



## City of Ketchum

April 19, 2021

Mayor Bradshaw and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

### **Review and Approve FY22 Budget Development Process and Associated Calendar**

#### Recommendation

Staff is recommending the attached process and associated calendar for the development of the FY22 budget.

**"I move to adopt the proposed budget development process for Fiscal Year 2022 and set associated key dates."**

#### Introduction and History

The State of Idaho has set forth specific required steps and associated milestones with the development of the upcoming fiscal year budget. The most time sensitive is to set the date of our official public hearing and transmit that to the County Clerk by April 30<sup>th</sup> so that it can appear in the Assessor's notice to property owners. The Council must adopt a tentative budget so that it can be published (twice in the newspaper) prior to the official public hearing. Following the public hearing, the budget is then read three times as an ordinance and is adopted in concert with the third reading. These activities must be completed to meet certification of the property tax levy amount to the County by September 9<sup>th</sup>.

#### Sustainability

The budget currently allocates certain funds for sustainability activities.

#### Financial Impact

The city's current fiscal year appropriated budget is \$33,712,794.

#### Attachments:

- A. Proposed calendar
- B. Proposed detailed process and associated key dates



## 2021.2022 Budget Planning | Key Dates

Date	Action/Step	Notes
April 13	Review budget development steps/dates with department heads	
April 19	Council approval of budget development process/dates	Official public hearing
Week of May 10	Mayor & Council Strategic Planning Session	Budget goals, SWOT/key issues to address, revenue forecast
June 18	Delivery of Draft Budget Book to Mayor & Council	
Week of June 21	Public Outreach - Draft 2022 Budget	
Week of June 28	Mayor & Council Strategic Planning Session	Review draft budget and proposals from NGO/contract agencies
July 19	Official public hearing	
August 2	First reading of ordinance	Public comment
August 16	Second reading of ordinance	Public comment
September 7	Third reading and adoption of ordinance	Public comment
September 9	Last day to certify tax levy to Blaine County	

## **FY22 Budget Development Process**

1. Department head kick-off session **(April 13<sup>th</sup>)**
  - a. Review process and calendar (refine based on feedback)
  - b. Go over CIP/Equipment list and process to update
2. Review process and calendar with Mayor & Council **(April 19<sup>th</sup>)**
3. Dept Head session **(April 20<sup>th</sup>)**
  - a. SWOT exercise
  - b. Discussion on known dept issues (must have and like to have)
  - c. Go over homework assignment - departments review (one week)  
FY22 updated base operating budgets to flag any issues. Schedule session with Jade/Shellie if needed.
4. Send email to NGO/Contract Agencies regarding budget development schedule and submission of information **(Week of April 19<sup>th</sup>)**
5. Dept Head session – **May 4<sup>th</sup>**
  - a. Review General Fund 5-year forecast
  - b. Review outcomes from dept budget reviews
  - c. Review draft CIP
6. Mayor & City Council Strategic Planning Session **(week of May 10<sup>th</sup> – 2 hours)**
  - a. Review current fiscal year performance
  - b. Review FY22 revenue/expense five-year forecast
  - c. Review draft SWOT and dept issues list
7. Draft budget book delivered to Council Members – **June 18<sup>th</sup>**
8. Mayor & City Council Strategic Planning Session **(June 28, 29 or 30<sup>th</sup> – half day)**
  - a. Review draft budget and provide feedback
9. Finalize budget and present for tentative approval vote – **July 6<sup>th</sup>**
10. Public Hearing – **July 19<sup>th</sup>**
11. Ordinance readings – **August 2<sup>nd</sup>, 16<sup>th</sup> & Sept 7<sup>th</sup>**