



Memorandum

Date: 10/11/2022

File No. CM 22-646

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

Type: Committee Memo

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

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Finance	Chip Corder	425-556-2189
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DEPARTMENT STAFF:

N/A	N/A	N/A
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TITLE:

Council Budget Review Process for 2023-2024 Preliminary Budget

OVERVIEW STATEMENT:

A detailed Council Budget Review Calendar, with budget document page references, and proposed Budget Review Ground Rules are attached for the Council’s review. With the first budget review meeting scheduled for October 20th, any changes to the calendar or the ground rules need to be finalized at the October 11th FAC meeting.

In addition to what’s noted in the calendar, the Finance Director recommends reading the following budget document sections before the October 20th budget review meeting:

- **TAB: Mayor’s Message**
 - Mayor’s Message: p. 1-2
 - Executive Summary: p. 5-7
 - Budget Enhancement Matrix: p. 8
- **TAB: Budget by Priorities**
 - Budget Process Overview: p. 45-52

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:

Both the Council Budget Review Calendar and the proposed Budget Review Ground Rules are intended to facilitate the Council’s review of the 2023-2024 Preliminary 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:

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

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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
10/20/2022	Study Session	Provide Direction
10/25/2022	Study Session	Provide Direction
11/3/2022	Study Session	Provide Direction
11/7/2022	Study Session	Provide Direction
11/10/2022	Study Session	Provide Direction
11/17/2022	Study Session	Provide Direction
11/22/2022	Study Session	Provide Direction
12/6/2022	Business Meeting	Approve

Time Constraints:

The first Council budget review meeting is scheduled for October 20th.

ANTICIPATED RESULT IF NOT APPROVED:

N/A

ATTACHMENTS:

Council Budget Review Calendar

Budget Review Ground Rules