



Memorandum

Date: 3/9/2021

Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 21-078

Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Finance	Kelley Cochran	425-556-2748
Public Works	Dave Juarez	425-556-2733

DEPARTMENT STAFF:

Public Works	Jon Spangler	Construction Division Manager
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TITLE:

Initial Report on CIP Proviso

OVERVIEW STATEMENT:

Per the CIP Proviso that was approved with the 2021-2022 budget, an initial report is required as follows:

***Initial Report** to be provided to Council on or before March 31st, 2021 will provide a summary description of the progress through March 1st, 2021, and includes the status, evaluations and expected recommendations from work completed in 2020, of changes and anticipated improvements to the CIP budgeting and monitoring process. This report will also include an outline and schedule of how changes and associated improvements to the CIP process will be implemented in the form of a budget revision prior to December 31st, 2021. Council shall determine acceptance by motion during a regularly scheduled council business meeting within two scheduled business meetings after receipt.*

Presentation and report will provide a high-level overview of data gathered to date. Elements include financial and capital delivery definitions, project and program planning standards, overview of current risk analysis process, discussion of the capital investment strategy and equity issues. Finance will provide an update on discussions with the state auditor's office. Staff will request clarification on specific Proviso elements and on the potential for project adjustments while the proviso process is progressing.

☐ **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:**

CIP Proviso from 2021-2022 budget

- **Other Key Facts:**
N/A

OUTCOMES:

Update the Council on progress, receive clarification on specific proviso elements

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:
Initial Proviso Report deadline is 3/31/21

☐ **Additional budget details attached**

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
3/26/2021	Study Session	Provide Direction

Time Constraints:

Initial Proviso Report deadline is 3/31/21

ANTICIPATED RESULT IF NOT APPROVED:

Council could restrict funding

ATTACHMENTS:

Attachment A: Request for clarification on specific Proviso elements - not yet attached