



To: City of Gilroy Housing Advisory Committee Members

From: Bryce Atkins, Finance Manager – Budget Division

Re: **Introduction of Budget Request Process for FY 20 and FY 21**

Date: January 9, 2019

City staff are in the initial phases of budget development for Fiscal Years (FY) 2019-20 and 2020-21. The City Council asked staff during the 2017 budget process to seek input of commissions in the development of future budgets. Staff is requesting budget requests from commissions early in the process to receive input on what commissions would like to see funded in the upcoming budget cycle. Some requests may be included by staff into the staff recommended budget, but all comments will be compiled and Council will see all requests in the staff report and potentially the budget book itself.

Each commission is requested to identify what they desire to be funded, and an estimate of the cost to accomplish the request. Requests should link to one or more of the following:

- Any commission/committee work plan that has been established;
- Any master plan that the commission/committee works under; or
- Any Council Strategic Plan Goal

Staff will return at the next meeting to receive the comments and requests for budget appropriations. Comments and request should be issued by the board collectively, not each individual member. An action to approve the recommendations is advisable.