



# Administration and Finance Committee Meeting Minutes

February 22, 2018  
4:00 PM  
SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:00 P.M.
			Adjourn:	5:51 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Clyde Hill	X			

Other Council Members Present: Rick Forschler

Staff Coordinator: Gwen Pilo, Finance Director

1. Public Comment	<i>Earl Gipson posed several questions to the committee in regards to the Regional Economic Development Alliance.</i>
2. Review of the 01/31/2018, 02/01/2018, and 02/22/2018 Minutes	<u> X </u> Recommended for Approval  <i>A copy of the 01/31/2018, 02/01/2018, and 02/22/2018 minutes were provided to the committee for review. The committee had no revisions and the minutes were approved as written.</i>
3. Council/City Manager Travel Pre-Approval or Final Approval	<u> X </u> Recommended for Approval  <i>Executive Assistant, Lesa Ellis presented one item for A&amp;F approval related to council travel:</i>  <i>1. Expense approval for Peter Kwon NLC Congressional City Conference Transportation Amount: \$636.61 Councilmember Kwon abstained from voting. Council members Sitterley and Hill voted to approve.</i>
4. Vacant Positions Update	<u> X </u> Informational Update  <i>City Manager, Joe Scorcio, discussed the Vacant Positions Report provided in the packet.</i>

<p>5. 2016 Audit Exit Conference</p>	<p><u> X </u> Informational Update</p> <p><i>Brandon Tecca and Sandra Groshong from the State Auditor’s Office presented the committee with a draft audit report for the 2016 Accountability and Financial Statement audit. When auditing the financial statements three material errors were found. The Finance Director corrected these errors immediately, however because of the materiality of the errors audit standards require they be reported as “findings” in the final audit report, which will be distributed to the City once finalized.</i></p>
<p>6. Financial Participation in Regional Economic Development Alliance</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Community and Economic Development Director, Jeff Robinson, presented to the committee an option to participate in the new Regional Economic Development Alliance (REDA), a collaboration of current regional economic development organizations. REDA’s purpose is to bring broad-based jobs and opportunities to the residents of the Puget Sound Region. This new group is in the initial stages of development and is asking for startup money from both the public and private sectors. Staff asked the committee if they wished for SeaTac to participate in this new alliance. The committee discussed with staff and had some reservations. Ultimately they agreed to participate in this new organization and allocated \$2,500 for startup funding. Staff will keep the council well informed of developments as this group progresses.</i></p>
<p>7. Town Hall Question Format</p>	<p><u> X </u> Recommended for Approval</p> <p><i>City Manager, Joe Scorcio, asked the committee what question format they wished to see for the March 28 Town Hall Meeting. The committee discussed their options. They agreed that current practice of both written and open mic questions was the best option. They will aim to clarify a time limit for open mic questions, and prompt the citizens to ask a question from Council, rather than comment. The Council will also be sure to have a “last call” for questions at the end of the meeting before adjourning. The Town Hall Meeting is scheduled for March 28, at 6:00 at the SeaTac Community Center.</i></p>
<p>8. Motion Authorizing City Manager to approve invoice over \$50,000 for payment</p>	<p><u> X </u> Recommended for Approval</p> <p><i>The City of SeaTac received an invoice from the King County Department of Elections for \$52,257.26 for 2017 Voter Registration Costs. City policy requires invoices over \$50,000 to be authorized for payment by the City Manager after City Council approval. City Manager, Joe Scorcio, asked the committee to approve a motion authorizing him to pay the invoice. This item was recommended for approval and will be on the March 13, 2018 Regular Council Meeting consent agenda.</i></p>

9. Space Allocation	<p><u>  X  </u> Informational Update</p> <p><i>City Manager, Joe Scorcio, discussed with the committee some proposed changes to department office/desk locations at City Hall. Following recent realignments and the addition of staff members, the 3<sup>rd</sup> floor of City Hall has reached capacity. Mr. Scorcio proposed moving the Legal Department, along with the City Clerk and records management division, to the 2<sup>nd</sup> floor to a vacant suite. This will free up space on the 3<sup>rd</sup> floor and give some larger departments the space they need to grow. The committee was in favor of the proposed changes and staff will begin implementing the changes immediately.</i></p>
10. Future Meeting Schedule/Topics	<p><i>The next A&amp;F Meeting will be held on March 22 at 4:00PM in Riverton Room 128.</i></p>

## Pre-approval or final approval of City Council and City Manager travel related expenses

### Travel Approval:

Aviation Noise Conference  
Feb 25 – 27, 2018  
Long Beach, CA

Budget Information: This Conference was not budgeted, but can be absorbed in the City Council's travel allocation for 2018.

Mike Siefkes	A&F Approval Date: 1.4.18 Estimated Costs	A&F Approval 1.4.18	A&F Approval 2.1.18	A&F Approval 3.22.18
Lodging, 2 nights	500			418.26
Meals	124			
Transportation – airfare and ground	400		186.60	
Registration	650	745		
Workshops	95			
<b>Total</b>	<b>1769</b>	<b>745</b>	<b>186.60</b>	<b>418.26</b>



# MEMORANDUM

To: Administration & Finance Committee  
Through: Joseph Scorcio, City Manager  
CC: Gwen Pilo, Finance Director & Vanessa Audett, HR Manager  
From: Jeff Robinson, CED Director  
Date: March 19, 2018  
Re: Position Re-classification

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## Summary

On February 27, 2018, through Agenda Bill 4815, an additional Permit Coordinator position was approved by the City Council as part of a budget amendment to accommodate the workload associated with development projects in the planning and/or predevelopment stages and to assist with the new workloads from the administration and oversight of the Interlocal Agreement (ILA) with the Port of Seattle. It was noted that this position was part of an initial response to the ILA.

## Background & Analysis

Upon further analysis, it would be more effective organizationally to establish a Permit Center Supervisor FTE at this time in lieu of the previously approved Permit Coordinator FTE. The position is currently vacant and it is the best time to make this change.

The rationale for this request centers on the continued need for a Senior Permit Coordinator to oversee the day-to-day processing and hands-on work on the wide range of permit types and to assist the Permit Coordinators with the daily work that is necessary at the Permit Counter, on emails and over the phone and with residents, developers, contractors, businesses.

The Supervisor would have responsibility for the oversight and administration of Permit Center activities and operations and to provide expert direction, training and resolution of complex administrative issues within CED that are related to the efficient operations of the CED Department. In addition, this position would be directly responsible for the processing and management of all Interlocal Agreement related pre-applications, applications, comment letters meetings and reports.

Another reason for this proposal is to relieve the Building Services Manager (BSM) of day-to-day oversight of the Permit Center and enable ILA-related assignments and responsibilities to be adequately addressed. In addition, the BSM needs time for addressing with the many large-scale and complex projects currently in the development pipeline.

This proposed new alignment will assure that the Permit Center will function efficiently for our customers; that the ILA-related responsibilities are properly administered in a timely manner; that on-going training of Coordinators is properly conducted; and, that strategic management of the Center can be implemented.

**Fiscal Impact**

The Department worked with Human Resources to create the new Permit Center Supervisor job description and organizational chart (attached) and perform a salary survey to determine the range comparison below:

<u>Current Position</u>	<u>Range</u>	<u>2018 Salary Survey/Year</u>
Permit Coordinator	41	\$50,460 - \$64,593
Permit Center Supervisor	51	\$64,593 - \$82,685

The intent is to immediately begin recruitment of the Permit Center Supervisor with a projected hire date of July 1, 2018.

The projected revenue from current and pending development activities can accommodate this additional expense in 2018. We do not see any financial limitations in the 2019-2020 biennium at this time.

**Authority**

SMC 2.65.030 states: “With written justification, the City Manager is authorized to adjust non-represented employee classification and compensation, subject to ratification by the Administration and Finance Committee, when necessary to carry out sound personnel management and to accomplish objectives within the City’s defined commitments. The City Manager may adjust classification and compensation of bargaining unit employees as established by their respective collective bargaining agreements.” The City has a joint labor management meeting scheduled for April 3, 2018 to discuss the proposal.

RCW 35A (sections 13.080 through 13.102) provide authority of the city manager to exercise general supervision over the administrative affairs of the code city, its departments and staff. Further, the city manager may prepare and submit to council such reports as he or she may deem advisable to submit in exercising supervision over the administrative affairs. The city manager may not amend the adopted budget.

This proposed reclassification may require an amendment to the 2017-2018 biennial budget, which proposal to Council is expected in late-May.

# CITY OF SEATAC

**CLASS TITLE: PERMIT CENTER SUPERVISOR**

Salary Range: 51

Essential Personnel: Yes  No

FLSA: Exempt

Union: Non-  
Represented

## **BASIC FUNCTION:**

Under the direction of the Building Services Manager, this position is responsible for the supervision and oversight of the Permit Center and TRAKiT information system administration, activities and operations, and to provide expert direction and resolution of complex administrative issues of the Permit Center of the Community & Economic Development Department. This includes; performing various administrative functions to ensure the proper application and issuance of permits in compliance with City and State regulations and practices; promoting continual improvement of customer service, the permit review process and coordination with other teams and departments. The Permit Center Supervisor provides training, supervision, work direction, performance evaluation, guidance and motivation to assigned personnel.

## **REPRESENTATIVE DUTIES:**

1. Supervise the daily operation of the Permit Center, assigned staff and the City's centralized permitting activities and programs in accordance with State and federal laws, City codes and best practices to assure the efficient, effective and timely review and issuance of permits; coordinate records management of permit applications, issued permits, inspection reports, general correspondence and permit related documents. *E*
2. Responsible for hiring, training, supervision, and performance evaluations of the Permit Center staff. Prioritize, assign and review work to assure efficient Permit Center operations. Establish clear goals and direction for the Permit Center team according to Community & Economic Development Department standards. *E*
3. Establish Permit Center staff work schedules to ensure permit center counter coverage. *E*
4. Responsible for overall department oversight and administration of the permit tracking software (TRAKiT) and serve as the administrator for "front end" issues and as the primary contact for trouble-shooting the permit tracking system problems. Maintain, modify, and update computer database programs and software. Train and assist staff in the efficient utilization of permit software to achieve consistent data among all divisions. Serve as the permit tracking system administrator for report generation and information extraction from TRAKiT. Coordinate with Information Services personnel for

administration of the permit tracking system. . *E*

5. Develop, implement and oversee the permit processes as related to the City's Interlocal Agreement with the Port of Seattle; ensuring quality control and quality assurance. *E*
6. Process and coordinate review of all Interlocal Agreement Pre-Application checklists for Port of Seattle-related development including land use, SEPA, Engineering Review, and Building activities and prepare reports for use by Department Director, City Manager and City Council committees.
7. Oversee and coordinate the permit processing of the City's most complex and visible development projects. Track and monitor the review times, ensuring that reviews are completed within the established review time guidelines. Provide plan review coordination over multiple City departments. Act as a liaison between other City departments, staff and the public. *E*
8. Oversee and coordinate the invoicing for the Franchise Utilities and coordinate collection efforts with the City's Finance Department. *E*
9. Continually monitor and evaluate the ongoing evaluation of permit process activities to improve customer service, productivity and efficiency while ensuring regulatory compliance. Evaluate and develop goals, objectives, policies, procedures and priorities and implement changes as needed. Analyze the effectiveness of operations to include evaluating work products, methods and procedures. *E*
10. Continually monitor and regularly provide updates of the Permit Center activities to the Building Services Manager and Community and Economic Development Department Director; prepare revenue details based on anticipated and actual Permit Center work; provide permit turnaround and process information, performance data, and prepare associated reports for the City Manager and City Council. *E*
11. Provide first level technical support and assistance to Permit Center staff and resolve complex issues by providing guidance to the assigned staff. *E*
12. Resolve unusual or difficult problems encountered in the issuance of a variety of permits. *E*
13. Support the Engineering Review Manager for all Site and ROW projects reviewed and approved by the Engineering Review Division and the Planning Manager for land use actions and permits. *E*
14. Coordinate with department heads and division managers to develop and implement systems to streamline citywide permitting processes, including editing and maintaining the content and design of related forms, handouts and miscellaneous documents to ensure smooth operation of citywide objectives. Ensure compliance with local and State laws



pertaining to permit applications and assist in implementing required changes to systems, policies and procedures as laws change. *E*

15. Supervise the maintenance of the centralized master file management system for all development, building and land use plans, applications and permit records, information and related documents. Train and provide guidance to assigned staff in the use and maintenance of this filing system. Supervise and oversee the preparation of documents for archiving, adhering to City and State requirements. *E*
16. Work directly with managers on a variety of permit related issues. Assigning staff to process public disclosure requests and provide copies of plans and permit files. Conduct surveys, research issues, prepare meeting materials and reports, and coordinate with other departments as needed. *E*
17. Participate in pre-application meetings for the more complex development projects. Explain the permit process and permitting application intake requirements for the various types of permits and land use applications. *E*
18. Compile information from various paper and computer records to assist the divisions in the preparation of the annual budget. Gather information and prepare reports giving input to future projection analysis and revenue tracking. *E*
19. Perform related duties as assigned. *E*

*E* denotes an essential function of the job

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **KNOWLEDGE OF:**

- Federal, State and local laws, codes and regulations.
- Principles of supervision, training, performance evaluation and corrective actions.
- Record keeping procedures and applicable retention requirements.
- General principles, practices, theories, terminology and application of municipal building, planning and engineering permits including permitting, plans examination and inspections.
- Modern methods and techniques of customer services
- Principles and practices of program development and administration.
- Principles of business letter writing and report preparation an analysis.
- Managing and monitoring a computer-based records and data input system.
- Methods and techniques of public speaking.

### **SKILL IN:**

- Providing excellent customer service to the public, co-workers and City employees.
- Developing and administering permit services goals, objectives and procedures.
- Selecting, supervising, training, motivating and evaluating staff and administering discipline as needed.

- Identifying and responding to sensitive community and organizational issues, concerns and needs.
- Interpreting and applying applicable Federal, State and local policies codes, laws, and regulations.
- Participating in the development and administration of Department goals, objectives and procedures.
- Operating a computer to enter data, maintain records, generate reports and provide electronically produced presentations.
- Communicating effectively both orally and in writing.
- Analyzing and interpreting permitting requests accurately and adopting an effective course of action.

**ABILITY TO:**

- Establish and maintain effective working relationships with others.
- Prioritize work and meet deadlines planning and organizing many and varied work assignments.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Handle several tasks simultaneously while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Train and explain codes, policies and procedures.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Associates of Arts degree in business administration or related field.
- Five (5) years increasingly responsible permitting experience including at least one (1) year in a supervisory capacity. Municipal experience required.
- Intermediate to expert level skill in database management software required; experience with TRAKiT preferred.
- A combination of education, training and experience that provides the candidate with the knowledge skills and abilities to perform the job will be considered.

**LICENSES AND OTHER REQUIREMENTS:**

- International Code Council (ICC) Certification as a Permit Technician required.
- Valid Washington State driver's license. A three year driving record abstract must be submitted prior to hire.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Work is performed in an office environment with extensive time spent at a desktop computer. Some travel is required.

**PHYSICAL ABILITIES:**

Sitting and standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; seeing to review plans and projects; hearing and speaking to exchange information. Lifting and carrying boxes or other objects weighing up to 20 pounds.

**HAZARDS:**

None other than standard hazards involved in working in an office position and driving a vehicle to meetings.

Updated: 03/18 J. Robinson / G. Schenk

My signature denotes my understanding of this position description as being an accurate and correct statement of the basic function and representative duties assigned to this position.

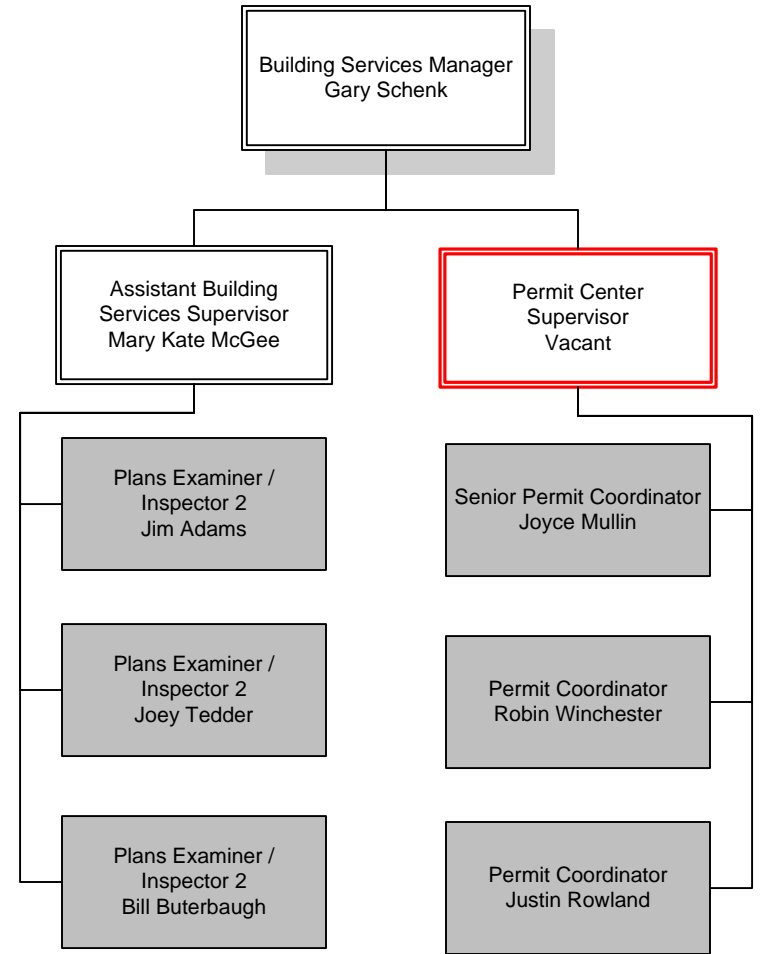
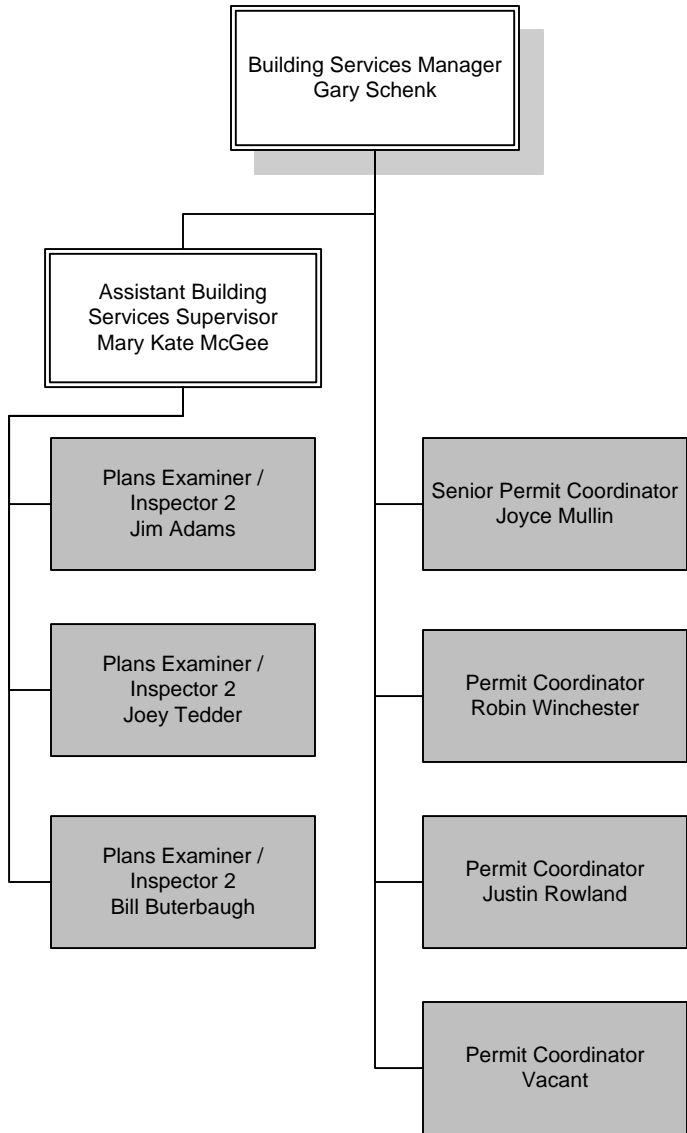
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Employee Signature

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Date

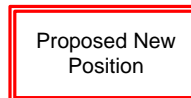
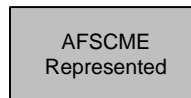
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Employee Name (*PRINTED*)

# Current Building Division Organization Chart

# Proposed Building Division Organization Chart



### Key



	Wage Grade
Permit Coordinator	41
Senior Permit Coordinator	47

	Wage Grade
Permit Coordinator	42
Senior Permit Coordinator	47
Permit Center Supervisor	51



# MEMORANDUM

To: Administration & Finance Committee  
From: Alexis Briggs, Budget Analyst  
Date: March 22, 2018  
Re: AWC Business License Workgroup Update

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Attached you will find the following documents for committee discussion:

1. Email from AWC to Cities Page 2
2. Draft Threshold for Model Ordinance Page 3
3. Draft “Engaging in Business” Model Page 4
4. SMC 5.05 Business Licenses Page 7

**Purpose of Discussion:** Finance Director, Gwen Pilo, will need to give feedback on draft language to AWC in near future.

**Questions:** Does the A&F committee support the proposed drafts? Are there any comments the committee would like to include as feedback?

City Mayors and Finance Directors:

Model Business License Threshold

EHB 2005 which passed in the 2017 legislative session and took effect on July 23, 2017, requires three actions by cities with business licenses and local B&O taxes.

1. Requires all cities with business licenses to administer their business licensing through the state's Business Licensing System (BLS) by 2027 or File Local by 2020;
2. Requires cities with business licenses to establish a workgroup to create a model business license with a minimum threshold and a definition of "engaging in business" by July 2018 for adoption by all business license cities by January 1, 2019; and
3. Establishes a task force on local B&O tax service apportionment under RCW 35.102.130 to report to the Legislature by October 2018.

A workgroup of cities has been meeting since August 2017 to develop language for a model ordinance and set a minimum threshold that would work for the wide variety of business license requirements in cities.

Last fall, AWC sent a survey to cities asking what elements of a threshold cities would prefer. Based on the responses of 87 cities, the work group's recommendation was that the threshold be based on the amount of revenues in the city per year and that it only apply to persons and businesses without a location in the city ("transient" businesses).

The threshold would:

- Only apply to general business licenses, not regulatory licenses or other local taxes.
- Allow cities to require registration with no fee for businesses under the threshold
- Not apply to businesses with a location in the city.
- Apply a minimum threshold of \$1,000 per year in the city.

Attached is draft language for the model threshold and engaging in business definition. Please review and provide your comments or concerns to Sheila Gall at [sheilag@awcnet.org](mailto:sheilag@awcnet.org).

**Model Business License Threshold**

**Threshold Exemption Option:**

To the extent set forth in this section, the following persons and businesses shall be partially exempt from either the registration, license and/or license fee requirements of this chapter:

- (1) Any person or business whose value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$1,000 (or higher threshold as determined by city) in the current year and who does not maintain a place of business within the city shall be exempt from the requirements of this chapter. The threshold applies to general business licenses, not regulatory licenses or activities that require a specialized permit.

**Threshold with Registration-only Option:**

For purposes of the license by this chapter, any person or business whose value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$1,000 (or higher threshold as determined by city) in the current year and who does not maintain a place of business within the city, shall file a business license registration, declare no fee due, and submit the registration to the Director or designee. The threshold applies to general business licenses, not regulatory licenses or activities that require a specialized permit.

**Engaging in Business Model:**

Model ordinance (adapted from B&O tax model ordinance):

"Engaging in business"

(1) The term "engaging in business" means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

(2) This section sets forth examples of activities that constitute engaging in business in the City, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimus business activities in the City without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of "engaging in business" in subsection (1). If an activity is not listed, whether it constitutes engaging in business in the City shall be determined by considering all the facts and circumstances and applicable law.

(3) Without being all inclusive, any one of the following activities conducted within the City by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf constitutes engaging in business and requires a person to register and obtain a business license.

(a) Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the City.

(b) Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the City.

(c) Soliciting sales.

(d) Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.

(e) Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.

(f) Installing, constructing, or supervising installation or construction of, real or tangible personal property.

(g) Soliciting, negotiating, or approving franchise, license, or other similar agreements.



(h) Collecting current or delinquent accounts.

(I) Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.

(j) Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.

(k) Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.

(l) Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.

(m) Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the City, acting on its behalf, or for customers or potential customers.

(n) Investigating, resolving, or otherwise assisting in resolving customer complaints.

(o) In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.

(p) Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.

(q) Accepting or executing a contract with the City, irrespective of whether goods or services are delivered within or without the City, or whether the person's office or place of business is within or without the City.

(4) If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the City but the following, it need not register and obtain a business license.

(a) Meeting with suppliers of goods and services as a customer.

(b) Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.

(c) Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible

personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.

(d) Renting tangible or intangible property as a customer when the property is not used in the City.

(e) Attending, but not participating in a "trade show" or "multiple vendor events". Persons participating at a trade show shall review the City's trade show or multiple vendor event ordinances.

(f) Conducting advertising through the mail.

(g) Soliciting sales by phone from a location outside the City.

(5) A seller located outside the City merely delivering goods into the City by means of common carrier is not required to register and obtain a business license, provided that it engages in no other business activities in the City. Such activities do not include those in subsection (4).

The City expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the constitutions of the United States and the State of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

**SMC 5.05 Business Licenses and Regulations**

**5.05.010 Definitions.**

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For purposes of this chapter, the following definitions shall apply:

A. “Business” includes all activities engaged in with the object of gain, benefit, or advantage, directly or indirectly, except nonprofit organizations as defined in SMC 5.05.060. The term “business” shall specifically include the letting for rent or lease for residential occupancy on a month-to-month basis, or longer term, of any single-family structure, any multi-family structure containing more than one (1) dwelling unit, or spaces within a mobile home park.

B. “Person” means any individual, corporation, company, firm, joint stock company, copartnership, joint venture, trust, business trust, club, association, society, or any group of individuals acting as a unit, whether mutual, cooperative, fraternal, nonprofit, or otherwise, receiver, administrator, executor, assignee, or trustee in bankruptcy.

C. “Year” means the twelve (12) month period commencing April 1st and ending on the following March 31st. (Ord. 16-1019 § 1 (part))

# Budget Development Calendar

CITY OF SEATAC

June		June	
	1 2	6/1/2018	City Manager to send Macro Budget Memo to Council
3	4 5 6 7 8 9	6/1/2018	Finance to Update Financial Polices
10	11 12 13 14 15 16	6/4/2018	Finance to Prepare Initial Revenue Forecasts
17	18 19 20 21 22 23	6/14/2018	Finance to present Financial Policies to Administration & Finance Committee
24	25 26 27 28 29 30	TBD	Council to Conduct Macro Budget Workshop

July		July	
1	2 3 4 5 6 7	7/2/2018	Finance to Finalize Decision Card Process
8	9 10 11 12 13 14	7/2/2018	Finance to Prepare Salary & Benefit Projections
15	16 17 18 19 20 21	7/13/2018	All Departments to Participate in Internal Budget Workshop
22	23 24 25 26 27 28	7/13/2018	Budget Call - All Departments Receive Budget Preparation Instructions
29	30 31		

August		August	
	1 2 3 4	8/13/2018	All Departments Submit Decision Cards to Finance
5	6 7 8 9 10 11	8/13/2018	All Departments Submit Capital Improvement Project (CIP) Inputs to Finance
12	13 14 15 16 17 18	8/24/2018	Finance to Finalize Draft CIP
19	20 21 22 23 24 25		
26	27 28 29 30 31		

September		September	
	1	9/7/2018	Finance to Finalize Decision Cards
2	3 4 5 6 7 8	9/10-18/2018	City Manager to Meet with Department Heads to Review Requests
9	10 11 12 13 14 15	9/28/2018	Finance to Finalize Preliminary Budget
16	17 18 19 20 21 22		
23	24 25 26 27 28 29		
30			

October		October	
	1 2 3 4 5 6	10/1/2018	City Manager to Submit Proposed Preliminary Budget to Council
7	8 9 10 11 12 13	10/19/2018	Finance to Prepare Budget in Brief
14	15 16 17 18 19 20	10/22/2018	City Manager to Prepare Budget Message
21	22 23 24 25 26 27	10/30/2018	City Clerk to File Notice of Public Hearings (Budget & Property Tax)
28	29 30 31	TBD	Council to conduct Budget Workshops

November		November	
	1 2 3	11/2/2018	Finance to File Preliminary Budget with City Council and City Clerk
4	5 6 7 8 9 10	11/13/2018	Council to Hold Public Hearing on 2019-2020 Preliminary Budget
11	12 13 14 15 16 17	11/13/2018	Council to Hold Public Hearing to set 2019 Property Tax Rate
18	19 20 21 22 23 24	11/27/2018	Council to Adopt 2019-2020 Budget and set 2019 Property Tax Rate (if needed)
25	26 27 28 29 30	11/30/2018	Finance to File 2019 Property Tax Levy with King County

December		December	
	1	12/11/2018	Council to Adopt 2019-2020 Budget (if needed)
2	3 4 5 6 7 8		
9	10 11 12 13 14 15		
16	17 18 19 20 21 22		
23	24 25 26 27 28 29		
30	31		

**DEPARTMENT KEY**

- City Manager
- Finance
- City Council
- All Departments
- City Clerk