



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 (July 22nd) 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 (June 17th or 18th - 9am-1pm)
- Staff request Council Members email City Administrator their top 3-5 budget priorities or specific initiatives to ensure they are captured early in the budget development process.

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)."/>
---	---

Attachments:

- | |
|---|
| 1. Draft FY25 budget development calendar |
| |
| |
| |

FY25 Budget Development Process | DRAFT

- April 2** **Department Head Meeting |** Kick-off session
- Review process and calendar
 - Review process to update department operating budgets (due by April 30)
 - Shellie will send out sheets this week (historical, draft FY25 budget)
 - Flag any issues; schedule session with Jade/Shellie if needed
- April 15** **Council Meeting |** FY24 review & FY25 planning
- Review current fiscal year performance/budget adjustments
 - Discussion of Mayor-Council priorities
- April 23** **Department Head Meeting |** Review draft CIP
- April 26** **Budget Hearing Notification to Blaine County** (*no more date changes allowed*)
- April 30** **Dept Head Meeting**
- Review General Fund 5-year forecast
 - Citywide issues (e.g. wage compression); Department issues
 - Review outcomes from department budget reviews
- May 6** **Council Meeting |** Five-year CIP; Water/Wastewater budget review
- May 14** **Department Head Meeting |** FY 2025 draft review
- May 17** **Draft budget delivered to Department Heads**
- May 20** **Council Meeting |**
- Review department budgets/issues
 - Five-year forecast
- June 7** **Draft budget book delivered to Council Members**
- June 17 or 18** **Mayor & City Council Strategic Planning Session** (*rescheduled from the 24th*)
- Review draft budget and provide feedback
- July 1** **Council Meeting |** Finalize budget and present for tentative approval vote
- July 22*** **(Special) Council Meeting |** Public Hearing and update on fees/charges (*Courtney absent*)
- August 5** **Council Meeting |** 1st Reading of Ordinance readings (*Amanda absent*)
- August 19** **Council Meeting |** 2nd Reading of Ordinance
- September 3** **Council Meeting |** 3rd Reading of Ordinance & L-2 tax levy due to the County

*Option: The Public Hearing and 1st Reading can be combined, thus moving subsequent meetings back a week.