



Memorandum

Date: 5/13/2025

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

File No. CM 25-259

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	Financial Planning Manager

TITLE:

Budget Process Update

OVERVIEW STATEMENT:

To provide Council with updates for work plan items related to the 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:**
N/A

OUTCOMES:

The following information will be reviewed with Council:

1. 2025-2026 Biennial Budget Process Council Feedback
 - Thank you to all Councilmembers who participated in the budget questionnaire. Your feedback is greatly

appreciated and has been instrumental in shaping the overall results and identifying areas of success and future improvements. A summary of the responses has been compiled and is provided in attachment A for your reference.

- Areas identified for improvement include the long-range financial strategy, fiscal policies, and community engagement efforts and performance measures.
- Positive feedback was received on several aspects of the budget process, including the budget calendar and process, departmental baseline presentations, CIP and BTIP overviews, revenue forecasting, one-on-one sessions with City leadership, and the supporting budget materials such as the preliminary budget book, budget summary document, and budget deliberation presentations.

2. 1st Quarter Financial Report Scheduled for May 20, 2025, Business Meeting

- There are a few updates to the report that we would like to make Council aware of to receive feedback on the changes as we work to enhance the information provided to Council and the community.
- Several new slides have been added to provide context for graphs and financial review.
 - General Fund Revenue Table
 - General Fund Expenditure Table
 - Citywide Overtime Status
 - Capital Investment Program Revenue Table
 - Water/Wastewater Utility Revenue Table
 - Other Funds Summary Table

3. Performance Measures

- Finance would like to discuss the development of a budget performance report and proposed process for Council review.

4. Long-Range Financial Strategy

- This update will cover the items below.
 - Council documents
 - Review of first round of proposed changes
 - Schedule for review

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

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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:

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
N/A	None proposed at this time	N/A

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

N/A

ATTACHMENTS:

Attachment A: 2025-2026 Biennial Budget Process Feedback Summary