

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

**9.26.19 A&F**

**Expense Approvals**

ICMA Annual Conference  
Nashville, TN  
October 20-23, 2019 (pre-conference begins Oct 19)

City Manager Cole	A&F Date 7.11.19 Budget estimates	A&F Date 7.11.19	A&F Date 9.26.19
Lodging	1,250		
Meals	300		
Transportation (airfare)	700		415.99
Registration	800	720	
<b>Total</b>	<b>\$3,050</b>	<b>\$720</b>	<b>415.99</b>

  
Erin Sitterley, Chair

# Mid Biennium Review Calendar DRAFT

## CITY OF SEATAC

August										August	
				1	2	3	8/23/2019	Finance to Distribute Revenue and Expenditure Estimate Worksheets			
4	5	6	7	8	9	10	8/26/2019	Finance to Distribute Performance Indicators			
11	12	13	14	15	16	17					
18	19	20	21	22	23	24					
25	26	27	28	29	30	31					

September										September	
1	2	3	4	5	6	7	9/9/2019	Finance to Finalize 2019-2020 Budget Amendment; Post A&F Packet			
8	9	10	11	12	13	14	9/12/2019	Council to Review 2019-2020 Budget Amendment (A&F Meeting)			
15	16	17	18	19	20	21	9/16/2019	All Departments to Submit Revenue and Expenditure Estimates to Finance			
22	23	24	25	26	27	28	9/16/2019	All Departments to Submit Mid Biennium Decision Cards to Finance			
29	30						9/24/2019	Council to Adopt 2019-2020 Budget Amendment			

October										October	
		1	2	3	4	5	10/4/2019	PW to Submit Equipment Replacement Costs to Finance			
6	7	8	9	10	11	12	10/7/2019	All Departments to Prioritize Decision Cards			
13	14	15	16	17	18	19	10/8/2019	City Clerk to File Notice of Public Hearing (Property Tax)			
20	21	22	23	24	25	26	10/10/2019	Council to Review 3rd QTR Reports and 2020 Property Tax; Provide Policy Direction (A&F Meeting)			
27	28	29	30	31			10/14/2019	Finance to Finalize Mid Biennium Modification; Post A&F Packet			
							10/17/2019	Council to Review Mid Biennium Modification (Special A&F Meeting)			
							10/22/2019	Council to Hold Public Hearing to set 2020 Property Tax Levy			
							10/29/2019	City Clerk to File Notice of Public Hearing (Budget)			
							10/31/2019	Council to Review Mid Biennium Modification (A&F Meeting - if needed)			

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

December										December	
1	2	3	4	5	6	7	12/10/2019	Council to Adopt 2019-2020 Budget Amendment (if needed)			
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