

Hi Commissioners and All –

Thank you for your patience and flexibility during this year's new process. We understand the May 21 deadline for budget recommendations is quickly approaching. We believe a joint recommendation will be stronger if it includes the best thinking from each Commission, and we want to ensure an opportunity for each Commission to first flesh out its individual priorities.

Here are suggested next steps:

- 1) Each Quality of Life Commission submits one form for each FY 2019 budget recommendation. Then, each Commission adopts its recommendations by resolution; this will be transmitted to Council. (Please send the final version to the Equity Office ASAP for step 2.)

- Deadline from Budget Office: **May 21**

As needed, Commissions can also take action to grant authority to working group representatives to prepare a joint recommendation on their behalf. Due to the meeting and time constraints, this would provide some flexibility.

- 2) Staff will take a first stab at combining each QoL Commission's recommendations and dollar amounts from the "joint recommendation list" generated at work session #2. By the date below, the Equity Office will provide the combined list back to this working group to review, adjust as needed, and finalize.

- Target Date: **May 24**

- 3) Commissioners in the working group prepare and submit a joint memo/letter to Council (cc: City Manager) that incorporates joint recommendations.

- Deadline to submit letter: **June 20, although sooner is preferred** to allow sufficient time for incorporation into the City Manager's proposed budget.

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