



## Memorandum

**Date:** 1/11/2022

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

**File No.** CM 22-012

**Type:** Committee Memo

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

**FROM:** Mayor Angela Birney

**DEPARTMENT DIRECTOR CONTACT(S):**

Finance	Chip Corder	426-556-2189
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**DEPARTMENT STAFF:**

Finance	Kelley Cochran	Deputy Finance Director
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**TITLE:**

Council Budget Process Survey Follow-up

**OVERVIEW STATEMENT:**

A survey was developed by Finance staff and the Council FAC Chair (Vanessa Kritzer) in October 2021 to collect Council feedback on the City's budget process, encompassing the following: budget prework, community engagement and involvement, the preliminary budget document, budget presentations to the Council, and Council budget deliberations. Survey Monkey was utilized to collect feedback from October 29, 2021 through December 2, 2021. Four Councilmembers responded, and the survey results are attached.

Beyond those related to the CIP Proviso, Finance staff and the Directors Team have been discussing other potential changes to the budget process. In terms of next steps, the Finance Director and Deputy Finance Director are available to meet with Councilmembers individually in the second half of January to discuss these potential changes, which could also be addressed at the Council's upcoming retreat. Any changes to the 2023-2024 budget process need to be finalized by mid-February 2022.

☐ **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

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- **Other Key Facts:**

N/A

**OUTCOMES:**

Staff's intent is to make improvements to the budget process that provide opportunities for Council input before the proposed budget is developed and that facilitate the Council's review of the proposed 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
10/26/2021	Committee of the Whole - Finance, Administration, and Communications	Receive Information

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
2/8/2022	Committee of the Whole - Finance, Administration, and Communications	Receive Information

**Time Constraints:**

N/A

**ANTICIPATED RESULT IF NOT APPROVED:**

N/A

**ATTACHMENTS:**

Attachment A: Council Budget Process Survey Results