AM No. 10-047 (C4)

MEMO TO: City Council

FROM: John Marchione, Mayor

DATE: March 16, 2010

SUBJECT: Adopt the 2011-2012 Budget Calendar

I. RECOMMENDED ACTION

Approve the attached 2011-2012 Biennial Budget Calendar detailing the significant dates for gathering and reviewing budget information prior to budget adoption in late 2010.

II. DEPARTMENT CONTACTS

Michael E. Bailey, Finance and Information Services Director
Malisa Files, Financial Planning Manager (425) 556-2160

(425) 556-2160

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 2010. The attached budget calendar was reviewed by the Public Administration and Finance Committee on February 25, 2010.

The attached timeline was developed taking into consideration comments received last biennium regarding the need to space out some of the budget tasks and the desire to deliver a complete and accurate budget to the Council. The Budgeting By Priorities process, by its nature, has many more tasks associated with it than the City's prior budget process. These activities include giving the Redmond Community ample opportunity to comment on potential budget programs, creating teams to review the budget offers from departments and 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: Draft 2011-2012 Biennial Budget Calendar

/s/	03/03/2010
Michael E. Bailey, Finance & Info Services Director	Date
Approved for Council Agenda /s/	03/04/2010
John Marchione, Mayor	Date

DRAFT

BUDGET CALENDAR

2011-2012 BIENNIAL BUDGET

CITY OF REDMOND

TASK	2010 DATE
Budgeting by Priorities Briefing to City Council	February 23
Community Meeting #1	March 1
Request for Offers Development by Results Teams	March 1 - April 9
Council Briefing on Request for Offers (PAF Committee)	April 22
Community Meeting #2	May 3
Department Submit First Round of Offers	May 28
Council Briefing on Performance Measures	June 15
Public Hearing #1 – Budget and CIP	June 15
Council Briefing on POG and Preliminary Revenue Projections	July 6
Departments Submit Final Offers	July 12
Utility (Water/Water 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 5
Public Hearing #2 – Budget and CIP	October 19
City Council Study Sessions on 2011-2012 Biennial Budget	October 28 (Th) November 4 (Th); 9 (T); 18 (Th); 23 (T); 30 (T)
Public Hearing #3 – Budget and CIP	November 16
City Council Adoption of the 2011-2012 Biennial Budget	December 2
City Council Adoption 2011 Property Tax Levy	December 2
Council Debrief of 2011-2012 BP Process	December - January

^{*}This is a tentative calendar of BP events until Council approval scheduled for March.