



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

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:

Financial Impact:

<input type="text" value="None OR Adequate funds exist in account:"/>	<input type="text" value="The annual budget process sets appropriation levels for the General Fund, Local Option Tax Fund, and the Enterprise Funds (Water, Wastewater)."/>
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Attachments:

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| <input type="text" value="1. draft FY24 budget development calendar"/> |
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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