



## City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

#### Recommended Motion:

There is no recommended motion. Staff will review the presentation and seek general direction from the City Council in preparation for the June 26<sup>th</sup> budget workshop.

#### Reasons for Recommendation:

- Staff will review the attached presentation (draft) which provides a starting point for policy direction in the development of the FY24 budget.
- Staff seeks specific direction regarding revenue estimates for all funds as well as initial feedback on key issues (e.g. housing investments, inflation, employee compensation, etc.) that must be addressed as the draft budget is developed.
- Staff will deliver the draft budget book to the City Council no later than June 20<sup>th</sup>.

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

This session kicks off the multi-step budget development process. The presentation will focus on the revenue forecasts for all funds and high-level overview of proposed expenditures. The goal is to have a draft recommended budget by June 20<sup>th</sup> to allow the Council proper time to review prior to the June 26<sup>th</sup> workshop. During the June 26<sup>th</sup> workshop, staff will review each fund and departments' detailed funding requests to receive feedback on any adjustments. Following the workshop, staff will update the draft budget and publish it in the paper twice in preparation for the July 17<sup>th</sup> public hearing.

#### Key policy issues to address:

- Inflationary costs increase (Idaho Power 14%)
- Employee compensation/benefits
- Establishment of new .5% for Housing budget
- Significant local capital match request from Mountain Rides for federal facility grant
- Lack of dedicated funding source for CIP

#### General Fund

Attached is the detailed revenue and expense five-year forecast. The forecast assumes the following key changes:

- State shared revenues = \$358,325
- Property tax 3% increase = \$196,788
- Planning and Building = \$256,000 over FY23 adopted but \$128,000 less than amended budget

**Capital Improvement Fund**

On May 15<sup>th</sup>, staff presented the updated five-year plan. The vast majority of proposed expenses in FY23 is related to maintenance and repair of existing assets/equipment. Members of the community can now participate in an online survey to provide feedback on the plan. The most significant potential pending changes to the plan include: (1) powerline undergrounding south of town in coordination with ITD and (2) timing of the rebuild of Main Street and associated sidewalks.

**Local Option Tax Fund**

Page 15 of the presentation provides an overview of projected revenue and expenses. FY24 is likely to serve as a transition year between the record revenues, due to COVID visitor numbers, and pre-COVID. Expenses are in line with the current fiscal year with the exception of a significant one-time capital match request from Mountain Rides for a federal facility grant.

**Enterprise Funds**

Staff will be presenting an updated ten-year financial forecast for the Water Fund and associated Capital Improvement Plan. The model demonstrates the need for a modest (5%) rate increase to properly fund operating/capital reserves as well as implement the Capital Improvement Plan.

The Waste Water fund is on solid financial footing with voter approval to issue up to \$14 million in debt. The city is in receipt of the first \$7 million in bonds. Design is currently underway for the first phase of projects and construction is anticipated in FY24. The long-term financial model assumes a 5% rate increase to fund long-term capital needs to avoid issuing debt beyond the voter approved \$14 million amount.

**Sustainability Impact:**

The General Fund budget assumes continued 50% split with Blaine County on the Sustainability Program. The Capital Improvement Plan allocates \$50,000 for sustainability infrastructure investments.

**Financial Impact:**

None OR Adequate funds exist in account:	N/A
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**Attachments:**

1. Presentation
2. Five-year General Fund financial forecast (two scenarios)
3. Proposed changes to Planning & Building Fees
4. Long-term Water Fund Financial Model
5. Water Fund Capital Improvement Plan



# **FY24 Budget Development Kick-off Session**

June 12, 2023



FY24 Budget Development

## Agenda

- FY24 Revenue Forecast & Expense Overview
  - By fund / key trends & issues
    - General Fund
      - Planning Fees
    - Local Option Tax
      - New .5% for Housing
    - Capital Improvement Fund
    - In-lieu Housing Fund
    - Enterprise Funds
- Review Next Steps



FY24 Budget Development

## Big Picture Issues

- Inflationary costs: utilities (Idaho Power)
- Employee compensation/benefits
- LOT passing (.5% for Housing) – setting initial priorities
- Local match for Mountain Rides federal grant
- Lack of dedicated funding source for CIP

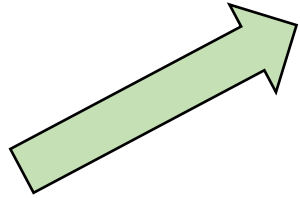


General Fund



FY24 Budget Development

## Current (FY23) Fiscal Year [8 months]



GENERAL FUND		
REVENUES		
Amended Budget	\$ 14,337,595	
Collected YTD	\$ 9,665,513	<b>52%</b>
Remaining	\$ 4,672,082	<b>48%</b>
EXPENDITURES		
Amended Budget	\$ 14,337,595	
Spent YTD	\$ 8,458,990	<b>69%</b>
Remaining	\$ 5,878,605	<b>31%</b>
NET POSITION	\$ 1,206,523	

Note: Property tax payment will be received in July.



FY24 Budget Development

## 2024 Proposed Revenue Forecast

GENERAL FUND – REVENUES			
FY 2021 Audited Actuals	FY 2022 Audited Actuals	FY 2023 Amended	FY 2024 Proposed
\$12,685,892	\$13,496,877	\$14,337,595	\$14,349,694

### Key variance topics:

- Property taxes, 3% adjustment - ↑ + \$ 196,788
  - State shared revenues - ↑ + \$ 358,325
  - No federal COVID grants - \$ 0
- 
- Under Idaho law, cities can only increase property tax rates by 3% annually
  - Almost all new construction valuation goes to the URA.





FY24 Budget Development

**Variance – Planning/Building Revenues**

<b>GENERAL FUND – Planning/Building Revenues</b>			
	<b>FY 2023 Adopted</b>	<b>FY 2023 Amended</b>	<b>FY 2024 Proposed</b>
Building Plan Check Fees	\$130,000	\$227,500	\$195,000
Planning Plan Check Fees	\$91,000	\$159,250	\$136,500
Fire Plan Check Fees	\$91,000	\$159,250	\$136,500
Charges for Services	\$200,000	\$350,000	\$300,000
<b>Total</b>	<b>\$512,000</b>	<b>\$896,000</b>	<b>\$768,000</b>

FY23 original budget	\$256,000
FY23 amended budget	(\$128,000)



FY24 Budget Development

## Planning Fees

### Background:

- Planning fees have not been wholistically adjusted in more than 7 years
- Current cost recovery is an average of **approximately 47%**

### Goals:

- Achieve an average 75% cost recovery on planning fees
- Simplify fee structure to increase fairness and consistency
- Increase transparency by ensuring all types of permits have an associated fee

### Assumptions:

- Evaluated staff time allocated to each type of permit and hourly rate of employee—contract city attorney and city engineer included
- Includes average postage and legal noticing hard costs
- Reviewed past four years of permit data (numbers and revenue) to determine current cost recovery



## Planning Fees

No change	Reduced	Deleted	New
8	6	8	12

- Approximately 75% cost recovery (average)
- If fees adjusted for FY18, additional \$217k could have been raised over 4 years
  - (average 22% increase in revenue)
- Increased fees could provide a 22% increase in annual planning fee revenue (based on four-year historic permit data)

### Options

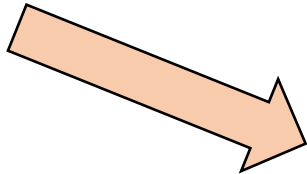
- Implement new fee schedule as proposed
- Implement new fee schedule over 3-year period – increases could be spread evenly over next 3 fiscal years with reductions occurring in year 3



FY24 Budget Development

## Current Fiscal Year [8 months]

Local Option Tax			
REVENUES			
Amended Budget	\$	3,637,935	
Collected YTD	\$	2,585,944	<b>71%</b>
<i>Fund Balance Assigned</i>	\$	<i>791,466</i>	
Remaining	\$	1,051,091	<b>29%</b>
EXPENDITURES			
Amended Budget	\$	3,637,935	
Spent YTD	\$	2,319,866	<b>64%</b>
Remaining	\$	1,318,069	<b>36%</b>
NET POSITION	\$	266,078	





## Key Expense Issues

- Operating budget:
  - Utilities (Idaho Power) – 14% increase
- Compensation/benefits – FY23
  - 4% base + 5% one-time compensation
    - To be on par with Blaine Co. & Hailey
    - Funds to adjust pay compression (\$35k)
    - Insurance rate increase (based on calendar year):
      - Budgeted (10%) = \$1,719,710
      - Actual (%) increase = \$1,754,104
    - Plan year '23 = 12%
    - Plan year '22 = 9.5%
    - 5-year avg. = 5.58%



FY24 Budget Development

## Key Expense Issues

### Compensation/benefits – FY24

- Employee Engagement Committee Priorities
  - Housing
  - Compensation
  - Benefits
- Initial proposal
  - 5% base + tiered one-time compensation = \$231,706
    - Funds to adjust pay compression (\$50k)
  - Insurance rate increase: Budgeted (10%) = \$349,606



## 5-Year Forecast



Questions?





Local Option Tax Fund



FY24 Budget Development

## Current (FY23) Fiscal Year [8 months]

Local Option Tax			
REVENUES			
Amended Budget	\$	3,637,935	
Collected YTD	\$	2,585,944	<b>71%</b>
<i>Fund Balance Assigned</i>	\$	791,466	
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EXPENDITURES			
Amended Budget	\$	3,637,935	
Spent YTD	\$	2,319,866	<b>64%</b>
Remaining	\$	1,318,069	<b>36%</b>
NET POSITION	\$	266,078	



FY24 Budget Development

## Original Local Option Tax – FY24 Proposed Revenues & Expenses

LOCAL OPTION TAX – REVENUES			
FY 2021 Actuals	FY 2022 Actuals	FY 2023 Adopted	FY 2024 Proposed
\$3,391,025	\$3,391,025	\$2,400,000	\$2,846,469

3-year average   2017-2019 (pre-Covid years)	\$2,428,172
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	FY23	FY24
Mountain Rides	\$769,000 (\$527,000 operations + \$160k CIP match)	\$1,396,000 (\$631,000 operations +165,000 CIP match +\$600,000 grant match)
Other NGOs (total)	\$26,000	\$26,578
Fire & Police – General Fund transfer	\$1,900,000	\$2,000,000



FY24 Budget Development

**1% Local Option Tax – FY24 Proposed Revenues & Expenses**

<b>1% LOCAL OPTION TAX – REVENUES</b>			
FY 2021 Audited Actuals	FY 2022 Audited Actuals	FY 2023 Amended	FY 2024 Proposed
2,847,371	3,137,741	\$2,776,247	\$2,582,842

<b>NEW .5% for Housing - begins July (month of sale)</b>		
	FY 2023	FY 2024
Projected for July & August	\$313,203	
Estimated budget		\$1,200,000



Questions?



## Capital Improvement Plan



FY24 Budget Development

## CIP – Update

- Presented updated 5-year CIP at May 15 meeting
  - Currently soliciting public feedback via online survey
  - Key issue to resolve:
    - South of town power line undergrounding
      - FY23: \$200-250K
      - FY24: \$800K
      - URA participation pending
    - City project management of Main Street
      - Design costs (timing of reimbursement)
      - Scope of sidewalk improvements



Questions?





## In-Lieu Housing Fund



FY24 Budget Development

## Current Fiscal Year [8 months]

In-Lieu Housing Fund			
REVENUES			
Amended Budget	\$	2,671,256	
Collected YTD	\$	485,331	<b>12%</b>
<i>Fund Balance Assigned</i>	\$	2,366,256	
Remaining	\$	2,185,925	<b>88%</b>
EXPENDITURES			
Amended Budget	\$	2,671,256	
Spent YTD	\$	768,448	<b>3%</b>
Remaining	\$	1,902,808	<b>97%</b>
NET POSITION	\$	(283,117)	



FY24 Budget Development

## In-Lieu Housing – FY24 Proposed Revenues & Expenses

In-Lieu Housing – REVENUES			
FY 2021 Audited Actuals	FY 2022 Audited Actuals	FY 2023 Adopted	FY 2024 Proposed
\$2,250,000	\$3,300,000	\$2,822,050	\$2,671,256

Committed to Bluebird	\$ 3,300,000
Payments to date	\$ 1,320,000
Current balance	\$ 2,065,703
Expected new revenues	\$ 969,750
FY23 next Bluebird payment	\$ 1,320,000
FY24 final Bluebird payment	\$ 660,000
Projected ending balance	\$ 1,055,453
WA Street – KURA request	\$ 1,500,000



Questions?



Enterprise Funds



FY23 Budget Development

## Current Fiscal Year [8 months]

WATER			
REVENUES			
Adopted Budget	\$	2,815,101	
Collected YTD	\$	1,284,124	<b>46%</b>
Remaining	\$	1,530,977	<b>54%</b>
Adopted Budget	\$	2,815,101	
Spent YTD	\$	1,252,178	<b>45%</b>
Remaining	\$	1,562,923	<b>55%</b>
NET POSITION	\$	31,946	



# Recent Actions

- New Rate Structure
  - FY 2023
    - Ketchum previous 4 tier cost structure.
    - Transitioned to Hailey model of 12 rate tiers
- Updated CIP

# Current Primary Objectives

- Fund Financial Sustainability
  - Designated Operational and Capital Reserves
  - Avoid Debt
- Fund implementation of the CIP
- Limit Rate Impacts to Customers



# Wood River Rate Comparisons

- Based on 5,000 gallon usage

	Ketchum	Sun Valley	Hailey	Bellevue
Water Base	\$14.55	\$24.00	\$8.56	\$33.70
Water Useage	\$6.25	\$12.30	\$2.55	
<b>Total</b>	<b>\$20.80</b>	<b>\$36.30</b>	<b>\$11.11</b>	<b>\$33.70</b>

Notes:

- Ketchum: \$1.25 per 1,000 gallons after base charge
- Sun Valley: \$2.46 per 1,000 gallons after base charge
- Hailey: \$0.51 per 1,000 gallons after base charge. In addition, Hailey assesses a **monthly amount of \$3.02 for Bond repayment**
- Bellevue base charge includes the first 6,500 gallons





# Financial Assumptions

- Capital Expenditures
  - Based on Current Year & 5-Year CIP (2023-2028)
  - CIP Expenses for the “Out” Years (2029-2033)
    - Assumed at \$600k annually
- Operating Costs
  - Personnel
    - 4.5% Annual Growth
  - Materials & Services
    - 3.0% Annual Growth
  - Other expenses are assumed flat or are based on known amounts

# CIP FY 2023 - 2025



FY 2023				FY 2024				FY 2025			
Project/ Purchase Item			Cost:	Project/ Purchase Item			Cost:	Project/ Purchase Item			Cost:
Atkinsons Park/Parkway ML Ext.			\$ 19,000.00	NW Well backup Gen. Carry over			\$ 200,000.00	New Weyyakin mainline ext.			\$ 375,000.00
NW Well backup Generator			\$ 200,000.00	Reinheimer West mailine ext.			\$ 240,000.00	Neils Way to Glade Court mainline ext.			\$ 75,000.00
New 908 Loader w/blower and forks: Quote			\$ 150,000.00	Reinheimer East mainline ext.			\$ 165,000.00	Trail Creek Bridge Hwy 75/hang h2O +/-			\$ 50,000.00
New 1/2 ton work truck			\$ 30,000.00	New Vac trailer system			\$ 40,000.00				
				New work truck			\$ 50,000.00				
64-4340-7650 Water Meters			\$ 50,000.00	64-4340-7650 Water Meters			\$ 30,000.00	64-4340-7650 Water Meters			\$ 30,000.00
64-4340-7653 Water Meter Replacement			\$ 50,000.00	64-4340-7800 Construction			\$ 60,000.00	64-4340-7800 Construction			\$ 60,000.00
64-4340-7800 Construction			\$ 60,000.00								
			<b>Total: \$ 559,000.00</b>				<b>Total: \$ 785,000.00</b>				<b>Total: \$ 590,000.00</b>

# CIP FY 2026 - 2028



FY 2026				FY2027				FY2028			
Project/ Purchase Item			Cost:	Project/ Purchase Item			Cost:	Project/ Purchase Item			Cost:
Trail Creek Mainline Construction phase 2 IPCO to Well			\$ 380,000.00	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
								Trail Creek Well, Re-build			\$ 600,000.00
64-4340-7500 Automotive Equipment				64-4340-7500 Automotive Equipment				64-4340-7500 Automotive Equipment			
64-4340-7600 Machinery & 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	64-4340-7650 Water Meters			\$ 50,000.00
64-4340-7653 Water Meter Replacement				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	64-4340-7800 Construction			\$ 60,000.00
			<b>Total:</b> \$ 490,000.00				<b>Total:</b> \$ 1,090,000.00				<b>Total:</b> \$ 1,072,500.00

# Projected Financial Position (5-Year)



- Based on Current 5-Year CIP – **Fully Funded**
- Assumed Rate Increases
  - 2024: 5%
  - 2025: 5%
  - 2026: 5%
  - 2027: 5%
  - 2028: 5%
  - 2029 - 2033: 3%
- Current Undesignated Fund Balance
  - \$3,248,329 – All Operating
- Projected FY 2028 Undesignated Fund Balance – 2 Designations
  - \$866,590 – Operating
  - \$962,500 – Capital



- Full CIP Plan
- Operating Reserves used thru 2028, replenished in “Out Years”
- Reasonable annual rate increases, match annual cost increases
- Build Capital Reserve

# Discussion



Wastewater



FY23 Budget Development

## Current Fiscal Year [8 months]

WASTEWATER			
REVENUES			
Amended Budget	\$	6,868,120	
Collected YTD	\$	2,296,874	%
Fund Balance Assigned	\$	1,352,198	
Remaining	\$	4,571,276	<b>66%</b>
Approved Budget	\$	6,868,120	
Spent YTD	\$	4,128,546	<b>60%</b>
Remaining	\$	2,739,573	<b>40%</b>
NET POSITION	\$	( 479,474)	





FY23 Budget Development

## Wastewater – Agenda

- Receipt of bond funds (Wastewater CIP) = \$7,000,000
- Unplanned CIP project (ITD/Trail Creek) = \$145,000
- Long-term financial model assumes FY24 5% rate increase



Questions?



FY24 Budget Development

## Wrap-up/Next Steps

- Areas we didn't cover? Additional information needed?
- Potential changes to the Budget Book?
- June
  - Continue to refine department expense requests
  - Compensation & benefits
- June 20 – Delivery of draft budget book
- June 26 – Budget workshop (9-Noon)





DEPARTMENT	PERMIT CATEGORY	FEE TITLE FY 23	FEE TITLE FY 24	FY 23 FEE	PROPOSED FY 24 FEE	% CHANGE	NOTES
Planning and Building	Design Review	Pre-application	Pre-Application Design Review	\$ 1,100.00	\$ 3,300	200%	
		Single Family Residential Design Review	Mountain Overlay Design Review	\$ 1,400.00	\$ 4,800	243%	
Planning and Building	Design Review	Multi-Family Residential Design Review	Final Design Review	\$1,800.00/first unit, \$350.00 each additional	\$ 3,900	11%	Approximate % Change based on historic annual revenue
Planning and Building	Design Review	<del>Non-residential and Mixed Use Design Review</del>		<del>\$1,525.00 plus \$100.00 per 1,000 gross sq. ft.</del>			Delete
		<del>Accessory Dwelling Unit Design Review</del>		<del>\$ 450.00</del>			Delete
Planning and Building	Design Review	Minor Modification Design Review - Administrative	Administrative Design Review	\$ 250.00	\$ 500	100%	
Planning and Building	Design Review		Administrative Design Review - in Mountain Overlay and/or Avalance Overlay		\$ 1,500		New
Planning and Building	Design Review	Hotel Pre-Application		\$ 0.10/sq. ft.	\$ 7,000	-60%	Convert to Flat Fee - Approximate % Change based on historic annual revenue
Planning and Building	Design Review	Hotel Design Review (not phased)	Hotel Design Review	\$ 0.32/sq. ft.	\$ 9,000	-60%	Convert to Flat Fee - Approximate % Change based on historic annual revenue
				<del>2 Phase = 1: \$0.16/sq. ft. 2: \$0.16/sq. ft. 3 Phase = 1: \$0.11/sq. ft. 2: \$0.11/sq. ft. 3: \$0.10/sq. ft.</del>			Delete
Planning and Building	Design Review		Request to Alter or Demolish a Historic Structure		\$ 1,800		New
Planning and Building	Subdivision	Land Subdivision: Preliminary Plat	Land Subdivision: Preliminary Plat	1300 per lot	\$ 2,900	-32%	Convert to Flat Fee - Approximate % Change based on historic annual revenue
Planning and Building	Subdivision	Condo/Townhome Subdivision: Preliminary Plat	Condo/Townhome Subdivision: Preliminary Plat	525 per unit	\$ 3,300	-19%	Convert to Flat Fee - Approximate % Change based on historic annual revenue
Planning and Building	Subdivision	Subdivision: Final Plat	Land Subdivision: Final Plat	375 per lot or unit	\$ 2,000	166%	Convert to Flat Fee - Approximate % Change based on historic annual revenue
Planning and Building	Subdivision		Condo/Townhome Subdivision: Final Plat		\$ 2,000	166%	New
Planning and Building	Subdivision	PUD	Planned Unit Development (PUD)	\$4,300.00 first 4 units/lots \$1,500.00 each additional	\$ 12,500		Convert to Flat Fee - no historic annual revenue data
Planning and Building	Subdivision		Planned Unit Development (PUD)- Minor Amendment		\$ 4,500		New
			Planned Unit Development (PUD)- Major Amendment		\$ 9,000		New
Planning and Building	Subdivision	Hotel PUD	Hotel Planned Unit Development (PUD)	\$0.48/sq. ft.	\$ 12,500	-81%	Convert to Flat Fee - Approximate % Change based on historic annual revenue
Planning and Building	Subdivision	Lot Line Shift	Readjustment of Lot Lines (Lot Line Shift)	\$475.00 per altered lot	\$ 1,700	112%	Convert to Flat Fee - Approximate % Change based on historic annual revenue
Planning and Building	Subdivision	Vacation	Vacation	\$ 1,615.00	\$ 5,500	241%	
Planning and Building	Floodplain	Streambank Alteration	Streambank Alteration	\$ 500	\$ 5,700	1040%	plus consultant review fees
Planning and Building	Floodplain	Emergency Streambank Alteration Permit	Emergency Streambank Alteration Permit	\$ 250	\$ 1,500	500%	permit fee, applicable consultant review expenses, and \$1,000.00 refundable deposit to be refunded upon approval of follow-up Streambank Alteration Permit
			Emergency Flood Protection Permit		\$ -		New
Planning and Building	Floodplain	Single Family Residential Floodplain Permit	Floodplain Development Permit - Residential	\$ 1,400.00	\$ 2,700	93%	
Planning and Building	Floodplain	<del>Multi-Family Residential Floodplain Permit</del>		<del>\$1,800.00/first unit, \$350.00 each additional</del>			Delete
Planning and Building	Floodplain	Subdivision in Floodplain	Floodplain Development Permit - Subdivision	\$ 350	\$ 6,300	1700%	plus applicable consultant review expenses
Planning and Building	Floodplain	Non-residential and Mixed Use Floodplain Permit	Floodplain Development Permit - Non-residential and Mixed Use	\$1,525.00 plus \$100.00 per 1,000 gross sq. ft.	\$ 4,800		Convert to Flat Fee - no historic annual revenue data
Planning and Building	Floodplain	Minor Project Floodplain Permit - interior remodel, new structures/additions entirely outside of floodplain, substantial landscape/riparian alteration (including removal of five or more riparian trees)	Floodplain Development Permit - interior remodel, new structures/additions entirely outside of floodplain	\$ 250.00	\$ 1,800	620%	
Planning and Building	Floodplain	Minor Riparian Alteration – removal of hazard trees (up to four trees), minor maintenance of riparian trees and vegetation	Minor Riparian Alteration – removal of hazard trees (up to four trees), minor maintenance of riparian trees and vegetation	\$ 125.00	\$ 350	180%	

Planning and Building	Floodplain		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		New
Planning and Building	Other Permits	Administrative Use Permit	Administrative Use Permit	\$ 250.00	\$ 500	100%	
Planning and Building	Other Permits	Sign	Sign Permit	\$ 125.00	\$ 250	100%	
Planning and Building	Other Permits	Fence	Fence Permit	\$ 100.00	\$ 150	50%	
Planning and Building	Other Permits	Conditional Uses (except Day Care Facilities)	Conditional Use Permit	\$ 1,100.00	\$ 3,200	191%	
Planning and Building	Other Permits	Day Care facility	Conditional Use Permit - Daycare Businesses	\$ 300.00	\$ 300	0%	
Planning and Building	Other Permits		Conditional Use Permit Amendment		\$ 2,200		New
	Other Permits	Variance	Variance	\$ 1,100.00	\$ 2,300	109%	
	Other Permits	Appeals	Appeals	\$ 2,175	\$ 5,000	130%	plus cost of transcript if required
	Other Permits	Off-Site Vendor	Off-Site Vendor - New	\$ 750	\$ 1,100	47%	Current fee is separated into \$525.00 (seasonal), \$750.00 (annual). An additional \$150.00 per month facility fee for vendors with no on-site public restroom. Proposed fee would shift to one rate for all off-site vendors and remove \$150 per month fee.
			Off-Site Vendor - Renewal		\$ 750		New
	Other Permits	Grading	Grading	\$ 125.00	\$ 850	580%	
	Other Permits	WCF Master Plan/WCF Permit/Staff approval	Wireless Communications Facility Master Plan	\$ 525	\$ 3,200	510%	Requires pre-app and conditional use permit
	Other Permits		Wireless Communications Facility Permit	225	\$ 800	256%	Administrative
	Other Permits	Snow Storage Permit – Neighborhood	Off-site Commerical/Neighborhood Snow Storage Permit - Administrative	\$ 75.00	\$ 500	567%	
	Other Permits	<del>Snow Storage Permit – Commercial</del>		<del>\$ 125.00</del>			Delete
	Other Permits	<del>Snow Storage Permit – Conditional Use Permit</del>		<del>\$ 250.00</del>			Delete
	Other Permits		Listing a Historic Structure/Site		\$ 2,200		New
	Other Permits	Development Agreement-Rezone	Development Agreement-Rezone	\$ 2,900	\$ 10,000	245%	
	Other Permits	Development Agreement (Non-Rezone)	Development Agreement - Non-Rezone	\$ 1,900	\$ 5,000	163%	
	Other Permits	Amendment to Development Agreement	Development Agreement Amendment - Minor	\$ 1,900	\$ 3,000	58%	
			Development Agreement Amendment - Major		\$ 5,000		New
	Other Permits	Residential Annexation	Residential Annexation	\$ 5,688	\$ 5,688	0%	No proposed change as fee was adjusted in 2022
	Other Permits	Commercial Annexation	Commercial Annexation	\$ 12,655	\$ 12,655	0%	No proposed change as fee was adjusted in 2022
	Other Permits		Mixed-Use Annexation (residential & commercial)		\$ 12,655		New
	Amendments	Comprehensive Plan Change	Comprehensive Plan Amendment	\$ 1,925	\$ 7,000	264%	
	Amendments	Zoning Code Revisions	Zoning/Subdivision Text Amendment	\$ 1,925	\$ 9,500	394%	
	Amendments	Zone Change Request	Zone Change Request	\$ 1,925	\$ 6,000	212%	
	Misc	Consultant Review Fee	Consultant Review Fee	100% of actual costs incurred by City	100% of actual costs incurred by City	0%	
	Misc	Community Housing In-lieu Fee	Community Housing In-lieu Fee	\$ 450	450.00	0%	Cost per square foot, fee to be updated by Housing Department Summer 2023
	Building	Revisions to Building Permit Plans - Review without a Design Review Permit	Building Permit Modification - Minor*	250	500	100%	
	Building	Revisions to Building Permit Plans - Review with a Design Review Permit	Building Permit Modification - Major*	450	1500	233%	
	Building	Plan Check Fee	Plan Check Fee - Building	70% of permit fee	65% of permit fee	0%	Text correction - percentages were transposed in most recent fee resolution
	Building	P&Z Plan Check Fee	Plan Check Fee - Planning	65% of Permit Fee	70% of building plan check fee	0%	Text correction - percentages were transposed in most recent fee resolution
	Building	Fire Department Plan Check Fee	Plan Check Fee - Fire	Same as P&Z Plan Check Fee	70% of building plan check fee	0%	Text correction - percentages were transposed in most recent fee resolution
	Building	Demolition Fee	Demolition Fee	150	750	400%	
	Building	Administrative Review Fee		190			Delete

	Building	Additional Plan Review Required by Changes, Additions, or Revisions to Plans (minimum charge - one half hour) - Building Permit Only not Design Review	Hourly Rate for Review of Changes, Additions or Revisions to Plans	250	100	-60%	
	Building	<del>Additional Plan Review Required by Changes, Additions, or Revisions to Plans (minimum charge - one half hour) - Building Permit and Design Review</del>		450			Delete
Public Works		Right of Way Encroachment Permit	Right of Way Encroachment Permit	\$ 150.00	475.00	217%	



**City of Ketchum**  
**Water Fund Financial Forecast (Operating Fund 63)**

**100% CIP**

Version **5/16/2023**

**Revenues**

Revenue Source	FY 2022 Actual	FY 2023 Budget	10-Year Projection Window									
			FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected	FY 2032 Projected	FY 2033 Projected
Undesigned Fund Balance		\$3,248,329	\$2,569,996	\$2,115,485	\$1,922,684	\$1,901,828	\$1,359,193	\$866,590	\$868,756	\$894,068	\$948,377	\$1,027,260
63-3400-6100 Water Charges	\$2,107,641	\$2,357,768	\$2,475,656	\$2,599,439	\$2,729,411	\$2,865,882	\$3,009,176	\$3,099,451	\$3,192,435	\$3,288,208	\$3,386,854	\$3,488,460
63-3400-6600 WA Connect Fee/Fireline/Meter	\$21,289	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000
63-3700-1000 Interest Earnings	\$12,435	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
63-3700-3600 Refunds & Reimbursements	\$33,231	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
63-3700-4000 Sale of Fixed Assets	-\$3,434	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
63-3700-5000 Amortized Bond Premium	\$2,119	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
63-3700-7000 Misc. Revenue	\$1,210	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Reimbursement from Wastewater	\$0	\$0										
<b>Total</b>	<b>\$2,174,491</b>	<b>\$2,393,268</b>	<b>\$2,511,156</b>	<b>\$2,634,939</b>	<b>\$2,764,911</b>	<b>\$2,901,382</b>	<b>\$3,044,676</b>	<b>\$3,134,951</b>	<b>\$3,227,935</b>	<b>\$3,323,708</b>	<b>\$3,422,354</b>	<b>\$3,523,960</b>

**Expenses**

Expenditure Type	FY 2022 Budget	FY 2023 Budget	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected	FY 2032 Projected	FY 2033 Projected
Personnel	\$481,417	\$725,299	\$757,937	\$792,044	\$827,686	\$864,932	\$903,854	\$944,528	\$987,031	\$1,031,448	\$1,077,863	\$1,126,367
Materials & Services	\$551,582	\$721,193	\$742,829	\$765,114	\$788,067	\$811,709	\$836,060	\$861,142	\$886,976	\$913,586	\$940,993	\$969,223
Depreciation Expense	\$269,689	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000
Reimbursements (Indirect to GF)	\$293,934	\$233,365	\$233,365	\$233,365	\$233,365	\$233,365	\$233,365	\$233,365	\$233,365	\$233,365	\$233,365	\$233,365
Contingency		\$18,000										
<b>Total Operating Expenses</b>	<b>\$1,596,623</b>	<b>\$1,954,857</b>	<b>\$2,009,131</b>	<b>\$2,065,523</b>	<b>\$2,124,118</b>	<b>\$2,185,006</b>	<b>\$2,248,279</b>	<b>\$2,314,035</b>	<b>\$2,382,373</b>	<b>\$2,453,398</b>	<b>\$2,527,221</b>	<b>\$2,603,955</b>
<b>Net Operating Income</b>	<b>\$577,868</b>	<b>\$438,411</b>	<b>\$502,025</b>	<b>\$569,416</b>	<b>\$640,793</b>	<b>\$716,375</b>	<b>\$796,396</b>	<b>\$820,916</b>	<b>\$845,562</b>	<b>\$870,309</b>	<b>\$895,133</b>	<b>\$920,005</b>
Existing Debt Service	\$307,087	\$307,744	\$309,037	\$309,717	\$309,149	\$306,510	\$354,000	\$356,250	\$357,750	\$353,500	\$353,750	\$358,250
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Debt Service</b>	<b>\$307,087</b>	<b>\$307,744</b>	<b>\$309,037</b>	<b>\$309,717</b>	<b>\$309,149</b>	<b>\$306,510</b>	<b>\$354,000</b>	<b>\$356,250</b>	<b>\$357,750</b>	<b>\$353,500</b>	<b>\$353,750</b>	<b>\$358,250</b>
<b>Total Op Ex + Debt</b>	<b>\$1,903,710</b>	<b>\$2,262,601</b>	<b>\$2,318,168</b>	<b>\$2,375,240</b>	<b>\$2,433,267</b>	<b>\$2,491,516</b>	<b>\$2,602,279</b>	<b>\$2,670,285</b>	<b>\$2,740,123</b>	<b>\$2,806,898</b>	<b>\$2,880,971</b>	<b>\$2,962,205</b>
<b>Net Cash after Debt and Operations</b>	<b>\$270,781</b>	<b>\$130,667</b>	<b>\$192,988</b>	<b>\$259,699</b>	<b>\$331,644</b>	<b>\$409,865</b>	<b>\$442,396</b>	<b>\$464,666</b>	<b>\$487,812</b>	<b>\$516,809</b>	<b>\$541,383</b>	<b>\$561,755</b>
<b>Transfers to CIP Fund</b>	<b>\$461,000</b>	<b>\$809,000</b>	<b>\$647,500</b>	<b>\$452,500</b>	<b>\$352,500</b>	<b>\$952,500</b>	<b>\$935,000</b>	<b>\$462,500</b>	<b>\$462,500</b>	<b>\$462,500</b>	<b>\$462,500</b>	<b>\$462,500</b>
<b>Ending Cash Balance</b>		<b>\$2,569,996</b>	<b>\$2,115,485</b>	<b>\$1,922,684</b>	<b>\$1,901,828</b>	<b>\$1,359,193</b>	<b>\$866,590</b>	<b>\$868,756</b>	<b>\$894,068</b>	<b>\$948,377</b>	<b>\$1,027,260</b>	<b>\$1,126,514</b>

**CIP Funding**

CIP Carry Forward	\$0	\$0	\$275,000	\$412,500	\$550,000	\$687,500	\$825,000	\$962,500	\$1,100,000	\$1,237,500	\$1,375,000	\$1,512,500
Bond Proceeds Deposit	\$	-			\$	-						
Portion Funded with Bond Proceeds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CIP Funding (Add Back Depreciation)		\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000
Transfers In From Fund Balance	\$461,000	\$809,000	\$647,500	\$452,500	\$352,500	\$952,500	\$935,000	\$462,500	\$462,500	\$462,500	\$462,500	\$462,500
<b>Total Sources of Funds for CIP</b>	<b>\$461,000</b>	<b>\$1,084,000</b>	<b>\$922,500</b>	<b>\$727,500</b>	<b>\$627,500</b>	<b>\$1,227,500</b>	<b>\$1,210,000</b>	<b>\$737,500</b>	<b>\$737,500</b>	<b>\$737,500</b>	<b>\$737,500</b>	<b>\$737,500</b>
CIP Annual Outflows	\$461,000	\$809,000	\$785,000	\$590,000	\$490,000	\$1,090,000	\$1,072,500	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000
Change in CIP Fund	\$0	\$275,000	\$137,500	\$137,500	\$137,500	\$137,500	\$137,500	\$137,500	\$137,500	\$137,500	\$137,500	\$137,500
<b>CIP Fund Balance</b>	<b>\$0</b>	<b>\$275,000</b>	<b>\$412,500</b>	<b>\$550,000</b>	<b>\$687,500</b>	<b>\$825,000</b>	<b>\$962,500</b>	<b>\$1,100,000</b>	<b>\$1,237,500</b>	<b>\$1,375,000</b>	<b>\$1,512,500</b>	<b>\$1,650,000</b>

Remaining Bond Proceeds \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0

**Metrics**

Days Cash on Hand	0	480	384	340	327	227	141	137	137	141	148	158
Coverage (Minimum Target 1.25x) <sup>(1)</sup>	2.76x	2.32x	2.51x	2.73x	2.96x	3.23x	3.03x	3.08x	3.13x	3.24x	3.31x	3.34x

Total Fund Balance (Op & Cap)	\$0	\$2,844,996	\$2,527,985	\$2,472,684	\$2,589,328	\$2,184,193	\$1,829,090	\$1,968,756	\$2,131,568	\$2,323,377	\$2,539,760	\$2,776,514
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Final Bond Payment in 2034: \$246,750

**Capital Improvement Plan - Water**

FY 2023				FY 2024				FY 2025			
Project/ Purchase Item			Cost:	Project/ Purchase Item			Cost:	Project/ Purchase Item			Cost:
Atkinsons Park/Parkway ML Ext. (Possibly done in FY 21-22)			\$ 19,000.00	NW Well backup Gen. Carry over			\$ 200,000.00	New Weyyakin mainline ext.			\$ 375,000.00
NW Well backup Generator- Possible transfer from 2021/22 budget			\$ 200,000.00	Reinheimer West mainline ext.			\$ 240,000.00	Neils Way to Glade Court mainline ext			\$ 75,000.00
New 908 Loader w/blower and forks: Quote \$135,849.32 + 10% Infla			\$ 150,000.00	Reinheimer East mainline ext.			\$ 165,000.00	Trail Creek Bridge Hwy 75/hang h2O			\$ 50,000.00
New 1/2 ton work truck			\$ 30,000.00	New Vac trailer system			\$ 40,000.00				
				New work truck			\$ 50,000.00				
64-4340-7500 Automotive Equipment				64-4340-7500 Automotive Equipment				64-4340-7500 Automotive Equipment			
64-4340-7600 Machinery & Equipment				64-4340-7600 Machinery & Equipmen				64-4340-7600 Machinery & Equipmen			
64-4340-7650 Water Meters			\$ 50,000.00	64-4340-7650 Water Meters			\$ 30,000.00	64-4340-7650 Water Meters			\$ 30,000.00
64-4340-7653 Water Meter Replacement			\$ 50,000.00	64-4340-7653 Water Meter Replaceme			\$ -	64-4340-7653 Water Meter Replaceme			
64-4340-7800 Construction			\$ 60,000.00	64-4340-7800 Construction			\$ 60,000.00	64-4340-7800 Construction			\$ 60,000.00
Total:			\$ 559,000.00	Total:			\$ 785,000.00	Total:			\$ 590,000.00

FY 2026				FY2027				FY2028			
Project/ Purchase Item			Cost:	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 Mainline Construction phase 2 IPCO to Well			\$ 380,000.00	Trail Creek Well, Re-build			\$ 600,000.00	Saddle/Hwy75 to 10th ML ext.			\$ 312,500.00
								Trail Creek Well, Re-build			\$ 600,000.00
64-4340-7500 Automotive Equipment				64-4340-7500 Automotive Equipment				64-4340-7500 Automotive Equipment			
64-4340-7600 Machinery & Equipment				64-4340-7600 Machinery & Equipmen				64-4340-7600 Machinery & Equipmen			
64-4340-7650 Water Meters			\$ 50,000.00	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 Replaceme				64-4340-7653 Water Meter Replaceme			
64-4340-7800 Construction			\$ 60,000.00	64-4340-7800 Construction			\$ 60,000.00	64-4340-7800 Construction			\$ 60,000.00
Total:			\$ 490,000.00	Total:			\$ 1,090,000.00	Total:			\$ 1,072,500.00