



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

Staff is seeking unanimous consent from Council allowing off-cycle payables to be issued utilizing an off-cycle email process outlined below.

Reasons for Recommendation:

The EOY timeframe is very time sensitive, and the process outlined below allows the efficiencies needed to ensure the City is realizing expenses at year-end in a timely manner and is well prepared for our required annual Audit.

The proposed process is as follows:

1. All payments requiring an off-cycle payment (not aligned with a normal City Council meeting) will be sent in summary format (PAR report) to the Mayor and full City Council via email.
2. Mayor & City Council will have a 24-hour review period for which to ask questions and/or remove a payable from the off-cycle request.
3. All remaining items will be processed and paid immediately following the 24-hour review period.
4. All Off-cycle payments will also be listed on the PAR for the following normal City Council meeting date.

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

N/A, Consent Item

Sustainability Impact:

None

Financial Impact:

None

Attachments:

1. Preliminary EOY Schedule