

# **FORM A – Budget Proposal Worksheet for Deliberations Papers**

For Budget Committee on 10.16 - 10.22; due to CS Analyst (Budget Lead) on Thursday, 10.10.19 @ 10am

Request Sponsor (Councilmember)	Sawant
Department(s) Affected	HSD
Council Budget Action Type (click all that apply):	

# Council Budget Action Type (click all that apply): □ Budget Amendment □ CIP Amendment □ Proviso □ Statement of Legislative Intent Confidentiality – Check One: □ Not Confidential – May be discussed with other Councilmembers and/or Executive staff. □ Confidential – Do not discuss until agenda materials are released.

## **Brief Description** of Proposed Budget Action

Funding Details (if known)
One-Time or Ongoing:
Ongoing
FTE Adds or Cuts:

## **Considerations:**

- Restricted revenue: Many sources of revenue, including gas taxes, some excise taxes and grants, are dedicated solely for use on specific purposes. Check with your Central Staff lead analyst if you're unsure.
- <u>Gifts of public funds:</u> The City may not give money to another party without receiving a public benefit in exchange.

Instructions on page 2

### **Instructions:**

- 1. Complete as many fields as possible. If you don't yet have all the necessary information or if you are not certain how to answer a question, please consult with the relevant Council Central Staff member for assistance.
- 2. Once the form is complete, please save the file with the following format:

[Department Acronym] [Very brief title that describes the request] – [CM Initials] [MMDDYYYY] **Example:** LEG M&M dispenser for the green room – CMSB 10012019

3. Email the completed and saved form to the lead Central Staff analyst and copy Paddy Wigren.