

**Redmond City Council**  
**2023-2024 Preliminary Budget Review Ground Rules**

1. **Meeting Length:** Budget review meetings will be limited to 2 ½ 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:** When possible, please provide questions to the appropriate director and the Finance Director in advance of a budget review meeting. This will enable staff to be more fully prepared for each budget review meeting and reduce the amount of follow-up required at the end of each meeting. Council questions are also welcome during each PowerPoint presentation. If a question cannot be answered by staff, a response will be provided at the next budget review meeting, if possible. Lastly, a Councilmember can reach out to a 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:** 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 enhancement offers, the Capital Investment Program, and the Business Technology Investment Program. 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 asks for a thumbs up/thumbs down vote (see Ground Rule #6). For example, the Council will have an opportunity to propose service enhancements on November 3 and 7, after reviewing the recommended service enhancements in the 2023-2024 preliminary budget. Any proposed new service enhancement will require a funding source, such as General Fund surplus, a service reduction, an enhanced fee/tax, or a new fee/tax.
6. **Voting:** The FAC Chair will ask for a thumbs up/thumbs down vote for each baseline offer, service reduction offer, and service enhancement offer reviewed by the Council. In addition, each new proposal and change sought by a Councilmember will be subject to a thumbs up/thumbs down vote. Decisions will be based on how a majority votes. If a majority needs more information before voting, 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 from the Council 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 [bpquestions@redmond.gov](mailto:bpquestions@redmond.gov) or through other means will be provided to the Council following the October 25 and November 10 budget review meetings.
- d. Council and staff initiated changes to the preliminary budget will be provided to the Council on November 17, which is when the Council is tentatively scheduled to finalize changes to the preliminary budget. This could be pushed to November 22, if the Council needs an additional budget review meeting.