



## MEMORANDUM

**TO:** Boards and Commissions Members

**FROM:** Ed Van Eenoo, Deputy Chief Financial Officer *EW*

**DATE:** February 6, 2019

**SUBJECT:** Boards and Commissions Participation in the FY 2019-20 Budget Process

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Soliciting input from our boards and commissions continues to be a vital component of the annual budget development process. Each board and commission is uniquely situated to provide a valuable perspective to City staff on resident programmatic needs and experiences with service delivery.

This year, direction has been delivered to staff to focus the budget development process on continuous improvement and identifying efficiencies to better position the City in the event that the State Legislature lowers the property tax revenue cap. Input that supports this year's budget direction would ideally assist departments in identifying areas to increase efficiencies, improve effectiveness, and attain more equitable service delivery.

To ensure that your priorities can be fully integrated into the budget development process, your input is requested earlier than in previous years. Boards and commissions should work with their staff liaisons and department financial staff to submit their budget recommendations by early May. The Budget Office will provide a standardized submission option to capture your recommendations and to help facilitate the submittal process.

Thank you for your time and hard work. Your assistance is a critical resource to staff as the budget is developed and refined. If you have any questions, require additional information about this process, or wish to schedule a briefing from the Budget Office on the FY 2019-20 budget process, please contact Katie Stewart at 512-974-7887 or [Katie.Stewart@austintexas.gov](mailto:Katie.Stewart@austintexas.gov).

xc: Mayor and Council  
City Manager  
Assistant City Managers  
Department Directors  
Chief Financial Officer  
Deputy Chief Financial Officers