

City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:	April 17, 2023	Staff Member/Dept:	Jade Riley/Administration
Agenda Item:	Review and approval of Fiscal Year 2024 Budget Development Calendar		

Recommended Motion:

"I move to approve the FY24 Budget Development Calendar and associated steps"

Reasons for Recommendation:

- Staff will review the attached proposed steps and associated dates
 Under state law, the Council must set the official public hearing date so that it can be transmitted to the County Clerk to appear on May property tax notices
 - Staff seeks direction on the preferred date for the June half day budget workshop

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

Sustainability Impact:

The current fiscal year budget allocates equal funding for the Blaine County Sustainability Program as well as \$50,000 for sustainability efforts contained in the Capital Fund.

Financial Impact:

None OR Adequate funds exist in account:	The annual budget process sets appropriation levels for the
	General Fund, Local Option Tax Fund, and the Enterprise
	Funds (Water, Wastewater).

Attachments:

1.	draft FY24 budget development calendar

FY24 Budget Development Process

April 4	Department head kick-off session			
	 Review process and calendar Review process to update department operating budgets (due by April 21) Shellie will send out sheets this week (historical, draft FY23 budget) Flag any issues Schedule session with Jade/Shellie if needed 			
April 10	Send email to NGO/Contract Agencies regarding budget development schedule (Aly			
April 17	 Council Meeting – Mayor & City Council Briefing Review current fiscal year performance/budget adjustments Review and approve FY24 budget development calendar 			
April 18	 Dept Head session Review General Fund 5-year forecast Review draft CIP Citywide issues (e.g. wage compression) Department issues (must have and like to have) 			
April 25	 Department Head session Review outcomes from department budget reviews 			
April 28	Budget Hearing Notification to Blaine County			
May 1	 Council Meeting Review department budgets/issues Five-year forecast Five-year CIP Water Division 10-year financial model/CIP 			
June 9	Draft budget book delivered to Council Members			
June 26	 Mayor & City Council Strategic Planning Session (half day – to be confirmed) Review draft budget and provide feedback 			
July 3	Council Meeting – Finalize budget and present for tentative approval vote			
July 17	Council Meeting – Public Hearing and update on fees/charges			
August 7	Council Meeting – First Reading of Ordinance readings			
August 21	Council Meeting – Second Reading of Ordinance			
September 5	Council Meeting – Third Reading of Ordinance			
September 6	L-2 tax levy due to the County			