



Memorandum

Date: 3/15/2022
Meeting of: City Council

File No. AM No. 22-036
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Finance	Chip Corder	425-556-2189
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DEPARTMENT STAFF:

Finance	Kelley Cochran	Deputy Finance Director
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TITLE:

Approval of the 2023-2024 Budget Calendar

OVERVIEW STATEMENT:

The attached 2023-2024 Budget Calendar includes the dates of planned Council budget review meetings, four public hearings, and other noteworthy tasks and meetings. Following the Finance, Administration and Communications (FAC) Committee of the Whole's meeting on March 8, 2022, a second budget review meeting was added for service enhancement and reduction offers (November 7). This resulted in the Final Review of the Capital Investment Program and Business Technology Investment Program being pushed from November 7 to November 10.

☒ **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:

In the 2023-2024 Budget Calendar, the proposed Council study sessions to review the 2023-2024 Budget are highlighted

in yellow, and the four planned public hearings are highlighted in blue. Compared to the 2021-2022 Budget process, noteworthy changes include the following:

1. The 2023-2028 Capital Investment Program will be reviewed on June 14 and June 28.
2. The 2023-2026 Business Technology Investment Program will be reviewed on July 12.
3. The operating budget review will encompass two study sessions focused on baseline offers (October 20 and 25) and two study sessions focused on service enhancement and service reduction offers (November 3 and 7).
4. A final review of the 2023-2028 Capital Investment Program and 2023-2026 Business Technology Investment Program will be provided on November 10, focusing on any changes in the 2023-2024 Preliminary Budget relative to what was presented to the Council on June 14, June 28, and July 12.
5. Changes to the 2023-2024 Preliminary Budget are scheduled to be finalized on November 17. If needed, an additional budget meeting is scheduled for November 22.

The 2023-2024 Preliminary Budget will be presented to the Council on October 4. Following the Council's budget deliberations in October and November, the adoption of the 2023-2024 Final Budget is scheduled for December 6.

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:
N/A

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
3/8/2022	Committee of the Whole - Finance, Administration, and Communications	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

Because the development of the 2023-2024 Budget encompasses most of 2022 and requires considerable Council time in the form of study sessions, FAC meetings, and public hearings, the budget calendar needs to be finalized by March 15, 2022.

ANTICIPATED RESULT IF NOT APPROVED:

The Council is required to hold public hearings on the proposed budget and to review and adopt a budget, which can only be accomplished by developing a budget calendar.

ATTACHMENTS:

2023-2024 Budget Calendar