



**MEMO TO:** Finance, Administration and Communications Committee of the Whole

**FROM:** Malisa Files, Interim Technology and Information Services Director

**DATE:** September 25, 2018

**SUBJECT:** Proposed Budget Study Session Calendar of Events

**I. PURPOSE** ☒ For Info Only ☐ Potential Agenda Item ☐ Scheduled for Council Action

**II. DEPARTMENT CONTACTS**

Malisa Files, Interim Technology and Information Services Director  
Kelley Cochran, Financial Planning Manager

**III. DESCRIPTION/BACKGROUND**

Attached, for your review, is the proposed 2019-2020 Budget Study Session Calendar of Events beginning with the first Study Session on October 23, 2018. Historically, staff has presented a calendar of events for Council's review to highlight significant budget items and ensure the pace of the discussions meet Council's needs.

Staff proposes beginning the Study Sessions with the six-year Capital Improvement Program due to the impacts the program can have on the operating budget. Then moving through the operating budget by priority and offer.

The 2019-2020 Preliminary Budget will be delivered to Council at the regularly scheduled meeting on October 2, 2018.

**IV. TIME CONSTRAINTS**

Any changes to the schedule would need to take place before the first Study Session on Tuesday, October 23, 2018. Other Study Sessions dates include:

- Thursday, October 25<sup>th</sup>
- Tuesday, October 30<sup>th</sup>
- Thursday, November 1<sup>st</sup>
- Thursday, November 8<sup>th</sup>
- Tuesday, November 18<sup>th</sup>
- Thursday, November 15<sup>th</sup>

**V. LIST OF ATTACHMENTS**

Attachment A: Proposed Budget Study Session Calendar of Events

**ATTACHMENT A**  
**COUNCIL BUDGET DISCUSSION SCHEDULE**  
**2019-2020 Preliminary Budget**

**October 16 – Tuesday**

Public Hearing #2

**October 23 - Tuesday**

Ground Rules for Budget Study Sessions – Councilmember Margeson

Capital Investment Strategy/Six-Year Capital Investment Program

- CIP Overview - *Malisa*
- Sound Transit - *Martin*
- Maintaining What We Have - *Martin*
- Facilities - *Rachel*

**October 25 - Thursday**

CIP (continued)

Operating Budget

- Overview of Operating Budget – *Maxine/Malisa*

Infrastructure

- Asset Management Program – *Rachel/Martin*

Vibrant Economy

- Microsoft Refresh - *Erika*

**October 30 – Tuesday**

Vibrant Economy (continued)

- Affordable Housing - *Erika*
- Community Engagement and Outreach - *Maxine/Tommy*
  - Translation Services
  - Cultural Inclusion

Safety

- Public Records Requests – *Kristi*
- Target Zero - *Kristi*
- Public Safety Levy - *Malisa*

### **November 1 - Thursday**

Safety (continued)

Clean and Green

- Environmental Sustainability – *Martin/Rachel/Erika*
  - Program Manager
  - Strategic Plan
  - Zero Waste Program
  - Groundwater Protection
  - Tree Canopy

Responsible Government

- ERP Technology – *Malisa / Mellody*
- Employee Development – *Mellody*
  - Compensation Study
  - Safety Program Manager

### **November 8 - Thursday**

Responsible Government (continued)

Council Deliberation

### **November 13 – Thursday**

Council Deliberation

### **November 15 – Thursday**

Council Deliberation Wrap Up

### **November 20 – Tuesday**

Public Hearing #3

### **December 4 - Tuesday**

Budget Adoption