



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

- Staff continues to refine the opportunities for added transparency regarding city finances.
- This new process will allow the City Council to review and approve encumbrances and re-budgets prior to the external audit commencing.
- Staff will return in December following the audit with the detailed FY23 report for review and discussion.

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

- All funds performed positively against their planned budgets. Attachment one illustrates how each fund ended from a budget perspective (revenues over expenses).
- Attachment two outlines the proposed encumbrances from FY23 into FY24. These are existing open purchase orders/contracts which have not been completed.
- Attachment three illustrates the proposed capital improvement projects that were not completed in FY23 and are proposed to be re-budgeted into FY24 for completion.

Sustainability Impact:

Financial Impact:

None OR Adequate funds exist in account:	All proposed actions align with the approved FY24 budget.
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Attachments:

1. Net budget results and corresponding fund balances by fund
2. Proposed encumbrances
3. Proposed capital improvement projects re-budget

FUND	FY23 Fund Balance Carry over	Revenue Over Expenses ¹	Start of FY24 Fund Balance Carry-over *NOT AUDITED	Restricted & Budgeted Use	Fund Balance Available
General Fund	5,856,870.74	1,497,379.58	7,354,250.32	(2,462,909.00)	4,891,341.32
Wagon Days	17,853.98	(4,882.22)	12,971.76	-	12,971.76
CIP		2,881,216.00	2,881,216.00	(1,000,000.00)	1,881,216.00
LOT	731,809.00	292,297.47	1,024,106.47	(104,000.00)	920,106.47
Add'l LOT	1,021,494.76	(623,151.37)	398,343.39	(116,595.00)	281,748.39
In-Lieu	2,366,255.66	(74,399.27)	2,291,856.39	(2,291,856.39)	-
Housing	551,193.56	(246,640.90)	304,552.66	(148,152.00)	156,400.66
Water	2,691,566.13	(195,320.52)	2,496,245.61	(539,883.00)	1,956,362.61
Water CIP	556,762.95	24,172.41	580,935.36	-	580,935.36
Wastewater	1,628,024.40	(696,354.63)	931,669.77	(23,550.00)	908,119.77
Wastewater CIP	1,569,665.51	7,221,860.23	8,791,525.74	(1,498,226.00)	7,293,299.74

1 - No funds exceeded approved expenses. Funds with brackets required access to fund balances.

Encumbrances | Detail

Vendor Name	PO Amount	Invoice Amount	Open Amount	Description	Fund
BD CONSULTING LLC	\$ 25,000.00	\$ 5,822.50	\$ 19,177.50	PROFESSIONAL SERVICES	General Fund
BEST DAY HR	\$ 49,900.00	\$ -	\$ 49,900.00	PROFESSIONAL SERVICES	General Fund
HOLST ARCHITECTURE, INC	\$ 6,800.00	\$ 6,000.00	\$ 800.00	PROFESSIONAL SERVICES	General Fund
JACOBS ENGINEERING GROUP, INC.	\$ 35,000.00	\$ 17,382.93	\$ 17,617.07	PROFESSIONAL SERVICES	General Fund
ECONOMIC AND PLANNING SYSTEMS, INC	\$ 45,000.00	\$ 45,000.00	\$ -	PROFESSIONAL SERVICES	General Fund
CLARION ASSOCIATES LLC	\$ 9,500.00	\$ -	\$ 9,500.00	PROFESSIONAL SERVICES	General Fund
CINTAS	\$ 20,000.00	\$ 205.76	\$ 19,794.24	PROFESSIONAL SERVICE	General Fund
CSHQA, INC.	\$ 7,300.00	\$ -	\$ 7,300.00	GENERAL FUND OP. CONTINGENCY	General Fund
NATIONAL FOREST FOUNDATION	\$ 10,000.00	\$ -	\$ 10,000.00	GENERAL FUND OP. CONTINGENCY	General Fund
JACOBSEN, KAREN	\$ 8,600.00	\$ 8,500.00	\$ 100.00	GENERAL FUND OP. CONTINGENCY	General Fund
STUDIO SUPERBLOOM, LLC	\$ 89,616.00	\$ 89,616.00	\$ -	GENERAL FUND OP. CONTINGENCY	General Fund
MURRAY GROUP	\$ 23,000.00	\$ 3,750.00	\$ 19,250.00	GENERAL FUND OP. CONTINGENCY	General Fund
ARBOR CARE	\$ 14,978.00	\$ 8,789.00	\$ 6,189.00	PROFESSIONAL SERVC-CITY TREES	General Fund
BIG WOOD LANDSCAPE, INC.	\$ 25,000.00	\$ 24,001.60	\$ 998.40	PROF SERV-CITY BEAUTIFICATION	General Fund
LILY & FERN, LLC	\$ 27,440.74	\$ 27,440.74	\$ -	PROF SERV-CITY BEAUTIFICATION	General Fund
DATA TICKET INC	\$ 15,000.00	\$ 15,000.00	\$ -	PARKING OPS PROCESSING FEES	General Fund
IDAHO TRAFFIC SAFETY INC	\$ 61,740.33	\$ 55,426.83	\$ 6,313.50	MAINTENANCE & IMPROVEMENTS	General Fund
SALTWORX INC	\$ 33,660.00	\$ 33,660.00	\$ -	MAINTENANCE & IMPROVEMENTS	General Fund
General Fund Encumbrance			\$ 166,939.71		
BIG WOOD LANDSCAPE, INC.	\$ 75,224.10	\$ 57,790.63	\$ 17,433.47	LITTLE PARK UPGRADES	CIP
GGLO	\$ 24,750.00	\$ 33,427.80	\$ -	2ND AVENUE SHARROWS/BIKE PATH	CIP
CANYON EXCAVATION. LLC	\$ 420,143.68	\$ 302,633.23	\$ 117,510.45	4TH STREET PAVER REP(MAIN/WAL)	CIP
JACOBS ENGINEERING GROUP, INC.	\$ 76,890.00	\$ -	\$ 76,890.00	MAIN STREET REHAB	CIP
HDR ENGINEERING, INC.	\$ 88,215.91	\$ 67,384.55	\$ 20,831.36	MAIN ST/WARM SPRINGS DESIGN	CIP
DAVID EVANS & ASSOCIATES INC	\$ 49,507.00	\$ 20,632.44	\$ 28,874.56	MAIN STREET REHAB	CIP
BROWN AND CALDWELL	\$ 29,325.00	\$ 14,954.67	\$ 14,370.33	SIDEWALK CURB AND GUTTER	CIP
INTERMOUNTAIN PLAYGROUND CO	\$ 26,621.20	\$ 15,972.72	\$ 10,648.48	ATKINSON PARK LLF FENCE	CIP
ATVTRACKS.NET	\$ 5,850.00	\$ -	\$ 5,850.00	RESCUE (CITY PROVIDED)	CIP
PNC BANK NATIONAL ASSOCIATION	\$ 612,643.00	\$ -	\$ 612,643.00	ENFORCER PUC PUMPER KB790	CIP
CIP Encumbrance			\$ 905,051.65		
KETCHUM COMMUNITY DEVELOPMENT	\$ 2,531,551.18	\$ 551,551.18	\$ 1,980,000.00	BLUEBIRD VILLAGE HOUSING	In-Lieu
In-Lieu Encumbrance			\$ 1,980,000.00		
NESTED STRATEGIES	\$ 22,500.00	\$ 3,750.00	\$ 18,750.00	PROFESSIONAL SERVICES	Housing

Encumbrances | Detail

BYRON W. FOLWELL, ARCHITECT, LLC	\$ 10,000.00	\$ 8,700.00	\$ 1,300.00	PROFESSIONAL SERVICES	Housing
SUNNY SHAW & ASSOCIATES	\$ 16,050.00	\$ 2,350.00	\$ 13,700.00	PROFESSIONAL SERVICES	Housing
HOLST ARCHITECTURE, INC	\$ 57,500.00	\$ 40,000.00	\$ 17,500.00	PROFESSIONAL SERVICES	Housing
COURTNEY NOBLE	\$ 28,700.00	\$ -	\$ 28,700.00	PROFESSIONAL SERVICES	Housing
RIAN ROONEY	\$ 50,400.00	\$ 8,837.50	\$ 41,562.50	PROFESSIONAL SERVICES	Housing
PLACEMATE, INC	\$ 94,000.00	\$ 4,500.00	\$ 89,500.00	LEASE TO LOCALS PROF SERVICES	Housing
BEST DAY HR	\$ 5,000.00	\$ 5,000.00	\$ -	PROFESSIONAL SERVICES	Housing
Housing Encumbrance			\$ 211,012.50		
CLEAR SOLUTIONS ENGINEERING LLC	\$ 12,400.00	\$ 1,445.00	\$ 10,955.00	PROFESSIONAL SERVICES	Water
LUNCEFORD EXCAVATION, INC.	\$ 34,200.00	\$ 34,200.00	\$ -	CONSTRUCTION	Water
DC ENGINEERING	\$ 50,000.00	\$ 16,602.50	\$ 33,397.50	NEW STAND-BY GENERATOR WA/ADM.	Water
LLOYD CONSTRUCTION INC.	\$ 275,000.00	\$ -	\$ 275,000.00	NEW STAND-BY GENERATOR WA/ADM.	Water
Water Encumbrance			\$ 319,352.50		
THATCHER COMPANY, INC.	\$ 35,000.00	\$ 32,618.13	\$ 2,381.87	CHEMICALS	Wastewater
BEST DAY HR	\$ 5,000.00	\$ 5,000.00	\$ -	PROFESSIONAL SERVICES	Wastewater
HDR ENGINEERING, INC.	\$ 10,500.00	\$ -	\$ 10,500.00	PROFESSIONAL SERVICES	Wastewater
HDR ENGINEERING, INC.	\$ 7,900.00	\$ -	\$ 7,900.00	PROFESSIONAL SERVICES	Wastewater
AQUA-AEROBIC SYSTEMS, INC.	\$ 22,927.95	\$ -	\$ 22,927.95	REPAIR & MAINT-MACH & EQUIP	Wastewater
S. ERWIN EXCAVATION INC	\$ 5,738.00	\$ -	\$ 5,738.00	COLLECTION SYSTEM SERVICES/CHA	Wastewater
ROBERTS ELECTRIC	\$ 9,120.00	\$ 9,120.00	\$ -	ENERGY EFFICIENCY PROJECTS	Wastewater
HDR ENGINEERING, INC.	\$ 133,200.00	\$ 6,663.87	\$ 126,536.13	CAPITAL IMP PLAN(NO SHARING)	Wastewater
USA BLUEBOOK	\$ 1,760.00	\$ 1,760.00	\$ -	CAPITAL IMP PLAN(NO SHARING)	Wastewater
HDR ENGINEERING, INC.	\$ 250,340.00	\$ 92,069.04	\$ 158,270.96	AERATION BASINS BLOWERS & ELEC	Wastewater
AERZEN USA CORP	\$ 205,788.00	\$ 102,894.00	\$ 102,894.00	AERATION BASINS BLOWERS & ELEC	Wastewater
HDR ENGINEERING, INC.	\$ 96,230.00	\$ 77,010.65	\$ 19,219.35	REMOVE DIGESTER NO 1 BLDG & FL	Wastewater
Wastewater Encumbrance			\$ 456,368.26		
NESTED STRATEGIES	\$ 6,750.00	\$ 6,750.00	\$ -	WARM SPRINGS PRESR-RESTORATION	WSP
STUDIO SUPERBLOOM, LLC	\$ 95,000.00	\$ 798.50	\$ 94,201.50	WARM SPRINGS PRESR-RESTORATION	WSP
Warm Springs Preserve Encumbrance			\$ 94,201.50		
TOTAL	\$ 5,989,260.09	\$ 1,865,011.77	\$ 4,132,926.12		

CIP 2023 Project - Deferred to 2024	Department	Projected Amount
Atkinson Park Irrigation Upgrades	Facilities	\$50,000
Forest Sevice Park Building Repair & Maintenance	Facilities	\$116,501
John Deere Mower X729 2011 - Replacement	Facilities	\$34,000
4th Street Paver Replacement - Phase II	Mobility	\$117,511
5th Street Sidewalk replacement (alley to Leadville)	Mobility	\$175,241
East Ave Fog Sealing	Mobility	\$40,461
Total		\$533,714

FY24 Total Planned Expenditures ¹	\$3,046,602
FY24 Total Revenue	\$3,693,964
FY24 Projected CIP Fund Balance	\$647,362

1. CIP total carry-over included