

Redmond City Council
2027-2028 Preliminary Budget Review Ground Rules

1. **Meeting Length:** Budget review meetings will be limited to 3 hours, unless a majority supports extending the meeting.
2. **Staff Presentations:** Staff will prepare PowerPoint presentations to facilitate the Council's review of the preliminary budget. Budget document pages will be referenced in the presentations, where appropriate.
3. **Questions:**
 - a. When possible, please provide questions to the appropriate department director and the Finance Director in advance of a budget review meeting to enable staff to be more fully prepared for each meeting and reduce the amount of follow-up required at the end of each meeting.
 - b. Council questions are also welcome during each PowerPoint presentation. If a question cannot be answered by staff and there is majority interest in the question, a response will be provided at the next budget review meeting, if possible.
 - c. Lastly, a Councilmember can reach out to a department director before or after a budget review meeting for additional information.
4. **Preparation:** Each Councilmember will come prepared for each budget review meeting, having read the relevant budget document pages referenced in the detailed budget review calendar.
5. **New Proposals/Changes:**
 - a. Any new proposal or change should be brought up during the relevant budget review meeting. Time will be set aside for this purpose in each presentation related to service reduction offers, service enhancement offers, the Capital Investment Program, and the Business Technology Investment Program.
 - b. After a Councilmember makes a proposal, a brief Q&A should follow as well as a discussion of a funding source, if needed, before the FAC Chair or Council Leadership polls the Council (see Ground Rule #6). For example, the Council will have an opportunity to propose service enhancements on October 22 and 29, after reviewing the recommended service enhancements in the 2025-2026 preliminary budget.
 - c. Any proposed new service enhancement will require a funding source, such as General Fund surplus, a service reduction, eliminating another service enhancement, an enhanced fee/tax, or a new fee/tax.

Redmond City Council
2027-2028 Preliminary Budget Review Ground Rules

6. Polling:

- a. The FAC Chair or Council Leadership will poll the Council on each baseline offer, service reduction offer, and service enhancement offer reviewed by the Council.
- b. Each new proposal and change sought by a Councilmember will be subject to a poll by the FAC Chair or Council Leadership.
- c. Decisions will be based on the majority's will. If a majority needs more information before a poll is taken, that will become a follow-up item at the next budget review meeting.

7. Tracking Questions/Issues/Comments/Changes: The following will be tracked by staff:

- a. Questions raised that interest a Council majority and that cannot be answered at a budget review meeting will be addressed at a subsequent budget review meeting.
- b. Issues raised that interest a Council majority and that cannot be adequately addressed this year will be placed on a Council retreat "parking lot" list.
- c. Community comments received at public hearings on the budget, via budget@redmond.gov, or through other means will be provided to the Council following the October 22 and 29 budget review meetings.
- d. Changes to the preliminary budget are tentatively scheduled to be finalized by the Council on November 12. This could be pushed to November 14, if the Council needs an additional budget review meeting.