



AM No. 12-037 (C5)

MEMO TO: City Council  
FROM: John Marchione, Mayor  
DATE: March 6, 2012  
SUBJECT: **2013-2014 Budget Calendar**

**I. RECOMMENDED ACTION**

Approve the attached 2013-2014 Biennial Budget Calendar detailing the significant dates for gathering and reviewing budget information prior to budget adoption in late 2012.

**II. DEPARTMENT CONTACTS**

Michael E. Bailey, Finance and Information Services Director (425) 556-2160  
Malisa Files, Deputy Finance Director (425) 556-2166

**III. DESCRIPTION**

At the beginning of each budget process the Council is asked to approve a budget calendar that details the dates where tasks will occur up to and including budget adoption in late 2012. The attached budget calendar was reviewed by the Public Administration and Finance Committee on February 21 and at the Council Study Session on February 28, 2012.

The attached timeline was developed taking into consideration comments received last biennium regarding the need to concentrate on the quality of offers and performance measures and the desire to deliver a complete and accurate budget to the Council. This calendar differs somewhat from the past in that it has been front loaded with tasks to allow for ample time for all participants to concentrate on the quality of departmental offers. Other notable activities include gathering Redmond Community budget input through the Neighborhood Network Meetings, developing a budget that adheres to the City's six priorities as well as keeping Council informed of each step along the way.

**IV. TIME CONSTRAINTS**

Action is necessary soon, as some of the activities in the budget process are already underway.

**V. ATTACHMENTS**

Attachment A: 2013-2014 Biennial Budget Calendar

  
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Michael E. Bailey, Finance & Info Services Director

2/23/12  
Date

Approved for Council Agenda

  
\_\_\_\_\_  
John Marchione, Mayor

2/27/12  
Date

**PROPOSED  
BUDGET CALENDAR  
2013-2014 BIENNIAL BUDGET  
CITY OF REDMOND**

TASK	2012 DATE
Citizen Academy Briefing on BP	January 23
Neighborhood Meeting #1	February 23
Study Session on Performance Dashboard (tentative)	February 28
Neighborhood Meeting #2	March 1
Council Briefing on BP Process/Calendar	March 6
Neighborhood Meeting #3	March 7
Request for Offers Development by Results Teams	Feb 21 - March 12
Council Briefing on Request for Offers (PAF Committee)	March 20
Public Hearing #1 – Budget and CIP	June 19
Departments Submit Final Offers	July 9
Council Briefing on POG and Preliminary Revenue Projections	July 10
Utility (Water/Wastewater and Stormwater) Rate Study Sessions before City Council	July-August
Budget Balancing with Mayor/Department Directors	July-August
Development of Preliminary Budget	August-September
Preliminary Budget and Six-Year Financial Forecast distributed to Council; Results Teams Briefed	October 9
Public Hearing #2 – Budget and CIP	October 16
City Council Study Sessions on 2013-2014 Biennial Budget	October 25(Th), 30(T) November 1(Th); 8(Th); 13(T); 15(Th); 27(T); 29(Th)
Public Hearing #3 – Budget and CIP	November 20
City Council Adoption of the 2013-2014 Biennial Budget	December 4
City Council Adoption 2013 Property Tax Levy	December 4
Council Debrief of 2013-2014 BP Process	December - January