



OFFICE OF THE CITY MANAGER  
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MARK B. JINKS  
City Manager

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September 4, 2018

Dear City Board, Committee, and Commission Chairs,

Thank you for your commitment of time and knowledge to one of our City boards, committees and commissions. I recognize the importance of your input and guidance on the major policy decisions that our community faces. As we begin the FY 2020 budget development process, I wanted to share with you the progress City departments have already made and request the priority areas of your board, committee or commission in the upcoming year.

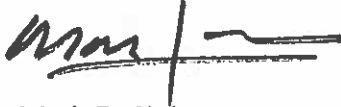
While the City is on sound footing financially, the needs and expectations of the community exceed our current resources. Similarly, the economy shows promising signs of growth however we remain in a period of economic uncertainty. These are not new or unique challenges for local governments. To address these challenges the City is continuing its multi-year effort to prioritize services using the Priority-Based Budgeting (PBB) model. PBB is a nationally recognized best practice designed to assist local governments make well-informed, strategic budget decisions by re-examining what local governments do, how much it costs, and why they are in certain lines business.

I believe using priority-based budgeting will help better identify how the City allocates its finite resources, and further educate City Council, residents and business owners as to how their tax dollars are invested to provide needed services and deliver quality results to our community.

While this approach will provide a different way to evaluate the City budget, it will not make the difficult decisions for us. PBB is one input in the overall decision-making process. To inform the decision-making process, I would appreciate input on the priorities of your board, committee or commission. Specifically, it would be helpful to know the policy and programmatic areas under your respective purview that are (1) the highest priorities, (2) areas which are lower priorities, and (3) areas where additional resources (if available) should be applied. Your feedback will assist City staff in developing budget proposals that support the priorities of our community at large.

Please provide feedback to me, coordinated through your staff liaison, by **October 26, 2018**. There will be additional opportunities to provide input in the budget process through the department for which you provide advice and counsel and at the budget public hearing in March. Thank you in advance for your thoughts and priorities as we embark on the development of the FY 2020 budget.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark B. Jinks", written over a horizontal line.

Mark B. Jinks  
City Manager

cc: The Honorable Mayor and Members of City Council  
Morgan Routt, Director, Office of Management & Budget  
Staff Liaisons to Boards, Committees and Commissions  
Department Directors