



Memorandum

Date: 2/11/2025

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 25-074

Type: Committee Memo

TO: Committee of the Whole - Finance, Administration, and Communications

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Finance	Kelley Cochran	425-556-2748
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DEPARTMENT STAFF:

Finance	Haritha Narra	Deputy Finance Director
Finance	Hailey Zurcher	Interim Financial Planning Manager

TITLE:

Council Feedback on 2025-2026 Biennial Budget Process

OVERVIEW STATEMENT:

A survey is being designed to collect Council feedback on the 2025-2026 biennial budget process. The survey is intended to collect input regarding budget prework by staff, community engagement, the preliminary budget document, budget presentations to Council, and Council budget deliberations. Staff would like to discuss the survey with Council to ensure that all important feedback is collected.

Once Council suggestions have been incorporated, the survey will be made available, and a due date will be provided. The results will be shared with Council at a future Finance, Administration, and Communications Committee of the Whole meeting and used to inform the next budget process.

☐ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
N/A
- **Council Request:**
N/A
- **Other Key Facts:**

Receiving Council input on the recent biennial budget process will help staff support Council in the next biennial budget process.

OUTCOMES:

Every biennium, the Finance Department solicits input from Council on how the budget process can be improved to better prepare Council for its deliberation process. It is important for staff to understand what information, tools, and resources Council needs to make decisions regarding the budget.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:**Total Cost:**

N/A

Approved in current biennial budget:☐ Yes☐ No☒ N/A**Budget Offer Number:**

N/A

Budget Priority:

Strategic and Responsive

Other budget impacts or additional costs:☐ Yes☐ No☒ N/A***If yes, explain:***

N/A

Funding source(s):

N/A

Budget/Funding Constraints:

N/A

☐ Additional budget details attached**COUNCIL REVIEW:**

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Previous Contact(s)

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
4/8/2025	Committee of the Whole - Finance, Administration, and Communications	Receive Information

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

N/A

ATTACHMENTS:

N/A