



City of Ketchum

April 4, 2022

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Review and Approve FY23 Budget Development Process and Associated Calendar

Recommendation

Staff is recommending the attached process and associated calendar for the development of the FY23 budget.

"I move to adopt the proposed budget development process for Fiscal Year 2023 and set associated key dates."

Introduction and History

Staff will request guidance on the following steps (*detail attached*) and dates during the meeting:

1. May 2: Mayor/Council budget briefing
2. June 27, 28, 29: Budget workshop (half day)
3. July 18: Public Hearing
4. August 1, 15 & Sept 6: Ordinance readings

The State of Idaho has set forth specific required steps and associated milestones with the development of the upcoming fiscal year budget. The most time sensitive is to set the date of our official public hearing and transmit that to the County Clerk by April 30th so that it can appear in the Assessor's notice to property owners. The Council will need to agree on a date/time for the June budget workshop. The Council must adopt a tentative budget so that it can be published (twice in the newspaper) prior to the official public hearing. Following the public hearing, the budget is then read three times as an ordinance and is adopted in concert with the third reading. These activities must be completed to meet certification of the property tax levy amount to the County by September 6th.

Sustainability

The budget currently allocates funds for sustainability activities.

Financial Impact

The city's current fiscal year appropriated budget is \$32,222,099 in total planned expenses and \$32,640,337 in revenues.

Attachments:

Proposed detailed process and associated key dates

FY23 Budget Development Process

- April 4** Review process and calendar with Mayor & Council
- April 11** Department budget worksheets (*due back April 26th*)
- April 12** Department head kick-off session
- Review process and calendar (refine based on feedback)
 - Go over CIP/Equipment list and process to update
 - SWOT exercise
 - Discussion on known dept issues (must have and like to have)
 - Go over homework assignment - departments review (one week) FY23 updated base operating budgets to flag any issues. Schedule session with Jade/Shellie if needed.
- April 18** Send email to NGO/Contract Agencies regarding budget development schedule and submission of information (*week of*)
- April 26** Dept Head session
- Review General Fund 5-year forecast
 - Review outcomes from dept budget reviews
 - Review draft CIP
- April 30** Budget Hearing Notification to Blaine County
- May 2** Mayor & City Council Briefing
- Review current fiscal year performance/budget adjustments
 - Review FY22 revenue/expense five-year forecast
 - Review SWOT and dept issues list
- June 17** Draft budget book and amendments for FY2022 delivered to Council Members
- June 27,** Mayor & City Council Strategic Planning Session (*half day*)
- June 28, or** • Review draft budget and provide feedback
- June 29**
- July 5** Finalize budget and present for tentative approval vote
- July 18** Public Hearing
- August 1** First Reading of Ordinance readings
- August 15** Second Reading of Ordinance
- September 6** Third Reading of Ordinance
- September 6** L-2 tax levy due to the County