



## Memorandum

**Date:** 9/28/2021

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

**File No.** CM 21-480

**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 |
|---------|-------------|--------------|

**DEPARTMENT STAFF:**

|         |                |                         |
|---------|----------------|-------------------------|
| Finance | Kelley Cochran | Deputy Finance Director |
| Finance | Judy Fani      | Senior Planner          |

**TITLE:**

CIP Proviso Update - Project One-Pager

**OVERVIEW STATEMENT:**

The recommendations made in the CIP Proviso Final Report included the development of project specific one-pagers that would be used to share information related to the scope, schedule and budget with Council and the community. The one-pagers would become a part of the budget document and provide clarity on the recommended project and the requested Council action. A draft of this document has been developed and will be reviewed with Council during the Committee of the Whole meeting to gather feedback to incorporate into the final document.

☒ **Additional Background Information/Description of Proposal Attached**

**REQUESTED ACTION:**

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
Budget - CIP Proviso
- **Required:**  
N/A
- **Council Request:**  
N/A
- **Other Key Facts:**  
N/A

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**OUTCOMES:**

The overall goal is to improve reporting to Council and to provide project specific information at the level of detail required to make informed decisions during the budget process. The one-pager is intended to communicate specifics such as scope, schedule, budget and to provide an understanding of requested changes. The design of the document has been informed from input provided by Council during the CIP Proviso Study Session presentations and researching similar one-pagers from other jurisdictions.

**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 |
|------|---------|------------------|
|------|---------|------------------|

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|           |                  |                   |
|-----------|------------------|-------------------|
| 3/23/2021 | Study Session    | Provide Direction |
| 6/8/2021  | Study Session    | Provide Direction |
| 7/6/2021  | Business Meeting | Approve           |

**Proposed Upcoming Contact(s)**

|     |                            |     |
|-----|----------------------------|-----|
| N/A | None proposed at this time | N/A |
|-----|----------------------------|-----|

**Time Constraints:**

The document design must be completed to support desired improvements to the budget process and documents.

**ANTICIPATED RESULT IF NOT APPROVED:**

N/A

**ATTACHMENTS:**

Attachment A: Continuing project

Attachment B: New project