

Memo

To: Members, 30th Board
From: Matthew Quinones, President
Date: 1/30/2018
Re: Annual City Budget

The City's annual budget process has begun. Typically, starting in December and running through early January, departments submit budget requests to the Mayor for review and consideration. The Mayor then works with his administration to review the submissions and create a budget while simultaneously receiving additional information such as tax collection rates, expected grant and other revenues, etc. The Mayor must present his final budget to the Boards of Finance and Representatives for their review no later than March 9, 2018. The Board then reviews the annual budget submission on a department-by-department basis.

There is no requirement in the budget process for the Mayor to receive input from the Board of Representatives or the Board of Finance prior to presenting his final budget. It is my belief that sharing input from our respective constituencies and offering recommendations will strengthen the proposed Annual City Budget published by the Mayor. In an attempt to have the Board of Representatives take a more proactive role in the budget preparation process, three opportunities to solicit input from individual Board of Representatives members will be available.

Submissions of Representative's Recommendations

Please use the attached form to provide any budget recommendations to be conveyed to the Mayor and submit it to the Board Office as soon as possible, but **no later than 5:00 p.m. on February 13, 2018**. This material will be compiled and be included in a Budget Report to the Mayor.

Annual Budget Input Meeting

The Mayor has called a meeting on Tuesday, February 20, 2018 at 7:00 p.m. in the Legislative Chambers to solicit member input related to the City Annual Budget. A presentation of the Representatives' recommendations will be given to the Mayor and members will have an opportunity to amplify and explain any recommendations contained in the report as well as to provide the Mayor with additional recommendations they may have. Please note this is a meeting hosted by the Mayor and thus will not require consideration by the Steering Committee.

February Fiscal Committee Meeting

A Budget Recommendations review item has been placed on the February Steering Committee Agenda for consideration. The intent of the review item is to receive a presentation from the Administration responding to the recommendations submitted by individual members of the Board of Representatives.

I encourage members to continue to seek input from neighborhood associations, other community agencies and groups, not-for-profits and/or city facilities and convey this information through these channels to the Mayor so that he can consider it as he prepares the final budget. Please use this time to contact constituents and organizations in your districts to discuss their needs, both capital and operating, as they relate to the upcoming budget.

Thank you for your attention to this request.

MQ/vr

Board of Representative Budget Items

Capital/ Operating	Project	Submitted By