given by the applicant.)
3. The final determination and offer of tenancy to one of the three (3) qualified applicants is the decision of the owner, not BCHA. It is, however, expected that the owner will follow all Fair Housing Laws in their selection of the tenant. Candidates who are not selected will not lose their position within the BCHA Database.
4. An Applicant who is selected to rent a Community Home, but who is unable to take the Home, may not lose their position within the BCHA Database for future available Community Housing unless an Applicant has been previously selected to rent a Community Home and has rejected an offer to rent two (2) times. After the third refusal to rent, the Applicant’s initial application date may be adjusted to be effective as of the date of the third refusal to rent.

## B. Ongoing Obligations/Requirements for Renting Community Housing

Once an Applicant secures a rental Community Home through BCHA, the landlord must file a copy of the executed lease with BCHA. The lease must contain the following provisions:

1. Beginning and end dates of the lease.
2. Names of all unit occupants.
3. Security deposit amount and fees.
4. Rent amount and how/where to be paid.
5. Owner's right of entry.
6. Repairs and Maintenance.
7. What utilities are paid by the tenant.
8. What appliances are provided by the landlord.
9. Tenant Requirements.
10. If the Tenant accepts permanent employment outside of Blaine County or resides in the Home fewer than nine (9) out of any twelve (12) months, the Tenant must be deemed to have ceased to use the Home as a Primary Residence and must be required to relinquish the Community Home.
11. A disclosure that Tenants must be re-certified for each year of the lease term.
12. An Acknowledgement and Acceptance of BCHA terms and conditions governing the rental of Community Housing executed by the Tenant.
13. The Tenant must use the Home as their Primary Residence.
14. All leases must be for a 12-month period.

## C. Annual Re-Certification to Rent Community Housing

1. The eligibility of Tenants to lease and occupy Community Housing must be reviewed and verified annually (i.e., re-certified) to ensure that they meet minimum residency and income category requirements under BCHA Guidelines that are in force at the time of the review. BCHA may charge the landlord an annual renewal fee as set by the Board.
2. To assist in this re-certification process, BCHA may send a Rental Renewal Approval Notice to Tenants with instructions for re-certification.
3. The Tenant must, within 10 business days of receipt, submit to the BCHA:
  - (a) The completed Form with updated information
  - (b) A copy of the Tenant's previous 2 months paystubs
  - (c) A copy of the Tenant's most recent tax return
4. Concurrently with the Notice to the Tenants, the BCHA may send a Rental Renewal Notice to the landlord to verify rent, utilities, and lease dates. The landlord must submit the requested information and a copy of the new lease, to the BCHA within 10 business days of receipt of the Rental Renewal Notice. The renewed lease must be for an additional 12 months. Month to month leases are not allowed.

5. Should the landlord pursue a just cause non-renewal, documentation must be provided to BCHA.

#### D. Exceeding Income Limits at Re-Certification

If, upon review and re-certification, BCHA determines that the Tenant no longer meets the minimum Income Category requirements (up to a maximum of 2 income categories over deed restriction category), the Tenant may continue to rent and occupy the Community Home. With an income increase at 1 category higher than their original income, the tenant will pay the same rent rate. When the tenant achieves an income increase that is 2 categories above their income at intake, the tenant may remain in place for up to twelve (12) additional months at the rent rate increased to their new income category. The original rent amount will be paid to the landlord and the difference between the categories will be paid to the BCHA Housing Fund. During these twelve (12) months' times, the BCHA team may work with the tenant to identify alternate housing.

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## Section 4. Purchasing Community Housing

All persons interested in purchasing either Income Category or Workforce Housing must submit the appropriate Application to BCHA, provide proof of completion of the Homebuyer Education Course, and receive as applicable, a Letter of Eligibility or a Letter of Qualification.

### A. Procedures for the Purchase of a Deed Covenant Community Home (including Workforce Market Deed Restricted Homes) subject to an Income Category

- 1) Some Community Homes are designated for occupancy by residents within a certain Income Category. Only those Applicants with incomes within the specified Income Category may be eligible for those homes. In matching an Applicant to a specific Home, BCHA may employ the system creating an Applicant Pool in accordance with the steps outlined in Section 2(C) of these Guidelines.
- 2) In all cases, BCHA is the qualifying agent charged with providing a list of potential qualified purchasers of Community Housing to the Seller.
- 3) BCHA may notify each qualifying applicant within the applicant pool, in order of application date and time, to determine their interest in the available Home. The order of date and time may also be followed in applicant selection. The applicant may be asked to provide a loan pre-approval letter as well as a statement of income. This information may all be verified and accepted by BCHA. Once the selection criteria are met, the Applicant(s) may have opportunity to accept or deny the offer. If the Applicant denies, the BCHA team may contact the next qualified applicant in the pool. This process may continue until an applicant accepts the offer. When an Applicant is matched to a Community Home, the Applicant may be required to sign documents necessary to permit BCHA to obtain a copy of the completed loan application, including analysis of income, assets, and debt, submitted to the lender.
- 4) If an Applicant fails to secure financing for that Home in the time allowed (as determined by the purchaser and the lender), that Applicant may be eliminated from consideration for purchase of that Community Home but may not lose their position on the waiting list and consideration for future available Homes.
- 5) An Applicant may, but is not required to, engage the services of a licensed Real

Estate Broker in the transaction. Any fees charged by the Real Estate Broker must be the responsibility of the Applicant.

- 6) Any co-ownership interest other than Joint Tenancy or Tenancy in Common must be approved by BCHA. Co-signers may be approved for ownership of the Community Home but may not jointly occupy the Community Home unless qualified by BCHA. No person may own more than one home either as a sole owner or as a Joint Tenant or Tenant In Common. Co-signed loans may not be allowed.
- 7) Each purchaser is required to sign an acknowledgment and acceptance of the Deed Covenant or the Workforce Market Deed Covenant.

#### B. Reserving a Newly Constructed Community Home

BCHA may use all reasonable efforts to show newly constructed Community Housing to Applicants prior to the issuance of the certificate of occupancy. A qualified Applicant who is successfully matched with a Community Home may be given the opportunity to enter into a Reservation Agreement for that Community Home. Upon the filing of the final plat the Reservation Agreement may be converted to a Purchase and Sale Agreement in accordance with the terms of the Reservation Agreement.

#### C. Special Applicant Pool for a Particular Community Housing Development

- 1) Some Community Homes are constructed by or made available by a government agency or by a private developer for a particular group of employees (e.g. Blaine County School District). In those instances, a Special Applicant Pool may be established for that development. When a Community Home in such a development becomes available for sale or re-sale, BCHA may first use the Special Applicant Pool for that development to find qualified buyers.
- 2) BCHA may employ the system creating an Applicant Pool in accordance with the steps outlined in Section 2(D) of these Guidelines with special prioritization as may be requested by the developer and approved by BCHA. Special prioritization may include the current employees of an employer, a local employee preference, among other things.
- 3) Special prioritization must not be given based on race, color, religion, sex, familial status, national origin, disability, sexual orientation, gender identity, or veteran status, except as allowed when participating in a federal program that prioritizes senior citizens, disabled persons, or veterans in its housing programs. This Special Applicant Pool may also be open to people moving into the area, as determined by the development.
- 4) The procedure for qualifying an applicant from a special applicant pool must follow the same procedures as outlined in Section 4(A) with the addition prioritizations, as described in Section 4(C)(1)-(3) (above).
- 5) Should the Special Applicant Pool for Community Housing in a Particular Development be exhausted, without a Community Home being sold, it may be offered to a general Applicant Pool as outlined in Section 4(A).

#### D. Ongoing Obligations/Requirements for Community Home Ownership

Once an Applicant successfully purchases a Community Home through BCHA, a copy of the executed Purchase and Sale Agreement and closing documents must be filed with BCHA. The Applicant/Applicant Household must use the Community Home as their Primary Residence, comply with all provisions of the applicable Deed Covenant, and must adhere to the following additional requirements.

- 1) The owner must complete and submit to BCHA the annual compliance monitoring form. The owner must provide the list of capital improvements, along with receipts, to BCHA at each annual compliance. If these improvements are not reported by the annual compliance monitoring each year, the owner will not be given credit for the improvement.
- 2) The owner must cooperate with BCHA on regular review of property condition and maintenance issues to ensure compliance with provisions of the Deed Covenant. This may require a tour of the property by BCHA staff and an inspector, should staff desire. Deferred maintenance may result in the inability to realize the maximum sale price allowable by the Deed Covenant.
- 3) The owner must not offer any portion of the home as a short-term or vacation rental.
- 4) The owner and household members must not acquire new residential real estate (excluding shared inheritance).
- 5) The Homeowner's Exemption must be utilized on the community home.
- 6) The owner may not offer any portion of the home as a long-term rental without the prior approval of BCHA, as outlined in Section 4(E)(below).

#### E. Long-Term Rental Options for Owners of Community Housing

- 1) If an owner of a Community Home desires to rent the Home during an absence, the owner must provide a letter to BCHA detailing the need for the request (illness, education, etc.) and requesting permission to rent the home at least thirty (30) days prior to leaving.
- 2) The leave of absence may be for up to one year.
- 3) The Rental Rate charged must be approved by BCHA and must be within the published monthly affordability for the Income Category enumerated on the Deed Covenant and in no event may exceed the published Affordability of Income Category 6.
  - (a) The Community Home must be rented in accordance with the Guidelines during the authorized period so long as other Deed Covenants covering the home permit the rental. Any prospective Tenant must be qualified by BCHA *prior* to execution of a lease. A lease must contain the following provisions:
    - (b) Should the owner decide to re-occupy the home again as the owner's primary residence, then the owner must give the Tenant a minimum of thirty (30) days' notice prior to the conclusion of any lease.
    - (c) No initial lease term may be for fewer than 90 days and no more than 1 year. The lease

is non-renewable.

- 4) A copy of the executed lease must be furnished by the owner or tenant to BCHA.
- 5) The owner must provide the tenant with the HOA rules. The owner is responsible for enforcement of the HOA rules.
- 6) If the Community Home has income restrictions, the rent rate is determined by the Income Category rent rate. If there is no income restriction present, the rent rate is determined by Category L guidelines.

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### Section 5. Selling Community Housing

Every sale of a Community Home must comply with the deed covenant. BCHA may identify qualified purchasers but does not guarantee the sale of the home.

#### A. Deed Covenants

Each purchaser must execute, in a form provided by BCHA and for recording with the Clerk’s Office of Blaine County, concurrent with the closing of the sale, a document acknowledging the purchaser’s agreement to be bound by the recorded deed covenant covering the Community Home and these Guidelines.

#### B. Fees

##### 1) Income -restricted Community Homes:

Unless otherwise instructed by BCHA staff, the seller must pay a non- refundable prepayment of \$500.00 to BCHA at the time the owner delivers the signed Notice of Intent to Sell to BCHA. This amount may be deducted from the total Administration Fee due to BCHA at closing. This fee may offset costs of radon testing and a home inspection. The home inspection may be critical in calculating the maximum sale price of the home.

At the closing of the sale of the income restricted home, the seller must pay BCHA an Administration Fee equal to three percent (3%) of the sale price or the amount stated in the Deed Covenant if it is less than three percent (3%). The requirement to pay this fee is contained in the Deed Covenant. BCHA may instruct the title company to pay this fee to BCHA out of the funds held for the seller at the closing. However, if the home is sold in less than five (5) years of purchase, the percentage may be greater than 3%. The Fee amount is identified in the deed.

##### 2) Workforce Market Community Homes:

At closing of the sale, the seller must pay BCHA a fee as set forth in the deed covenant in the Notice of Intent to Sell.



## C. Procedure

The staff members and board of Commissioners of BCHA are not acting as licensed brokers or real estate agents representing any party to the transaction, but solely as representatives of BCHA and its interests. BCHA may treat every purchaser and seller of Community Housing with fairness in accordance with these Community Housing Guidelines and will prohibit discrimination on the basis of race, color, religion, sex, familial status, national origin, disability, sexual orientation, gender identity, or veteran status on the part of the purchaser, seller, or the agents of any party to any transaction.

### 1) Prior to Selling Notifying BCHA of Intent to Sell

- a) A Community Homeowner interested in selling their Community Home must:
  - i. meet with BCHA staff and review the Deed Covenant to determine the maximum sales price permitted and other applicable provisions concerning a sale. A home inspection will be conducted to determine the good upkeep of the home. The sale price may not include carryover for improvements completed by the previous owner. The Deed Covenant, Home Inspection, and Section 7 of these Guidelines are used to determine the pricing of “for-sale” Community Housing. Owners should contact BCHA early in the process so that BCHA can properly determine the interest level of Applicants; and
  - ii. Execute and deliver to BCHA a “Notice of Intent to Sell” in the form provided on BCHA’s website (or requested by email). The selection of the purchaser and terms of the transaction may be as described in the Community Housing Guidelines in effect on the date BCHA receives the Notice of Intent to Sell.
- b) The selection of the purchaser, approval of the sale price, and the terms of the purchase and sale must be monitored and must be approved by BCHA.
- c) If BCHA receives a “Notice of Intent to Sell” from the owner, and the owner later fails to consummate a sale transaction, the owner must reimburse BCHA in accordance with Section 5(B)(above).
- d) If a real estate broker is used, the broker must, **prior to the execution of the listing agreement for the Community Home**, sign an acknowledgement and agreement with BCHA that the sale may be conducted in accordance with the terms of the Deed Covenant on the Community Home and these Community Housing Guidelines.
- e) If the seller consults with legal counsel, licensed real estate brokers, or such related services, the fees may be at the seller’s own expense. BCHA Administration Fees and other fees are to be paid regardless of any expenses incurred by the seller or

purchaser in connection with the sales transaction.

## 2) Selection of Purchaser and Solicitation of Offers

- a) After BCHA receives the “Notice of Intent to Sell” from the owner, BCHA may create an Applicant Pool for each Community Home to be offered, as outlined in Section 4(A).
- b) BCHA may notify each of the qualifying Applicants, beginning with the longest tenured Applicant, to determine their interest in the available Home. BCHA may coordinate with the Seller, Applicant, or their agents (if applicable) times for viewing the Community Home. Should no eligible applicant be found in the database, all applicants may be notified of the community home availability and its income category. If a waiting list applicant believes they now qualify for the income category indicated, they may contact BCHA for review of income.
- c) Once an Applicant has viewed the Home and is interested in purchasing the Home,
  1. The Applicant must ensure that all application information is updated and verified to the satisfaction of BCHA.
  2. If the selection criteria are met, the Applicant(s) may be given the opportunity to purchase the Home.  
The Applicant must ensure that all application information is current on an ongoing basis.
  3. Neither BCHA nor the Seller is obliged to delay the sale of a Community Home for more than five (5) business days to allow an Applicant to update his or her application information.
- d) An Applicant, selected under this procedure, will have five (5) business days from the date of being notified by BCHA to execute a Purchase and Sale Agreement for the Community Home.
  1. If the Applicant does not execute a Purchase and Sale Agreement within that time, the Applicant must forfeit their position in the Applicant Pool, and
  2. The next person in line in the Applicant Pool may be notified and so on, until the Community Home is under contract for purchase.
- e) If the Owner and Applicant cannot reach an agreement, the steps outlined in C (above) may be repeated with the next eligible applicant.

#### D. Additional Information Related to the Sale of Community Housing by a Community Homeowner.

- 1) BCHA, its staff and Board of Commissioners, do not act as licensed brokers or real estate agents representing any party to the transaction, but solely as representatives of BCHA and its interests in administering the Deed Covenant.
- 2) The Owner of a Community Home is responsible for the sale of the Community Home throughout the process.
- 3) Both the Owner and Purchaser are solely responsible for fees charged by their respective agents during and at the conclusion of the Community Home Sale Process.
- 4) Other Fees not charged by BCHA and not contemplated by this Section of the Community Housing Guidelines must not be incorporated into the Initial Purchase Price unless the total of those fees when added to the Purchase Price is less than the Maximum Resale Price listed in the Notice of Intent to Sell.
- 5) BCHA does not guarantee that a Community Homeowner may realize the maximum calculated resale price of the Community Home.
- 6) Not more than one Home may be owned by the same person (Applicant), either as a sole owner or as a Joint Tenant or Tenant-in- Common, nor may another member of an Applicant's Household own another Home.
- 7) If a Notice of Intent to Sell has been given to BCHA and the owner must relocate to another area before the Community Home has been sold, the home may, upon approval of BCHA, be rented to a qualified individual, in accordance with these Guidelines (See Sections 3 and 7) for a maximum period of two (2) years. Notice of the owner's intent to rent the Community Home should also be provided to any applicable homeowners' association at the time the rental request to BCHA is made. A letter requesting permission from BCHA to rent the Community Home until it is sold must be sent to BCHA before the home can be rented.
- 8) If an Owner wishes to lease the Community Home during the Community Home Sales Process, all Tenants must be qualified by BCHA and the Community Home must be leased pursuant to the terms set forth in the Deed Covenant on the Community Home or, if there are no such provisions in the Deed Covenant, upon terms approved by BCHA.
- 9) Each Tenant is entitled to a minimum six (6) month written lease that includes a move out clause with a sixty (60) day notification to the Tenant that the Community Home has been sold. A copy of the executed lease must be furnished by the owner to BCHA.

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Section 6. Reserved

## Section 6. Reserved

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### Section 7. Applicant Categories and Pricing

Income Categories are used by BCHA to determine the appropriateness of Community Housing development proposals in each location and to determine which Applicants must be considered for particular Community Homes. These Income Categories determined by BCHA are based on percentages of the Area Median Income (AMI) on an annual basis. A Household may purchase or rent a Community Home in a higher Income Category, but not in a lower Income Category. The Household Net Worth must not exceed the published allowable net worth specified for the Income Category. Current income limits and allowable net worth are available on BCHA’s website or by request.

**Table 7.1 Household Income Categories by Area Median Income (AMI).**

| <b>Applicant Category</b> | <b>Percentage of Area Median Income</b>                           |
|---------------------------|-------------------------------------------------------------------|
| 1                         | Less than 50%                                                     |
| 2                         | 50% to 60%                                                        |
| 3                         | 60% to 80%                                                        |
| 4                         | 80% to 100%                                                       |
| 5                         | 100% to 120%                                                      |
| 6                         | 120% to 140%                                                      |
| Category Local            | No Income Limit but must be a full-time resident of Blaine County |

\*For Income Categories greater than 6, BCHA may recommend that proposed housing be classified as “Category L” which is housing that may be offered to the full-time residents and employees of Blaine County.

#### A. Calculation of Sales Prices for Existing Community Housing For Categories 1-6

- 1) Maximum sales prices are determined by BCHA based upon CPI and capital improvements, as defined by the deed covenant, made to the home. The price is calculated based upon the federal affordability calculation allowing thirty percent (30%) of Household Income to be allocated to monthly housing cost. The sales price for newly constructed/available Community Housing varies according to the Area Median Income in any given year and according to the calculation of the “maximum monthly housing cost.” “Maximum monthly housing cost” includes the following monthly payments:
  - a) Principal, interest, and mortgage insurance payment (if any) on first mortgage
  - b) Escrow payment of property taxes and property insurance
  - c) Land lease payments if any
  - d) Homeowners/condominium association fees if any
  - e) Utility costs

#### B. Calculation of Maximum Sales Price for Newly Constructed Community Homes

- 1) The maximum sales price is based on the minimum income of an Income Category to ensure that the price of a Community Home is affordable to every purchaser within that Income Category.
- 2) The amount is determined when BCHA performs a calculation utilizing a Community Housing Pricing Calculator

#### C. Maximum Monthly Gross Rental Rates for Community Housing

- 1) The maximum monthly gross rental rates for Community Housing are published by BCHA.
- 2) The latest maximum monthly gross rental rates can be found on BCHA’s website. These monthly Gross Rental Rates must be in effect for the term of the initial lease (twelve (12) month minimum). Thereafter, the maximum monthly gross rental rate can be adjusted in accordance with the published maximum monthly gross rental rates at the time of renewal.
- 3) The maximum monthly gross rental rates are based on an amount equal to or less than thirty percent (30%) of the Household Income per month. This gross rental rate figure includes utilities. Essential utilities include electricity, gas, water, sewer, trash and internet.
- 4) Please contact BCHA for a Utility Allowance Analysis based on each unit’s size, appliances, and heat source to get a net rental rate figure. The maximum Net Monthly Rent may be less than the published Monthly Gross Rental Rates.

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## Section 8. Procedures for Exceptions and Grievances

Situations may arise where a special review is appropriate to allow for exceptions to the application of these Policies, or to address grievances against BCHA for its actions or failure to act in accordance with these Policies. These two processes are described below:

### A. Request for an Exception

- 1) Exceptions to any provision of these Policies may be granted by the BCHA Board when, because of unique circumstances, the strict application of the policy places an undue hardship or burden on a particular Applicant, Tenant, or owner. An undue hardship or burden is not merely an inconvenience or issue of preference but must be burdensome or restrictive enough to create a significant difficulty or expense for the Applicant, Tenant, or Owner.
- 2) Any Applicant, Tenant, or Owner may file a request for an Exception with BCHA, in writing stating:
  - a) The Specific BCHA Policy or Policies which the Applicant, Tenant, or Owner is requesting waiver of or alteration to;
  - b) The circumstances constituting an undue hardship or burden which are the basis for the Exception request;
  - c) The action requested to resolve the undue hardship or burden (i.e., partial waiver, complete waiver, or modification of the Policy or Policies); and,
  - d) The name, address, and telephone number of the person making the request and his or her representative, if any.
- 3) Upon receipt of a request for Exception, the BCHA staff shall:
  - a) Review, investigate, and prepare for the BCHA Board a report analyzing and making a recommendation on the requested Exception;
  - b) Shall forward the report to the Board and all parties involved to hear and make a decision on the request, but in no event shall such meeting take place more than thirty (30) days after receipt by BCHA staff of the request for Exception.
- 4) At the meeting, the Board shall review the request and any additional information and evidence presented by the person making the request and any other person present at the meeting. Prior to making a decision on the request, the Board may continue the meeting as it deems necessary to obtain additional information or for

further deliberations, but in no event shall the Board delay a decision by more than thirty (30) days absent exigent circumstances.

The Board may approve, approve with conditions or alterations, or deny a request for an Exception. and such decision shall be issued in writing, and delivered to all parties involved. The decision of the Board shall be supported by written explanation and findings. A decision to approve a request for an Exception shall be based on the following findings:

5) Based on the request for Exception and any supplemental documents or information considered, the strict application of the BCHA Community Housing Administrative Policies to the Applicant, Tenant, or Owner causes an undue hardship or burden, and not merely an inconvenience or issue of preference, which is unique to the person and circumstances for which the request is made;

The strict application of the BCHA Community Housing Administrative Policies to the Applicant, Tenant, Owner is the primary cause of the undue hardship or burden, such that the remedy of any other contributing factors would not relieve the Applicant, Tenant, or Owner of the undue hardship or burden.

- a) Approval of the request is consistent with the spirit, purpose, and intent of the Policies;
- b) Approval of the request will not give the person requesting the Exception an undue or unfair advantage over another person, but will merely relieve them of the undue hardship or burden;
- c) Approval of the request will not conflict with any provisions of the BCHA Deed Covenant on the property subject to the request; and
- d) Approval of the request of Exception is the only reasonably available remedy to the undue hardship or burden, and the exception is not overly broad in its scope.

The Board will provide the person making the request with its written decision and findings. The Board will make every effort to render a decision within sixty (60) days after the filing of the request and all requested information. Applicants to whom a request for Exception is denied may appeal the decision by submitting a formal Grievance in accordance with the procedure described below.



## B. Grievance Procedure

- 1) A Grievance may be filed by any Applicant, Tenant, or Owner based on an alleged violation by BCHA of one or more provision of this Policy, or as a means of appealing a denied request for Exception.
- 2) Any Applicant, Tenant, or Owner may file a general Grievance with BCHA, in writing, stating:
  - a) The specific provision of this Policy which the Applicant, Tenant, or Owner alleges BCHA to be in violation of;
  - b) The specific BCHA action or omission which the Applicant, Tenant, or Owner alleges to be the violation;
  - c) The action requested to cure the violation; and
  - d) The name, address, telephone number, and email of the grievant and his or her representative, if any.
- 3) Any Applicant, Tenant, or Owner may appeal the denial of a request for Exception by filing a Grievance with BCHA, in writing, stating:
  - a) Which request for Exception is being appealed;
  - b) Evidence demonstrating that the findings necessary to approve a request for Exception, as described in 8.A.5, are present, and that denial was therefore improper;
  - c) The action requested to cure the allegedly improper denial; and
  - d) The name, address, telephone number, and email of the grievant and his or her representative, if any.
- 4) An appeal of the denied request for Exception shall be heard in the same manner described in 8.A.3. If the request is again denied on appeal, the grievant may submit a final appeal to the Blaine County Board of Commissioners, in writing, within thirty (30) days after the date the decision is rendered.

## C. Grievance Hearing

The Grievance Hearing must be conducted by BCHA as follows:

- 1) Upon receipt of a written Grievance, a public hearing before the BCHA Board of Commissioners must be scheduled. The grievant must be afforded a fair hearing providing the basic safeguards of due process, including notice and an opportunity to be heard in a timely, reasonable manner, and to present evidence.
- 2) Notice of the public hearing shall be provided to the Board, the grievant, and any other

parties involved, to be held as soon as practicable and convenient to the Board and the grievant, but in no event shall such hearing take place more than thirty (30) days after receipt by BCHA staff of the grievance.

- 3) Within no less than seven (7) days prior to the hearing, and at the expense of the grievant, the grievant and BCHA must have the opportunity to examine and to copy all documents, records, and regulations of BCHA and the grievant that are relevant to the hearing.
- 4) If, after written request for production of such, any document, record, or regulation is not made available by BCHA or the grievant in the aforementioned manner, said document may not be relied upon at the hearing.
- 5) If any of the above requirements cannot be reasonably fulfilled by the originally scheduled date of the public hearing, the matter may be continued, with or without request by the grievant, and at the discretion of BCHA. Any decisions to continue the hearing shall be provided, in writing, to the grievant as soon as reasonably practicable. Any continued hearing shall be rescheduled for a date no later than thirty (30) days after the originally scheduled hearing.
- 6) At the public hearing, the grievant shall present their argument and the evidence in support of it before the Board.
  - a) The grievant has the right to be represented by counsel.
  - b) Oral or documentary evidence may be received without strict compliance with the rules of evidence applicable to judicial proceedings.
  - c) The opportunity to cross-examine may be afforded or denied at the discretion of BCHA, and, if afforded, may be regulated by BCHA as it deems necessary for a fair hearing.
- 7) Following the conclusion of the public hearing and based on the records of proceedings, BCHA will provide a written decision and include therein the reasons for its determination. Prior to making the decision, the Board may continue the meeting as it deems necessary to obtain additional information or for further deliberations. However, every attempt must be made to settle a Grievance with BCHA within six months after the date the Grievance is filed, and any decision shall be issued within six months after the date the Grievance is filed.
- 8) BCHA will make its determination on the basis of these Community Housing, BCHA Policies, and relevant BCHA-drafted Deed Covenants attached to the land.
- 9) If the complainant fails to appear at the scheduled hearing, BCHA may make a determination to continue the hearing, dismiss the grievance, or make a

determination based upon the written documentation and the evidence submitted.

- 10) The decision of BCHA will be binding on all parties involved, and BCHA and/or the grievant shall take all actions necessary to carry out the decision following its issuance as soon as reasonably practical. If the grievant disagrees with the decision issued by BCHA, they may appeal the decision to the Blaine County Board of Commissioners, in writing, within thirty (30) days after the date the decision is rendered.
- 11) BCHA must have the authority to enforce its determinations, as provided by law and put forth in these Community Housing , BCHA Policies and BCHA-drafted Deed Covenants attached to the land.

#### D. Alternative mechanisms for hearing and resolution

- 1) In the event that the aforementioned grievance procedure is not an appropriate or reasonably achievable means of resolving the matter, any of the following alternative methods for dispute resolution may be utilized:
  - a) Use of a certified mediator in Blaine County, or as nearby as reasonably practical;
  - b) Through the Idaho Human Rights Commission;
  - c) Through a civil court proceeding;. The grievant may be eligible for pro bono legal assistance through Idaho Legal Aid; or,
  - d) If a Fair Housing violation is suspected, the local jurisdiction may be contacted to conduct an investigation. If the grievant disagrees with the findings of that investigation, they may appeal to the Idaho Human Right’s Commission.

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## Section 9. Program Non-Compliance and Enforcement

### A. Renter Non-Compliance and Enforcement

- 1) Renters are required to abide by all terms of the lease completely. Should it be determined that a tenant was justly evicted from a Community Housing Unit, the tenant will also be terminated from the BCHA Community Housing Program. The tenant will not be eligible to reapply for a period of 5 years.

### B. Homeowner Non-Compliance and Enforcement

- 1) Should the owner deny each of the applicants provided by BCHA, the owner will be reminded of fair housing law and be required to provide written justification for each denial.
- 2) Homeowners who do not comply with the terms of the home deed and/or program expectations, as described within these guidelines, the homeowner may be required to sell the home.

### C. Landlord Non-Compliance and Enforcement

- 1) Should the landlord deny each of the applicants provided by BCHA, the landlord will be reminded of fair housing law and be required to provide written justification for each denial.
- 2) The landlord will work in partnership with BCHA on all compliance matters. Should a renter fall out of compliance for any reason, the landlord may begin the eviction process of the renter.
- 3) A copy of any eviction notice must be provided to BCHA.
- 4) Should the owner decide to sell the Housing unit during the lease period, the owner must notify BCHA immediately. The lease must remain intact after the sale. An executed agreement between the buyer and seller must describe the new Property Owner's obligations under this program, plus the following:
  - a) The obligation to abide by the lease terms, or
  - b) If the new owner desires to pursue breaking the lease, they must provide a 30-day notice to the household and to BCHA. Furthermore, the new owner must pay the household the amount equal to the monthly rent times the number of

remaining months, rounded up. In this case, Landing Locals would work to place the tenants into another property.

BCHA will treat every purchaser, seller, and renter of Community Housing with fairness in accordance with these Community Housing Guidelines and will strive to prohibit discrimination on the basis of race, color, religion, sex, familial status, national origin, disability, sexual orientation, gender identity, or veteran status on the part of the purchaser, seller, or the agents of any party to any transaction.



City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

Recommended Motion:

"I move to approve updated Lease to Locals Policies"

Reasons for Recommendation:

- Ketchum’s Area of City Impact and Sun Valley have untapped, underused housing stock
- Rent caps per number of bedrooms will create affordability measures tied to the financial incentive

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

**GOAL 1: CREATE + PRESERVE HOUSING**  
**ACTION 8: INCENTIVIZE LONG-TERM RENTALS**

The Lease to Locals program was unanimously approved by Council to be funded for an additional year on July 17. The goal of the program is to provide housing for employees in the Wood River Valley by giving property owners a cash incentive for converting their underutilized housing units into new long-term rentals.

Based on the discussion at Council on July 17 and recommendations by Staff and the administrator of the program, Placemate, we are proposing two Program Policy changes that will increase the potential number of units we can unlock, while also controlling for affordability for the local employees living in these units.

First, we recommend expanding the program to allow properties beyond the Ketchum City limits to participate, and propose expanding to the North Wood River Valley, as defined by the Area of Impact for Ketchum and Sun Valley. This would expand our potential pool of eligibility properties by approximately 2,600 units, most of which are short-term rentals or empty second homes.

Second, we recommend adding in rent caps by bedroom size to control for affordability. In the 14 properties that have participated in the program so far, we have seen an average rent per bedroom of \$1,380/month. With the proposed rent caps we are putting in place, we expect to see this drop to closer to \$1,100/month.

Sustainability Impact:

Community housing houses members of the community locally, ensuring that residents are closer to their places of work, recreation, and other services. This proximity helps to decrease transportation time and reduce vehicle-related emissions associated with commuting to and from work from outside of the community.

Additionally, the program converts existing, underused housing units into community housing, utilizing existing housing stock, land, and resources.

Financial Impact:

|                                          |                           |
|------------------------------------------|---------------------------|
| None OR Adequate funds exist in account: | Adequate funds in account |
|------------------------------------------|---------------------------|

Attachments:

|                                             |
|---------------------------------------------|
| 1. Updated Lease to Locals Program Policies |
| 2.                                          |

# Wood River Valley Lease to Locals Program

## Program Description and Policies August~~April~~ 2023



## 1 PILOT PROGRAM OVERVIEW

The Lease to Locals Program (the “Program”), offers cash incentives to homeowners who rent their homes to qualified households. The goal of the program is to increase the supply of housing available for locals and local employees working within the geographic boundaries of Blaine County, Idaho.

## 2 PROGRAM DEFINITIONS

- (a) Adult: An adult is any individual 18 years or older.
- (b) Housing Unit: A housing unit is a house, condominium, multi-family, mobile home, accessory dwelling unit, a single room, or multiple single rooms that is intended for occupancy living quarters (excluding commercial lodging). Excludes deed-restricted and subsidized units.
- (c) Long-Term Lease: A long-term lease is a lease of 12 months or greater.
- (d) Seasonal Lease: A seasonal lease is a lease of at least five (5) months but less than twelve (12) months.
- (e) Property Owner: The individual(s) or legal entity that holds fee title to the property, as reflected on the recorded documents.
- (f) Qualified Household: A Qualified Household is any group of individuals living together in one home as their primary residence, where at least half of the adults are Qualified Tenants. A Qualified Household’s income is based on the average of gross income for each person , which cannot exceed \$77,552 per person per year.
- (g) Qualified Tenant: A Qualified Tenant is an adult who is not of blood relation to the Property Owner and who meets at least one of the following criteria:
  - a. Gross annual income cannot exceed \$77,552 (120% of the area median income) when averaged with other Qualified Household members.
  - b. Employed at least 30 hours per week (over 1,500 hours per year) at an employment site within Blaine County for an employer serving customers in Blaine County. Exceptions to the 1,500 hours per year requirements can be made for education providers.
  - c. Meet one of the following exemptions:
    - i. A retired person over the age of 67 who, immediately preceding retirement, was a full-time employee of an entity located within Blaine County for at least five continuous years and continued living as a full time resident within Blaine County following their retirement
    - ii. A person unable to work or who does not have a work history due to qualifying for disability as defined by the Americans with Disabilities Act (ADA)
    - iii. A full-time, single parent or guardian of a child under the age of 4
    - iv. A full-time, informal caregiver of a child or an adult with a disability if either caregiver or care-recipient lived in Blaine County for at least the five previous continuous years. A caregiver is defined as a person who resides with a person(s) with disabilities who is:
      - 1. essential to the care and well being of the person(s);
      - 2. not obligated to support the person(s) with the disabilities; and
      - 3. would not be living in the unit except to provide the necessary supportive services.

### 3 PROGRAM ADMINISTRATION

The City will administer the Program, in coordination with, and with support from, a third-party administrator and independent contractor, Landing, Inc. Landing, Inc. is a California Corporation, based in Truckee, California, which provides administrative services for government entities across the country.

#### 3.1 City of Ketchum Role

The City will oversee and fund the Program. This includes managing the contract with Landing, Inc., granting disbursements, and evaluating program metrics.

#### 3.2 Placemate Role

Under a contract with the City, Landing, Inc. will provide the following services for the Program: program development, customer service, marketing, compliance, reporting, and processing applications per Program Guidelines.

### 4 PROGRAM GRANT FUNDING

#### 4.1 Grant Amounts

The City will provide a \$2,000 grant per Qualified Tenant housed through the Program for a Seasonal Lease and a \$4,500 grant per Qualified Tenant for a Long-Term Lease. Dependent children will count as one (1) additional Qualified Tenant, regardless of the number of children present. The maximum grant amount per Housing Unit is for four (4) Qualified Tenants. Seasonal Leases are eligible to convert to a Long-Term Lease, with the same Qualified Tenant(s), after signing of the initial lease or at the conclusion of the initial lease. The updated grant payment to the Property Owner would be the remaining balance of a Long-Term grant published at the time of the initial signing of the Lease.

The table below shows the available grant amounts.

| <b>Number of Qualified Tenants</b> | 1 Qualified Tenant | 2 Qualified Tenants | 3 Qualified Tenants | 4 Qualified Tenants |
|------------------------------------|--------------------|---------------------|---------------------|---------------------|
| Seasonal (5-11 months)             | \$2,000            | \$4,000             | \$6,000             | \$8,000             |
| Long-Term (12 months+)             | \$4,500            | \$9,000             | \$13,500            | \$18,000            |

#### 4.2 Grant Disbursement

- (a) Prior to disbursing grants, the City will review documentation submitted by Landing, Inc. including:
  - i. A copy of the fully executed lease agreement(s),
  - ii. Proof of status for Qualifying Tenants,
  - iii. Property Owner Application
- (b) The City will issue the first half of the grant payment to the Property Owner within thirty (30) days of the Qualified Household taking occupancy of the Housing Unit.
- (c) The City will issue the second half of the grant payment to the Property Owner within

thirty (30) days of the end of the lease.

- (d) Payments shall be issued to the Property Owner, as their legal name(s) appear on recorded property ownership documents.

## 5 PROPERTY OWNER ELIGIBILITY & REQUIREMENTS

### 5.1 Grant Application

Property Owners must submit a complete on-line form and sign a self-certification checklist with Landing, Inc. and comply with the following criteria to have their home considered for the grant program.

### 5.2 Eligibility & Requirements

To participate in the Program, Property Owners must meet the following requirements.

- (a) Location: The Housing Unit must be located within North Wood River Valley~~the city limits of: defined as the area of City impact for Ketchum or Sun Valley~~ (except in Ketchum in the Light Industrial District and – from November 15<sup>th</sup> to April 15<sup>th</sup>~~or~~ – the avalanche zone, unless approved by the Planning and Building Department).
- (b) Type: A whole home or room(s) in a home can be rented, but there is a maximum of one grant per property.
- (c) Status: The Housing Unit must be a legally permitted dwelling unit and each bedroom in the property must have a door and window.
- (d) New Rental: The Housing Unit must not have already occupied as an existing long-term rental (unless through this Program) in the past 12 months. Leases, month-to-months, and verbal agreements are considered long-term rentals, except when the sole occupant(s) are blood relatives.
- (e) Eligible Properties: The Housing Unit must be a house, condominium, multifamily, mobile home, accessory dwelling unit, a single room, or multiple single rooms that is intended for occupancy living quarters (excluding commercial lodging) that has not been rented full-time in the past 12 months. Excludes deed-restricted and subsidized units.
- (f) Ownership: The Property Owner must hold fee title to the Housing Unit.
- (g) Property Condition: The Housing Unit must meet basic health and safety criteria as may be required per Idaho law and regulations.
- (h) Signed Lease Agreement and Complete Application Packet: The Property Owner must complete an application and sign a Seasonal Lease or Long-Term Lease with a Qualified Household. The complete application packet must be submitted within 90 days of the start of the lease.
- (i) Lease Compliance Checks: The Property Owner must comply with the lease agreement for the full length of the lease and will be checked for compliance by Landing, Inc., at six (6) months or at the midway point in the lease, whichever is sooner. Failure to comply with the lease requirements at any time shall disqualify the Property Owner for grant payments.
- (j) Rental Affordability Cap: The Property Owner cannot charge monthly rent that exceeds the rent cap per unit size~~charge over \$3,500 per month in rent per Housing Unit~~. Suggested rents are \$700 to \$1,200 per bedroom per month.

1 bedroom \$1,500/month

2 bedrooms \$2,400/month

3 bedrooms \$3,000/month

4 bedrooms \$4,000/month

(k) Fair Housing Act Compliance: The Property Owner must comply with Ketchum's Resolution 12-002 reaffirming the Federal Fair Housing Act, Policy 9.24 which prohibits discrimination on the basis of sexual orientation and gender identity/expression, and the Federal Fair Housing Act which prohibits discrimination on the basis of race, color, religion, sex, or national origin.

### 5.3 Contingencies

- (a) Change of Ownership: If the Housing Unit is sold during the lease period, the lease remains intact, and the new owner receives the second half of the incentive if they remain qualified. An executed agreement between the buyer and seller must describe new Property Owner's obligations under this program, plus the following:
- i. Abide by the lease terms, or
  - ii. If the new owner desires to pursue breaking the lease, they must provide 30-day notice to the Qualified Household and Placemate and pay the Qualified Household the amount equal to monthly rent times the number of remaining months, rounded up.

In this case, Landing, Inc. would work to place the tenants into another property.

- (b) Failure to Comply with Lease: If the Property Owner plans to evict a tenant, Property Owner must notify Placemate and Tenant 30 days in advance and work with Tenant to see if an alternative agreement can be reached. Placemate may require owner to promptly and adequately respond to mediation services. This applies unless a member of the Qualified Household
- i. is found by Owner or staff to be producing a controlled substance on the property (must provide at least a three (3) day eviction notice);
  - ii. is convicted of assaulting or threatening the Owner, their family, employees, or other tenants (must provide at least a three (3) day eviction notice). If domestic violence is suspected, the Owner must respect the victim's requests and refer them to the Advocates (24/7 Helpline 208.788.4191).

If the Property Owner does not meet lease agreements at the six-month mark because of an eviction or move-out, Landing, Inc. will work with Property Owners to rectify the situation. If an agreement cannot be reached, the Property Owner will be disqualified from receiving the second installment of the grant disbursements but will not be required to pay back the first installment of the grant.

- (c) Property Condition: If the Housing Unit is deemed in violation of Idaho law or regulations the grant payment(s) may be withheld.

## 6 TENANT ELIGIBILITY & REQUIREMENTS

### 6.1 Individual & Household Qualification

Individuals and households applying to the program must meet the definitions set forth in Section 2 of these guidelines.

## 6.2 Documentation

As part of the application, each adult member of the Qualifying Household must submit the following:

- (a) Copy of current driver's license or other photo ID
- (b) Copy of Two (2) paystubs from the past consecutive three (3) months to verify employment or audited financial statements (if self-employed) OR
  - a. W-2 to verify annual income
  - b. most recent tax return
  - c. Letter from employer stating hours, pay, and location of employment

Each Qualifying Tenants pursuing work in Blaine County must submit the following:

- d. If on unemployment benefits and actively applying for work with local businesses for the previous four months, prospective tenant must provide evidence of unemployment benefits and weekly reports.
- e. If offered a job with a local business, prospective tenant must provide employer notice letter of hire with pay and prospective hours
- f. If preparing for local work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient, they must submit an acceptance letter from the training agency and a description of how this work will fulfill a local need upon completion of the program.

Each Qualifying Tenants requesting work exemption must submit the following:

- g. (f.c.i.) A retired person over the age of 67 who, immediately preceding retirement, was a full-time employee of an entity located within Blaine County for at least five continuous years and continued living as a fulltime resident within Blaine County following their retirement:
  - i. Letter from employer verifying former employment or other form of employment verification or tax returns from the five years preceding retirement until most recent tax year
  - ii. Document providing evidence of social security retirement benefits
- h. A person unable to work or who does not have a work history due to qualifying for disability as defined by the Americans with Disabilities Act (ADA):
  - i. If the head or spouse of a family indicates that he/she is receiving disability benefits through Social Security Administration, verification of income will serve as verification of disability
  - ii. For family members claiming a disability but not receiving disability payments from SSA, if disability is not readily apparent,
    - 1. A note from the tenant's medical or therapeutic provider, including a non-medical service agency or reliable third party, or
    - 2. [HUD's Disability Verification form](#)
- i. A full-time, informal caregiver if caregiver lived or worked in Blaine County for at least the five previous continuous years. To confirm care recipient:

- i. Child under the age of four – birth certificate, verification of adoption, guardianship or custody documents issued by a magistrate or judge
- ii. Disabled child or adult
  1. A note from the tenant’s medical or therapeutic provider, including a non-medical service agency or reliable third party, demonstrating historical care and need for full-time care;
  2. Award letters showing benefits paid on behalf of a minor or disabled adult; or
  3. [HUD’s Disability Verification form](#)

## 7 PROGRAM DURATION

(k)(l)

- (a) The Program ~~is a one-year pilot that starts~~ started as a one-year pilot on October 1, 2022. On July 17, 2023, Ketchum City Council renewed the program through September 31, 2024. If the Council takes no action to extend or renew this program, it shall automatically expire on September 30, 2023.
- (b) City staff will review program progress, housing needs, and the services being provided by Landing, Inc. and will provide periodic updates and recommendations to the City Council regarding the continuance of and/or modifications to the Program.

At a minimum, at least three (3) months before the end of the pilot term, City staff will provide a report to the City Council using the following criteria to measure success of the program:

- i. Number of people served (including children)
- ii. Number of homes unlocked
- iii. Types/Sizes of units unlocked
- iv. Rental prices for each home, average per room
- v. Income of renters (area median income of each adult in the home) being served
- vi. Number of rentals extended beyond 12-month lease program



City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

Recommended Motion:

*"I move approval of second reading by title only of Ordinance 1251 and schedule the third reading."*

Reasons for Recommendation:

Idaho Title 50, Chapter 10.1002, Annual Budget

On June 26 the annual budget workshop was held where staff presented the draft budget for Council feedback. Overall, the Council supported the draft budget with the following homework items:

- Mountain Rides grant capital match request (\$600,000)
- General Fund contribution to Housing

The formal public budget hearing was held on July 17. Staff welcomes further policy guidance from the Council regarding any other amendments to the proposed budget. The next step is the third reading on the budget ordinance on September 5th.

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

Sustainability Impact:

The Budget currently allocates fund of \$88,000 for sustainability activities in the General Fund

Financial Impact:

|                        |                                                               |
|------------------------|---------------------------------------------------------------|
| FY2024 Proposed Budget | \$39,687,376 total planned revenue and total planned expenses |
|------------------------|---------------------------------------------------------------|

Attachments:

1. FY2024 Budget Ordinance 1251
2. FY2024 Proposed Budget

AN ORDINANCE OF THE CITY OF KETCHUM, IDAHO, ENTITLED THE ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, APPROPRIATING TO THE VARIOUS BUDGETARY FUNDS, SUMS OF MONEY DEEMED NECESSARY TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES WITHIN EACH FUND FOR THE ENSUING FISCAL YEAR, AUTHORIZING A LEVY OF A SUFFICIENT TAX UPON THE TAXABLE PROPERTY AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SAID APPROPRIATION IS MADE, AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED by the Mayor and City Council of the City Ketchum, Blaine County, Idaho:

SECTION 1: That the sum of \$39,687,376 be raised and appropriated to defray the necessary expenses and liabilities of the City of Ketchum, Blaine County, Idaho for the fiscal year beginning October 1, 2023.

SECTION 2: That the City Council hereby appropriates each Fund as an independent fiscal and accounting group with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

SECTION 3: That the appropriation for the General Fund is made in the following amount to each specific division or function:

Legislative and Executive, Administrative, Legal, Community Planning and Development, Law Enforcement, Fire and Rescue, Street and Facility Maintenance, and Non-Departmental.

|                    |            |
|--------------------|------------|
| Total General Fund | 14,487,699 |
|--------------------|------------|

SECTION 4: That the appropriation for the Water and Wastewater Funds is made in the following amounts to each specific Fund, department, or function:

|                                     |            |
|-------------------------------------|------------|
| Water Fund                          | 3,168,928  |
| Water Capital Improvement Fund      | 785,000    |
| Wastewater Fund                     | 3,576,024  |
| Wastewater Capital Improvement Fund | 3,923,653  |
| Total Water and Wastewater Funds    | 11,453,605 |

SECTION 5: That the appropriation for all Other Funds is made in the following amounts to each specific Fund, department, or function:

|                                                 |            |
|-------------------------------------------------|------------|
| General Capital Improvement Fund                | 2,102,563  |
| Wagon Days Fund                                 | 171,250    |
| Original LOT Fund                               | 3,299,890  |
| Additional 1%-LOT Fund                          | 2,682,842  |
| GO Bond Debt Fire Fund                          | 610,769    |
| Community Housing In-Lieu Fund                  | 1,320,000  |
| City/County Housing (Strategic Initiative) Fund | 1,833,708  |
| Police Trust Fund                               | 7,500      |
| Parks & Recreation Trust Fund                   | 1,067,550  |
| Development Trust Fund                          | 650,000    |
| Total Other Funds                               | 13,746,072 |



SECTION 6: That a general tax levy on all taxable property within the City of Ketchum be levied in an amount allowed by law for the general purposes for said City, for the fiscal year beginning October 1, 2023.

SECTION 7: All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 8: This ordinance shall take effect and be in force upon its passage, approval, and publication in one issue of the Idaho Mountain Express, a newspaper of general circulation in the City of Ketchum, and the official newspaper of said City.

PASSED by the City Council and APPROVED by the Mayor of Ketchum this 5th day of September 2023.

ATTEST:

\_\_\_\_\_  
NEIL BRADSHAW, MAYOR

\_\_\_\_\_  
TRENT DONAT, CITY CLERK

# City of Ketchum | Fiscal Year 2024 Proposed Budget





**Neil Bradshaw – Mayor**

**Jim Slanetz – Council President**

**Amanda Breen – Council Member**

**Michael David – Council Member**

**Courtney Hamilton – Council Member**

**Jade Riley – City Administrator**

**Shellie Gallagher – City Treasurer**

**Aly Swindley – Management Analyst**



Following three years of unprecedented growth and change in our small mountain town, we are seeing the first signs of a return to the normal ebb and flow of mountain life. The “shoulder” or “slack” periods are returning but the seasonal slowdown is not as long or as pronounced as in pre-pandemic years.

After steep rises in both property prices and rental rates, increases have slowed and prices have plateaued, although at significantly higher levels. The higher property values continue to put a strain on the inventory of workforce housing and the affordability of living here. In turn, it has made it harder for local workers and businesses to provide goods and services to our residents and visitors.

While property values may have increased significantly, by state law the City's property tax revenue can only increase by 3%. This is far below the cost increases that we are experiencing. The disparity between the rate of revenue growth and rate of inflation creates a squeeze on our budget. Furthermore, the anticipated return to “normal” tourist visitation will likely lead to a slight decline in 2024 Local Option Tax (LOT) revenues despite inflationary effects.

To best address this challenge, our budget must adjust to the growing demands on our town and our efforts must be focused on three main areas:

**1. Housing for year-round residents**

- With the recent passing of the LOT ballot measure, we have more than \$1.5m of dedicated funds towards supporting our Housing Action Plan.

**2. Preserving the character and soul of Ketchum**

- We have funded an ambitious project to update our city comprehensive plan and zoning code that better reflects our community values and expectations whilst providing greater direction to prospective developers.

**3. Investing in our city's infrastructure**

- Our 5-year Capital Improve Plan (CIP) continues to prioritize the growing demand on city infrastructure although financial constraints continue to persist.

Our budget is aligned with our vision for Ketchum; namely a city that is **vibrant, connected, sustainable and safe**.



|                                        |         |
|----------------------------------------|---------|
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| Authorized Staffing Overview by Fund   | Page 4  |
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|                                                                                                                                                                                                                                                                                        |         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
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| Police                                                                                                                                                                                                                                                                                 |         |
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| General Obligation and Debt Service Fund                                                                                                                                                                                                                                               |         |
| Community Housing In-Lieu                                                                                                                                                                                                                                                              |         |
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| <b>APPENDIX I – PROPOSED FEE SCHEDULE CHANGES</b>                                                                                                                                                                                                                                      |         |
| <b>APPENDIX II – CONTRACTS FOR SERVICES</b>                                                                                                                                                                                                                                            |         |
| <ul style="list-style-type: none"> <li>• Blaine County Sheriff – Ketchum Patrol Team</li> <li>• Idaho Dark Sky Alliance</li> <li>• Friends of the Sawtooth Avalanche Center</li> <li>• Mountain Humane</li> <li>• Mountain Rides</li> <li>• Sun Valley Economic Development</li> </ul> |         |



The Fiscal Year 2024 proposed budget assumes \$39,687,376 in total planned expenses and revenues. The total budget consists of the General Fund, Local Option Tax Fund, Capital Improvement Fund, two Enterprise Funds (Water and Wastewater), and four trusts or restricted purpose funds. The city adheres to the Government Finance Officers Association best practices when developing the budget. Specifically, this proposed budget ensures that ongoing costs are aligned with ongoing revenue sources. In addition, the proposed budget recommends that only a portion of the increased revenues be allocated to ongoing expenses in the event of an economic downturn.

The revenue forecast for the General Fund is less than Fiscal Year 2023 due to a lower forecast of planning and building revenues. The budget assumes a three percent increase of \$196,788 in property tax revenues as allowed by state law to fund inflationary expenses. State shared revenues have been adjusted by \$358,325 due to recent legislative formula adjustments. Revenue forecast for the Local Option Tax Fund was decreased to reflect a return to pre-COVID visitation numbers. The draft budget recommends that any additional revenues be allocated to support the Capital Improvement Plan.

The draft budget allocates funding for a new full-time administrative support position in the Administration Department to support the City Clerk/Business Manager. The budget makes allowances for a compensation increase for both contract (Fire Dept.) and non-contract employees to keep pace with inflation. Expenses related to health care and utilities (Idaho Power) were increased due to external rate changes. The General Fund as proposed is balanced as required by state law but the five-year forecast outlines future deficits based on historical cost increases and revenue performance. Staff will request policy guidance from the City Council during the budget workshop on this matter.

The city has two enterprise funds (Water & Wastewater), which are self-supporting via monthly customer charges. In November of 2022, voters overwhelmingly supported the issuance of up to \$14 million in bonds to support the implementation of the newly adopted twenty-year Master Wastewater Facility Plan. During the spring of 2023, the city issued the first \$7 million in bonds to fund the next three to five years of capital improvement projects. The ten-year financial model assumes a five-percent rate increase in FY24.

The capital improvement plan and associated 10-year financial forecast for the Water Division has been updated and is reflected in the draft budget expenses. The City Council previously approved the transition towards a broader tiered rate structure similar to the City of Hailey's in order to promote water conservation. The financial forecast assumes a five-percent rate increase to recover increased costs for utilities (power) and personnel.

The following pages provide an overview of all funds by revenue and expense; department details are covered on pages 11-28. Details regarding outside contract entities are included as an appendix.



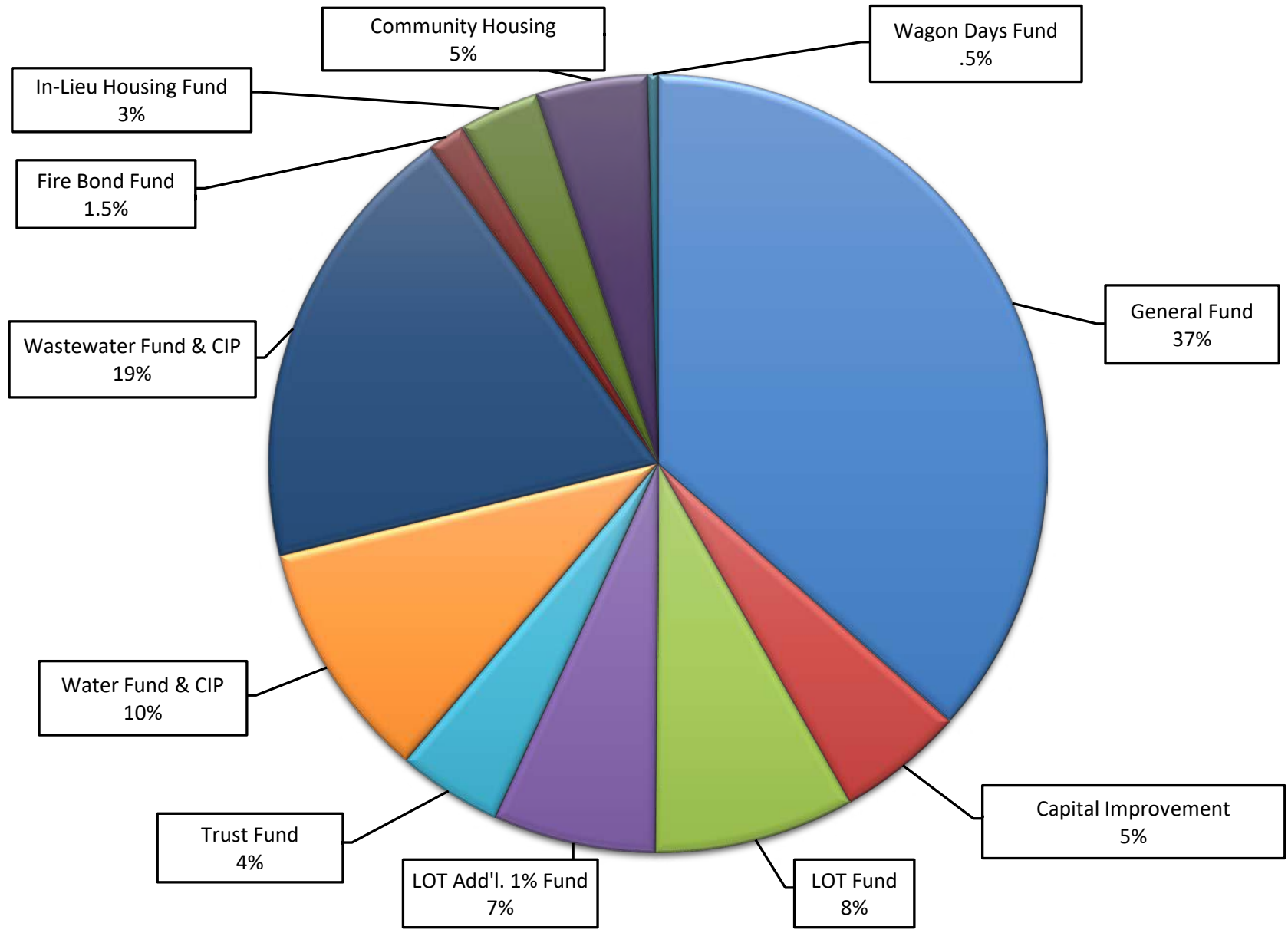
City of Ketchum | 2024 Draft Budget  
 Revenue / Expenditure Overview by Fund

| AMENDED FY 2023       | FY 2022 Audited Fund Balance | FY 2022 Committed & Restricted | FY 2023 Assigned Fund Balance | FY 2023 Revenue      | FY2023 Expense       | FY 2023 Ending Balance Less Committed & Restricted |
|-----------------------|------------------------------|--------------------------------|-------------------------------|----------------------|----------------------|----------------------------------------------------|
| General Fund          | \$ 5,763,011                 | \$ (2,214,457)                 | \$ 89,956                     | \$ 14,047,265        | \$ 14,137,221        | \$ 3,458,598                                       |
| Capital Improvement   | \$ 2,418,246                 | \$ (1,000,000)                 | \$ 1,418,246                  | \$ 1,131,128         | \$ 2,549,374         | \$ 1,000,000                                       |
| LOT Fund              | \$ 400,563                   | \$ -                           | \$ 400,563                    | \$ 3,237,372         | \$ 3,637,935         | \$ -                                               |
| Additional 1%         | \$ 1,021,495                 | \$ -                           | \$ 904,900                    | \$ 2,766,247         | \$ 3,671,147         | \$ 116,595                                         |
| Trust Fund            | \$ 255,394                   | \$ -                           | \$ 255,394                    | \$ 1,124,562         | \$ 1,379,956         | \$ -                                               |
| Water Fund & CIP      | \$ 3,248,329                 | \$ -                           | \$ 693,353                    | \$ 2,952,268         | \$ 3,645,621         | \$ 2,554,976                                       |
| Wastewater Fund & CIP | \$ 2,961,801                 | \$ -                           | \$ 1,352,198                  | \$ 16,764,013        | \$ 11,116,211        | \$ 8,609,603                                       |
| Fire Bond Fund        | \$ 278,065                   | \$ -                           | \$ 268,722                    | \$ 611,769           | \$ 880,491           | \$ 9,343                                           |
| In-Lieu Housing Fund  | \$ 2,366,256                 | \$ -                           | \$ 2,366,256                  | \$ 305,000           | \$ 2,671,256         | \$ -                                               |
| Community Housing     | \$ 552,000                   | \$ -                           | \$ 552,000                    | \$ 889,434           | \$ 1,441,434         | \$ -                                               |
| Wagon Days Fund       | \$ 17,854                    | \$ -                           | \$ 17,854                     | \$ 151,550           | \$ 169,404           | \$ -                                               |
| <b>TOTAL FUNDS</b>    | <b>\$ 19,283,014</b>         | <b>\$ (3,214,457)</b>          | <b>\$ 8,319,442</b>           | <b>\$ 43,980,608</b> | <b>\$ 45,300,050</b> | <b>\$ 15,749,115</b>                               |

| FY 2024               | Beginning Fund Balance Not Audited | FY 2023 Committed & Restricted | FY 2024 Assigned Fund Balance | FY 2024 Revenue      | FY 2024 Transfers   | FY 2024 Expense      | FY 2024 Transfers   | FY 2024 Ending Balance | FY 2024 Committed, Restricted, CIP not complete | FY 2024 Ending Balance Less Committed & Restricted |
|-----------------------|------------------------------------|--------------------------------|-------------------------------|----------------------|---------------------|----------------------|---------------------|------------------------|-------------------------------------------------|----------------------------------------------------|
| General Fund          | \$ 3,458,598                       | \$ 2,214,457                   | \$ 674,835                    | \$ 10,798,630        | \$ 3,014,234        | \$ 14,487,699        | \$ -                | \$ 4,998,220           | \$ (2,462,909)                                  | \$ 2,535,311                                       |
| Capital Improvement   | \$ -                               | \$ 1,000,000                   | \$ 1,320,000                  | \$ 782,563           | \$ -                | \$ 2,102,563         | \$ -                | \$ 1,000,000           | \$ (1,000,000)                                  | \$ -                                               |
| LOT Fund              | \$ -                               | \$ -                           | \$ 104,000                    | \$ 3,195,890         | \$ -                | \$ 1,086,236         | \$ 2,213,654        | \$ -                   | \$ -                                            | \$ -                                               |
| Additional 1%         | \$ 116,595                         | \$ -                           | \$ 116,595                    | \$ 2,566,247         | \$ -                | \$ 2,616,595         | \$ 66,247           | \$ -                   | \$ -                                            | \$ -                                               |
| Trust Fund            | \$ -                               | \$ -                           | \$ 1,725,050                  | \$ -                 | \$ -                | \$ 1,725,050         | \$ -                | \$ -                   | \$ -                                            | \$ -                                               |
| Water Fund & CIP      | \$ 2,554,976                       | \$ -                           | \$ 539,883                    | \$ 3,414,045         | \$ -                | \$ 3,193,928         | \$ 760,000          | \$ 2,015,093           | \$ -                                            | \$ 2,015,093                                       |
| Wastewater Fund & CIP | \$ 8,609,603                       | \$ -                           | \$ 1,498,226                  | \$ 5,421,524         | \$ 579,927          | \$ 6,919,750         | \$ 579,927          | \$ 7,111,377           | \$ -                                            | \$ 7,111,377                                       |
| Fire Bond Fund        | \$ 9,343                           | \$ -                           | \$ -                          | \$ 610,769           | \$ -                | \$ 610,769           | \$ -                | \$ -                   | \$ -                                            | \$ -                                               |
| In-Lieu Housing Fund  | \$ -                               | \$ -                           | \$ -                          | \$ 1,320,000         | \$ -                | \$ 1,320,000         | \$ -                | \$ -                   | \$ -                                            | \$ -                                               |
| Community Housing     | \$ -                               | \$ -                           | \$ 148,152                    | \$ 1,685,556         | \$ -                | \$ 1,833,708         | \$ -                | \$ -                   | \$ -                                            | \$ -                                               |
| Wagon Days Fund       | \$ -                               | \$ -                           | \$ -                          | \$ 171,250           | \$ -                | \$ 171,250           | \$ -                | \$ -                   | \$ -                                            | \$ -                                               |
| <b>TOTAL FUNDS</b>    | <b>\$ 14,749,115</b>               | <b>\$ 3,214,457</b>            | <b>\$ 6,126,741</b>           | <b>\$ 29,966,474</b> | <b>\$ 3,594,161</b> | <b>\$ 36,067,548</b> | <b>\$ 3,619,828</b> | <b>\$ 15,124,690</b>   | <b>\$ (3,462,909)</b>                           | <b>\$ 11,661,781</b>                               |



City of Ketchum | 2024 Draft Budget  
Revenue / Expenditure Overview by Fund





# Authorized Staffing Overview by Fund

| Position                                         | FY 21/22 Budget | FY 22/23 Budget | FY 23/24 Budget | Position                                         | FY 21/22 Budget        | FY 22/23 Budget        | FY 23/24 Budget        |
|--------------------------------------------------|-----------------|-----------------|-----------------|--------------------------------------------------|------------------------|------------------------|------------------------|
| <b>Legislative &amp; Executive</b>               |                 |                 |                 | <b>Streets</b>                                   |                        |                        |                        |
| Mayor                                            | 1               | 1               | 1               | Director of Streets & Facility Maintenance       | 1                      | 1                      | 1                      |
| City Council Members                             | 4               | 4               | 4               | Street Supervisor                                | 1                      | 1                      | 1                      |
|                                                  | <u>5</u>        | <u>5</u>        | <u>5</u>        | Sr. Street Mechanic                              | 1                      | 1                      | 1                      |
| <b>Administration</b>                            |                 |                 |                 | Street Crew Lead                                 | 1                      | 1                      | 1                      |
| City Administrator                               | 1               | 1               | 1               | Equipment Operator III                           | 1                      | 3                      | 3                      |
| Public Affairs & Administrative Services Manager | 1               | 1               | 1               | Equipment Operator II                            | 3                      | 1                      | 1                      |
| City Treasurer                                   | 1               | 1               | 1               | Equipment Operator I                             | 0                      | 1                      | 1                      |
| City Clerk                                       | 1               | 1               | 1               | Shared position with Facility Maintenance        | 0.5                    | 0.5                    | 0.5                    |
| Administrative Clerk                             | 0               | 0               | 1               | Equipment Operator (winter only)                 | 3                      | 3                      | 3                      |
| Deputy Treasurer                                 | 1               | 1               | 1               | Administrative Assistant                         | 1                      | 1                      | 1                      |
| Deputy Clerk                                     | 1               | 1               | 0               | Winter seasonal                                  | 2                      | 1                      | 1                      |
| Business License & Tax Specialist                | 1               | 1               | 1               |                                                  | <u>14.5</u>            | <u>14.5</u>            | <u>14.5</u>            |
| Special Event Manager                            | 0               | 0               | 1               | <b>Facility Maintenance</b>                      |                        |                        |                        |
| Administrative Assistant (Public Counter)        | 1               | 1               | 1               | Maintenance Supervisor/City Arborist             | 1                      | 1                      | 1                      |
| Management & Communications Analyst              | 1               | 1               | 1               | Buildings and Facilities Supervisor              | 1                      | 1                      | 1                      |
|                                                  | <u>9</u>        | <u>9</u>        | <u>10</u>       | Grounds Supervisor                               | 1                      | 1                      | 1                      |
| <b>Fire &amp; Rescue</b>                         |                 |                 |                 | Maintenance Worker --WSP                         | 0                      | 1                      | 1                      |
| Fire Chief                                       | 1               | 1               | 1               | Maintenance Assistant 1 shared                   | 1.5                    | 1.5                    | 1.5                    |
| Assistant Fire Chief/Fire Marshall               | 1               | 1               | 1               | Maintenance Assistant (seasonal)                 | 1                      | 1                      | 1                      |
| Fire Inspector                                   | 1               | 1               | 1               | Maintenance Janitors                             | 0                      | 2                      | 2                      |
| Captain                                          | 3               | 3               | 3               |                                                  | <u>5.5</u>             | <u>8.5</u>             | <u>8.5</u>             |
| Sr. Lieutenant                                   | 2               | 2               | 2               | <b>Enterprise Funds</b>                          |                        |                        |                        |
| Lieutenant                                       | 4               | 4               | 4               | Public Works Director                            | 1                      | 1                      | 1                      |
| Engineer/Firefighter                             | 2               | 2               | 2               | Water Division Supervisor                        | 1                      | 1                      | 1                      |
| Firefighter/EMT                                  | 0               | 1               | 2               | Water Utilities Supervisor                       | 1                      | 1                      | 1                      |
| Fire Clerk                                       | 1               | 1               | 1               | Water Utilities Office Coordinator (shared)      | 0.5                    | 0.5                    | 0.5                    |
| Volunteer Firefighters                           | 40              | 40              | 40              | Water Utility Maintenance Worker                 | 3                      | 3                      | 3                      |
|                                                  | <u>15</u>       | <u>16</u>       | <u>17</u>       | Wastewater Division Supervisor                   | 1                      | 1                      | 1                      |
| <b>Police</b>                                    |                 |                 |                 | Wastewater Collection Supervisor                 | 1                      | 1                      | 1                      |
| Community Services Officer                       | 2.5             | 2.5             | 2.5             | Wastewater Plant Lab Technician                  | 1                      | 1                      | 1                      |
| <b>Recreation</b>                                |                 |                 |                 | Wastewater TP Lead Operator                      | 1                      | 1                      | 1                      |
| Director of Recreation                           | 1               | 1               | 1               | Sr. Wastewater Utilities Operator                | 1                      | 1                      | 1                      |
| Recreation Supervisor                            | 1               | 1               | 1               | Wastewater Utilities Office Coordinator (shared) | 0.5                    | 0.5                    | 0.5                    |
| Community Recreation Supervisor                  | 1               | 1               | 1               |                                                  | <u>12</u>              | <u>12</u>              | <u>12</u>              |
| Youth Recreation Supervisor                      | 1               | 1               | 1               |                                                  |                        |                        |                        |
| Seasonal and PT Employees                        | 4 to 20         | 4 to 20         | 4 to 20         |                                                  |                        |                        |                        |
|                                                  | <u>4</u>        | <u>4</u>        | <u>4</u>        | <b>City Staffing Summary</b>                     |                        |                        |                        |
| <b>Planning &amp; Building</b>                   |                 |                 |                 |                                                  | <b>FY 21/22 Budget</b> | <b>FY 22/23 Budget</b> | <b>FY 23/24 Budget</b> |
| Director of Planning and Building                | 1               | 1               | 1               | Legislative & Executive                          | 5                      | 5                      | 5                      |
| Senior Planner                                   | 2               | 2               | 2               | Administration                                   | 9                      | 9                      | 10                     |
| Associate Planner                                | 1               | 2               | 2               | Fire & Rescue                                    | 15                     | 16                     | 17                     |
| Planning Technician                              | 1               | 1               | 1               | Police                                           | 2.5                    | 2.5                    | 2.5                    |
| Planning Intern                                  | 0               | 0               | 0.5             | Recreation                                       | 4                      | 4                      | 4                      |
|                                                  | <u>5</u>        | <u>6</u>        | <u>6.5</u>      | Planning & Building                              | 5                      | 6                      | 6.5                    |
| <b>City Housing</b>                              |                 |                 |                 | Streets                                          | 14.5                   | 14.5                   | 14.5                   |
| Executive Director                               | 0               | 1               | 1               | Facility Maintenance                             | 5.5                    | 8.5                    | 8.5                    |
| Program Administrator & Case Manager (BCC)       | 0               | 1               | 1               | Utility Director                                 | 1                      | 1                      | 1                      |
| Administrative Assistant                         | 0               | 0.5             | 0.5             | Water                                            | 5.5                    | 5.5                    | 5.5                    |
|                                                  | <u>0</u>        | <u>2.5</u>      | <u>2.5</u>      | Wastewater                                       | 5.5                    | 5.5                    | 5.5                    |
|                                                  |                 |                 |                 | City Housing                                     | 0                      | 2.5                    | 2.5                    |
|                                                  |                 |                 |                 | <b>Totals</b>                                    | <b>72.5</b>            | <b>80</b>              | <b>82.5</b>            |



City of Ketchum | 2024 Draft Budget  
General Fund Summary

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The General Fund is the City's primary source of funding for daily operations ranging from police and fire/EMS services to street maintenance to children's recreation programs. The primary revenue sources for the fund include property taxes, state revenue sharing, transfer from the Local Option Tax Fund, planning and building permits, and franchise fees.

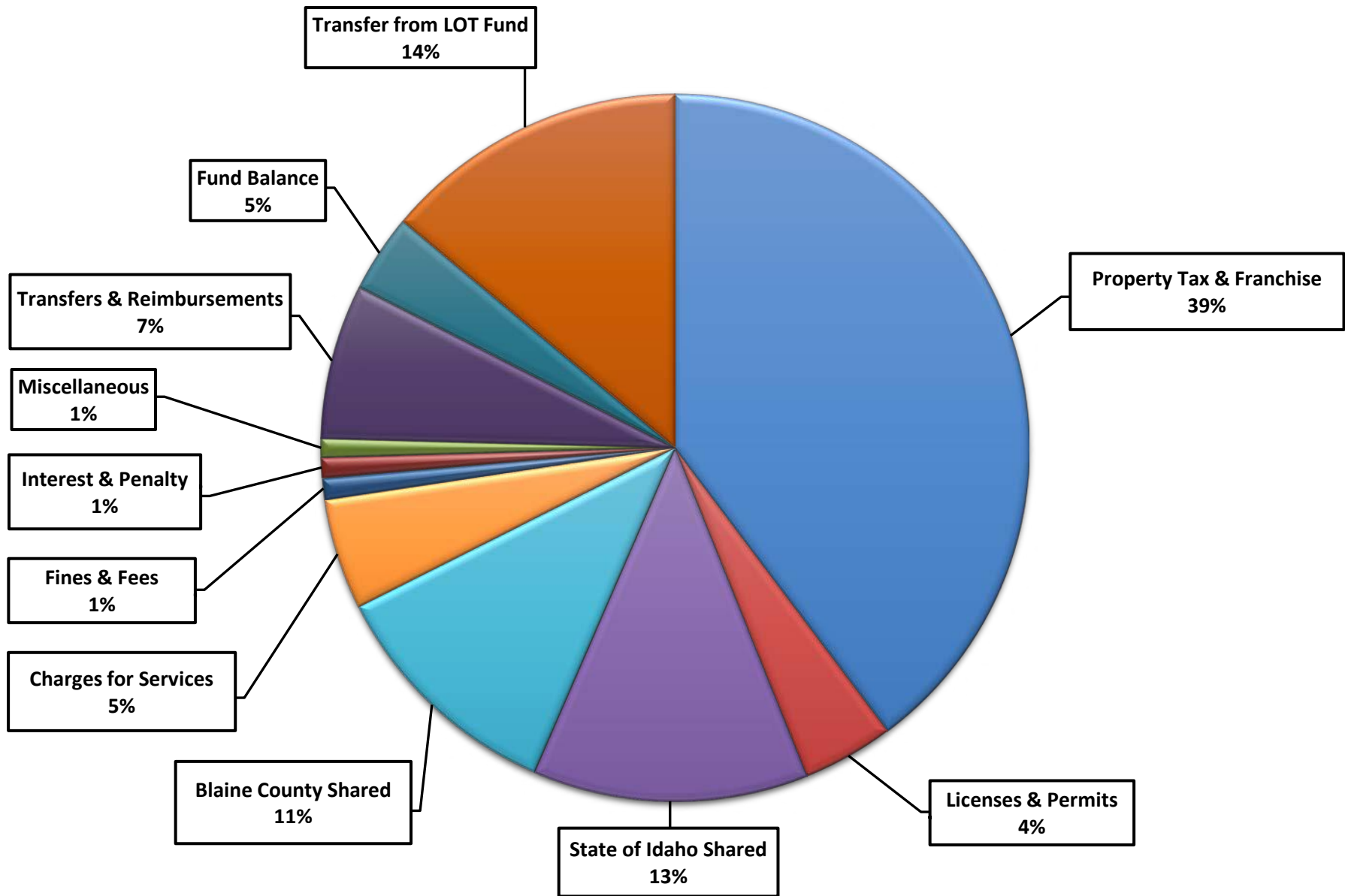
Revenues are forecasted to slightly decrease of approximately \$207,000 compared to the city amended budget from FY2023. However, the following revenues will see an increase: Local Option Tax transfer by \$100,000; property tax and franchise fees by \$289,031; and state and county shared fees by \$81,263.

Planned expenses are proposed to decrease by \$7,133 with \$150,000 in one-time spending. The revised budget allocates on-going funding for increases in health care, vehicle fuel, and power due to external rate changes. The revised budget allocates a blend of a 3% base compensation increase and a one-time 3% bonus.

The draft budget also allocates funding to add one full-time position in the Administration Department for overall assistance to city departments. Partial funding (\$50,000) was identified through altering the current communications contract. The budget makes allowances for the third year in the collective bargaining agreement with the Fire Department.

It is important to note that the recommended budget adheres to the restricted fund balances set by City Council of 17%.

# FY 2024 General Fund Resources



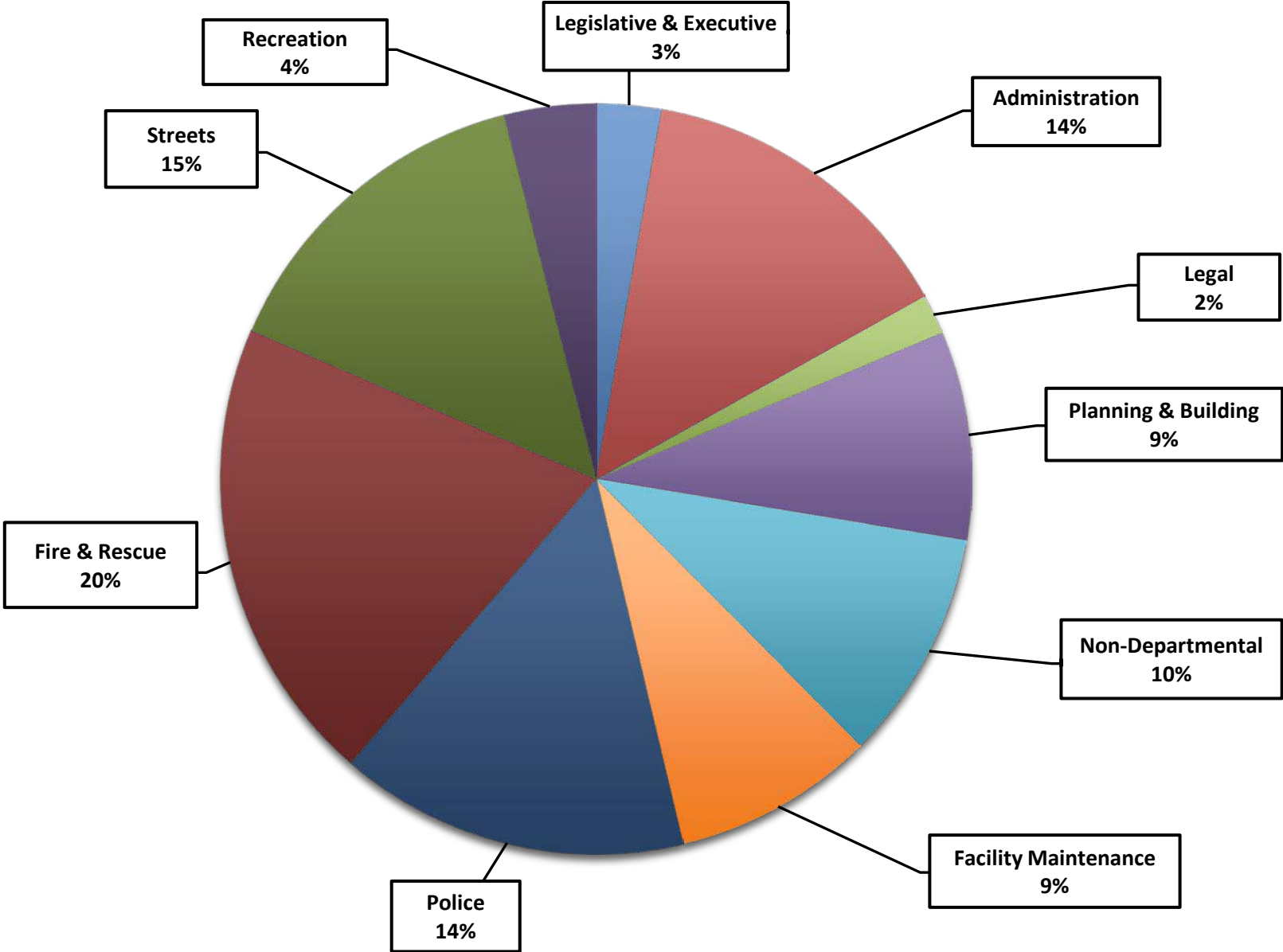
## General Fund Detailed Revenue

|    |                                        | FY 2021 AUDITED  | FY 2022 AUDITED  | FY 2023 AMENDED  | FY 2024 PROPOSED |
|----|----------------------------------------|------------------|------------------|------------------|------------------|
|    |                                        | ACTUALS          | ACTUALS          | BUDGET           | BUDGET           |
| 1  | <b>1. PROPERTY TAX &amp; FRANCHISE</b> | <b>5,143,167</b> | <b>5,389,344</b> | <b>5,507,486</b> | <b>5,704,274</b> |
| 2  | 1000-GENERAL PROPERTY TAXES            | 4,603,017        | 4,783,073        | 4,895,073        | 5,065,132        |
| 3  | 1050-PROPERTY TAX REPLACEMENT          | 11,416           | 11,373           | 11,714           | 11,800           |
| 4  | 6100-IDAHO POWER FRANCHISE             | -                | -                | -                | -                |
| 5  | 6110-GAS FRANCHISE                     | 97,087           | 108,000          | 100,000          | 100,000          |
| 6  | 6120-T.V. CABLE FRANCHISE              | 165,779          | 151,064          | 165,000          | 165,000          |
| 7  | 6130-WATER UTILITY ROW FEE (5%)        | 91,446           | 112,351          | 121,832          | 129,677          |
| 8  | 6140-WASTEWATER UTILITY ROW FEE(5%)    | 83,481           | 115,934          | 121,624          | 136,664          |
| 9  | 6150-SOLID WASTE FRANCHISE             | 75,230           | 83,417           | 80,243           | 84,000           |
| 10 | 9000-PENALTY & INTEREST ON TAXES       | 15,711           | 24,132           | 12,000           | 12,000           |
| 11 | <b>2. LICENSES &amp; PERMITS</b>       | <b>612,469</b>   | <b>831,370</b>   | <b>520,750</b>   | <b>598,874</b>   |
| 12 | 1110-BEER LICENSES                     | 12,840           | 12,269           | 13,450           | 13,450           |
| 13 | 1120-LIQUOR LICENSES                   | 6,678            | 8,752            | 8,400            | 8,400            |
| 14 | 1130-WINE LICENSES                     | 14,617           | 14,221           | 14,000           | 14,000           |
| 15 | 1140-CATERING PERMITS                  | 1,100            | 1,497            | 1,000            | 1,000            |
| 16 | 1150-OFF-SITE BUS./SPECIAL EVENTS P    | 13,716           | 25,855           | 13,000           | 13,000           |
| 17 | 1400-BUSINESS LICENSES                 | 32,670           | 32,982           | 35,750           | 35,750           |
| 18 | 1410-SHORT TERM RENTAL LICENSES        | -                | 166,520          | 73,500           | 204,624          |
| 19 | 1520-TAXI-LIMO PERMITS                 | 1,455            | 2,535            | 2,750            | 2,750            |
| 20 | 2100-BUILDING PERMITS                  | 516,904          | 556,374          | 350,000          | 300,000          |
| 21 | 2140-RIGHT-OF-WAY PERMITS              | 10,504           | 8,650            | 7,000            | 4,000            |
| 22 | 2160-STREET EXCAVATION PERMIT FEE      | 1,860            | 1,716            | 1,900            | 1,900            |
| 23 | 2600-SNOW STORAGE PERMITS              | 125              | -                | -                | -                |
| 24 | 6800-TREE PERMITS/TREE REMOVAL PRMT    | -                | -                | -                | -                |
| 25 | <b>3. GRANTS</b>                       | <b>418,475</b>   | <b>367,271</b>   | <b>-</b>         | <b>-</b>         |
| 26 | 1120-FEDERAL GRANTS                    | 307,050          | 6,474            | -                | -                |
| 27 | 4000-STATE TRANSPORTATION GRANT        | -                | -                | -                | -                |
| 28 | 4100-STATE GRANTS                      | 107,675          | 31,747           | -                | -                |
| 29 | 4200-OTHER GRANTS                      | 3,750            | 329,050          | -                | -                |
| 30 | <b>4. STATE OF IDAHO SHARED</b>        | <b>1,701,999</b> | <b>1,732,909</b> | <b>1,729,694</b> | <b>1,805,957</b> |
| 31 | 5100-STATE LIQUOR APPORTIONMENT        | 428,870          | 404,523          | 409,315          | 407,421          |
| 32 | 5200-HIGHWAY USER'S REVENUE - STREE    | 172,462          | 216,713          | 200,568          | 257,992          |
| 33 | 5500-STATE SALES TAX ALLOCATION        | -                | -                | -                | -                |
| 34 | 5600-STATE SHARED REVENUE              | 1,100,666        | 1,111,673        | 1,119,811        | 1,140,544        |
| 35 | <b>5. COUNTY SHARED</b>                | <b>1,233,336</b> | <b>1,307,927</b> | <b>1,584,357</b> | <b>1,589,357</b> |
| 36 | 8400-COUNTY COURT FINES                | 34,071           | 36,684           | 35,000           | 40,000           |
| 37 | 8600-COUNTY AMBULANCE CONTRACT         | 1,199,265        | 1,271,243        | 1,513,357        | 1,513,357        |
| 38 | 8600-COUNTY AMBULANCE STORAGE          | -                | -                | 36,000           | 36,000           |
| 39 | 9400-BLAINE COUNTY HOUSING AUTHORIT    | -                | -                | -                | -                |

## General Fund Detailed Revenue, cont.

|                                                    | FY 2021 AUDITED<br>ACTUALS | FY 2022 AUDITED<br>ACTUALS | FY 2023 AMENDED<br>BUDGET | FY 2024 PROPOSED<br>BUDGET |
|----------------------------------------------------|----------------------------|----------------------------|---------------------------|----------------------------|
| <b>40 6. CHARGES FOR SERVICES</b>                  | <b>1,095,012</b>           | <b>1,120,818</b>           | <b>781,500</b>            | <b>729,700</b>             |
| 41 1100-PLANNING FEES                              | 232,143                    | 112,495                    | 125,000                   | 100,000                    |
| 42 1104-HOTEL FEES                                 | -                          | -                          | -                         | -                          |
| 43 1110-BUILDING PLAN CHECK FEES                   | 320,327                    | 351,027                    | 227,500                   | 195,000                    |
| 44 1120-PLANNING PLAN CHECK FEES                   | 215,899                    | 246,781                    | 159,250                   | 136,500                    |
| 45 1130-FIRE PLAN CHECK FEES                       | 215,635                    | 238,959                    | 159,250                   | 136,500                    |
| 46 1400-MAILING FEES/PUBLICATION                   | -                          | -                          | -                         | -                          |
| 47 1500-REPRODUCTION/FINGERPRINT FEES              | 573                        | 328                        | 500                       | 500                        |
| 48 2200-RURAL FIRE PROTECTION FEES                 | -                          | -                          | -                         | -                          |
| 49 2250-SPECIAL FIRE FEES                          | 12,716                     | 20,474                     | 5,000                     | 15,000                     |
| 50 3000-ANIMAL TRANSPORTS                          | -                          | -                          | -                         | -                          |
| 51 3600-BANNER FEES                                | 3,150                      | 6,475                      | 6,000                     | 6,000                      |
| 52 6100-BC SCH DIST.PARK MAINT. CONTR              | 15,000                     | 15,000                     | 16,500                    | 18,200                     |
| 53 6300-PARK YOUTH PROGRAM FEES                    | 57,680                     | 98,167                     | 70,000                    | 100,000                    |
| 54 6320-PARK USER FEES                             | 17,109                     | 22,608                     | 10,000                    | 15,000                     |
| 55 6330-PARK SWIM TEAM                             | -                          | -                          | -                         | -                          |
| 56 6700-PARK CONCESSION SALES                      | 4,781                      | 8,378                      | 2,500                     | 7,000                      |
| 57 6800-TREE SERVICES                              | -                          | 125                        | -                         | -                          |
| <b>58 7. FINES &amp; FEES</b>                      | <b>70,020</b>              | <b>47,779</b>              | <b>50,000</b>             | <b>116,000</b>             |
| 59 1100-PARKING FINES                              | 55,763                     | 38,960                     | 45,000                    | 112,000                    |
| 60 1200-ELECTRIC VEHICLE CHARGING                  | 119                        | -                          | -                         | -                          |
| 61 1300- PAID PARKING                              | 14,138                     | 8,820                      | 5,000                     | 4,000                      |
| <b>62 8. INTEREST &amp; RENTS</b>                  | <b>105,129</b>             | <b>113,246</b>             | <b>273,788</b>            | <b>132,468</b>             |
| 63 1000-INTEREST EARNINGS                          | 19,516                     | 39,839                     | 191,000                   | 50,000                     |
| 64 1020-INTEREST EARNINGS-491 SV ROAD              | 0                          | 0                          | -                         | -                          |
| 65 1500-GAIN/LOSS ON INVESTMENTS                   | -                          | -                          | -                         | -                          |
| 66 2000-RENT                                       | 4,750                      | 3,730                      | 6,000                     | 6,000                      |
| 67 2010-RENT-PARK RESERVATIONS                     | 10,075                     | 3,210                      | 6,000                     | 10,000                     |
| 68 2020-RENT-491 SUN VALLEY ROAD                   | 70,788                     | 66,468                     | 70,788                    | 66,468                     |
| 69 2020-RENT-LIFT TOWER LODGE                      | -                          | -                          | -                         | -                          |
| <b>70 9. MISCELLANEOUS</b>                         | <b>147,096</b>             | <b>5,013</b>               | <b>410,802</b>            | <b>122,000</b>             |
| 71 3600-REFUNDS & REIMBURSEMENTS                   | 135,695                    | 2,374                      | 388,802                   | 100,000                    |
| 72 3610-REFUNDS & REIMBURSEMENTS-BLAINE CO HOUSING | -                          | -                          | -                         | -                          |
| 73 3610-REFUNDS & REIMBURSEMENTS-RESORT CITIES     | -                          | 2,500                      | 14,000                    | 14,000                     |
| 74 3650-REFUNDS & REIMBURSEMENTS-BLAINE TOUR       | -                          | -                          | 8,000                     | 8,000                      |
| 75 4000-SALE OF FIXED ASSETS                       | 1,225                      | 89                         | -                         | -                          |
| 76 4100-SALE OF FIXED ASSETS-STREET                | -                          | -                          | -                         | -                          |
| 77 6500-DONATIONS                                  | 175                        | -                          | -                         | -                          |
| 78 7000-MISCELLANEOUS                              | 9,626                      | 50                         | -                         | -                          |
| 79 7010-MISCELLANEOUS-STREET                       | -                          | -                          | -                         | -                          |
| 80 7020-FLOOD PLAIN PROG REIMBURSEMENT             | 375                        | -                          | -                         | -                          |
| 81 7030-BUILDING PERMIT REIMBURSEMENT              | -                          | -                          | -                         | -                          |
| <b>82 10. TRANSFERS &amp; REIMBURSEMENTS</b>       | <b>2,159,363</b>           | <b>2,581,202</b>           | <b>2,794,332</b>          | <b>3,014,234</b>           |
| 83 8701-KETCHUM RURAL REIMB-SAL/BEN                | 3,946                      | -                          | -                         | -                          |
| 84 8703-TRANSFER FROM GENERAL CIP                  | -                          | 270                        | -                         | -                          |
| 85 8718-TRANSFER STREET GO BOND                    | -                          | -                          | -                         | -                          |
| 86 8720-TRANSFER FRM FIRE TRUST FUND               | -                          | -                          | -                         | -                          |
| 87 8722-LOT REIMB-GF ADMIN.EXPENSES                | 2,500                      | 3,000                      | 3,000                     | 5,000                      |
| 88 8722-TRANSFER FROM 1% ADD'L LOT FUND-HOUSING    | -                          | -                          | -                         | -                          |
| 89 8722-TRANSFER FROM LOT FUND                     | 1,309,465                  | 1,718,672                  | 1,900,000                 | 2,000,000                  |
| 90 8763-REIMBURSEMENT FROM WATER FUND              | 279,172                    | 287,547                    | 218,048                   | 286,444                    |
| 91 8764-WATER FUND REIMB-ADMIN.EXPENSE             | 106,090                    | 109,273                    | 96,486                    | 110,169                    |
| 92 8765-REIMBURSEMENT FROM WASTEWATER FD           | 279,172                    | 287,547                    | 298,280                   | 337,728                    |
| 93 8766-WW FUND REIMB-ADMIN.EXPENSES               | 146,149                    | 150,533                    | 131,989                   | 129,893                    |
| 94 8798-URA FND REIM-SALARIES/BENEFITS             | -                          | 24,359                     | 50,000                    | 120,000                    |
| 95 8798-URA FUND REIMB-ADMIN. EXPENSES             | 32,869                     | -                          | 96,529                    | 25,000                     |
| <b>96 11. FUND BALANCE</b>                         | <b>-</b>                   | <b>-</b>                   | <b>684,886</b>            | <b>674,835</b>             |
| 97 9000-FUND BALANCE                               | -                          | -                          | 684,886                   | 674,835                    |
| <b>98 Grand Total</b>                              | <b>12,686,067</b>          | <b>13,496,877</b>          | <b>14,337,595</b>         | <b>14,487,698</b>          |

FY 2024 General Fund Expenses



## FY 2024 General Fund Expenses

|                                                                | FY 2021<br>Audited Actuals | FY 2022<br>Audited<br>Actuals | FY 2023 Adopted<br>w/ Amended<br>Budget | FY 2024<br>Proposed<br>Budget | One-Time       |
|----------------------------------------------------------------|----------------------------|-------------------------------|-----------------------------------------|-------------------------------|----------------|
| <b>GENERAL FUND EXPENDITURES</b>                               | 12,316,001                 | 12,364,479                    | 14,137,221                              | 14,487,699                    |                |
|                                                                |                            |                               |                                         |                               |                |
|                                                                |                            |                               |                                         |                               |                |
| Expenditures                                                   | FY 2021<br>Audited Actuals | FY 2022<br>Audited<br>Actuals | FY 2023 Adopted<br>w/ Amended<br>Budget | FY 2024<br>Proposed<br>Budget | One-Time       |
| 1. Legislative & Executive                                     | 331,472                    | 360,635                       | 383,452                                 | 406,260                       |                |
| 2. Administration                                              | 1,829,993                  | 1,736,652                     | 1,744,915                               | 2,046,807                     |                |
| 3. Legal                                                       | 230,734                    | 238,600                       | 244,360                                 | 250,293                       |                |
| 4. Planning & Building                                         | 868,033                    | 915,451                       | 1,000,116                               | 1,298,506                     | 150,000        |
| 5. Non-Departmental                                            | 2,115,349                  | 2,239,799                     | 716,515                                 | 1,444,009                     |                |
| 6. Facility Maintenance                                        | 688,629                    | 954,728                       | 1,106,417                               | 1,258,992                     |                |
| 7. Police                                                      | 1,658,523                  | 1,843,947                     | 2,063,870                               | 2,183,891                     |                |
| 8. Fire & Rescue                                               | 2,130,718                  | 2,649,227                     | 2,622,064                               | 2,916,912                     |                |
| 9. Streets                                                     | 1,963,199                  | 1,891,540                     | 2,062,892                               | 2,110,716                     |                |
| 10. Recreation                                                 | 499,352                    | 607,505                       | 552,463                                 | 571,313                       |                |
| <b>Total Expenditures</b>                                      | <b>12,316,001</b>          | <b>13,438,084</b>             | <b>12,497,062</b>                       | <b>14,487,699</b>             | <b>150,000</b> |
|                                                                |                            |                               |                                         |                               |                |
| <b>Funding Requests</b>                                        |                            |                               |                                         |                               |                |
| 1. Communications one time anticipated                         |                            |                               | 34,151                                  |                               |                |
| 2. Comp & Zoning Plan one-time anticipated                     |                            |                               | 80,000                                  |                               |                |
| 3. KURA Reimbursement for Executive Director                   |                            |                               | 100,266                                 |                               |                |
| 4. Blaine City Tour(reimbursed)                                |                            |                               | 8,000                                   |                               |                |
| 5. #23016 Blaine Co Sustainability                             |                            |                               | 88,802                                  |                               |                |
| 6. Transfer to CIP Blaine Co refunds FY2020 & FY2021           |                            |                               | 253,802                                 |                               |                |
| 7. Transfer to City/County Housing                             |                            |                               | 266,349                                 |                               |                |
| 8. FY2022 KURA Reimburse In-Lieu fees transferred funds FY2023 |                            |                               | 201,061                                 |                               |                |
| 9. #23032 Irish Electric (city hall HVAC)                      |                            |                               | 4,860                                   |                               |                |
| 10. #23033 Thorton Heating (city hall HVAC)                    |                            |                               | 21,961                                  |                               |                |
| 11. #23039 Lobbyist                                            |                            |                               | 25,000                                  |                               |                |
| 12. #22813 Fire & Rescue New Ambulance FTE/ FAM Benies         |                            |                               | 31,906                                  |                               |                |
| 13. #22813 Sean Dumke Firefighter/para ambulance               |                            |                               | 88,094                                  |                               |                |
| 14. #22813 Fire & Rescue OT & Paid on call                     |                            |                               | 121,062                                 |                               |                |
| 15. #22813 Paramedic Certification                             |                            |                               | 5,200                                   |                               |                |
| 16. #23046 Apollo Professional Services Streets snow hauling   |                            |                               | 25,000                                  |                               |                |
| 17. #23048 BD Financial Consulting                             |                            |                               | 15,000                                  |                               |                |
| 18. #23053 Western States 2nd Dozer Rental                     |                            |                               | 30,000                                  |                               |                |
| 19. Streets snow hauling and staff time anticipated            |                            |                               | 198,645                                 |                               |                |
| 20. Streets overtime                                           |                            |                               | 41,000                                  |                               |                |
| 21.                                                            |                            |                               |                                         |                               |                |
| <b>Sub-total</b>                                               |                            |                               | <b>1,640,159</b>                        |                               |                |
| <b>Inflationary Changes</b>                                    |                            |                               |                                         |                               |                |
| 1.                                                             |                            |                               |                                         |                               |                |
| <b>Sub-total</b>                                               |                            |                               | -                                       |                               |                |
|                                                                |                            |                               |                                         |                               |                |
|                                                                | <b>12,316,001</b>          | <b>13,438,084</b>             | <b>14,137,221</b>                       | <b>14,487,699</b>             | <b>150,000</b> |



## Department Summaries





City of Ketchum | 2024 Draft Budget  
Administration Department

This budget contains the operating accounts for City Administration, Treasury and City Clerk. The City Administrator supports the Mayor and City Council, manages the budget, and provides oversight of all departments on day-to-day administration of city operations.

The Treasury and City Clerk teams are responsible for a range of services such as maintaining ordinances/resolutions, public record requests, and retention of city official records and information technology. In addition, the team prepares and maintains all financial accounting, payment of bills, procurement, and payroll.

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### Fiscal Year 2023 Highlights

- Salaries decreased due to moving General Fund use for a Public Works Director position to the Non-Departmental section.
- Professional Services increased due to a 10% contract increase with Ketchum Computers.
- Telephone & Communications increased due to a one-time payment to afford implementation of new fiber.

#### Personnel:

- No changes.

### Fiscal Year 2024 Highlights

- Request for one FTE (Admin Support Position) that would support City Clerk/Business Manager. Partial funding (\$50,000) was identified through altering the current communications contract.
- Professional Services increased due to contract increase with Ketchum Computers.

#### Personnel:

- One FTE added – Admin Support Position.

# Administrative Expenditures

|                           |                                     | FY 2021          | FY 2022          | FY 2023          | FY 2024          |
|---------------------------|-------------------------------------|------------------|------------------|------------------|------------------|
|                           |                                     | AUDITED          | AUDITED          | AMENDED          | PROPOSED         |
| GENERAL FUND EXPENDITURES |                                     | ACTUALS          | ACTUALS          | BUDGET           | BUDGET           |
| 36                        | <b>1. ADMINISTRATIVE</b>            | <b>1,829,993</b> | <b>1,639,012</b> | <b>1,794,066</b> | <b>2,046,807</b> |
| 37                        | <b>1. PERSONAL SERVICES</b>         | <b>1,116,628</b> | <b>1,050,843</b> | <b>1,113,898</b> | <b>1,354,519</b> |
| 38                        | 1000-SALARIES                       | 703,170          | 680,891          | 700,556          | 824,345          |
| 39                        | 1500-PART TIME SALARIES             | -                | -                | 10,000           | 10,000           |
| 40                        | 1900-OVERTIME                       | 137              | -                | -                | -                |
| 41                        | 2100-FICA TAXES-CITY                | 55,520           | 51,971           | 54,358           | 63,827           |
| 42                        | 2200-STATE RETIREMENT-CITY          | 92,285           | 93,319           | 84,840           | 92,162           |
| 43                        | 2400-WORKMEN'S COMPENSATION-CITY    | 505              | 915              | 1,492            | 1,498            |
| 44                        | 2500-HEALTH INSURANCE-CITY          | 200,742          | 195,651          | 228,862          | 306,944          |
| 45                        | 2505-HEALTH REIMBURSEMENT ACCT(HRA) | 7,472            | 2,500            | 7,575            | 12,342           |
| 46                        | 2510-DENTAL INSURANCE-CITY          | 5,255            | 5,505            | 6,189            | 6,746            |
| 47                        | 2515-VISION REIMBURSEMENT ACCT(HRA) | 4,144            | 1,316            | 3,900            | 5,100            |
| 48                        | 2550-HEALTH-VISION-CAFETERIA ADMIN  | -                | -                | -                | -                |
| 49                        | 2600-LONG TERM DISABILITY           | 2,752            | 2,487            | 3,126            | 3,655            |
| 50                        | 2700-VACATION/SICK ACCRUAL PAYOUT   | 32,646           | 4,290            | -                | 15,900           |
| 51                        | 2710-VACATION/COMPENSATION PAYOUT   | -                | -                | -                | -                |
| 52                        | 2760-EMPLOYEE HOUSING SUBSIDY       | 12,000           | 12,000           | 12,000           | 12,000           |
| 53                        | 2800-STATE UNEMPLOYMENT INSURANCE   | -                | -                | 1,000            | -                |
| 54                        | 2900-PERFORMANCE AWARDS             | -                | -                | -                | -                |
| 55                        | <b>2. MATERIALS AND SERVICES</b>    | <b>711,119</b>   | <b>584,455</b>   | <b>679,168</b>   | <b>691,288</b>   |
| 56                        | 3100-OFFICE SUPPLIES & POSTAGE      | 17,197           | 23,200           | 20,000           | 20,000           |
| 57                        | 3310-STATE SALES TAX-GEN.GOV. & PAR | 115              | 31               | 500              | 500              |
| 58                        | 3600-COMPUTER SOFTWARE              | -                | -                | -                | -                |
| 59                        | 4000-ELECTIONS                      | -                | -                | -                | -                |
| 60                        | 4200-PROFESSIONAL SERVICES          | 88,493           | 80,126           | 116,500          | 122,525          |
| 61                        | 4400-ADVERTISING & LEGAL PUBLICATIO | 16,241           | 11,625           | 12,000           | 12,000           |
| 62                        | 4600-PROPERTY & LIABILITY INSURANCE | 100,381          | 87,204           | 93,778           | 116,015          |
| 63                        | 4800-DUES, SUBSCRIPTIONS & MEMBERSH | 3,850            | 4,192            | 5,000            | 5,000            |
| 64                        | 4900-PERSONNEL TRAINING/TRAVEL/MTG  | 1,483            | 1,085            | 5,000            | 5,000            |
| 65                        | 4902-TRAINNG/TRVL/MTG-CITY ADM/ASST | 297              | 922              | 5,000            | 5,000            |
| 66                        | 4950-TUITION REIMBURSEMENT          | -                | -                | -                | -                |
| 67                        | 5100-TELEPHONE & COMMUNICATIONS     | 74,062           | 85,753           | 106,020          | 84,840           |
| 68                        | 5110-COMPUTER NETWORK               | 114,128          | 111,654          | 73,191           | 85,426           |
| 69                        | 5150-COMMUNICATIONS                 | 67,073           | 61,275           | 104,451          | 90,000           |
| 70                        | 5200-UTILITIES                      | 48,571           | 37,358           | 37,440           | 42,682           |
| 71                        | 5210-SOLID WASTE COLLECTION         | 52               | -                | -                | -                |
| 72                        | 5220-RECYCLING PROGRAM-ERC          | -                | -                | -                | -                |
| 73                        | 5900-REPAIR & MAINTENANCE-BUILDINGS | 36,441           | 2,234            | -                | -                |
| 74                        | 5910-REPAIR & MAINT-491 SV ROAD     | 85,030           | -                | -                | -                |
| 75                        | 6500-CONTRACTS FOR SERVICES         | 57,706           | 48,478           | 70,000           | 70,000           |
| 76                        | 6510-COMPUTER SERVICES              | -                | 29,318           | 30,288           | 32,300           |
| 77                        | <b>3. CAPITAL OUTLAY</b>            | <b>2,246</b>     | <b>3,714</b>     | <b>1,000</b>     | <b>1,000</b>     |
| 78                        | 7400-OFFICE FURNITURE & EQUIPMENT   | 2,246            | 3,714            | 1,000            | 1,000            |



The Fire and Rescue Department provides a range of emergency services, from municipal fire protection services to backcountry rescue. They provide paramedic level emergency medical care to the City of Ketchum and the entire northern Blaine County through a contract for services with the Blaine County Ambulance District. The department is composed of highly trained career, full-time staff as well as trained paid-on-call firefighters.

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### Fiscal Year 2023 Highlights

- Budget included the 2<sup>nd</sup> year of the labor contract.
- Assumed a 3% revenue increase for ambulance contract. A higher budget request (\$371,062) was submitted to the Ambulance District.

#### Personnel:

- New Short Term Rental Fire Inspector position.

### Fiscal Year 2024 Highlights

- Funding for the 3<sup>rd</sup> and final year of the collective labor agreement.

#### Personnel:

- FY23 interim budget change included two positions to keep up with 49% increase in calls for service over last four years.

## Fire and Rescue Expenditures

| GENERAL FUND EXPENDITURES |                                     | FY 2021<br>AUDITED<br>ACTUALS | FY 2022<br>AUDITED<br>ACTUALS | FY 2023<br>AMENDED<br>BUDGET | FY 2024<br>PROPOSED<br>BUDGET |
|---------------------------|-------------------------------------|-------------------------------|-------------------------------|------------------------------|-------------------------------|
| 224                       | <b>8. FIRE &amp; RESCUE</b>         | <b>2,130,718</b>              | <b>2,570,687</b>              | <b>2,868,326</b>             | <b>2,916,912</b>              |
| 225                       | <b>1. PERSONAL SERVICES</b>         | <b>1,886,719</b>              | <b>2,240,896</b>              | <b>2,524,946</b>             | <b>2,536,332</b>              |
| 226                       | 1000-SALARIES                       | 993,714                       | 1,170,099                     | 1,262,932                    | 1,322,479                     |
| 227                       | 1500-PAID ON-CALL WAGES             | 129,410                       | 130,419                       | 256,062                      | 135,000                       |
| 228                       | 1700-WOOC (WORKING OUT OF CLASS)    | -                             | 8,828                         | 6,500                        | 6,500                         |
| 229                       | 1900-OVERTIME                       | 50,085                        | 100,775                       | 75,000                       | 75,000                        |
| 230                       | 2100-FICA TAXES-CITY                | 89,327                        | 107,126                       | 103,997                      | 101,170                       |
| 231                       | 2200-STATE RETIREMENT-CITY          | 5,798                         | 6,481                         | 5,941                        | -                             |
| 232                       | 2300-FIREMEN'S RETIREMENT-CITY      | 122,521                       | 152,675                       | 150,360                      | 186,168                       |
| 233                       | 2310-DEF.COMP-Pd On Call/PT Emp     | -                             | -                             | 12,000                       | 12,000                        |
| 234                       | 2400-WORKMEN'S COMPENSATION-CITY    | 31,763                        | 40,677                        | 37,803                       | 40,000                        |
| 235                       | 2500-HEALTH INSURANCE-CITY          | 358,555                       | 429,031                       | 477,272                      | 519,578                       |
| 236                       | 2505-HEALTH REIMBURSEMENT ACCT(HRA) | 18,130                        | 12,882                        | 20,625                       | 20,575                        |
| 237                       | 2510-DENTAL INSURANCE-CITY          | 9,522                         | 10,461                        | 10,882                       | 10,935                        |
| 238                       | 2515-VISION REIMBURSEMENT ACCT(HRA) | 4,702                         | 2,724                         | 8,100                        | 8,100                         |
| 239                       | 2520-WORKMEN'S COMP. COVERAGE       | -                             | (1,012)                       | -                            | -                             |
| 240                       | 2530-EMPLOYEE MEDICAL SERVICES      | 156                           | -                             | 3,000                        | 3,000                         |
| 241                       | 2535-VEBA                           | 40,200                        | 47,700                        | 46,800                       | 57,600                        |
| 242                       | 2540-MERP-MEDICAL EXP REIMBURSEMENT | 5,025                         | 5,400                         | 5,850                        | 7,200                         |
| 243                       | 2550-HEALTH-VISION-CAFETERIA ADMIN  | -                             | -                             | -                            | -                             |
| 244                       | 2600-LONG TERM DISABILITY           | 4,033                         | 4,195                         | 5,025                        | 5,827                         |
| 245                       | 2700-VACATION/SICK ACCRUAL PAYOUT   | 23,779                        | 10,705                        | 23,238                       | 18,000                        |
| 246                       | 2710-VACATION/COMPENSATION PAYOUT   | -                             | 830                           | 6,359                        | -                             |
| 247                       | 2750-INSURANCE EQUILIZATION PAY     | -                             | -                             | -                            | -                             |
| 248                       | 2800-STATE UNEMPLOYMENT INSURANCE   | -                             | -                             | 3,000                        | 3,000                         |
| 249                       | 2900-PERFORMANCE AWARDS             | -                             | 898                           | 4,200                        | 4,200                         |

Fire and Rescue Expenditures, cont.

| GENERAL FUND EXPENDITURES |                                     | FY 2021<br>AUDITED<br>ACTUALS | FY 2022<br>AUDITED<br>ACTUALS | FY 2023<br>AMENDED<br>BUDGET | FY 2024<br>PROPOSED<br>BUDGET |
|---------------------------|-------------------------------------|-------------------------------|-------------------------------|------------------------------|-------------------------------|
| 250                       | <b>2. MATERIALS AND SERVICES</b>    | <b>153,889</b>                | <b>271,361</b>                | <b>284,950</b>               | <b>322,150</b>                |
| 251                       | 3200-OPERATING SUPPLIES FIRE        | 16,381                        | 31,013                        | 34,000                       | 34,000                        |
| 252                       | 3210-OPERATING SUPPLIES EMS         | 52,241                        | 50,912                        | 60,000                       | 60,000                        |
| 253                       | 3500-MOTOR FUELS & LUBRICANTS FIRE  | 5,498                         | 14,644                        | 8,000                        | 8,000                         |
| 254                       | 3510-MOTOR FUELS & LUBRICANTS EMS   | 4,730                         | 5,732                         | 8,000                        | 8,000                         |
| 255                       | 3600-COMPUTER SOFTWARE              | -                             | -                             | -                            | -                             |
| 256                       | 4200-PROFESSIONAL SERVICES FIRE     | 3,747                         | 24,760                        | 10,000                       | 10,000                        |
| 257                       | 4210-PROFESSIONAL SERVICES EMS      | 1,034                         | 945                           | 4,000                        | 2,000                         |
| 258                       | 4220-PROFESSIONAL SRVS FIRE CHIEF   | -                             | -                             | -                            | -                             |
| 259                       | 4800-DUES, SUBSCRIPTIONS & MEMBERSH | 193                           | -                             | -                            | -                             |
| 260                       | 4900-TRAINING/TRAVEL/MTG FIRE       | 3,312                         | 1,355                         | 8,000                        | 16,000                        |
| 261                       | 4902-FIRE CHIEF'S TRAINING          | -                             | -                             | -                            | -                             |
| 262                       | 4903-ASSISTANT FIRE CHIEF TRAINING  | -                             | 1,439                         | -                            | -                             |
| 263                       | 4910-TRAINING EMS                   | 7,187                         | 24,365                        | 20,200                       | 15,000                        |
| 264                       | 4920-TRAINING-FACILITY              | 5,306                         | 2,340                         | 2,200                        | 12,000                        |
| 265                       | 4950-TUITION REIMBURSEMENT          | -                             | -                             | -                            | -                             |
| 266                       | 5100-TELEPHONE & COMMUNICATION FIRE | 13,895                        | 20,197                        | 21,000                       | 21,000                        |
| 267                       | 5110-TELEPHONE & COMMUNICATION EMS  | 15,500                        | 17,987                        | 21,000                       | 21,000                        |
| 268                       | 5200-UTILITIES                      | -                             | 29,707                        | 40,000                       | 45,600                        |
| 269                       | 5900-REPAIR & MAINTENANCE-BUILDINGS | -                             | 192                           | -                            | 24,000                        |
| 270                       | 6000-REPAIR & MAINT-AUTO EQUIP FIRE | 8,943                         | 13,447                        | 16,000                       | 16,000                        |
| 271                       | 6010-REPAIR & MAINT-AUTO EQUIP EMS  | 2,236                         | 7,372                         | 12,000                       | 12,000                        |
| 272                       | 6100-REPAIR & MAINT--MACHINERY & EQ | 8,196                         | 6,796                         | 8,000                        | 8,000                         |
| 273                       | 6110-REPAIR & MAINT--MACHINERY & EQ | 833                           | 3,075                         | 2,300                        | 2,300                         |
| 274                       | 6900-OTHER PURCHASED SERVICES FIRE  | 2,784                         | 2,211                         | 3,250                        | 3,250                         |
| 275                       | 6910-OTHER PURCHASED SERVICES EMS   | 1,874                         | 12,873                        | 7,000                        | 4,000                         |
| 276                       | <b>3. CAPITAL OUTLAY</b>            | <b>33,680</b>                 | <b>-</b>                      | <b>58,430</b>                | <b>58,430</b>                 |
| 277                       | 7500-AUTOMOTIVE EQUIPMENT           | -                             | -                             | -                            | -                             |
| 278                       | 7600-OTHER MACHINERY & EQUIP FIRE   | 33,680                        | -                             | -                            | -                             |
| 279                       | 7610-OTHER MACHINERY & EQUIP EMS    | -                             | -                             | -                            | -                             |
| 280                       | 7700-LEASES                         | -                             | -                             | 58,430                       | 58,430                        |
| 281                       | <b>4. TRANSFERS</b>                 | <b>56,430</b>                 | <b>58,430</b>                 | <b>-</b>                     | <b>-</b>                      |
| 282                       | 8811-AERIAL TOWER LEASE             | 56,430                        | 58,430                        | -                            | -                             |



City of Ketchum | 2024 Draft Budget  
**Legal Services**

The Legal Services Department includes funding for the City Attorney and City Prosecutor. A contracted City Attorney provides legal counsel for the City, including the Mayor, City Council, Planning Commission and Staff. The City Attorney performs legal research; negotiates, reviews and drafts contracts, franchises, resolutions, and ordinances; monitors federal, state, and local laws and regulations, and defends City litigation.

**Fiscal Year 2023 Highlights**

- Assumed a 3% increase in contract with the city attorney.

**Personnel:**

- No changes.

**Fiscal Year 2024 Highlights**

- Assumes a 3% increase in contract with the city attorney.

**Personnel:**

- No changes.

| GENERAL FUND EXPENDITURES |                                     | FY 2021<br>AUDITED<br>ACTUALS | FY 2022<br>AUDITED<br>ACTUALS | FY 2023<br>AMENDED<br>BUDGET | FY 2024<br>PROPOSED<br>BUDGET |
|---------------------------|-------------------------------------|-------------------------------|-------------------------------|------------------------------|-------------------------------|
| 79                        | <b>2. LEGAL</b>                     | <b>230,734</b>                | <b>214,187</b>                | <b>244,360</b>               | <b>250,293</b>                |
| 80                        | <b>2. MATERIALS AND SERVICES</b>    | <b>230,734</b>                | <b>214,187</b>                | <b>244,360</b>               | <b>250,293</b>                |
| 81                        | 4200-PROFESSIONAL SERVICES          | 185,495                       | 168,948                       | 197,760                      | 203,693                       |
| 82                        | 4270-CITY PROSECUTOR                | 45,239                        | 45,239                        | 46,600                       | 46,600                        |
| 83                        | 4800-DUES, SUBSCRIPTION, MEMBERSHIP | -                             | -                             | -                            | -                             |
| 84                        | 4900-PERSONNEL TRAINING/TRAVEL/MTG  | -                             | -                             | -                            | -                             |
| 85                        | 5100-TELEPHONE & COMMUNICATIONS     | -                             | -                             | -                            | -                             |



City of Ketchum | 2024 Draft Budget  
Legislative and Executive Department

The Legislative and Executive Department budget contains the operating accounts for the Mayor and City Council. The Mayor serves as chief executive and City Council holds the legislative powers including the approval of ordinances, annual budget, and contracts. The Mayor recommends policy matters to City Council with the City Administrator handling the implementation.

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### Fiscal Year 2023 Highlights

- No changes.

#### Personnel:

- No changes.

### Fiscal Year 2024 Highlights

- Increase reflects the increase in healthcare costs.

#### Personnel:

- No changes.

## Legislative and Executive Expenditures

| GENERAL FUND EXPENDITURES |                                     | FY 2021<br>AUDITED<br>ACTUALS | FY 2022<br>AUDITED<br>ACTUALS | FY 2023<br>AMENDED<br>BUDGET | FY 2024<br>PROPOSED<br>BUDGET |
|---------------------------|-------------------------------------|-------------------------------|-------------------------------|------------------------------|-------------------------------|
| 1                         | <b>0. LEGISLATIVE &amp; EXEC</b>    | <b>331,472</b>                | <b>349,656</b>                | <b>383,452</b>               | <b>406,260</b>                |
| 2                         | <b>1. PERSONAL SERVICES</b>         | <b>314,946</b>                | <b>334,489</b>                | <b>361,360</b>               | <b>384,168</b>                |
| 3                         | 1000-SALARIES                       | 120,281                       | 120,596                       | 120,686                      | 120,686                       |
| 4                         | 1500-PART-TIME                      | -                             | -                             | -                            | -                             |
| 5                         | 1900-OVERTIME                       | -                             | -                             | -                            | -                             |
| 6                         | 2100-FICA TAXES-CITY                | 8,536                         | 8,582                         | 9,233                        | 9,232                         |
| 7                         | 2200-STATE RETIREMENT-CITY          | 14,410                        | 14,410                        | 14,410                       | 13,493                        |
| 8                         | 2400-WORKER'S COMPENSATION-CITY     | 116                           | 110                           | 253                          | 157                           |
| 9                         | 2500-HEALTH INSURANCE-CITY          | 163,807                       | 181,309                       | 200,785                      | 223,406                       |
| 10                        | 2505-HEALTH REIMBURSEMENT ACCT(HRA) | 2,245                         | 3,566                         | 7,675                        | 8,875                         |
| 11                        | 2510-DENTAL INSURANCE-CITY          | 3,609                         | 3,609                         | 3,887                        | 3,888                         |
| 12                        | 2515-VISION REIMBURSEMENT ACCT(HRA) | 1,410                         | 1,777                         | 3,900                        | 3,900                         |
| 13                        | 2550-HEALTH-VISION-CAFETERIA ADMIN  | -                             | -                             | -                            | -                             |
| 14                        | 2600-LONG TERM DISABILITY           | 531                           | 531                           | 531                          | 531                           |
| 15                        | 2700-VACATION/SICK ACCRUAL PAYOUT   | -                             | -                             | -                            | -                             |
| 16                        | 2710-VACATION/COMPENSATION PAYOUT   | -                             | -                             | -                            | -                             |
| 17                        | 2760-EMPLOYEE HOUSING SUBSIDY       | -                             | -                             | -                            | -                             |
| 18                        | 2800-STATE UNEMPLOYMENT INSURANCE   | -                             | -                             | -                            | -                             |
| 19                        | <b>2. MATERIALS AND SERVICES</b>    | <b>16,526</b>                 | <b>14,608</b>                 | <b>21,092</b>                | <b>21,092</b>                 |
| 20                        | 3100-OFFICE SUPPLIES & POSTAGE      | 1,817                         | 1,468                         | 3,167                        | 3,167                         |
| 21                        | 3160-OFFICE SUPPLIES/POSTAGE-HOTEL  | -                             | -                             | -                            | -                             |
| 22                        | 3200-OPERATING SUPPLIES             | 2,576                         | 3,330                         | 2,125                        | 2,125                         |
| 23                        | 3500-MOTOR FUELS & LUBRICANTS       | -                             | -                             | -                            | -                             |
| 24                        | 3600-COMPUTER SOFTWARE              | -                             | -                             | -                            | -                             |
| 25                        | 4000-ELECTIONS                      | -                             | -                             | 2,500                        | 2,500                         |
| 26                        | 4200-PROFESSIONAL SERVICES          | 11,075                        | 8,821                         | 8,600                        | 8,600                         |
| 27                        | 4800-DUES, SUBSCRIPTIONS & MEMBERSH | 400                           | 483                           | 1,700                        | 1,700                         |
| 28                        | 4860-DUES,SUBSCRIPTNS,MEMBRSP-HOTEL | -                             | -                             | -                            | -                             |
| 29                        | 4900-PERSONNEL TRAINING/TRAVEL/MTG  | -                             | -                             | -                            | -                             |
| 30                        | 4910-MYR/CNCL-TRAINING/TRAVEL/MTG   | 659                           | 507                           | 3,000                        | 3,000                         |
| 31                        | 4960-TRAINING/TRAVEL/MTG-HOTEL      | -                             | -                             | -                            | -                             |
| 32                        | 5100-TELEPHONE & COMMUNICATIONS     | -                             | -                             | -                            | -                             |
| 33                        | 6000-REPAIR & MAINT--AUTOMOTIVE EQU | -                             | -                             | -                            | -                             |
| 34                        | <b>3. CAPITAL OUTLAY</b>            | <b>-</b>                      | <b>560</b>                    | <b>1,000</b>                 | <b>1,000</b>                  |
| 35                        | 7400-OFFICE FURNITURE & EQUIPMENT   | -                             | 560                           | 1,000                        | 1,000                         |





City of Ketchum | 2024 Draft Budget  
Planning and Building Department

The Planning and Building Department is responsible for long-range (comprehensive) planning, current planning functions, and management of all developments, both past and present. The Planning and Building Department administers the Zoning Code, Subdivision Code, various Building Codes, and coordinates reviews from other City Departments. The Planning and Building Department provides staff support to the Planning Commission, City Council, and the Historic Preservation Commission.

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### Fiscal Year 2023 Highlights

- Increased contract with IDBS to align with projected workload. Contract set up to only pay for actual hours completed.
- Request for one-time funds to update the zoning code – a one-time -expense – reflected on the General Fund Expenditures chart.

#### Personnel:

- Added an Associate Planner position.

### Fiscal Year 2024 Highlights

- Increased professional services budget by one-time \$129,500 to fund consulting fees for update to comprehensive plan and land use regulations update.
- Planning and Building Department revenue projections assume a 3% decrease in revenues from FY23.
- Planning fee revenues do not include fee increase assumptions.

#### Personnel:

- Senior Planner position vacant but funded.

## Planning and Building Expenditures

| GENERAL FUND EXPENDITURES |                                     | FY 2021<br>AUDITED<br>ACTUALS | FY 2022<br>AUDITED<br>ACTUALS | FY 2023<br>AMENDED<br>BUDGET | FY 2024<br>PROPOSED<br>BUDGET |
|---------------------------|-------------------------------------|-------------------------------|-------------------------------|------------------------------|-------------------------------|
| 88                        | <b>3. PLANNING &amp; BUILDING</b>   | <b>868,033</b>                | <b>920,853</b>                | <b>1,080,116</b>             | <b>1,298,506</b>              |
| 89                        | <b>1. PERSONAL SERVICES</b>         | <b>494,778</b>                | <b>644,870</b>                | <b>674,116</b>               | <b>875,056</b>                |
| 90                        | 1000-SALARIES                       | 317,990                       | 423,777                       | 428,938                      | 514,157                       |
| 91                        | 1200-PLANNING & ZONING COMMISSION   | 20,400                        | 17,400                        | 25,200                       | 25,200                        |
| 92                        | 1900-OVERTIME                       | -                             | -                             | -                            | -                             |
| 93                        | 2100-FICA TAXES-CITY                | 24,364                        | 35,314                        | 34,742                       | 41,261                        |
| 94                        | 2200-STATE RETIREMENT-CITY          | 40,407                        | 55,605                        | 54,224                       | 60,300                        |
| 95                        | 2400-WORKER'S COMPENSATION-CITY     | 3,962                         | 4,765                         | 6,220                        | 933                           |
| 96                        | 2500-HEALTH INSURANCE-CITY          | 76,304                        | 100,882                       | 111,184                      | 193,025                       |
| 97                        | 2505-HEALTH REIMBURSEMENT ACCT(HRA) | 2,679                         | 1,217                         | 5,275                        | 7,050                         |
| 98                        | 2510-DENTAL INSURANCE-CITY          | 2,562                         | 3,068                         | 4,046                        | 4,013                         |
| 99                        | 2515-VISION REIMBURSEMENT ACCT(HRA) | 1,983                         | 1,164                         | 2,400                        | 3,300                         |
| 100                       | 2550-HEALTH-VISION-CAFETERIA ADMIN  | -                             | -                             | -                            | -                             |
| 101                       | 2600-LONG TERM DISABILITY           | 1,344                         | 1,679                         | 1,887                        | 2,157                         |
| 102                       | 2700-VACATION/SICK ACCRUAL PAYOUT   | 2,783                         | -                             | -                            | 23,660                        |
| 103                       | 2710-VACATION/COMPENSATION PAYOUT   | -                             | -                             | -                            | -                             |
| 104                       | 2800-STATE UNEMPLOYMENT INSURANCE   | -                             | -                             | -                            | -                             |
| 105                       | 2900-PERFORMANCE AWARDS             | -                             | -                             | -                            | -                             |
| 106                       | <b>2. MATERIALS AND SERVICES</b>    | <b>373,254</b>                | <b>275,983</b>                | <b>405,500</b>               | <b>422,450</b>                |
| 107                       | 3100-OFFICE SUPPLIES & POSTAGE      | 4,887                         | 4,458                         | 6,000                        | 6,000                         |
| 108                       | 3200-OPERATING SUPPLIES             | 7,332                         | 1,284                         | 1,200                        | 1,200                         |
| 109                       | 3600-COMPUTER SOFTWARE              | -                             | -                             | -                            | -                             |
| 110                       | 4200-PROFESSIONAL SERVICES          | 109,333                       | 48,859                        | 150,000                      | 49,500                        |
| 111                       | 4210-PROFESSIONAL SERVICES - IDBS   | 238,293                       | 200,793                       | 210,000                      | 321,750                       |
| 112                       | 4220-PROF SVCS-FLOOD PLAIN PROG REM | 375                           | 571                           | 5,000                        | 10,000                        |
| 113                       | 4230-PROF SVCS-BUILDING PERMIT REIM | -                             | -                             | -                            | -                             |
| 114                       | 4400-ADVERTISING & LEGAL PUBLICATIO | 5,109                         | 10,992                        | 10,000                       | 10,000                        |
| 115                       | 4500-GEOGRAPHIC INFO SYSTEMS        | 5,700                         | 5,100                         | 5,300                        | 6,000                         |
| 116                       | 4800-DUES, SUBSCRIPTIONS & MEMBERSH | 670                           | 938                           | 4,000                        | 4,000                         |
| 117                       | 4900-PERSONNEL TRAINING/TRAVEL/MTG  | 990                           | 1,491                         | 10,000                       | 10,000                        |
| 118                       | 4970-TRAINING/TRAVEL/MTG-P&Z COMM   | -                             | 751                           | 3,000                        | 3,000                         |
| 119                       | 5100-TELEPHONE & COMMUNICATIONS     | -                             | -                             | -                            | -                             |
| 120                       | 6510-EVENTS SPONSORSHIPS            | -                             | -                             | -                            | -                             |
| 121                       | 6910-OTHER PURCHASED SERVICES       | 565                           | 746                           | 1,000                        | 1,000                         |
| 122                       | <b>3. CAPITAL OUTLAY</b>            | <b>-</b>                      | <b>-</b>                      | <b>500</b>                   | <b>1,000</b>                  |
| 123                       | 7400-OFFICE FURNITURE & EQUIPMENT   | -                             | -                             | 500                          | 1,000                         |



City of Ketchum | 2024 Draft Budget  
Police Department

The Ketchum Police Department, contracted through the Blaine County Sheriff's Office, is responsible for enforcing all local and state laws to protect the residents and visitors of Ketchum. The department consists of patrol/traffic enforcement functions, investigations, and administration.

Funding for the Community Service Officers (CSO) is also contained in the department budget. The officers focus on parking enforcement and compliance with city code violations.

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### Fiscal Year 2023 Highlights

- Implemented similar compensation as the County – 5% increase plus a one-time 4% bonus.

#### Personnel:

- No changes.

### Fiscal Year 2024 Highlights

- Contract request to increase by \$154,373.
- Contract assumes a 6% base adjustment; city financial model assumes 3%.

#### Personnel:

- No changes.

## Police Expenditures

| GENERAL FUND EXPENDITURES |                                     | FY 2021<br>AUDITED<br>ACTUALS | FY 2022<br>AUDITED<br>ACTUALS | FY 2023<br>AMENDED<br>BUDGET | FY 2024<br>PROPOSED<br>BUDGET |
|---------------------------|-------------------------------------|-------------------------------|-------------------------------|------------------------------|-------------------------------|
| 193                       | <b>7. POLICE</b>                    | <b>1,658,523</b>              | <b>1,853,562</b>              | <b>2,063,870</b>             | <b>2,183,891</b>              |
| 194                       | <b>1. PERSONAL SERVICES</b>         | <b>161,138</b>                | <b>224,095</b>                | <b>250,936</b>               | <b>253,562</b>                |
| 195                       | 1000-SALARIES                       | 79,303                        | 96,835                        | 94,421                       | 100,646                       |
| 196                       | 1500-PART-TIME                      | 9,496                         | 17,565                        | 28,708                       | 26,754                        |
| 197                       | 1900-OVERTIME                       | 1,940                         | 1,404                         | 5,000                        | 5,000                         |
| 198                       | 2100-FICA TAXES-CITY                | 6,664                         | 9,585                         | 9,802                        | 10,129                        |
| 199                       | 2200-STATE RETIREMENT-CITY          | 9,722                         | 13,016                        | 15,299                       | 11,811                        |
| 200                       | 2400-WORKMEN'S COMPENSATION-CITY    | 2,096                         | 3,145                         | 3,694                        | 4,637                         |
| 201                       | 2500-HEALTH INSURANCE-CITY          | 47,531                        | 78,228                        | 85,114                       | 87,104                        |
| 202                       | 2505-HEALTH REIMBURSEMENT ACCT(HRA) | 1,697                         | 1,992                         | 3,550                        | 3,550                         |
| 203                       | 2510-DENTAL INSURANCE-CITY          | 1,269                         | 1,562                         | 1,625                        | 1,548                         |
| 204                       | 2516-VISION REIMBURSEMENT ACCT(HRA) | 1,117                         | 482                           | 1,500                        | 1,800                         |
| 205                       | 2600-LONG TERM DISABILITY           | 304                           | 281                           | 1,724                        | 583                           |
| 206                       | 2800-STATE UNEMPLOYMENT INSURANCE   | -                             | -                             | 500                          | -                             |
| 207                       | <b>2. MATERIALS AND SERVICES</b>    | <b>1,497,385</b>              | <b>1,629,468</b>              | <b>1,812,934</b>             | <b>1,920,329</b>              |
| 208                       | 3100-OFFICE SUPPLIES & POSTAGE      | 7,207                         | 797                           | 1,200                        | 3,500                         |
| 209                       | 3200-OPERATING SUPPLIES             | 7,184                         | 2,246                         | 3,000                        | 3,250                         |
| 210                       | 3500-MOTOR FUELS & LUBRICANTS       | 752                           | 2,887                         | 3,000                        | 4,250                         |
| 211                       | 3600-COMPUTER SOFTWARE              | 10,815                        | -                             | 2,000                        | 2,100                         |
| 212                       | 3610-PARKING OPS PROCESSING FEES    | 5,601                         | 4,686                         | 5,000                        | 7,000                         |
| 213                       | 3620-PARKING OPS EQUIPMENT FEES     | 11,396                        | 12,415                        | 11,000                       | 3,250                         |
| 214                       | 4200-PROFESSIONAL SERVICES          | 26,631                        | 27,810                        | 20,000                       | 20,000                        |
| 215                       | 4210-PROFESSIONAL SERVICE-SNOW TOWS | -                             | -                             | -                            | -                             |
| 216                       | 4250-PROF.SERVICES-BCSO CONTRACT    | 1,427,800                     | 1,568,569                     | 1,748,234                    | 1,862,679                     |
| 217                       | 4900-PERSONNEL TRAINING/TRAVEL/MTG  | -                             | -                             | -                            | -                             |
| 218                       | 5100-TELEPHONE & COMM               | -                             | 3,986                         | 3,000                        | 2,300                         |
| 219                       | 6000-REPAIR & MAINT--AUTOMOTIVE EQU | -                             | 6,071                         | 16,500                       | 12,000                        |
| 220                       | <b>3. CAPITAL OUTLAY</b>            | <b>-</b>                      | <b>-</b>                      | <b>-</b>                     | <b>10,000</b>                 |
| 221                       | 7500-AUTOMOTIVE EQUIPMENT           | -                             | -                             | -                            | 10,000                        |
| 222                       | 7600-OTHER MACHINERY & EQUIPMENT    | -                             | -                             | -                            | -                             |
| 223                       | 7700-LEASES                         | -                             | -                             | -                            | -                             |



The Recreation Department is responsible for providing safe and healthy recreation opportunities for the citizens of Ketchum and visitors to the community. The department operates structured recreation programs throughout the year at the Terry Tracy Recreation Center at Atkinson Park.

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### Fiscal Year 2023 Highlights

- Staff changes during 2022 lead to savings via benefits coverage.

#### Personnel:

- No changes.

### Fiscal Year 2024 Highlights

- Procurement of a passenger van for our youth programming.
- Continue to offer the most affordable year-round youth recreation programs in the valley.
- Working with the BCSD on their Hemingway masterplan.
- FY24 budget includes a small increase in professional service to accommodate environmental education through our partner, the ERC.

#### Personnel:

- No changes.

## Recreation Expenditures

| GENERAL FUND EXPENDITURES |                                     | FY 2021<br>AUDITED<br>ACTUALS | FY 2022<br>AUDITED<br>ACTUALS | FY 2023<br>AMENDED<br>BUDGET | FY 2024<br>PROPOSED<br>BUDGET |
|---------------------------|-------------------------------------|-------------------------------|-------------------------------|------------------------------|-------------------------------|
| 319                       | <b>10. RECREATION</b>               | <b>498,214</b>                | <b>500,598</b>                | <b>552,463</b>               | <b>571,313</b>                |
| 320                       | <b>1. PERSONAL SERVICES</b>         | <b>464,677</b>                | <b>445,182</b>                | <b>498,463</b>               | <b>511,663</b>                |
| 321                       | 1000-SALARIES                       | 234,988                       | 234,662                       | 260,672                      | 271,479                       |
| 322                       | 1500-PART-TIME/SEASONAL             | 39,900                        | 40,470                        | 62,000                       | 62,000                        |
| 323                       | 1900-OVERTIME                       | 124                           | 341                           | -                            | -                             |
| 324                       | 2100-FICA TAXES - CITY              | 20,489                        | 21,771                        | 24,684                       | 25,511                        |
| 325                       | 2200-STATE RETIREMENT - CITY        | 28,681                        | 29,746                        | 31,124                       | 30,351                        |
| 326                       | 2400-WORKER'S COMPENSATION - CITY   | 4,464                         | 5,864                         | 6,453                        | 6,453                         |
| 327                       | 2500-HEALTH INSURANCE - CITY        | 122,509                       | 99,290                        | 103,501                      | 105,921                       |
| 328                       | 2505-HEALTH REIMBURSEMENT ACCT(HRA) | 8,399                         | 7,668                         | 3,500                        | 3,500                         |
| 329                       | 2510-DENTAL INSURANCE-CITY          | 2,952                         | 2,397                         | 2,589                        | 2,466                         |
| 330                       | 2515-VISION REIMBURSEMENT ACCT(HRA) | 1,233                         | 1,940                         | 1,800                        | 1,800                         |
| 331                       | 2550-HEALTH-VISION-CAFETERIA ADMIN  | -                             | -                             | -                            | -                             |
| 332                       | 2600-LONG TERM DISABILITY           | 940                           | 1,032                         | 1,071                        | 1,114                         |
| 333                       | 2700-VACATION/SICK ACCRUAL PAYOUT   | -                             | -                             | -                            | -                             |
| 334                       | 2710-VACATION/COMPENSATION PAYOUT   | -                             | -                             | -                            | -                             |
| 335                       | 2800-STATE UNEMPLOYMENT INSURANCE   | -                             | -                             | 1,068                        | 1,068                         |
| 336                       | 2900-PERFORMANCE AWARDS             | -                             | -                             | -                            | -                             |
| 337                       | <b>2. MATERIALS AND SERVICES</b>    | <b>33,537</b>                 | <b>44,626</b>                 | <b>54,000</b>                | <b>59,650</b>                 |
| 338                       | 3100-OFFICE SUPPLIES & POSTAGE      | 508                           | 315                           | 750                          | 750                           |
| 339                       | 3200-OPERATING SUPPLIES             | 2,206                         | 3,839                         | 4,000                        | 4,000                         |
| 340                       | 3210-SPECIAL EVENT SUPPLIES         | -                             | -                             | -                            | -                             |
| 341                       | 3250-RECREATION SUPPLIES            | 7,786                         | 10,622                        | 10,000                       | 10,000                        |
| 342                       | 3280-YOUTH GOLF                     | -                             | 434                           | 1,000                        | 1,000                         |
| 343                       | 3290-SWIM TEAM                      | -                             | -                             | -                            | -                             |
| 344                       | 3300-RESALE ITEMS-CONCESSION SUPPLY | 4,809                         | 4,165                         | 8,000                        | 8,000                         |
| 345                       | 3310-STATE SALES TAX-PARK           | 6,767                         | 6,569                         | 8,000                        | 8,000                         |
| 346                       | 3500-MOTOR FUELS & LUBRICANTS       | 1,352                         | 2,177                         | 3,000                        | 3,000                         |
| 347                       | 3600-COMPUTER SOFTWARE              | -                             | -                             | -                            | -                             |
| 348                       | 4200-PROFESSIONAL SERVICE           | 2,303                         | 7,555                         | 4,000                        | 7,000                         |
| 349                       | 4410-ADVERTISING & PUBLICATIONS     | 429                           | 857                           | 750                          | 1,000                         |
| 350                       | 4800-DUES, SUBSCRIPTIONS & MEMBERSH | 175                           | 175                           | -                            | -                             |
| 351                       | 4900-PERSONNEL TRAINING/TRAVEL/MTG  | 510                           | 646                           | 1,000                        | 1,000                         |
| 352                       | 5100-TELEPHONE & COMMUNICATIONS     | -                             | -                             | -                            | -                             |
| 353                       | 5200-UTILITIES                      | 5,778                         | 3,793                         | 10,000                       | 11,400                        |
| 354                       | 5300-CUSTODIAL & CLEANING SERVICES  | -                             | -                             | -                            | -                             |
| 355                       | 6000-REPAIR & MAINT--AUTOMOTIVE EQU | 229                           | 3,297                         | 2,500                        | 3,500                         |
| 356                       | 6100-REPAIR & MAINT--MACHINERY & EQ | 684                           | 183                           | 1,000                        | 1,000                         |
| 357                       | 6910-OTHER PURCHASED SERVICES       | -                             | -                             | -                            | -                             |
| 358                       | 6950-MAINTENANCE                    | -                             | -                             | -                            | -                             |
| 359                       | <b>3. CAPITAL OUTLAY</b>            | <b>-</b>                      | <b>10,790</b>                 | <b>-</b>                     | <b>-</b>                      |
| 360                       | 7300-CAPITAL MAINTENANCE            | -                             | 10,790                        | -                            | -                             |
| 361                       | 7400-BUILDING FURNITURE & EQUIPMENT | -                             | -                             | -                            | -                             |
| 362                       | 7500-AUTOMOTIVE EQUIPMENT           | -                             | -                             | -                            | -                             |



City of Ketchum | 2024 Draft Budget  
Streets and Facilities Department

The Streets & Facilities Department consists of the Street Division and Facility Maintenance Division. The department is responsible for maintaining the infrastructure of the City of Ketchum. This budget includes funding for snow removal, resurfacing streets, improving drainage, street sweeping, repairing potholes, installing, and maintaining street signs and traffic markings, maintaining street trees and public restrooms, street lighting, city beautification, and maintenance of public facilities and parks.

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### Fiscal Year 2023 Highlights

- Increased fuel- and petroleum-related costs to reflect market conditions.
- First year full year of operating and expenses related to management of Warm Springs Preserve.
- Request to increase professional services budget (snow hauling) by \$25,000 was funded.

#### Personnel:

- One new maintenance position associated with the Preserve.

### Fiscal Year 2024 Highlights

- If the new chip seal oil works out, we would like to use it on 4<sup>th</sup> street next year.
- Roof replacement at Rotary Park.
- Phase 1 for Warm Springs Preserve (pending fundraising progress).
- Request to increase professional services budget (snow hauling) by \$25,000 was not funded. Staff feels that one-time funds could augment in a large snow year.

#### Personnel:

- Vacant funded position in Facilities currently; likely need to add additional FTE position in the future.
- Vacant position in Streets.

## Streets Expenditures

| GENERAL FUND EXPENDITURES |                                     | FY 2021<br>AUDITED<br>ACTUALS | FY 2022<br>AUDITED<br>ACTUALS | FY 2023<br>AMENDED<br>BUDGET | FY 2024<br>PROPOSED<br>BUDGET |
|---------------------------|-------------------------------------|-------------------------------|-------------------------------|------------------------------|-------------------------------|
| 283                       | <b>9. STREETS</b>                   | <b>1,963,199</b>              | <b>1,772,768</b>              | <b>2,326,537</b>             | <b>2,110,716</b>              |
| 284                       | <b>1. PERSONAL SERVICES</b>         | <b>1,026,257</b>              | <b>1,065,121</b>              | <b>1,321,295</b>             | <b>1,327,619</b>              |
| 285                       | 1000-SALARIES                       | 607,431                       | 604,498                       | 664,605                      | 691,257                       |
| 286                       | 1500-PART-TIME                      | 3,788                         | 21,085                        | 50,196                       | 65,800                        |
| 287                       | 1800-PAY DIFFERENTIAL               | 5,594                         | 8,019                         | 15,441                       | 15,441                        |
| 288                       | 1900-OVERTIME                       | 20,406                        | 18,635                        | 66,000                       | 35,000                        |
| 289                       | 2040-VACATION/COMPENSATION PAYOUT   | -                             | -                             | -                            | -                             |
| 290                       | 2100-FICA TAXES-CITY                | 48,622                        | 53,091                        | 57,776                       | 61,774                        |
| 291                       | 2200-STATE RETIREMENT-CITY          | 75,027                        | 81,035                        | 84,182                       | 90,600                        |
| 292                       | 2400-WORKER'S COMPENSATION-CITY     | 24,841                        | 25,088                        | 38,629                       | 41,278                        |
| 293                       | 2500-HEALTH INSURANCE-CITY          | 212,624                       | 230,765                       | 287,483                      | 265,769                       |
| 294                       | 2505-HEALTH REIMBURSEMENT ACCT(HRA) | 7,192                         | 9,035                         | 12,038                       | 12,038                        |
| 295                       | 2510-DENTAL INSURANCE-CITY          | 6,221                         | 5,687                         | 6,999                        | 6,505                         |
| 296                       | 2515-VISION REIMBURSEMENT ACCT(HRA) | 4,854                         | 2,503                         | 5,850                        | 5,550                         |
| 297                       | 2600-LONG TERM DISABILITY           | 2,484                         | 2,194                         | 2,970                        | 3,187                         |
| 298                       | 2700-VACATION/SICK ACCRUAL PAYOUT   | 7,174                         | 3,486                         | 23,126                       | 27,420                        |
| 299                       | 2760-EMPLOYEE HOUSING SUBSIDY       | -                             | -                             | -                            | -                             |
| 300                       | 2800-STATE UNEMPLOYMENT INSURANCE   | -                             | -                             | 6,000                        | 6,000                         |
| 301                       | 2900-PERFORMANCE AWARDS             | -                             | -                             | -                            | -                             |
| 302                       | <b>2. MATERIALS AND SERVICES</b>    | <b>787,107</b>                | <b>707,647</b>                | <b>1,005,242</b>             | <b>783,097</b>                |
| 303                       | 3200-OPERATING SUPPLIES             | 12,437                        | 9,771                         | 16,240                       | 16,240                        |
| 304                       | 3400-MINOR EQUIPMENT                | 3,410                         | 2,728                         | 3,800                        | 3,800                         |
| 305                       | 3500-MOTOR FUELS & LUBRICANTS       | 55,910                        | 75,093                        | 109,092                      | 109,092                       |
| 306                       | 3600-COMPUTER SOFTWARE              | -                             | -                             | 6,800                        | 6,800                         |
| 307                       | 4200-PROFESSIONAL SERVICES          | 210,739                       | 183,528                       | 407,645                      | 185,000                       |
| 308                       | 4900-PERSONNEL TRAINING/TRAVEL/MTG  | 1,801                         | 2,305                         | 4,515                        | 4,515                         |
| 309                       | 5100-TELEPHONE & COMMUNICATIONS     | 1,115                         | 905                           | 3,000                        | 2,000                         |
| 310                       | 5200-UTILITIES                      | 15,985                        | 16,332                        | 18,000                       | 19,500                        |
| 311                       | 6000-REPAIR & MAINT--AUTOMOTIVE EQU | 2,894                         | 579                           | 8,700                        | 8,700                         |
| 312                       | 6100-REPAIR & MAINT--MACHINERY & EQ | 105,279                       | 102,751                       | 98,650                       | 98,650                        |
| 313                       | 6910-OTHER PURCHASED SERVICES       | 11,151                        | 17,266                        | 16,000                       | 16,000                        |
| 314                       | 6920-SIGNS & SIGNALIZATION          | 19,419                        | 12,231                        | 16,000                       | 16,000                        |
| 315                       | 6930-STREET LIGHTING                | 18,013                        | 14,155                        | 18,500                       | 18,500                        |
| 316                       | 6950-MAINTENANCE & IMPROVEMENTS     | 328,954                       | 270,005                       | 278,300                      | 278,300                       |
| 317                       | <b>4. TRANSFERS</b>                 | <b>149,835</b>                | -                             | -                            | -                             |
| 318                       | 8840-TRANSFER TO GO BOND FUND       | 149,835                       | -                             | -                            | -                             |



## Facilities Expenditures

| GENERAL FUND EXPENDITURES |                                        | FY 2021<br>AUDITED<br>ACTUALS | FY 2022<br>AUDITED<br>ACTUALS | FY 2023<br>AMENDED<br>BUDGET | FY 2024<br>PROPOSED<br>BUDGET |
|---------------------------|----------------------------------------|-------------------------------|-------------------------------|------------------------------|-------------------------------|
| 151                       | <b>6. FACILITY MAINTENANCE</b>         | <b>688,629</b>                | <b>858,751</b>                | <b>1,137,417</b>             | <b>1,258,992</b>              |
| 152                       | <b>1. PERSONAL SERVICES</b>            | <b>414,765</b>                | <b>470,835</b>                | <b>689,682</b>               | <b>784,842</b>                |
| 153                       | 1000-SALARIES                          | 205,693                       | 223,918                       | 308,680                      | 416,872                       |
| 154                       | 1500-PART-TIME/SEASONAL                | 27,424                        | 60,149                        | 45,000                       | 41,453                        |
| 155                       | 1800-PAY DIFFERENTIAL                  | 1,247                         | 2,270                         | 4,689                        | 4,689                         |
| 156                       | 1900-OVERTIME                          | 1,191                         | 3,346                         | 8,500                        | 8,500                         |
| 157                       | 2100-FICA TAXES - CITY                 | 18,247                        | 23,559                        | 28,065                       | 33,372                        |
| 158                       | 2200-STATE RETIREMENT - CITY           | 24,879                        | 29,964                        | 38,431                       | 48,081                        |
| 159                       | 2400-WORKER'S COMPENSATION-CITY        | 3,887                         | 4,192                         | 4,978                        | 3,983                         |
| 160                       | 2500-HEALTH INSURANCE - CITY           | 116,548                       | 115,896                       | 225,509                      | 202,346                       |
| 161                       | 2505-HEALTH REIMBURSEMENT ACCT(HRA)    | 2,141                         | 2,378                         | 7,963                        | 7,963                         |
| 162                       | 2510-DENTAL INSURANCE-CITY             | 2,301                         | 2,333                         | 4,268                        | 3,905                         |
| 163                       | 2515-VISION REIMBURSEMENT ACCT(HRA)    | 1,443                         | 893                           | 4,050                        | 4,050                         |
| 164                       | 2600-LONG TERM DISABILITY              | 865                           | 831                           | 1,548                        | 1,628                         |
| 165                       | 2700-VACATION/SICK ACCRUAL PAYOUT      | 8,898                         | -                             | -                            | -                             |
| 166                       | 2710-YEAR END COMP TIME PAYOUT         | -                             | -                             | -                            | -                             |
| 167                       | 2800-STATE UNEMPLOYMENT INSURANCE      | -                             | 1,106                         | 8,000                        | 8,000                         |
| 168                       | <b>2. MATERIALS AND SERVICES</b>       | <b>273,864</b>                | <b>387,916</b>                | <b>447,735</b>               | <b>474,150</b>                |
| 169                       | 3100-OFFICE SUPPLIES & POSTAGE         | 350                           | 49                            | 500                          | 300                           |
| 170                       | 3200-OPERATING SUPPLIES                | 6,293                         | 8,797                         | 10,000                       | 10,000                        |
| 171                       | 3500-MOTOR FUELS & LUBRICANTS          | 8,268                         | 12,873                        | 9,000                        | 16,000                        |
| 172                       | 3600-COMPUTER SOFTWARE                 | -                             | -                             | -                            | -                             |
| 173                       | 4200-PROFESSIONAL SERVICES             | 61,182                        | 60,780                        | 95,500                       | 64,500                        |
| 174                       | 4210-PROFESSIONAL SERVC-CITY TREES     | 14,204                        | 19,246                        | 15,000                       | 15,000                        |
| 175                       | 4220-PROF SERV-CITY BEAUTIFICATION     | 36,536                        | 43,518                        | 45,000                       | 50,000                        |
| 176                       | 4800-DUES, SUBSCRIPTIONS & MEMBERSH    | 280                           | 465                           | 440                          | 440                           |
| 177                       | 4900-PERSONNEL TRAINING/TRAVEL/MTG     | 109                           | -                             | 1,500                        | 1,000                         |
| 178                       | 5100-TELEPHONE & COMMUNICATIONS        | 383                           | 360                           | 720                          | 720                           |
| 179                       | 5110-COMPUTER NETWORK                  | -                             | -                             | -                            | -                             |
| 180                       | 5200-UTILITIES                         | 41,780                        | 30,732                        | 28,500                       | 32,490                        |
| 181                       | 5210-SOLID WASTE COLLECTION            | -                             | -                             | -                            | -                             |
| 182                       | 5220-RECYCLING PROGRAM-ERC             | -                             | -                             | -                            | -                             |
| 183                       | 5300-CUSTODIAL & CLEANING SERVICES     | 62,737                        | 35,627                        | 45,000                       | 83,000                        |
| 184                       | 5900-REPAIR & MAINTENANCE-BUILDINGS    | 7,024                         | 25,392                        | 33,400                       | 33,000                        |
| 185                       | 5910-REPAIR & MAINTENANCE-491 SV RD    | -                             | 80,472                        | 70,000                       | 77,000                        |
| 186                       | 5910-REPAIR & MAINTENANCE-WARM SPRINGS | -                             | 29,469                        | 47,175                       | 45,200                        |
| 187                       | 6000-REPAIR & MAINT-AUTOMOTIVE EQUI    | 1,750                         | 4,181                         | 4,500                        | 3,500                         |
| 188                       | 6100-REPAIR & MAINT--MACHINERY & EQ    | 3,095                         | 2,253                         | 5,000                        | 6,000                         |
| 189                       | 6950-MAINTENANCE                       | 29,875                        | 33,703                        | 36,500                       | 36,000                        |
| 190                       | <b>3. CAPITAL OUTLAY</b>               | <b>-</b>                      | <b>-</b>                      | <b>-</b>                     | <b>-</b>                      |
| 191                       | 7600-OTHER MACHINERY & EQUIPMENT       | -                             | -                             | -                            | -                             |
| 192                       | 7800-PARKS IRRIGATION UPGRADES         | -                             | -                             | -                            | -                             |



The Non-Departmental section of the budget contains initiatives not otherwise associated with a specific department. In FY22, the funds support contracts dedicated to citywide efforts that benefit all departments and transfers out of the General Fund to support other funds (including Capital Improvement and Trust Funds).

### Fiscal Year 2023 Highlights

- Implemented a 4% base/on-going increase to compensation and an additional 5% one-time increase.
- Included one-third of the proposed Public Works Director salary.
- Blaine County proposed an increase of \$69,215 over previous year to the Sustainability position.

#### Personnel:

- No changes.

### Fiscal Year 2024 Highlights

- Implementation of a 3% base/on-going increases to compensation market of \$50,000, and an additional 3% one-time bonus.
- Includes one-third (General Fund portion) of the proposed Public Works Director salary. Due to the unsuccessful recruitment effort, staff is pivoting to recruiting a CIP Project Manager who could be a local contractual resource.
- Includes a \$500,000 transfer from the General Fund as the local match for a grant fulfillment to fund a new/expanded Mountain Rides facility.
- Draft budget assumes new .5% and County contribution fully funds the Community Housing (City/County) department.

#### Personnel:

- KURA Executive Director reimbursed to the city.

## Non-Departmental Expenditures

| GENERAL FUND EXPENDITURES |                                      | FY 2021<br>AUDITED<br>ACTUALS | FY 2022<br>AUDITED<br>ACTUALS | FY 2023<br>AMENDED<br>BUDGET | FY 2024<br>PROPOSED<br>BUDGET |
|---------------------------|--------------------------------------|-------------------------------|-------------------------------|------------------------------|-------------------------------|
| 124                       | <b>5. NON-DEPARTMENTAL</b>           | <b>504,380</b>                | <b>1,678,191</b>              | <b>1,686,616</b>             | <b>1,444,009</b>              |
| 125                       | <b>1. PERSONAL SERVICES</b>          | -                             | -                             | <b>100,266</b>               | <b>105,693</b>                |
| 126                       | 1000-SALARIES                        | -                             | -                             | 100,266                      | 70,980                        |
| 127                       | 2100-FICA TAXES - CITY               | -                             | -                             | -                            | 5,430                         |
| 128                       | 2200-STATE RETIREMENT - CITY         | -                             | -                             | -                            | 7,936                         |
| 129                       | 2400-WORKERS'S COMPENSATION -CITY    | -                             | -                             | -                            | -                             |
| 130                       | 2500-HEALTH INSURANCE - CITY         | -                             | -                             | -                            | 20,472                        |
| 131                       | 2510-DENTAL INSURANCE-CITY           | -                             | -                             | -                            | 563                           |
| 132                       | 2600-LONG TERM DISABILITY            | -                             | -                             | -                            | 312                           |
| 133                       | <b>2. MATERIALS AND SERVICES</b>     | <b>120,749</b>                | <b>298,138</b>                | <b>338,317</b>               | <b>363,317</b>                |
| 134                       | 4200-PROFESSIONAL SERVICES           | 50,835                        | 168,935                       | 205,515                      | 205,515                       |
| 135                       | 4250-BLAINE CITY TOUR                | -                             | -                             | 8,000                        | 8,000                         |
| 136                       | 4300-EMS CONSOLIDATION               | -                             | 125                           | -                            | 25,000                        |
| 137                       | 4500-1ST/WASHINGTON RENT             | 39,000                        | 36,000                        | 36,000                       | 36,000                        |
| 138                       | 6500-CONTRACT FOR SERVICE            | 17,738                        | 93,078                        | 88,802                       | 88,802                        |
| 139                       | 6510-PASS THROUGH GRANTS             | -                             | -                             | -                            | -                             |
| 140                       | 6601-MASTER TRANSPORTATION PLAN      | 13,177                        | -                             | -                            | -                             |
| 141                       | <b>4. TRANSFERS</b>                  | <b>383,630</b>                | <b>1,380,053</b>              | <b>1,248,033</b>             | <b>975,000</b>                |
| 142                       | 8802-TRANSFER TO GENERAL UTILITY DIR | -                             | -                             | 60,000                       | 60,000                        |
| 143                       | 8803-TRANSFER TO GENERAL CIP FUND    | 204,265                       | 208,054                       | 253,802                      | -                             |
| 144                       | 8805-TRANSFER TO CITY COUNTY HOUSING | -                             | 864,100                       | 266,349                      | -                             |
| 145                       | 8810-TRANSFER TO IN-LIEU HOUSING     | -                             | -                             | 201,061                      | -                             |
| 146                       | 8893-TRANSFER TO PARK TRUST-KAC      | -                             | 10,000                        | 10,000                       | 10,000                        |
| 147                       | 8894-TRANSFER TO OTHER FUNDS         | -                             | -                             | -                            | 500,000                       |
| 148                       | 8894-TRANSFER TO PARK TRT-% FOR ART  | -                             | -                             | -                            | -                             |
| 149                       | 9910-COMPENSTATION ADJUSTMENTS       | -                             | 177,250                       | 140,000                      | 140,000                       |
| 150                       | 9930-GENERAL FUND OP. CONTINGENCY    | 179,365                       | 120,649                       | 316,821                      | 265,000                       |



## Local Option Tax Fund – Original LOT and Additional 1% LOT

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The original Local Option Tax (LOT) became effective on December 15, 1978. Since the original adoption of the LOT, voters have approved or modified the tax in 1979, 1983, 1984, 1988, 1997, and 2011. In 2011, voters approved a new fifteen-year term. The LOT is to be used for:

- a) municipal transportation
- b) open space acquisition and recreation
- c) capital improvements
- d) emergency services; police, fire, and ambulance
- e) city promotion, visitor information and special events
- f) property tax relief
- g) direct costs to collect and enforce the tax

The tax imposes 1% on retail, 1% on building material, 2% on liquor by the drink, and 2% on short-term lodging and rentals.

In November 2013, an additional 1% was added to the LOT with authority to collect for five years and was subsequently renewed by voters through December 31, 2023, for the following public purposes:

- a) maintain and increase commercial air service to Friedman Memorial Airport through the use of minimum revenue guarantees or other inducements to air providers
- b) promote and market the existing service and any future service to increase passengers
- c) all ancillary costs associated with the ongoing effort to maintain and increase commercial air service, including management costs and bussing due to flight diversions
- d) direct costs to collect and enforce the tax, including administrative and legal fees

On May 16, 2023, voters overwhelmingly (75%) approved the renewal of the 1% LOT for Air but with a new allocation of 0.5% for Air Service preservation and 0.5% for implementation of the Housing Action Plan.



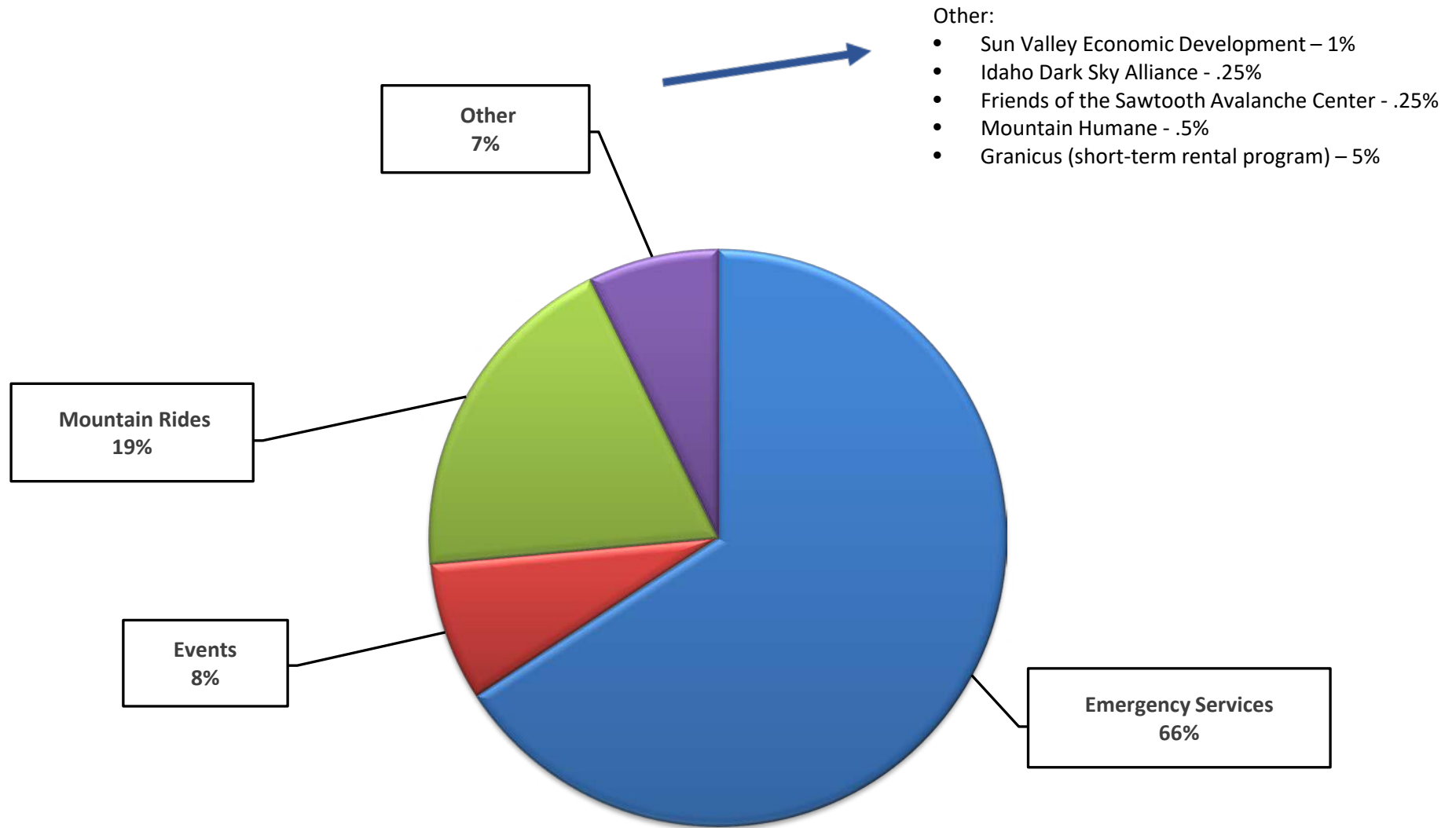
### Fiscal Year 2023 Highlights

- Any excess revenues are recommended for one-time purposes. (Mountain Rides capital local match).
- Mountain Rides' request includes a) an increase in operations/service and b) a one-time request for capital improvements.
- Visit Sun Valley is not requesting funds this fiscal year.
- There are no funds available to transfer to the Capital Improvement Plan.
- Mountain Humane has previously been a line item in the Police Department budget.
- The budget for Wagon Days has returned to its pre-pandemic funding level.

### Fiscal Year 2024 Highlights

- Any excess revenues are recommended to be allocated for one-time capital needs.
- All contract agencies, except for Mountain Rides, had similar requests to FY23.
- Mountain Rides has been awarded a federal facility grant requiring a one-time local match. Their request is based on historical capital match amount by each local jurisdiction. Current draft budget does not allocate local match funds, cuts to existing City CIP projects would be required.

# FY 2024 Original LOT Expenditures



Local Option Tax Original Fund – Revenues

| REVENUES                          | FY 2021<br>Audited<br>Actuals | FY 2022<br>Audited<br>Actuals | FY 2023<br>Adopted w/<br>Amended<br>Budget | FY 2024<br>Proposed<br>Budget | One-Time       |
|-----------------------------------|-------------------------------|-------------------------------|--------------------------------------------|-------------------------------|----------------|
|                                   | 3,391,025                     | 3,784,297                     | 3,637,935                                  | 3,299,890                     | 191,578        |
|                                   |                               |                               |                                            |                               |                |
| Projected Revenue Changes         | FY 2021<br>Audited<br>Actuals | FY 2022<br>Audited<br>Actuals | FY 2023<br>Adopted w/<br>Amended<br>Budget | FY 2024<br>Proposed<br>Budget | One-Time       |
| Fund Revenue                      | 3,391,025                     | 3,784,297                     | 2,700,000                                  | 3,195,890                     | -              |
| Fund Balance                      |                               |                               | 146,469                                    | 104,000                       | 191,578        |
| <b>Sub-Total</b>                  | 3,391,025                     | 3,784,297                     | 2,846,469                                  | 3,299,890                     | 191,578        |
|                                   |                               |                               |                                            |                               |                |
| Inflationary Changes              |                               |                               |                                            |                               |                |
| Fund Balance FY23 NGO's           | -                             | -                             | 268,000                                    |                               |                |
| Fund Balance FY23                 |                               |                               | 122,903                                    |                               |                |
| Fund Balance FY22 to CIP          |                               |                               | 400,563                                    |                               |                |
|                                   |                               |                               |                                            |                               |                |
|                                   |                               |                               |                                            |                               |                |
| <b>Sub-Total</b>                  | -                             | -                             | 791,466                                    | -                             |                |
|                                   |                               |                               |                                            |                               |                |
| <b>Total Revenue</b>              | <b>3,391,025</b>              | <b>3,784,297</b>              | <b>3,637,935</b>                           | <b>3,299,890</b>              | <b>191,578</b> |
|                                   |                               |                               |                                            |                               |                |
| <b>Total Expenditures</b>         | 2,207,093                     | 4,678,850                     | 3,637,935                                  | 3,299,890                     | 191,578        |
|                                   |                               |                               |                                            |                               |                |
| <b>Total Revenue Over/(Under)</b> | 1,183,932                     | (894,553)                     | -                                          | (0)                           | (0)            |

## Local Option Tax Original Fund – Expenditures

|     |                                                | FY 2021<br>Audited<br>Actuals | FY 2022<br>Audited<br>Actuals | FY 2023<br>Adopted w/<br>Amended<br>Budget | FY 2024<br>Proposed<br>Budget | One-Time       |
|-----|------------------------------------------------|-------------------------------|-------------------------------|--------------------------------------------|-------------------------------|----------------|
|     | <b>EXPENDITURES</b>                            | 2,207,093                     | 5,293,552                     | 3,637,935                                  | 3,299,890                     | 191,578        |
|     |                                                |                               |                               |                                            |                               |                |
|     |                                                | FY 2021<br>Audited<br>Actuals | FY 2022<br>Audited<br>Actuals | FY 2023<br>Adopted w/<br>Amended<br>Budget | FY 2024<br>Proposed<br>Budget | One-Time       |
| 1.  | City Emergency Services                        | 1,309,465                     | 1,718,672                     | 1,900,000                                  | 2,000,000                     |                |
| 2.  | Transfer to GF CIP                             | -                             | 1,626,362                     | 531,691                                    | 213,654                       | -              |
| 3.  | Consolidated Dispatch                          | 156,850                       | 161,556                       | 166,403                                    | 171,395                       |                |
| 4.  | Wagon Days                                     | 80,000                        | 117,000                       | 132,250                                    | 171,250                       |                |
| 5.  | Events                                         | 32,830                        | 105,409                       | 85,000                                     | 85,000                        |                |
| 6.  | Visit Sun Valley SVMA                          | 110,000                       | 200,000                       | -                                          | -                             |                |
| 7.  | Mountain Rides                                 | 469,000                       | 687,000                       | 769,000                                    | 631,000                       | 165,000        |
| 8.  | Administrative GF Direct Costs                 | 2,500                         | 3,000                         | 5,000                                      | 5,000                         |                |
| 9.  | Contingency                                    | -                             | 9,000                         | -                                          | -                             |                |
| 10. | SVED                                           | -                             | 13,750                        | 15,000                                     | -                             | 15,000         |
| 11. | Idaho Dark Sky Alliance                        | -                             | 2,200                         | 2,500                                      | -                             | 2,500          |
| 12. | Friends of the Sawtooth National FSAC          | -                             | 4,000                         | 4,000                                      | -                             | 5,000          |
| 13. | Mountain Humane                                | -                             | -                             | 4,500                                      | -                             | 4,078          |
| 14. | Other                                          | 46,448                        | 1,091                         | 1,000                                      | 1,000                         |                |
|     | <b>Total Expenditures</b>                      | <b>2,207,093</b>              | <b>4,649,040</b>              | <b>3,616,344</b>                           | <b>3,278,299</b>              | <b>191,578</b> |
|     |                                                |                               |                               |                                            |                               |                |
| 15. | <b>Granicus (Short Term Rental Compliance)</b> | -                             | 29,810                        | 21,591                                     | 21,591                        |                |
|     |                                                | -                             |                               |                                            |                               |                |
|     | <b>Total Expenditures</b>                      | <b>2,207,093</b>              | <b>4,678,850</b>              | <b>3,637,935</b>                           | <b>3,299,890</b>              | <b>191,578</b> |



Local Option Tax 1% Add'l Fund – Revenue

|                                        | FY 2021<br>Audited<br>Actuals | FY 2022<br>Audited<br>Actuals | FY 2023<br>Adopted w/<br>Amended<br>Budget | FY 2024<br>Proposed<br>Budget | One-Time |
|----------------------------------------|-------------------------------|-------------------------------|--------------------------------------------|-------------------------------|----------|
| <b>REVENUES</b>                        |                               |                               |                                            |                               |          |
|                                        | 2,847,371                     | 3,137,741                     | 3,671,147                                  | 2,682,842                     |          |
|                                        |                               |                               |                                            |                               |          |
| <b>Projected Revenue Changes</b>       |                               |                               |                                            |                               |          |
|                                        |                               |                               |                                            |                               |          |
| Fund Revenue                           | 2,847,371                     | 3,137,741                     | 2,766,247                                  | 2,566,247                     |          |
| Fund Balance                           |                               |                               |                                            | 116,595                       |          |
| <b>Sub-Total</b>                       | 2,847,371                     | 3,137,741                     | 2,766,247                                  | 2,682,842                     |          |
|                                        |                               |                               |                                            |                               |          |
| <b>Inflationary Changes</b>            |                               |                               |                                            |                               |          |
| Fund Balance FY 2022 RELEASE           | -                             | -                             | 904,900                                    |                               |          |
| Fund Balance FY 2023 RELEASE           |                               |                               | -                                          |                               |          |
| <b>Sub-Total</b>                       | -                             | -                             | 904,900                                    | -                             |          |
|                                        |                               |                               |                                            |                               |          |
| <b>Total Revenue with Changes</b>      | <b>2,847,371</b>              | <b>3,137,741</b>              | <b>3,671,147</b>                           | <b>2,682,842</b>              |          |
|                                        |                               |                               |                                            |                               |          |
| <b>Total Expenditures with Changes</b> | 3,128,800                     | 2,266,247                     | 3,671,147                                  | 2,682,842                     | -        |
|                                        |                               |                               |                                            |                               |          |
| <b>Total Revenue Over/Under</b>        | (281,429)                     | 871,495                       | -                                          | -                             |          |

Local Option Tax 1% Add'l Fund – Expenditures

| EXPENDITURES                                              | FY 2021 Audited Actuals | FY 2022 Audited Actuals | FY 2023 Adopted w/ Amended Budget | FY 2024 Proposed Budget | One-Time |
|-----------------------------------------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|----------|
|                                                           | 3,128,800               | 2,266,247               | 3,671,147                         | 2,682,842               | -        |
|                                                           |                         |                         |                                   |                         |          |
| Expenditures                                              | FY 2021 Audited Actuals | FY 2022 Audited Actuals | FY 2023 Adopted w/ Amended Budget | FY 2024 Proposed Budget | One-Time |
| SUN VALLEY AIR SERVICE BOARD                              | 3,062,553               | 2,200,000               | 2,362,500                         | 1,316,595               | -        |
| TRANSFER TO ORIG LOT-DIR COST                             | 66,247                  | 66,247                  | 66,247                            | 66,247                  | -        |
| HOUSING TRANSFER                                          |                         |                         | 337,500                           | 1,300,000               |          |
| <b>Total Expenditures</b>                                 | <b>3,128,800</b>        | <b>2,266,247</b>        | <b>2,766,247</b>                  | <b>2,682,842</b>        | <b>-</b> |
|                                                           |                         |                         |                                   |                         |          |
|                                                           |                         |                         |                                   |                         | -        |
|                                                           |                         |                         |                                   |                         |          |
| Additional Funding Requests                               |                         |                         |                                   |                         |          |
| SUN VALLEY AIR SERVICE BOARD RELEASE FUND BALANCE FY 2022 |                         |                         | 904,900                           |                         |          |
| EXCESS FUND RELEASE TO SVASB                              |                         |                         | -                                 |                         |          |
|                                                           |                         |                         |                                   |                         |          |
| <b>Total Expenditures</b>                                 | <b>3,128,800</b>        | <b>2,266,247</b>        | <b>3,671,147</b>                  | <b>2,682,842</b>        | <b>-</b> |

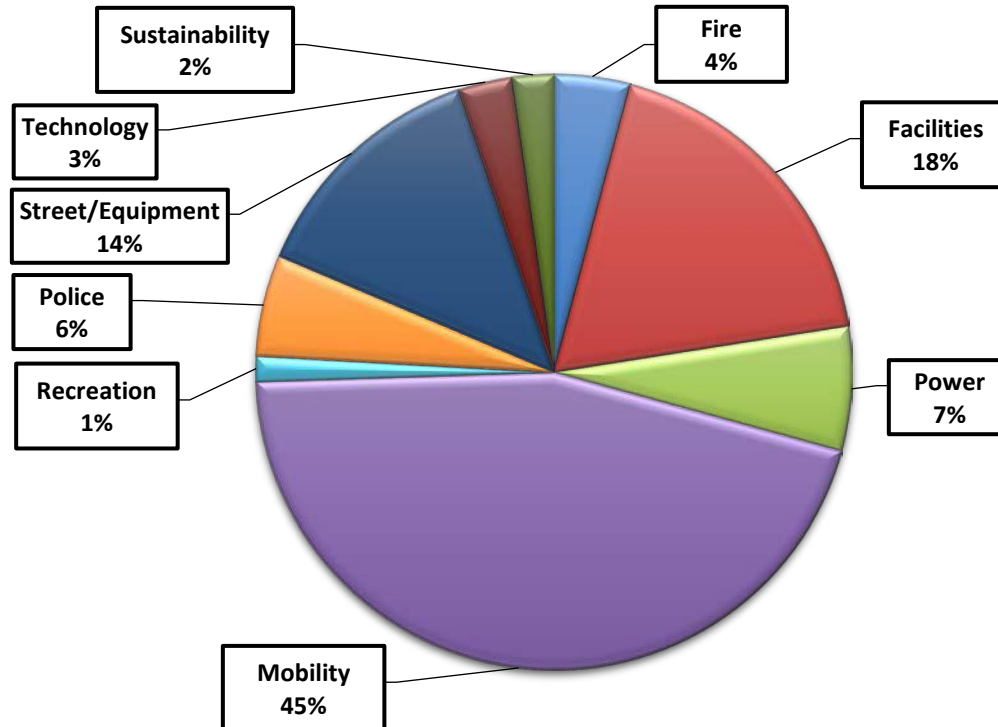


City of Ketchum | 2024 Draft Budget  
General Fund Capital Improvement Plan

Fiscal Year 2024 is the third year of the updated five-year Capital Improvement Plan. Planned expenses for FY24 total \$2,201,563. This amount is higher than presented previously in May due to updated costs associated with powerline undergrounding in conjunction with the Highway 75 project. It is also important to note that one of the street equipment purchases (\$250,000) is under review to determine if a lease-purchase is more financially advantageous.

The following pages contain expense detail for each fiscal year and is organized by function area. Project requests for the remaining fiscal years exceed the amount of funding from planned resources. Therefore, the CIP plan will be reviewed annually to make necessary changes to ensure expenses align with resources. The CIP also serves as a basis to calculate development impact fees for fire, police, and parks.

FY24 Total Proposed Expense: \$ 2,201,563



# Capital Improvement | FY24 Detail

|    | Description                                                                                           | Department              | Projected Cost     |
|----|-------------------------------------------------------------------------------------------------------|-------------------------|--------------------|
|    | <b>FY 2024</b>                                                                                        |                         |                    |
| 4  | Firefighting EQ (tools)                                                                               | Fire                    | \$14,860           |
| 5  | PPE (turnout gear)                                                                                    | Fire                    | \$31,375           |
| 6  | Radios (portable)                                                                                     | Fire                    | \$14,000           |
| 7  | Medical (city provided)                                                                               | Fire                    | \$4,000            |
| 8  | Rescue (city provided)                                                                                | Fire                    | \$24,800           |
| 9  | Shop Tools                                                                                            | Fire                    | \$2,500            |
| 10 |                                                                                                       | <b>Fire</b>             | <b>\$91,535</b>    |
| 11 | Water Conservation Upgrades Cost Savings                                                              | Facilities              | \$20,000           |
| 12 | Atkinson Park Irrigation Upgrades                                                                     | Facilities              | \$25,000           |
| 13 | Replace Trash Cans (Citywide)                                                                         | Facilities              | \$10,000           |
| 14 | Replace Gator                                                                                         | Facilities              | \$18,000           |
| 15 | Replace 2004 Ford Ranger                                                                              | Facilities              | \$35,000           |
| 16 | Splash Pad - Replace 2 Pumps                                                                          | Facilities              | \$8,500            |
| 17 | Forest Service Park upgrades                                                                          | Facilities              | TBD                |
| 18 | Forest Service Park drinking fountain/bottle filler                                                   | Facilities              | \$3,500            |
| 19 | Warm Springs Preserve - Phase I                                                                       | Facilities              | TBD                |
| 20 | Atkinson Park Refurbish Legion Ballfield                                                              | Facilities              | \$150,000          |
| 21 | Edelweiss Park Install Irrigation Hookup                                                              | Facilities              | \$10,000           |
| 22 | Rotary Park Bathroom & Shelter Roof Replacements                                                      | Facilities              | \$50,000           |
| 23 | Rotary Park addl upgrades (paint, pavers, picnic tables, play structure)                              | Facilities              | \$55,389           |
| 27 | Town Square Upgrades                                                                                  | Facilities              | TBD                |
| 28 | Solar Panels ( Fire)                                                                                  | Facilities              | TBD                |
| 29 | Power Line Undergrounding - south of town (will change)                                               | Power                   | \$150,000          |
| 30 |                                                                                                       | <b>Facilities/Power</b> | <b>\$535,389</b>   |
| 31 | Downtown Core Sidewalk infill                                                                         | Mobility                | \$222,000          |
| 32 | Sidewalk Curb and Gutter Repairs                                                                      | Mobility                | \$111,111          |
| 33 | 4th Street Paver Replacement - Phase II                                                               | Mobility                | TBD                |
| 34 | Main Street Design                                                                                    | Mobility                | \$300,000          |
| 35 | Main and 1st Street - Pedestrian Safety (Construction) (deferred from & estimated in '23)             | Mobility                | \$104,400          |
| 36 | Main Street and Sun Valley Road - Pedestrian Safety (Construction) (deferred from & estimated in '23) | Mobility                | \$113,100          |
| 37 | Main Street and 5th Street - Pedestrian Safety (Construction) (deferred from & estimated in '23)      | Mobility                | \$104,400          |
| 38 | Main Street and 6th Street - Pedestrian Safety (Construction) (deferred from & estimated in '23)      | Mobility                | \$52,200           |
| 39 |                                                                                                       | <b>Mobility</b>         | <b>\$1,007,211</b> |

|    | Description                                                                 | Department                     | Projected Cost     |
|----|-----------------------------------------------------------------------------|--------------------------------|--------------------|
|    | <b>FY 2024</b>                                                              |                                |                    |
| 40 | Pump park overhaul                                                          | Recreation                     | \$10,000           |
| 41 | John Deere Gator                                                            | Recreation                     | \$20,000           |
| 42 |                                                                             | <b>Recreation</b>              | <b>\$30,000</b>    |
| 43 | Patrol vehicle replacement HOLD                                             | Police                         | \$57,000           |
| 44 | Tasers                                                                      | Police                         | \$30,509           |
| 45 | Mobile radios                                                               | Police                         | \$18,154           |
| 46 | Body Cams                                                                   | Police                         | \$16,765           |
| 47 |                                                                             | <b>Police</b>                  | <b>\$122,428</b>   |
| 48 | Elgin Eagle (2006) - Sweeper (lease/purchase TBD)                           | Street/Equipment               | \$250,000          |
| 49 | Dodge Durango (2001) - replacement car (might repurpose from another dept.) | Street/Equipment               | \$50,000           |
| 50 |                                                                             | <b>Street/Equipment</b>        | <b>\$300,000</b>   |
| 51 | IT Upgrades                                                                 | Technology                     | \$65,000           |
| 52 |                                                                             | <b>Technology</b>              | <b>\$65,000</b>    |
| 53 | Sustainability Infrastructure                                               | Sustainability Infracst        | \$50,000           |
| 54 |                                                                             | <b>Sustainability Infracst</b> | <b>\$50,000</b>    |
| 55 | % for Art                                                                   | % for Art                      | \$0                |
| 56 | --                                                                          | <b>% for Art</b>               | <b>\$0</b>         |
| 58 | <b>2024 Proposed Totals</b>                                                 |                                | <b>\$2,201,563</b> |

\*Highlight = projects on hold.

\*\*Council-approved budget amendments will be made in FY24 to align project totals and Ketchum Urban Renewal Agency (KURA) reimbursements.

## Capital Improvement | FY25 Detail

|    | Description                                                      | Department              | Projected Cost   |
|----|------------------------------------------------------------------|-------------------------|------------------|
|    | <b>FY 2025</b>                                                   |                         |                  |
| 5  | Firefighting EQ (tools)                                          | Fire                    | \$14,860         |
| 6  | PPE (turnout gear)                                               | Fire                    | \$31,375         |
| 7  | Radios (portable)                                                | Fire                    | \$14,000         |
| 8  | Medical (city provided)                                          | Fire                    | \$4,000          |
| 9  | Rescue (city provided)                                           | Fire                    | \$24,800         |
| 10 | Utility Pickup                                                   | Fire                    | \$110,000        |
| 11 | Shop Tools                                                       | Fire                    | \$2,500          |
| 12 |                                                                  | <b>Fire</b>             | <b>\$201,535</b> |
| 13 | Water Conservation Upgrades Cost Savings                         | Facilities              | \$20,000         |
| 14 | Replace Gravely Zero turn mower                                  | Facilities              | \$16,000         |
| 15 | Replace Rotary Park drinking fountain                            | Facilities              | \$3,500          |
| 16 | Replace Rotary Park river pathway                                | Facilities              | \$15,000         |
| 17 | Atkinson Park Irrigation Upgrades                                | Facilities              | \$25,000         |
| 18 | Farnlun Park Irrigation Hookup                                   | Facilities              | \$10,000         |
| 19 | Farnlun Park Potable Water                                       | Facilities              | \$15,000         |
| 20 | Skate Park - Permanent Bathrooms                                 | Facilities              | \$125,000        |
| 21 | Replace Trash Cans (Citywide)                                    | Facilities              | \$10,000         |
| 22 | Town Square Upgrades                                             | Facilities              | TBD              |
| 23 | Power Line Undergrounding                                        | Power                   | \$180,000        |
| 24 |                                                                  | <b>Facilities/Power</b> | <b>\$419,500</b> |
| 25 | Lewis & Northwood - sidewalk, gutter, roadway (Engineering)      | Mobility                | \$200,000        |
| 26 | Warm Springs lift area - sidewalk, gutter, roadway (Engineering) | Mobility                | \$250,000        |
| 27 | 1st Avenue and 1st Street - Pedestrian Safety                    | Mobility                | \$130,000        |
| 28 | 1st Avenue and 4th Street - Pedestrian Safety                    | Mobility                | \$140,000        |
| 29 | 1st Avenue and 5th Street - Pedestrian Safety                    | Mobility                | \$140,000        |
| 30 | East Avenue and 2nd Street - Pedestrian Safety                   | Mobility                | \$120,000        |
| 31 | East Avenue and 5th Street - Pedestrian Safety                   | Mobility                | \$130,000        |
| 32 | Town Square Alley - asphalt                                      | Mobility                | \$50,000         |
| 33 | Walnut Avenue Mill & Overlay (dependent on fog sealing project)  | Mobility                | \$500,993        |
| 34 | Main Street Design                                               | Mobility                | \$450,000        |
| 34 | SH-75 Pathway-North of Town (Construction)                       | Mobility                | \$257,000        |
| 35 | Downtown Core Sidewalk Infill                                    | Mobility                | \$222,000        |
| 36 | Sidewalk Curb and Gutter Repairs                                 | Mobility                | \$111,111        |
| 37 |                                                                  | Mobility                | \$2,701,104      |

*Highlight = projects on hold*

|    | Description                                        | Department                 | Projected Cost     |
|----|----------------------------------------------------|----------------------------|--------------------|
|    | <b>FY 2025</b>                                     |                            |                    |
| 38 | New vehicle (hybrid)                               | Police                     | \$60,000           |
| 39 | New handguns (12 units included)                   | Police                     | \$14,000           |
| 40 | Tasers                                             | Police                     | \$7,000            |
| 41 |                                                    | Police                     | \$81,000           |
| 42 | Standby Generator                                  | Street/Equipment           | \$150,000          |
| 43 | Elgin Geovac (2000) - Sweeper (lease/purchase TBD) | Street/Equipment           | \$300,000          |
| 44 | 140 Grader (TBD) - (lease/purchase TBD)            | Street/Equipment           | \$450,000          |
| 45 |                                                    | Street/Equipment           | \$900,000          |
| 46 | IT Upgrades                                        | Technology                 | \$65,000           |
| 47 |                                                    | Technology                 | \$65,000           |
| 48 | Sustainability Infrastructure                      | Sustainability Infrastruct | \$50,000           |
| 49 |                                                    | Sustainability Infrastruct | \$50,000           |
| 50 | % for Art                                          | % for Art                  | \$0                |
| 51 |                                                    | % for Art                  | \$0                |
| 52 | <b>2025 Proposed Totals</b>                        |                            | <b>\$4,418,139</b> |

## Capital Improvement | FY26 Detail

|    | Description                                                        | Department                          | Projected Cost     |
|----|--------------------------------------------------------------------|-------------------------------------|--------------------|
|    | <b>FY 2026</b>                                                     |                                     |                    |
| 5  | Firefighting EQ (tools)                                            | Fire                                | \$14,860           |
| 6  | PPE (turnout gear)                                                 | Fire                                | \$31,375           |
| 7  | Radios (portable)                                                  | Fire                                | \$14,000           |
| 8  | Medical (city provided)                                            | Fire                                | \$4,000            |
| 9  | Rescue (city provided)                                             | Fire                                | \$24,800           |
| 10 | Shop Tools                                                         | Fire                                | \$2,500            |
| 11 |                                                                    | <b>Fire</b>                         | <b>\$91,535</b>    |
| 12 | Atkinson Park Irrigation Upgrades                                  | Facilities                          | \$25,000           |
| 13 | Paint Ore Wagon Museum                                             | Facilities                          | \$25,000           |
| 14 | City Hall Elevator Replacement                                     | Facilities                          | \$120,000          |
| 15 | City Hall Electrical Upgrades                                      | Facilities                          | TBD                |
| 16 | Replace Rotary Park restroom fixtures                              | Facilities                          | \$8,500            |
| 17 | Replace Trash Cans (Citywide)                                      | Facilities                          | \$10,000           |
| 18 | Power Line Undergrounding                                          | Power                               | \$180,000          |
| 19 |                                                                    | <b>Facilities/Power</b>             | <b>\$368,500</b>   |
| 20 | Warm Springs Road and Saddle Road - Pedestrian Safety              | Mobility                            | \$170,000          |
| 21 | Downtown Core Sidewalk infill                                      | Mobility                            | \$222,000          |
| 22 | Warm Springs Road Reconfiguration                                  | Mobility                            | TBD                |
| 23 | East Avenue Reconstruction (dependent on 23's fog sealing project) | Mobility                            | \$1,345,982        |
| 24 | Sidewalk Curb and Gutter Repairs                                   | Mobility                            | \$111,111          |
| 25 |                                                                    | <b>Mobility</b>                     | <b>\$1,849,093</b> |
| 26 | Vehicle Replacement                                                | Police                              | \$60,000           |
| 27 | Tasers                                                             | Police                              | \$7,000            |
| 28 |                                                                    | <b>Police</b>                       | <b>\$67,000</b>    |
| 29 | Elgin Pelican (2001) - Sweeper (lease/purchase TBD)                | Street/Equipment                    | \$300,000          |
| 30 | New Snow Blower - (lease/purchase TBD)                             | Street/Equipment                    | \$850,000          |
| 31 | Boom Truck                                                         | Street/Equipment                    | \$100,000          |
| 32 |                                                                    | <b>Street/Equipment</b>             | <b>\$1,250,000</b> |
| 33 | IT Upgrades                                                        | Technology                          | \$65,000           |
| 34 |                                                                    | <b>Technology</b>                   | <b>\$65,000</b>    |
| 35 | Sustainability Infrastructure                                      | Sustainability Infrastructure       | \$50,000           |
| 36 |                                                                    | <b>Sustainability Infrastructur</b> | <b>\$50,000</b>    |
| 37 | % for Art                                                          | % for Art                           | \$0                |
| 38 |                                                                    | <b>% for Art</b>                    | <b>\$0</b>         |
| 39 | <b>2026 Proposed Totals</b>                                        |                                     | <b>\$3,741,128</b> |

Highlight = projects on hold

## Capital Improvement | FY27 Detail

|    | Description                      | Department                           | Projected Cost     |
|----|----------------------------------|--------------------------------------|--------------------|
| 4  | <b>FY 2027</b>                   |                                      |                    |
| 4  | Firefighting EQ (tools)          | Fire                                 | \$14,860           |
| 5  | PPE (turnout gear)               | Fire                                 | \$31,375           |
| 6  | Radios (portable)                | Fire                                 | \$14,000           |
| 7  | Medical (city provided)          | Fire                                 | \$4,000            |
| 8  | Rescue (city provided)           | Fire                                 | \$24,800           |
| 9  | Command Vehicle                  | Fire                                 | \$150,000          |
| 9  | Shop Tools                       | Fire                                 | \$2,500            |
| 10 |                                  | <b>Fire</b>                          | <b>\$241,535</b>   |
| 11 | Replace Trash Cans (Citywide)    | Facilities                           | \$10,000           |
| 12 | Power Line Undergrounding        | Power                                | \$180,000          |
| 13 |                                  | <b>Facilities/Power</b>              | <b>\$190,000</b>   |
| 14 | Downtown Core Sidewalk infill    | Mobility                             | \$222,000          |
| 15 | Sidewalk Curb and Gutter Repairs | Mobility                             | \$111,111          |
| 16 |                                  | <b>Mobility</b>                      | <b>\$333,111</b>   |
| 17 | Zamboni                          | Recreation                           | \$60,000           |
| 18 |                                  | <b>Recreation</b>                    | <b>\$60,000</b>    |
| 19 | Rifle Replacements (18 Units)    | Police                               | \$18,000           |
| 20 | Tasers                           | Police                               | \$7,000            |
| 21 | Vehicle Purchase                 | Police                               | \$60,000           |
| 22 |                                  | <b>Police</b>                        | <b>\$85,000</b>    |
| 23 | Kenworth 10-Wh T 800 (1992)      | Street/Equipment                     | \$200,000          |
| 24 | Bobcat Toolcat (2013)            | Street/Equipment                     | \$83,900           |
| 25 | F350 Flatbed (2000)              | Street/Equipment                     | \$60,000           |
| 26 |                                  | <b>Street/Equipment</b>              | <b>\$343,900</b>   |
| 27 | IT Upgrades                      | Technology                           | \$65,000           |
| 28 |                                  | <b>Technology</b>                    | <b>\$65,000</b>    |
| 29 | Sustainability Infrastructure    | Sustainability Infrastructure        | \$50,000           |
| 30 |                                  | <b>Sustainability Infrastructure</b> | <b>\$50,000</b>    |
| 31 | % for Art                        | % for Art                            | \$0                |
| 32 |                                  | <b>% for Art</b>                     | <b>\$0</b>         |
| 33 | <b>2027 Proposed Totals</b>      |                                      | <b>\$1,368,546</b> |

# Capital Improvement | FY28 to FY33 Detail

|                                                      | 2028           | 2029           | 2030                   | 2031           | 2032           | 2033           |
|------------------------------------------------------|----------------|----------------|------------------------|----------------|----------------|----------------|
|                                                      | Projected Cost | Projected Cost | Projected Cost         | Projected Cost | Projected Cost | Projected Cost |
| <b>Fire</b>                                          |                |                |                        |                |                |                |
| Station 2                                            | \$ 9,000,000   |                |                        |                |                |                |
| Engine 2                                             |                |                | \$ 1,000,000.00        |                |                |                |
| <b>Department Total</b>                              | \$ 9,000,000   |                | \$ 1,000,000.00        |                |                |                |
| <b>Facilities</b>                                    |                |                |                        |                |                |                |
| benches for skate park                               | \$ 7,500.00    |                |                        |                |                |                |
| Replace F350                                         |                |                |                        |                | \$ 55,000.00   |                |
| Lucy Loken Restroom redo                             |                |                | \$ 25,000.00           |                |                |                |
| dump trailer                                         |                |                |                        |                |                |                |
| Mini sweeper                                         | \$ 150,000.00  |                |                        |                |                |                |
| Lucy Loken Drinking fountain                         | \$ 3,500.00    |                |                        |                |                |                |
| <b>Department Total</b>                              | \$ 161,000.00  |                | \$ 25,000.00           |                | \$ 55,000.00   |                |
| <b>Power</b>                                         |                |                |                        |                |                |                |
|                                                      |                |                |                        |                |                |                |
|                                                      |                |                |                        |                |                |                |
| <b>Department Total</b>                              |                |                |                        |                |                |                |
| <b>Mobility</b>                                      |                |                |                        |                |                |                |
| City Wide Pavement Condition Survey                  | \$ 100,000.00  |                |                        |                |                |                |
| SH-75 Corridor Signal Upgrades                       | \$ 140,000.00  |                |                        |                |                |                |
| Traffic Signals Computer/Server                      | \$ 10,000.00   | \$ 5,000.00    | \$ 5,000.00            | \$ 5,000.00    | \$ 5,000.00    | \$ 5,000.00    |
| Warm Springs and Parkway Dr. Sidewalk (engineering)  | \$ 20,000.00   |                |                        |                |                |                |
| Warm Springs and Parkway Dr. Sidewalk (construction) | \$ 250,000.00  |                |                        |                |                |                |
| Transportation Plan Update                           |                |                |                        | \$ 100,000.00  |                |                |
| Downtown Core Sidewalk infill                        | \$ 222,000.00  | \$ 222,000.00  | \$ 222,000.00          | \$ 222,000.00  | \$ 222,000.00  | \$ 222,000.00  |
| Sidewalk Curb and Gutter Repairs                     | \$ 111,111.00  | \$ 111,111.00  | \$ 111,111.00          | \$ 111,111.00  | \$ 111,111.00  | \$ 111,111.00  |
| <b>Department Total</b>                              | \$ 853,111.00  | \$ 338,111.00  | \$ 338,111.00          | \$ 438,111.00  | \$ 338,111.00  | \$ 338,111.00  |
| <b>Recreation</b>                                    |                |                |                        |                |                |                |
| Quick hitch broom for tractor                        | \$ 1,000.00    |                |                        |                |                |                |
| Rec building garage ceiling repair                   |                | \$ 20,000.00   |                        |                |                |                |
| Field paint liner                                    | \$ 2,000.00    |                |                        |                |                |                |
| Tennis/pickleball court resurface/paint              |                |                | \$ 20,000.00           |                |                |                |
| Toolcat/bobcat for winter use                        | \$ 60,000.00   |                |                        |                |                |                |
| John deer tractor                                    |                |                |                        | \$ 15,000.00   |                |                |
| Tennis/pickleball posts and nets                     |                |                |                        |                | \$ 15,000.00   |                |
| Passenger van                                        |                |                |                        |                |                | \$ 20,000.00   |
| <b>Department Total</b>                              | \$ 63,000.00   | \$ 20,000.00   | \$ 20,000.00           | \$ 15,000.00   | \$ 15,000.00   | \$ 20,000.00   |
| <b>Police</b>                                        |                |                |                        |                |                |                |
| WatchGuard (body camera system)                      |                | \$ 25,000.00   |                        |                |                |                |
| Lifeloc Breath Alcohol Testers (4)                   | \$ 3,200.00    |                |                        |                |                |                |
| Calibration Machine                                  | TBD            |                |                        |                |                |                |
| Tasers (5)                                           |                |                | \$ 7,500.00            |                |                |                |
| <b>Department Total</b>                              | \$ 3,200.00    | \$ 25,000.00   | \$ 7,500.00            |                |                |                |
| <b>Streets</b>                                       |                |                |                        |                |                |                |
| Osh Kosh P-2323 Plow                                 | \$300,000.00   |                |                        |                |                |                |
| Osh Kosh P-2323 Plow                                 |                | \$300,000.00   |                        |                |                |                |
| Osh Kosh P-2323 Plow                                 |                |                | \$300,000.00           |                |                |                |
| CAT 966G Series II A                                 | \$550,000.00   |                |                        |                |                |                |
| Kenworth T800 (1993)                                 |                |                |                        | \$200,000.00   |                |                |
| Kenworth T800 (2001)                                 |                |                |                        |                | \$200,000.00   |                |
| Ford Expedition                                      |                |                | \$53,000.00 Base Model |                |                |                |
| <b>Department Total</b>                              | \$850,000.00   | \$300,000.00   | \$353,000.00           | \$200,000.00   | \$200,000.00   |                |





## Enterprise Funds



The Water Division of the Utilities Department is responsible for providing potable water to the residents and businesses of Ketchum. The division operates several well sites and reservoirs throughout the city. The division also reads meters, repairs meters, supervises the installation of water taps, and processes utility billing.

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### Fiscal Year 2023 Highlights

- Adopted new tiered rate structure to promote water conservation.
- Increased funding to implement multi-year Capital Improvement Plan.

#### Personnel:

- No changes.

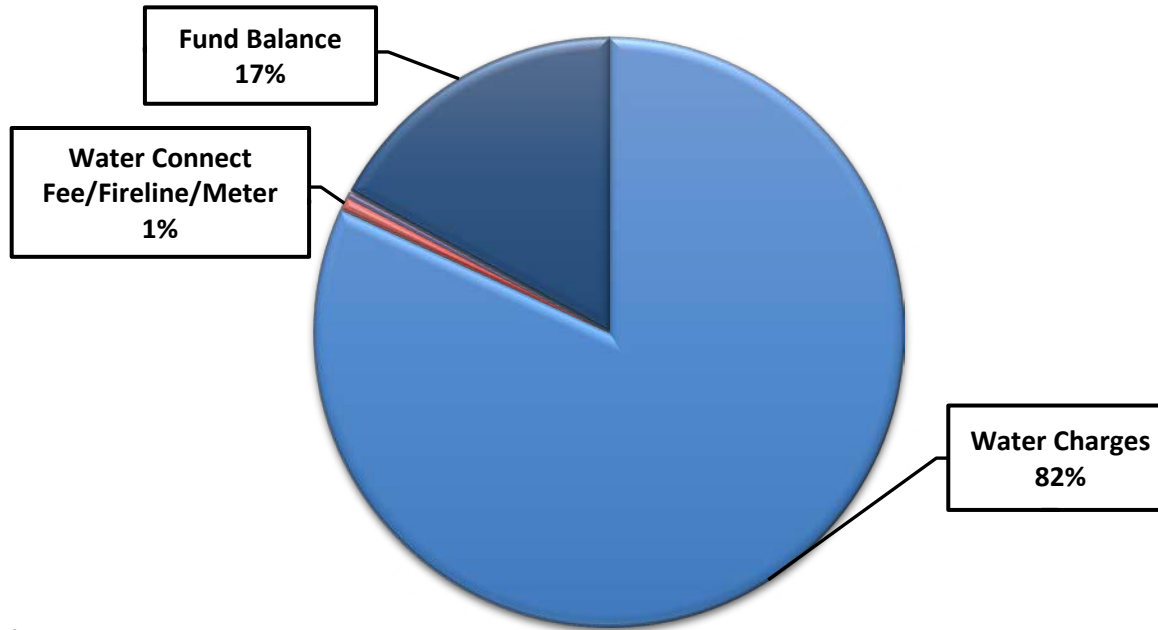
### Fiscal Year 2024 Highlights

- Finish up construction of back-up generation to our main water producing well Northwood.
- Continue planning, development and implementation of CIP projects.
- Purchasing a small hydro-vac system to aid in our valve maintenance program.
- Financial model assumes 5% rate increase to off-set personnel and implement CIP.

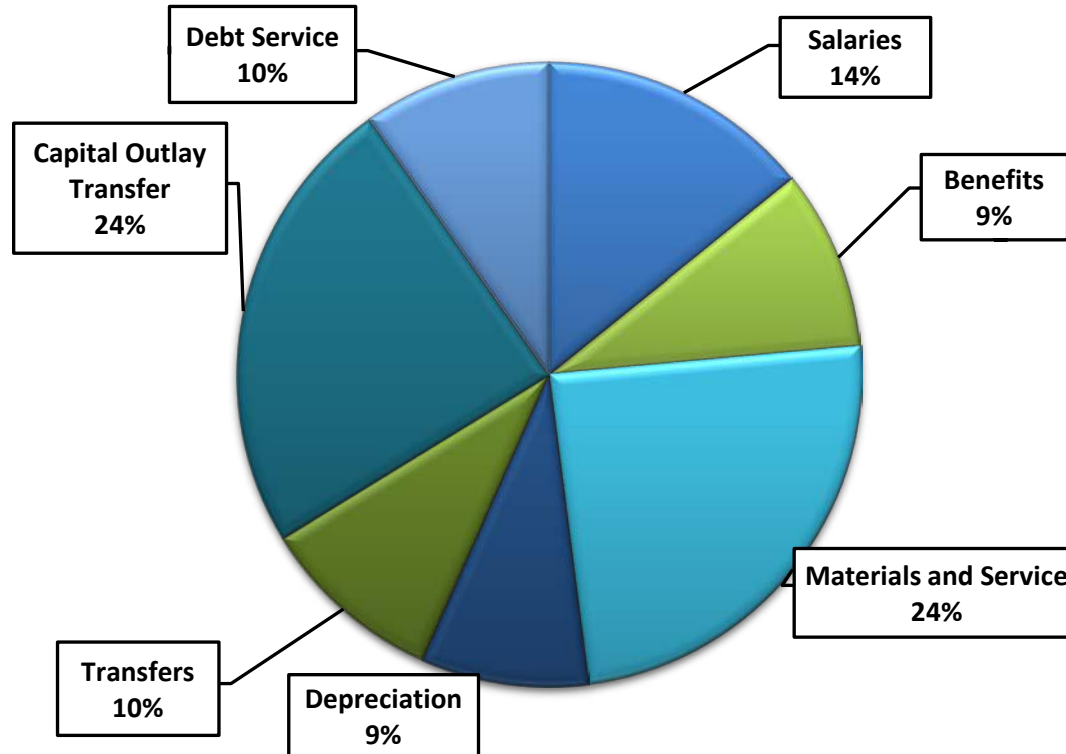
#### Personnel:

- No changes.

# FY24 Water Resources



# FY 2024 Water Requirements



## Water Division Revenues & Expenditures

| Revenues                            | FY 2021 Audited Actuals | FY 2022 Audited Actuals | FY 2023 Adopted Budget | FY 2024 Proposed Budget | Expenditures              | FY 2021 Audited Actuals | FY 2022 Audited Actuals | FY 2023 Adopted Budget | FY 2024 Proposed Budget |
|-------------------------------------|-------------------------|-------------------------|------------------------|-------------------------|---------------------------|-------------------------|-------------------------|------------------------|-------------------------|
| <b>WATER</b>                        | 2,286,824               | 2,158,405               | 2,815,101              | 3,168,928               | <b>WATER</b>              | 2,065,612               | 2,182,339               | 2,815,101              | 3,168,928               |
| Revenues                            | FY 2021 Audited Actuals | FY 2022 Audited Actuals | FY 2023 Adopted Budget | FY 2024 Proposed Budget | Expenditures              | FY 2021 Audited Actuals | FY 2022 Audited Actuals | FY 2023 Adopted Budget | FY 2024 Proposed Budget |
| 1. WATER CHARGES                    | 2,247,669               | 2,107,641               | 2,357,768              | 2,593,545               | 1. SALARIES               | 283,901                 | 324,986                 | 441,535                | 450,760                 |
| 2. WA CONNECT FEE/FIRELINE/METER    | 13,853                  | 21,289                  | 23,000                 | 23,000                  | 2. BENEFITS               | 159,540                 | 156,431                 | 283,764                | 295,571                 |
| 3. WATER INSPECTION FEES            | -                       | -                       | -                      | -                       | 3. MATERIALS AND SERVICES | 434,492                 | 551,582                 | 464,193                | 773,666                 |
| 4. INTEREST EARNINGS                | 5,383                   | 12,435                  | 10,000                 | 10,000                  | 4. DEPRECIATION           | 268,051                 | 269,689                 | 275,000                | 275,000                 |
| 5. REFUNDS & REIMBURSEMENTS         | (1,321)                 | 33,231                  | -                      | -                       | 5. TRANSFERS              | 791,359                 | 754,934                 | 275,000                | 304,444                 |
| 6. MISCELLANEOUS REVENUE            | 1,863                   | 1,210                   | 2,500                  | 2,500                   | 6. CAPITAL OUTLAY TRANFER | 5,750                   | -                       | 767,365                | 760,000                 |
| 7. GAIN(LOSS) ON PENSION ACTIVITY   | 19,378                  | (16,086)                | -                      | -                       | 7. DEBT SERVICE           | 128,269                 | 124,716                 | 308,244                | 309,487                 |
| 7. FUND BALANCE                     | 0                       | -                       | 421,833                | 539,883                 | <b>Total Expenditures</b> | <b>2,071,362</b>        | <b>2,182,339</b>        | <b>2,815,101</b>       | <b>3,168,928</b>        |
| <b>Total Revenue less Transfers</b> | 2,286,824               | 2,159,720               | 2,815,101              | 3,168,928               | <b>Funding Requests</b>   |                         |                         |                        |                         |
| <b>Transfers</b>                    | -                       | -                       | -                      | -                       |                           |                         |                         |                        |                         |
| <b>Total Revenue</b>                | <b>2,286,824</b>        | <b>2,159,720</b>        | <b>2,815,101</b>       | <b>3,168,928</b>        |                           |                         |                         |                        |                         |
|                                     |                         |                         |                        |                         |                           |                         |                         |                        |                         |
| <b>Total Revenue</b>                | <b>2,286,824</b>        | <b>2,159,720</b>        | <b>2,815,101</b>       | <b>3,168,928</b>        | <b>Sub-total</b>          | <b>-</b>                | <b>-</b>                | <b>-</b>               | <b>-</b>                |
|                                     |                         |                         |                        |                         |                           |                         |                         |                        |                         |
| <b>Total Expenditures</b>           | <b>2,071,362</b>        | <b>2,182,339</b>        | <b>2,815,101</b>       | <b>3,168,928</b>        | <b>Total Expenditures</b> | <b>2,071,362</b>        | <b>2,182,339</b>        | <b>2,815,101</b>       | <b>3,168,928</b>        |
|                                     |                         |                         |                        |                         |                           |                         |                         |                        |                         |
| <b>Total Revenue Over/(Under)</b>   | <b>215,462</b>          | <b>(22,619)</b>         | <b>0</b>               | <b>(0)</b>              |                           |                         |                         |                        |                         |

# Water Fund Expenditures

|    |                                     | FY 2023             |                     |                     |                     |
|----|-------------------------------------|---------------------|---------------------|---------------------|---------------------|
|    |                                     | FY 2021 AUDITED     | FY 2022 AUDITED     | ADOPTED/AMENDED     | FY 2024 PROPOSED    |
|    |                                     | ACTUALS             | ACTUALS             | BUDGET              | BUDGET              |
|    | <b>1. WATER</b>                     | <b>1,937,343.24</b> | <b>2,057,623.04</b> | <b>2,506,856.71</b> | <b>2,866,233.24</b> |
|    | <b>1. PERSONAL SERVICES</b>         | <b>443,441.20</b>   | <b>481,417.21</b>   | <b>725,298.71</b>   | <b>753,123.24</b>   |
| 1  | 1000-SALARIES-WATER                 | 261,012.45          | 298,924.94          | 410,535.00          | 411,099.00          |
| 2  | 1800-PAY DIFFERENTIAL               | 18,643.78           | 20,958.42           | 20,000.00           | 20,000.00           |
| 3  | 1900-OVERTIME                       | 4,244.74            | 5,102.64            | 11,000.00           | 11,000.00           |
| 4  | 2100-FICA TAXES-CITY                | 22,628.27           | 25,481.00           | 33,777.43           | 33,820.57           |
| 5  | 2200-STATE RETIREMENT-CITY          | 33,078.89           | 39,918.03           | 52,719.28           | 49,426.67           |
| 6  | 2400-WORKMEN'S COMPENSATION-CITY    | 7,009.01            | 8,035.85            | 8,074.00            | 21,232.00           |
| 7  | 2500-HEALTH INSURANCE-CITY          | 68,697.90           | 76,627.18           | 169,019.00          | 187,869.00          |
| 8  | 2505-HEALTH REIMBURSEMENT ACCT(HRA) | 1,685.84            | 2,073.17            | 8,529.00            | 8,529.00            |
| 9  | 2510-DENTAL INSURANCE-CITY          | 2,632.11            | 2,530.00            | 5,789.00            | 4,261.00            |
| 10 | 2515-VISION REIMBURSEMENT ACCT(HRA) | 771.37              | 848.10              | 4,050.00            | 3,900.00            |
| 11 | 2600-LONG TERM DISABILITY           | 1,019.88            | 917.88              | 1,806.00            | 1,986.00            |
| 12 | 2700-VACATION/SICK ACCRUAL PAYOUT   | 22,016.96           | -                   | -                   | -                   |
| 13 | 2710-VACATION/COMPENSATION PAYOUT   | -                   | -                   | -                   | -                   |
| 14 | 2760-EMPLOYEE HOUSING SUBSIDY       | -                   | -                   | -                   | -                   |
| 15 | 2800-STATE UNEMPLOYMENT INSURANCE   | -                   | -                   | -                   | -                   |
| 16 | <b>2. MATERIALS AND SERVICES</b>    | <b>428,742.36</b>   | <b>551,582.42</b>   | <b>721,193.00</b>   | <b>773,666.00</b>   |
| 17 | 3100-OFFICE SUPPLIES & POSTAGE      | 1,118.31            | 335.28              | 2,000.00            | 1,000.00            |
| 18 | 3120-DATA PROCESSING                | 5,154.85            | 5,394.10            | 7,100.00            | 6,000.00            |
| 19 | 3200-OPERATING SUPPLIES             | 12,923.03           | 15,032.60           | 16,500.00           | 16,500.00           |
| 20 | 3250-LABORATORY/ANALYSIS            | 2,855.50            | 7,305.00            | 4,000.00            | 4,000.00            |
| 21 | 3400-MINOR EQUIPMENT                | 1,069.43            | 1,414.14            | 2,500.00            | 2,500.00            |
| 22 | 3500-MOTOR FUELS & LUBRICANTS       | 10,306.26           | 10,467.46           | 18,000.00           | 15,000.00           |
| 23 | 3600-COMPUTER SOFTWARE              | 5,193.40            | 7,875.00            | 10,000.00           | 10,000.00           |
| 24 | 3800-CHEMICALS                      | 6,754.61            | 6,607.60            | 12,000.00           | 10,000.00           |
| 25 | 4200-PROFESSIONAL SERVICES          | 13,442.82           | 102,294.47          | 170,000.00          | 170,000.00          |
| 26 | 4300-STATE & WA DISTRICT FEES       | 10,714.00           | 20,817.09           | 17,000.00           | 60,000.00           |
| 27 | 4600-INSURANCE                      | 14,000.00           | 14,000.00           | 14,000.00           | 17,320.00           |
| 28 | 4800-DUES, SUBSCRIPTIONS, & MEMBERS | -                   | 464.00              | 8,000.00            | 1,000.00            |
| 29 | 4900-PERSONNEL TRAINING/TRAVEL/MTG  | 1,423.89            | 2,504.11            | 8,000.00            | 5,000.00            |
| 30 | 5000-ADMINISTRATIVE EXPENSE-GEN FND | 106,090.00          | 109,272.70          | 91,761.00           | 110,169.00          |
| 31 | 5100-TELEPHONE & COMMUNICATIONS     | 4,592.16            | 9,625.03            | 13,500.00           | 13,500.00           |
| 32 | 5200-UTILITIES                      | 111,728.77          | 91,408.51           | 120,000.00          | 120,000.00          |
| 33 | 5500-RIGHT-OF-WAY FEE (STREET DEPT) | 91,446.00           | 112,351.00          | 121,832.00          | 129,677.00          |
| 34 | 6000-REPAIR & MAINT-AUTO EQUIP      | 5,332.63            | 9,873.67            | 15,000.00           | 12,000.00           |
| 35 | 6100-REPAIR & MAINT-MACH & EQUIP    | 23,746.70           | 20,951.35           | 60,000.00           | 60,000.00           |
| 36 | 6910-OTHER PURCHASED SERVICES       | 850.00              | 3,589.31            | 10,000.00           | 10,000.00           |

Water Fund Expenditures, cont.

|    | FY 2021 AUDITED<br>ACTUALS          | FY 2022 AUDITED<br>ACTUALS | FY 2023<br>ADOPTED/AMENDED<br>BUDGET | FY 2024 PROPOSED<br>BUDGET |
|----|-------------------------------------|----------------------------|--------------------------------------|----------------------------|
| 37 | <b>3. CAPITAL OUTLAY</b>            | <b>273,800.68</b>          | <b>269,689.25</b>                    | <b>275,000.00</b>          |
| 38 | 7100-WATER EASEMENTS, LAND, ETC     | 5,750.00                   | -                                    | -                          |
| 39 | 7900-DEPRECIATION EXPENSE           | 268,050.68                 | 269,689.25                           | 275,000.00                 |
| 40 | <b>4. OTHER EXPENDITURES</b>        | <b>791,359.00</b>          | <b>754,934.16</b>                    | <b>1,064,444.00</b>        |
| 41 | 8801-REIMBURSE CITY GENERAL FUND    | 279,172.00                 | 287,547.16                           | 233,365.00                 |
| 42 | 8803-REIMBURSE GF CIP-TECH/LEASING  | 6,387.00                   | 6,387.00                             | -                          |
| 43 | 8864-TRANSFER TO WA CAPITAL IMP FND | 505,800.00                 | 461,000.00                           | 534,000.00                 |
| 44 | 9930-WATER FUND OP. CONTINGENCY     | -                          | -                                    | 18,000.00                  |
| 45 | <b>2. WATER DEBT SERVICE EXP</b>    | <b>128,269.16</b>          | <b>124,715.84</b>                    | <b>308,244.00</b>          |
| 46 | <b>4. OTHER EXPENDITURES</b>        | <b>128,269.16</b>          | <b>124,715.84</b>                    | <b>308,244.00</b>          |
| 47 | 4200-PROF.SERVICES-PAYING AGENT     | 450.00                     | 450.00                               | 500.00                     |
| 48 | 8300-DEBT SRVC ACCT PRINCIPAL-2015B | (121,000.00)               | (122,000.57)                         | 30,000.00                  |
| 49 | 8400-DEBT SRVC ACCT INTEREST-2015B  | 108,426.13                 | 107,514.18                           | 106,475.00                 |
| 50 | 8600-DEBT SRVC ACCT PRINCIPAL-2016  | 121,000.00                 | 122,000.00                           | 157,000.00                 |
| 51 | 8700-DEBT SRVC ACCT INTEREST-2016   | 19,393.03                  | 16,752.23                            | 14,269.00                  |
| 52 | <b>Grand Total</b>                  | <b>2,065,612.40</b>        | <b>2,182,338.88</b>                  | <b>2,815,100.71</b>        |
|    |                                     |                            |                                      | <b>3,175,720.24</b>        |

# Water Division CIP

|                                           | FY 2021 Audited Actuals | FY 2022 Audited Actuals | FY 2023 Adopted Budget | FY 2024 Proposed Budget |                                   | FY 2021 Audited Actuals | FY 2022 Audited Actuals | FY 2023 Adopted Budget | FY 2024 Proposed Budget |
|-------------------------------------------|-------------------------|-------------------------|------------------------|-------------------------|-----------------------------------|-------------------------|-------------------------|------------------------|-------------------------|
| <b>WATER CIP</b>                          | 650,162                 | 756,465                 | 830,520                | 785,000                 | <b>WATER CIP</b>                  | 525,726                 | 383,428                 | 830,520                | 785,000                 |
|                                           |                         |                         |                        |                         |                                   |                         |                         |                        |                         |
| Revenues                                  | FY 2021 Audited Actuals | FY 2022 Audited Actuals | FY 2023 Adopted Budget | FY 2024 Proposed Budget | Expenditures                      | FY 2021 Audited Actuals | FY 2022 Audited Actuals | FY 2023 Adopted Budget | FY 2024 Proposed Budget |
| 1. WATER CONNECTION FEES                  | 144,027                 | 250,394                 | 25,000                 | 25,000                  | 1. MISC SERVICES & CHARGES        | -                       | -                       | 19,000                 | -                       |
| 2. INTEREST EARNINGS                      | 335                     | 1,342                   | -                      | -                       | 2. AUTOMOTIVE EQUIPMENT           | -                       | -                       | 30,000                 | 50,000                  |
| 3. TRANSFER FROM WATER FUND               | 505,800                 | 461,000                 | 534,000                | 760,000                 | 3. MACHINERY AND EQUIPMENT        | 59,173                  | 55,412                  | 150,000                | 40,000                  |
| 4. SUN VALLEY ROAD WATER LINE REPLACEMENT |                         |                         | -                      |                         | 4. WATER METERS                   | 62,303                  | 54,653                  | 50,000                 | 30,000                  |
| 5. FUND BALANCE                           |                         |                         | 271,520                |                         | 5. WATER METER REPLACEMENT        | 6,722                   | 20,000                  | 50,000                 | -                       |
| <b>Total Revenue less Transfers</b>       | 650,162                 | 712,736                 | 830,520                | 785,000                 | 6. CONSTRUCTION                   | 46,850                  | 44,063                  | 60,000                 | 60,000                  |
|                                           |                         |                         |                        |                         | REPLACE GENERATOR WS BOOSTER      | 337,118                 | 197,967                 | -                      | -                       |
|                                           |                         |                         |                        |                         | KETCHUM SPRING WA CONVERSION      | -                       | -                       | -                      | -                       |
|                                           |                         |                         |                        |                         | ASPEN SEWER                       | -                       | -                       | -                      | -                       |
|                                           |                         |                         |                        |                         | REINHEIMER WEST MAILINE EXT       | -                       | -                       | -                      | 240,000                 |
| <b>Transfers</b>                          | -                       | -                       |                        |                         | 7. REINHEIMER EAST MAILINE EXT    | 13,560                  | 11,333                  | -                      | 165,000                 |
|                                           |                         |                         |                        |                         | 8. NEW STAND-BY GENERATOR WA/ADM. | -                       | -                       | 200,000                | 200,000                 |
| <b>Total Revenue</b>                      | 650,162                 | 712,736                 | 830,520                | 785,000                 | <b>Total Expenditures</b>         | 525,726                 | 383,428                 | 559,000                | 785,000                 |
|                                           |                         |                         |                        |                         | <b>Funding Requests</b>           |                         |                         |                        |                         |
| <b>Funding Requests</b>                   |                         |                         |                        |                         | 1. SUN VALLEY ROAD WATER LINE     |                         |                         | 271,520                |                         |
| 1.                                        |                         |                         |                        |                         | 2.                                |                         |                         |                        |                         |
| 2.                                        |                         |                         |                        |                         |                                   |                         |                         |                        |                         |
| <b>Sub-total</b>                          | -                       | -                       | -                      | -                       | <b>Sub-total</b>                  | -                       | -                       | 271,520                | -                       |
|                                           |                         |                         |                        |                         |                                   |                         |                         |                        |                         |
| <b>Total Revenue with Changes</b>         | 650,162                 | 712,736                 | 830,520                | 785,000                 | <b>Total Expenditures</b>         | 525,726                 | 383,428                 | 830,520                | 785,000                 |
| <b>Total Expenditures with Changes</b>    | 525,726                 | 383,428                 | 830,520                | 785,000                 |                                   |                         |                         |                        |                         |
|                                           |                         |                         |                        |                         |                                   |                         |                         |                        |                         |
| <b>Total Revenue Over/Under</b>           | 124,437                 | 329,308                 | -                      | -                       |                                   |                         |                         |                        |                         |

|                                     | FY 2021 AUDITED ACTUALS | FY 2022 AUDITED ACTUALS | FY 2023 ADOPTED/AMMENDED BUDGET | FY 2024 PROPOSED BUDGET |
|-------------------------------------|-------------------------|-------------------------|---------------------------------|-------------------------|
| <b>3. WATER CIP</b>                 | 525,725.60              | 383,427.96              | 902,040.00                      | 785,000.00              |
| <b>3. CAPITAL OUTLAY</b>            | 525,725.60              | 383,427.96              | 902,040.00                      | 785,000.00              |
| 6900-MISC SERVICES & CHARGES        | -                       | -                       | 19,000.00                       | -                       |
| 7500-AUTOMOTIVE EQUIPMENT           | -                       | -                       | 30,000.00                       | -                       |
| 7600-MACHINERY AND EQUIPMENT        | 59,172.55               | 55,412.41               | 150,000.00                      | -                       |
| 7650-WATER METERS                   | 62,303.40               | 54,652.90               | 50,000.00                       | 30,000.00               |
| 7653-WATER METER REPLACEMENT        | 6,721.58                | 20,000.00               | 50,000.00                       | -                       |
| 7800-CONSTRUCTION                   | 46,850.04               | 44,062.99               | 60,000.00                       | 60,000.00               |
| 7802-KETCHUM SPRING WA CONVERSION   | 337,118.03              | 197,967.16              | -                               | -                       |
| 7806-NEW STAND-BY GENERATOR WA/ADM. | 13,560.00               | 11,332.50               | 271,520.00                      | -                       |
| 7501-TRUCK                          | -                       | -                       | -                               | 50,000.00               |
| 7601-VAC TRAILER SYSTEM             | -                       | -                       | -                               | 40,000.00               |
| 7801-NW WELL BACKUP GENERATOR       | -                       | -                       | -                               | 200,000.00              |
| 7804-REINHEIMER WEST MAINLINE       | -                       | -                       | 271,520.00                      | 240,000.00              |
| 7805-REINHEIMER EAST MAINLINE       | -                       | -                       | -                               | 165,000.00              |
| <b>Grand Total</b>                  | 525,725.60              | 383,427.96              | 902,040.00                      | 785,000.00              |

Water Division CIP

| FY 2025                                |  |                      |  | FY 2026                                |  |                      |  |
|----------------------------------------|--|----------------------|--|----------------------------------------|--|----------------------|--|
| Project/ Purchase Item                 |  | Cost:                |  | Project/ Purchase Item                 |  | Cost:                |  |
| New Weyyakin mainline ext.             |  | \$ 375,000.00        |  |                                        |  |                      |  |
| Neils Way to Glade Court mainline ext. |  | \$ 75,000.00         |  |                                        |  |                      |  |
| Trail Creek Bridge Hwy 75/hang h2O +   |  | \$ 50,000.00         |  | Trail Creek Mainline Construction phas |  | \$ 380,000.00        |  |
| 64-4340-7500 Automotive Equipment      |  |                      |  | 64-4340-7500 Automotive Equipment      |  |                      |  |
| 64-4340-7600 Machinery & Equipment     |  |                      |  | 64-4340-7600 Machinery & Equipment     |  |                      |  |
| 64-4340-7650 Water Meters              |  | \$ 30,000.00         |  | 64-4340-7650 Water Meters              |  | \$ 50,000.00         |  |
| 64-4340-7653 Water Meter Replacement   |  |                      |  | 64-4340-7653 Water Meter Replacement   |  |                      |  |
| 64-4340-7800 Construction              |  | \$ 60,000.00         |  | 64-4340-7800 Construction              |  | \$ 60,000.00         |  |
|                                        |  | <b>Total:</b>        |  |                                        |  | <b>Total:</b>        |  |
|                                        |  | <b>\$ 590,000.00</b> |  |                                        |  | <b>\$ 490,000.00</b> |  |

| FY2027                               |  |                        |  | FY2028                               |  |                        |  |
|--------------------------------------|--|------------------------|--|--------------------------------------|--|------------------------|--|
| Project/ Purchase Item               |  | Cost:                  |  | Project/ Purchase Item               |  | Cost:                  |  |
| Trail Creek Mainline Construction    |  | \$ 380,000.00          |  | Spur Ln. Loop Tie in                 |  | \$ 50,000.00           |  |
| Trail Creek Well, Re-build           |  | \$ 600,000.00          |  | Saddle/Hwy75 to 10th ML ext.         |  | \$ 312,500.00          |  |
| 64-4340-7500 Automotive Equipment    |  |                        |  | 64-4340-7500 Automotive Equipment    |  |                        |  |
| 64-4340-7600 Machinery & Equipment   |  |                        |  | 64-4340-7600 Machinery & Equipment   |  |                        |  |
| 64-4340-7650 Water Meters            |  | \$ 50,000.00           |  | 64-4340-7650 Water Meters            |  | \$ 50,000.00           |  |
| 64-4340-7653 Water Meter Replacement |  |                        |  | 64-4340-7653 Water Meter Replacement |  |                        |  |
| 64-4340-7800 Construction            |  | \$ 60,000.00           |  | 64-4340-7800 Construction            |  | \$ 60,000.00           |  |
|                                      |  | <b>Total:</b>          |  |                                      |  | <b>Total:</b>          |  |
|                                      |  | <b>\$ 1,090,000.00</b> |  |                                      |  | <b>\$ 1,072,500.00</b> |  |





The Wastewater Division of the Utilities Department is responsible for collecting and treating domestic wastewater. The Sun Valley Water and Sewer District and the City of Ketchum own the wastewater treatment facility. The division operates the wastewater treatment plant and maintains the collection system in the City of Ketchum.

### Fiscal Year 2023 Highlights

- HDR completed a draft Facility Plan to guide investment at the treatment plant for next 20 years.
- Voters approved debt issuance up to \$14M. Initial \$7M in debt has been issued.
- Draft budget assumed a 7% rate increase.
- Unplanned CIP purchase: Collections Sewer Camera - \$114,439.

#### Personnel:

- No changes.

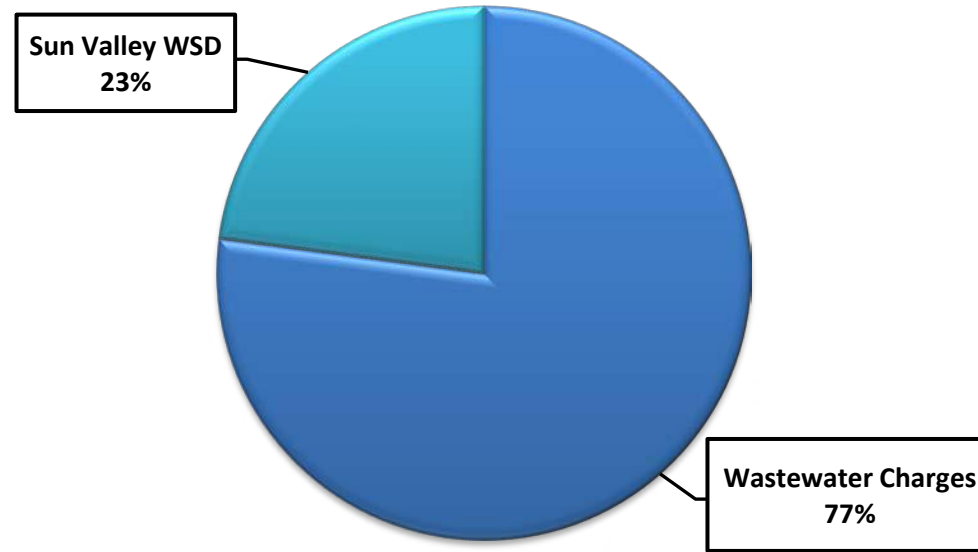
### Fiscal Year 2024 Highlights

- Complete the Collection System Facility Plan to identify maintenance and growth needs of the sewer infrastructure.
- Proposed rate increase of 5%.
- Capital Improvement Projects for treatment plant expansion and upgrades:
  - Modify Aeration Blower Building to accommodate two new blowers and upgrade outdated electrical distribution and motor control systems.
  - Aeration Basin modification to implement new treatment process to improve nitrogen removal and reduce electricity consumption.
  - Develop preliminary plans for solids handling upgrades.

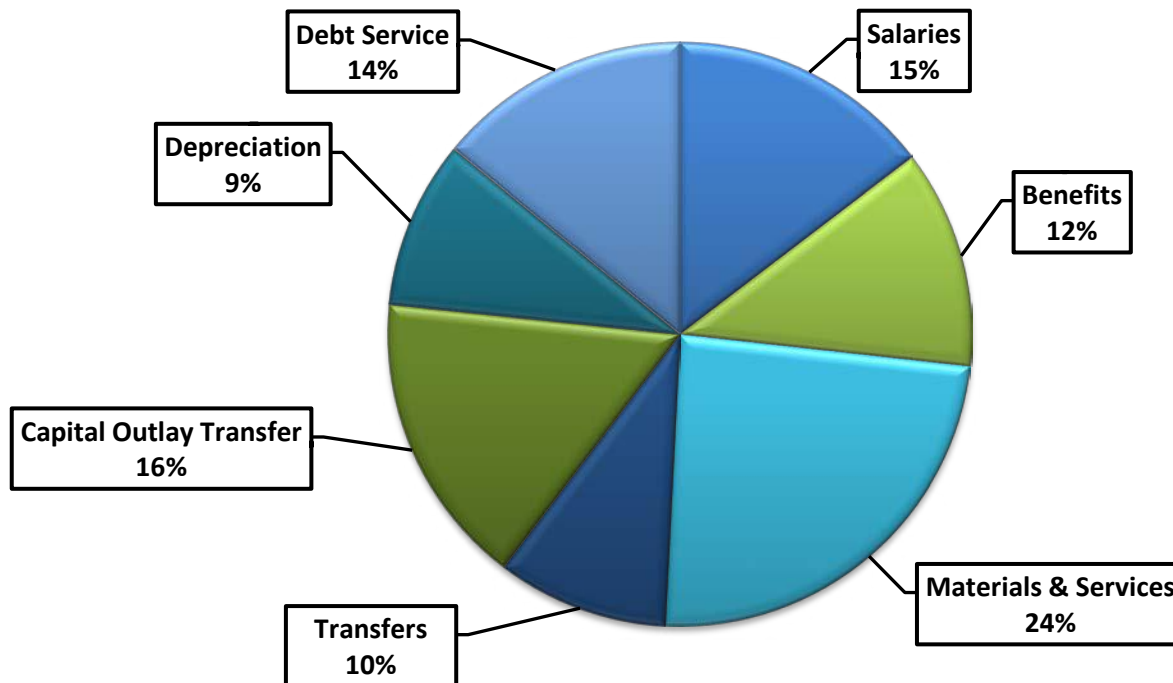
#### Personnel:

- No changes.

## FY 2024 Wastewater Resources



## FY 2024 Wastewater Requirements



## Wastewater Division Revenues & Expenditures

|                                        | FY 2021<br>Audited<br>Actuals | FY 2022<br>Audited<br>Actuals | FY 2023<br>Adopted<br>Budget | FY 2024<br>Proposed<br>Budget |                            | FY 2021<br>Audited<br>Actuals | FY 2022<br>Audited<br>Actuals | FY 2023<br>Adopted<br>Budget | FY 2024<br>Proposed<br>Budget |
|----------------------------------------|-------------------------------|-------------------------------|------------------------------|-------------------------------|----------------------------|-------------------------------|-------------------------------|------------------------------|-------------------------------|
| <b>Revenues</b>                        |                               |                               |                              |                               | <b>Expenditures</b>        |                               |                               |                              |                               |
| <b>WASTEWATER</b>                      | 2,858,171                     | 3,370,783                     | 6,868,120                    | 3,576,024                     | <b>WASTEWATER</b>          | 2,460,185                     | 3,291,231                     | 6,868,120                    | 3,576,024                     |
|                                        |                               |                               |                              |                               |                            |                               |                               |                              |                               |
|                                        | FY 2021<br>Audited<br>Actuals | FY 2022<br>Audited<br>Actuals | FY 2023<br>Adopted<br>Budget | FY 2024<br>Proposed<br>Budget |                            | FY 2021<br>Audited<br>Actuals | FY 2022<br>Audited<br>Actuals | FY 2023<br>Adopted<br>Budget | FY 2024<br>Proposed<br>Budget |
| <b>Revenues</b>                        |                               |                               |                              |                               | <b>Expenditures</b>        |                               |                               |                              |                               |
| 1. WASTEWATER CHARGES                  | 2,297,441                     | 2,424,758                     | 2,602,759                    | 2,732,897                     | 1. SALARIES                | 394,219                       | 476,358                       | 517,130                      | 532,633                       |
| 2. WASTEWATER INSPECTION FEES          | 720                           | 1,400                         | -                            | -                             | 2. BENEFITS                | 294,775                       | 333,862                       | 399,567                      | 441,518                       |
| 3. SUN VALLEY WA & SW DISTRICT CH      | 540,789                       | 939,048                       | 2,906,163                    | 812,576                       | 3. MATERIALS AND SERVICES  | 988,370                       | 976,086                       | 798,600                      | 854,318                       |
| 4. INTEREST EARNINGS                   | 5,564                         | 9,723                         | 7,000                        | 7,000                         | 4. TRANSFERS               | 286,801                       | 295,176                       | 330,000                      | 337,728                       |
| 5. REFUNDS & REIMBURSEMENTS            | (5,956)                       | 84                            | -                            | -                             | 5. CAPITAL OUTLAY TRANSFER | 440,000                       | 1,164,000                     | 4,567,323                    | 579,927                       |
| 6. AMORTIZED BOND PREMIUM              | 19,449                        | 20,398                        | -                            | -                             | 6. DEBT SERVICE            | 56,020                        | 45,750                        | 255,500                      | 499,900                       |
| 8. FUND BALANCE                        | -                             | -                             | 1,352,198                    | 23,551                        | 7. DEPRECIATION            |                               |                               |                              | 330,000                       |
| 7. GAIN(LOSS) ON PENSION ACTIVITY      | 164                           | (24,628)                      | -                            | -                             |                            |                               |                               |                              |                               |
| <b>Total Revenue less Transfers</b>    | <b>2,858,171</b>              | <b>3,370,783</b>              | <b>6,868,120</b>             | <b>3,576,024</b>              | <b>Total Expenditures</b>  | <b>2,460,185</b>              | <b>3,291,231</b>              | <b>6,868,120</b>             | <b>3,576,024</b>              |
| <b>Transfers</b>                       | <b>-</b>                      | <b>-</b>                      | <b>-</b>                     | <b>-</b>                      |                            |                               |                               |                              |                               |
| <b>Total Revenue</b>                   | <b>2,858,171</b>              | <b>3,370,783</b>              | <b>6,868,120</b>             | <b>3,576,024</b>              |                            |                               |                               |                              |                               |
| <b>Funding Requests</b>                |                               |                               |                              |                               | <b>Funding Requests</b>    |                               |                               |                              |                               |
|                                        |                               |                               |                              |                               |                            |                               |                               |                              |                               |
|                                        |                               |                               |                              |                               |                            |                               |                               |                              |                               |
| <b>Sub-total</b>                       | <b>-</b>                      | <b>-</b>                      | <b>-</b>                     | <b>-</b>                      | <b>Sub-total</b>           | <b>-</b>                      | <b>-</b>                      | <b>-</b>                     | <b>-</b>                      |
|                                        |                               |                               |                              |                               |                            |                               |                               |                              |                               |
| <b>Total Revenue with Changes</b>      | <b>2,858,171</b>              | <b>3,370,783</b>              | <b>6,868,120</b>             | <b>3,576,024</b>              | <b>Total Expenditures</b>  | <b>2,460,185</b>              | <b>3,291,231</b>              | <b>6,868,120</b>             | <b>3,576,024</b>              |
|                                        |                               |                               |                              |                               |                            |                               |                               |                              |                               |
| <b>Total Expenditures with Changes</b> | <b>2,460,185</b>              | <b>3,291,231</b>              | <b>6,868,120</b>             | <b>3,576,024</b>              |                            |                               |                               |                              |                               |
|                                        |                               |                               |                              |                               |                            |                               |                               |                              |                               |
| <b>Total Revenue Over/Under</b>        | <b>397,986</b>                | <b>79,552</b>                 | <b>0</b>                     | <b>0</b>                      |                            |                               |                               |                              |                               |

# Wastewater Division Expenditures

|                                        | FY 2021 AUDITED<br>ACTUALS | FY 2022 AUDITED<br>ACTUALS | FY 2023 ADOPTED<br>BUDGET | FY 2024 PROPOSED<br>BUDGET |
|----------------------------------------|----------------------------|----------------------------|---------------------------|----------------------------|
| 1 <b>1. WASTEWATER</b>                 | <b>688,994.51</b>          | <b>810,219.50</b>          | <b>916,696.76</b>         | <b>974,150.79</b>          |
| 2 <b>1. PERSONAL SERVICES</b>          | <b>688,994.51</b>          | <b>810,219.50</b>          | <b>916,696.76</b>         | <b>974,150.79</b>          |
| 3 1000-SALARIES                        | 363,449.55                 | 447,439.83                 | 480,257.00                | 495,760.00                 |
| 4 1800-PAY DIFFERENTIAL                | 14,820.34                  | 13,649.11                  | 22,968.00                 | 22,968.00                  |
| 5 1900-OVERTIME                        | 15,949.41                  | 15,268.68                  | 13,905.00                 | 13,905.00                  |
| 6 2100-FICA TAXES-CITY                 | 28,741.49                  | 35,667.76                  | 39,560.44                 | 40,746.42                  |
| 7 2200-STATE RETIREMENT-CITY           | 46,105.46                  | 57,235.65                  | 61,745.32                 | 59,548.37                  |
| 8 2400-WORKER'S COMPENSATION-CITY      | 6,326.61                   | 8,316.81                   | 9,445.00                  | 12,500.00                  |
| 9 2500-HEALTH INSURANCE-CITY           | 195,647.75                 | 215,887.27                 | 264,310.00                | 304,386.00                 |
| 10 2505-HEALTH REIMBURSEMENT ACCT(HRA) | 7,982.96                   | 8,293.69                   | 11,504.00                 | 11,504.00                  |
| 11 2510-DENTAL INSURANCE-CITY          | 4,719.92                   | 4,856.76                   | 5,789.00                  | 5,513.00                   |
| 12 2515-VISION REIMBURSEMENT ACCT(HRA) | 3,786.60                   | 1,992.69                   | 5,100.00                  | 5,100.00                   |
| 13 2550-HEALTH-VISION-CAFETERIA ADMIN  | -                          | -                          | -                         | -                          |
| 14 2600-LONG TERM DISABILITY           | 1,464.42                   | 1,611.25                   | 2,113.00                  | 2,220.00                   |
| 15 2700-VACATION/SICK ACCRUAL PAYOUT   | -                          | -                          | -                         | -                          |
| 16 2710-VACATION/COMPENSATION PAYOUT   | -                          | -                          | -                         | -                          |
| 17 2760-EMPLOYEE HOUSING SUBSIDY       | -                          | -                          | -                         | -                          |
| 18 2800-STATE UNEMPLOYMENT INSURANCE   | -                          | -                          | -                         | -                          |
| 19 <b>2. WASTEWATER</b>                | <b>658,979.62</b>          | <b>659,703.92</b>          | <b>787,188.00</b>         | <b>854,318.00</b>          |
| 20 <b>2. MATERIALS AND SERVICES</b>    | <b>658,979.62</b>          | <b>659,703.92</b>          | <b>787,188.00</b>         | <b>854,318.00</b>          |
| 21 3100-OFFICE SUPPLIES & POSTAGE      | 483.62                     | 328.36                     | 700.00                    | 700.00                     |
| 22 3120-DATA PROCESSING                | 7,730.73                   | 8,091.14                   | 8,500.00                  | 7,500.00                   |
| 23 3200-OPERATING SUPPLIES             | 14,111.21                  | 15,954.41                  | 14,000.00                 | 15,625.00                  |
| 24 3400-MINOR EQUIPMENT                | 607.03                     | 645.21                     | 1,100.00                  | 1,100.00                   |
| 25 3500-MOTOR FUELS & LUBRICANTS       | 8,282.55                   | 12,855.75                  | 14,025.00                 | 25,000.00                  |
| 26 3600-COMPUTER SOFTWARE              | 5,775.90                   | 3,026.28                   | 1,300.00                  | 2,125.00                   |
| 27 3800-CHEMICALS                      | 72,425.14                  | 93,537.14                  | 79,500.00                 | 104,500.00                 |
| 28 4200-PROFESSIONAL SERVICES          | 43,802.41                  | 35,822.09                  | 54,500.00                 | 61,000.00                  |
| 29 4201-IPDES PERMITS                  | 2,747.46                   | 3,452.16                   | 3,711.00                  | 3,711.00                   |
| 30 4600-INSURANCE                      | 32,000.00                  | 32,000.00                  | 39,588.00                 | 32,000.00                  |
| 31 4900-PERSONNEL TRAINING/TRAVEL/MTG  | 2,749.63                   | 3,156.14                   | 3,715.00                  | 2,500.00                   |
| 32 5000-ADMINSTRATIVE EXP - GEN FUND   | 146,149.00                 | 150,533.47                 | 125,525.00                | 129,893.00                 |
| 33 5100- TELEPHONE & COMMUNICATION     | 2,449.59                   | 6,980.32                   | 7,500.00                  | 6,000.00                   |
| 34 5200-UTILITIES                      | 126,493.79                 | 141,168.58                 | 175,000.00                | 175,000.00                 |
| 35 5500-RIGHT-OF-WAY FEE (STREET DEPT) | 83,481.00                  | 115,934.00                 | 121,624.00                | 136,664.00                 |
| 36 6000-REPAIR & MAINT - AUTO EQUIP    | 8,020.87                   | 2,377.57                   | 7,500.00                  | 10,000.00                  |
| 37 6100-REPAIR & MAIN - MACH & EQUIP   | 77,357.47                  | 11,239.83                  | 75,000.00                 | 75,000.00                  |
| 38 6150-OHIO GULCH REPARY & REPLACE    | 17.25                      | 10.74                      | 1,000.00                  | 1,000.00                   |
| 39 6900-COLLECTION SYSTEM SERVICES/CHA | 24,294.97                  | 22,590.73                  | 53,400.00                 | 65,000.00                  |

Wastewater Division Expenditures, cont.

|    |                                         | FY 2021 AUDITED<br>ACTUALS | FY 2022 AUDITED<br>ACTUALS | FY 2023 ADOPTED<br>BUDGET | FY 2024 PROPOSED<br>BUDGET |
|----|-----------------------------------------|----------------------------|----------------------------|---------------------------|----------------------------|
| 40 | <b>3. WASTEWATER</b>                    | <b>329,390.44</b>          | <b>316,382.09</b>          | <b>330,000.00</b>         | <b>330,000.00</b>          |
| 41 | <b>3. CAPITAL OUTLAY</b>                | <b>329,390.44</b>          | <b>316,382.09</b>          | <b>330,000.00</b>         | <b>330,000.00</b>          |
| 42 | 7900-DEPRECIATION EXPENSE               | 329,390.44                 | 316,382.09                 | 330,000.00                | 330,000.00                 |
| 43 | <b>4. WASTEWATER</b>                    | <b>726,801.00</b>          | <b>1,459,176.16</b>        | <b>4,586,323.00</b>       | <b>917,655.00</b>          |
| 44 | <b>4. OTHER EXPENDITURES</b>            | <b>726,801.00</b>          | <b>1,459,176.16</b>        | <b>4,586,323.00</b>       | <b>917,655.00</b>          |
| 45 | 8801-REIMBURSE CITY GENERAL FUND        | 279,172.00                 | 287,547.16                 | 319,233.00                | 337,728.00                 |
| 46 | 8803-REIMBURSE GF CIP-TECH/LEASING      | 7,629.00                   | 7,629.00                   | -                         |                            |
| 47 | 8863-REIMBURSE WATER COLLECTION SYS     | 0.00                       | -                          | -                         |                            |
| 48 | 8867-TRANSFER TO WW CAP IMP FUND        | 440,000.00                 | 1,164,000.00               | 4,248,090.00              | 579,927.00                 |
| 49 | 9930-CONTINGENCY                        | -                          | -                          | 19,000.00                 | -                          |
| 50 | <b>5. WASTEWATER DEBT SERVICE EXP</b>   | <b>56,019.77</b>           | <b>45,749.61</b>           | <b>255,500.00</b>         | <b>499,900.00</b>          |
| 51 | <b>2. MATERIALS AND SERVICES</b>        | <b>450.00</b>              | <b>450.00</b>              | <b>500.00</b>             |                            |
| 52 | 4200-PROFESSIONAL SERVICES-PAYING AGENT | 450.00                     | 450.00                     | 500.00                    |                            |
| 53 | <b>4. OTHER EXPENDITURES</b>            | <b>55,569.77</b>           | <b>45,299.61</b>           | <b>255,000.00</b>         | <b>499,900.00</b>          |
| 54 | 8300-DEBT SRVC ACCT PRNCPL-2014C        | (0.26)                     | (0.37)                     | 220,000.00                |                            |
| 55 | 8400-DEBT SRVE ACCT INTEREST-2014C      | 55,570.03                  | 45,299.98                  | 35,000.00                 |                            |
| 56 | 8500-DEBT SRVC ACCT PRNCPL-S2023        | -                          | -                          | -                         | 190,000.00                 |
| 57 | 8600-DEBT SRVE ACCT INTEREST-S2023      | -                          | -                          | -                         | 309,900.00                 |
| 58 | <b>Grand Total</b>                      | <b>2,460,185.34</b>        | <b>3,291,231.28</b>        | <b>6,875,707.76</b>       | <b>3,576,023.79</b>        |

# Wastewater Division CIP

|                                        | FY 2021<br>Audited<br>Actuals | FY 2022<br>Audited<br>Actuals | FY 2023<br>Adopted<br>Budget | FY 2024<br>Proposed<br>Budget |                                        | FY 2021<br>Audited<br>Actuals | FY 2022<br>Audited<br>Actuals | FY 2023<br>Adopted<br>Budget | FY 2024<br>Proposed<br>Budget |
|----------------------------------------|-------------------------------|-------------------------------|------------------------------|-------------------------------|----------------------------------------|-------------------------------|-------------------------------|------------------------------|-------------------------------|
| <b>WASTEWATER CIP</b>                  | 536,022                       | 1,326,227                     |                              |                               | <b>WASTEWATER CIP</b>                  | 46,404                        | 685,054                       | 4,248,090                    | 3,923,653                     |
|                                        |                               |                               |                              |                               |                                        |                               |                               |                              |                               |
| Revenues                               | FY 2021<br>Audited<br>Actuals | FY 2022<br>Audited<br>Actuals | FY 2023<br>Adopted<br>Budget | FY 2024<br>Proposed<br>Budget | Expenditures                           | FY 2021<br>Audited<br>Actuals | FY 2022<br>Audited<br>Actuals | FY 2023<br>Adopted<br>Budget | FY 2024<br>Proposed<br>Budget |
|                                        |                               |                               |                              |                               | 1. BOB CAT UW56 TOOLCAT                | 273                           | 2,242                         | -                            | -                             |
|                                        | 7,511                         | -                             |                              |                               | 2. SEWER VAC TRUCK                     | -                             | 449,088                       | -                            | -                             |
| 1. WASTEWATER CONNECTION FEES          | 87,630                        | 156,274                       | 40,000                       | 40,000                        | 3. CONSTRUCTION                        | 1,043                         | 37,986                        | -                            | -                             |
| 2. INTEREST EARNINGS                   | 881                           | 5,954                         | 500                          | 500                           | 4. ENERGY EFFICIENCY PROJECTS          | 275                           | -                             | 50,000                       | 50,000                        |
| 4. SUN VALLEY WA & SW DISTRICT CH      |                               |                               |                              | 1,805,000                     | 5. HEADWORKS CONSTR. & EQUIP.          | -                             | -                             | -                            | -                             |
| 5. TRANSFER FROM WASTEWATER FUND       |                               | 1,164,000                     | 4,207,590                    | 579,927                       | 6. CAPITAL FACILITY PLAN               | 44,814                        | 100,104                       | 75,000                       | -                             |
| 6. FUND BALANCE                        |                               |                               | -                            | 1,498,226                     | 7. MICROSCOPE                          | -                             | -                             | -                            | -                             |
| <b>Total Revenue less Transfers</b>    | 96,022                        | 1,326,227                     | 4,248,090                    | 3,923,653                     | 8. CAPITAL IMP PLAN(NO SHARING)        | -                             | 95,635                        | 1,016,610                    | 313,653                       |
| <b>Transfers</b>                       | -                             | -                             | -                            | -                             | 9. AERATION BASINS - ANOXIC AND        | -                             | -                             | 2,185,660                    | 937,000                       |
| <b>Total Revenue</b>                   | <b>96,022</b>                 | <b>1,326,227</b>              | <b>4,248,090</b>             | <b>3,923,653</b>              | 10. AERATION BASINS BLOWERS & EI       | -                             | -                             | 210,120                      | 1,026,000                     |
|                                        |                               |                               |                              |                               | 11. UPGRADE FILTER PLC                 | -                             | -                             | 710,700                      | -                             |
|                                        |                               |                               |                              |                               | 12. ROTARY DRUM THICKENER & DEWATERING |                               |                               | -                            | 1,597,000                     |
| <b>Funding Requests</b>                |                               |                               |                              |                               | <b>Total Expenditures</b>              | <b>46,404</b>                 | <b>685,054</b>                | <b>4,248,090</b>             | <b>3,923,653</b>              |
| 1.                                     |                               |                               |                              |                               |                                        |                               |                               |                              |                               |
| <b>Sub-total</b>                       | -                             |                               |                              |                               |                                        |                               |                               |                              |                               |
|                                        |                               |                               |                              |                               | 1. Funding Requests                    |                               |                               |                              |                               |
| <b>Total Revenue with Changes</b>      | <b>96,022</b>                 | <b>1,326,227</b>              | <b>4,248,090</b>             | <b>3,923,653</b>              |                                        |                               |                               |                              |                               |
| <b>Total Expenditures with Changes</b> | <b>46,404</b>                 | <b>685,054</b>                | <b>4,248,090</b>             | <b>3,923,653</b>              | <b>Sub-total</b>                       | -                             | -                             | -                            | -                             |
|                                        |                               |                               |                              |                               |                                        |                               |                               |                              |                               |
| <b>Total Revenue Over/Under</b>        | <b>49,618</b>                 | <b>641,173</b>                | -                            | -                             | <b>Total Expenditures</b>              | <b>46,404</b>                 | <b>685,054</b>                | <b>4,248,090</b>             | <b>3,923,653</b>              |

# Wastewater Division CIP

| Project                                 | 2024                | 2025                | 2026                | 2027                | 2028                | 2029                | 2030                | 2031                | 2032                |
|-----------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Aeration Basins 3&4 - Anoxic & MLR      | \$937,000           |                     |                     |                     |                     |                     |                     |                     |                     |
| Rotary Drum Thickener & Dewatering      | \$1,597,000         | \$2,245,000         | \$2,100,000         | \$2,734,000         | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
| Aeration Basin Blowers                  | \$1,026,000         | \$699,000           | \$1,314,250         | \$0                 | \$0                 | \$249,000           | \$1,500,000         | \$434,000           | \$1,328,750         |
| PLC Upgrades (Filters & UV)             | \$0                 | \$110,000           | \$94,000            | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
| Digester #1 Cover                       | \$0                 | \$0                 | \$0                 | \$275,000           | \$415,000           | \$0                 | \$0                 | \$0                 | \$0                 |
| Clarifier #1 HVAC & Roof Repair         | \$0                 | \$0                 | \$0                 | \$0                 | \$183,000           | \$0                 | \$0                 | \$0                 | \$0                 |
| Aeration Basin 1&2 Upgrades             | \$0                 | \$0                 | \$0                 | \$0                 | \$444,000           | \$1,696,000         | \$0                 | \$0                 | \$0                 |
| UV Equipment                            | \$0                 | \$0                 | \$0                 | \$0                 | \$1,694,000         | \$0                 | \$0                 | \$0                 | \$0                 |
| Replace VFDs                            | \$0                 | \$0                 | \$0                 | \$0                 | \$782,000           | \$0                 | \$0                 | \$0                 | \$0                 |
| Digester 2                              | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$924,000           | \$700,000           | \$1,024,000         | \$0                 |
| Digester 1&2 Blowers                    | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$952,000           | \$877,000           | \$0                 | \$0                 |
| Replace Generator & MCC-3               | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$635,000           | \$628,000           | \$0                 |
| Grit Removal System                     | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$1,015,000         | \$0                 |
| Pump Replacements                       | \$0                 | \$0                 | \$0                 | \$353,250           | \$0                 | \$0                 | \$0                 | \$0                 | \$353,250           |
| Upgrade PLC Hardware                    | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$1,356,000         |
| Digester 1 Diffusers                    | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$250,000           | \$0                 |
| Clarifier 1 Mechanism Replacement       | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$553,000           |
| Misc. Headworks Improvements            | \$0                 | \$0                 | \$0                 | \$51,000            | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
| Parking Lot Repaving                    | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$165,000           | \$500,000           |
| Outfall Clearing                        | \$0                 | \$0                 | \$83,500            | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
| Energy Efficient Projects               | \$50,000            |                     |                     |                     |                     |                     |                     |                     |                     |
| Construction                            | \$0                 | \$0                 | \$83,500            | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
| Annual Costs Shared with SVWSD          | \$3,610,000         | \$3,054,000         | \$3,591,750         | \$3,413,250         | \$3,518,000         | \$3,821,000         | \$3,712,000         | \$3,516,000         | \$4,091,000         |
| Collections Facility Plan               | \$ 100,000          |                     |                     |                     |                     |                     |                     |                     |                     |
| Sewer Video Inspection System           | \$ -                |                     |                     |                     |                     |                     |                     |                     |                     |
| Crane Truck Replacement                 | \$ 55,000           | \$ 35,000           |                     |                     |                     |                     |                     |                     |                     |
| Sewer Line Construction                 | \$ 158,653          |                     | \$ 75,000           | \$ 75,000           |                     |                     |                     |                     |                     |
| Trail Creek Bridge sewer lin relocation | \$ -                |                     |                     |                     |                     |                     |                     |                     |                     |
| Annual Costs                            | \$ 313,653          | \$ 35,000           | \$ 75,000           | \$ 75,000           |                     |                     |                     |                     |                     |
| <b>Total Expenditures</b>               | <b>\$ 3,923,653</b> | <b>\$ 3,089,000</b> | <b>\$ 3,666,750</b> | <b>\$ 3,488,250</b> | <b>\$ 3,518,000</b> | <b>\$ 3,821,000</b> | <b>\$ 3,712,000</b> | <b>\$ 3,516,000</b> | <b>\$ 4,091,000</b> |



City of Ketchum | 2024 Draft Budget  
**Community Housing (City/County) Fund**

The FY24 budget seeks to implement the second year of the Housing Action Plan, as well as serve as the staffing entity for the Blaine County Housing Authority. FY24 revenue consists of the first full fiscal year of the new, voter-approved 0.5% LOT funds as well as FY23 projected expense savings and three months of the 0.5% LOT funds. The BCHA staffing/programming is expected to be co-funded with Blaine County, similar to the countywide sustainability approach.

**Fiscal Year 2023 Highlights**

- Launched Lease to Locals program with COVID-ARPA funds.
- Launched Housing Mediation Project, emergency rental assistance, community education, and analysis of publicly owned land.
- Began staffing Blaine County Housing Authority.

**Personnel:**

- Brought Director on full-time.
- Hired part-time Administrative Assistant.

**Fiscal Year 2024 Highlights**

- Request to pilot an Ownership & Preservation Program.
- Request to pilot an occupied ADU incentive program.
- Continue Lease to Locals program as-is.
- Not budgeted – Forest Service Park for Housing, transitional housing, and adequate funding for Lease to Locals.

**Personnel:**

- Request to hire Housing Coordinator.
- Request to bring Administrative Assistant on full-time.

|                                        | FY 2021 AUDITED<br>ACTUALS | FY 2022 AUDITED<br>ACTUALS | FY 2023<br>ADOPTED/AMENDED<br>BUDGET | FY 2024 PROPOSED<br>BUDGET |
|----------------------------------------|----------------------------|----------------------------|--------------------------------------|----------------------------|
| <b>COMMUNITY HOUSING (CITY/COUNTY)</b> |                            |                            |                                      |                            |
| REVENUE                                | 0                          | 864,100                    | 1,441,434                            | 1,833,708                  |
| EXPENDITURE                            | 0                          | 312,906                    | 1,441,434                            | 1,833,708                  |
| <b>TOTAL</b>                           | <b>0</b>                   | <b>551,194</b>             | <b>0</b>                             | <b>0</b>                   |



## Community Housing (City/County) Fund

| PROGRAM COSTS                                        | FY 2023<br>ADOPTED/<br>AMENDED | FY 2023 ACTUALS     | FY2023<br>ANTICIPATED | FYI 2024<br>PROPOSED  | FY 2024<br>PROPOSED<br>CITY | FY2024<br>PROPOSED<br>COUNTY |
|------------------------------------------------------|--------------------------------|---------------------|-----------------------|-----------------------|-----------------------------|------------------------------|
| <b>EXPENSES</b>                                      |                                |                     |                       |                       |                             |                              |
| General programming                                  | \$ (212,600)                   | \$ (121,407)        | \$ (177,032)          | \$ (193,600)          | \$ (133,370)                | \$ (10,588)                  |
| conversion (L2L) + light preservation incentives     | \$ (400,000)                   | \$ (42,250)         | \$ (200,000)          | \$ (200,000)          | \$ (200,000)                | \$ -                         |
| conversion (L2L) + light preservation professional s | \$ (105,000)                   | \$ (49,414)         | \$ (105,000)          | \$ (100,000)          | \$ (100,000)                | \$ -                         |
| Forest Service Park preservation for housing         | \$ (10,000)                    | \$ (8,700)          | \$ (10,000)           | \$ (300,000)          | \$ -                        | \$ -                         |
| occupied ADU incentives + education                  | \$ (9,000)                     | \$ -                | \$ (9,000)            | \$ (255,000)          | \$ (255,000)                | \$ -                         |
| ownership - downpayment assistance + deed restr      | \$ -                           | \$ -                | \$ (175,000)          | \$ (500,000)          | \$ (500,000)                | \$ -                         |
| General office expenses                              | \$ (2,500)                     | \$ -                | \$ -                  | \$ (40,859)           | \$ (20,430)                 | \$ (20,430)                  |
| Lift Tower Lodge                                     | \$ (56,071)                    | \$ (62,196)         | \$ (100,000)          | \$ (65,072)           | \$ (65,072)                 | \$ -                         |
| staff + benefits                                     | \$ (285,132)                   | \$ (135,358)        | \$ (200,000)          | \$ (337,555)          | \$ (290,565)                | \$ (46,990)                  |
| Housing Fellow                                       | \$ (61,650)                    | \$ (33,689)         | \$ (54,689)           | \$ (123,300)          | \$ (123,300)                | \$ -                         |
| Housing Navigation System                            | \$ (27,000)                    | \$ -                | \$ (27,748)           | \$ (70,490)           | \$ (35,245)                 | \$ (35,245)                  |
| BCHA auditing/compliance + training                  | \$ (26,505)                    | \$ (2,777)          | \$ (26,505)           | \$ (16,505)           | \$ (8,253)                  | \$ (8,253)                   |
| shelter plan                                         | \$ -                           | \$ (5,000)          | \$ (77,063)           | \$ (56,990)           | \$ (28,495)                 | \$ (28,495)                  |
| transitional housing                                 | \$ (250,000)                   | \$ (77,063)         | \$ (91,311)           | \$ (150,000)          | \$ (28,495)                 | \$ -                         |
| BCHA reimbursement + City staff support              | \$ (54,485)                    | \$ -                | \$ -                  | \$ (45,484)           | \$ (45,484)                 | \$ -                         |
| <b>TOTAL EXPENSES</b>                                | <b>\$ (1,499,943)</b>          | <b>\$ (537,854)</b> | <b>\$ (1,253,347)</b> | <b>\$ (2,454,856)</b> | <b>\$ (1,833,708)</b>       | <b>\$ (150,000)</b>          |

|                                        |                     |                   |                     |                     |                     |             |
|----------------------------------------|---------------------|-------------------|---------------------|---------------------|---------------------|-------------|
| <b>REVENUE</b>                         |                     |                   |                     |                     |                     |             |
| Refunds and reimbursements from County | \$ 200,000          | \$ 34,889         | \$ 150,000          | \$ 150,000          | \$ 150,000          | \$ -        |
| Emergency housing transfer             | \$ 250,000          | \$ 77,063         | \$ 77,063           | \$ -                | \$ -                | \$ -        |
| Grants                                 | \$ -                | \$ -              | \$ -                | \$ 125,000          | \$ 125,000          | \$ -        |
| transfer from additional 0.5%          | \$ -                | \$ -              | \$ 313,204          | \$ 1,300,000        | \$ 1,300,000        | \$ -        |
| Lift Tower Lodge rents                 | \$ 110,556          | \$ 29,038         | \$ 43,557           | \$ 110,556          | \$ 110,556          | \$ -        |
| City reimbursement for BCHA assistance |                     |                   |                     |                     |                     |             |
| Transfer from general fund             | \$ 266,481          | \$ 266,481        | \$ 266,481          | \$ 621,148          | \$ -                | \$ -        |
| Fund balance                           | \$ 551,194          | \$ 551,194        | \$ 551,194          | \$ 148,152          | \$ 148,152          | \$ -        |
| <b>TOTAL</b>                           | <b>\$ 1,378,231</b> | <b>\$ 958,665</b> | <b>\$ 1,401,499</b> | <b>\$ 2,454,856</b> | <b>\$ 1,833,708</b> | <b>\$ -</b> |



## Development Services

The Development Services Trust Fund is an account established for bonds or other monies deposited as required by city ordinances for development projects. If projects do not fulfill their obligations, the funds may be withdrawn and used for mitigating any issues in connection to the development. In the vast majority of cases, the funds are returned to the applicant in full.

## Parks and Recreation

The Parks and Recreation Trust Fund provides budget authority to receive and expend money obtained through grants, donations, and General Fund contributions. A sub account houses donations made toward the Warm Springs Preserve. A new sub account was created to house Pump Park donation and expenditures. Federal law typically requires that money received through grants be segregated into separate funds and that the receipt and expenditure of such money be accounted separately from other city functions. The fund also provides an avenue to segregate donations to assure that such funds are spent in accordance with the instructions of donors.

## Police

The Police Trust Fund provides budget authority to receive and expend money obtained through forfeitures and seized assets. Federal law requires that money received through such forfeitures be segregated into separate funds and that the receipt and expenditure of such money be accounted separately from other city functions. Federal law also limits the expenditure of such funds to specific uses, such as drug enforcement, education activities, and capital equipment or improvements.

Trust Funds

| TRUST FUNDS          | FY 2021 Audited<br>Actuals | FY 2022 Audited<br>Actuals | FY 2023 Adopted<br>Budget | FY 2024 Proposed<br>Budget |
|----------------------|----------------------------|----------------------------|---------------------------|----------------------------|
| <b>DEVELOPMENTAL</b> |                            |                            |                           |                            |
| REVENUE              | 130,530                    | 344,252                    | 250,000                   | 650,000                    |
| EXPENDITURE          | 130,530                    | 150,000                    | 250,000                   | 650,000                    |
| <b>TOTAL</b>         | <b>0</b>                   | <b>194,252</b>             | <b>0</b>                  | <b>0</b>                   |
| <b>PARKS</b>         |                            |                            |                           |                            |
| REVENUE              | 92,369                     | 1,207,690                  | 1,122,456                 | 1,067,550                  |
| EXPENDITURE          | 26,668                     | 91,999                     | 1,122,456                 | 1,067,550                  |
| <b>TOTAL</b>         | <b>65,702</b>              | <b>1,115,691</b>           | <b>0</b>                  | <b>0</b>                   |
| <b>POLICE</b>        |                            |                            |                           |                            |
| REVENUE              | 441                        | 95,426                     | 7,500                     | 7,500                      |
| EXPENDITURE          | 0                          | 95,000                     | 7,500                     | 7,500                      |
| <b>TOTAL</b>         | <b>441</b>                 | <b>426</b>                 | <b>0</b>                  | <b>0</b>                   |



## General Obligation and Debt Service Fund

The General Obligation and Debt Service Fund provides for debt service on the City's Series 2020 General Obligation Bonds that are funding construction of the new station for the Fire and Rescue Department.

The 2020 G.O. Bonds were authorized by the requisite two-thirds of the voters at the election held on November 5, 2019, in the amount of \$11,500,000. Ordinance 1201 provides for the repayment of the bonds over a 25-year term. The final payment is scheduled for September 2044. Interest rates on the bonds vary from 2.00% to 5.00% with a true interest cost of 1.92% over the life of the bonds.

## Community Housing In-Lieu Fund

The purpose of the Community Housing In-Lieu Fund is to provide budget authority to administer the City's community housing in-lieu program. In-lieu funds are restricted for uses that advance community housing efforts.

## Wagon Days Fund

The Wagon Days Fund provides budget authority to support the annual Wagon Days Celebration that takes place during the Labor Day weekend. The Wagon Days Celebration is funded through a mix donations, ticket and souvenir sales coupled with the Local Option Tax Fund.

Other Funds

| OTHER FUNDS                                      | FY 2021 AUDITED<br>ACTUALS | FY 2022 AUDITED<br>ACTUALS | FY 2023<br>ADOPTED/AMENDED<br>BUDGET | FY 2024 PROPOSED<br>BUDGET |
|--------------------------------------------------|----------------------------|----------------------------|--------------------------------------|----------------------------|
| <b>GENERAL OBLIGATION FIRE BOND</b>              |                            |                            |                                      |                            |
| REVENUE                                          | 596,111                    | 625,300                    | 611,769                              | 610,769                    |
| EXPENDITURE                                      | 611,679                    | 615,019                    | 611,769                              | 610,769                    |
| <b>TOTAL</b>                                     | <b>-15,568</b>             | <b>10,281</b>              | <b>0</b>                             | <b>0</b>                   |
| <b>GENERAL OBLIGATION CONSTRUCTION FIRE BOND</b> |                            |                            |                                      |                            |
| REVENUE                                          | 61,758                     | 2,211                      | 268,722                              | 0                          |
| EXPENDITURE                                      | 9,054,420                  | 490,874                    | 268,722                              | 0                          |
| <b>TOTAL</b>                                     | <b>-8,992,663</b>          | <b>-488,662</b>            | <b>0</b>                             | <b>0</b>                   |
| <b>GENERAL OBLIGATION STREET BOND</b>            |                            |                            |                                      |                            |
| REVENUE                                          | 149,916                    | 0                          | 0                                    | 0                          |
| EXPENDITURE                                      | 149,835                    | 0                          | 0                                    | 0                          |
| <b>TOTAL</b>                                     | <b>81</b>                  | <b>0</b>                   | <b>0</b>                             | <b>0</b>                   |
| <b>IN-LIEU HOUSING</b>                           |                            |                            |                                      |                            |
| REVENUE                                          | 577,953                    | 362,861                    | 2,671,256                            | 1,320,000                  |
| EXPENDITURE                                      | 75,000                     | 845,011                    | 2,671,256                            | 1,320,000                  |
| <b>TOTAL</b>                                     | <b>502,953</b>             | <b>-482,150</b>            | <b>0</b>                             | <b>0</b>                   |
| <b>WAGON DAYS</b>                                |                            |                            |                                      |                            |
| REVENUE                                          | 94,649                     | 140,272                    | 151,550                              | 171,250                    |
| EXPENDITURE                                      | 99,391                     | 162,417                    | 151,550                              | 171,250                    |
| <b>TOTAL</b>                                     | <b>-4,742</b>              | <b>-22,145</b>             | <b>0</b>                             | <b>0</b>                   |



## Appendix I: Proposed Fee Schedule Changes

Highlighting indicates a new fee or a fee increase of greater than 5%

| Department          | Program  | Fee Description                                                                                                                                                                                                                                                                                      | FY 2023 Adopted Fee Amount                                                                                                             | FY 2024 Proposed Fee Amount                                                                                                            | Change % |
|---------------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------|
| Planning & Building | Building | \$1.00 to \$500.00= (1) Building permit valuation shall include the total value of the work for which a permit is being issued, including materials and labor. The building official may require documentation of the building permit valuation as necessary to ensure correct valuation of project. | \$ 24.50                                                                                                                               | \$ 24.50                                                                                                                               | 0%       |
| Planning & Building | Building | \$501.00 to \$2,000.00= (1)                                                                                                                                                                                                                                                                          | \$24.50 for the first \$500.00 plus \$3.25 for each additional \$100.00, or fraction thereof, to and including \$2,000.00              | \$24.50 for the first \$500.00 plus \$3.25 for each additional \$100.00, or fraction thereof, to and including \$2,000.00              | 0%       |
| Planning & Building | Building | \$2001.00 to \$25,000.00=(1)                                                                                                                                                                                                                                                                         | \$72.50 for the first \$2,000.00 plus \$14.50 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00        | \$72.50 for the first \$2,000.00 plus \$14.50 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.01        | 0%       |
| Planning & Building | Building | \$25,001.00 to \$50,000.00= (1)                                                                                                                                                                                                                                                                      | \$409.50 for the first \$25,000.00 plus \$10.50 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00      | \$409.50 for the first \$25,000.00 plus \$10.50 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.01      | 0%       |
| Planning & Building | Building | \$50,001.00 to \$100,000.00= (1)                                                                                                                                                                                                                                                                     | \$672.75 for the first \$50,000.00 plus \$7.50 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00      | \$672.75 for the first \$50,000.00 plus \$7.50 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.01      | 0%       |
| Planning & Building | Building | \$100,001.00 to \$500,000.00= (1)                                                                                                                                                                                                                                                                    | \$1038.50 for the first \$100,000.00 plus \$5.75 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00    | \$1038.50 for the first \$100,000.00 plus \$5.75 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.01    | 0%       |
| Planning & Building | Building | \$500,001.00 to \$1,000,000.00= (1)                                                                                                                                                                                                                                                                  | \$3,379.25 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00 | \$3,379.25 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.01 | 0%       |
| Planning & Building | Building | \$1,000,000.00 and up= (1)                                                                                                                                                                                                                                                                           | \$5,861.00 for the first \$1,000,000.00 plus \$3.75 for each additional \$1,000.00, or fraction thereof                                | \$5,861.00 for the first \$1,000,000.00 plus \$3.75 for each additional \$1,000.00, or fraction thereof                                | 0%       |
| Planning & Building | Building | Plan Check Fee - Building                                                                                                                                                                                                                                                                            | 70% of Permit Fee                                                                                                                      | 65% of permit fee                                                                                                                      | 0%       |
| Planning & Building | Building | Plan Check Fee - Planning                                                                                                                                                                                                                                                                            | 65% of Permit Fee                                                                                                                      | 70% of building plan check fee                                                                                                         | 0%       |
| Planning & Building | Building | Plan Check Fee - Fire                                                                                                                                                                                                                                                                                | Same as P&Z Plan Check Fee                                                                                                             | 70% of building plan check fee                                                                                                         | 0%       |
| Planning & Building | Building | Building Permit Modification - Minor (as determined by the Administrator)                                                                                                                                                                                                                            | \$ 250.00                                                                                                                              | \$ 500.00                                                                                                                              | 0%       |
| Planning & Building | Building | Building Permit Modification - Major (as determined by the Administrator, full plan check fees may be assessed based on size of modification)                                                                                                                                                        | \$ 450.00                                                                                                                              | \$ 1,500.00                                                                                                                            | 0%       |
| Planning & Building | Other    | Inspections outside of normal business hours (minimum charge --two hours) (2) or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages                                                                        | \$ 60.00                                                                                                                               | \$ 60.00                                                                                                                               | 0%       |
| Planning & Building | Other    | Re-inspection fees assessed under provisions of Section 109.7 (2)                                                                                                                                                                                                                                    | \$ 60.00                                                                                                                               | \$ 60.00                                                                                                                               | 0%       |
| Planning & Building | Other    | Inspections for which no fee is specifically indicated (minimum charge -- one-half hour)(2)                                                                                                                                                                                                          | \$ 60.00                                                                                                                               | \$ 60.00                                                                                                                               | 0%       |
| Planning & Building | Other    | Additional and partial inspections above the minimum required by the building codes may be charged (minimum charge--one hour) (2)                                                                                                                                                                    | \$ 60.00                                                                                                                               | \$ 60.00                                                                                                                               | 0%       |

Highlighting indicates a new fee or a fee increase of greater than 5%

| Department          | Program                        | Fee Description                                                                                                                                                                                                              | FY 2023 Adopted Fee    | FY 2024 Proposed Fee   | Change % |
|---------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------|----------|
|                     |                                |                                                                                                                                                                                                                              | Amount                 | Amount                 |          |
| Planning & Building | Other                          | Hourly Rate for Review of Changes, Additions or Revisions to Plans                                                                                                                                                           | \$ 250.00              | \$ 100.00              | -60%     |
| Planning & Building | Other                          | Additional costs incurred by the City for security (2)                                                                                                                                                                       | \$ 100.00              | \$ 100.00              | 0%       |
| Planning & Building | Other                          | agreements and other similar processes (minimum charge) (2)                                                                                                                                                                  | \$ 1,002.00            | \$ 1,002.00            | 0%       |
| Planning & Building | Other                          | For use of outside consultants for plan checking and inspections, or both (3) <i>Actual costs include administrative and overhead costs.</i>                                                                                 | Actual Costs           | Actual Costs           | 0%       |
| Planning & Building | Other                          | Penalty for commencement of work without a building permit + additional stop work order and violation fees allowed for int Ketchum Municipal Code, Section 15.04.030)                                                        | \$ 1,000.00            | \$ 1,000.00            | 0%       |
| Planning & Building | Other                          | Deferred submittals, per each submittal                                                                                                                                                                                      | 25% of Plan review fee | 25% of Plan review fee | 0%       |
| Planning & Building | Other                          | Temporary Certificate of Occupancy (non-refundable) (per week)                                                                                                                                                               | \$ 1,000.00            | \$ 1,000.00            | 0%       |
| Planning & Building | Other                          | Alternative Energy System Installation- <i>Fee covers one inspection. Additional inspections shall be charged at the rate identified in Other Inspection and Fees.</i>                                                       | \$ 100.00              | \$ 100.00              | 0%       |
| Planning & Building | Other                          | Demolition Fee <i>(A security agreement equaling 150% of the estimated demolition cost is required for all demolition permits.)</i>                                                                                          | \$ 150.00              | \$ 750.00              | 400%     |
| Planning & Building | Design Review                  | Pre-Application Design Review                                                                                                                                                                                                | \$ 1,100.00            | \$ 3,300.00            | 200%     |
| Planning & Building | Design Review                  | Mountain Overlay Design Review                                                                                                                                                                                               | \$ 1,400.00            | \$ 4,800.00            | 243%     |
| Planning & Building | Design Review                  | Final Design Review                                                                                                                                                                                                          | \$ 1,800.00            | \$ 3,900.00            | 11%      |
| Planning & Building | Design Review                  | Administrative Design Review                                                                                                                                                                                                 | \$ 250.00              | \$ 500.00              | 100%     |
| Planning & Building | Design Review                  | Administrative Design Review - in Mountain Overlay and/or Avalance Overlay                                                                                                                                                   | \$ -                   | \$ 1,500.00            | new      |
| Planning & Building | Design Review                  | Hotel Pre-Application Design Review                                                                                                                                                                                          | \$ 0.10                | \$ 7,000.00            | -60%     |
| Planning & Building | Design Review                  | Hotel Design Review                                                                                                                                                                                                          | \$ 0.32                | \$ 9,000.00            | -60%     |
| Planning & Building | Design Review                  | Request to Alter or Demolish a Historic Structure                                                                                                                                                                            | \$ -                   | \$ 1,800.00            | new      |
| Planning & Building | Subdivision                    | Land Subdivision: Preliminary Plat                                                                                                                                                                                           | \$ 1,300.00            | \$ 2,900.00            | -32%     |
| Planning & Building | Subdivision                    | Condo/Townhome Subdivision: Preliminary Plat                                                                                                                                                                                 | \$ 525.00              | \$ 3,300.00            | -19%     |
| Planning & Building | Subdivision                    | Land Subdivision: Final Plat                                                                                                                                                                                                 | \$ 375.00              | \$ 2,000.00            | 166%     |
| Planning & Building | Subdivision                    | Condo/Townhome Subdivision: Final Plat                                                                                                                                                                                       | \$ -                   | \$ 2,000.00            | 166%     |
| Planning & Building | Subdivision                    | Planned Unit Development (PUD)                                                                                                                                                                                               | \$ 4,300.00            | \$ 12,500.00           | 191%     |
| Planning & Building | Subdivision                    | Planned Unit Development (PUD)- Minor Amendment                                                                                                                                                                              | \$ -                   | \$ 4,500.00            | new      |
| Planning & Building | Subdivision                    | Planned Unit Development (PUD)- Major Amendment                                                                                                                                                                              | \$ -                   | \$ 9,000.00            | new      |
| Planning & Building | Subdivision                    | Hotel Planned Unit Development (PUD)                                                                                                                                                                                         | \$ 0.48                | \$ 12,500.00           | -81%     |
| Planning & Building | Subdivision                    | Readjustment of Lot Lines (Lot Line Shift)                                                                                                                                                                                   | \$ 475.00              | \$ 1,700.00            | 112%     |
| Planning & Building | Subdivision                    | Vacation                                                                                                                                                                                                                     | \$ 1,615.00            | \$ 5,500.00            | 241%     |
| Planning & Building | Floodplain Development Permits | Streambank Alteration                                                                                                                                                                                                        | \$ 500.00              | \$ 5,700.00            | 1040%    |
| Planning & Building | Floodplain Development Permits | Emergency Streambank Alteration Permit                                                                                                                                                                                       | \$ 250.00              | \$ 1,500.00            | 500%     |
| Planning & Building | Floodplain Development Permits | Emergency Flood Protection Permit                                                                                                                                                                                            | \$ -                   | \$ -                   | 0%       |
| Planning & Building | Floodplain Development Permits | Floodplain Development Permit - Residential                                                                                                                                                                                  | \$ 1,400.00            | \$ 2,700.00            | 93%      |
| Planning & Building | Floodplain Development Permits | Floodplain Development Permit - Subdivision                                                                                                                                                                                  | \$ 350.00              | \$ 6,300.00            | 1700%    |
| Planning & Building | Floodplain Development Permits | Floodplain Development Permit - Non-residential and Mixed Use                                                                                                                                                                | \$ 1,525.00            | \$ 4,800.00            | 0%       |
| Planning & Building | Floodplain Development Permits | Floodplain Development Permit - interior remodel, new structures/additions entirely outside of floodplain                                                                                                                    | \$ 250.00              | \$ 1,800.00            | 620%     |
| Planning & Building | Floodplain Development Permits | Minor Riparian Alteration – removal of hazard trees (up to four trees), minor maintenance of riparian trees and vegetation                                                                                                   | \$ 125.00              | \$ 350.00              | 180%     |
| Planning & Building | Floodplain Development Permits | Major Riparian Alteration – Application applies to vegetation within 25 feet of mean high water mark. This application covers the removal of more than four (4) trees or major maintenance of riparian trees and vegetation. | \$ -                   | \$ 700.00              | new      |
| Planning & Building | Other Permits                  | Administrative Use Permit                                                                                                                                                                                                    | \$ 250.00              | \$ 500.00              | 100%     |
| Planning & Building | Other Permits                  | Sign Permit                                                                                                                                                                                                                  | \$ 125.00              | \$ 250.00              | 100%     |
| Planning & Building | Other Permits                  | Fence Permit                                                                                                                                                                                                                 | \$ 100.00              | \$ 150.00              | 50%      |
| Planning & Building | Other Permits                  | Conditional Use Permit                                                                                                                                                                                                       | \$ 1,100.00            | \$ 3,200.00            | 191%     |
| Planning & Building | Other Permits                  | Conditional Use Permit - Daycare Businesses                                                                                                                                                                                  | \$ 300.00              | \$ 300.00              | 0%       |
| Planning & Building | Other Permits                  | Conditional Use Permit Amendment                                                                                                                                                                                             | \$ -                   | \$ 2,200.00            | new      |
| Planning & Building | Other Permits                  | Variance                                                                                                                                                                                                                     | \$ 1,100.00            | \$ 2,300.00            | 109%     |
| Planning & Building | Other Permits                  | Appeals                                                                                                                                                                                                                      | \$ 2,175.00            | \$ 5,000.00            | 130%     |
| Planning & Building | Other Permits                  | Off-Site Vendor - New                                                                                                                                                                                                        | \$ 750.00              | \$ 1,100.00            | 47%      |
| Planning & Building | Other Permits                  | Off-Site Vendor - Renewal                                                                                                                                                                                                    | \$ -                   | \$ 750.00              | new      |
| Planning & Building | Other Permits                  | Grading                                                                                                                                                                                                                      | \$ 125.00              | \$ 850.00              | 580%     |



Highlighting indicates a new fee or a fee increase of greater than 5%

| Department          | Program                       | Fee Description                                                       | FY 2023 Adopted Fee           | FY 2024 Proposed Fee          | Change % |
|---------------------|-------------------------------|-----------------------------------------------------------------------|-------------------------------|-------------------------------|----------|
|                     |                               |                                                                       | Amount                        | Amount                        |          |
| Planning & Building | Other Permits                 | Wireless Communications Facility Master Plan                          | \$ 525.00                     | \$ 1,800.00                   | 243%     |
| Planning & Building | Other Permits                 | Wireless Communications Facility Permit                               | \$ 225.00                     | \$ 800.00                     | 256%     |
| Planning & Building | Other Permits                 | Off-site Commercial/Neighborhood Snow Storage Permit - Administrative | \$ 75.00                      | \$ 500.00                     | 567%     |
| Planning & Building | Other Permits                 | Listing a Historic Structure/Site                                     | \$ -                          | \$ 2,200.00                   | new      |
| Planning & Building | Other Permits                 | Development Agreement-Rezone                                          | \$ 2,900.00                   | \$ 10,000.00                  | 245%     |
| Planning & Building | Other Permits                 | Development Agreement - Non-Rezone                                    | \$ 1,900.00                   | \$ 5,000.00                   | 163%     |
| Planning & Building | Other Permits                 | Development Agreement Amendment - Minor                               | \$ 1,900.00                   | \$ 3,000.00                   | 58%      |
| Planning & Building | Other Permits                 | Development Agreement Amendment - Major                               | \$ -                          | \$ 5,000.00                   | new      |
| Planning & Building | Other Permits                 | Residential Annexation                                                | \$ 5,688.00                   | \$ 5,688.00                   | 0%       |
| Planning & Building | Other Permits                 | Commercial Annexation                                                 | \$ 12,655.00                  | \$ 12,655.00                  | 0%       |
| Planning & Building | Other Permits                 | Mixed-Use Annexation (residential & commercial)                       | \$ -                          | \$ 12,655.00                  | new      |
| Planning & Building | Amendments                    | Comprehensive Plan Amendment                                          | \$ 1,925.00                   | \$ 7,000.00                   | 264%     |
| Planning & Building | Amendments                    | Zoning/Subdivision Text Amendment                                     | \$ 1,925.00                   | \$ 9,500.00                   | 394%     |
| Planning & Building | Amendments                    | Zone Change Request                                                   | \$ 1,925.00                   | \$ 6,000.00                   | 212%     |
|                     |                               |                                                                       | 100% of actual costs incurred | 100% of actual costs incurred | 0%       |
| Planning & Building | Miscellaneous                 | Consultant Review Fee                                                 | \$ -                          | \$ -                          | 0%       |
| Planning & Building | Miscellaneous                 | Community Housing In-lieu Fee                                         | \$ 450.00                     | \$ 450.00                     | 0%       |
| Planning & Building | Impact Fees                   | Fire Development Impact Fees Single Family                            | \$ 2,092.00                   | \$ 2,092.00                   | 0%       |
| Planning & Building | Impact Fees                   | Fire Development Impact Fees Multi Family per unit                    | \$ 1,616.00                   | \$ 1,616.00                   | 0%       |
| Planning & Building | Impact Fees                   | Fire Development Impact Fees Commercial per square foot               | \$ 0.45                       | \$ 0.45                       | 0%       |
| Planning & Building | Impact Fees                   | Parks Development Impact Fees Single Family                           | \$ 1,047.00                   | \$ 1,047.00                   | 0%       |
| Planning & Building | Impact Fees                   | Parks Development Impact Fees Multi Family per unit                   | \$ 809.00                     | \$ 809.00                     | 0%       |
| Planning & Building | Impact Fees                   | Parks Development Impact Fees Commercial per square foot              | \$ -                          | \$ -                          | 0%       |
| Planning & Building | Impact Fees                   | Police Development Impact Fees Single Family                          | \$ 104.00                     | \$ 104.00                     | 0%       |
| Planning & Building | Impact Fees                   | Police Development Impact Fees Multi Family per unit                  | \$ 80.00                      | \$ 80.00                      | 0%       |
| Planning & Building | Impact Fees                   | Police Development Impact Fees Commercial per square foot             | \$ 0.22                       | \$ 0.22                       | 0%       |
| Planning & Building | Impact Fees                   | Streets Development Impact Fees Single Family                         | \$ 4,492.00                   | \$ 4,492.00                   | 0%       |
| Planning & Building | Impact Fees                   | Streets Development Impact Fees Multi Family per unit                 | \$ 3,471.00                   | \$ 3,471.00                   | 0%       |
| Planning & Building | Impact Fees                   | Streets Development Impact Fees Commercial per square foot            | \$ 0.97                       | \$ 0.97                       | 0%       |
| Fire & Rescue       | Automatic Fire Alarm Systems  | Single Family Residential Installations under 4,000 sq. ft.           | \$ 100.00                     | \$ 100.00                     | 0%       |
| Fire & Rescue       | Automatic Fire Alarm Systems  | Single Family Residential Installations over 4,000 sq. ft.            | \$ 200.00                     | \$ 200.00                     | 0%       |
| Fire & Rescue       | Automatic Fire Alarm Systems  | Multi Family and Commercial Installations up to 6,000 sq. ft.         | \$ 200.00                     | \$ 200.00                     | 0%       |
| Fire & Rescue       | Automatic Fire Alarm Systems  | Multi Family and Commercial Installations 5,000 - 20,000 sq. ft.      | \$ 350.00                     | \$ 350.00                     | 0%       |
| Fire & Rescue       | Automatic Fire Alarm Systems  | Multi Family and Commercial Installations over 20,000 sq. ft.         | \$ 500.00                     | \$ 500.00                     | 0%       |
| Fire & Rescue       | Automatic Fire Alarm Systems  | Modification (including TI), 1-24 devices                             | \$ 100.00                     | \$ 100.00                     | 0%       |
| Fire & Rescue       | Automatic Fire Alarm Systems  | Modification (including TI), 25 or more devices                       | \$ 250.00                     | \$ 250.00                     | 0%       |
| Fire & Rescue       | Automatic Fire Alarm Systems  | Existing Component Modification                                       | \$ 100.00                     | \$ 100.00                     | 0%       |
| Fire & Rescue       | Automatic Fire Alarm Systems  | Component Addition to Existing System                                 | \$ 200.00                     | \$ 200.00                     | 0%       |
| Fire & Rescue       | Automatic Fire Alarm Systems  | Fire Alarm Inspections (all) per hour                                 | \$ 75.00                      | \$ 75.00                      | 0%       |
| Fire & Rescue       | Automatic Suppression Systems | Single Family Residential Installations under 6,000 sq. ft.           | \$ 150.00                     | \$ 150.00                     | 0%       |
| Fire & Rescue       | Automatic Suppression Systems | Single Family Residential Installations over 6,000 sq. ft.            | \$ 250.00                     | \$ 250.00                     | 0%       |
| Fire & Rescue       | Automatic Suppression Systems | Multi Family and Commercial Installations up to 6,000 sq. ft.         | \$ 150.00                     | \$ 150.00                     | 0%       |
| Fire & Rescue       | Automatic Suppression Systems | Multi Family and Commercial Installation 6,000 - 20,000 sq. ft.       | \$ 250.00                     | \$ 250.00                     | 0%       |
| Fire & Rescue       | Automatic Suppression Systems | Multi Family and Commercial Installation 20,001 - 40,000 sq. ft.      | \$ 500.00                     | \$ 500.00                     | 0%       |
| Fire & Rescue       | Automatic Suppression Systems | Multi Family and Commercial Installation over 40,000 sq. ft.          | \$ 800.00                     | \$ 800.00                     | 0%       |
| Fire & Rescue       | Automatic Suppression Systems | Modification, 1-10 Heads                                              | \$ 150.00                     | \$ 150.00                     | 0%       |
| Fire & Rescue       | Automatic Suppression Systems | Modification, 10 or more Heads                                        | \$ 300.00                     | \$ 300.00                     | 0%       |
| Fire & Rescue       | Automatic Suppression Systems | Per Head fee for all Plan Checks                                      | \$ 1.00                       | \$ 1.00                       | 0%       |
| Fire & Rescue       | Automatic Suppression Systems | Fire Suppression System Inspections (all) per hour                    | \$ 75.00                      | \$ 75.00                      | 0%       |
| Fire & Rescue       | Automatic Suppression Systems | Fire Flow Tests (beyond one included in plan review or other)         | \$ 150.00                     | \$ 150.00                     | 0%       |
| Fire & Rescue       | Sandpipe System Permits       | New Installation                                                      | \$ 250.00                     | \$ 250.00                     | 0%       |
| Fire & Rescue       | Sandpipe System Permits       | Modification                                                          | \$ 100.00                     | \$ 100.00                     | 0%       |
| Fire & Rescue       | Sandpipe System Permits       | Per Hose Connection for New and Existing Systems                      | \$ 10.00                      | \$ 10.00                      | 0%       |
| Fire & Rescue       | Sandpipe System Permits       | Standpipe System Inspections                                          | \$ 75.00                      | \$ 75.00                      | 0%       |

Highlighting indicates a new fee or a fee increase of greater than 5%

| Department    | Program                                   | Fee Description                                                                                                                                                                                         | FY 2023 Adopted Fee | FY 2024 Proposed Fee | Change % |
|---------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|----------|
|               |                                           |                                                                                                                                                                                                         | Amount              | Amount               |          |
| Fire & Rescue | Alternative Fire-Extinguishing System     | Pern Clean Agent System Plan Check                                                                                                                                                                      | \$ 500.00           | \$ 500.00            | 0%       |
| Fire & Rescue | Alternative Fire-Extinguishing System     | Pern Clean Agent System Modification                                                                                                                                                                    | \$ 200.00           | \$ 200.00            | 0%       |
| Fire & Rescue | Alternative Fire-Extinguishing System     | Pern New Installation: Commercial Kitchen Fire Suppression (per system)                                                                                                                                 | \$ 200.00           | \$ 200.00            | 0%       |
| Fire & Rescue | Alternative Fire-Extinguishing System     | Pern Modification to a Commercial Kitchen Fire Suppression System                                                                                                                                       | \$ 100.00           | \$ 100.00            | 0%       |
| Fire & Rescue | Alternative Fire-Extinguishing System     | Pern Inspections (per hour)                                                                                                                                                                             | \$ 75.00            | \$ 75.00             | 0%       |
| Fire & Rescue | Alternative Fire-Extinguishing System     | Pern Modification to any Alternative Fire-Extinguishing System                                                                                                                                          | \$ 100.00           | \$ 100.00            | 0%       |
| Fire & Rescue | Fire Pump Permits                         | New Installation                                                                                                                                                                                        | \$ 300.00           | \$ 300.00            | 0%       |
| Fire & Rescue | Fire Pump Permits                         | Modification                                                                                                                                                                                            | \$ 100.00           | \$ 100.00            | 0%       |
| Fire & Rescue | Fire Pump Permits                         | Inspections (per hour)                                                                                                                                                                                  | \$ 75.00            | \$ 75.00             | 0%       |
| Fire & Rescue | Solar Photovoltaic System Permits         | New Installation and Plan Review                                                                                                                                                                        | \$ 200.00           | \$ 200.00            | 0%       |
| Fire & Rescue | Solar Photovoltaic System Permits         | Modification to Existing System                                                                                                                                                                         | \$ 100.00           | \$ 100.00            | 0%       |
| Fire & Rescue | Solar Photovoltaic System Permits         | Inspections (per hour)                                                                                                                                                                                  | \$ 75.00            | \$ 75.00             | 0%       |
| Fire & Rescue | Flammable & Combustible Liquid Tank Per   | New Installation - Each Tank                                                                                                                                                                            | \$ 300.00           | \$ 300.00            | 0%       |
| Fire & Rescue | Flammable & Combustible Liquid Tank Per   | Modification - Each Tank                                                                                                                                                                                | \$ 100.00           | \$ 100.00            | 0%       |
| Fire & Rescue | Flammable & Combustible Liquid Tank Per   | Removal - Each Tank                                                                                                                                                                                     | \$ 100.00           | \$ 100.00            | 0%       |
| Fire & Rescue | L-P Gas System Permits                    | New Installation - Storage and/or dispensing                                                                                                                                                            | \$ 300.00           | \$ 300.00            | 0%       |
| Fire & Rescue | L-P Gas System Permits                    | Modification - Storage and/or dispensing                                                                                                                                                                | \$ 100.00           | \$ 100.00            | 0%       |
| Fire & Rescue | L-P Gas System Permits                    | New Installation - Prefilled Portable Cylinders for Consumer Exchange                                                                                                                                   | \$ 100.00           | \$ 100.00            | 0%       |
| Fire & Rescue | Compressed Gases Systems Permit           | New Installation                                                                                                                                                                                        | \$ 300.00           | \$ 300.00            | 0%       |
| Fire & Rescue | Compressed Gases Systems Permit           | Modification                                                                                                                                                                                            | \$ 100.00           | \$ 100.00            | 0%       |
| Fire & Rescue | Medical Gas Systems Permit                | New Installation                                                                                                                                                                                        | \$ 300.00           | \$ 300.00            | 0%       |
| Fire & Rescue | Medical Gas Systems Permit                | Modification                                                                                                                                                                                            | \$ 100.00           | \$ 100.00            | 0%       |
| Fire & Rescue | Spring, Dipping or Powder Coating Permits | New Installation - Spray Area, Spray Room, Spray Booth, Dip Tank or Mixing Room                                                                                                                         | \$ 300.00           | \$ 300.00            | 0%       |
| Fire & Rescue | Spring, Dipping or Powder Coating Permits | Modification - Spray Area, Spray Room, Spray Booth, Dip Tank or Mixing Room                                                                                                                             | \$ 100.00           | \$ 100.00            | 0%       |
| Fire & Rescue | Hazardous Materials Permit                | Annual Fee to Store, Transport On-Site, Dispense, Use or Handle Hazardous Materials                                                                                                                     | \$ 150.00           | \$ 150.00            | 0%       |
| Fire & Rescue | Hazardous Materials Permit                | HMIS Assessment (minimum one hour) (per hour)                                                                                                                                                           | \$ 75.00            | \$ 75.00             | 0%       |
| Fire & Rescue | Hazardous Materials Permit                | HMMP Assessment (minimum one hour) (per hour)                                                                                                                                                           | \$ 75.00            | \$ 75.00             | 0%       |
| Fire & Rescue | Hazardous Materials Permit                | New Installation - HazMat Container, Tank or Process                                                                                                                                                    | \$ 200.00           | \$ 200.00            | 0%       |
| Fire & Rescue | Hazardous Materials Permit                | Modification - HazMat Container, Tank or Process                                                                                                                                                        | \$ 100.00           | \$ 100.00            | 0%       |
| Fire & Rescue | Other Fire Code Permits                   | Carbon Dioxide Systems                                                                                                                                                                                  | \$ 200.00           | \$ 200.00            | 0%       |
| Fire & Rescue | Other Fire Code Permits                   | Firefighter Air System (FAS)                                                                                                                                                                            | \$ 500.00           | \$ 500.00            | 0%       |
| Fire & Rescue | Other Fire Code Permits                   | Public Safety Radio Amplification System                                                                                                                                                                | \$ 500.00           | \$ 500.00            | 0%       |
| Fire & Rescue | Other Fire Code Permits                   | Smoke Control/Management System                                                                                                                                                                         | \$ 300.00           | \$ 300.00            | 0%       |
| Fire & Rescue | Other Fire Code Permits                   | Battery System (UPS)                                                                                                                                                                                    | \$ 300.00           | \$ 300.00            | 0%       |
| Fire & Rescue | Other Fire Code Permits                   | High-Piled Storage Plan (minimum one hour) (per hour)                                                                                                                                                   | \$ 75.00            | \$ 75.00             | 0%       |
| Fire & Rescue | Other Fire Code Permits                   | Other fire code related permits as set forth in IFC Section 105.7 (minimum one hour) (per hour)                                                                                                         | \$ 75.00            | \$ 75.00             | 0%       |
| Fire & Rescue | Other Fire Code Permits                   | Annual operational permits as set forth in IFC Section 105.6                                                                                                                                            | \$ 100.00           | \$ 100.00            | 0%       |
| Fire & Rescue | Inspection & Standby Fees                 | Re-inspection fees (minimum one hour) (per hour)                                                                                                                                                        | \$ 75.00            | \$ 75.00             | 0%       |
| Fire & Rescue | Inspection & Standby Fees                 | Additional inspections required by changes, additions, or revisions (minimum one hour) (per hour)                                                                                                       | \$ 75.00            | \$ 75.00             | 0%       |
| Fire & Rescue | Inspection & Standby Fees                 | After Hours Inspections (based on staff availability, minimum two hours) (per hour)                                                                                                                     | \$ 150.00           | \$ 150.00            | 0%       |
| Fire & Rescue | Inspection & Standby Fees                 | Investigation inspection fee (work commencing before permit issuance - IFC 106.3)                                                                                                                       | \$ 300.00           | \$ 300.00            | 0%       |
| Fire & Rescue | Inspection & Standby Fees                 | Investigation inspection fee (removal of Stop Work Order - IFC 112)                                                                                                                                     | \$ 300.00           | \$ 300.00            | 0%       |
| Fire & Rescue | Inspection & Standby Fees                 | Firewatch, standby firefighters and/or emergency medical personnel and apparatus as required by the <i>fire marshal</i> . Use current IDL ICMA cost per firefighter/paramedic and fire truck/ambulance. | ICMA RATES          | ICMA RATES           | 0%       |
| Fire & Rescue | Temporary Use Permit Fees                 | Temporary Use - Carnival, Fair, Circus, Haunt or Other Public Special Event - 30 Days                                                                                                                   | \$ 200.00           | \$ 200.00            | 0%       |
| Fire & Rescue | Temporary Use Permit Fees                 | Temporary Use - Amusement Building - 30 Days (must have sprinkler system 3103.3.1)                                                                                                                      | \$ 500.00           | \$ 500.00            | 0%       |
| Fire & Rescue | Temporary Use Permit Fees                 | Temporary Use - Fuel Tank & Dispensing                                                                                                                                                                  | \$ 100.00           | \$ 100.00            | 0%       |
| Fire & Rescue | Temporary Use Permit Fees                 | Temporary Use - LP Gas - Construction Site Use of Containers Over 100 lbs.                                                                                                                              | \$ 100.00           | \$ 100.00            | 0%       |
| Fire & Rescue | Temporary Use Permit Fees                 | Temporary Use - Tent or Membrane Structure >400 sq. ft. -Additional Tents(s) per event \$50 ea.                                                                                                         | \$ 100.00           | \$ 100.00            | 0%       |
| Fire & Rescue | Temporary Use Permit Fees                 | Temporary Use - Special Event Structure >400 sq. ft.                                                                                                                                                    | \$ 100.00           | \$ 100.00            | 0%       |
| Fire & Rescue | Temporary Use Permit Fees                 | Temporary Use - Outdoor Assembly Event where planned attendance exceeds 1000 persons                                                                                                                    | \$ 200.00           | \$ 200.00            | 0%       |
| Fire & Rescue | Temporary Use Permit Fees                 | Temporary Use - Pyrotechnics Display                                                                                                                                                                    | \$ 200.00           | \$ 200.00            | 0%       |
| Fire & Rescue | Temporary Use Permit Fees                 | Other fire code related temporary use permits not listed (minimum one hour) (per hour)                                                                                                                  | \$ 75.00            | \$ 75.00             | 0%       |
| Fire & Rescue | Emergency Fire Alarm Response Fees        | First 3 alarms per year                                                                                                                                                                                 | \$ -                | \$ -                 | 0%       |

Highlighting indicates a new fee or a fee increase of greater than 5%

| Department     | Program                            | Fee Description                                                                                                                                                          | FY 2023 Adopted Fee Amount                                                                                              | FY 2024 Proposed Fee Amount                                                                                             | Change % |
|----------------|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------|
| Fire & Rescue  | Emergency Fire Alarm Response Fees | 4 <sup>th</sup> alarm per calendar year                                                                                                                                  | \$ 200.00                                                                                                               | \$ 200.00                                                                                                               | 0%       |
| Fire & Rescue  | Emergency Fire Alarm Response Fees | Each additional alarm per calendar year progressively increases at \$200.00 increments for each additional fire alarm, by alarm number                                   | \$ 200.00                                                                                                               | \$ 200.00                                                                                                               | 0%       |
| Fire & Rescue  | Burn Response Fees                 | Responses caused by burning without a permit. Use current IDL ICMA cost per firefighter/paramedic and fire truck/ambulance                                               | ICMA RATES                                                                                                              | ICMA RATES                                                                                                              | 0%       |
| Fire & Rescue  | Burn Response Fees                 | Responses to wildland or structure fire caused by an illegal burn. Use current IDL ICMA cost per firefighter/paramedic and fire truck/ambulance                          | ICMA RATES                                                                                                              | ICMA RATES                                                                                                              | 0%       |
| Fire & Rescue  | Burn Response Fees                 | Violation of the Fire Code (\$250.00 per violation, per day) Each day in which a violation occurs, after due notice has been served, shall constitute a separate offense | \$ 250.00                                                                                                               | \$ 250.00                                                                                                               | 0%       |
| Recreation     | Youth Fees After School            | Full season (school year)                                                                                                                                                | \$ 755.00                                                                                                               | \$ 755.00                                                                                                               | 0%       |
| Recreation     | Youth Fees After School            | Per month                                                                                                                                                                | \$ 105.00                                                                                                               | \$ 105.00                                                                                                               | 0%       |
| Recreation     | Youth Fees After School            | Per day                                                                                                                                                                  | \$ 15.00                                                                                                                | \$ 15.00                                                                                                                | 0%       |
| Recreation     | Youth Fees After School            | Out-of-school and extra activities, cost is activity dependent                                                                                                           | \$40.00-\$65.00                                                                                                         | \$40.00-\$65.00                                                                                                         | 0%       |
| Recreation     | Youth Fees After School            | Swimming (6 weeks session)                                                                                                                                               | \$ 90.00                                                                                                                | \$ 90.00                                                                                                                | 0%       |
| Recreation     | Youth Fees After School            | Additional after school activities                                                                                                                                       | \$ 80.00                                                                                                                | \$ 80.00                                                                                                                | 0%       |
| Recreation     | Youth Fees Summer                  | Full summer (ten weeks M-Th)                                                                                                                                             | \$ 1,100.00                                                                                                             | \$ 1,100.00                                                                                                             | 0%       |
| Recreation     | Youth Fees Summer                  | Per week (M-TH)                                                                                                                                                          | \$ 155.00                                                                                                               | \$ 155.00                                                                                                               | 0%       |
| Recreation     | Youth Fees Summer                  | Per day (drop-in)                                                                                                                                                        | \$ 40.00                                                                                                                | \$ 40.00                                                                                                                | 0%       |
| Recreation     | Youth Fees Summer                  | Swimming (10 weeks session)                                                                                                                                              | \$ 150.00                                                                                                               | \$ 150.00                                                                                                               | 0%       |
| Recreation     | Youth Fees Summer                  | Friday Adventures (requires individual registration) cost depends on activity                                                                                            | \$40.00-\$65.00                                                                                                         | \$40.00-\$65.00                                                                                                         | 0%       |
| Recreation     | Park Reservations                  | 100 people or fewer-1/2 day rate up to 4 hours                                                                                                                           | \$ 80.00                                                                                                                | \$ 80.00                                                                                                                | 0%       |
| Recreation     | Park Reservations                  | 101 people or more-1/2 day rate up to 4 hours                                                                                                                            | \$ 160.00                                                                                                               | \$ 160.00                                                                                                               | 0%       |
| Recreation     | Park Reservations                  | 100 people or fewer-Full day rate up to 8 hours                                                                                                                          | \$ 160.00                                                                                                               | \$ 160.00                                                                                                               | 0%       |
| Recreation     | Park Reservations                  | 101 people or more-Full Day Rate up to 8 hours                                                                                                                           | \$ 320.00                                                                                                               | \$ 320.00                                                                                                               | 0%       |
| Recreation     | Park Reservations                  | Refundable Security Deposit (over 100 people)                                                                                                                            | \$ 250.00                                                                                                               | \$ 250.00                                                                                                               | 0%       |
| Recreation     | User Fees                          | Athletic fields and facilities (per two hours)                                                                                                                           | \$ 80.00                                                                                                                | \$ 80.00                                                                                                                | 0%       |
| Recreation     | User Fees                          | Recreation Center (per two hours)                                                                                                                                        | \$ 60.00                                                                                                                | \$ 60.00                                                                                                                | 0%       |
| Recreation     | User Fees                          | Recreation Center Security Deposit                                                                                                                                       | \$ 150.00                                                                                                               | \$ 150.00                                                                                                               | 0%       |
|                |                                    |                                                                                                                                                                          | Fees are determined by staff according to current Park Reservations, athletic field and Recreation Center Fee Schedules | Fees are determined by staff according to current Park Reservations, athletic field and Recreation Center Fee Schedules | 0%       |
| Recreation     | User Fees                          | Public Park Areas                                                                                                                                                        |                                                                                                                         |                                                                                                                         |          |
| Administrative | Special Events                     | Street Party Application Fee                                                                                                                                             | \$ 100.00                                                                                                               | \$ 100.00                                                                                                               | 0%       |
| Administrative | Special Events                     | Block Party Application Fee                                                                                                                                              | \$ 50.00                                                                                                                | \$ 50.00                                                                                                                | 0%       |
| Administrative | Special Events                     | Category A – application fee                                                                                                                                             | \$ 100.00                                                                                                               | \$ 100.00                                                                                                               | 0%       |
| Administrative | Special Events                     | Category B – application fee                                                                                                                                             | \$ 400.00                                                                                                               | \$ 400.00                                                                                                               | 0%       |
| Administrative | Special Events                     | Category C – application fee                                                                                                                                             | \$ 800.00                                                                                                               | \$ 800.00                                                                                                               | 0%       |
| Administrative | Special Events                     | Facility Fee(per day)                                                                                                                                                    | \$ 150.00                                                                                                               | \$ 150.00                                                                                                               | 0%       |
| Administrative | Special Events                     | Visitor Center Window Advertising Permit                                                                                                                                 | \$ 75.00                                                                                                                | \$ 75.00                                                                                                                | 0%       |
| Administrative | Special Events                     | Music License Fee (per day)                                                                                                                                              | \$ 10.00                                                                                                                | \$ 10.00                                                                                                                | 0%       |
| Administrative | Special Events                     | Street Closure for Designated Event Location                                                                                                                             | \$ 100.00                                                                                                               | \$ 100.00                                                                                                               | 0%       |
| Administrative | Special Events                     | Street Closure for Non-Designated Event Location                                                                                                                         | \$ 500.00                                                                                                               | \$ 500.00                                                                                                               | 0%       |
| Administrative | Special Events                     | Refundable Security Deposit (Street Party & Small Events)                                                                                                                | \$ 250.00                                                                                                               | \$ 250.00                                                                                                               | 0%       |
| Administrative | Special Events                     | Refundable Security Deposit (Medium & Large Events)                                                                                                                      | \$ 500.00                                                                                                               | \$ 500.00                                                                                                               | 0%       |
| Administrative | Film Permits                       | Motion: City Property including rights-of-way(per day)                                                                                                                   | \$ 400.00                                                                                                               | \$ 400.00                                                                                                               | 0%       |
| Administrative | Film Permits                       | Still: City Property including rights-of-way (per day)                                                                                                                   | \$ 200.00                                                                                                               | \$ 200.00                                                                                                               | 0%       |
|                |                                    |                                                                                                                                                                          | All memorials are cost-specific and determined by Department Director or designee                                       | All memorials are cost-specific and determined by Department Director or designee                                       | 0%       |
| Administrative | Memorials and Donations            | Benches, trees, tables, property, etc.                                                                                                                                   |                                                                                                                         |                                                                                                                         |          |

Highlighting indicates a new fee or a fee increase of greater than 5%

| Department     | Program       | Fee Description                                                                                                     | FY 2023 Adopted Fee Amount                                           | FY 2024 Proposed Fee Amount                                          | Change % |
|----------------|---------------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------|----------|
| Administrative | Tree Services | Tree Removal Permit (allows contractor to remove a public tree upon outside request with permission(per occurrence) | \$ 50.00                                                             | \$ 50.00                                                             | 0%       |
| Administrative | Tree Services | Tree Permit (allows contractor to perform work on public trees with permission (per fiscal year)                    | \$ 50.00                                                             | \$ 50.00                                                             | 0%       |
| Street         | Permits       | Banner Install/Remove                                                                                               | \$ 175.00                                                            | \$ 175.00                                                            | 0%       |
| Street         | Permits       | Right of Way Encroachment Agreement                                                                                 | \$ 150.00                                                            | \$ 475.00                                                            | 217%     |
| Street         | Permits       | Temporary Use of the Right of Way Permit (TURP)                                                                     | \$ 100.00                                                            | \$ 100.00                                                            | 0%       |
| Street         | Permits       | Dig Permit                                                                                                          | \$ 50.00                                                             | \$ 50.00                                                             | 0%       |
| Street         | Permits       | Barricade Rental                                                                                                    | \$ 20.00                                                             | \$ 20.00                                                             | 0%       |
| Street         | Permits       | Security Agreement/Performance Bond Processing Fee                                                                  | \$ 100.00                                                            | \$ 100.00                                                            | 0%       |
|                |               |                                                                                                                     | In addition to connection fees in table 4-D                          | In addition to connection fees in table 4-D                          | 0%       |
| Water          | Fees          | City water tap and corporation stop installation                                                                    |                                                                      |                                                                      |          |
| Water          | Fees          | 1" tap                                                                                                              | \$ 203.00                                                            | \$ 203.00                                                            | 0%       |
| Water          | Fees          | 1 1/2" tap                                                                                                          | \$ 220.00                                                            | \$ 220.00                                                            | 0%       |
| Water          | Fees          | 2" tap                                                                                                              | \$ 247.00                                                            | \$ 247.00                                                            | 0%       |
| Water          | Fees          | Non-Standard Connection Fee                                                                                         | Time and material cost to city                                       | Time and material cost to city                                       | 0%       |
|                |               |                                                                                                                     | Meter cost + \$40; check with Water Division for current meter costs | Meter cost + \$40; check with Water Division for current meter costs | 0%       |
| Water          | Fees          | Water Meter Fee – 1" Water Meter                                                                                    | Meter cost + \$40; check with Water Division for current meter costs | Meter cost + \$40; check with Water Division for current meter costs | 0%       |
| Water          | Fees          | Water Meter Fee – 1.5" R2 Water Meter                                                                               | Meter cost + \$40; check with Water Division for current meter costs | Meter cost + \$40; check with Water Division for current meter costs | 0%       |
| Water          | Fees          | Water Meter Fee – 1.5" C2 Water Meter                                                                               | Meter cost + \$40; check with Water Division for current meter costs | Meter cost + \$40; check with Water Division for current meter costs | 0%       |
| Water          | Fees          | Water Meter Fee – 2" R2 Water Meter                                                                                 | Meter cost + \$40; check with Water Division for current meter costs | Meter cost + \$40; check with Water Division for current meter costs | 0%       |
| Water          | Fees          | Water Meter Fee – 2" C2 Water Meter                                                                                 | Meter cost + \$40; check with Water Division for current meter costs | Meter cost + \$40; check with Water Division for current meter costs | 0%       |
| Water          | Fees          | Water Meter Fee – 3" Water Meter + up                                                                               | Meter cost + \$40; check with Water Division for current meter costs | Meter cost + \$40; check with Water Division for current meter costs | 0%       |
| Water          | Fees          | Water Meter Vaults                                                                                                  | \$ 1,100.00                                                          | \$ 1,100.00                                                          | 0%       |
| Water          | Fees          | Fire Line Permit Fee                                                                                                | \$ 253.00                                                            | \$ 253.00                                                            | 0%       |
| Water          | Fees          | Turn-On Fee                                                                                                         | \$ 25.00                                                             | \$ 25.00                                                             | 0%       |
| Water          | Fees          | Turn-Off Fee                                                                                                        | \$ 25.00                                                             | \$ 25.00                                                             | 0%       |
| Water          | Fees          | Water User Charges – Metered Users Base charge (residential or commercial)                                          | \$ 14.55                                                             | \$ 15.28                                                             | 5%       |
| Water          | Fees          | 1,000 – 8,000 Additional Gallons per 1,000 gallons                                                                  | \$ 1.25                                                              | \$ 1.31                                                              | 5%       |
| Water          | Fees          | 8,001 – 20,000 Additional Gallons per 1,000 gallons                                                                 | \$ 2.45                                                              | \$ 2.57                                                              | 5%       |
| Water          | Fees          | 20,001 – 32,000 Additional Gallons per 1,000 gallons                                                                | \$ 2.89                                                              | \$ 3.03                                                              | 5%       |
| Water          | Fees          | 32,001 – 44,000 Additional Gallons per 1,000 gallons                                                                | \$ 3.33                                                              | \$ 3.50                                                              | 5%       |
| Water          | Fees          | 44,001 – 56,000 Additional Gallons per 1,000 gallons                                                                | \$ 3.77                                                              | \$ 3.96                                                              | 5%       |
| Water          | Fees          | 56,001 – 68,000 Additional Gallons per 1,000 gallons                                                                | \$ 4.21                                                              | \$ 4.42                                                              | 5%       |
| Water          | Fees          | 68,001 – 80,000 Additional Gallons per 1,000 gallons                                                                | \$ 4.65                                                              | \$ 4.88                                                              | 5%       |
| Water          | Fees          | 80,001 – 92,000 Additional Gallons per 1,000 gallons                                                                | \$ 5.23                                                              | \$ 5.49                                                              | 5%       |
| Water          | Fees          | 92,000 – 104,000 Additional Gallons per 1,000 gallons                                                               | \$ 5.81                                                              | \$ 6.10                                                              | 5%       |
| Water          | Fees          | 104,001 – 116,000 Additional Gallons per 1,000 gallons                                                              | \$ 6.39                                                              | \$ 6.71                                                              | 5%       |
| Water          | Fees          | 116,001 – 128,000 Additional Gallons per 1,000 gallons                                                              | \$ 6.98                                                              | \$ 7.33                                                              | 5%       |
| Water          | Fees          | 128,001 – 140,000 Additional Gallons per 1,000 gallons                                                              | \$ 7.56                                                              | \$ 7.94                                                              | 5%       |
| Water          | Fees          | 140,001 – 152,000 Additional Gallons per 1,000 gallons                                                              | \$ 8.14                                                              | \$ 8.55                                                              | 5%       |
| Water          | Fees          | >152,000 Additional Gallons per 1,000 gallons                                                                       | \$ 8.72                                                              | \$ 9.16                                                              | 5%       |

Highlighting indicates a new fee or a fee increase of greater than 5%

| Department | Program                | Fee Description                                                                                         | FY 2023 Adopted Fee      | FY 2024 Proposed Fee     | Change % |
|------------|------------------------|---------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|----------|
|            |                        |                                                                                                         | Amount                   | Amount                   |          |
| Water      | User Charges-Flat Rate | Residential-First five (5) cold water taps or less Each additional cold water tap (per month, per unit) | \$ 25.06                 | \$ 26.31                 | 5%       |
| Water      | User Charges-Flat Rate | Residential-Each additional cold water tap (per month, per unit)                                        | \$ 2.31                  | \$ 2.43                  | 5%       |
| Water      | User Charges-Flat Rate | Residential-Irrigation and sprinkling per each 1,000 square feet of lot area (per month, per unit)      | \$ 0.83                  | \$ 0.87                  | 5%       |
| Water      | User Charges-Flat Rate | Commercial-First five (5) cold water taps or less Each additional cold water tap (per month, per unit)  | \$ 38.46                 | \$ 40.38                 | 5%       |
| Water      | User Charges-Flat Rate | Commercial-Each additional cold water tap (per month, per unit)                                         | \$ 3.20                  | \$ 3.36                  | 5%       |
| Water      | User Charges-Flat Rate | Commercial-Irrigation and sprinkling per each 1,000 square feet of lot area (per month, per unit)       | \$ 0.84                  | \$ 0.88                  | 5%       |
| Water      | User Fees              | Fire User Charge 2" Connection (per month)                                                              | \$ 8.21                  | \$ 8.62                  | 5%       |
| Water      | User Fees              | Fire User Charge 4" Connection (per month)                                                              | \$ 16.70                 | \$ 17.54                 | 5%       |
| Water      | User Fees              | Fire User Charge 6" Connection (per month)                                                              | \$ 33.56                 | \$ 35.24                 | 5%       |
| Water      | User Fees              | Fire User Charge 8" Connection (per month)                                                              | \$ 49.61                 | \$ 52.09                 | 5%       |
| Water      | User Fees              | Fire User Chage 10" Connection (per month)                                                              | \$ 67.16                 | \$ 70.52                 | 5%       |
| Water      | User Fees              | Fire User Charge 12" Connection (per month)                                                             | \$ 83.11                 | \$ 87.27                 | 5%       |
|            |                        |                                                                                                         | Fee determined by amount | Fee determined by amount | 0%       |
| Water      | User Fees              | Tank Truck Fill Fee                                                                                     | \$                       | \$                       |          |
| Water      | User Fees              | Use of Fire Hydrant Charge (per day)                                                                    | \$ 25.00                 | \$ 25.00                 | 0%       |
| Water      | Connection Fees        | Meter 1" scale factor 1.00                                                                              | \$ 3,816.00              | \$ 3,816.00              | 0%       |
| Water      | Connection Fees        | Meter 1.5" scale factor 2.25                                                                            | \$ 8,586.00              | \$ 8,586.00              | 0%       |
| Water      | Connection Fees        | Meter 2" scale factor 4.00                                                                              | \$ 15,264.00             | \$ 15,264.00             | 0%       |
| Water      | Connection Fees        | Meter 3" scale factor 9.00                                                                              | \$ 34,344.00             | \$ 34,344.00             | 0%       |
| Water      | Connection Fees        | Meter 4" scale factor 16.00                                                                             | \$ 61,056.00             | \$ 61,056.00             | 0%       |
| Water      | Connection Fees        | Meter 6" scale factor 36.00                                                                             | \$ 137,376.00            | \$ 137,376.00            | 0%       |
| Wastewater | Fees                   | Service Inspection Fee                                                                                  | \$ 40.00                 | \$ 40.00                 | 0%       |
| Wastewater | Sewer User Fees        | 11-Single family home                                                                                   | \$ 41.85                 | \$ 43.94                 | 5%       |
| Wastewater | Sewer User Fees        | 12-Multiple living unit                                                                                 | \$ 41.85                 | \$ 43.94                 | 5%       |
| Wastewater | Sewer User Fees        | 13-Motel / hotel (first unit)                                                                           | \$ 41.85                 | \$ 43.94                 | 5%       |
| Wastewater | Sewer User Fees        | 15-Office building / 1,500 square feet                                                                  | \$ 41.85                 | \$ 43.94                 | 5%       |
| Wastewater | Sewer User Fees        | 16-Retail sales / 3,000 square feet                                                                     | \$ 41.85                 | \$ 43.94                 | 5%       |
| Wastewater | Sewer User Fees        | 17-Restaurant / cafe per seat with or without a trap                                                    | \$ 4.13                  | \$ 4.34                  | 5%       |
| Wastewater | Sewer User Fees        | 20-Retail food / 1,500 square feet                                                                      | \$ 41.85                 | \$ 43.94                 | 5%       |
| Wastewater | Sewer User Fees        | 21-Barber shop / per chair                                                                              | \$ 20.90                 | \$ 21.95                 | 5%       |
| Wastewater | Sewer User Fees        | 22-Beauty salon / per operator                                                                          | \$ 41.85                 | \$ 43.94                 | 5%       |
| Wastewater | Sewer User Fees        | 26-Dry cleaners                                                                                         | \$ 83.67                 | \$ 87.85                 | 5%       |
| Wastewater | Sewer User Fees        | 27-Garage / mechanical per 1,500 square feet                                                            | \$ 83.67                 | \$ 87.85                 | 5%       |
| Wastewater | Sewer User Fees        | 28-Laundries                                                                                            | \$ 167.39                | \$ 175.76                | 5%       |
| Wastewater | Sewer User Fees        | 29-Bank                                                                                                 | \$ 83.67                 | \$ 87.85                 | 5%       |
| Wastewater | Sewer User Fees        | 30-School / per 50 students                                                                             | \$ 41.85                 | \$ 43.94                 | 5%       |
| Wastewater | Sewer User Fees        | 31-Swimming pool / private / 500 square feet                                                            | \$ 10.40                 | \$ 10.92                 | 5%       |
| Wastewater | Sewer User Fees        | 32-Beer, wine, liquor                                                                                   | \$ 83.67                 | \$ 87.85                 | 5%       |
| Wastewater | Sewer User Fees        | 33-Theater / per screen                                                                                 | \$ 83.67                 | \$ 87.85                 | 5%       |
| Wastewater | Sewer User Fees        | 35-Nursery school                                                                                       | \$ 83.67                 | \$ 87.85                 | 5%       |
| Wastewater | Sewer User Fees        | 36-Church                                                                                               | \$ 83.67                 | \$ 87.85                 | 5%       |
| Wastewater | Sewer User Fees        | 37-Lodge / private / 3,000 square feet                                                                  | \$ 83.67                 | \$ 87.85                 | 5%       |
| Wastewater | Sewer User Fees        | 39-Dentist / doctor/ per medical doctor                                                                 | \$ 45.04                 | \$ 47.29                 | 5%       |
| Wastewater | Sewer User Fees        | 40-Car wash with recycle                                                                                | \$ 45.04                 | \$ 47.29                 | 5%       |
| Wastewater | Sewer User Fees        | 41-Hospital / per bed                                                                                   | \$ 8.34                  | \$ 8.76                  | 5%       |
| Wastewater | Sewer User Fees        | 42-Bowling alley / per lane                                                                             | \$ 16.72                 | \$ 17.56                 | 5%       |
| Wastewater | Sewer User Fees        | 43-Car wash without recycle / per bay                                                                   | \$ 83.60                 | \$ 87.78                 | 5%       |
| Wastewater | Sewer User Fees        | 44-Commercial / 3,000 square feet                                                                       | \$ 41.85                 | \$ 43.94                 | 5%       |
| Wastewater | Sewer User Fees        | 45-Photo development lab                                                                                | \$ 83.60                 | \$ 87.78                 | 5%       |
| Wastewater | Sewer User Fees        | 46-Gas station with public restrooms                                                                    | \$ 83.67                 | \$ 87.85                 | 5%       |
| Wastewater | Sewer User Fees        | 47-Warehouse / 6,000 square feet                                                                        | \$ 41.85                 | \$ 43.94                 | 5%       |
| Wastewater | Sewer User Fees        | 48-Swimming pool / public / 500 square feet                                                             | \$ 31.99                 | \$ 33.59                 | 5%       |
| Wastewater | Sewer User Fees        | 54-Motel / hotel unit without cooking                                                                   | \$ 10.40                 | \$ 10.92                 | 5%       |
| Wastewater | Sewer User Fees        | 55-Motel hotel, with cooking                                                                            | \$ 20.90                 | \$ 21.95                 | 5%       |

Highlighting indicates a new fee or a fee increase of greater than 5%

| Department     | Program            | Fee Description                                                                                                | FY 2023 Adopted Fee                            | FY 2024 Proposed Fee                           | Change % |
|----------------|--------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------|------------------------------------------------|----------|
|                |                    |                                                                                                                | Amount                                         | Amount                                         |          |
| Wastewater     | Sewer User Fees    | 56-Senior family living home                                                                                   | \$ 20.90                                       | \$ 21.95                                       | 5%       |
| Water          | Connection Fees    | Meter 1" scale factor 1.00                                                                                     | \$ 2,921.00                                    | \$ 2,921.00                                    | 0%       |
| Water          | Connection Fees    | Meter 1.5" scale factor 2.25                                                                                   | \$ 6,572.25                                    | \$ 6,572.25                                    | 0%       |
| Water          | Connection Fees    | Meter 2" scale factor 4.00                                                                                     | \$ 11,684.00                                   | \$ 11,684.00                                   | 0%       |
| Water          | Connection Fees    | Meter 3" scale factor 9.00                                                                                     | \$ 26,289.00                                   | \$ 26,289.00                                   | 0%       |
| Water          | Connection Fees    | Meter 4" scale factor 16.00                                                                                    | \$ 46,736.00                                   | \$ 46,736.00                                   | 0%       |
| Water          | Connection Fees    | Meter 6" scale factor 36.00                                                                                    | \$ 105,156.00                                  | \$ 105,156.00                                  | 0%       |
| Administrative | License & Tax Fees | Business License Application Fee                                                                               | \$ 125.00                                      | \$ 125.00                                      | 0%       |
| Administrative | License & Tax Fees | Business License Renewal Fee                                                                                   | \$ 50.00                                       | \$ 50.00                                       | 0%       |
| Administrative | License & Tax Fees | Business License Late Fee                                                                                      | \$ 10.00                                       | \$ 10.00                                       | 0%       |
| Administrative | License & Tax Fees | City Local Option Tax Application Fee - Tax collected per Municipal Code Title 3, Chapter 12.                  | \$ -                                           | \$ -                                           | 0%       |
|                |                    |                                                                                                                | After Due Date: Penalty -                      | After Due Date: Penalty -                      |          |
|                |                    |                                                                                                                | The greater of 5% of Tax                       | The greater of 5% of Tax                       |          |
|                |                    |                                                                                                                | Due or \$10.00 Plus 1%                         | Due or \$10.00 Plus 1%                         | 0%       |
|                |                    |                                                                                                                | Interest Per Month on Tax                      | Interest Per Month on Tax                      |          |
| Administrative | License & Tax Fees | City Local Option Tax Late Fee                                                                                 | Due                                            | Due                                            |          |
| Administrative | License & Tax Fees | Short-Term Rental Application Permit Fee-City Resolution #1230                                                 | \$ 527.00                                      | \$ 504.00                                      | -4.36%   |
| Administrative | License & Tax Fees | Short-Term Rental Renewal Permit Fee                                                                           | \$ -                                           | \$ 504.00                                      | 0%       |
| Administrative | License & Tax Fees | Short-Term Rental Late Fee (per day)                                                                           | \$ 100.00                                      | \$ 100.00                                      | 0%       |
| Administrative | License & Tax Fees | Catering Permit Application Fee- Idaho Code 23-934A                                                            | \$ 20.00                                       | \$ 20.00                                       | 0%       |
| Administrative | Copy Fees          | Black & White 8.5"x 11" Single-sided (per page)                                                                | \$ 0.06                                        | \$ 0.06                                        | 0%       |
| Administrative | Copy Fees          | Black & White 8.5"x 14" Single-sided (per page)                                                                | \$ 0.06                                        | \$ 0.06                                        | 0%       |
| Administrative | Copy Fees          | Black & White 8.5"x 11" Double-sided (per page)                                                                | \$ 0.11                                        | \$ 0.11                                        | 0%       |
| Administrative | Copy Fees          | Black & White 8.5"x 14" Double-sided (per page)                                                                | \$ 0.11                                        | \$ 0.11                                        | 0%       |
| Administrative | Copy Fees          | Black & White 11"x 17" Single-sided (per page)                                                                 | \$ 0.15                                        | \$ 0.15                                        | 0%       |
| Administrative | Copy Fees          | Black & White 11"x 17" Double-sided (per page)                                                                 | \$ 0.29                                        | \$ 0.29                                        | 0%       |
| Administrative | Copy Fees          | Color 8.5"x 11" Single-sided (per page)                                                                        | \$ 0.65                                        | \$ 0.65                                        | 0%       |
| Administrative | Copy Fees          | Color 8.5"x 14" Single-sided (per page)                                                                        | \$ 0.65                                        | \$ 0.65                                        | 0%       |
| Administrative | Copy Fees          | Color 8.5"x 11" Double-sided (per page)                                                                        | \$ 0.65                                        | \$ 0.65                                        | 0%       |
| Administrative | Copy Fees          | Color 8.5"x 14" Double-sided (per page)                                                                        | \$ 0.65                                        | \$ 0.65                                        | 0%       |
| Administrative | Copy Fees          | Color 11"x 17" Single-sided (per page)                                                                         | \$ 0.85                                        | \$ 0.85                                        | 0%       |
| Administrative | Copy Fees          | Color 11"x 17" Double-sided (per page)                                                                         | \$ 0.85                                        | \$ 0.85                                        | 0%       |
| Administrative | Copy Fees          | 24" x 36" (outsourced) (per page)                                                                              | \$ 3.30                                        | \$ 3.30                                        | 0%       |
| Administrative | Copy Fees          | 22" x 34" (outsourced) (per page)                                                                              | \$ 3.00                                        | \$ 3.00                                        | 0%       |
| Administrative | Labor Rates Hourly | City Administrator, Department Head, Assistant or Associate, City Clerk, City Treasurer- Idaho Code 74-102(10) | Current salary divided by 2,080 hours per year | Current salary divided by 2,080 hours per year | 0%       |
| Administrative | Labor Rates Hourly | Network Consultant                                                                                             | Current hourly rate                            | Current hourly rate                            | 0%       |



## Appendix II:

Blaine County Sheriff – Ketchum Patrol Team

Idaho Dark Sky Alliance

Friends of the Sawtooth Avalanche Center

Mountain Humane

Mountain Rides

Sun Valley Economic Development

# Ketchum Patrol Team

## FY24 Operating Budget



SHERIFF STEVE HARKINS  
CHIEF DEPUTY WILL FRUEHLING





FY2024

## Ketchum Patrol Team Budget Overview



Office / Department: Blaine County Sheriff's Office  
Budget Contact Persons: Sheriff Steve Harkins  
Chief Deputy Will Fruehling  
Lieutenant Jamie Shaw

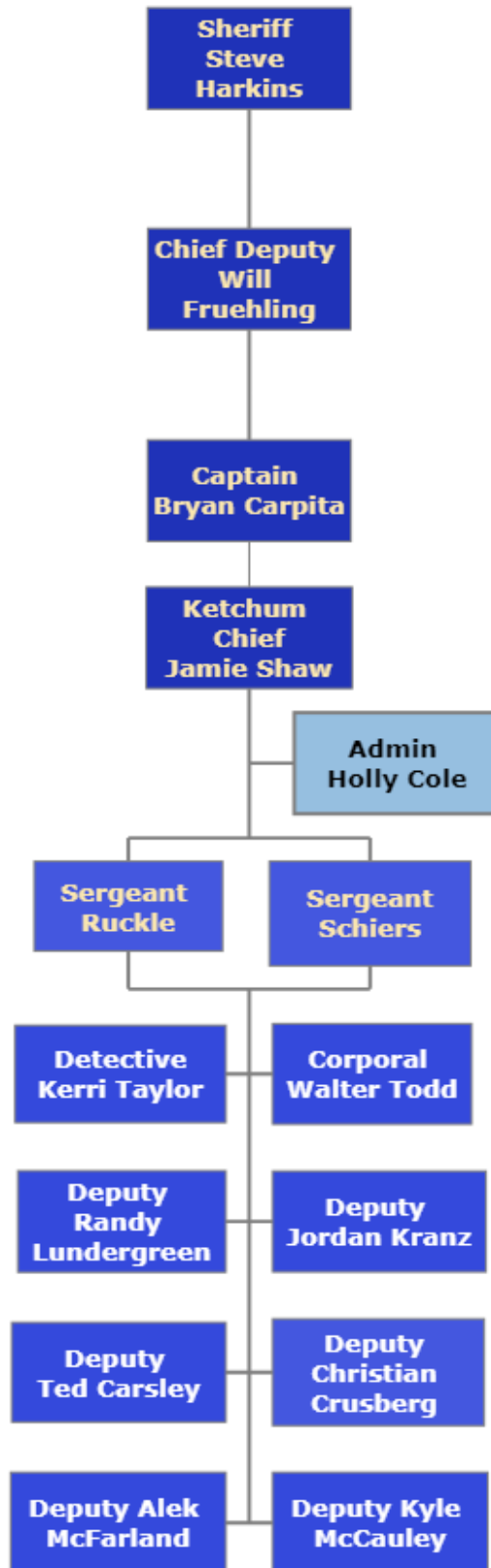
### Mission Statement

The men and women of the Ketchum Patrol Team of the Blaine County Sheriff's Office are committed to being a professional organization dedicated to the concepts of personal excellence, continuous improvement, teamwork, and service to our community. We take pride in our organization, our accomplishments, and our abilities to make the City of Ketchum a safe place to live, work, and play.



**Teamwork \* Integrity \* Excellence**

*Ketchum Patrol Team Organizational Structure:*



# FY23 Highlights

## **School Liaison Deputies:**

This year we added two school liaison deputies to provide both Hemingway Elementary and the Carey School with a primary point of contact to assist with school-related matters. Neither school has an assigned School Resource Officer. The purpose of this position is to build and maintain mutually beneficial relationships, facilitate communications, and coordinate activities between our department and the schools.

## **Rapid Response Training:**

Recent events across the country have taught us that not only must our deputies be trained and prepared for threats in schools, public places, and gatherings, but that these events can happen anywhere. This year we had five deputies attend the Active Attack Integrated Response Courses and become instructors in various subjects. This program addresses the principles and technical aspects of responding to and implementing an integrated first responder deployment to an active attack event. This response protocol is the standard for American law enforcement, fire departments, and emergency medical personnel and is proven to save lives.

## **Patrol Training:**

As of June 1, 2023, our two patrol teams have completed a total of 1,226 hours of training on topics such as drug investigations, firearms, arrest and control techniques (ARCON), leadership, active shooter, domestic violence, and interview techniques. 751 of these hours were completed in-house and 475 hours were held outside our agency.

## **Computer Network Consolidation:**

With the assistance of the IT Team, the Ketchum Patrol Team is now on the Blaine County computer network. Deputies can now access all computers without multiple logins. This is a big step in improving our efficiency. The final step will be to upgrade Ketchum's WatchGuard server which should be completed by the end of FY23.

## **Breaching Tools:**

We have purchased breaching tools for all our patrol vehicles to enhance our readiness for major events such as active shooters.

## **Ketchum Field Days:**

The Ketchum Patrol Team continued our long tradition of community involvement with our 12<sup>th</sup> annual Field Day at Hemingway Elementary School. We also brought our community and law enforcement together during our annual Bike Rodeo and Wagon Days events. Maintaining a close relationship with the public and our local schools has always been a priority. When schools, our community, and law enforcement work together, we can achieve positive outcomes.

**KETCHUM PATROL TEAM  
SUMMARY SCHEDULE**

**Fiscal Year 2024 - October 1, 2023 Through September 30, 2024**

| Classification                           | 2023<br>Budgeted    | 2023<br>Revised     | 2024<br>Request     | Change<br>Amount |
|------------------------------------------|---------------------|---------------------|---------------------|------------------|
| Personnel Services                       | \$ 1,076,602        | \$ 1,078,010        | \$ 1,161,305        | \$ 83,295        |
| Contractual Services & Commodities       | \$ 233,162          | \$ 233,162          | \$ 247,770          | \$ 14,608        |
| <b>Proposed Ketchum Operating Budget</b> | <b>\$ 1,309,764</b> | <b>\$ 1,311,172</b> | <b>\$ 1,409,075</b> | <b>\$ 97,903</b> |

***County Clerk Estimates***

|                                       |                     |                     |                     |                   |
|---------------------------------------|---------------------|---------------------|---------------------|-------------------|
| Benefits Estimate                     | \$ 431,973          | \$ 431,973          | \$ 488,443          | \$ 56,470         |
| <b>Total Estimated Ketchum Budget</b> | <b>\$ 1,741,737</b> | <b>\$ 1,743,145</b> | <b>\$ 1,897,518</b> | <b>\$ 154,373</b> |

***Unincluded Capital Outlay Considerations***

|                |      |      |           |           |
|----------------|------|------|-----------|-----------|
| Capital Outlay | \$ - | \$ - | \$ 65,428 | \$ 65,428 |
|----------------|------|------|-----------|-----------|



**KETCHUM PATROL TEAM  
SUMMARY SCHEDULE**

**Fiscal Year 2024 - October 1, 2023 Through September 30, 2024**

| Classification                           | 2023<br>Budgeted    | 2023<br>Revised     | 2024<br>Request     | Change<br>Amount |
|------------------------------------------|---------------------|---------------------|---------------------|------------------|
| Personnel Services                       | \$ 1,076,602        | \$ 1,078,010        | \$ 1,161,305        | \$ 83,295        |
| Contractual Services & Commodities       | \$ 233,162          | \$ 233,162          | \$ 247,770          | \$ 14,608        |
| <b>Proposed Ketchum Operating Budget</b> | <b>\$ 1,309,764</b> | <b>\$ 1,311,172</b> | <b>\$ 1,409,075</b> | <b>\$ 97,903</b> |

***County Clerk Estimates***

|                                       |                     |                     |                     |                   |
|---------------------------------------|---------------------|---------------------|---------------------|-------------------|
| Benefits Estimate                     | \$ 431,973          | \$ 431,973          | \$ 488,443          | \$ 56,470         |
| <b>Total Estimated Ketchum Budget</b> | <b>\$ 1,741,737</b> | <b>\$ 1,743,145</b> | <b>\$ 1,897,518</b> | <b>\$ 154,373</b> |

***Unincluded Capital Outlay Considerations***

|                |      |      |           |           |
|----------------|------|------|-----------|-----------|
| Capital Outlay | \$ - | \$ - | \$ 65,428 | \$ 65,428 |
|----------------|------|------|-----------|-----------|



| Account Number | Account Name & Change Amount        | Ketchum Patrol Budget Justifications                                                                                                                                                                                                                                                                                                                                                                   |
|----------------|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17-401-01      | Salary Chief<br>\$7,936             | <b>Note:</b> This increase of \$7,936 represents a 6% market increase in wages as projected by the Blaine County Clerk for a total of \$120,343.                                                                                                                                                                                                                                                       |
| 17-401-02      | Salaries Deputies<br>\$67,239       | <b>Note:</b> This increase of \$67,239 represents a 6% market increase in staff wages as projected by the Blaine County Clerk, \$18,333 in scheduled pro-rated step increases, an estimate for the promotion of one sergeant, and \$15,172 for shift differentials. The total line item is \$897,500.                                                                                                  |
| 17-402-01      | Salary Office<br>\$3,834            | <b>Note:</b> This increase of 3,834 represents a 6% market increase in wages as projected by the Blaine County Clerk for a total of \$67,731.                                                                                                                                                                                                                                                          |
| 17-409-09      | Overtime<br>\$4,287                 | <b>Note:</b> This increase of \$4,287 represents a 6% adjustment to our overtime to maintain this line item in alignment with our wages after projected market increases. The total amount of the Ketchum Police Team's Overtime budget is \$75,731.                                                                                                                                                   |
| 17-450-00      | ICRMP Liability Insurance<br>\$531  | <b>Note:</b> We are requesting an increase of \$531 for a total of \$18,243 based on a projected 3% increase in the cost of our ICRMP Liability Insurance. This is a cost of doing business.                                                                                                                                                                                                           |
| 17-489-00      | Professional Services<br>\$2,000    | <b>Note:</b> This line item is being increased by \$2,000 to cover the costs for Syringa Network Connectivity to County Servers. This is a cost of doing business.                                                                                                                                                                                                                                     |
| 17-495-01      | 700 MHz Master Maintenance<br>\$570 | <b>Note:</b> We are requesting a \$570 increase to fund Ketchum Patrol's FY2024 700 MHz radio maintenance fee. Our 23 portable and mobile 700 MHz radios cost \$240 each for a total cost of \$5,520. This is a cost of doing business.                                                                                                                                                                |
| 17-528-00      | Dues / Memberships<br>\$675         | <b>Note:</b> We are requesting an increase of \$675 for a total of \$5600 to reflect increases in our dues and membership costs. This line item includes \$3,369 for Lexipol, \$540 for Air St. Luke's, \$1,000 for the Hurtig Shooting Center, \$450 for the Chief of Police Association, \$50 for the Rocky Mountain Information Network, and \$60 for the Idaho Police Mountain Biking Association. |
| 17-556-04      | RMS Contribution<br>\$4,831         | <b>Note:</b> We are requesting an increase of \$4,831 for a total of \$34,714 to fund the FY24 Ketchum Patrol portion of the RMS Central Square Contribution. This is a cost of doing business.                                                                                                                                                                                                        |

| Account Number | Account Name & Change Amount    | Ketchum Patrol Budget Justifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17-600-00      | Management/Admin Fee<br>\$6,000 | <b>Justification:</b> Based on the recommendation of the previous County Clerk’s Office administration, we are requesting a \$6,000 increase in the Management Line Item for a total of \$60,000. When the City of Ketchum began contracting with Blaine County for law enforcement services in 2009, this line item was set at \$54,000 to cover management and administrative costs. The line item has never been adjusted for the increases in salaries or contracts and is now underfunded based on projected market increases and contract costs. |
|                | Benefits Estimate<br>\$56,470   | <b>Note:</b> Based upon the Blaine County Budget Officer’s current projection of benefit increases, we are estimating an increase of \$56,470 for a total of \$488,443 for benefit costs for FY 2024. This calculation includes scheduled wages, step increases, and overtime.                                                                                                                                                                                                                                                                         |

| Request Amount                                 | Unincluded Capital Outlay Considerations                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Capital Equipment<br>Tasers<br>\$30,509        | <b>Justification:</b> We are requesting a capital expenditure from the City of Ketchum to fund a replacement plan for our Tasers. Our current Tasers are no longer supported and are beginning to fail. Tasers are a critical tool for officer safety. This expenditure would fund the purchase, set-up, warranties, licenses, cartridges, holsters, batteries, and docking bay for 11 tasers to outfit our Ketchum deputies. |
| Capital Equipment<br>Mobile Radios<br>\$18,154 | <b>Justification:</b> We are requesting a capital expenditure of \$ 18,154 from the City of Ketchum as a one-time cost of our radio replacement plan which we began in FY2022. Radio communication is a critical tool for all public safety agencies. We rely on it to perform our essential duties to protect the citizens of Ketchum and to protect our employees.                                                          |
| Capital Equipment<br>Body Cameras<br>\$16,765  | <b>Justification:</b> We are requesting a capital expenditure from the City of Ketchum of \$16,765 to replace 11 body cameras that are failing and are no longer supported by the manufacturer. Replacing these important officer safety tools is a cost of doing business and an effective risk management investment.                                                                                                       |



**KETCHUM PATROL TEAM  
CODE OF ACCOUNTS**

**Fiscal Year 2024 - October 1, 2023 Through September 30, 2024**

| Code                               | Classification    | 2023<br>Budgeted    | 2023<br>Revised     | 2024<br>Request     | Change<br>Amount |
|------------------------------------|-------------------|---------------------|---------------------|---------------------|------------------|
| <b>Personnel Services</b>          |                   |                     |                     |                     |                  |
| 17-401-01                          | Salary Chief      | \$ 112,407          | \$ 112,407          | \$ 120,343          | \$ 7,936         |
| 17-401-02                          | Salaries Deputies | \$ 830,657          | \$ 830,262          | \$ 897,500          | \$ 67,239        |
| 17-402-01                          | Salary Office     | \$ 62,094           | \$ 63,898           | \$ 67,731           | \$ 3,834         |
| 17-409-99                          | Overtime          | \$ 71,444           | \$ 71,444           | \$ 75,731           | \$ 4,287         |
| <b>Subtotal Personnel Services</b> |                   | <b>\$ 1,076,602</b> | <b>\$ 1,078,010</b> | <b>\$ 1,161,305</b> | <b>\$ 83,295</b> |

| <b>Contractual Services &amp; Commodities</b>      |                                 |                     |                     |                     |                  |
|----------------------------------------------------|---------------------------------|---------------------|---------------------|---------------------|------------------|
| 17-439-00                                          | Travel                          | \$ 4,600            | \$ 4,600            | \$ 4,600            | \$ -             |
| 17-439-01                                          | Per Diem                        | \$ 4,000            | \$ 4,000            | \$ 4,000            | \$ -             |
| 17-440-00                                          | Office Supplies                 | \$ 8,500            | \$ 8,500            | \$ 8,500            | \$ -             |
| 17-450-00                                          | ICRMP Liability                 | \$ 17,712           | \$ 17,712           | \$ 18,243           | \$ 531           |
| 17-464-00                                          | Telephone Communications        | \$ 3,000            | \$ 3,000            | \$ 3,000            | \$ -             |
| 17-479-00                                          | Vehicle Expenses                | \$ 42,896           | \$ 42,896           | \$ 42,896           | \$ -             |
| 17-489-00                                          | Professional Services           | \$ 10,000           | \$ 10,000           | \$ 12,000           | \$ 2,000         |
| 17-495-01                                          | 700 MHz Master Maintenance      | \$ 4,950            | \$ 4,950            | \$ 5,520            | \$ 570           |
| 17-499-00                                          | Repairs/Maintenance             | \$ 2,320            | \$ 2,320            | \$ 2,320            | \$ -             |
| 17-528-00                                          | Dues/Memberships                | \$ 4,925            | \$ 4,925            | \$ 5,600            | \$ 675           |
| 17-550-00                                          | Community Policing              | \$ 5,000            | \$ 5,000            | \$ 5,000            | \$ -             |
| 17-554-00                                          | Uniforms                        | \$ 5,000            | \$ 5,000            | \$ 5,000            | \$ -             |
| 17-556-01                                          | Operating Supplies/Equipment    | \$ 23,000           | \$ 23,000           | \$ 23,000           | \$ -             |
| 17-556-04                                          | RMS Contribution Central Square | \$ 29,883           | \$ 29,883           | \$ 34,714           | \$ 4,831         |
| 17-569-00                                          | Training/Education              | \$ 8,000            | \$ 8,000            | \$ 8,000            | \$ -             |
| 17-591-05                                          | Certification Incentives        | \$ 1,500            | \$ 1,500            | \$ 1,500            | \$ -             |
| 17-600-00                                          | Management/Term./Admin. Fee     | \$ 54,000           | \$ 54,000           | \$ 60,000           | \$ 6,000         |
| 17-714-05                                          | Telephone Allowances            | \$ 3,876            | \$ 3,876            | \$ 3,876            | \$ -             |
| <b>Subtotal Contractual Services / Commodities</b> |                                 | <b>\$ 233,162</b>   | <b>\$ 233,162</b>   | <b>\$ 247,770</b>   | <b>\$ 14,608</b> |
| <b>Proposed Ketchum Operating Budget</b>           |                                 | <b>\$ 1,309,764</b> | <b>\$ 1,311,172</b> | <b>\$ 1,409,075</b> | <b>\$ 97,903</b> |

| <b>County Clerk Estimates</b>      |  |                     |                     |                     |                   |
|------------------------------------|--|---------------------|---------------------|---------------------|-------------------|
| <b>Estimated Benefit Total</b>     |  | <b>\$ 431,973</b>   | <b>\$ 431,973</b>   | <b>\$ 488,443</b>   | <b>\$ 56,470</b>  |
| <b>Total Ketchum Patrol Budget</b> |  | <b>\$ 1,741,737</b> | <b>\$ 1,743,145</b> | <b>\$ 1,897,518</b> | <b>\$ 154,373</b> |

| <b>Unincluded Capital Outlay Considerations</b> |                             |             |             |                  |                  |
|-------------------------------------------------|-----------------------------|-------------|-------------|------------------|------------------|
|                                                 | Capital Vehicle             | \$ -        | \$ -        | \$ -             | \$ -             |
|                                                 | Capital Computer            | \$ -        | \$ -        | \$ -             | \$ -             |
|                                                 | Capital Equipment           | \$ -        | \$ -        | \$ -             | \$ -             |
|                                                 | Tasers                      |             |             | \$ 30,509        | \$ 30,509        |
|                                                 | Mobile Radios               |             |             | \$ 18,154        | \$ 18,154        |
|                                                 | Body Cameras/In Car Cameras |             |             | \$ 16,765        | \$ 16,765        |
| <b>Subtotal Capital Outlay</b>                  |                             | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 65,428</b> | <b>\$ 65,428</b> |





City of Ketchum

|                                                                                                        |
|--------------------------------------------------------------------------------------------------------|
| <b>Agency Name:</b> Idaho Dark Sky Alliance (in support of the Central Idaho Dark Sky Reserve (CIDSR)) |
| <b>Project Name:</b> Educational Outreach and Light Pollution Monitoring                               |
| <b>Contact Person:</b> Carol Cole                                                                      |
| <b>Address:</b> PO Box 4903, Ketchum, ID 83340                                                         |
| <b>Email:</b> <a href="mailto:idahodarksky@gmail.com">idahodarksky@gmail.com</a>                       |
| <b>Phone Number:</b> Carol, 208-721-2303                                                               |

Please provide the information requested below and return via email to [aswindley@ketchumidaho.org](mailto:aswindley@ketchumidaho.org) by end of day, **Friday, April 21, 2023**.

- City Council’s Budget Strategic Session will be on Monday, June 26, 2023 from 9-1pm (to be confirmed/agenda to follow)
- The public hearing will be on July 17, with the readings as follows:
  - 1<sup>st</sup> – August 7 | 2<sup>nd</sup> – August 21 | 3<sup>rd</sup> – September 5

Feel free to expand the text fields. Supporting documents or any additional information for consideration are welcome as attachments.

If any of the below items do not apply to your request, please indicate with N/A.

1. Amount requested for fiscal year 2024: **\$2500.00**
2. What percentage of your overall budget does the requested amount represent? **15%**  
Please submit a budget sheet for FY2022 and FY2023 that shows detailed revenue and expenditures.

| Funding Source                             | 2024<br>Percent of<br>Planned Budget | 2023<br>Percent of<br>Total Budget | 2022<br>Percent of<br>Total Budget |
|--------------------------------------------|--------------------------------------|------------------------------------|------------------------------------|
| Cities of Ketchum, Sun Valley, and Stanley | 40%<br>(requested)                   | 44%                                | 50%                                |
| Blaine County                              | 18%<br>(requested)                   | 22%                                | 25%                                |
| Stanley Chamber of Commerce                | 18%<br>(requested)                   | 17%                                | 15%                                |
| IDSA & Private Donations                   | 24%<br>(confirmed)                   | 17%                                | 10%                                |
| TOTAL FUNDING                              | \$17,000                             | \$16,000                           | \$12,200                           |

3. How would your program or project be impacted if it did not receive funding from the City or if funding were reduced? (Expand the box as needed or submit separately.)

Reduced funding would make it more difficult to maintain IDSA's education and outreach efforts that help residents and visitors to enjoy the stunning night sky and understand the importance of preserving the naturally dark nighttime environment within the Reserve.

Leveraging additional funds from the other cities and counties within the Reserve would be more challenging without the leadership and continued support from Ketchum as a related Dark Sky Community.

4. If you received funds from the City in fiscal year 2023, please provide specific examples of how those funds were used to benefit the community. (Expand the box as needed or submit separately.)

- Additional Dark Sky signs were installed within the Reserve north of Ketchum and south of Stanley.
- The CISDR Astronomer in Residence provided two public programs in Ketchum at the Community Library in 2022.
- IDSA volunteers provided dark sky information at Solstice events in Ketchum in June and December and at other events and festivals in the area.
- Responded to email and website questions from local residents regarding dark sky efforts and light pollution concerns.
- Skyglow from the Boise area is visible from some locations within the Reserve. IDSA board members provided two outreach events in the Boise area and spoke with the Boise Mayor about the impacts of light pollution in the Treasure Valley. The goal is to create awareness about light pollution and to mitigate the impacts for residents who live in the Treasure Valley and within the Reserve.

5. If you receive funds from the City in fiscal year 2024, please provide specific goals set by your organization. (Expand the box as needed or submit separately.)

- IDSA will host two WRV-based Astronomers in Residence in 2023 who will provide programs in Ketchum and throughout the Reserve from mid-June to mid-August.
- Offer dark sky programs at the Community Library and other area libraries for area residents and visitors which will be presented by the Astronomers in Residence, BSU AstroTAC students, and local dark sky advocates.
- Work with the International Dark Sky Association (IDA) and UCLA's Institute of the Environment and Sustainability to improve the sky quality monitoring program. Protecting the quality of our night sky is critical in our efforts to reduce light pollution and to maintain designation requirements for both the Reserve and for Ketchum as a Dark Sky Community.
- Coordinate with Ketchum city staff to develop consistent protocols for both sky quality monitoring and lighting inventories as required by IDA.
- Continue outreach efforts in the Treasure Valley to encourage better lighting that will help protect the night sky there and within the Reserve.

## Overall benefits of the Central Idaho Dark Sky Reserve to the City of Ketchum and city residents

The Idaho Dark Sky Alliance works with a number of organizations throughout the reserve to educate residents about the importance of maintaining dark skies. The group also serves as a resource for Ketchum and other communities as they develop and implement dark sky policies.

The pristine dark skies we enjoy in the Reserve are a treasured resource for both local residents and visitors. A main goal for the CIDSR is to preserve our dark skies. Reducing artificial light at night benefits human health and wildlife populations, and reduces energy consumption. Dark Sky designation can also provide economic benefits to local businesses through increased tourism and specific benefits to businesses that provide dark sky related items.

The City of Ketchum has been involved with the Dark Sky planning discussions since the 1990s when the city passed a Dark Sky Lighting Ordinance. City staff were instrumental in the early planning effort to get CIDSR recognized as the first Dark Sky Reserve in the US.



|                                                                                     |
|-------------------------------------------------------------------------------------|
| <b>Agency Name:</b> Friends of the Sawtooth National Forest Avalanche Center (FSAC) |
| <b>Project Name:</b> Daily Forecast Sponsor                                         |
| <b>Contact Person:</b> Dawn Bird, FSAC Executive Director                           |
| <b>Address:</b> PO Box 2669, Ketchum ID, 83340                                      |
| <b>Email:</b> Avycenterfriends@gmail.com                                            |
| <b>Phone Number:</b> (208)220-3367                                                  |

Please provide the information requested below and return via email to [aswindley@ketchumidaho.org](mailto:aswindley@ketchumidaho.org) by end of day, **Friday, April 21, 2023**.

- City Council’s Budget Strategic Session will be on Monday, June 26, 2023 from 9-1pm (to be confirmed/agenda to follow)
- The public hearing will be on July 17, with the readings as follows:
  - 1<sup>st</sup> – August 7 | 2<sup>nd</sup> – August 21 | 3<sup>rd</sup> – September 5

Feel free to expand the text fields. Supporting documents or any additional information for consideration are welcome as attachments.

If any of the below items do not apply to your request, please indicate with N/A.

- 
1. Amount requested for fiscal year 2024: \$ 5,000
  2. What percentage of your overall budget does the requested amount represent? 2 %  
Please submit a budget sheet for FY2022 and FY2023 that shows detailed revenue and expenditures.
  3. How would your program or project be impacted if it did not receive funding from the City or if funding were reduced? (Expand the box as needed or submit separately.)

The Friends of the Sawtooth Avalanche Center (FSAC) and Sawtooth Avalanche Center (SAC) hold a shared mission to save lives by reducing avalanche risk to people recreating, working and traveling on and around the Sawtooth National Forest. Avalanches are responsible for more deaths than any other natural hazard on federally owned lands (USFS, BLM), and as was witnessed this past winter of ‘22-23, the city itself falls prey to the destruction of avalanches. SAC’s daily avalanche forecasts are a critical tool for sharing avalanche and weather information with the local and tourist winter recreation community and with our professional and business community, including Blaine County Search & Rescue, law enforcement and fire departments, snow removal and landscape services, backcountry guiding groups, and backcountry gear retailers.

Our local avalanche center truly is a community effort and our most important resource to help our mountain community remain safe during the winter months. A reduction in funding could severely impact our ability to meet our mission.

4. If you received funds from the City in fiscal year 2023, please provide specific examples of how those funds were used to benefit the community. (Expand the box as needed or submit separately.)

Yes, FSAC was a grateful recipient of funds from the City of Ketchum in the FY 2023. These funds helped sponsor the SAC daily avalanche forecast. This has been a wonderful relationship between the City and FSAC for many, many years.

As a small expression of gratitude, we showcase The City of Ketchum as a dedicated sponsor on the FSAC website. <https://friends.sawtoothavalanche.com/sponsors/>

5. If you receive funds from the City in fiscal year 2024, please provide specific goals set by your organization. (Expand the box as needed or submit separately.)

FSAC's primary goal and responsibility is to provide funding for SAC so it may continue to provide reliable, accurate, and actionable avalanche and weather information to the public. The Daily Avalanche Forecast is our most important resource for sharing critical information with the public in order to save lives. Funds collected from the City will be used to ensure this goal is met through supporting the daily costs of producing the avalanche forecast, which can include: website maintenance, weather station upkeep, forecaster safety and training tools, and social media outreach to reach more community members with this life-saving information.

**FSAC Projected FY2023-24 Budget: 07/1/23 - 06/30/24**

| <b>INCOME</b>                    | <b>FY 2020-21 Actuals</b> | <b>FY 2021-22 Actuals</b> | <b>FY 2022-23</b> | <b>FY 2023-24 Projected</b>   | <b>% change FY22 - FY23</b> | <b>% change FY20 - FY21</b> | <b>Notes</b>                                                                                    |
|----------------------------------|---------------------------|---------------------------|-------------------|-------------------------------|-----------------------------|-----------------------------|-------------------------------------------------------------------------------------------------|
| <b>Fundraising Income</b>        |                           |                           |                   |                               |                             |                             |                                                                                                 |
| Donation and Memberships         | \$111,316                 | \$93,032                  | \$110,500         | \$143,650                     | 19%                         |                             |                                                                                                 |
| Restricted Funds                 | \$86,700                  | \$85,000                  | \$70,000          | \$40,000                      | -18%                        |                             |                                                                                                 |
| Grants and Business Sponsors     | \$35,500                  | \$41,740                  | \$61,000          | \$85,400                      | 46%                         |                             |                                                                                                 |
| <b>Fundraising Total</b>         | <b>\$233,516</b>          | <b>\$219,772</b>          | <b>\$241,500</b>  | <b>\$269,050</b>              | <b>10%</b>                  |                             |                                                                                                 |
| <b>Restricted Funds Rollover</b> |                           |                           |                   |                               |                             |                             |                                                                                                 |
| Restricted Funds Rollover        | \$0                       | \$0                       | \$26,783          | Still calculating as of April |                             |                             | Restricted Funds Rollover is not added into Income Total due to being counted in previous years |
| <b>OTHER INCOME</b>              |                           |                           |                   |                               |                             |                             |                                                                                                 |
| Special Event Income             | \$10,293                  | \$19,224                  | \$17,000          | \$20,000                      | -12%                        |                             |                                                                                                 |
| Sales of FSAC Merch              | \$1,102                   | \$6,990                   | \$13,400          | \$14,000                      | 92%                         |                             |                                                                                                 |
| Education Program Income         | \$7,151                   | \$2,539                   | \$3,400           | \$4,000                       | 34%                         |                             |                                                                                                 |
| <b>Income Total</b>              | <b>\$252,062</b>          | <b>\$248,525</b>          | <b>\$275,300</b>  | <b>\$307,050</b>              | <b>11%</b>                  |                             |                                                                                                 |
| <b>COGS</b>                      |                           |                           |                   |                               |                             |                             |                                                                                                 |
| Special Events                   | \$5,094                   | \$10,104                  | \$12,500          | \$14,000                      | 24%                         |                             |                                                                                                 |
| Merchandise                      | \$8,892                   | \$7,274                   | \$10,000          | \$10,000                      | 37%                         |                             |                                                                                                 |
| Education Program                | \$14,098                  | \$19,476                  | \$18,400          | \$20,240                      | -6%                         |                             |                                                                                                 |
| <b>Total COGS</b>                | <b>\$28,084</b>           | <b>\$36,854</b>           | <b>\$40,900</b>   | <b>\$44,240</b>               | <b>11%</b>                  |                             |                                                                                                 |
| <b>Gross Profit</b>              | <b>\$223,978</b>          | <b>\$211,671</b>          | <b>\$234,400</b>  | <b>\$262,810</b>              | <b>11%</b>                  | <b>-5%</b>                  |                                                                                                 |
| <b>PROGRAM EXPENSES</b>          |                           |                           |                   |                               |                             |                             |                                                                                                 |
| General Operations Expenses      | \$8,466                   | \$9,811                   | \$11,326          | \$22,000                      | 15%                         |                             |                                                                                                 |
| Payroll Expenses                 | \$37,729                  | \$52,444                  | \$71,600          | \$116,500                     | 37%                         |                             |                                                                                                 |
| Marketing Expenses               | \$1,855                   | \$13,030                  | \$5,300           | \$5,700                       | -59%                        |                             | Social Media Coordinator added to wages instead of marketing                                    |
| <b>Total FSAC Expense</b>        | <b>\$48,050</b>           | <b>\$75,286</b>           | <b>\$88,226</b>   | <b>\$144,200</b>              | <b>17%</b>                  |                             |                                                                                                 |
| <b>SAC EXPENSES</b>              |                           |                           |                   |                               |                             |                             |                                                                                                 |
| SAC General Expenses             | \$19,026                  | \$19,429                  | \$40,200          | \$55,000                      | 107%                        |                             |                                                                                                 |
| USFS Collection Agreements       | \$82,244                  | \$147,200                 | \$73,300          | \$62,000                      | -50%                        |                             |                                                                                                 |
| <b>Total SAC Expense</b>         | <b>\$101,270</b>          | <b>\$166,629</b>          | <b>\$113,500</b>  | <b>\$117,000</b>              | <b>-32%</b>                 |                             |                                                                                                 |
| <b>Total Expense</b>             | <b>\$149,320</b>          | <b>\$241,914</b>          | <b>\$201,726</b>  | <b>\$261,200</b>              | <b>-17%</b>                 | <b>62%</b>                  |                                                                                                 |
| <b>GROSS PROFIT</b>              | <b>\$223,978</b>          | <b>\$211,671</b>          | <b>\$234,400</b>  | <b>\$262,810</b>              | <b>11%</b>                  |                             |                                                                                                 |
| <b>TOTAL EXPENSE</b>             | <b>\$149,320</b>          | <b>\$241,914</b>          | <b>\$201,726</b>  | <b>\$261,200</b>              | <b>-17%</b>                 | <b>62%</b>                  |                                                                                                 |
| <b>NET INCOME</b>                | <b>\$74,659</b>           | <b>-\$30,244</b>          | <b>\$32,674</b>   | <b>\$1,610</b>                |                             |                             |                                                                                                 |



City of Ketchum

|                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Agency Name:</b> Animal Shelter of the Wood River Valley DBA Mountain Humane                                                                                                                |
| <b>Project Name:</b> Annual Municipal Animal Impoundment Services                                                                                                                              |
| <b>Contact Person:</b> Kelly Mitchell, Senior Director of Shelter Operations & Outreach                                                                                                        |
| <b>Address:</b> 101 Croy Creek Road, PO Box 1496, Hailey, ID 83333                                                                                                                             |
| <b>Email:</b> <a href="mailto:KMitchell@mountainhumane.org">KMitchell@mountainhumane.org</a> (general) or <a href="mailto:finance@mountainhumane.org">finance@mountainhumane.org</a> (billing) |
| <b>Phone Number:</b> (208) 788-4351 x102 (general) or (208) 788-4351 x209 (billing)                                                                                                            |

Please provide the information requested below and return via email to [aswindley@ketchumidaho.org](mailto:aswindley@ketchumidaho.org) by end of day, **Friday, April 21, 2023**.

- City Council’s Budget Strategic Session will be on Monday, June 26, 2023 from 9-1pm (to be confirmed/agenda to follow)
- The public hearing will be on July 17, with the readings as follows:
  - 1<sup>st</sup> – August 7 | 2<sup>nd</sup> – August 21 | 3<sup>rd</sup> – September 5

Feel free to expand the text fields. Supporting documents or any additional information for consideration are welcome as attachments.

If any of the below items do not apply to your request, please indicate with N/A.

1. Amount requested for fiscal year 2024: **\$ 4,078.00**
2. What percentage of your overall budget does the requested amount represent? \_\_\_\_\_ %  
Please submit a budget sheet for FY2022 and FY2023 that shows detailed revenue and expenditures.
3. How would your program or project be impacted if it did not receive funding from the City or if funding were reduced? (Expand the box as needed or submit separately.)

**See Attachment**

4. If you received funds from the City in fiscal year 2023, please provide specific examples of how those funds were used to benefit the community. (Expand the box as needed or submit separately.)

The \$4,500 received in FY 2023 were used to provide comprehensive animal impound services, as described in question 3.

5. If you receive funds from the City in fiscal year 2024, please provide specific goals set by your organization. (Expand the box as needed or submit separately.)

As stated in question 3, the requested funds would provide animal impound services for the City of Ketchum, in line with local ordinances and statutes. In addition, Mountain Humane is prioritizing its animal microchip program, which will effectively reduce the number of impounded animals at Mountain Humane and expedite the reunification process between people and their animals. Further, this methodology, as outlined in our contract renewal letter, will reduce the time our public safety officers spend transporting impounded animals to our facility in Hailey. In support of this goal, Mountain Humane is offering free microchipping for any Ketchum resident. Residents may call and schedule an appointment for this service. The organization also anticipates having several vaccine clinics in CYs 2023 and 2024.



### Question #3

Mountain Humane remains committed to providing the City of Ketchum with high quality and cost effective animal impound and licensing services. The funds received from the City are used to offset the cost of providing the following services:

- A dedicated staff member for answering intake inquiries
- Scanning and follow up related to pet/owner identification
- Processing paperwork and data entry
- A 24-hour security entrance to dedicated impound areas
- Providing dedicated housing to keep these pets separated from the shelter population
- Performing a medical evaluation to ensure the pet doesn't require any further medical attention
- Ensuring the pet is up to date on its rabies and other vaccinations
- Walking the pet multiple times per day and feeding/general care of the pet
- Marketing efforts to return the pet to its owner via our lost and found outlets

This amount does not include costs related to services provided to animals that are not reclaimed by their owner, as well as services provided for animals who are reclaimed after more than 24 hours. In addition to impound services, the contract includes providing services associated with the implementation, management, distribution, and data tracking for the Blaine County dog license program.

The funding proposal for FY 2024 represents a **9.4 percent DECREASE** from FY 2023. This is due to implementing documented best practices in CY 2023, which will include:

- Focusing on microchipping community animals so that our public safety personnel may reunite animals with their owners more quickly. This methodology has been proven to be best practice in communities across the country and will improve community relations and decrease the number of animals impounded each year, and
- Requesting a 3-day holding period to replace the current 7-day holding period for stray impounds. This is a result of historical data reflecting that animals are returned to owners (RTO) typically within the first 24 hours. Those not reclaimed within 24 hours are typically never reclaimed.

If funding were reduced or eliminated, Mountain Humane would struggle to provide these comprehensive services to the City and its residents.

# Mountain Humane

## Budget Overview

January - December 2022

|                                            | MOUNTAIN HUMANE       | THE BARKIN'         | TOTAL                 |
|--------------------------------------------|-----------------------|---------------------|-----------------------|
| <b>Income</b>                              |                       |                     |                       |
| 4000 Revenue from Direct Contributions     | 1,044,648.00          | 7,400.00            | \$1,052,048.00        |
| 4200 Revenue from Non-Government Grants    | 170,000.00            |                     | \$170,000.00          |
| 5000 Revenue from Government Agencies      | 62,700.00             |                     | \$62,700.00           |
| 5100 Rev from Program Related Sales & Fees | 150,000.00            |                     | \$150,000.00          |
| 5300 Revenue from Investments              | 264.96                |                     | \$264.96              |
| 5400 Revenue from Other Sources            | 45,675.04             | 400,000.00          | \$445,675.04          |
| 5800 Special Events                        | 1,000,000.00          |                     | \$1,000,000.00        |
| <b>Total Income</b>                        | <b>\$2,473,288.00</b> | <b>\$407,400.00</b> | <b>\$2,880,688.00</b> |
| <b>Cost of Goods Sold</b>                  |                       |                     |                       |
| 5700 COGS                                  | 11,225.00             | 1,200.00            | \$12,425.00           |
| 5850 Special events - direct costs         | 65,294.00             |                     | \$65,294.00           |
| <b>Total Cost of Goods Sold</b>            | <b>\$76,519.00</b>    | <b>\$1,200.00</b>   | <b>\$77,719.00</b>    |
| <b>GROSS PROFIT</b>                        | <b>\$2,396,769.00</b> | <b>\$406,200.00</b> | <b>\$2,802,969.00</b> |
| <b>Expenses</b>                            |                       |                     |                       |
| 7200 Salaries & Related Expenses           | 1,807,154.00          | 234,797.00          | \$2,041,951.00        |
| 7500 Contract Services Expenses            | 67,410.00             | 1,750.00            | \$69,160.00           |
| 7600 Media, Marketing & Communications     | 122,299.00            | 5,460.00            | \$127,759.00          |
| 8100 Nonpersonnel expenses                 | 61,128.00             | 4,595.00            | \$65,723.00           |
| 8200 Facility & equipment expenses         | 154,633.00            | 20,753.00           | \$175,386.00          |
| 8300 Travel & Meeting expense              | 6,520.00              | 750.00              | \$7,270.00            |
| 8400 Animal specific expenses              | 224,238.00            |                     | \$224,238.00          |
| 8500 Other expenses                        | 228,834.00            | 12,483.00           | \$241,317.00          |
| <b>Total Expenses</b>                      | <b>\$2,672,216.00</b> | <b>\$280,588.00</b> | <b>\$2,952,804.00</b> |
| <b>NET OPERATING INCOME</b>                | <b>\$ -275,447.00</b> | <b>\$125,612.00</b> | <b>\$ -149,835.00</b> |
| <b>NET INCOME</b>                          | <b>\$ -275,447.00</b> | <b>\$125,612.00</b> | <b>\$ -149,835.00</b> |

# Mountain Humane

## Budget Overview

January - December 2023

|                                            | MOUNTAIN HUMANE       | THE BARKIN'         | TOTAL                 |
|--------------------------------------------|-----------------------|---------------------|-----------------------|
| <b>Income</b>                              |                       |                     |                       |
| 4000 Revenue from Direct Contributions     | 1,215,621.81          | 8,867.80            | \$1,224,489.61        |
| 4200 Revenue from Non-Government Grants    | 275,000.00            |                     | \$275,000.00          |
| 5000 Revenue from Government Agencies      | 77,977.48             |                     | \$77,977.48           |
| 5100 Rev from Program Related Sales & Fees | 197,000.00            |                     | \$197,000.00          |
| 5300 Revenue from Investments              | 30,468.95             |                     | \$30,468.95           |
| 5400 Revenue from Other Sources            | 39,872.25             | 439,000.00          | \$478,872.25          |
| 5800 Special Events                        | 900,000.00            |                     | \$900,000.00          |
| <b>Total Income</b>                        | <b>\$2,735,940.49</b> | <b>\$447,867.80</b> | <b>\$3,183,808.29</b> |
| <b>Cost of Goods Sold</b>                  |                       |                     |                       |
| 5700 COGS                                  | 10,725.00             | 1,200.00            | \$11,925.00           |
| 5850 Special events - direct costs         | 65,294.00             |                     | \$65,294.00           |
| <b>Total Cost of Goods Sold</b>            | <b>\$76,019.00</b>    | <b>\$1,200.00</b>   | <b>\$77,219.00</b>    |
| <b>GROSS PROFIT</b>                        | <b>\$2,659,921.49</b> | <b>\$446,667.80</b> | <b>\$3,106,589.29</b> |
| <b>Expenses</b>                            |                       |                     |                       |
| 7200 Salaries & Related Expenses           | 1,927,306.39          | 291,545.15          | \$2,218,851.54        |
| 7500 Contract Services Expenses            | 56,210.00             | 1,550.00            | \$57,760.00           |
| 7600 Media, Marketing & Communications     | 170,502.50            | 3,860.00            | \$174,362.50          |
| 8100 Nonpersonnel expenses                 | 63,201.44             | 6,345.00            | \$69,546.44           |
| 8200 Facility & equipment expenses         | 172,218.00            | 17,253.00           | \$189,471.00          |
| 8300 Travel & Meeting expense              | 12,970.00             | 750.00              | \$13,720.00           |
| 8400 Animal specific expenses              | 207,028.00            |                     | \$207,028.00          |
| 8500 Other expenses                        | 155,564.51            | 13,497.61           | \$169,062.12          |
| <b>Total Expenses</b>                      | <b>\$2,765,000.84</b> | <b>\$334,800.76</b> | <b>\$3,099,801.60</b> |
| <b>NET OPERATING INCOME</b>                | <b>\$ -105,079.35</b> | <b>\$111,867.04</b> | <b>\$6,787.69</b>     |
| <b>NET INCOME</b>                          | <b>\$ -105,079.35</b> | <b>\$111,867.04</b> | <b>\$6,787.69</b>     |



|                                                                 |
|-----------------------------------------------------------------|
| <b>Agency Name:</b> Mountain Rides Transportation Authority     |
| <b>Project Name:</b> Public Transportation Operations & Capital |
| <b>Contact Person:</b> Wally Morgus, Executive Director         |
| <b>Address:</b> POB 3091, Ketchum, ID 83340-3091                |
| <b>Email:</b> wally@mountainrides.org                           |
| <b>Phone Number:</b> 208.788.7433 x.101                         |

Please provide the information requested below and return via email to [aswindley@ketchumidaho.org](mailto:aswindley@ketchumidaho.org) by end of day, **Friday, April 21, 2023.**

- City Council’s Budget Strategic Session will be on Monday, June 26, 2023 from 9:00a – 1:00p
- The public hearing will be on July 17, with the readings as follows:
  - 1<sup>st</sup> – August 7 | 2<sup>nd</sup> – August 21 | 3<sup>rd</sup> – September 5

Feel free to expand the text fields. Supporting documents or any additional information for consideration are welcome as attachments. If any of the below items do not apply to your request, please indicate with N/A.

1. Amount requested for fiscal year 2024: \$ 796,000
2. What percentage of your overall budget does the requested amount represent? 6.8 %  
Please submit a budget sheet for FY2022 and FY2023 – *Attachment A* – that shows detailed revenue and expenditures.
3. How would your program or project be impacted if it did not receive funding from the City or if funding were reduced? (Expand the box as needed or submit separately.)

To qualify for FTA funding, which underwrites the lion's share of our budget, Mountain Rides must receive local match funds. There is a direct relationship – intensified by the leverage from the Federal match – between funding from our Joint Powers, including Ketchum, and the quality and quantity of public transportation services we deliver. In Operations, with ~\$2.75 of FTA funding per \$1.00 of local funding, each \$100,000 of local funding results in ~\$375,000 of total funding, which translates to ~3,600 hours of bus service. On the Capital side, the match is ~\$4.00 of Federal funding per \$1.00 of local funding.

Mountain Rides deploys resources efficiently to deliver quality services critical to the community. Reduced funding from Ketchum would likely trigger service cuts on our Blue & Valley Routes – serving ~500,000 riders per year (~75% of MRTA ridership) – which, in turn, would exacerbate challenges – traffic congestion; parking shortages; accelerated wear-and-tear on highways/streets; safety and environmental issues due to increased SOV trips – that Mountain Rides, historically, has helped to mitigate.

For FY24, Mountain Rides is requesting \$796,000 (+3.5% over FY23) from Ketchum: i) for Operations/Service -- \$631,000 -- which is slightly higher than the FY23 funding for Operations and reflects marginal increases in service in FY24 plus inflationary impacts on Mountain Rides’ expenses; and ii) for Capital -- \$165,000 -- which is explicitly allocated as part of the local match for Federal awards earmarked for Capital Improvements, including buses (LD BEBs) (2), vanpool vans (4), Paratransit/NEMT vans (2), and equipment (lifts, hoists, charging infrastructure).

4. If you received funds from the City in fiscal year 2023, please provide specific examples of how those funds were used to benefit the community. (Expand the box as needed or submit separately.)

In FY23, Mountain Rides is using City funds to: i) operate and support our Valley & Blue Routes, including enhanced, more frequent, seven-day service on the Valley Route and continuing late-night service – daily until 12:30am year-round – on the Blue Route; ii) underwrite a portion of the expense for operating ~36,000 hours of service system-wide; iii) manage and operate an ADA Paratransit/NEMT Service; iv) augment grant funding to support, manage, and operate a Safe Routes to School Program; v) engage in regional transportation planning and coordination; and vi) operate and support our regional commuter van pool services bringing workers into the Wood River Valley from points south. Benefits to the community include:

- Workers accessing affordable, reliable, safe transportation getting them to/from jobs.
- Senior citizens and others accessing zero-fare, reliable, safe transportation – ADA Paratransit & NEMT services – getting them to/from health care services, shopping, and activities.
- Cyclists and pedestrians, including children, moving along safe, secure, and scenic routes.
- Visitors – the lifeblood of our economy – connecting from their local lodgings to recreational, cultural, and entertainment venues and activities.
- Less traffic; more balanced transportation options; mitigated parking shortages; higher quality of life.

5. If you receive funds from the City in fiscal year 2024, please provide specific goals set by your organization. (Expand the box as needed or submit separately.)

Mountain Rides goals, set by our Board of Directors, remain consistent and relevant:

- Provide/advocate for well-funded public transportation that meets communities' needs.
- Promote knowledge and awareness of the social, financial, environmental, and community benefits of public transportation.
- Promote regional cooperation on transportation issues.

Specifically, in FY 2024, look for Mountain Rides to:

- Operate 33,000+ hours of annual service on routes serving the City.
- Provide quality transportation services and infrastructure that underpin and promote economic growth, vitality, and livability.
- Provide critical transportation services to transit-dependent essential workers who buttress our local economy.
- Positively impact the local economy, with ~45 employees earning – and spending – ~\$2.6MM in annual wages and benefits.
- Bring two (2) light-duty electric buses (LD BEBs) and related charging infrastructure into our operations (total investment, ~\$800K), which will bring our total BEBs to thirteen (13) in a fleet of twenty-four (24) buses.
- Build, occupy, and put in-service a ~5,400SF state-of-the-art battery electric bus depot and maintenance facility, including charging infrastructure, on Mountain Rides' Bellevue campus.

For a comprehensive look at Mountain Rides' goals, please see Attachment B, "Mountain Rides Transportation Authority Strategic Framework: Pentad of Focus."

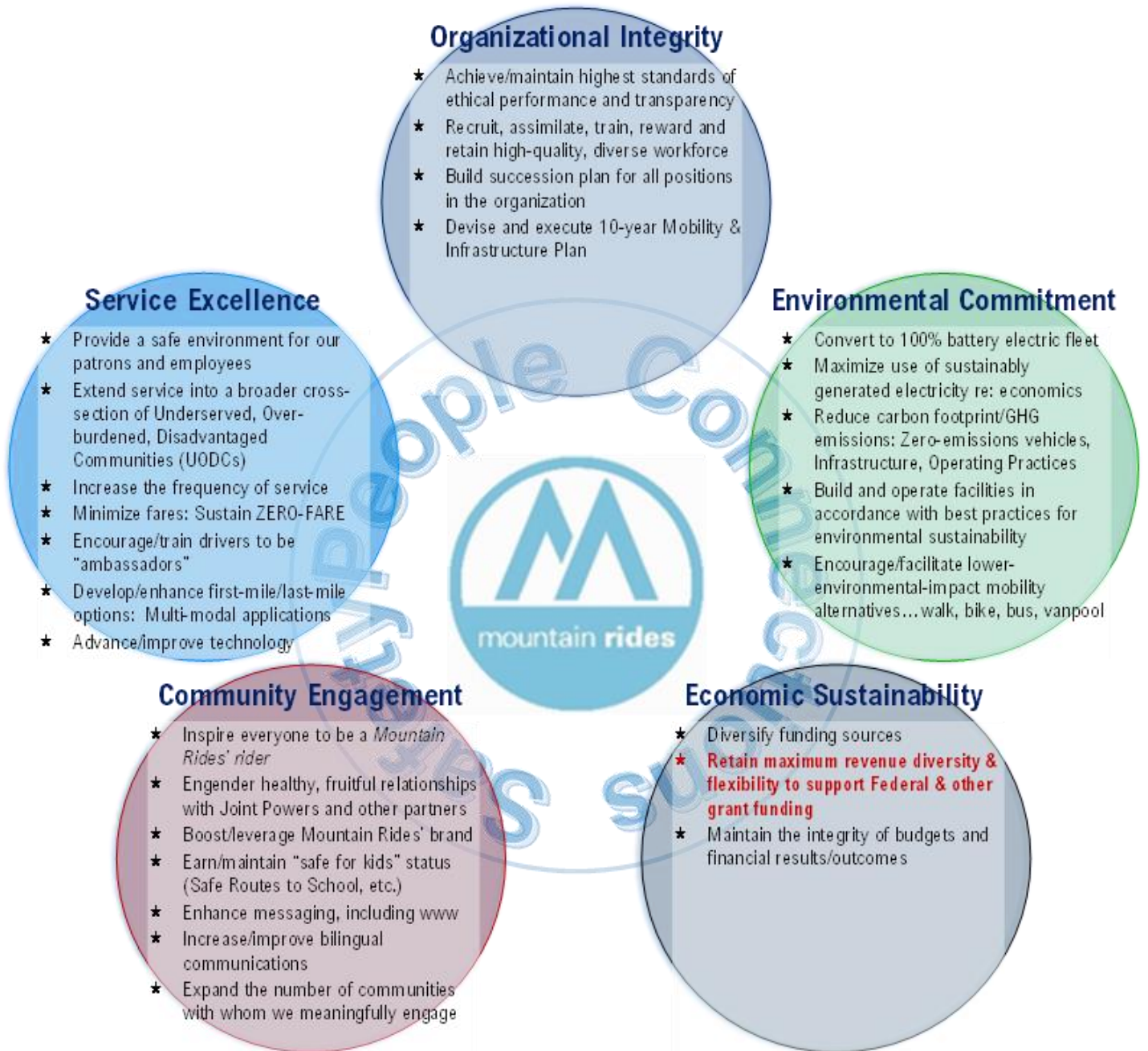
**Attachment A**

| <b>BUDGET SHEET: MOUNTAIN RIDES</b> |                      |                      |
|-------------------------------------|----------------------|----------------------|
| <b>REVENUE</b>                      | <b>FY 2022</b>       | <b>FY 2023</b>       |
| Operations Fund                     | \$ 3,636,400         | \$ 4,188,300         |
| Cap. Eqpt. Fund                     | 6,744,800            | 6,780,800            |
| Facilities Fund                     | 1,140,500            | 3,080,300            |
| WFH Fund                            | 54,200               | 65,200               |
| <b>Total Revenue</b>                | <b>\$ 11,575,900</b> | <b>\$ 14,114,600</b> |
| <b>EXPENSE</b>                      | <b>FY 2022</b>       | <b>FY 2023</b>       |
| Operations Fund                     | \$ 3,636,400         | \$ 4,188,300         |
| Cap. Eqpt. Fund                     | 6,677,000            | 6,627,000            |
| Facilities Fund                     | 1,081,400            | 2,999,500            |
| WFH Fund                            | 33,200               | 33,200               |
| <b>Total Expense</b>                | <b>\$ 11,428,000</b> | <b>\$ 13,848,000</b> |
| <b>FY CARRYFWD.</b>                 | <b>\$ 147,900</b>    | <b>\$ 266,600</b>    |

**Attachment B**

Mountain Rides Transportation Authority  
Strategic Framework: Pentad of Focus  
**2022 - 2026**

*...it's the journey that matters*





|                                                                                    |
|------------------------------------------------------------------------------------|
| <b>Agency Name:</b> Mountain Rides Transportation Authority                        |
| <b>Project Name:</b> Public Transportation FY2024 Capital Project - Infrastructure |
| <b>Contact Person:</b> Wally Morgus, Executive Director                            |
| <b>Address:</b> POB 3091, Ketchum, ID 83340-3091                                   |
| <b>Email:</b> wally@mountainrides.org                                              |
| <b>Phone Number:</b> 208.788.7433 x.101                                            |

Please provide the information requested below and return via email to [aswindley@ketchumidaho.org](mailto:aswindley@ketchumidaho.org) by end of day, **Friday, April 21, 2023**.

- City Council’s Budget Strategic Session will be on Monday, June 26, 2023 from 9:00a – 1:00p
- The public hearing will be on July 17, with the readings as follows:
  - 1<sup>st</sup> – August 7 | 2<sup>nd</sup> – August 21 | 3<sup>rd</sup> – September 5

Feel free to expand the text fields. Supporting documents or any additional information for consideration are welcome as attachments. If any of the below items do not apply to your request, please indicate with N/A.

1. Amount requested for fiscal year 2024: \$ 600,000
2. What percentage of your overall budget does the requested amount represent? 9.9 % of the project budget; ~5.1 % of Mountain Rides’ overall budget.  
Please submit a budget sheet for FY2022 and FY2023 – Attachment A – that shows detailed revenue and expenditures.
3. How would your program or project be impacted if it did not receive funding from the City or if funding were reduced? (Expand the box as needed or submit separately.)

To qualify for FTA funding, which underwrites the lion's share (80%) of the budget for the capital project – construction of a new Battery Electric Bus (BEB) Depot & Maintenance Facility – Mountain Rides must receive local match funds. There is a direct relationship – intensified by the leverage from the Federal match – between funding from our Joint Powers, including Ketchum, and the viability of building the project as specified, and endorsed and underwritten (to 80%) by the FTA. The match is ~\$4.00 of Federal funding per \$1.00 of local funding.

Mountain Rides deploys resources efficiently to deliver quality projects and services critical to the community. Reduced funding from Ketchum for this project would likely cause, in the best case, a delay in commencing the project until alternative local match funding to make up the shortfall from Ketchum could be secured, or, in the worst case, if alternative local match funding could not be secured, abandonment of the project and its accompanying \$4.8M of Federal grant award funding to be invested in the community, in the process leaving Mountain Rides and the community critically underinvested in the infrastructure needed to carry out its strategic transition to a 100% battery electric, zero emissions fleet.

For FY24, Mountain Rides is requesting \$600,000 from Ketchum, which will be combined with \$609,250 from our other Joint Powers Partners. The total Joint Powers’ funding of \$1,209,250 will be used as the local match for the Federal award of \$4,837,000 for underwriting the project – total project: \$6,046,250.



4. If you received funds from the City in fiscal year 2023, please provide specific examples of how those funds were used to benefit the community. (Expand the box as needed or submit separately.)

In FY23, Mountain Rides is using City funds to: i) operate and support our Valley & Blue Routes, including enhanced, more frequent, seven-day service on the Valley Route and continuing late-night service – daily until 12:30am year-round – on the Blue Route; ii) underwrite a portion of the overall expense for operating ~36,000 hours of service system-wide; iii) manage and operate an ADA Paratransit Service; iv) augment grant funding to support, manage, and operate a Safe Routes to School Program; v) engage in regional transportation planning and coordination; and vi) operate and support our regional van pool services bringing workers into the Wood River Valley from points south. Benefits to the community include:

- Workers accessing affordable, reliable, safe transportation getting them to/from jobs.
- Senior citizens and others accessing affordable, reliable, safe transportation – ADA Paratransit / NEMT service – getting them to/from health care services, shopping, and activities.
- Cyclists and pedestrians, including children, moving along safe, secure, and scenic routes.
- Visitors – the lifeblood of our economy – connecting from their local lodgings to recreational, cultural, and entertainment venues and activities.
- Less traffic; more balanced transportation options; mitigated parking shortages; higher quality of life.

5. If you receive funds from the City in fiscal year 2024, please provide specific goals set by your organization. (Expand the box as needed or submit separately.)

Mountain Rides goals, set by our Board of Directors, remain consistent and relevant:

- Provide/advocate for well-funded public transportation that meets communities' needs.
- Promote knowledge and awareness of the social, financial, environmental, and community benefits of public transportation.
- Promote regional cooperation on transportation issues.

For a comprehensive look at Mountain Rides' goals, please see Attachment B, "Mountain Rides' Strategic Framework: Pentad of Focus."

With respect to the funds requested herein, in FY 2024, Mountain Rides will combine those funds with other Local and Federal funds and use the total funding to underwrite the construction and equipping of an approximately 5,400SF building (depot; maintenance; electric bus storage & charging; supplemental/back-up electricity generation) on real estate owned by Mountain Rides that is contiguous with Mountain Rides' existing facility in Bellevue, Idaho. The new facility will be put in service as part of and supporting Mountain Rides' 5311 Rural Operations in the Wood River Valley.

For a comprehensive, detailed description of and context for the project, please see Attachment C, "Mountain Rides Transportation Authority - FFY 2024 5339 Rural One-Time Capital Application," excerpted from Mountain Rides' Federal Grant Application, submitted through ITD, for the project.

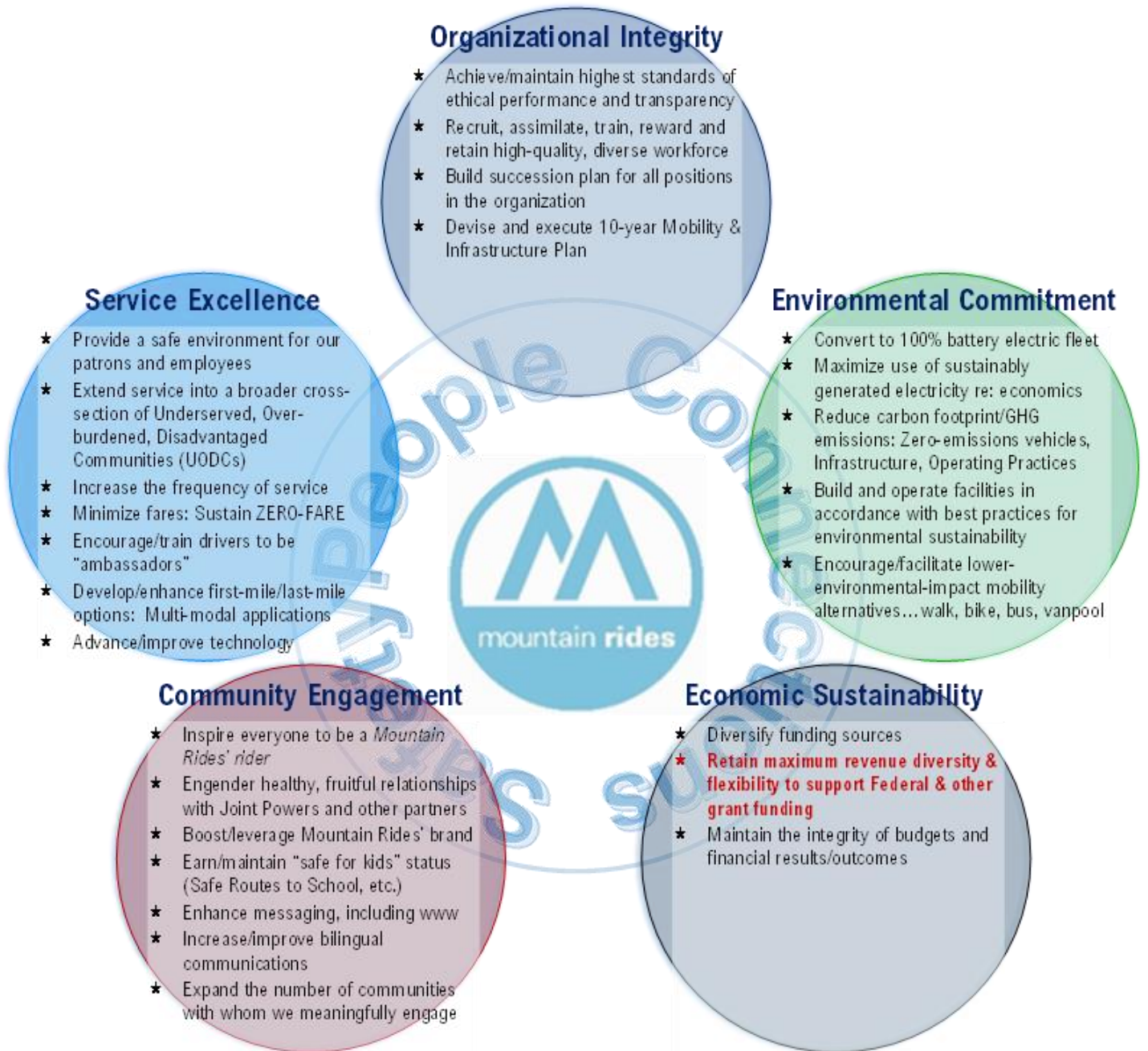
**Attachment A**

| <b>BUDGET SHEET: MOUNTAIN RIDES</b> |                      |                      |
|-------------------------------------|----------------------|----------------------|
| <b>REVENUE</b>                      | <b>FY 2022</b>       | <b>FY 2023</b>       |
| Operations Fund                     | \$ 3,636,400         | \$ 4,188,300         |
| Cap. Eqpt. Fund                     | 6,744,800            | 6,780,800            |
| Facilities Fund                     | 1,140,500            | 3,080,300            |
| WFH Fund                            | 54,200               | 65,200               |
| <b>Total Revenue</b>                | <b>\$ 11,575,900</b> | <b>\$ 14,114,600</b> |
| <b>EXPENSE</b>                      | <b>FY 2022</b>       | <b>FY 2023</b>       |
| Operations Fund                     | \$ 3,636,400         | \$ 4,188,300         |
| Cap. Eqpt. Fund                     | 6,677,000            | 6,627,000            |
| Facilities Fund                     | 1,081,400            | 2,999,500            |
| WFH Fund                            | 33,200               | 33,200               |
| <b>Total Expense</b>                | <b>\$ 11,428,000</b> | <b>\$ 13,848,000</b> |
| <b>FY CARRYFWD.</b>                 | <b>\$ 147,900</b>    | <b>\$ 266,600</b>    |

**Attachment B**

Mountain Rides Transportation Authority  
Strategic Framework: Pentad of Focus  
**2022 - 2026**

*...it's the journey that matters*



# Mountain Rides Transportation Authority



## FFY 2024 5339 Rural One-Time Capital Application

Funding for Oct 1, 2023 – Sep 30, 2025

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IDAHO TRANSPORTATION DEPARTMENT  
PUBLIC TRANSPORTATION OFFICE

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# Mountain Rides Transportation Authority

## FFY 2024 5339 Rural One-Time Capital Application

Funding for Oct 1, 2023 – Sep 30, 2025

### **APPLICATION SUBMITTAL & CHECKLIST**

- ★ **Cover Sheet/Letter**
- ★ **Agency Information Sheet**
- ★ **Sections 1-5 (+ 6, 7)**
- ★ **Attachments**
  - ◆ **Attachment A: Project Budget Request**
  - ◆ **Attachment B: Milestones & Timeline**
  - ◆ **Attachment C: NEPA, Sole Source Aquifer Checklist, ++**
  - ◆ **Attachment D: Demonstration of Need**
- ★ **Appendices – Support Documentation**
  - ◆ **Appendix A**
    - **Letters of Support from Joint Powers**
    - **Presentations to Joint Powers**
    - **Budget Requests of Joint Powers**
  - ◆ **Appendix B**
    - **MRTA Organizational Chart**
    - **MRTA FY22 Audited Financial Statements**
    - **MRTA FY23 Contract(s) for Services (Joint Powers & Sun Valley Co.)**
    - **MRTA Joint Powers Agreement**
    - **Dec-2022 Statements – LGIP Funds (Source of Local Match Funding)**
  - ◆ **Appendix C**
    - **Development Pro Forma (Budget)**
  - ◆ **Appendix D**
    - **Architect’s Narrative and Plans**
  - ◆ **Appendix E**
    - **MRTA’s FTA Section 5311 Formula Grant Application**



Mountain Rides Transportation Authority  
 P.O. Box 3091  
 800 1<sup>st</sup> Avenue North  
 Ketchum, Idaho 83340

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**To:** Grants Evaluation Team  
 Idaho Transportation Department – Public Transportation

**From:** Wallace E. Morgus, Executive Director *Wallace Morgus*  
 Mountain Rides Transportation Authority

**Date:** January 12, 2023

**Re:** FFY 2024 5339 Rural One-Time Capital Application for Funding of \$3,497,000

Enclosed please find Mountain Rides Transportation Authority’s (“Mountain Rides” or “MRTA”) Application for FY 2024 5339 Rural One-Time Capital Funding. The enclosed package includes: i) a response to the questions laid out in each section of the application; ii) completed Attachments A (Budget), B (Milestones), C (NEPA), and D (Demonstration of Need); and iii) five appendices containing support materials recommended as part of the application.

**For the two-year grant cycle – October 1, 2023, to September 30, 2025 – Mountain Rides is seeking \$3,497,000 of 5339 One-Time funding, which will be matched by \$874,250 of local funding.**

The total funding - \$4,371,250 – will be combined with the total funding of \$1,675,000 (\$1,340,000 Federal; \$335,000 Local Match) committed via ITD Funding Agreement #C2379MT and, collectively, the funding will underwrite Mountain Rides’ construction and equipping of an expanded and upgraded facility – depot, maintenance, electric bus storage and charging, supplemental/back-up electricity generation – that serves as critical infrastructure underpinning our transition to and assimilation of a 100% electric fleet, and supporting our operation of 5311 Service in rural Blaine County, Idaho, and surrounding communities.

**The funding sought by this 5339 Rural One-Time Capital Application will be used to underwrite enhancements to and an expansion of the already funded Project, summarized above, including:**

- ♦ **Optimizing the new facility's footprint on the Bellevue parcel (by extending the expansion to ~5,400SF), thereby affording indoor storage, maintenance, and charging for a greater number of electric buses;**
- ♦ **Adding advanced door-lock and security systems to the facility;**
- ♦ **Adding state-of-the-art electric bus charging technology, charge management systems, and infrastructure as features of the project;**
- ♦ **Adding advanced bus washing infrastructure to the expanded facility; and**
- ♦ **Absorbing overall construction cost increases resulting from inflationary pressures and local market dynamics subsequent to our Q4-2021 submission of the grant application that garnered the \$1.34M per ITD Funding Agreement #C2379MT mentioned above.**

If you have any comments or questions, please feel free to reach out.

Thank you for your consideration and for looking favorably on our application.

**Application Information Form**

Applicant: Mountain Rides Transportation Authority

Authorized Representative: Wallace E. Morgus, Executive Director

Address: P.O. Box 3091, 800 1<sup>st</sup> Avenue North, Ketchum, ID 83340-3091

Phone: 208.788.7433 x. 101

Email Address: [wally@mountainrides.org](mailto:wally@mountainrides.org)

DUNS #: 0205108600000

Architect/Engineer/Planner if applicable: (Contact Name): Jolyon H. Sawrey, Vital ink Architecture

Phone: 208.720.6315

Address: 30 Wyatt Drive, Bellevue, ID 83313

PROJECT TYPE (MARK ONE):

- |                                                           |                                                       |
|-----------------------------------------------------------|-------------------------------------------------------|
| <input checked="" type="checkbox"/> Facility Construction | <input type="checkbox"/> Replacement Vehicle Purchase |
| <input type="checkbox"/> Infrastructure Construction      | <input type="checkbox"/> Expansion Vehicle Purchase   |
| <input type="checkbox"/> Facility Renovations             | <input type="checkbox"/> Vehicle Rehabilitation       |
| <input type="checkbox"/> ADA Accessibility                | <input type="checkbox"/> Transit Related Technology   |
| <input type="checkbox"/> Planning                         | <input type="checkbox"/> Transit Related Equipment    |
| <input type="checkbox"/> Marketing                        | <input type="checkbox"/> Other                        |

TOTAL PROJECT COST: \$4,371,250

FEDERAL SHARE: \$3,497,000 LOCAL MATCH: \$874,250

# 1. Project Description: Mountain Rides Bellevue Facilities Expansion

## Project Priorities and Program Eligibility

Mountain Rides Transportation Authority (“Mountain Rides” or “MRTA”), a 5311 operator, affirms the ITD-PT’s Program Priority – capital for existing 5311 operators – and hereby requests capital funds to augment funds previously granted (via ITD Funding Agreement #2379MT (the “Agreement”)) and underwrite MRTA’s construction and equipping of a new, ~5,400SF facility to expand and complement facilities on MRTA’s site in Bellevue, Idaho. MRTA will use the new building – a depot with maintenance, electric bus storage & charging, and supplemental/back-up electricity generation functionality – to support its continuing 5311 rural operations serving Blaine County, Idaho, and its surrounds, where people trust Mountain Rides and rely on public transit to reach their destinations.

## Scope of Work

### *Construction and Equipping of Facility*

MRTA will select, via an RFP process, and hire a construction contractor who, along with subcontractors, will construct and equip an approximately 5,400SF building (depot; maintenance; electric bus storage & charging; supplemental/back-up electricity generation) on real estate owned by Mountain Rides that is contiguous with MRTA’s existing facility in Bellevue, Idaho. The new facility will be put in service as part of and supporting Mountain Rides’ 5311 Rural Operations. (For the *Scope of Work* associated with *MRTA’s 5311 Rural Operations*, please see *Appendix E, MRTA’s FTA Section 5311 Formula Grant Application*).

### *Scope of Work, Services, and Objectives*

Mountain Rides provides a range of transportation options for Blaine County, its communities, and nearby jurisdictions, that are safe, user-focused, environmentally friendly, sustainable, and supportive of a strong local economy. The funding requested herein (Federal share: \$3,497,000) will be matched with \$874,250 of Local Funding and that total will be combined with the Agreement’s funding for this Project (Federal share: \$ 1,340,00; Local Match: \$335,000) to underwrite a ~5,400SF construction, expansion, and upgrading of MRTA’s Bellevue, Idaho, facilities. For a concise exposition of the Scope of the Project, please see *Appendix D, Architect’s Narrative and Plans*.

The facilities deriving from the Project will be vital in MRTA’s continuing provision of transportation services that support its objectives:

- Providing and advocating for a sustainable public transportation system that reduces single occupancy vehicle trips and meets the needs of our communities and their citizens.
- Conveying information and knowledge, thereby increasing awareness of the social, financial, environmental, and community benefits of public transportation.
- Facilitating regional cooperation regarding transportation issues.
- Providing convenient, accessible, sustainable mobility for all, thereby meeting vital needs – commuting to jobs, shuttling to medical services, and traveling to supermarkets, pharmacies, and other stores.
- Prioritizing service for the transit-dependent, including essential workers and communities-of-color, who have limited options for mobility.
- Reducing traffic congestion and greenhouse gas emissions, thereby enhancing the quality of life in the Mountain Rides’ service area.
- Converting to a 100% battery electric, zero-emissions fleet by 2027.



## 2. Demonstration of Need: Mountain Rides Bellevue Facilities Expansion

Mountain Rides needs to expand its Bellevue, Idaho, facilities – developing additional indoor, climate-controlled space for electric bus storage, charging, and maintenance – to facilitate and accommodate Mountain Rides’ ongoing conversion to a 100% battery electric fleet and the concomitant provision of 5311 rural services on routes throughout and beyond the Wood River Valley/Blaine County, Idaho.

Mountain Rides initially expressed this need to ITD-PT and FTA-District X in 2018, as part of our case for acquiring, using grant funding, the parcel immediately adjacent to Mountain Rides’ Bellevue, Idaho, depot facility. We acquired this parcel in 2020. Now we will take the next step in meeting our need, by developing the facility contemplated herein on this parcel.

Mountain Rides is the comprehensive provider of rural public transportation services in Blaine County, Idaho, and surrounding communities. Mountain Rides is seeking grant funding to underwrite the development of a comprehensive facility (depot; maintenance; electric bus storage & charging; supplemental/back-up electricity generation) on its Bellevue, Idaho, site. This new, expanded facility is critical to Mountain Rides:

- It is essential as a place for indoor storage and charging of our expanding fleet of battery electric buses (BEBs); our goal is for complete fleet electrification by 2027.
- It will be vital infrastructure, especially with respect to fleet electrification, that will enable Mountain Rides to support and sustain – and opportunistically expand – our 5311 Services.

MRTA’s strong and growing ridership is a primary and substantial demonstration of need for the new bus facility contemplated herein. MRTA is the largest, in terms of fixed-route ridership and level of service, provider of public transportation in rural Idaho. Against a backdrop of flat or declining ridership in the industry, MRTA is growing. Over the five (5) years preceding the COVID-19 pandemic, MRTA’s ridership grew steadily. For each of the four (4) years prior to the pandemic, ridership topped 500,000, with the most recent pre-pandemic year yielding 583,000 riders – seventeen percent higher (+17%) than five (5) years prior. In 2022, MRTA’s ridership began a rebound from pandemic lows, once again topping the half-million mark, at 590,000, for the year, and portending years of upward trending ridership numbers into the foreseeable future.

MRTA’s strategic plan comprises continued underwriting of high-frequency, productive, and efficient fixed-route service that yields increasing returns (growing ridership). MRTA’s executing the strategic plan – including the development of key bus facilities and infrastructure, such as that described herein, as well as the 100% electrification of our fleet – assures our meeting the community’s demand for enhanced, zero-emissions bus service, as well as our targets for ridership, which we expect to approach 750,000 annually by 2027.

Implicit in MRTA’s strategic plan is the continuing expansion and upgrading of bus facilities to support and sustain MRTA’s 5311 Services. The grant funding contemplated herein will be applied to expand and upgrade MRTA’s bus facilities, particularly to provide the capacity needed to support Mountain Rides’ conversion to a 100% clean, green, battery electric fleet.

For additional *Demonstration of Need*, specifically that associated with *MRTA’s 5311 Rural Operations*, please see *Appendix E, MRTA’s FTA Section 5311 Formula Grant Application*.

For an overall summary of *Mountain Rides’ Demonstration of Need*, please see *Attachment D*.

### 3. Project Planning: Mountain Rides' Bellevue Facilities Expansion

#### Integration with ITD-PT Statewide Plan

Mountain Rides' anticipated expansion/enhancement of facilities to be underwritten by 5339 one-time capital, will further Mountain Rides' and the ITD-PT's cause towards achieving the goals for Idaho's public transportation network. Specifically, with respect to goals set forth in the Idaho Public Transportation Plan, April 2018:

- **Goal: Ensure the Safety and Security of Public Transportation Users.**

The expanded/enhanced facility contemplated herein will include a high-quality maintenance facility, which, in turn, will help ensure consistent, timely, quality maintenance of Mountain Rides' feet of buses, thereby contributing to greater and supremely reliable safety and security of Mountain Rides' ridership. The inclusion of an expanded park-and-ride facility at the Bellevue site should stimulate greater use of multi-modal transportation alternatives, thereby contributing to reducing the number of single-occupancy vehicles on the roads within Mountain Rides' service area, which makes the overall transportation system safer and more secure for all users.

- **Goal: Encourage Public Transportation as an Important Element of an Effective Multi-Modal Transportation System.**

The inclusion of an expanded park-and-ride facility at the Bellevue site speaks directly to promoting and supporting a multi-modal transportation system – SOVs, transit buses, bikeshare – with Mountain Rides' services at the core of that system.

- **Goal: Preserve the Existing Public Transportation Network.**

The expanded/enhanced facility contemplated herein will not only help preserve and sustain public transportation in Blaine County, Idaho, but will serve as an important foundation for growing and expanding public transportation services and the reach of public transportation services into the community. The expanded/enhanced facility may prove valuable as a key link – a hub – for integrating any forthcoming rural intercity bus service with Mountain Rides' Blaine County services, and thereby contributing to preserving/sustaining an important component of the public transportation network in the state.

- **Goal: Provide a Transportation System that Drives Economic Opportunity.**

Mountain Rides already contributes to driving economic opportunity within its service area by: i) providing critical zero-fare public transportation services for a resort community workforce, many of whom, due to a prohibitively high cost of living, especially for housing, within the “resort proper” (Ketchum and Sun Valley), are relegated to living in and commuting from more affordable locations throughout the area and ii) supporting an environmental ethic – “One Less Car” – that is vital to making and sustaining Blaine County and its cities as a “livable community” and a region that attracts the in-migration of individuals, families, and businesses, all of which contribute to a healthy, growing economy.

The expanded/enhanced facility contemplated herein – and all of the benefits it will provide Mountain Rides – is a prudent investment by Mountain Rides, cementing its commitment to delivering impetus and support for continuing economic development, opportunity, and prosperity in Blaine County, Idaho.

## Project Planning Activities

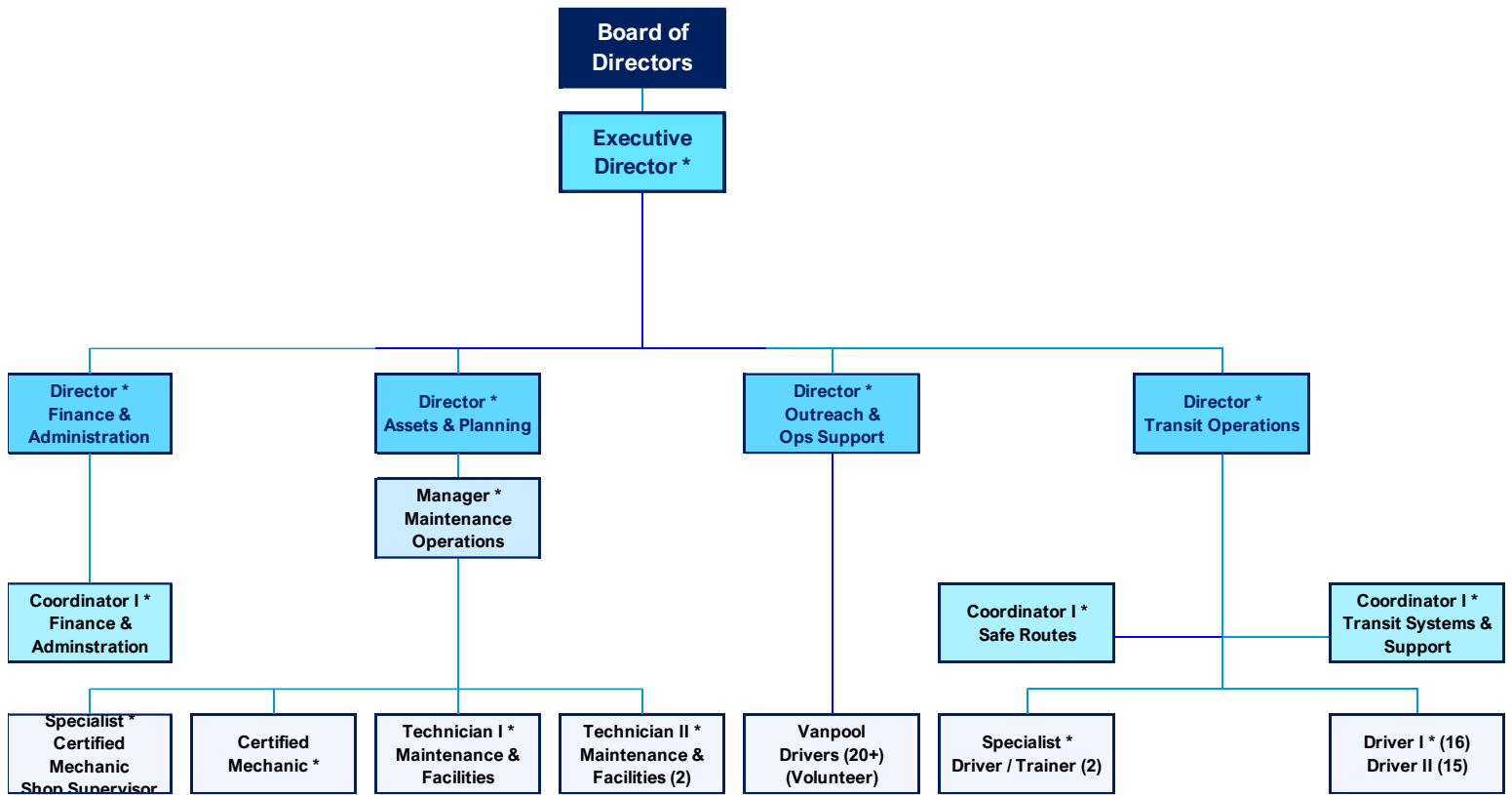
In 2019, at the time of grant funding to acquire the parcel to be developed (the “Parcel”), Mountain Rides undertook the following planning activities:

- ◆ Developed draft plans for the proposed facility.
- ◆ Completed a NEPA – Categorical Exclusion – for the facility.
- ◆ Sought and received from FTA an Administrative Settlement Concurrence for purchase of the Parcel.
- ◆ Sought and received from a qualified public works contractor an estimate/non-binding quote for the cost to construct the contemplated facility.

Over the past year-plus, subsequent to acquiring the Parcel, MRTA has continued planning the contemplated facility, including:

- ◆ Contracted an architect to draft a facility design to facilitate enumerating a preliminary development budget.
- ◆ Generated a preliminary development budget (total = ~\$1.675M).
- ◆ Hired an engineering firm to complete a preliminary engineering needs/requirements assessment.
- ◆ Engaged with the Bellevue City Planning to i) understand zoning allowances/restrictions; ii) initiate interaction with the City’s Planning & Zoning Commission and processes; and iii) get an informal, preliminary approval of the concept for development.
- ◆ Reviewed CC&Rs of the Parcel’s subdivision to understand constraints, if any, imposed therein.
- ◆ Received concurrence from Mountain Rides Board of Directors for the development of the Parcel, the financing of the development, and the specifics of the development’s design and features.
- ◆ Received a 5339 award of \$1,340,000 and a local match commitment of \$335,000 to underwrite the Project per the preliminary development budget.
- ◆ Engaged with the architect to render the final design and cost projections for the Project.
  - This process yielded substantive changes to the design and budget for the Project, including:
    - Extension of the new facility’s footprint by ~1,800SF, to ~5,400SF total;
    - Addition of advanced building security systems in the design;
    - Inclusion of state-of-the-art battery electric bus charging technologies, management systems, and infrastructure in the design of the facility; and
    - Adjustment upward of the overall projected cost of the Project resulting from inflationary pressures and local market dynamics subsequent to our Q4-2021 submission of the grant application that garnered the \$1.34M per ITD Funding Agreement #C2379MT.
- ◆ Completed additional reviews to supplement our NEPA CE, including an *Archaeological and Historical Survey* and a *Hazardous Materials Review*, and forwarded them to ITD-PT and FTA District X for review, approval, and acceptance. Currently awaiting response from FTA. For the ***NEPA-CE and additional documentation***, please see ***Attachment C***.

MRTA has a strong track record of managing grants and delivering projects underwritten by those grants. MRTA is a government agency, formed by the terms of a Joint Powers Agreement (JPA) between the cities of Ketchum, Sun Valley, Hailey, and Bellevue, and Blaine County, Idaho. The JPA renews every four (4) years; the most recent renewal occurred in 2019. An eight-member Board, appointed by signatories to the JPA, oversees and serves as fiduciary for Mountain Rides, setting strategic direction and objectives, approving budgets, ratifying policies, and managing the Executive Director. Under the Board’s direction, the Executive Director and staff implement annual and longer-term plans. The MRTA organization:



MRTA’s discipline includes soliciting bids from and doing business with Disadvantaged Business Enterprises (DBEs), whenever possible.

MRTA has no labor unions.

**Public Support**

For *Letters of Support* from, and *Funding Request presentations* to, our Joint Powers and other community partners, please see **Appendix A**.

**Project Milestones and Timeline**

For *Project Milestones* and *Timeline*, please see *Attachment B*.

## 4. Project Benefits/Evaluation: Mountain Rides' Bellevue Facilities Expansion

### Benefits

As a source of public transportation services for the region, MRTA is valued and valuable, providing clear benefits to the community:

# Mountain Rides Teamwork...Integrity...Commitment to Excellence

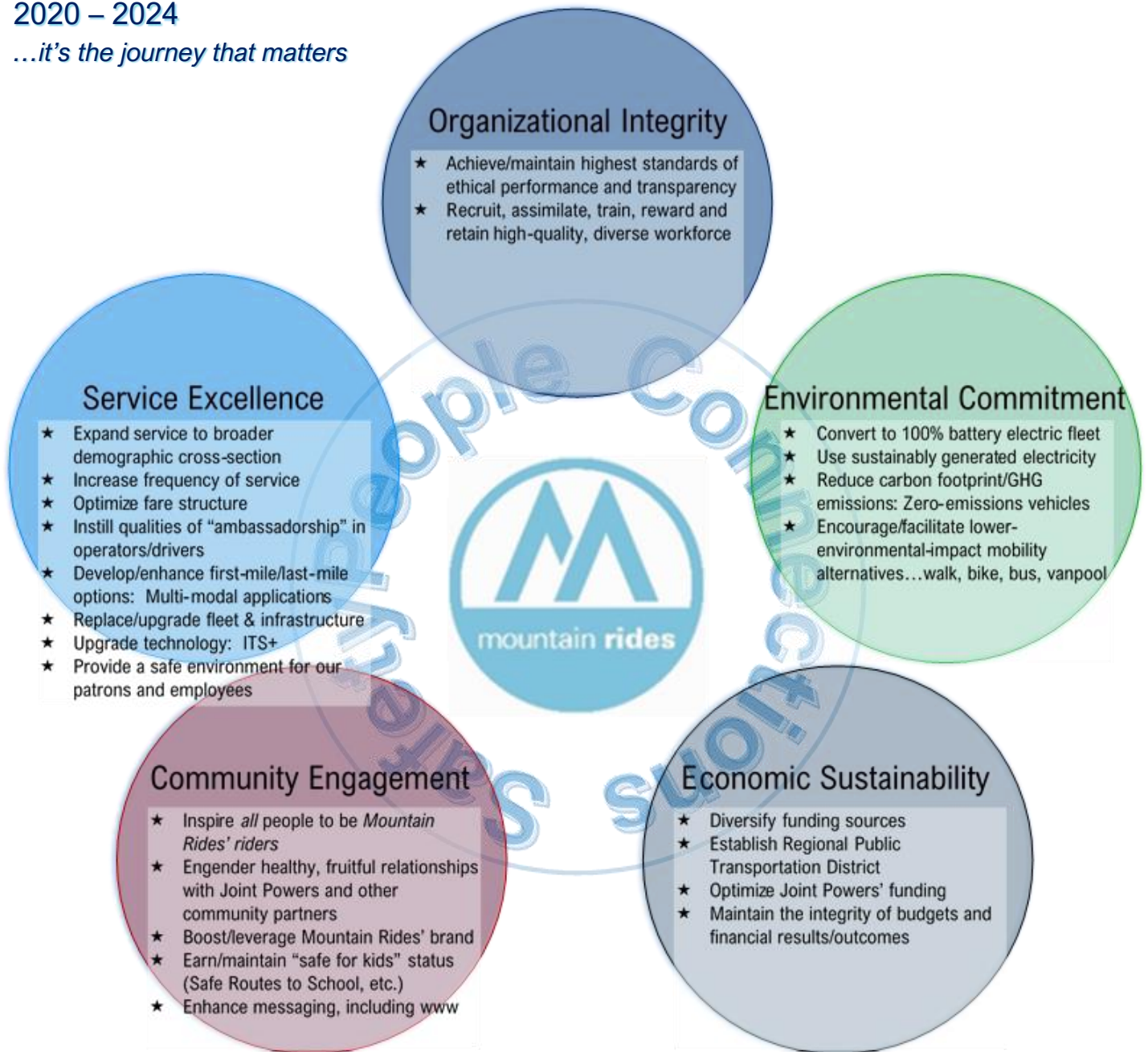


*...because it's the journey that matters*

...as guided by our Strategic Framework:

## Mountain Rides Transportation Authority Strategic Framework: Pentad of Focus 2020 – 2024

*...it's the journey that matters*



## ***Benefits: Mountain Rides' Bellevue Facility Expansion Project***

### **Direct Benefits**

The outcomes of the Project will provide Direct Benefits to Mountain Rides, our stakeholders, our riders, our employees, and the community-at-large, including its historically underserved populations, comprising:

- ♦ Building out the infrastructure that enables Mountain Rides to efficiently, effectively, and timely transition to a 100% zero-emissions, battery electric bus fleet – with a ***total cost of ownership*** likely to be less than the total cost of ownership of a similarly equipped fleet of diesel buses – by 2027.
- ♦ Providing infrastructure as the foundation for a sustainable zero-emissions, battery electric bus fleet that supplants a diesel bus fleet and thereby ***mitigates Mountain Rides' deleterious impacts on the environment*** by eliminating ~2,000 metric tons of CO<sub>2</sub> emissions annually from the Wood River Valley.
- ♦ Providing critical infrastructure that enables Mountain Rides to expand and optimize its battery electric bus fleet, which, in turn, enables Mountain Rides to extend its battery electric bus service – and all of its benefits – into historically underserved communities, thereby ***validating Mountain Rides' commitment to and actions in support of social justice and equity***.
- ♦ Building out infrastructure that expands and enhances Mountain Rides' current infrastructure, thereby activating USA/FTA objectives implicit in the ***2022 Infrastructure Investment and Jobs Act***.

### **Indirect Benefits**

In addition to the Direct Benefits associated with the outcomes of the Project, the execution of the Project, resulting in the establishment of Mountain Rides' foundational infrastructure, will deliver and enhance Indirect Benefits to Mountain Rides, our stakeholders, our riders, our employees, and the community-at-large, including its historically underserved populations, comprising:

- ♦ Investing in ***workforce development*** efforts that provide: i) new 21<sup>st</sup>-century jobs; ii) opportunities for workforce skills enhancement driven by fleet and infrastructure electrification; and iii) sustainable demand for a workforce with 21<sup>st</sup>-century skills and training.
- ♦ Instilling a ***Build Back Better ethos in all efforts to modernize and enhance Mountain Rides' operations, infrastructure, and services***.
- ♦ Supporting and contributing to Mountain Rides' ***delivery of, measurement of, and accountability for benefits deriving from its 5311 Operations***, as detailed in the following paragraphs.

For additional benefits deriving from this Project and manifest as benefits of Mountain Rides' 5311 Service, please see the ***Project Benefits/Evaluation*** section of ***MRTA's FTA Section 5311 Formula Grant Application*** in ***Appendix E***.

### **Evaluation**

#### ***Mountain Rides' Bellevue Facility Expansion Project***

##### **Measurement**

MRTA, via its 5311 services, provides valued and valuable transportation services to the communities it serves. MRTA will measure its success in fulfilling this commitment, as manifest in the ***Bellevue Facility Expansion Project***, across three parameters: i) completing the Project on time; ii) completing the Project within budget; and iii) building a Project that supports and advances the value of Mountain Rides' transportation services to the stakeholders and communities it serves.

## **Accountability**

MRTA will be held accountable for its performance on the Project by, among others, its Joint Powers partners. Accountability will manifest in a regular array of reports and presentations, in public session, by MRTA to the Joint Powers partners, specifically to city councils and the county board of commissioners. These interactions will include: i) periodic presentations updating the councils/commission/public on the Project's management, financial, grant administration performance; ii) annual presentations to councils/commission supporting MRTA's annual funding request, including a request for capital funds providing the local match to the Federal grant for the Project; and iii) ad hoc presentations, upon request from the councils/commission or at the suggestion of MRTA, from time-to-time, on a variety of issues vis-à-vis the Project that are at the intersection of the Joint Powers, the public, riders, and MRTA. The checks-and-balances to assure prudent and proper management, execution, and engagement with the community by MRTA are solidly in place. As attestation of MRTA's accountability, evident as *Letters of Support from our Joint Powers*, please see *Appendix A*.

During the duration of the Project, MRTA will also be accountable, via quarterly *Milestone Reporting*, to the ITD-PT and the FTA. For the initial *Milestone Reporting*, please see *Attachment B*.

For additional evaluation metrics deriving from this Project and manifest as evaluation of Mountain Rides' 5311 Service, please see the *Project Benefits/Evaluation* section of *MRTA's FTA Section 5311 Formula Grant Application* in *Appendix E*.

## **ITD Metrics and Accountability**

As a subrecipient of federal grant funding, MRTA is accountable to the Idaho Transportation Department (ITD) Public Transportation Office (PT). This accountability manifests through quarterly and ad hoc reporting by MRTA to the ITD-PT. One of the upshots of that reporting is the ITD-PT's compilation and dissemination of its *Annual Public Transportation Performance Report*, a state-of-the-state report regarding public transportation that details, for all to see, the performance, on a variety of metrics, of individual agencies and across the state at-large. Accountability!

## **Execution**

MRTA has the capacity and wherewithal to carry out the Project – expansion and enhancement of our Bellevue facilities. MRTA has been successfully carrying out projects like this one, underwritten by a combination of federal grant funding and local match dollars, for well over a decade.

MRTA has the organization, financial strength, and local match commitment in place to support and execute this project. To verify this claim, please see *Appendix B* for *MRTA's Organizational Chart; Audited Financial Statements; Agreements for Service and Funding* with our joint powers partners and a local business partner; *MRTA's Joint Powers Agreement*, extended and executed through September 2023; and MRTA's *November 2022 Statements for MRTA's LGIP Funds* (LGIP Funds will be the source for the Local Match).



## 5. Project Budget: Mountain Rides' Bellevue Facilities Expansion

### Narrative

MRTA's management and staff have a strong track record of managing grant programs and budgets and delivering projects underwritten by those grant programs within budget.

MRTA is a government agency, governed according to the terms of a Joint Powers Agreement (JPA). The signatories to the JPA are Mountain Rides' primary providers of local match funds. That funding, which appears to be stable into the foreseeable future, needs to be \$335,000 for this project, underwriting twenty percent (20%) of the project. The Joint Powers appropriate MRTA funding annually via their respective budgeting processes.

MRTA counts on the 5339 One-time Grant funding contemplated herein – \$3,497,000 – to underwrite a meaningful portion – eighty percent (80%) – of the project (development and construction of facilities).

MRTA generates supplemental revenue from: i) advertising sales revenue; ii) fare revenue (vanpool) and iii) partnership revenue. While these revenue streams are subject to variability, they have generally remained consistent and growing for Mountain Rides over the past several years. We expect the same going forward.

MRTA develops expense budgets and cost projections ("costs/estimates"), including those referenced herein, using a zero-based technique that considers the project to be funded, prevailing wage rates, contractors' estimates/quotes, projected costs, prior experience with similar projects, inflationary adjustments, and costs of all goods and services to be purchased to support and complete the project.

## Project Budget

As summarized in *Attachment A* and detailed in *Appendix C*, the Project Budget for Mountain Rides’ Bellevue Facility Expansion is:

|                                                          | Original re:<br>5339 | Additional<br>re: 5339 |                     |
|----------------------------------------------------------|----------------------|------------------------|---------------------|
| Planning, Design, Permitting, Environmental Phase        | Spring 2022          | One-time               | Total Project       |
| NEPA - Cultural Assesment/Other Specialized              | \$ 15,000            | \$ -                   | \$ 15,000           |
| Architect                                                | 37,000               | -                      | 37,000              |
| Structural Engineer                                      | 10,000               | -                      | 10,000              |
| Civil Engineer                                           | 10,000               | -                      | 10,000              |
| Mechanical/Bldg Elec Engineer                            | 10,000               | -                      | 10,000              |
| Bus Infrastructure Mechanical Engineer                   | 35,000               | -                      | 35,000              |
| Contingency                                              | 11,700               | 6,300                  | 18,000              |
| <b>s.t.</b>                                              | <b>\$ 128,700</b>    | <b>\$ 6,300</b>        | <b>\$ 135,000</b>   |
| <b>Construction Phase</b>                                |                      |                        |                     |
| Construction (Public Works Certified Contractor)         | \$ 1,314,818         | \$ 3,019,182           | \$ 4,334,000        |
| Idaho Power                                              | 50,000               | -                      | 50,000              |
| Building FF&E                                            | 50,000               | -                      | 50,000              |
| Automated Bus Wash System                                | -                    | 250,000                | 250,000             |
| Curb/Sidewalk/New Shelter/Landscaping                    | -                    | 175,000                | 175,000             |
| Generator (back-up electricity generation)               | -                    | 286,000                | 286,000             |
| Charging Infrastructure (Chargers/Dispensers/Charge Mgt) | -                    | 550,000                | 550,000             |
| Contingency                                              | 131,482              | 84,768                 | 216,250             |
| <b>s.t.</b>                                              | <b>\$ 1,546,300</b>  | <b>\$ 4,364,950</b>    | <b>\$ 5,911,250</b> |
| <b>Project Total</b>                                     | <b>\$ 1,675,000</b>  | <b>\$ 4,371,250</b>    | <b>\$ 6,046,250</b> |
| <b>Funding (Pro Forma)</b>                               |                      |                        |                     |
|                                                          | <b>Federal</b>       | <b>Local Match</b>     | <b>Total</b>        |
| <b>5339 Grant, Awarded Spring 2022</b>                   | <b>\$ 1,340,000</b>  | <b>\$ 335,000</b>      | <b>\$ 1,675,000</b> |
| <b>One-Time 5339 Grant, Application Winter 2023</b>      | <b>3,497,000</b>     | <b>874,250</b>         | <b>4,371,250</b>    |
| <b>Funding Total</b>                                     | <b>\$ 4,837,000</b>  | <b>\$ 1,209,250</b>    | <b>\$ 6,046,250</b> |

In the Project Budget table above:

- ♦ The “Additional re: 5339 One-time” column shows the **Project Budget** for this **5339 One-time Grant**.
- ♦ The “Original re: 5339 Spring 2022” column shows the part of the **Total Project** to be funded by the **Spring 2022 5339 Grant**.
- ♦ The “**Total Project**” column shows the sum total of the other two columns and represents **the total budget – to be funded by this 5339 One-time Grant, plus the Spring 2022 5339 Grant, plus Local Match –** for the construction, enhancements, and upgrades of MRTA’s new Bellevue, Idaho facility.

## **6. Applicant Experience (ITD/FTA): Mountain Rides**

Mountain Rides has a long, strong history of mutually beneficial relationships with, and successful management and administration of grant funds awarded by, the ITD and FTA.

## **7. Application Professionalism: Mountain Rides**

Mountain Rides, to the best of its abilities, has completed this application with the utmost of accuracy, veracity, and integrity.

Thank you.

## *Attachment A*

- **Project Budget Request**

# Attachment A

## Fiscal Year 2024 Project Budget Request

|                       |                                                |
|-----------------------|------------------------------------------------|
| <b>Subrecipient</b>   | <b>Mountain Rides Transportation Authority</b> |
| <b>Agreement Term</b> | <b>October 1, 2023 - September 30, 2025</b>    |
| <b>Contact Name</b>   | <b>Wallace E. Morgus, Executive Director</b>   |
| <b>Address</b>        | <b>PO Box 3091, Ketchum, ID 83340-3091</b>     |
| <b>Phone Number</b>   | <b>208.788.7433 x. 101</b>                     |

| FTA Grant | Capital (CP) 80/20 |              |             |
|-----------|--------------------|--------------|-------------|
|           | Total              | Federal      | Local Match |
| 5339      | \$ 4,371,250       | \$ 3,497,000 | \$ 874,250  |

| Totals | Project Cost | Fed. Request | Match Required |
|--------|--------------|--------------|----------------|
|        | \$ 4,371,250 | \$ 3,497,000 | \$ 874,250     |

| Scope of Work                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Design, build, and equip an approximate 5,400SF facility -- depot, maintenance, electric bus storage &amp; charging; back-up electricity generator -- on real estate owned by Mountain Rides and contiguous with Mountain Rides' existing facilities in Bellevue, Idaho. This is an extension of the Scope of Work denoted in ITD Funding Agreement #C2379MT.</p> |

Wallace E. Morgus, Executive Director  
Mountain Rides Transportation Authority

Subrecipient Printed Name



Subrecipient Signature

Jan 12, 2023

Date

| Local Match Source(s) for Project                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------|
| <p>City of Sun Valley, Idaho<br/>City of Ketchum, Idaho<br/>City of Hailey, Idaho<br/>City of Bellevue, Idaho<br/>Blaine County, Idaho</p> |

## *Attachment B*

- **Milestones & Timeline**

## FFY 2024 One-Time Capital Application Attachment B: Milestone Reporting

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                       |              |                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|--------------|--------------------------------|
| <b>Agency Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Mountain Rides Transportation Authority (MRTA)</b> |              |                                |
| <b>Agency Contact</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Wallace E. Morgus, Executive Director</b>          |              |                                |
| <b>Phone #</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>208.788.7433 x.101</b>                             | <b>Email</b> | <b>wally@mountainrides.org</b> |
| <b>Grant Program</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>5339</b>                                           | <b>Rural</b> | <b>One Time</b>                |
| <b>Award Amount</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>\$ 3,497,000</b>                                   |              |                                |
| <b>Scope of Work: Contract for the construction of and construct ~5,400SF building on the site of and as an addition to MRTA's Bellevue, Idaho, depot, maintenance, electric bus storage &amp; charging, back-up electricity generation facilities.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                       |              |                                |
| <p><b>Milestone Progress Report:</b> Target of major tasks to be achieved by specific dates.<br/>The report should include information such as: data for each activity line item within the approved project; a discussion of all</p> <ul style="list-style-type: none"> <li>• budget or schedule changes; original, estimated and actual estimated completion date</li> <li>• description of projects, status, specification preparation, bid solicitation, resolution of protests, and contract awards;</li> <li>• breakout of the costs incurred, and those costs required to complete the project; reasons why any scheduled milestone or completion dates were not met, identifying problem areas and discussing how the problems will be solved; and discuss the expected impacts of delays and the steps planned to minimize these impacts.</li> </ul> <p>Add additional milestones to the table below as needed.</p> |                                                       |              |                                |

| Name                                                    | Estimated Completion | Description                                                                                                                                                                                          |
|---------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Development entitlements, approvals, &amp; plans</b> | <b>Aug 15, 2023</b>  | <b>MRTA receives entitlements/approvals per City of Bellevue, ID; architectural, engineering, utilities, landscape plans complete...for ~5,400SF building addition to MRTA's Bellevue, ID, site.</b> |
| <b>RFP/RFQ Issue Date</b>                               | <b>Sep 30, 2023</b>  | <b>MRTA circulates RFP for construction contractor. Competitive bid process.</b>                                                                                                                     |
| <b>Award Date</b>                                       | <b>Mar 21, 2024</b>  | <b>MRTA's Board approves construction contractor agreement; MRTA executes agreement.</b>                                                                                                             |
| <b>Start Date or Order Date</b>                         | <b>Sep 15, 2024</b>  | <b>Construction contractor commences construction.</b>                                                                                                                                               |
| <b>Construction Completion Date or Delivery Date</b>    | <b>Oct 15, 2025</b>  | <b>Construction of ~5,400SF building as an addition to MRTA's Bellevue, ID, facilities is complete and ready for occupancy. MRTA takes occupancy.</b>                                                |
| <b>Contract Completion Date</b>                         | <b>Dec 31, 2025</b>  | <b>MRTA makes final payment(s) to contractor(s). MRTA submits request for reimbursement to ITD.</b>                                                                                                  |



## *Appendix A*

- **Letters of Support (Joint Powers)**
- **Presentations to Joint Powers**
- **Budget Requests of Joint Powers**



**Mayor**  
Peter M. Hendricks

**Council**  
Michelle Griffith, *Council President*  
Keith Saks  
Jane Conard  
Brad DuFur

January 5, 2023

Ms. Shauna Miller  
Idaho Transportation Department  
Public Transportation Office  
PO Box 7129  
Boise, Idaho 83707

Re: FFY 2024 5339 Rural One-time Capital Grants

Dear Ms. Miller:

I am writing in support of Mountain Rides' application for funding under the ITD's FFY 2024 5339 Rural One-time Capital Grants program. Mountain Rides intends to use the grant funding to expand and upgrade its Bellevue, Idaho, facility including enlarging and outfitting it with charging infrastructure for Mountain Rides' burgeoning fleet of battery electric buses. The City of Sun Valley supports Mountain Rides' application for funding and encourages you to view this application favorably.

The City of Sun Valley makes significant investments in Mountain Rides through annual appropriations of local funding, as public transportation is a key strategy in improving our local economy and quality of life in and around the City. Mountain Rides serves residents, commuters, and visitors, and is supported through regional cooperation.

Expanding, upgrading, and outfitting Mountain Rides' Bellevue facility will benefit the health, vitality, and environment of our community. Sustainability and energy efficiency – core values in our community – will be bolstered by further incorporating battery electric buses and their related facilities, technologies, and infrastructure into our local public transportation system.

Thank you for looking favorably on Mountain Rides' application. This funding opportunity is central to success for Mountain Rides Transportation Authority, and to our community.

Sincerely,

Peter M. Hendricks  
Mayor



City of Ketchum

January 5, 2023

Ms. Shauna Miller  
Idaho Transportation Department  
Public Transportation Office  
P.O. Box 7129  
Boise, Idaho 83707

Re: FFY 2024 5339 Rural One-time Capital Grants

Dear Ms. Miller:

I am writing to support Mountain Rides' application for funding under the ITD's FFY 2024 5339 Rural One-time Capital Grants program. Mountain Rides intends to use the grant funding to expand and upgrade its Bellevue, Idaho, facility, including enlarging and outfitting it with charging infrastructure for Mountain Rides' fleet of battery electric buses. The City of Ketchum supports Mountain Rides' application for funding and encourages you to view it favorably.

The City of Ketchum views public transportation as strategic in energizing and supporting our economy and enhancing our quality of life. As such, the City makes significant investments in Mountain Rides through annual appropriations of local funding. Mountain Rides serves residents, commuters, and visitors, and is supported through regional cooperation.

Expanding, upgrading, and outfitting Mountain Rides' Bellevue facility to support electric buses will benefit the health, vitality, and environment of our community. Sustainability and energy efficiency – core values of the City of Ketchum – will be reinforced by incorporating battery electric buses and their related facilities, technologies, and infrastructure into our local public transportation system.

Thank you for looking favorably on Mountain Rides' application. This funding opportunity is vital to success for Mountain Rides Transportation Authority and our community.

Sincerely,

Neil Bradshaw  
Mayor  
City of Ketchum



January 10, 2023

Ms. Shauna Miller  
Idaho Transportation Department  
Public Transportation Office  
P.O. Box 7129  
Boise, Idaho 83707

Re: FFY 2024 5339 Rural One-time Capital Grants

Dear Ms. Miller:

I am writing in support of Mountain Rides' application for funding under the ITD's FFY 2024 5339 Rural One-time Capital Grants program. Mountain Rides intends to use the grant funding to enlarge and upgrade its Bellevue, Idaho, facility, including expanding and outfitting it with charging infrastructure to accommodate Mountain Rides' fleet of battery electric buses. The City of Hailey supports Mountain Rides' application for funding and encourages you to view it favorably.

The City of Hailey makes significant investments in Mountain Rides through annual appropriations of local funding, as public transportation is a key strategy for improving and supporting the local economy and quality of life in and around the City. Mountain Rides serves residents, commuters, and visitors, and is supported through regional cooperation.

Expanding, upgrading, and outfitting Mountain Rides' Bellevue facility to support electric buses will benefit the health, vitality, and environment of our community. Sustainability and energy efficiency – core values of our community – will be bolstered by further integrating electric buses and their related facilities, technologies, and infrastructure into our local public transportation system. Hailey has also made a significant commitment our Climate Action Plan, and we support electrifying the transit bus fleet.

Thank you for looking favorably upon Mountain Rides' application. This funding opportunity is vital to success for Mountain Rides Transportation Authority and our community.

Sincerely,

Martha Burke  
Mayor  
City of Hailey



January 5, 2023

Ms. Shauna Miller  
Idaho Transportation Department  
Public Transportation Office  
P.O. Box 7129  
Boise, Idaho 83707

Re: FFY 2024 5339 Rural One-time Capital Grants

Dear Ms. Miller:

I am writing in support of Mountain Rides' application for funding under the ITD's FFY 2024 5339 Rural One-time Capital Grants program. Mountain Rides intends to use the grant funding to enlarge and upgrade its Bellevue, Idaho, facility, including expanding and outfitting it with charging infrastructure underpinning Mountain Rides' fleet of battery electric buses. The City of Bellevue supports Mountain Rides' application for funding and encourages you to view it favorably.

The City of Bellevue makes significant investments in Mountain Rides through annual appropriations of local funding, as public transportation is a key strategy for improving and supporting the local economy and quality of life in and around the City. Mountain Rides serves residents, commuters, and visitors, and is supported through regional cooperation.

Expanding, upgrading, and outfitting Mountain Rides' Bellevue facility to support electric buses will benefit the health, vitality, and environment of our community. Sustainability and energy efficiency – core values in the community – will be bolstered by further integrating electric buses and their related facilities, technologies, and infrastructure into our local public transportation system.

Thank you for looking favorably upon Mountain Rides' application. This funding opportunity is vital to success for Mountain Rides Transportation Authority and our community.

Sincerely,

Kathryn Goldman  
Mayor  
City of Bellevue



# THE BOARD OF BLAINE COUNTY COMMISSIONERS

206 FIRST AVENUE SOUTH, SUITE 300

HAILEY, IDAHO 83333

PHONE: (208) 788-5500 FAX: (208) 788-5569

[www.blainecounty.org](http://www.blainecounty.org) [bcc@co.blaine.id.us](mailto:bcc@co.blaine.id.us)

Dick Fosbury, Chairman \* Angenie McCleary, Vice-Chair \* Muffy Davis, Commissioner

January 3, 2023

Ms. Shauna Miller  
Idaho Transportation Department  
Public Transportation Office  
P.O. Box 7129  
Boise, Idaho 83707

Re: FFY 2024 5339 Rural One-time Capital Grants

Dear Ms. Miller:

I am writing in support of Mountain Rides' application for funding under the ITD's FFY 2024 5339 Rural One-time Capital Grants program. Mountain Rides plans to use the grant funding to expand and upgrade its Bellevue, Idaho, facility, including enlarging and outfitting it with charging infrastructure for Mountain Rides' fleet of battery electric buses. Blaine County supports Mountain Rides' application for funding and encourages you to view this application favorably.

Blaine County makes significant investments in Mountain Rides through annual appropriations of local funding. Public transportation is a key strategy to improving and sustaining the local economy and quality of life in Blaine County. Mountain Rides supports this strategy as it benefits the county's residents, commuters, and visitors.

Expanding, upgrading, and outfitting Mountain Rides' Bellevue facility will benefit the health, vitality, and environment of our community. Sustainability and energy efficiency – core values in our community – will be reinforced by incorporating battery-electric buses and their attendant facilities, technologies, and infrastructure into our local public transportation system.

Thank you for looking favorably upon Mountain Rides' application. This funding opportunity is central to success for Mountain Rides and our community.

Sincerely,

ABSENT

Dick Fosbury  
Chairman

Angenie McCleary  
Vice-Chairman

Muffy Davis  
Commissioner



blaine county regional transportation committee  
206 1st Avenue South, Suite 300  
Hailey, ID 83333

January 3, 2023

Ms. Shauna Miller  
Idaho Transportation Department  
Public Transportation Office  
P.O. Box 7129  
Boise, Idaho 83707

Re: FFY 2024 5339 Rural One-time Capital Grants

Dear Ms. Miller:

On behalf of the Blaine County Regional Transportation Committee (BCRTC), I would like to express our enthusiastic support of Mountain Rides Transportation Authority's application for funding, under the ITD's FFY 2024 5339 Rural One-time Capital Grants program, to expand and upgrade its Bellevue, Idaho, facility. The project will include enlarging the facility and outfitting it with charging infrastructure for Mountain Rides' fleet of battery electric buses. The BCRTC encourages you to view this application favorably.

The Blaine County Regional Transportation Committee comprises Blaine County, the Blaine County Sheriff, the cities of Blaine County, the Blaine County School District, the Blaine County Recreation District, and the United States Forest Service. The BCRTC recognizes the importance of Mountain Rides in providing transportation solutions that significantly enhance mobility and the quality of life for our community, commuters, and visitors. BCRTC sees the economic and environmental benefits to our community brought by Mountain Rides.

Thank you for looking favorably upon Mountain Rides' application. This funding opportunity is central to success for Mountain Rides and our community.

Sincerely,

Angenie McCleary  
Chair  
Blaine County Regional Transportation Committee



**SUN VALLEY  
ECONOMIC  
DEVELOPMENT**

January 5, 2023

Ms. Shauna Miller  
Idaho Transportation Department  
Public Transportation Office  
P.O. Box 7129  
Boise, Idaho 83707

Re: FFY 2024 5339 Rural One-time Capital Grants

Dear Ms. Miller:

On behalf of Sun Valley Economic Development (SVED), I would like to express our enthusiastic support of Mountain Rides Transportation Authority's application for funding, under the ITD's FFY 2024 5339 Rural One-time Capital Grants program, to expand and upgrade its Bellevue, Idaho, facility. The project will include enlarging and outfitting the facility with charging infrastructure to accommodate Mountain Rides' fleet of battery electric buses. SVED encourages you to view this application favorably.

With a full-time executive director and volunteer Board, SVED, a 501(c)(6) not-for-profit public-private partnership, focuses on county-wide issues, and works directly with the Idaho Department of Commerce and other Idaho state agencies. Our vision is for sustainable economic growth throughout the Sun Valley region. We back that up with a mission to preserve and advance the region's economic vitality and diversity while recognizing the values of its citizens.

SVED acknowledges Mountain Rides' import in supporting our mission as it delivers transportation solutions that significantly enhance mobility, quality of life, and economic vitality in our community. SVED recognizes the economic, lifestyle, and environmental benefits Mountain Rides brings to our community.

Thank you for looking favorably on Mountain Rides' application. This funding opportunity is central to success for Mountain Rides and our community.

Sincerely,

Harry Giffith  
Executive Director



## *Appendix C*

- **Development Pro Forma (Budget)**

**Mountain Rides Transportation Authority**

**Project Budget: Original + Expansion/Upgrades**

**Project: Bus Facilities Construction/Expansion/Upgrade**

**Location: 117-121 Clover Street, Bellevue, Idaho**

|                                                          | <b>Original re:<br/>5339<br/>Spring 2022</b> | <b>Additional<br/>re: 5339<br/>One-time</b> | <b>Total Project</b> |
|----------------------------------------------------------|----------------------------------------------|---------------------------------------------|----------------------|
| <b>Planning, Design, Permitting, Environmental Phase</b> |                                              |                                             |                      |
| NEPA - Cultural Assesment/Other Specialized              | \$ 15,000                                    | \$ -                                        | \$ 15,000            |
| Architect                                                | 37,000                                       | -                                           | 37,000               |
| Structural Engineer                                      | 10,000                                       | -                                           | 10,000               |
| Civil Engineer                                           | 10,000                                       | -                                           | 10,000               |
| Mechanical/Bldg Elec Engineer                            | 10,000                                       | -                                           | 10,000               |
| Bus Infrastructure Mechanical Engineer                   | 35,000                                       | -                                           | 35,000               |
| Contingency                                              | 11,700                                       | 6,300                                       | 18,000               |
| <b>s.t.</b>                                              | <b>\$ 128,700</b>                            | <b>\$ 6,300</b>                             | <b>\$ 135,000</b>    |
| <b>Construction Phase</b>                                |                                              |                                             |                      |
| Construction (Public Works Certified Contractor)         | \$ 1,314,818                                 | \$ 3,019,182                                | \$ 4,334,000         |
| Idaho Power                                              | 50,000                                       | -                                           | 50,000               |
| Building FF&E                                            | 50,000                                       | -                                           | 50,000               |
| Automated Bus Wash System                                | -                                            | 250,000                                     | 250,000              |
| Curb/Sidewalk/New Shelter/Landscaping                    | -                                            | 175,000                                     | 175,000              |
| Generator (back-up electricity generation)               | -                                            | 286,000                                     | 286,000              |
| Charging Infrastructure (Chargers/Dispensers/Charge Mgt) | -                                            | 550,000                                     | 550,000              |
| Contingency                                              | 131,482                                      | 84,768                                      | 216,250              |
| <b>s.t.</b>                                              | <b>\$ 1,546,300</b>                          | <b>\$ 4,364,950</b>                         | <b>\$ 5,911,250</b>  |
| <b>Project Total</b>                                     | <b>\$ 1,675,000</b>                          | <b>\$ 4,371,250</b>                         | <b>\$ 6,046,250</b>  |
| <b>Funding (Pro Forma)</b>                               |                                              |                                             |                      |
|                                                          | <b>Federal</b>                               | <b>Local Match</b>                          | <b>Total</b>         |
| 5339 Grant, Awarded Spring 2022                          | \$ 1,340,000                                 | \$ 335,000                                  | \$ 1,675,000         |
| One-Time 5339 Grant, Application Winter 2023             | 3,497,000                                    | 874,250                                     | 4,371,250            |
| <b>Funding Total</b>                                     | <b>\$ 4,837,000</b>                          | <b>\$ 1,209,250</b>                         | <b>\$ 6,046,250</b>  |

**Mountain Rides Transportation Authority****Project Budget: Re-configured 6-bay Construction****Project: Bus Facilities Construction/Expansion/Upgrade****Location: 117-121 Clover Street, Bellevue, Idaho**

| <b>Planning, Design, Permitting, Environmental Phase</b> | <b>Fed (80%)</b>  | <b>Local (20%)</b> | <b>Total</b>      |
|----------------------------------------------------------|-------------------|--------------------|-------------------|
| NEPA - Cultural Assesment/Other Specialized              | \$ 12,000         | \$ 3,000           | \$ 15,000         |
| Architect                                                | 29,600            | 7,400              | 37,000            |
| Structural Engineer                                      | 8,000             | 2,000              | 10,000            |
| Civil Engineer                                           | 8,000             | 2,000              | 10,000            |
| Mechanical/Bldg Elec Engineer                            | 8,000             | 2,000              | 10,000            |
| Bus Infrastructure Mechanical Engineer                   | 28,000            | 7,000              | 35,000            |
| Contingency                                              | 14,400            | 3,600              | 18,000            |
| <b>s.t.</b>                                              | <b>\$ 108,000</b> | <b>\$ 27,000</b>   | <b>\$ 135,000</b> |

**Construction Phase**

|                                                          |                     |                     |                     |
|----------------------------------------------------------|---------------------|---------------------|---------------------|
| Construction (Public Works Certified Contractor)         | \$ 3,467,200        | \$ 866,800          | \$ 4,334,000        |
| Idaho Power                                              | 40,000              | 10,000              | 50,000              |
| Building FF&E                                            | 40,000              | 10,000              | 50,000              |
| Automated Bus Wash System                                | 200,000             | 50,000              | 250,000             |
| Curb/Sidewalk/New Shelter/Landscaping                    | 140,000             | 35,000              | 175,000             |
| Generator                                                | 228,800             | 57,200              | 286,000             |
| Charging Infrastructure (Chargers/Dispensers/Charge Mgt) | 440,000             | 110,000             | 550,000             |
| Contingency                                              | 173,000             | 43,250              | 216,250             |
| <b>s.t.</b>                                              | <b>\$ 4,729,000</b> | <b>\$ 1,182,250</b> | <b>\$ 5,911,250</b> |

**Project Total**

|                     |                     |                     |
|---------------------|---------------------|---------------------|
| <b>\$ 4,837,000</b> | <b>\$ 1,209,250</b> | <b>\$ 6,046,250</b> |
|---------------------|---------------------|---------------------|

**Funding (Pro Forma)**

|                                              | <b>Federal</b>      | <b>Local Match</b>  | <b>Total</b>        |
|----------------------------------------------|---------------------|---------------------|---------------------|
| 5339 Grant, Awarded Spring 2022              | \$ 1,340,000        | \$ 335,000          | \$ 1,675,000        |
| One-Time 5339 Grant, Application Winter 2023 | 3,497,000           | 874,250             | 4,371,250           |
| <b>Funding Total</b>                         | <b>\$ 4,837,000</b> | <b>\$ 1,209,250</b> | <b>\$ 6,046,250</b> |

**Mountain Rides Transportation Authority****Project Budget: Original 4-bay Construction****Project: Bus Facilities Construction/Expansion/Upgrade****Location: 117-121 Clover Street, Bellevue, Idaho**

| <b>Planning, Design, Permitting, Environmental Phase</b> | <b>Fed (80%)</b>  | <b>Local (20%)</b> | <b>Total</b>      |
|----------------------------------------------------------|-------------------|--------------------|-------------------|
| NEPA - Cultural Assesment/Other Specialized              | \$ 12,000         | \$ 3,000           | \$ 15,000         |
| Architect                                                | 29,600            | 7,400              | 37,000            |
| Structural Engineer                                      | 8,000             | 2,000              | 10,000            |
| Civil Engineer                                           | 8,000             | 2,000              | 10,000            |
| Mechanical/Bldg Elec Engineer                            | 8,000             | 2,000              | 10,000            |
| Bus Infrastructure Mechanical Engineer                   | 28,000            | 7,000              | 35,000            |
| Contingency                                              | 9,360             | 2,340              | 11,700            |
| <b>s.t.</b>                                              | <b>\$ 102,960</b> | <b>\$ 25,740</b>   | <b>\$ 128,700</b> |

**Construction Phase**

|                                                          |                     |                   |                     |
|----------------------------------------------------------|---------------------|-------------------|---------------------|
| Construction (Public Works Certified Contractor)         | \$ 1,051,854        | \$ 262,964        | \$ 1,314,818        |
| Idaho Power                                              | 40,000              | 10,000            | 50,000              |
| Building FF&E                                            | 40,000              | 10,000            | 50,000              |
| Automated Bus Wash System                                | -                   | -                 | -                   |
| Curb/Sidewalk/New Shelter/Landscaping                    | -                   | -                 | -                   |
| Generator                                                | -                   | -                 | -                   |
| Charging Infrastructure (Chargers/Dispensers/Charge Mgt) | -                   | -                 | -                   |
| Contingency                                              | 105,185             | 26,296            | 131,482             |
| <b>s.t.</b>                                              | <b>\$ 1,237,040</b> | <b>\$ 309,260</b> | <b>\$ 1,546,300</b> |

**Project Total**

|                     |                   |                     |
|---------------------|-------------------|---------------------|
| <b>\$ 1,340,000</b> | <b>\$ 335,000</b> | <b>\$ 1,675,000</b> |
|---------------------|-------------------|---------------------|

**Funding (Pro Forma)**

|                                              | <b>Federal</b>      | <b>Local Match</b> | <b>Total</b>        |
|----------------------------------------------|---------------------|--------------------|---------------------|
| 5339 Grant, Awarded Spring 2022              | \$ 1,340,000        | \$ 335,000         | \$ 1,675,000        |
| One-Time 5339 Grant, Application Winter 2023 | -                   | -                  | -                   |
| <b>Funding Total</b>                         | <b>\$ 1,340,000</b> | <b>\$ 335,000</b>  | <b>\$ 1,675,000</b> |

**Mountain Rides Transportation Authority**  
**Project Budget: Incremental 6-bay v. 4-bay Construction**  
**Project: Bus Facilities Construction/Expansion/Upgrade**  
**Location: 117-121 Clover Street, Bellevue, Idaho**

| <b>Planning, Design, Permitting, Environmental Phase</b> | <b>Fed (80%)</b> | <b>Local (20%)</b> | <b>Total</b>    |
|----------------------------------------------------------|------------------|--------------------|-----------------|
| NEPA - Cultural Assesment/Other Specialized              | \$ -             | \$ -               | \$ -            |
| Architect                                                | -                | -                  | -               |
| Structural Engineer                                      | -                | -                  | -               |
| Civil Engineer                                           | -                | -                  | -               |
| Mechanical/Bldg Elec Engineer                            | -                | -                  | -               |
| Bus Infrastructure Mechanical Engineer                   | -                | -                  | -               |
| Contingency                                              | 5,040            | 1,260              | 6,300           |
| <b>s.t.</b>                                              | <b>\$ 5,040</b>  | <b>\$ 1,260</b>    | <b>\$ 6,300</b> |

| <b>Construction Phase</b>                                |                     |                   |                     |
|----------------------------------------------------------|---------------------|-------------------|---------------------|
| Construction (Public Works Certified Contractor)         | \$ 2,415,346        | \$ 603,836        | \$ 3,019,182        |
| Idaho Power                                              | -                   | -                 | -                   |
| Building FF&E                                            | -                   | -                 | -                   |
| Automated Bus Wash System                                | 200,000             | 50,000            | 250,000             |
| Curb/Sidewalk/New Shelter/Landscaping                    | 140,000             | 35,000            | 175,000             |
| Generator (back-up electricity generation)               | 228,800             | 57,200            | 286,000             |
| Charging Infrastructure (Chargers/Dispensers/Charge Mgt) | 440,000             | 110,000           | 550,000             |
| Contingency                                              | 67,815              | 16,954            | 84,768              |
| <b>s.t.</b>                                              | <b>\$ 3,491,960</b> | <b>\$ 872,990</b> | <b>\$ 4,364,950</b> |

|                      |                     |                   |                     |
|----------------------|---------------------|-------------------|---------------------|
| <b>Project Total</b> | <b>\$ 3,497,000</b> | <b>\$ 874,250</b> | <b>\$ 4,371,250</b> |
|----------------------|---------------------|-------------------|---------------------|

| <b>Funding (Pro Forma)</b>                   | <b>Federal</b>      | <b>Local Match</b> | <b>Total</b>        |
|----------------------------------------------|---------------------|--------------------|---------------------|
| 5339 Grant, Awarded Spring 2022              | \$ -                | \$ -               | \$ -                |
| One-Time 5339 Grant, Application Winter 2023 | 3,497,000           | 874,250            | 4,371,250           |
| <b>Funding Total</b>                         | <b>\$ 3,497,000</b> | <b>\$ 874,250</b>  | <b>\$ 4,371,250</b> |

# MASTER RECAP

**NAME**

**Mountain Ride Option 1 - Base Bid**

1/9/23

**PROJ #**

**Addition to Existing Facility**

**SQFT =**

**5,869 sf**



| USE? | EST | DIV | SEC   | DESCRIPTION                                                        | TOTALS   | BID/ESTIMATE | LABOR | OTHER | TOTALS  | COMMENTS |
|------|-----|-----|-------|--------------------------------------------------------------------|----------|--------------|-------|-------|---------|----------|
| x    | BE  | 01  | 24 00 | Surveying, Layout, and As-Builts                                   | 12,530   | F&I          | F&I   | N/R   | 12,530  |          |
| x    | BE  | 02  | 20 00 | Site Demolition                                                    | 33,930   | F&I          | F&I   | N/R   | 33,930  |          |
| x    | BE  | 02  | 41 16 | Earthwork, Excavation, Backfill, and Utilities                     | 199,447  | F&I          | F&I   | N/R   | 199,447 |          |
| x    | BE  | 02  | 41 16 | Aphalt Paving and Base                                             | 62,010   | F&I          | F&I   | N/R   | 62,010  |          |
| x    | BE  | 02  | 42 00 | Landscaping, Plantings, and Irrigation                             | 22,970   | F&I          | F&I   | N/R   | 22,970  |          |
| x    | BE  | 03  | 10 00 | Building Concrete                                                  | 386,954  | F&I          | F&I   | N/R   | 386,954 |          |
| x    | BE  | 04  | 20 00 | Masonry CMU and CMU Veneer                                         | 128,540  | F&I          | F&I   | N/R   | 128,540 |          |
| x    | BE  | 05  | 12 50 | Structural and Miscellaneous Fabricated Steel - Supply and Install | 210,530  | F&I          | F&I   | N/R   | 210,530 |          |
| x    | BE  | 06  | 10 00 | Wood Framing Labor and Equipment                                   | 215,860  | F&I          | F&I   | N/R   | 215,860 |          |
| x    | BE  | 06  | 11 00 | Lumber Package and Roof Trusses                                    | 268,450  | F&I          | F&I   | N/R   | 268,450 |          |
| x    | BE  | 06  | 13 26 | Millwork Trim and Finish Labor                                     | 7,724    | F&I          | F&I   | N/R   | 7,724   |          |
| x    | BE  | 07  | 21 13 | Damproofing Exterior Walls                                         | 75,540   | F&I          | F&I   | N/R   | 75,540  |          |
| x    | BE  | 07  | 21 29 | Insulation / Thermal Protection                                    | 139,846  | F&I          | F&I   | N/R   | 139,846 |          |
| x    | BE  | 07  | 24 00 | Exterior Stucco                                                    | 153,295  | F&I          | F&I   | N/R   | 153,295 |          |
| x    | BE  | 07  | 25 00 | Wash Bay Metal Panels                                              | 34,712   | F&I          | F&I   | N/R   | 34,712  |          |
| x    | BE  | 07  | 54 23 | Roofing, Sheetmetal, and ISO Insulation                            | 153,932  | F&I          | F&I   | N/R   | 153,932 |          |
| x    | BE  | 07  | 92 00 | Caulking and Sealants                                              | 6,000    | F&I          | F&I   | N/R   | 6,000   |          |
| x    | BE  | 08  | 11 13 | Doors, Hardware, and Install                                       | 37,680   | F&I          | F&I   | N/R   | 37,680  |          |
| x    | BE  | 08  | 33 26 | Overhead Doors                                                     | 87,000   | F&I          | F&I   | N/R   | 87,000  |          |
| x    | BE  | 08  | 42 00 | Storefront and Windows and Install                                 | 27,700   | F&I          | F&I   | N/R   | 27,700  |          |
| x    | BE  | 09  | 20 00 | Gypsum Drywall                                                     | 65,121   | F&I          | F&I   | N/R   | 65,121  |          |
| x    | BE  | 09  | 30 13 | Tile Flooring and Solid Countertops                                | NIC      | F&I          | F&I   | N/R   | 0       | NIC      |
| x    | BE  | 09  | 68 00 | Carpet and Rubber Vesible Entry Floor                              | NIC      | F&I          | F&I   | N/R   | 0       | NIC      |
| x    | BE  | 09  | 91 00 | Painting                                                           | 75,272   | F&I          | F&I   | N/R   | 75,272  |          |
| x    | BE  | 10  | 00 00 | Rest Room Access., H.C. Bars Lockers, Fire Extinguishers           | NIC      | F&I          | F&I   | N/R   | 0       | NIC      |
| x    | BE  | 11  | 27 00 | Appliances                                                         | NIC      | F&I          | F&I   | N/R   | 0       | NIC      |
| x    | BE  | 12  | 35 00 | Cabinetry                                                          | NIC      | F&I          | F&I   | N/R   | 0       | NIC      |
| x    | BE  | 14  | 24 00 | Hydraulic Elevator                                                 | NIC      | F&I          | F&I   | N/R   | 0       | NIC      |
| x    | BE  | 14  | 30 00 | Wash Bay Equipment                                                 | BY OWNER | F&I          | F&I   | N/R   | 0       | BY OWNER |
| x    | BE  | 21  | 00 00 | Fire Sprinkler Protection                                          | 39,158   | F&I          | F&I   | N/R   | 39,158  |          |
| x    | BE  | 22  | 00 00 | Plumbing Subcontractor                                             | 153,250  | F&I          | F&I   | N/R   | 153,250 |          |
| x    | BE  | 23  | 00 00 | Mechanical HVAC Subcontractor                                      | 238,582  | F&I          | F&I   | N/R   | 238,582 |          |
| x    | BE  | 26  | 10 00 | Electrical Subcontractor                                           | 235,250  | F&I          | F&I   | N/R   | 235,250 |          |
| x    | BE  | 26  | 20 00 | IPCO Engineering and Transformer Fee Allowance                     | BY OWNER | F&I          | F&I   | N/R   | 0       | BY OWNER |
| x    | BE  | 26  | 21 00 | Security, Data, Telecommunications, and AV                         | BY OWNER | F&I          | F&I   | N/R   | 0       | BY OWNER |
| x    | BE  | 26  | 31 00 | Fire Alarm                                                         | 19,800   | F&I          | F&I   | N/R   | 19,800  |          |

|                                                     |                     |              |                  |
|-----------------------------------------------------|---------------------|--------------|------------------|
| <b>SUMMARY:</b>                                     |                     |              |                  |
| SUBCONTRACT                                         | 3,091,083           |              |                  |
| LABOR                                               | 0                   |              |                  |
| OTHER/ALLOWANCES                                    | 0                   |              |                  |
| <b>SUBTOTAL</b>                                     | <b>3,091,083</b>    |              |                  |
| LIABILITY INSURANCE                                 | 34,620              |              |                  |
| BLDR'S RISK INSURANCE                               | 15,455              |              |                  |
| GENERAL REQUIREMENTS                                | 474,300             |              |                  |
| BUILDING PERMIT AND CHECK FEES                      | <b>BY OWNER</b>     |              |                  |
| <b>SUBTOTAL</b>                                     | <b>3,615,459</b>    |              |                  |
| <b>PROFIT &amp; OVERHEAD</b>                        | <b>289,237</b>      | <b>8.00%</b> |                  |
| <b>CONTINGENCY ALLOWANCE</b>                        | <b>72,309</b>       | <b>2.00%</b> |                  |
| <b>TOTAL PROJECT CONSTRUCTION OPTION 1 BASE BID</b> | <b>\$ 3,977,004</b> |              | <b>\$ 677.63</b> |

**Add Alternate #1 Construct Covered Car Port for the 11 Parking Spaces 24' x 104' = 2,496 sf x \$100/sf = \$249,600.00**

Open Covered Car Port; Wd. Structure, Asphalt Shingles Roof, and a few Lights. Includes 2' soffit overhang both ends,

**Add Alternate #2 SNOW MELT the entire Parking Lot 10,770 sf x \$18.70/sf = \$201,399.00 + \$25K (Boiler) = \$226,399.00**

**Add Alternate #2A SNOW MELT the entire Parking Lot Less the Covered Parking 8,274 sf x \$18.70/sf = \$154,723.00 + \$25K (Boiler) = \$179,723.00**

10 October, 2021

Mountain Rides  
Ketchum, Idaho 83340

Board Members/ Facilities Planning Committee,

I have met with Ben Varner of Mountain Rides to discuss your Bellevue vacant parcel and the desire to expand bus storage facilities. I have produced a cost estimate for four variations of building types in terms of exterior wall and or structural systems. Those different types are: 1, Steel Building Kit, 2. Wood Frame Construction for walls and wood /steel roof trusses, 3. ICF walls and wood/steel roof trusses, and 4. Masonry wall construction with wood/steel roof trusses. I have budgeted for a freestanding building, associated infrastructure, necessary site improvements for grading, drainage, parking, and landscaping. Due to the public nature of the business and the use of public funds, the budgeting is based on construction to be performed by Public Works Licensed Contractors/ Subcontractors. I have included a contingency budget and also presented a range of cost(s). I have included these other aspects to account for cost variations due to the current high construction costs within the Idaho and Wood River Valley construction industry.

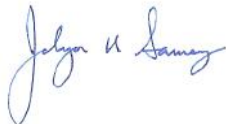
The cost variations are based on current experience with commercial projects and contractors in the Wood River Valley as well as in the Boise area. I cannot however guarantee the prices presented are accurate but are at this time my best professional estimate. Additionally, I can only estimate relative to costs for the construction season of 2021 but believe 2022 will be similar. Beyond the year 2022 is too far into the future to estimate for accuracy.

Ben and I also explored other programmatic desires that may apply to this project and your budgeting; but have not been addressed these ideas in this cost estimating exercise. The options for consideration maybe:

1. Maximizing for Park and Ride spaces
2. Incorporate Employee Housing
3. Combine lots to maximize land development by reducing set back requirements
4. Combine lots to allow for a new bus storage facility addition to the existing building, this generates more available land area for other uses.

These are some thoughts that may have beneficial outcomes and could/ should be at least studied in a preliminary fashion for viability, benefit etc. If you have any questions and or also would like me to attend any planning sessions pertaining to this package, I can be available after October 14<sup>th</sup>.

Sincerely,



Jolyon H. Sawrey, Architect/Land Planner



**MTN RIDES NEW BUS STORAGE FACILITY- PRELIMINARY  
CONSTRUCTION COST ESTIMATE-SCENARIO #1 FREE-STANDING STEEL KIT  
BLDG (100% TURN- KEY MOVE IN READY)**

100% GENERAL CONTRACTOR PERFORM (Public Works  
Licensed General Contractor & Subs)

DATE: 07 Oct, 2021

**1. CONSTRUCTION BUDGET (PUBLIC WORKS GENERAL CONTRACTOR) HARD COSTS**

| ITEM         | DESCRIPTION                                                                                                                                                                                            | SF                                     | BASE \$/SF | "BASE TOTAL"     |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------|------------------|
| STEEL<br>KIT | FREESTANDING BLDG ENTIRELY ON PARCEL -<br>COST OF CONSTRUCTION FOR WHAT A GENERAL<br>CONTRACTOR WOULD BID THE JOB FOR THIS<br>COMING SUMMER/FALL 2022 ( 2023+ PRICE MAY<br>VARY GREATLY) IN A BID PKG. | 3528                                   | \$150      | \$529,200        |
| SITE         | LANDSCAPING/ SITE IMPROVEMENT BUDGET.<br>PAVING, CURBS, GUTTERS, DRAINAGE, LIGHITNG,<br>LANDSCAPING, BIKE RACKS                                                                                        |                                        |            | \$200,000        |
|              |                                                                                                                                                                                                        | <b>BASTE TOTAL W/<br/>SITE IMPROVE</b> |            | <b>\$729,200</b> |

|                                                 | %    | AMOUNT   |  |
|-------------------------------------------------|------|----------|--|
| CONSTRUCTION CONTINGENCY (% OF<br>"BASE TOTAL") | 5.0% | \$36,460 |  |

|                                                      |  |                  |
|------------------------------------------------------|--|------------------|
| <b>ADJUSTED "BASE TOTAL"<br/>COST W/ CONTINGENCY</b> |  | <b>\$765,660</b> |
|------------------------------------------------------|--|------------------|

**ESTIMATED COST OF CONSTRUCTION W/ HIGH /LOW RANGE**

|                                      | %   | AMOUNT    | TOTAL     |
|--------------------------------------|-----|-----------|-----------|
| BUDGETING % HIGH (BIDDING VARIATION) | 20% | \$153,132 | \$918,792 |
| BUDGETING % LOW (BIDDING VARIATION)  | 5%  | \$38,283  | \$803,943 |

|                            | COST/SF HIGH | COST/SF/ LOW |
|----------------------------|--------------|--------------|
| ADJUSTED COST PER SF RANGE | \$260        | \$228        |

**2. PROFESSIONAL CONSULTANTS BUDGET SOFT COSTS**

|                                    | DESCRIPTION (ESTIMATES) | TOTAL           |
|------------------------------------|-------------------------|-----------------|
| A                                  | ARCHITECT               | \$20,000        |
| B                                  | STRUCTURAL ENGINEER     | \$5,000         |
| C                                  | CIVIL ENGINEER          | \$5,000         |
| D                                  | MECH/ELEC               | \$3,100         |
| <b>SUB-TOTAL PROFESSIONAL FEES</b> |                         | <b>\$33,100</b> |

**TOTAL PROJECT COST ESTIMATE ( INCL. ALL ITEMS NOTED ABOVE #1-#2)**

|                                            |     |                  |
|--------------------------------------------|-----|------------------|
| BUDGETING % HIGH ( W/BIDDING<br>VARIATION) | 20% | <b>\$951,892</b> |
| BUDGETING % LOW (W/ BIDDING<br>VARIATION)  | 5%  | <b>\$837,043</b> |

**NOTE**

**S**

1. THESE ESTIMATES WERE DONE BY THE ARCHITECT, AND ARE INTENDED TO BE BASED ON THE WORK BEING PERFORMED BY A BIDDING PUBLIC WORKS CONTRACTOR(S), SUBCONTRACTOR(S) AT WOOD RIVER VALLEY CURRENT MARKET VALUE. THE CONSTRUCTION INDUSTRY COSTS ARE VOLATILE AT THIS TIME, MATERIALS, LABOR, AVAILABILITY OF PUBLIC WORKS CONTRACTORS/ COMPETITION/LABORS COSTS ETC.

2. CERTAIN INSURANCE FEES AND UTILITY EXPENSES WILL BE PAID BY MTN RIDES DURING CONSTRUCTION

3. COSTS/ SF AND CONCEPTS FOR BLDG TYPES BASED ON DISCUSSIONS WITH BEN VARNER

4. CONTRACTOR PROFIT/ OVERHEAD IS INLCUDED.

**MTN RIDES NEW BUS STORAGE FACILITY- PRELIMINARY  
CONSTRUCTION COST ESTIMATE-SCENARIO #2 FREE-STANDING WOOD  
FRAMED BLDG (100% TURN- KEY MOVE IN READY)**

100% GENERAL CONTRACTOR PERFORM (Public Works  
Licensed General Contractor & Subs)

DATE: 07 Oct, 2021

**1. CONSTRUCTION BUDGET (PUBLIC WORKS GENERAL CONTRACTOR) HARD COSTS**

| ITEM                                                     | DESCRIPTION                                                                                                                                                                                            | SF                                                   | BASE \$/SF    | "BASE TOTAL"        |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|---------------|---------------------|
| STEEL<br>KIT                                             | FREESTANDING BLDG ENTIRELY ON PARCEL -<br>COST OF CONSTRUCTION FOR WHAT A GENERAL<br>CONTRACTOR WOULD BID THE JOB FOR THIS<br>COMING SUMMER/FALL 2022 ( 2023+ PRICE MAY<br>VARY GREATLY) IN A BID PKG. | 3528                                                 | \$175         | \$617,400           |
| SITE                                                     | LANDSCAPING/ SITE IMPROVEMENT BUDGET.<br>PAVING, CURBS, GUTTERS, DRAINAGE, LIGHITNG,<br>LANDSCAPING, BIKE RACKS                                                                                        |                                                      |               | \$200,000           |
|                                                          |                                                                                                                                                                                                        | <b>BASTE TOTAL W/<br/>SITE IMPROVE</b>               |               | <b>\$817,400</b>    |
|                                                          | <b>CONSTRUCTION CONTINGENCY (% OF<br/>"BASE TOTAL")</b>                                                                                                                                                | <b>%</b>                                             | <b>AMOUNT</b> |                     |
|                                                          |                                                                                                                                                                                                        | 5.0%                                                 | \$40,870      |                     |
|                                                          |                                                                                                                                                                                                        | <b>ADJUSTED "BASE TOTAL"<br/>COST W/ CONTINGENCY</b> |               | <b>\$858,270</b>    |
| <b>ESTIMATED COST OF CONSTRUCTION W/ HIGH /LOW RANGE</b> |                                                                                                                                                                                                        |                                                      |               |                     |
|                                                          |                                                                                                                                                                                                        | <b>%</b>                                             | <b>AMOUNT</b> | <b>TOTAL</b>        |
|                                                          | <b>BUDGETING % HIGH (BIDDING VARIATION)</b>                                                                                                                                                            | 20%                                                  | \$171,654     | <b>\$1,029,924</b>  |
|                                                          | <b>BUDGETING % LOW (BIDDING VARIATION)</b>                                                                                                                                                             | 5%                                                   | \$42,914      | <b>\$901,184</b>    |
|                                                          | <b>ADJUSTED COST PER SF RANGE</b>                                                                                                                                                                      | <b>COST/SF HIGH</b>                                  |               | <b>COST/SF/ LOW</b> |
|                                                          |                                                                                                                                                                                                        | <b>\$292</b>                                         |               | <b>\$255</b>        |

**2. PROFESSIONAL CONSULTANTS BUDGET SOFT COSTS**

|   | DESCRIPTION (ESTIMATES)            |  | TOTAL           |
|---|------------------------------------|--|-----------------|
| A | ARCHITECT                          |  | \$24            |
| B | STRUCTURAL ENGINEER                |  | \$6,400         |
| C | CIVIL ENGINEER                     |  | \$5,000         |
| D | MECH/ELEC                          |  | \$3,100         |
|   | <b>SUB-TOTAL PROFESSIONAL FEES</b> |  | <b>\$14,524</b> |

**TOTAL PROJECT COST ESTIMATE ( INCL. ALL ITEMS NOTED ABOVE #1-#2)**

|  |                                                    |     |  |                    |
|--|----------------------------------------------------|-----|--|--------------------|
|  | <b>BUDGETING % HIGH ( W/BIDDING<br/>VARIATION)</b> | 20% |  | <b>\$1,044,448</b> |
|  | <b>BUDGETING % LOW (W/ BIDDING<br/>VARIATION)</b>  | 5%  |  | <b>\$915,708</b>   |

**NOTE**

**S**

1. THESE ESTIMATES WERE DONE BY THE ARCHITECT, AND ARE INTENDED TO BE BASED ON THE WORK BEING PERFORMED BY A BIDDING PUBLIC WORKS CONTRACTOR(S), SUBCONTRACTOR(S) AT WOOD RIVER VALLEY CURRENT MARKET VALUE. THE CONSTRUCTION INDUSTRY COSTS ARE VOLATILE AT THIS TIME, MATERIALS, LABOR, AVAILABILITY OF PUBLIC WORKS CONTRACTORS/ COMPETITION/LABORS COSTS ETC.

2. CERTAIN INSURANCE FEES AND UTILITY EXPENSES WILL BE PAID BY MTN RIDES DURING CONSTRUCTION

3. COSTS/ SF AND CONCEPTS FOR BLDG TYPES BASED ON DISCUSSIONS WITH BEN VARNER

4. CONTRACTOR PROFIT/ OVERHEAD IS INLCUDED.

**MTN RIDES NEW BUS STORAGE FACILITY- PRELIMINARY  
CONSTRUCTION COST ESTIMATE-SCENARIO #3 FREE-STANDING ICF BLDG  
(100% TURN- KEY MOVE IN READY)**

100% GENERAL CONTRACTOR PERFORM (Public Works Licensed General Contractor & Subs)      DATE: 07 Oct, 2021

**1. CONSTRUCTION BUDGET (PUBLIC WORKS GENERAL CONTRACTOR) HARD COSTS**

| ITEM      | DESCRIPTION                                                                                                                                                                                | SF   | BASE \$/SF                         | "BASE TOTAL"     |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------------------------------|------------------|
| STEEL KIT | FREESTANDING BLDG ENTIRELY ON PARCEL - COST OF CONSTRUCTION FOR WHAT A GENERAL CONTRACTOR WOULD BID THE JOB FOR THIS COMING SUMMER/FALL 2022 ( 2023+ PRICE MAY VARY GREATLY) IN A BID PKG. | 3528 | \$185                              | \$652,680        |
| SITE      | LANDSCAPING/ SITE IMPROVEMENT BUDGET. PAVING, CURBS, GUTTERS, DRAINAGE, LIGHTING, LANDSCAPING, BIKE RACKS                                                                                  |      |                                    | \$200,000        |
|           |                                                                                                                                                                                            |      | <b>BASTE TOTAL W/ SITE IMPROVE</b> | <b>\$852,680</b> |

|                                              | %    | AMOUNT   |
|----------------------------------------------|------|----------|
| CONSTRUCTION CONTINGENCY (% OF "BASE TOTAL") | 5.0% | \$42,634 |

**ADJUSTED "BASE TOTAL" COST W/ CONTINGENCY      \$895,314**

**ESTIMATED COST OF CONSTRUCTION W/ HIGH /LOW RANGE**

|                                      | %   | AMOUNT    | TOTAL       |
|--------------------------------------|-----|-----------|-------------|
| BUDGETING % HIGH (BIDDING VARIATION) | 20% | \$179,063 | \$1,074,377 |
| BUDGETING % LOW (BIDDING VARIATION)  | 5%  | \$44,766  | \$940,080   |

|                            | COST/SF HIGH | COST/SF/ LOW |
|----------------------------|--------------|--------------|
| ADJUSTED COST PER SF RANGE | \$305        | \$266        |

**2. PROFESSIONAL CONSULTANTS BUDGET SOFT COSTS**

|                                    | DESCRIPTION (ESTIMATES) | TOTAL           |
|------------------------------------|-------------------------|-----------------|
| A                                  | ARCHITECT               | \$25,000        |
| B                                  | STRUCTURAL ENGINEER     | \$6,500         |
| C                                  | CIVIL ENGINEER          | \$5,000         |
| D                                  | MECH/ELEC               | \$3,100         |
| <b>SUB-TOTAL PROFESSIONAL FEES</b> |                         | <b>\$39,600</b> |

**TOTAL PROJECT COST ESTIMATE ( INCL. ALL ITEMS NOTED ABOVE #1-#2)**

|                                         |     |             |
|-----------------------------------------|-----|-------------|
| BUDGETING % HIGH ( W/BIDDING VARIATION) | 20% | \$1,113,977 |
| BUDGETING % LOW (W/ BIDDING VARIATION)  | 5%  | \$979,680   |

**NOTE**

**S**

1. THESE ESTIMATES WERE DONE BY THE ARCHITECT, AND ARE INTENDED TO BE BASED ON THE WORK BEING PERFORMED BY A BIDDING PUBLIC WORKS CONTRACTOR(S), SUBCONTRACTOR(S) AT WOOD RIVER VALLEY CURRENT MARKET VALUE. THE CONSTRUCTION INDUSTRY COSTS ARE VOLATILE AT THIS TIME, MATERIALS, LABOR, AVAILABILITY OF PUBLIC WORKS CONTRACTORS/ COMPETITION/LABORS COSTS ETC.

2. CERTAIN INSURANCE FEES AND UTILITY EXPENSES WILL BE PAID BY MTN RIDES DURING CONSTRUCTION

3. COSTS/ SF AND CONCEPTS FOR BLDG TYPES BASED ON DISCUSSIONS WITH BEN VARNER

4. CONTRACTOR PROFIT/ OVERHEAD IS INLCUDED.

**MTN RIDES NEW BUS STORAGE FACILITY- PRELIMINARY  
CONSTRUCTION COST ESTIMATE-SCENARIO #4 FREE-STANDING MASONRY  
BLDG (100% TURN- KEY MOVE IN READY)**

100% GENERAL CONTRACTOR PERFORM (Public Works Licensed General Contractor & Subs) DATE: 07 Oct, 2021

**1. CONSTRUCTION BUDGET (PUBLIC WORKS GENERAL CONTRACTOR) HARD COSTS**

| ITEM      | DESCRIPTION                                                                                                                                                                                | SF                                 | BASE \$/SF | "BASE TOTAL"     |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------|------------------|
| STEEL KIT | FREESTANDING BLDG ENTIRELY ON PARCEL - COST OF CONSTRUCTION FOR WHAT A GENERAL CONTRACTOR WOULD BID THE JOB FOR THIS COMING SUMMER/FALL 2022 ( 2023+ PRICE MAY VARY GREATLY) IN A BID PKG. | 3528                               | \$200      | \$705,600        |
| SITE      | LANDSCAPING/ SITE IMPROVEMENT BUDGET. PAVING, CURBS, GUTTERS, DRAINAGE, LIGHTING, LANDSCAPING, BIKE RACKS                                                                                  |                                    |            | \$200,000        |
|           |                                                                                                                                                                                            | <b>BASTE TOTAL W/ SITE IMPROVE</b> |            | <b>\$905,600</b> |

|                                              | %    | AMOUNT   |  |
|----------------------------------------------|------|----------|--|
| CONSTRUCTION CONTINGENCY (% OF "BASE TOTAL") | 5.0% | \$45,280 |  |

**ADJUSTED "BASE TOTAL" COST W/ CONTINGENCY \$950,880**

**ESTIMATED COST OF CONSTRUCTION W/ HIGH /LOW RANGE**

|                                      | %   | AMOUNT    | TOTAL       |
|--------------------------------------|-----|-----------|-------------|
| BUDGETING % HIGH (BIDDING VARIATION) | 20% | \$190,176 | \$1,141,056 |
| BUDGETING % LOW (BIDDING VARIATION)  | 5%  | \$47,544  | \$998,424   |

|                            | COST/SF HIGH | COST/SF/ LOW |
|----------------------------|--------------|--------------|
| ADJUSTED COST PER SF RANGE | \$323        | \$283        |

**2. PROFESSIONAL CONSULTANTS BUDGET SOFT COSTS**

|                                    | DESCRIPTION (ESTIMATES) | TOTAL           |
|------------------------------------|-------------------------|-----------------|
| A                                  | ARCHITECT               | \$27,000        |
| B                                  | STRUCTURAL ENGINEER     | \$5,000         |
| C                                  | CIVIL ENGINEER          | \$5,000         |
| D                                  | MECH/ELEC               | \$3,100         |
| <b>SUB-TOTAL PROFESSIONAL FEES</b> |                         | <b>\$40,100</b> |

**TOTAL PROJECT COST ESTIMATE ( INCL. ALL ITEMS NOTED ABOVE #1-#2)**

|                                         |     |             |
|-----------------------------------------|-----|-------------|
| BUDGETING % HIGH ( W/BIDDING VARIATION) | 20% | \$1,181,156 |
| BUDGETING % LOW (W/ BIDDING VARIATION)  | 5%  | \$1,038,524 |

**NOTE**

**S**

1. THESE ESTIMATES WERE DONE BY THE ARCHITECT, AND ARE INTENDED TO BE BASED ON THE WORK BEING PERFORMED BY A BIDDING PUBLIC WORKS CONTRACTOR(S), SUBCONTRACTOR(S) AT WOOD RIVER VALLEY CURRENT MARKET VALUE. THE CONSTRUCTION INDUSTRY COSTS ARE VOLATILE AT THIS TIME, MATERIALS, LABOR, AVAILABILITY OF PUBLIC WORKS CONTRACTORS/ COMPETITION/LABORS COSTS ETC.

2. CERTAIN INSURANCE FEES AND UTILITY EXPENSES WILL BE PAID BY MTN RIDES DURING CONSTRUCTION

3. COSTS/ SF AND CONCEPTS FOR BLDG TYPES BASED ON DISCUSSIONS WITH BEN VARNER

4. CONTRACTOR PROFIT/ OVERHEAD IS INLCUDED.





POWER ENGINEERS, INC.

3940 GLENBROOK DRIVE  
PO BOX 1066  
HAILEY, ID 83333 USA

PHONE 208-788-3456  
FAX 208-788-2082

## MEMORANDUM

**DATE:** October 8, 2021

**TO:** Ben Varner

**c:** Jeff VanSickel

**FROM:** Jason Marena  
Project Manager

**SUBJECT:** 165594 Mountain Rides Generator Estimate

### MESSAGE

Hi Ben,

POWER Engineers has prepared the following Rough Order of Magnitude (ROM) estimate for a backup generation installation at the proposed Bellevue, ID facility on Clover Rd. This estimate is based on the assumption that the building will be approximately 4500 sq. ft. and use gas heating. The facility will also house up to four 150kW electric bus chargers.

Based on these assumptions, our estimate for the project is shown below:

- Engineering: \$25,000
- Installation: \$25,000
- 750kW Diesel Generator with weatherproof enclosure: \$185,000
- Automatic Transfer Switch: \$15,000
- Generator Concrete Pad: \$20,000
- **Total: \$270,000**

Please let us know if you have any questions or comments.

Jason Marena  
Project Manager

## *Appendix D*

- **Architect's Narrative and Plans**

06 January, 2023

To Whom it May Interest/ Grant Evaluation Committee,

I am the project architect for the expansion project for the Mountain Rides Bus Facility in Bellevue, Idaho. This narrative is to bring further understanding of why the new addition is designed the way it is and some of the aspects that you may be valuable for your consideration relative to the providing of grant funding.

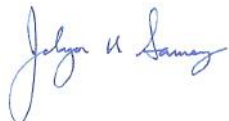
#### SITE PLANNING

As one can see on the site plan that the north alley is the inward approach for the buses. The angled building accommodates the turning radius of the incoming bus and the staggering of the bays allows for multiple tandem parking/ drive throughs for the buses. Mountain Rides owns two adjacent parcels- one with the existing bus facility and an adjacent vacant lot. We first evaluated a detached bus parking building, but due to setback requirements, goal of more than (4) bays, accommodating parking requirements etc. the decision was made to combine the parcels into one lot. This allows for the connection/ addition of the new building to be directly attached to the existing building- no in-between setbacks to deal with. This then preserves area for surface parking as well as making one facility for staff to circulate within instead of going outside to get to the next building. As the project is in “snow country” snow storage is mandatory unless other measures address snow management. Thus, the inclusion of carport style covered parking makes the snow storage on the roof of the carport as compared to maintenance costs for snow removal or high operating cost of heating paved surfaces to melt- snow.

#### BUILDING PLANNING

As an ‘environmental’ architect I am always planning for the long-term life expectancy/ performance/ durability, operating costs/ energy efficiency etc. for my projects. This project is proposing ICF super insulated, thermal mass, air tight walls, exterior masonry and metal siding for low maintenance. Also proposed is energy efficient, quiet, low maintenance hydronically heated slab on grade floors. Above code air sealing and insulation systems and higher performance glazing will also be included. The EPDM membrane roof will be ballasted for 75% solar reflectance as well as also offering UV and service worker protection of roof membrane. The wall assemblies will have a (4) hour fire rating and the building will be fire sprinkled which will help with lower insurance costs and providing further building/ occupant safety. All of these aspects make long-term operating costs lower than conventionally constructed light industrial buildings, a more comfortable work environment, long-term low maintenance and reduced operating costs.

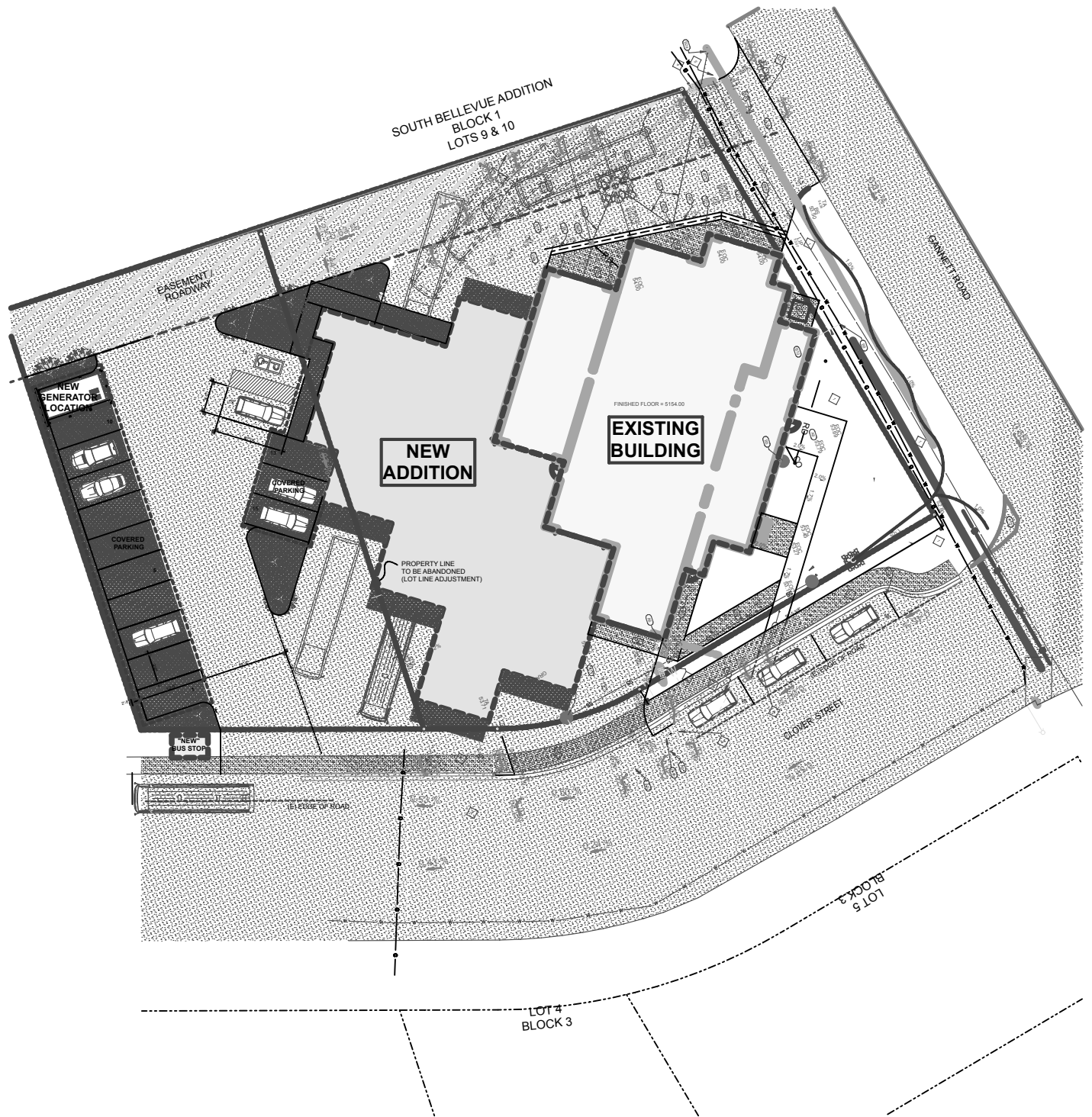
Sincerely,



Jolyon H. Sawrey, Architect/Land Planner



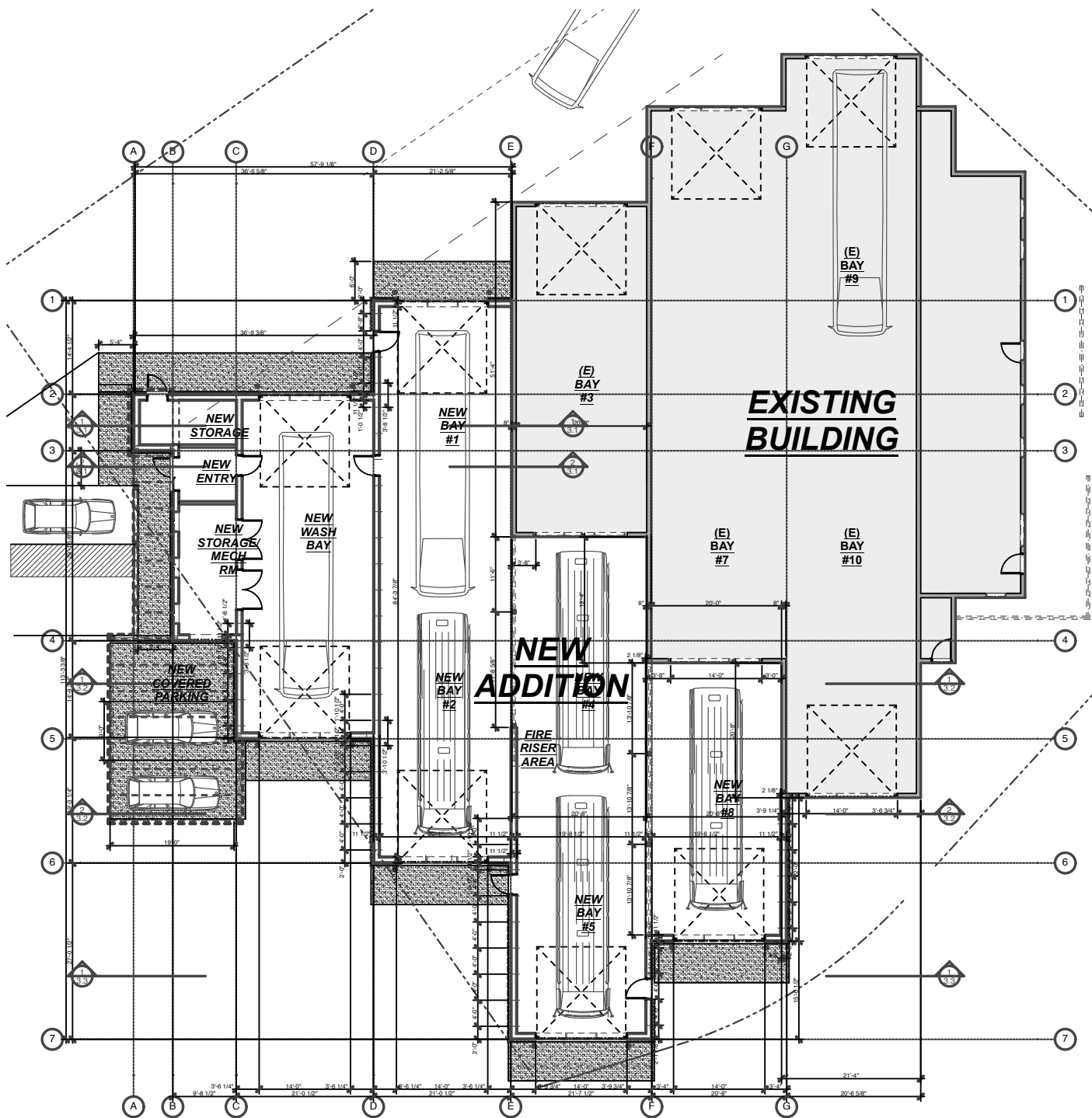
# NEW ADDITION



|                             |                  |
|-----------------------------|------------------|
| <b>EXISTING BLDG</b>        |                  |
| MAIN LEVEL                  | 6,368 SF         |
| UPPER LEVEL                 | 988 SF           |
| SUBTOTAL (EXISTING)         | 7,356 SF         |
| <b>NEW BLDG</b>             | 5,869 SF         |
| <b>TOTAL CONDITIONED SF</b> | <b>13,225 SF</b> |



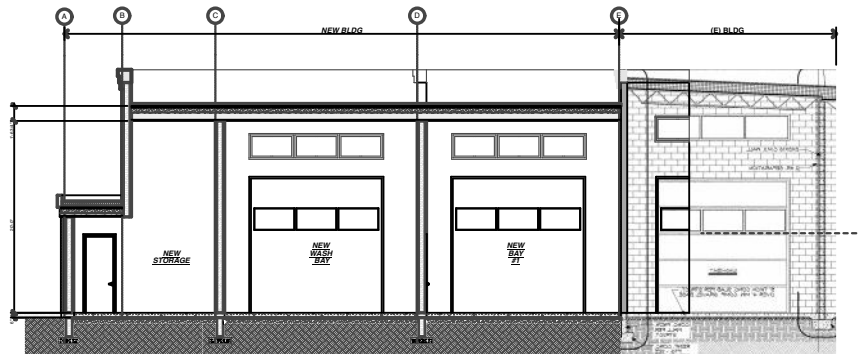
# NEW ADDITION



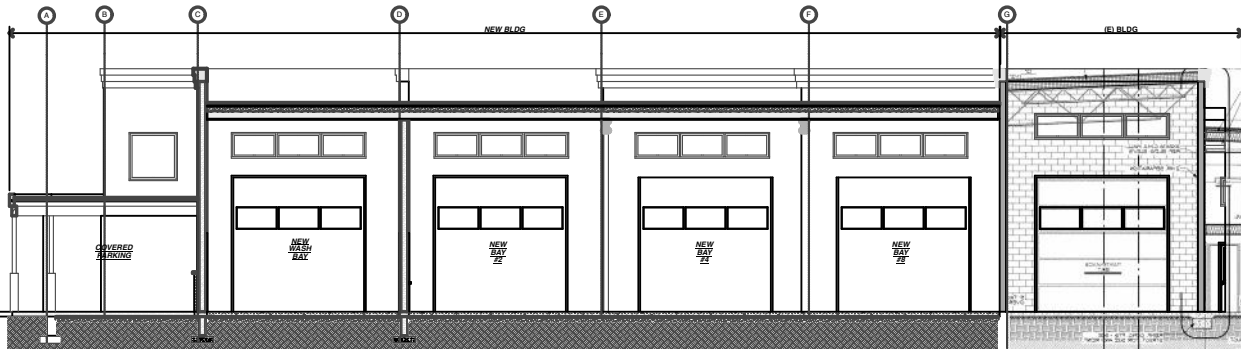


# NEW ADDITION

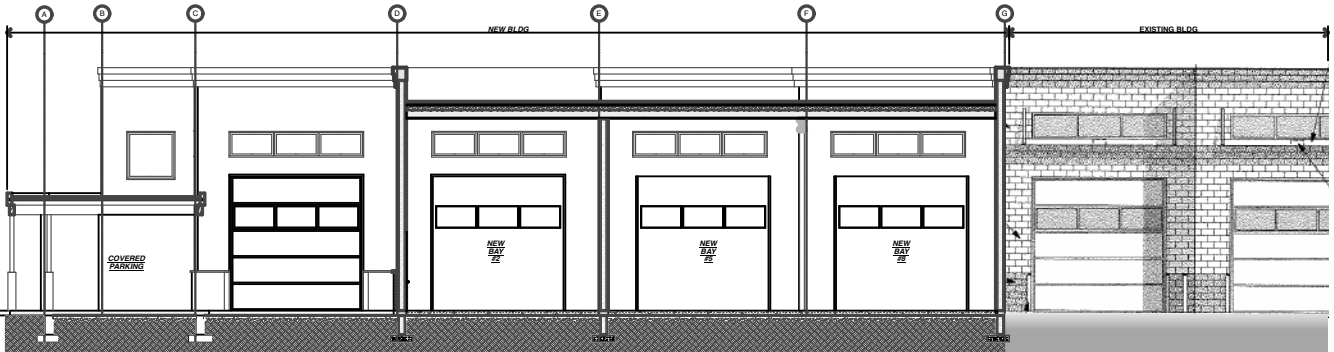
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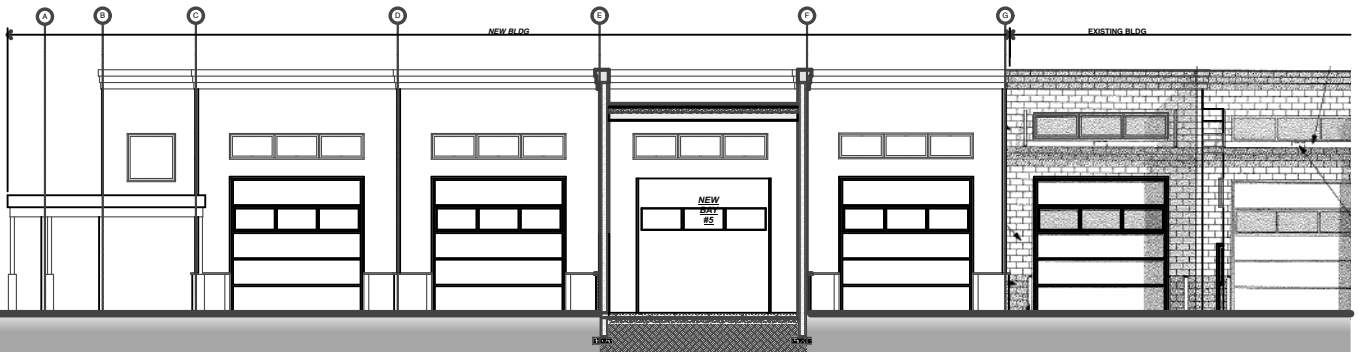
2



3

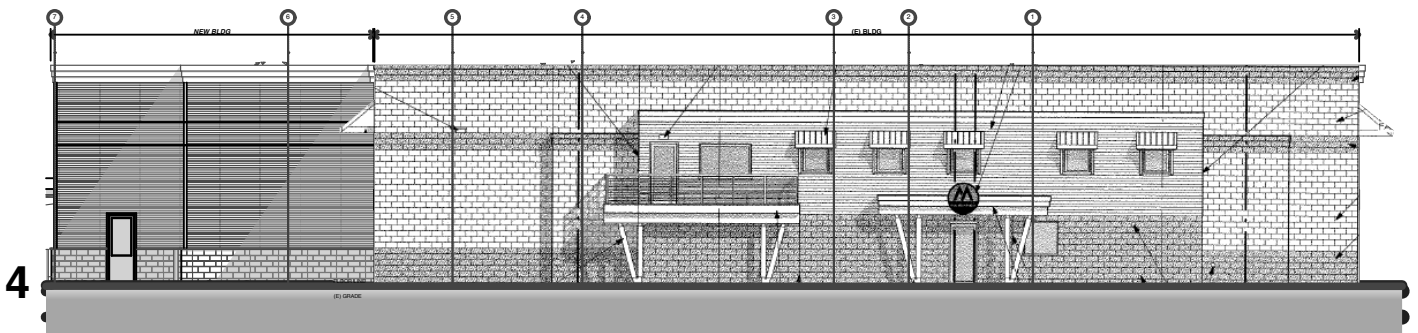
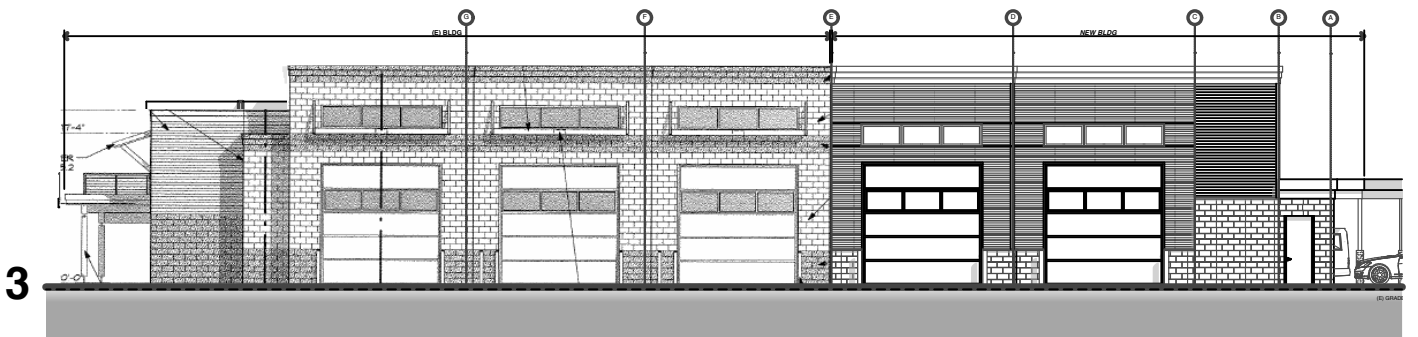
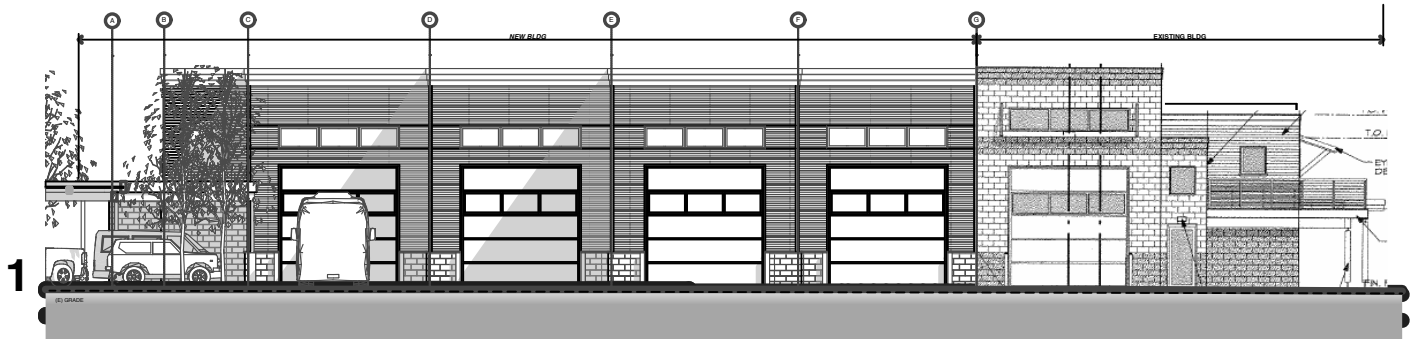


4





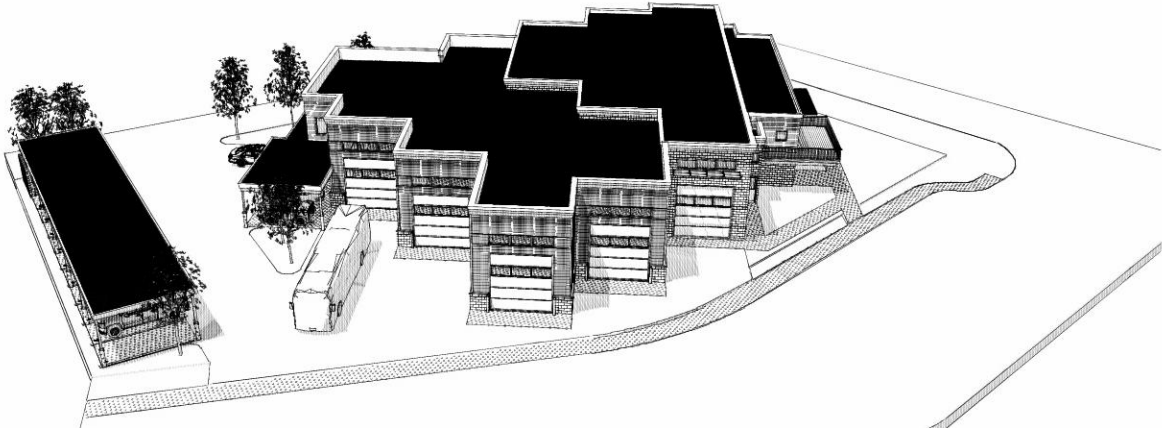
# NEW ADDITION





# NEW ADDITION

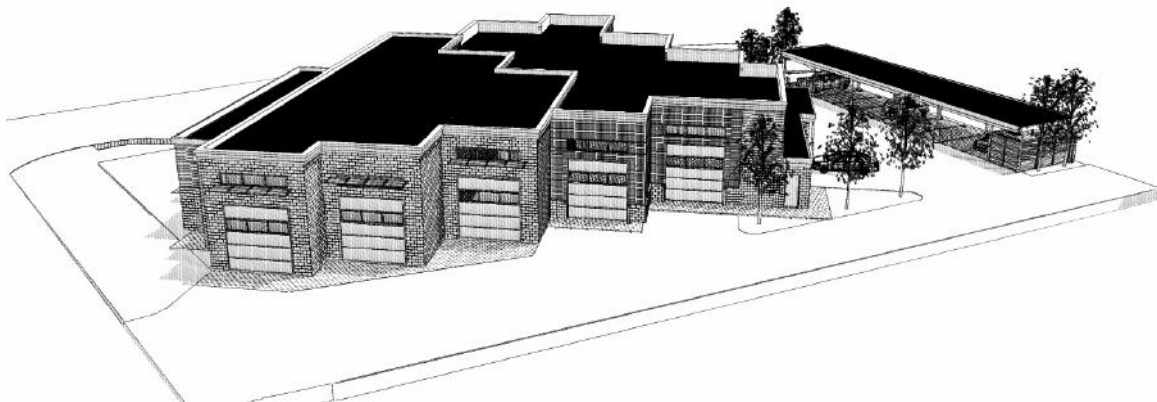
1



2



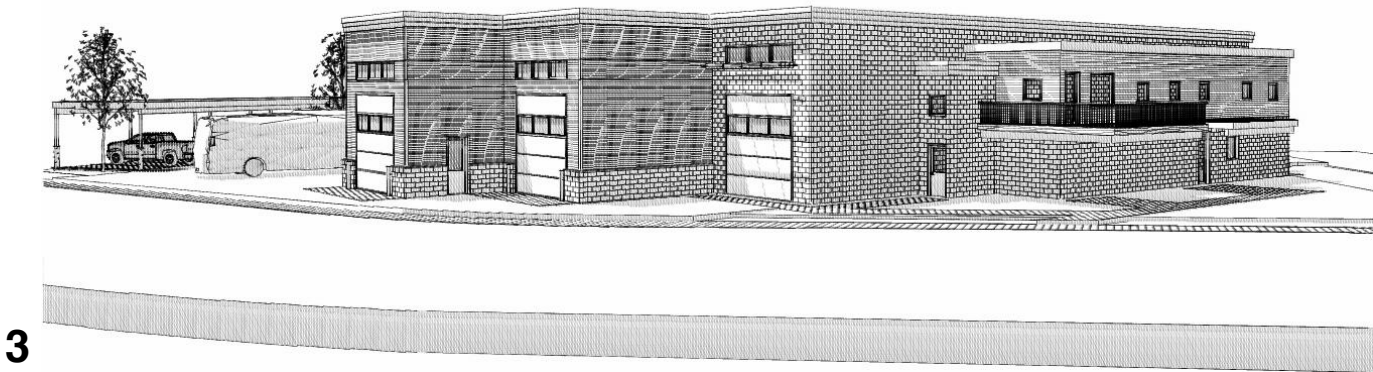
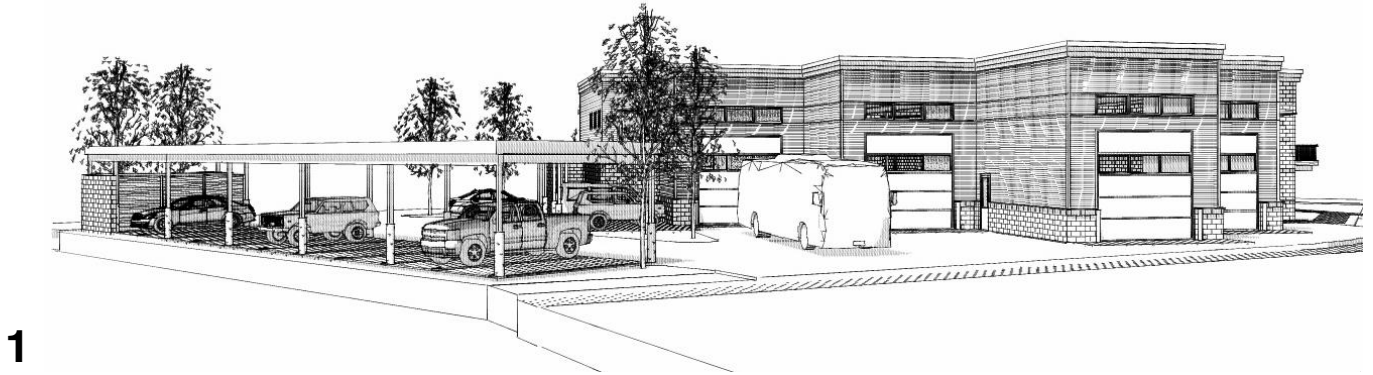
3







# NEW ADDITION





City of Ketchum

|                                                                                          |
|------------------------------------------------------------------------------------------|
| <b>Agency Name: Sun Valley Economic Development</b>                                      |
| <b>Project Name: FY24 Funding Request</b>                                                |
| <b>Contact Person: Harry Griffith</b>                                                    |
| <b>Address: POB 3893 Ketchum, ID 83340</b>                                               |
| <b>Email: <a href="mailto:harry@sunvalleyeconomy.org">harry@sunvalleyeconomy.org</a></b> |
| <b>Phone Number: 208-721-7847</b>                                                        |

Please provide the information requested below and return via email to [aswindley@ketchumidaho.org](mailto:aswindley@ketchumidaho.org) by end of day, **Friday, April 21, 2023**.

- City Council’s Budget Strategic Session will be on Monday, June 26, 2023 from 9-1 pm (to be confirmed/agenda to follow)
- The public hearing will be on July 17<sup>th</sup>, with the readings as follows:
  - 1<sup>st</sup> – August 7<sup>st</sup> | 2<sup>nd</sup> – August 21 | 3<sup>rd</sup> – September 5<sup>th</sup>

Feel free to expand the text fields. Supporting documents or any additional information for consideration are welcome as attachments.

If any of the below items do not apply to your request, please indicate with N/A.

- 
1. Amount requested for fiscal year 2024: \$ 15,000\_\_\_\_\_
  2. What percentage of your overall budget does the requested amount represent? 7\_\_\_ %  
Please submit a budget sheet for FY2022 and FY2023 that shows overall revenue and expenditures.
  3. How would your program or project be impacted if it did not receive funding from the City or if funding were reduced? (Expand the box as needed or submit separately.)

Access to grant dollars from the Idaho Dept. of Commerce Rural ED Grant program would not be possible, and projected funding from the five other Blaine Co municipalities would be very difficult unless the City demonstrated leadership through this budget request. With the largest business community and employer base, Ketchum’s continued support is critical. In order to leverage more than the projected \$55k in Blaine Co. non-Ketchum public sector and \$60k in private sector funding, the City contribution plays a pivotal “key contributor” role.

4. If you received funds from the City in fiscal year 2023, please provide specific examples of how those funds were used to benefit the community. (Expand the box as needed or submit separately.)

1. Growth/expansion of the Sun Valley Culinary Institute programs & staff
2. \$25k grant recipient for Talent Pipeline Management needs and implementation assessment
3. Participation in Wood River Early Learning Collaborative
4. Delivery of economic data and analyses to inform public & private decision-making
5. Guidance to businesses on accessing external capital, succession planning and business plans.

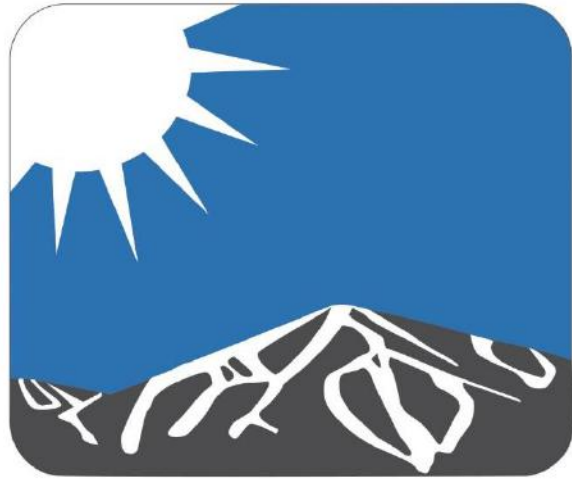
An updated ROI calculation based on methodology used by other leading Idaho ED organization is attached.

5. If you receive funds from the City in fiscal year 2024, please provide specific goals set by your organization. (Expand the box as needed or submit separately.)

SVED delivers projects and programs that create economic value for Ketchum through:

1. More Jobs: Retain existing and attract new businesses
2. Improved Sales: Increase business traffic & reduce seasonality
3. Better Decision Making: Provide timely data & analysis on the local economy
4. Removing Obstacles: Improve the local business environment
5. Delivering Significant ROI: real and positive community-wide impact from sponsored projects & programs

A strategic plan and performance metrics for SVED's current fiscal year is attached.



**SUN VALLEY  
ECONOMIC  
DEVELOPMENT**

# SVED 2023 Strategic Plan

APPROVED

# 2023 Action Plan - Framework

| Performance Objective Number | Action Plan Category                                      | Strategic Categories    |
|------------------------------|-----------------------------------------------------------|-------------------------|
| 1                            | Business Attraction, Expansion, Retention and/or Creation | BUSINESS +              |
| 2                            |                                                           | HOUSING & ACCOMMODATION |
| 3                            |                                                           | INFRASTRUCTURE          |
| 4                            |                                                           | WORKFORCE               |
| 5                            | Place Making                                              | RECREATION              |
| 6                            |                                                           | EVENTS                  |
| 7                            | Training                                                  | PROFESSIONAL            |
| 8                            |                                                           | OTHER                   |
| 9                            | Other                                                     | MEMBERSHIP              |
| 10                           |                                                           | FINANCIAL               |
| 11                           |                                                           | ORGANIZATIONAL          |

# Strategic Plan - Business Attraction, Creation, Expansion & Retention

|   | Potential Strategy                                             | Potential Tactics/Projects                                                                                   | Priority/<br>Weight<br>(3=Hi) | Potential Targets                                                                             |
|---|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------------------------------------------------------------------------------------|
| 1 | Attract & recruit specific/<br>focused relocation leads        | Food & Beverage services<br>Small professional offices<br>Outdoor recreation startups                        | 3                             | New/existing restaurants/brands<br>Professional, PE, VCs, etc.<br>Ski, bike, etc              |
| 2 | Respond to Commerce RFPs                                       | As needed                                                                                                    | 2                             | Smaller low-infrastructure co's                                                               |
| 3 | Solicit & draft Idaho<br>incentive/other grant<br>applications | Tax Reimbursement Incentive (TRI)<br>Property Tax Exemption (PTE)<br>Advantage, STEP & other                 | 3                             | SUN FBO 2, etc<br>Steadfast Prop, etc.                                                        |
| 4 | Regular outreach to local<br>businesses and organizations      | Meetings & phone calls<br>Succession planning                                                                | 3                             | Commerce 75 list, minority business<br>Aging business owners                                  |
| 5 | Provide access to external<br>funding sources                  | SBA program applications<br>BBB grant applications<br>Other agency applications<br>Local grant applications  | 3                             | SBA loan application candidates<br>Seminars & grant support<br>Advise on other grant programs |
| 6 | Community education &<br>advocacy                              | Prepare periodic economic analyses<br>Publish membership newsletters<br>Advocate on critical business issues | 3                             | Quarterly issuance<br>Monthly issuance<br>Regultry issues, LOT, new technology                |

# Strategic Plan - Housing/Accommodation & Infrastructure

|   | Potential Strategy                     | Potential Tactics/Projects                                                                                                                           | Priority/<br>Weight<br>(3=Hi) | Potential Targets                                                                                                                                                       |
|---|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Community Education & Advocacy         | Affordable, Middle Income, Professional Multi-family, Tiny Home, other<br>Regulatory policy changes<br>Increase supply incentives<br>LOT for housing | 3                             | Analysis, tracking & reporting<br>Steadfast, ARCH, other<br>Height, density, other zoning policies<br>Property Tax Exemption improvement<br>Analysis for ballot measure |
| 2 | Increase Accessible Rental Options     | Long-term rental incentive policies<br>Short Term Rental market analysis                                                                             | 2                             | Rent rates, residency restrictions<br>Incentivize ST>LT rental conversion                                                                                               |
| 3 | Expand Accommodation & Lodging Options | Hotel projects<br>Support WR Tourism & Lodging Coalitions                                                                                            | 2                             | Marriott Signature, Harriman, etc<br>ExCo participation & data analysis                                                                                                 |
| 4 | Expand Sustainability Infrastructure   | Sustainability Committee participation<br>Baldy Forest Health participation<br>Identify & share grant opportunities                                  | 2                             | Support lead organization efforts                                                                                                                                       |
| 5 | Improve Transportation Systems         | Increase SUN access & capabilities<br>Improve Commuting/Public Transit                                                                               | 1                             | Support lead organization efforts                                                                                                                                       |

# Strategic Plan - Workforce

|   | Potential Strategy                | Potential Tactics/Projects                                                                        | Priority/<br>Weight<br>(3=Hi) | Potential Targets                                                                                       |
|---|-----------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------|---------------------------------------------------------------------------------------------------------|
| 1 | Improve Vocational Pathways       | Leverage TPM® infrastructure<br>Build Apprenticeship programs<br>Create Internship/other programs | 3                             | Inventory business needs<br>SV Culinary Institute, Const/Trades<br>Engage local educators & NFPs        |
| 2 | Expand Childcare Options          | Increase existing capacity<br>Develop new capacity                                                | 2                             | Early Youth Educational committee<br>participation                                                      |
| 3 | Attract Talent                    | Quality of Place marketing<br>Remote worker marketing<br>Corporate event leverage                 | 1                             | New QOP metrics & campaign<br>Friends & family, trailing spouses, etc<br>Enhance experiences & exposure |
| 4 | Community Education &<br>Advocacy | Living wage/ALICE analysis<br>Labor statistics analysis                                           | 1                             | Support lead organization efforts<br>Analyze workforce gaps                                             |



# Strategic Plan - Place Making/Training/Other

|   | Potential Strategy                           | Potential Tactics/Projects                                                                       | Priority/<br>Weight<br>(3=Hi) | Potential Targets                                                                              |
|---|----------------------------------------------|--------------------------------------------------------------------------------------------------|-------------------------------|------------------------------------------------------------------------------------------------|
| 1 | Increase recreational assets & opportunities | Grow Sun Valley Culinary Institute<br>Baldy Forest Health participation<br>Develop new RV parks  | 3                             | Increase BCSD & rest. engagement<br>Private land match applications<br>Parcel advocacy         |
| 2 | Deliver SVED Community Events                | Conduct 1-3 Forums and/or Summit<br>Implement social media program                               | 3                             | Keynote speakers, vibrant themes<br>LinkedIn, etc                                              |
| 3 | Improve SVED team skills & influence         | Increased IEDA engagement<br>RIVDA Loan Board participation                                      | 2                             | Participate in Legislative committee<br>Conduct SBA regional loan reviews                      |
| 4 | Expand Membership rooster                    | Improve member value proposition<br>Sustain participating membership<br>Broadcast SVED successes | 3                             | Adjust membership benefits<br>Achieve 75 business outreach target<br>ROI methodology           |
| 5 | Maintain/improve Financial Performance       | Optimize P&L performance<br>Secure additional grants<br>Optimize EIDL loan                       | 3                             | Positive Summit & overall P&L<br>iWDC/other program admin. fees<br>Secure incremental interest |
| 6 | Optimize organizational Structure            | Evaluate collaboration alternatives<br>Refresh Board<br>Access additional work capacity          | 3                             | Other NFPs<br>Diversity & new blood<br>Board volunteers, interns, othe                         |

# SVED 2023 Performance Criteria

| ANNUAL PERFORMANCE CRITERIA (DRAFT) |                                            |                                                                                                                                                                          |                          |                     |     |
|-------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------|-----|
| Performance Objective Number        | Action Plan Category                       | Performance Criteria/Assessment                                                                                                                                          | Target Date for Delivery | Weight (1=lo, 3=hi) | %   |
| 1                                   | Business Attraction, Retention & Expansion | Attract & recruit businesses for relocation based on targeted criteria such as industry, scale, local impacts & doability; support with provision of timely advise/ data | 30-Dec-23                | 3                   | 13% |
| 2                                   |                                            | Advocate for and/or support five (5) local businesses with economic development objectives and/or with government incentive programs.                                    | 30-Dec-23                | 3                   | 13% |
| 3                                   |                                            | Develop/support workforce housing project implementation                                                                                                                 | 30-Dec-23                | 3                   | 13% |
| 4                                   |                                            | Participate in five (5) tourism/hospitality-related expansion activites/programs                                                                                         | 30-Dec-23                | 2                   | 8%  |
| 5                                   |                                            | Support expansion of professional & other programs at Sun Valley Culinary Institute                                                                                      | 30-Dec-23                | 2                   | 8%  |
| 6                                   | Place Making                               | Provide strategic and/or analytical support to three (3) community events, organizations and/or networks                                                                 | 30-Dec-23                | 1                   | 4%  |
| 7                                   |                                            | Deliver three (3) community educational events                                                                                                                           | 30-Nov-23                | 2                   | 8%  |
| 8                                   |                                            | Conduct a minimum of six (6) annual conversations with each local government/representative                                                                              | 30-Dec-23                | 2                   | 8%  |
| 9                                   | Training                                   | Particpate in eight (8) community economic development seminars, conferences, networking, webinar and/or other events                                                    | 30-Dec-23                | 1                   | 4%  |
| 10                                  | Other                                      | Outreach to eight (8) local businesses/organizations per month                                                                                                           | 30-Dec-23                | 3                   | 13% |
| 11                                  |                                            | Secure seven (7) new or lapsed members, and maintain YE membership of 75                                                                                                 | 30-Dec-23                | 2                   | 8%  |
| 12                                  |                                            | Maintain three (3) year ROI of at least \$5 delivered for each \$1 invested by community                                                                                 | 30-Dec-23                | 3                   | 13% |
| 13                                  |                                            | Deliver positive YE net operating income                                                                                                                                 | 30-Dec-23                | 3                   | 13% |

**Sun Valley Economic Development, Inc.**  
**FY 2022 ACTUALS**  
 January - December 2022

|                               | FY22              |                   |
|-------------------------------|-------------------|-------------------|
|                               | Actual            | Budget            |
| <b>Income</b>                 |                   |                   |
| Income                        |                   |                   |
| Events                        |                   |                   |
| Summit                        |                   |                   |
| Registrations                 | 5,175             | 7,500             |
| Sponsorships                  | 2,100             | 7,500             |
| <b>Total Summit</b>           | <b>\$ 7,275</b>   | <b>\$ 15,000</b>  |
| <b>Total Events</b>           | <b>\$ 7,275</b>   | <b>\$ 15,000</b>  |
| Grant Income                  |                   |                   |
| Idaho Power                   |                   | 2,500             |
| IWDC Grant Incoe (Restricted) | 3,125             |                   |
| Other Grant Income            | 1,000             |                   |
| State Dept of Commerce        | 27,200            | 24,150            |
| <b>Total Grant Income</b>     | <b>\$ 31,325</b>  | <b>\$ 26,650</b>  |
| Private Sector                |                   |                   |
| Membership                    | 51,150            | 40,000            |
| <b>Total Private Sector</b>   | <b>\$ 51,150</b>  | <b>\$ 40,000</b>  |
| Public Sector                 |                   |                   |
| Blaine County                 |                   | 30,000            |
| Hailey                        | 3,000             | 4,000             |
| Ketchum                       | 10,000            | 10,000            |
| Kura                          | 15,000            | 15,000            |
| Sun Valley                    | 7,500             | 8,500             |
| <b>Total Public Sector</b>    | <b>\$ 35,500</b>  | <b>\$ 67,500</b>  |
| <b>Total Income</b>           | <b>\$ 125,250</b> | <b>\$ 149,150</b> |
| Interest Income               | 5                 | 12                |
| z In Kind Revenue & Services  | 15,800            | 15,000            |
| <b>Total Income</b>           | <b>\$ 141,055</b> | <b>\$ 164,162</b> |
| <b>Gross Profit</b>           | <b>\$ 141,055</b> | <b>\$ 164,162</b> |
| <b>Expenses</b>               |                   |                   |
| Expenses                      |                   |                   |
| Project Expenses              |                   |                   |
| Forums & Meetings             | 0                 |                   |
| Incubation                    |                   |                   |
| Culinary                      | 1,000             |                   |
| <b>Total Incubation</b>       | <b>\$ 1,000</b>   | <b>\$ 0</b>       |
| <b>Total Project Expenses</b> | <b>\$ 1,000</b>   | <b>\$ 0</b>       |
| <b>Total Expenses</b>         | <b>\$ 1,000</b>   | <b>\$ 0</b>       |
| Office Administration         |                   |                   |
| Accounting                    |                   |                   |

Late Receipt; included in 2023 financials

|                                       |                   |                   |
|---------------------------------------|-------------------|-------------------|
| General Accounting                    | 4,223             | 3,600             |
| Tax Preparation                       | 1,077             | 1,200             |
| <b>Total Accounting</b>               | <b>\$ 5,299</b>   | <b>\$ 4,800</b>   |
| Bank Costs                            | 855               | 600               |
| Dues & Subscriptions                  | 759               | 350               |
| Other Fees & Service                  | 2,687             | 1,700             |
| <b>Total Office Administration</b>    | <b>\$ 9,601</b>   | <b>\$ 7,450</b>   |
| <b>Operating Expenses</b>             |                   |                   |
| <b>Compensation</b>                   |                   |                   |
| <b>Executive Director</b>             |                   |                   |
| Base                                  | 100,000           | 98,663            |
| Bonus                                 | 8,530             | 9,733             |
| <b>Total Executive Director</b>       | <b>\$ 108,530</b> | <b>\$ 108,396</b> |
| <b>Total Compensation</b>             | <b>\$ 108,530</b> | <b>\$ 108,396</b> |
| Consulting                            | 7,209             | 8,000             |
| Marketing                             | 5,806             | 5,500             |
| Professional Fees                     |                   | 200               |
| Training                              | 535               | 500               |
| Travel, Meals & Entertainment Expense | 5,665             | 5,000             |
| Web Site                              | 390               | 1,000             |
| <b>Total Operating Expenses</b>       | <b>\$ 128,135</b> | <b>\$ 128,596</b> |
| Uncategorized Expense                 |                   | 535               |
| <b>Total Expenses</b>                 | <b>\$ 138,737</b> | <b>\$ 136,581</b> |
| <b>Net Operating Income</b>           | <b>\$ 2,319</b>   | <b>\$ 27,581</b>  |
| <b>Other Expenses</b>                 |                   |                   |
| In-Kind Revenue & Services            | 15,800            | 15,000            |
| Loans Repayment & Miscellaneous       | 0                 | 1,905             |
| <b>Total Other Expenses</b>           | <b>\$ 15,800</b>  | <b>\$ 16,905</b>  |
| <b>Net Other Income</b>               | <b>\$ -15,800</b> | <b>\$ -16,905</b> |
| <b>Net Income</b>                     | <b>\$ -13,481</b> | <b>\$ 10,676</b>  |

Thursday, Feb 09, 2023 12:03:40 PM GMT-8 - Accrual Basis

**Sun Valley Economic Development, Inc.**  
**FY 2023 Budget APPROVED**  
 January - December

|                               | <b>Approved<br/>FY23<br/>Budget</b> |
|-------------------------------|-------------------------------------|
| <b>Income</b>                 |                                     |
| Income                        |                                     |
| Events                        |                                     |
| Summit                        |                                     |
| Registrations                 | \$ 2,000                            |
| Sponsorships                  | \$ 7,500                            |
| <b>Total Summit</b>           | <b>\$ 9,500</b>                     |
| <b>Total Events</b>           | <b>\$ 9,500</b>                     |
| Grant Income                  |                                     |
| Idaho Power                   |                                     |
| IWDC Grant Incoe (Restricted) | \$ 21,875                           |
| Other Grant Income            | \$ 1,000                            |
| State Dept of Commerce        | \$ 24,100                           |
| <b>Total Grant Income</b>     | <b>\$ 46,975</b>                    |
| Private Sector                |                                     |
| Membership                    | \$ 60,000                           |
| <b>Total Private Sector</b>   | <b>\$ 60,000</b>                    |
| Public Sector                 | \$ -                                |
| Blaine County                 | \$ 55,000                           |
| Hailey                        | \$ 3,000                            |
| Ketchum                       | \$ 15,000                           |
| Kura                          | \$ 5,000                            |
| Sun Valley                    | \$ 6,500                            |
| <b>Total Public Sector</b>    | <b>\$ 84,500</b>                    |
| <b>Total Income</b>           | <b>\$ 200,975</b>                   |
| Interest Income               | \$ 2,800                            |
| z In Kind Revenue & Services  | \$ 18,000                           |
| <b>Total Income</b>           | <b>\$ 221,775</b>                   |
| <b>Gross Profit</b>           | <b>\$ 221,775</b>                   |
| <b>Expenses</b>               |                                     |
| Expenses                      |                                     |
| Project Expenses              |                                     |
| Forums & Meetings             | \$ 10,000                           |
| Incubation                    |                                     |
| Culinary                      | \$ 1,000                            |
| <b>Total Incubation</b>       | <b>\$ 1,000</b>                     |
| <b>Total Project Expenses</b> | <b>\$ 11,000</b>                    |
| <b>Total Expenses</b>         | <b>\$ 11,000</b>                    |
| Office Administration         | \$ -                                |
| Accounting                    |                                     |

|                                       |                   |
|---------------------------------------|-------------------|
| General Accounting                    | \$ 5,000          |
| Tax Preparation                       | \$ 1,500          |
| <b>Total Accounting</b>               | <b>\$ 6,500</b>   |
| Bank Costs                            | \$ 900            |
| Dues & Subscriptions                  | \$ 1,000          |
| Other Fees & Service                  | \$ 3,000          |
| <b>Total Office Administration</b>    | <b>\$ 24,400</b>  |
| <b>Operating Expenses</b>             |                   |
| <b>Compensation</b>                   |                   |
| <b>Executive Director</b>             |                   |
| Base                                  | \$ 100,000        |
| Bonus                                 | \$ 10,000         |
| <b>Total Executive Director</b>       | <b>\$ 110,000</b> |
| <b>Total Compensation</b>             | <b>\$ 110,000</b> |
| Consulting                            | \$ 29,875         |
| Marketing                             | \$ 10,000         |
| Professional Fees                     | \$ 200            |
| Training                              | \$ 800            |
| Travel, Meals & Entertainment Expense | \$ 5,300          |
| Web Site                              | \$ 1,600          |
| <b>Total Operating Expenses</b>       | <b>\$ 157,775</b> |
| Uncategorized Expense                 | \$ -              |
| <b>Total Expenses</b>                 | <b>\$ 193,175</b> |
| <b>Net Operating Income</b>           | <b>\$ 28,600</b>  |
| <b>Other Expenses</b>                 |                   |
| In-Kind Revenue & Services            | \$ 18,000         |
| Loans Repayment & Miscellaneous       | \$ 4,572          |
| <b>Total Other Expenses</b>           | <b>\$ 22,572</b>  |
| <b>Net Other Income</b>               | <b>\$ 6,028</b>   |
| <b>Net Income</b>                     | <b>\$ 6,028</b>   |

Thursday, Feb 09, 2023 12:03:40 PM GMT-8 - Accrual Basis



CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: August 21, 2023 Staff Member/Dept: Carissa Connelly / Housing

Agenda Item: Request for feedback on the Blaine County Emergency and Transitional Housing Plan

Reasons for Recommendation:

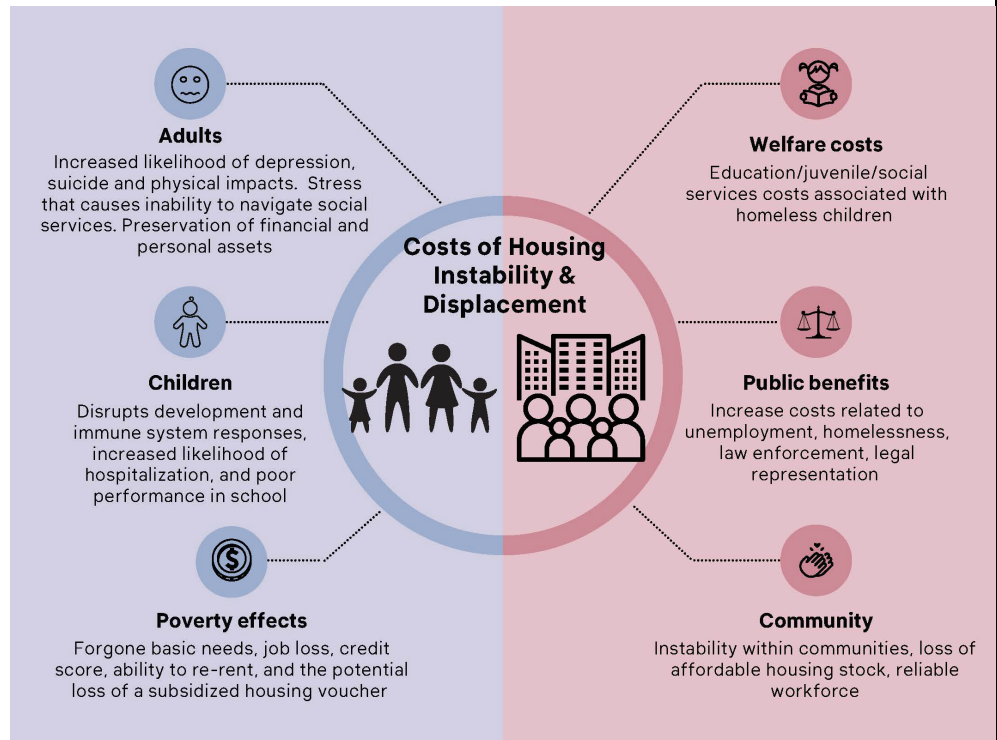
- BCHA has adopted a working version of the Plan and seeks feedback
• Municipalities and cities are recommended as key participants and contributors to Plan implementation
• A healthy housing ecosystem includes providing consistent, coordinated, and integrated support for a household as they move from homelessness to emergency / transitional housing and to permanent, affordable housing

Policy Analysis and Background:

GOAL 3: EXPAND + IMPROVE SERVICES TO CREATE HOUSING STABILITY. The aim of this goal is to "Address immediate needs of unhoused and people at risk of displacement in our community. Integrate, improve and expand supportive services, rapidly rehouse, and prevent future displacement throughout the region."
STRATEGY 3: Create a range of emergency and supportive housing options to meet demand

Homelessness in Blaine County:

Since last summer, service providers who work with the most vulnerable households have seen an increase in homelessness. The adults in these families work countywide. However, homelessness has been common in the area for decades across a range of incomes and occupations. With over 1/3 of Blaine County estimated to be cost burdened or otherwise housing unstable, there is a high risk for many more households to experience homelessness.



The stress of homelessness and of living in the elements risks families' physical and mental health, worker productivity, and childhood

development.<sup>2</sup> It also has costs on the community at-large, since these stressors on many individual households put additional strain on existing support systems.

There are many efforts underway to create permanent housing, but a comprehensive, healthy housing ecosystem is needed.

#### What is a healthy housing ecosystem?

A healthy housing ecosystem provides consistent, coordinated, and integrated support for a household as they move to permanent, affordable housing. HUD identifies four key parts of a continuum:

1. “Outreach, intake, and assessment in order to identify service and housing needs and provide a link to the appropriate level of both;
2. Emergency shelter to provide an immediate and safe alternative to sleeping on the streets, especially for homeless families with children;
3. Transitional housing with supportive services to allow for the development of skills that will be needed once permanently housed; and
4. Permanent and permanent supportive housing to provide individuals and families with an affordable place to live with services if needed.”<sup>3</sup>

During the writing of the City of Ketchum’s Housing Action Plan, survey respondents, interviewees, and Task Force members recognized the dearth of housing services for people experiencing homelessness in Blaine County. The Housing Action Plan states that the City of Ketchum and BCHA should “identify and support physical housing options for unhoused and at-risk households. (action 8, p.31)”<sup>4</sup>

Community feedback made it clear that there needs to be one entity coordinating housing efforts and facilitating a healthy housing ecosystem. To that end, the BCHA Board adopted a working version of the attached Emergency and Transitional Housing Plan on August 9, 2023. Staff are interviewing for a BCHA Housing Coordinator – a portion of the Housing Coordinator’s work will be dedicated to project managing some of the recommendations in the Plan.

The Plan also outlines roles of municipalities, nonprofits, and the faith community. Staff are requesting that other entities committed to implementing specific recommendations in the Plan adopt it as well, while BCHA would be identified as the Project Manager of the Plan. Pending Council feedback on the Plan (broadly) and on specific actions, staff can refine the Plan and recommend it for Council adoption at a later date.

#### The City of Ketchum’s role in assisting vulnerable households

The Plan – drafted by third-party housing expert Courtney Noble – recommends that cities within Blaine County contribute to the following actions. Context for City of Ketchum involvement is described below.

#### *Long-Term Recommendation:*

1. “Implement a regional, systems-level approach to homelessness planning... This includes a formal, cross-agency structure and would lead to better coordination and clear leadership (p.14).” The City’s Housing Director or City Administrator would participate in quarterly meetings and represent the City on an Interagency Council on Homelessness.
3. “Increase access to permanent solutions.” Staff believe that the City of Ketchum is already demonstrating strong commitment to this recommendation.

#### *Recommendations for Immediate Implementation:*



1. "Execute Winter Shelter Plan." Cities are identified as leading funding provision, identifying additional funding, and identifying potential master leasing and acquisition opportunities. The Housing Department's budget includes funding for BCHA's Housing Coordinator. The total estimated cost for master leasing motel rooms and RV spots is \$116,000 – this is not included as a line item in the Housing Department budget for FY24. However, in FY24 some additional revenue might be available through Lift Tower Lodge and unanticipated FY23 carryover in the Housing budget. In the event of unanticipated general fund availability, Staff request this purpose be considered.
2. "Expand Regional Transitional Housing Supply." Cities are identified as potential purchasers and facilitators of new development for households moving out of homelessness and not yet ready or able to access permanent housing. One location is identified within the City of Ketchum. If this property is pursued, potential developers might need a letter of support and/or additional gap funding from the City. To assist with gap funding, BCHA is also considering a community campaign.
3. "Provide Housing-focused Case Management for those in Shelter and Transitional Housing." Cities are listed as coordinating regional shelter and transitional housing infrastructure, not case management staff. This responsibility would primarily lie with BCHA's Housing Coordinator with support from the City's Housing Department.

The question to Council is what – if any – of these recommendations do you not support City of Ketchum involvement in?

**Sources:**

1. "Blaine County Housing Survey 2023," Blaine County Housing Needs Update by Blaine County Housing Authority /City of Ketchum, May 2023.
2. Ketchum Housing Matters interviews of over 30 community members. Nov. 15, 2021-Jan. 3, 2022; "Unstable Housing and Caregiver and Child Health in Renter Families," Boston Medical Center study of 22,324 low-income families.
3. National Alliance to End Homelessness, "What is a Continuum of Care," January 2010.  
[https://endhomelessness.org/resource/what-is-a-continuum-of-care/#:~:text=A%20Continuum%20of%20Care%20\(CoC,for%20homeless%20families%20and%20individuals.](https://endhomelessness.org/resource/what-is-a-continuum-of-care/#:~:text=A%20Continuum%20of%20Care%20(CoC,for%20homeless%20families%20and%20individuals.)
4. City of Ketchum, "Housing Action Plan," May 2022. [https://www.projectketchum.org/wp-content/uploads/2022/05/Ketchum-Housing-Matters\\_2022.2023\\_Action-Plan.pdf](https://www.projectketchum.org/wp-content/uploads/2022/05/Ketchum-Housing-Matters_2022.2023_Action-Plan.pdf)

**Financial Impact:**

|                                          |                                                                          |
|------------------------------------------|--------------------------------------------------------------------------|
| None OR Adequate funds exist in account: | Additional funds for master leasing or acquisition will likely be needed |
|------------------------------------------|--------------------------------------------------------------------------|

**Attachments:**

|                                          |
|------------------------------------------|
| 1. Emergency & Transitional Housing Plan |
| 2.                                       |



# **DRAFT Emergency & Transitional Housing Plan- Prepared for the City of Ketchum, May 2023**

# Executive Summary

## The Challenge – Over 200 people experience homelessness in Blaine County on any given night

**Blaine County Point In Time Count:** 139 individuals experiencing homelessness

- 14 unsheltered (outside and in vehicles), 125 sheltered (in shelter and transitional housing)

**Blaine County Public Schools:** 114 homeless or unstably housed students

- 4% of the students in the district
- 40% of the homeless students are English language learners

**Emergency Shelter and Motel Stays:** 158 individuals served from November to March

- 99 adults and 59 children

## Blaine County Point in Time Count: 139 individuals experiencing homelessness



## Blaine County Public Schools: 114 homeless or unstably housed students



## Emergency Shelter and Motel Stays: 158 individuals served from November to March



## Case Studies

Rural communities have traditionally relied on the faith community to house unsheltered populations, but with the growth of homelessness local government is increasingly involved. Most often, winter shelter operations are funded by counties or cities but operated by nonprofit partners. Several rural communities are also trying out innovative solutions like tiny homes and safe parking sites.

## Long Term Recommendations

1. Implement a regional, systems-level approach to homelessness planning.
2. Establish and track shared goals to improve the performance of the existing system.
3. Increase access to permanent solutions.

## Short Term Recommendations

1. Execute winter shelter plan.
2. Expand regional transitional housing supply.
3. Provide housing-focused case management for those in shelter and transitional housing.

# Introduction

## How did we get here?

A lack of affordable housing is the primary driver of homelessness (Quigley and Raphael, 2004). Homelessness stems from both an inadequate supply of affordable housing and household incomes far below the cost of available housing.

In Blaine County, an affordable housing shortage was compounded by the arrival of a surge of new immigrants in the summer 2022. These new community members arrived looking for work and security, but often lacked the means and family connections to find safe and stable housing (Hunger Coalition Influx Report, 2023).

The nonprofit and faith communities and the City of Ketchum rapidly pulled together a community response, establishing temporary shelters at various locations. These shelters housed over 100 households between November 2022 and March 2023.

## Objectives of this Plan:

While last winter's community response effectively addressed a crisis, it was not a sustainable or comprehensive strategy to address homelessness. This Plan: (i) scopes the size of the need; (ii) recommends the scale of an appropriate response and (iii) suggests long and short term strategies to address homelessness in our community.

## Emergency Homeless Responses

Nationally, unprecedented numbers of unsheltered individuals and explosions of encampments are intensifying pressure on government to find immediate and safe solutions that do not financially impact existing systems. Jurisdictions are being called on to come up with swift solutions, but there are no existing best practices for funding, standing up, or prioritizing individuals into managed encampments, including safe parking programs or tiny home villages.

Thoughtfully developing consistent programming and processes for an emergency response can reduce harm to both the unsheltered population and neighboring residents and businesses. Response actions can include:

- Prioritization
- Sheltering-in-Place, particularly in substandard conditions
- Clear, concise and consistent messaging to unsheltered individuals, the public, and providers
- Consistent and trauma informed process for entry or enrollment
- Engagement with other systems (law enforcement, schools, etc.)
- Siting property for emergency sheltering projects
- Supervision and staffing of emergency shelter programs
- Exit strategies for moving individuals into permanent housing

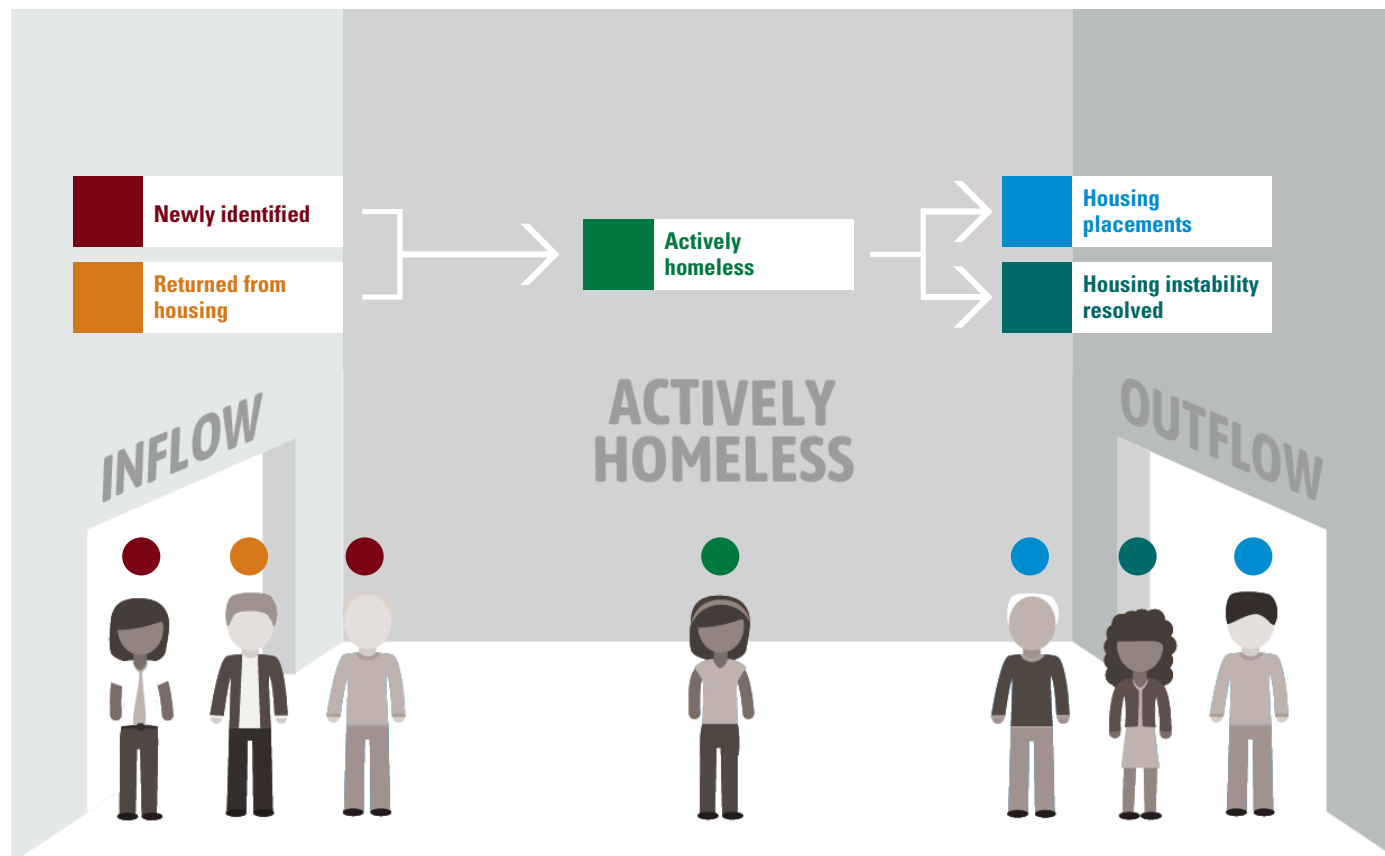
These options were contemplated in the development of this Plan.

## What does success look like?

The goal is not to eradicate homelessness, but to put systems in place to make homelessness **rare, brief, and non-recurring**. This is called functionally ending homelessness or “functional zero.”

Ensuring homelessness is rare and brief requires systems that can help people exit homelessness quickly and positively (outflow) and prevent people from becoming unhoused in the first place (inflow). In making projections and decisions regarding necessary capacity, this plan considered how a broad range of changes and improvements within our systems could impact need and demand for emergency shelter, including increased emphasis on diversion strategies and reductions in the length of time it takes for guests to move from shelter to permanent housing.

## System Flow



Source: Community Solutions

## Key Features of Effective Communities

Communities that have designed a resilient, effective, and dynamic homeless response system share a few key features.

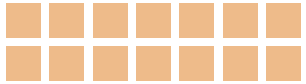
|   | Feature                                                                                                                                                                                                                                                                                                                                       | Status in Blaine County                                                                                        |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 1 | A shared aim and belief that homelessness is solvable                                                                                                                                                                                                                                                                                         | Minimal awareness or engagement of homelessness as an issue                                                    |
| 2 | A collaborative, community-wide team that is accountable for reducing and ending homelessness                                                                                                                                                                                                                                                 | Exists among service providers and some government actors, but team came together reactively not affirmatively |
| 3 | High-quality data systems that support a culture of continuous improvement                                                                                                                                                                                                                                                                    | No                                                                                                             |
| 4 | An aligned and effective coordinated system whereby all providers 1) allocate housing and services through a single process and according to shared protocol (also known as a coordinated entry system) and 2) participate in recurring, problem-solving efforts to collectively remove barriers to housing (also known as case conferencing) | No coordinated entry; yes case conferencing                                                                    |
| 5 | Establishment of a racially equitable homeless response system                                                                                                                                                                                                                                                                                | No                                                                                                             |
| 6 | Policy mechanisms to clear structural and administrative barriers to ending homelessness                                                                                                                                                                                                                                                      | Some                                                                                                           |
| 7 | Strategic, data-driven investments to reduce homelessness long-term and flexible financial resources to clear immediate barriers to housing                                                                                                                                                                                                   | Some                                                                                                           |

Source: Community Solutions

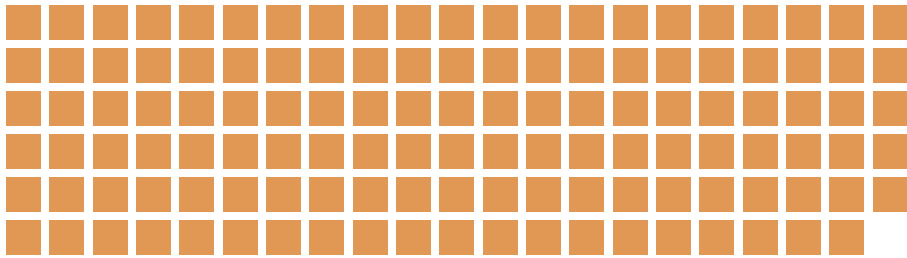


## Data

### Blaine County Point in Time Count: 139 individuals experiencing homelessness



14 unsheltered (includes those living in vehicles)



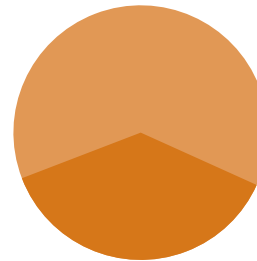
125 sheltered (in shelter, transitional housing or permanent supportive housing)



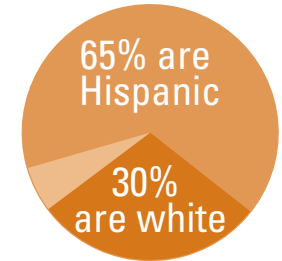
**70**  
in DV shelter  
and transitional  
housing on  
a typical  
night

Source: Point in time Count, January 26, 2023 plus additional information from The Advocates

### Blaine County Public Schools: 114 homeless or unstably housed students Roughly 4% of the students in the district



40% of the homeless students are English language learners



19% have disabilities

11% are unaccompanied (without a parent or guardian)

Source: Edfacts March 2021

## Measuring Local Action

### Emergency shelter and motel stays:

158 individuals served between November and March



Average length of stay: 71 nights

Average cost: \$6600 per household

source: Blaine County Charitable Fund

### Prevention: Rent Assistance

155 households served with emergency rental assistance

Average cost: \$2600 per household

source: Blaine County Charitable Fund

### Prevention: Housing Subsidies

29 households have Section 8 Vouchers



29 additional households are on the waitlist for Vouchers

source: Idaho Housing Finance Association



**Could more people avoid shelter?** A key part of a homeless response is reducing the inflow of people into shelter by offering prevention or diversion programs. However, service providers in our community were in agreement that individuals were only using the shelter as a last resort, sometimes only after being convinced by caseworkers to leave unsafe or substandard living conditions. Providers believed that shelter residents were so vulnerable that a flexible pool of diversion dollars that could help pay for transportation to relocate or reunite with family, would not successfully divert a significant number of people from a local shelter.

**Where did people go when they left shelter?** We did not collect exit destination information in a systematic way, but anecdotally we know some families found housing outside of Blaine County, and some individuals are crowding into shared motel and transitional housing rooms. Some people also returned to overcrowded rentals, unwinterized RVs, unheated or poorly insulated outbuildings, and cars.

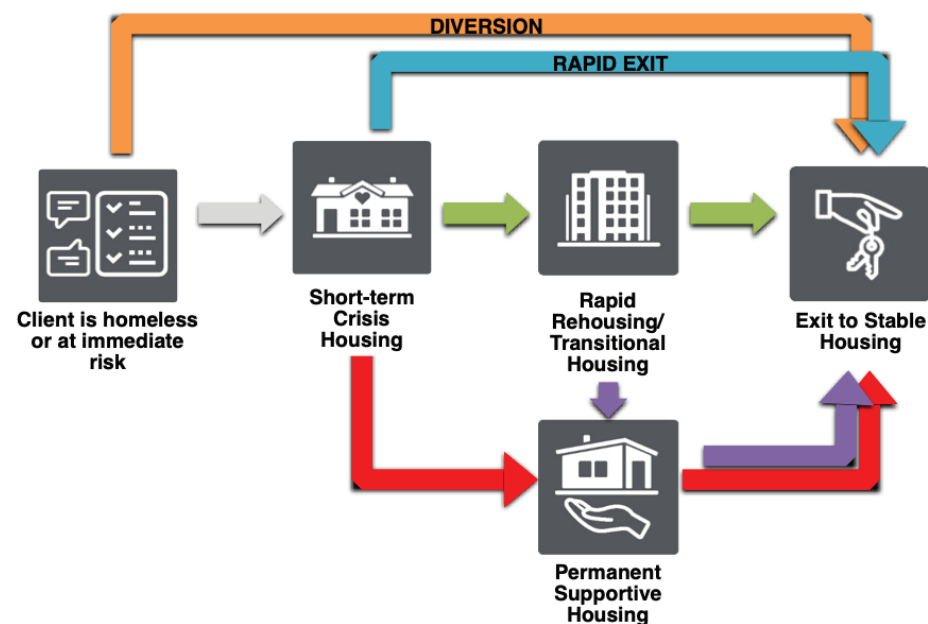
**Could people move on from shelter faster?** The average length of stay for guests in the shelter and motels this winter was 71 nights, which is brief compared to shelter stays in large cities but is likely a reflection of the shelter closure. In a well-functioning system of truly emergency shelter, a stay would be a maximum of 7-10 days. To increase the speed at which exits occur, we need to focus efforts not just on pathways out of shelter but pathways out of transitional housing and the supply of permanent affordable housing. As units of transitional housing open up, new units could be prioritized for shelter residents, thereby enhancing overall system flow.

As local cities focus on producing affordable housing, we must consider how to leverage these units to support families across the housing spectrum. We should also make sure we are considering all types and funding sources for affordable housing, including HUD funding for permanent supportive housing.

## Diversion

Diversion is a strategy that prevents homelessness for people seeking shelter by helping them identify immediate alternate housing arrangements and, if necessary, connecting them with services and financial assistance to help them return to permanent housing.

## Paths to Housing



## Improving our Data Systems

Our ability to assess last year's success and plan for the future is hindered by the limited data we collected. If we pursue HUD funding as a community (see later sections for details on funding opportunities), we will likely need to adopt the Homeless Management Information System (HMIS). This tool effectively measures programmatic compliance for federally funded programs, and provides big-picture system patterns.

HMIS does not provide the comprehensive, person-level data needed to connect individuals with housing and equitably reduce homelessness. For this reason, many communities also use case conferencing and "by-name lists" to manage homelessness at the individual level.

Our community is already engaging in the national best practice of case conferencing, and just needs to tweak some of our processes to ensure we are doing so in the most appropriate and productive manner. Moving forward, we just want to ensure we receive consent from all clients to be part of case conferencing (this will be part of HMIS protocols, if and when we launch an HMIS system) and that data is maintained in ways that are HIPAA compliant.

## Coordinated Entry

To receive some types of funding from HUD, our community would be required to participate in a Coordinated Entry system. Most simply, this means a single organization completes a common assessment of a housing-seeker, where they are entered into a pool for housing resources. If a local housing resource became available, that individual would be "matched" with the local nonprofit offering the housing. The Coordinated Entry lead for our region is South Central Community Action Partnership.

## Who does what?

- Continuums of Care (CoCs) are administrative entities defined by HUD that coordinate local homelessness services and funding, including maintaining lists of people experiencing homelessness who are seeking housing assistance.
- The Idaho Balance of State CoC is also known as the Idaho Homeless Coordinating Committee.
- Blaine County is in Region 4 of the Idaho Balance of State CoC.
- The nonprofit South Central Community Action Partnership (based in Twin Falls) serves as the single point of entry or "coordinated entry" partner for Region 4.

## Case Studies

### Case Study 1 / Martha's Vineyard

Population: 17,000

- Transitioned from volunteer-run shelter to nonprofit-run shelter during Covid to protect seniors who volunteered
- Shelter now run by paid overnight staff, supported by volunteers
- A third church operates a warming center, where caseworker works during the day

The Homeless Prevention Caseworker funded by the County:

- provides individualized assistance in completing applications for rental assistance and/or subsidized housing programs
- provides resources and referrals
- facilitates referrals to shelters on and off island
- screens chronically homeless individuals for the regional permanent supportive housing waitlist
- attends regional meetings
- works collaboratively with community agencies to provide support services
- maintains a database that tracks all intakes and disaggregates the data by multiple factors to inform community about the profile and needs of homeless residents

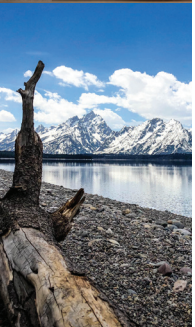
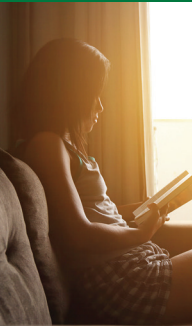
**What: winter shelter for singles; motel rooms for families**

**Where: winter shelter rotates between two churches**

**WHO,  
WHAT  
&  
WHERE**

**Who: Harbor Homes MV, an affordable housing developer nonprofit operates the shelters**

**Gov't Role: County funds homeless prevention caseworker who is nonprofit employee**



## Case Study 2 / Jackson Hole

Population: 11,000

- About \$50,000, or 13% of operating budget comes from charging dorm fees (\$12 a night) to shelter residents
- Higher barrier shelter (clean and sober, working or looking for work)
- Paid shelter staff
- No family shelter

**What: 35 bed year round shelter for single adults**

**Where: nonprofit-owned building**

**WHO,  
WHAT  
&  
WHERE**

**Who: Good Samaritan Mission-religious nonprofit**

**Gov't Role: small dollar grants from local government**



### Case Study 3 / Aspen

Population: 7,000 / 17,000 countywide

- Permanent shelter and winter overnight shelter that rotated between churches both closed in 2021
- Day shelter operates out of County's Health and Human Services building
- Safe encampment site for up to 25
- County received over \$1 million in COVID relief dollars to address homelessness
- Coalition of housing stability stakeholders including County officials, law enforcement and health care providers set goals and initiatives



## Key Learnings from Case Studies

Many comparable towns are struggling to address the interrelated issues of housing affordability and rising homelessness. The additional factor of a surge in asylum seekers has been widely documented in the Southwest and in urban centers, but is still a new challenge without a best practice response. But in general, models from other towns with a strong likelihood of success in Blaine County include:

- Switching from a volunteer-run shelter model to a staff-operated/volunteer supported model
- Increased involvement and investment by local government
- Regional coordination on federal funding
- Innovative pilot projects like safe parking sites and asset conversion

## Homelessness among Migrants

Forced displacement and marginalization can create additional challenges in securing safe and stable housing for migrants, with many experiencing homelessness at some point in their resettlement process. (Pottie K, Martin JP, Cornish S, et al., 2015) The magnitude of visible or hidden migrant homelessness is largely unknown and what little evidence exists is of low quality, which limits the development of policies, programs and services that address homelessness among migrants.

Field research suggests that the risk of migrant homelessness increases with cuts to social programs, persistent health issues, and lack of affordable housing. Mobile migrants are also at risk for frostbite, infectious diseases, soft-tissue infections, traumatic injuries and chronic illnesses (e.g., diabetes, cardiovascular disease). Migrants may suffer from common mental illnesses, including posttraumatic stress disorder and depression.

# IV.

## Long Term Recommendations

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Recommendation 1:</b> | <b>Implement a regional, systems-level approach to homelessness planning.</b> To date, planning has been done by an ad-hoc group responding to the humanitarian needs of people experiencing homelessness.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Action steps:</b>     | <ul style="list-style-type: none"><li>• Establish a formal, cross-agency structure for regional collaboration and governance, such as an Interagency Council on Homelessness.<ul style="list-style-type: none"><li>Δ This should include 7-10 key community partners to participate in quarterly reviews of progress on the Shelter Plan.</li><li>Δ The purpose will be to problem-solve when challenges arise, identify funding/resources for implementation, and create an appropriate level of both accountability and insulation from political issues.</li><li>Δ At least one member of the Council should have lived experience with homelessness.</li></ul></li><li>• Apply collaboratively or regionally for funding through IHFA.</li></ul> |
| <b>Outcome:</b>          | Coordination across municipalities and organizations; identifiable community leadership.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Recommendation 2:</b> | <b>Establish and track shared goals to improve the performance of the existing system.</b> Moving from project-level thinking to system-level thinking requires us to look beyond individual program outcomes to collective definitions of success.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Action steps:</b>     | <ul style="list-style-type: none"> <li>• Develop system-level metrics that can be monitored at least quarterly to review conditions of the system overall. For example: <ul style="list-style-type: none"> <li>- number of unsheltered people seeking shelter</li> <li>- number of people exiting transitional housing or shelter to permanent solutions</li> <li>- length of stay in shelter or transitional housing</li> <li>- number of people returning to the homeless system after exiting</li> <li>- point in time count (annual)</li> </ul> </li> <li>• Develop and implement funding priorities that reflect both system-level and project-level performance targets. For example, increasing Ketchum’s transitional housing beds (project-level target) to decrease length of time people spend in shelter in Blaine County (system-level target).</li> <li>• Select a lead data collection agency and invest in system-wide training on practices necessary to have quality regional data.</li> <li>• Commit to data solutions and embrace HMIS and case conferencing processes.</li> </ul> |
| <b>Outcome:</b>          | Better ability to track progress through performance targets and data and, over time, positive improvement of these targets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Recommendation 3:</b> | <b>Increase access to permanent solutions.</b> A lack of affordable housing options is related to both the inflow into the homeless system and the ability to permanently house those who are experiencing homelessness.                                                                                                                                                                                                                                                                                                     |
| <b>Action steps:</b>     | <ul style="list-style-type: none"> <li>• Support affordable housing production targets identified in the 2017 Housing Needs Assessment Allocation of Housing Choice Vouchers (Section 8) in Blaine County</li> <li>• Work with local cities to ensure supply of deed restricted housing units is scaling up</li> <li>• Advocate for an expanded allocation of Section 8 vouchers in Blaine County</li> <li>• Pursue funding for Permanent Supportive Housing through HOME-ARP HUD funds and other funding streams</li> </ul> |
| <b>Outcome:</b>          | Reduced entry into, and expanded exit options from, the homeless system.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## Upcoming State and Federal Funding Opportunities

| Agency                        | Application Release                     | Description                                                                                                                                                                                                                          | Competitive?                         |
|-------------------------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| Idaho Commerce                | Released - due June 5                   | <b>US Dept of Agriculture Rural Housing Preservation Grants.</b> Funds to rehab housing for very low and low-income housing.                                                                                                         | Somewhat                             |
| IHFA                          | Late June for funds beginning Oct 2023  | <b>HUD Emergency Services Grants (ESG).</b> Funds emergency shelter or motel stays if no shelter is available. Can also fund short-term rental assistance, mediation, case management, prevention and diversion.                     | Highly                               |
| IHFA                          | June/July for funds beginning July 2024 | <b>Continuum of Care Rapid Rehousing funds.</b> Used for rental assistance for up to 24 months.                                                                                                                                      | Not very                             |
| IHFA                          | Summer                                  | <b>HUD HOME-ARP.</b> Permanent Supportive Housing/ rental housing development funds.                                                                                                                                                 | New funding source but likely highly |
| FEMA via United Way Worldwide | March 2024                              | <b>Emergency Food and Shelter Program- Humanitarian Relief.</b> Funds emergency services for new migrants. Preference for proximity to the southern border. \$12.50 per diem shelter reimbursement rate or hotel/motel actual costs. | Highly                               |

## Recommendations for Immediate Implementation

### 1. Execute Winter Shelter Plan

| Action Step                                                                                                                                                                                                | Potential Lead                                 | Outcome                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|----------------------------------------------------------------------------------------|
| <b>Pursue diverse funding.</b> Increase capacity system-wide by identifying and applying for a range of funding sources.                                                                                   | BCCF<br>BCHA<br>BCHF<br>Noble                  | Expanded bed capacity for unsheltered people.                                          |
| <b>Identify local government funding to serve unsheltered people.</b> RFP the funding out to identify nonprofit provider leads.                                                                            | County<br>Cities                               | Expanded shelter capacity.<br>Predictability for and engagement of nonprofit partners. |
| <b>Identify public or private funding to continue sheltering vulnerable families in motels,</b> while focusing on expanding transitional housing. (see Recommendation 2)                                   | County<br>Cities<br>Philanthropy               | Maintaining bed capacity for unsheltered people.                                       |
| <b>Identify potential building/ units for master leasing opportunities.</b>                                                                                                                                | County<br>Cities                               | Expanded bed capacity for unsheltered people at lower cost.                            |
| <b>Negotiate master leases with motels.</b>                                                                                                                                                                | County<br>BCHA                                 | Expanded bed capacity for unsheltered people at lower cost.                            |
| <b>Develop sustainable rotating shelter bed schedule.</b> Avoid burnout among congregations and volunteers.                                                                                                | Faith community                                | Expanded bed capacity for unsheltered people.                                          |
| <b>Explore conversion of a large deed-restricted or city/county owned home into transitional living units for single adults.</b>                                                                           | <del>Nonprofit</del><br>City<br>County         | Expanded bed capacity for unsheltered people.                                          |
| <b>Identify lead staff person for regional shelter operations.</b> This could be within local government staff or funded at a nonprofit, but should be designated, mutually agreed upon paid staff person. | County<br>City<br>BCHA<br><del>Nonprofit</del> | Greater coordination, administrative oversight and sustainability of shelter programs. |

### Shelter Costs and Resources

**Existing funding:** Funding streams deployed by Blaine County Charitable Fund in 2022-23 to pay for motel rooms have expired and are currently not set for renewal.

**Replacement funding options:**

- This summer we should prepare a collaborative application for ESG funds through IHFA, though these grants are highly competitive. A lead applicant must be identified.
- Seek out new private and public funding streams, including county or city funds.

**Cost:**

- In 2022-23 the average cost per household housed in a motel in our community was \$6,600.
- The most comprehensive study of shelter costs, completed by HUD in 2010, revealed that emergency shelter is the most expensive form of housing for families, at an average of \$46 -\$123 per night. (Spellman et al. 2010)

**Scale:** Based on this year’s demand, we recommend planning to support 50 families and 30 single adults with shelter options.

**Staffing:** Staffing costs for motel vouchers are low, as existing case management staff from key partner organizations provide support. Administrative costs to run the program are significant, however.

**Execute Winter Shelter Plan, continued**

|                                                                                                                                                                                                                                                                                                                                                                              |                                          |                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------|
| <b>Once Rapid Rehousing (RRH) program is established, establish link between motel guests and RRH exits.</b>                                                                                                                                                                                                                                                                 | Nonprofit RRH lead                       | Improved through-put of shelter system.                       |
| <b>Establish clear and consistent policies for shelter stays, communicated to guests at outset.</b> Best practices include using a common intake form, securing consent for case conferencing, offering diversion resources to every unsheltered household, communicating expectations around financial contributions and work expectations, setting maximum length of stay. | <del>Nonprofit</del> shelter operator(s) | Improved through-put of shelter system.                       |
| <b>Link winter shelter response to shelter response for extreme heat and/or poor air quality.</b>                                                                                                                                                                                                                                                                            | County                                   | Development of a coordinated regional hazard sheltering plan. |

**2. Expand Regional Transitional Housing Supply**

| Action Step                                                                                                                                                                                                                                                                                                                                          | Potential                                                            | Outcome                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>Pursue funding to launch a Rapid Rehousing initiative.</b> There is underused funding within our Continuum of Care for Rapid Rehousing. Pursue this funding stream when applications open in summer 2023, for use starting in summer 2024. Identify a regional nonprofit to lead the work and collectively support their application for funding. | <del>Nonprofit</del><br>BCCF?<br>BCHA?<br>Advocates?                 | Expanded transitional housing resources. Improved through-put of shelter system. |
| <b>Acquire or develop property to use as transitional housing.</b> During Covid several counties throughout the country purchased motels or inns to safely shelter homeless individuals.                                                                                                                                                             | County<br>City<br>Affordable housing nonprofits<br>BCHA              | Expanded transitional housing resources. Improved through-put of shelter system. |
| <b>Identify locations for 2-6 tiny homes for transitional housing.</b>                                                                                                                                                                                                                                                                               | Faith community<br><del>Nonprofits</del><br>City of Hailey<br>County | Expanded transitional housing resources. Improved through-put of shelter system. |

### 3. Provide Housing-focused Case Management for those in Shelter and Transitional Housing

| Action Step                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Potential Lead                 | Outcome                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------|
| <b>Provide housing navigation services.</b> Help guests apply for transitional housing, affordable housing and housing subsidies (vouchers).                                                                                                                                                                                                                                                                                                                                                                                                                                  | Nonprofits<br>BCHA             | Improved through-put of housing system. |
| <b>Continue case conferences and sharing resources</b> between BCHA staff and other case managers to ensure there is not duplication or overlap of services.                                                                                                                                                                                                                                                                                                                                                                                                                  | Nonprofits<br>BCHA             | Improved through-put of housing system. |
| <b>Support providers and staff capacity to deepen impact of services.</b> Front-line service providers who witness the suffering and struggles of their clients often experience stress, compassion fatigue, and secondary trauma. To ensure that providers have the capacity to show up and provide compassionate, trauma-informed treatment to clients, the mental and emotional wellbeing of providers must be prioritized. As well, the behind the scenes work of coordinating regional shelter infrastructure should fall on government, not line case management staff. | Nonprofits<br>County<br>Cities | Enhanced service delivery.              |

#### What is Rapid Rehousing?

Rapid Rehousing provides short-term rental assistance and services. The goals are to help people obtain housing quickly, increase self-sufficiency, and stay housed. It is offered without preconditions (such as employment, income, absences of criminal record, or sobriety) and the resources and services provided are tailored to the needs of the person.

The core components of rapid rehousing are housing identification, rent and move-in assistance, and case management services.

Under HUD requirements, communities can provide rapid rehousing services for 3-24 months.

# Cost and Outcomes of Various Program Models for Families

● **Emergency Shelter**

● **Transitional Housing**

(a housing subsidy plus supportive services, for up to two years in a residential setting, ranging from scattered site apartments or project-based apartments to congregate living facilities)

● **Rapid Rehousing**

(supportive services and rent assistance for 3-24 months)

## National Average Cost:

**Emergency Shelter** \$1,380 - \$3,690 per month

**Transitional Housing** \$1,200 - \$4,470 per month

▲ \$1,300 per month on average for Blaine County services in 2022-23

**Rapid Rehousing** \$2,480 - \$6,000 total

## National Median Length of Stay:

**Emergency Shelter** 28 nights

**Transitional Housing** 157 nights

**Rapid Rehousing** varies by program model, but up to 2 years, with long subsidies prevalent in higher-cost rental markets

### Outcomes:

Only about 35% of exiting families can find unsubsidized permanent housing when exiting transitional housing. Many are able to exit because they receive a housing choice voucher or enter permanent supportive housing. Although Rapid Rehousing is the lowest cost housing model, studies in some cities have shown that 30-40% of rapid rehousing participants return to homelessness once their rental subsidy ends.

**In all cases, the costs to house individuals and families in homeless programs for extended periods are significantly higher than rental subsidies based on Fair Market Rents for an equivalent period. However, the methodology used by HUD to set Fair Market Rent (FMR) doesn't capture the realities of Blaine County. For example, the FMR for a two bedroom in Blaine County for 2023 was set at \$1,207 (rent + utilities). Though lower than the costs of the shelter and prevention programs provided to the community last year, most rental units cost twice this FMR.**

Sources: Spellman et al, 2010, HUD 2013, Taylor 2013, Walton et al. 2018, Burt 2010

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