

**RESOLUTION NUMBER 07-146**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KETCHUM AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN EMPLOYMENT CONTRACT WITH LISA HOROWITZ TO SERVE AS KETCHUM'S COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR AS A GRADE 16, STEP 2 EMPLOYEE IN THE AMOUNT OF \$111,259 PLUS BENEFITS UNTIL OCTOBER 1, 2008 AT WHICH TIME SUCH AMOUNT SHALL BE INCREASED TO AT LEAST \$115,054 PLUS BENEFITS.

WHEREAS, Ketchum has created a new position entitled Community and Economic Development Director; and

WHEREAS, the job description of such position is attached hereto as Exhibit A; and

WHEREAS, Section 8.9.2 of the City of Ketchum Employee Handbook adopted by Resolution No. 05-048 requires that open positions be posted internally for a minimum of five days and, if necessary, externally for a minimum of fourteen days; and

WHEREAS, due to sever staffing shortages in the Planning Department and the exigencies of processing hotel applications currently being submitted to the City for review, the Mayor and City Council Members find that there is not sufficient time to follow the process set forth in Section 8.9.2 of the Handbook; and

WHEREAS, Lisa Horowitz has offered to work as the Community and Economic Development Director in exchange for a contract for employment; and

WHEREAS, pursuant to Idaho Code Section 9-340C, all personnel records of a current or former public official are exempted from Idaho's public records disclosure laws other than the public official's public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace and employing agency; and

WHEREAS, portions of such employment contract are not subject to disclosure under Idaho Code Section 9-340C; and

WHEREAS, under the employment contract, Lisa Horowitz shall be entitled to pay in the amount of \$111,259 until October 1, 2008 at which time such amount shall be increased to at least \$115,054 and thereafter increase pursuant the Ketchum's established step and grade system; and

WHEREAS, under the employment contract, Lisa Horowitz shall be entitled benefits to include health benefits, dental benefits, vision benefits, long-term disability benefits and health care reimbursement account benefits in the same amount afforded to City of Ketchum employees; and

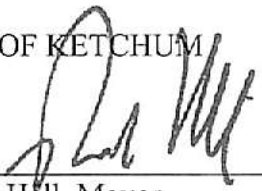
WHEREAS, Lisa Horowitz shall also receive Idaho PERSI retirement benefits in the same amount afforded to City of Ketchum employees as prescribed by Idaho Code § 59-1322; and

WHEREAS, Lisa Horowitz shall also receive moving expenses in an amount not to exceed \$10,000, reimbursement for out-of-pocket business and entertainment expenses incurred in connection with her duties, twenty (20) vacation days available January 7, 2008, and any fidelity or other bonds which may be required.


NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council that the Mayor is authorized and directed to execute an employment contract with Lisa Horowitz to serve as Ketchum's Community and Economic Development Director as a Grade 16, Step 2 employee in the amount of \$111,259 plus benefits until October 1, 2008 at which time such amount shall be increased to at least \$115,054 plus benefits.

This Resolution will be in full force and effect upon its adoption this sixth (6<sup>th</sup>) day of December 2007.

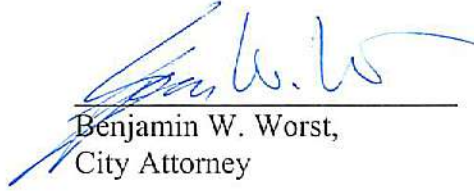
CITY OF KETCHUM

  
\_\_\_\_\_  
Randy Hall, Mayor

ATTEST:

  
For: Sandra E. Cady, CMC  
City Treasurer/Clerk

APPROVED AS TO FORM  
AND CONTENT:

  
\_\_\_\_\_  
Benjamin W. Worst,  
City Attorney



# CITY OF KETCHUM

## JOB DESCRIPTION

**JOB TITLE:** Community and Economic Development Director

**DATE LAST REVISED:** 1/6/08

**DEPARTMENT:** Community and Economic Development

### JOB SUMMARY

Functions as the Department Head for the Community and Economic Development Department. Position reports directly to the Mayor. The Community and Economic Development Director develops and coordinates a variety of strategic, professional, supervisory, administrative, and technical work in the following areas: hotel and other large scale developments, supervision of zoning administration, current planning, comprehensive long range planning, special land use studies, code writing and revision, and any other programs of the city related to the development or implementation of land use, economic development, housing, special projects and strategic planning.

### DUTIES AND RESPONSIBILITIES

#### *Essential-General*

- Responsible for the functions, outcomes and public perception of the Community and Economic Development Department.
- Must possess key strategic thinking skills and the ability to work closely with elected officials and appointed officials.
- Must be familiar with planning, economic, housing and related issues in other resort towns; and stay abreast of trends and issues in similar communities.
- Provides advice to Mayor and City Council, Planning and Zoning Commissioners, Historic Preservation Commissioners, and other appointed boards and commissions as may be required.
- Represents the City on a variety of Boards and work groups as assigned by the Mayor or Council, such as representing the City at regional meetings; meetings with other government agencies; meetings with citizens; and meetings with not for profit organizations.
- Supervises all aspects of daily operations of the Community and Economic Development Department: determines work procedures and work schedules, issues written and oral instructions, assigns work based on complexity, time management, etc., evaluates employees of the Planning Department with the input and advice of the City Planner, recommends hiring, discipline and termination of employees of the Community and Economic Development Department.
- Facilitates Commission and City Council decision making by identifying impacts of alternatives; analyzing and creating plans, programs or suggestions; and communicating findings.
- Functions as a senior management team member, respecting the positions and professional abilities of the City Administrator, City Attorney and all other department directors.
- Works with the Mayor and Council on priorities for long term planning projects for the City of Ketchum.
- Studies and standardizes procedures to improve efficiency and effectiveness of department operations and the processing of workflow in the department.
- In coordination with the City Administrator, applies for grants on planning and capital projects related to land use, transportation, urban design, hillside, river and other issues.
- Prepares annual department budget in conjunction with the City Planner and other department staff.

#### *Special Projects- Hotels*

- Develops a budget for the analysis and review of new hotel projects. Recommends fee schedules for the processing of hotel applications.
- Educates the Council and Planning and Zoning Commission on hotel issues. Serve as a resource within the community on hotel and hospitality projects.

- Recommends policy and code changes as needed to the Council and Planning and Zoning Commission to address issues raised by hotel development.
- Oversees a variety of contracts needed to process hotel applications such as Massing Studies, Economic Analysis, Housing Analysis, Transportation Analysis.
- Works with hotel developers on siting, land use, housing, economic, transportation, fiscal and other issues associated with new hotel development.
- Coordinates with the Chamber and other groups interested in Hotel development.
- Familiarity with hotel development in other resort towns; familiarity with market trends related to hotel development.
- Coordinates with the City Planner on the development of staff reports and other in-house analysis of hotel projects; official record-keeping, public outreach, etc.

#### ***Special Projects- Other***

- Manages special projects as assigned by the Mayor and Council, such as the development of city-owned property, master planning for city-owned properties and joint development ventures with the private sector. Coordinates with the City Administrator and other Departments on tasks necessary to implement Special Projects.

#### ***Economic Development***

- Works with the Mayor and Council to develop goals and action plans for an Economic Development Program.
- Recommends economic development polices and practices to the Mayor and Council to further the City's Economic Development Goals and to implement the Economic Development Program.
- Collaborates with other government and nonprofit groups on economic development issues.
- Works closely with the Community Development Corporation on economic development projects.
- Works closely with the City Administrator on Urban Renewal and other funding sources that may be available for economic development projects.
- Pursues joint-venture and other collaborative projects with the private sector that are aligned with the City's Economic Development Goals.
- Manage consultant contracts and/or staff necessary to implement the Economic Development Program for the City.
- Oversees the preparation of economic and fiscal analysis of proposed developments.

#### ***Housing***

- Works with the Mayor and Council to consolidate City Housing policies and address implementation of those polices.
- Recommend to the Mayor and Council a budget, in collaboration with the City Administrator, for new and existing housing funds. Work to develop new or expanded housing funds to further the City's housing goals.
- Recommends new or revised housing policies to the Mayor and Council to further the City's Housing Goals.
- Collaborates with BCHA, CDC, ARCH, and other government and nonprofit groups on housing issues.
- Manage consultant contracts and/or staff necessary to implement the Housing policies of the City.
- Oversees joint venture projects with the private sector on the provision of new employee or community housing.

#### ***Strategic Planning***



- Work with the Mayor, Council and City Administrator on a list of strategic planning projects that span departments. Coordinate with the Administrator and other departments on the implementation of strategic planning projects.

### ***Planning and Zoning***

- Coordinates with the City Planner on the daily work load of the Planning Department; communication with the Planning and Zoning Commission; preparation of agendas, staff reports and other written materials for Commission and Council review. Ensure that the City Planner has the tools and the resources to provide quality staff support to the Planning and Zoning Commissioners; assists the City Planner with the training of new Commission members; works with all members on interpretation and application of City policies and codes as needed in coordination with the City Planner.
- Develop a work plan with the City Planner on staffing and implementation of long-range planning projects.
- Explains (verbal and written) and interprets City zoning and subdivision ordinances, comprehensive plan and local planning act to developers, landowners and general public, appointed and elected officials; coordinates with the City Planner on consistent and prompt response to the public on such matters.
- Coordinates with the City Planner on the work load for maintaining and amending applicable local ordinances (i.e., Subdivision, Zoning, Comprehensive Plan, Street Standards, Planning Unit Development, etc.).
- Advises the City Planner on the maintenance of permanent and current records of all design review applications, reclassification.
- Coordinates with the City Planner on responsibilities with local and regional government officials on City land use planning and zoning issues.
- Attends, as required, meetings of the Planning Commission as well as other related meetings.

### ***Additional***

- Typing and other clerical work as required.
- Performs other duties as assigned or needed.

## **QUALIFICATIONS**

### ***Essential***

- Masters Degree in urban or regional planning plus eight (8) years of progressively responsible experience in city and/or regional planning, including supervisory experience. (A Bachelors Degree with ten years progressively responsible experience may be substituted.)
- Supervisory experience
- Attainment of the AICP designation from the American Planning Association is desired.
- Extensive experience with economic development programs, policies and projects.
- Excellent oral and written communication skills: ability to convey complex planning issues in a clear and concise manner; ability to speak clearly in front of a group.
- Excellent time management skills, ability to prioritize tasks; ability to handle a routinely heavy work load in a timely, efficient manner.
- Capable reading and understanding maps, site plans, engineering drawings and architectural plans.
- Ability to read, interpret and draft ordinances and other written material.
- Ability to conduct site visits and inspections; ability to assess issues in the field and from architectural or engineering plans.
- Diplomacy, customer relation and teamwork skills.
- Pleasant demeanor with the public, developers, other local organizations, governments and city employees.
- Perform office duties (i.e., manual dexterity, visual acuity, verbal and written communication skills, mental awareness, physical stamina, etc.)
- Ability to perform essential duties efficiently and accurately with or without reasonable accommodations and without endangering incumbent or other employees.

**Additional**

- Valid State driver's license.
- Experience with resort communities and mountain towns.
- Computer experience.

**MACHINES OPERATED**

- Office machines (i.e., telephone, copy machines, keyboard, etc.).

25 1/08/08

By [Signature] 1/15/08