



AGENDA
City of Anacortes Council Retreat
NW ESD 189 Reid Harbor Rm.
1601 R. Ave. Anacortes, WA
Tuesday, May 16, 2023

Retreat outcomes:

- Better understanding and connection to the City Council and staff team with whom we work.
- Review our communication styles, how our styles show up in stress and conflict, and how we can use our styles in our community.
- Explore committee-focused 2024 budget priorities

Time	Length	Event
8:00 a.m.	15 minutes	Welcome and introductions Retreat objectives Agenda review Discussion guidelines
8:15	25 minutes	Warm up exercise
8:40	35 minutes	Communication style
9:15	15 minutes	Break
9:30	25 minutes	Communication style (continued)
9:55	30 minutes	2024 budget preparation and overview
10:25	30 minutes	OpenGov review
10:55	15 minutes	Break
11:10	5 minutes	Introduce 2024 budget standing committee priority discussion
11:15	10 minutes	Finance
11:25	10 minutes	Information Technology
11:35	10 minutes	Access – Anacortes Fiber Internet
11:45	10 minutes	Library
11:55	10 minutes	Museum
12:05 p.m.	10 minutes	Parks and Recreation
12:15	45 minutes	Lunch (provided)
1:00	10 minutes	Housing Affordability and Community Services
1:10	10 minutes	Planning
1:20	10 minutes	Public Safety
1:30	10 minutes	Public Works / Traffic Safety
1:40	10 minutes	Personnel
1:50	10 minutes	Economic Development
2:00	15 minutes	Break (as necessary)
2:15	15 minutes	Public Comment (as necessary)
2:30	30 minutes	Wrap-up exercise (tentative)
3:00		Adjourn

CITY OF ANACORTES

2024 ANNUAL BUDGET CALENDAR

	Department	Date	Meeting Place	Comments
Mayor, Council, Dept Head Retreat	Mayor	Tuesday, May 16, 2023	ESD offsite	Mayor, Council, Dept Head off site to kick off budget
Council Study Session on Budget / CFP	Council	Monday, July 10, 2023	Council Chambers	Study Session with Council to review budget goals / CFP by Committee
Council Study Session on Budget / CFP	Council	Monday, July 17, 2023	Council Chambers	Study Session with Council to review budget goals / CFP by Committee
IT inventory verification by departments	IT distribute	Monday, July 24, 2023	Laserfiche	
IT request return to IT/Finance		Friday, August 4, 2023	Laserfiche	
Payroll Budgeting Distribution - FTE reports to department for review.	HR	Monday, August 7, 2023	Departments	HR distributes, back to HR and Payroll
Payroll Budgeting back to HR and Payroll	Departments	Monday, August 14, 2023	HR, Payroll	
ERR rates, IT rates, and Overhead rates loaded into budget	Finance	Monday, August 21, 2023	OpenGov	
Insurance premiums loaded into budget	Finance	Monday, August 21, 2023	OpenGov	
Payroll Budgeting complete - FTE changes, insurance, pensions, wage increases	Finance	Monday, August 21, 2023	OpenGov	this gives a week to review before distribution
Request expenditures and probable revenues from Departments	Finance	Monday, August 14, 2023	OpenGov	35A.33.030 - on or before 2nd Mon in Sept; due within 14 days of request (Sep 11, Sep 22, 2023)
Departments return preliminary budget to Finance	Departments	Friday, August 25, 2023	OpenGov	35A.33.030 - by the 4th Mon in Sept
Clerk submit to Mayor proposed preliminary budget	Finance	Tuesday, August 15, 2023	Mayor's Office	35A.33.050 - on or before 1st business day of Oct (Oct 2, 2023)
Departments meet with Mayor		Monday, August 21, 2023	Main Floor Conf Room	2 weeks for Mayor to meet individually with departments
Mayor edits and files final preliminary budget with Clerk	Mayor meets with Dept Mgrs	Friday, September 29, 2023		35A.33.052 - 60 days prior to next FY (Nov 1, 2023)
Mayor's Budget Message drafted	Mayor / Finance	Monday, September 18, 2023		
Revenue presentation to Council	Finance/Mayor	Monday, October 2, 2023	Council Chambers	35A.33.135 - by 1st Monday of October (10/2/23)
Public Hearing on Revenue Sources	Finance	Monday, October 2, 2023	Council Chambers	84.55.120 - Public hearing on revenue sources including increase in Property Tax
Mayor's Budget Message to Council	Mayor	Monday, October 2, 2023	Council Chambers	35A.33.055 - at least 60 days before next fiscal year (Nov 1, 2023)
Clerk provides sufficient number of copies and have budget and message available for distribution		Monday, October 2, 2023		35A.33.052 - 6 weeks before next fy (11/17/2023)
Council Study Session on Budget	Council	Monday, October 9, 2023	Council Chambers	Deeper review budget, revenues, expectations
Council review of Public Works budgets	Council	Monday, October 16, 2023	Council Chambers	35A.33.052 - 6 weeks before next fy (11/17/2023)
Council review of Governmental budgets	Council	Monday, October 23, 2023	Council Chambers	35A.33.052 - 6 weeks before next fy (11/17/2023)
Ad of Public Hearing to newspaper	Finance	Friday, October 20, 2023		by noon Friday week before ad runs
Public Notice of hearing on final budget for two consecutive weeks prior to the public hearing.	Finance	10/25 and 11/01	Anacortes American	35A.33.060
Public Hearing on Budget	Council	Monday, November 6, 2023	Council Chambers	35A.33.060
Property Tax Levy Ordinance	Council	Monday, November 6, 2023	Council Chambers	County deadline for the tax levy is November 30th
Council Review to fix final budget		Monday, November 13, 2023	Council Chambers	35A.33.075 - First meeting by the 1st Monday of December (Dec 4, 2023)
Budget Ordinance Adoption	Finance	Monday, December 4, 2023	Council Chambers	Budget ordinance adoption required by 12/31

For questions or comments contact Steve Hoglund 293-1906, steveh@cityofanacortes.org