

TO: Department Heads

FROM: Mayor Dewey F. Bartlett

DATE: Tuesday, December 30, 2014

SUBJECT: FY 16 Budget Instructions

As you and your staff begin the preparation of your FY16 and FY17 budget request and review current operations, if there are opportunities for operational efficiencies, revenue or expenditures improvements my budget team would welcome your ideas. Ideas such as but not limited to;

- New Revenue Sources
- Updated Revenue Rates/Fees – Cost Recovery
- Operating Efficiency
- Technology enhancements
- Sale of assets – Property no longer needed and/or too expensive to maintain
- Property Leases – Potential saving from negotiation of terms/revenue
- Etc.

We would ask that you provide a **brief summary by January 16, 2015**. Your ideas will be reviewed, but the most promising ideas may be discussed at the Mayor/Council retreat in early February. I also encourage you to utilize the Management Review Office (MRO) as a resource for your ideas.

The City's finances continue to recover and FY15 revenues and expenditures remain close to projected levels. Things are better and I want to thank all of you for contributing to our stability and success. During the FY15 budget adoption priorities were identified for the use of revenues above projections to address compensation issues and to fund Police and Fire academies. The full year impact of implementing those priorities will consume most, if not all, of the General Fund revenue growth for FY16. Enterprise funds also remain challenged and most can only be balanced with continued rate increases. With limited resources expected, the FY16 Plan approved with the FY15 Adopted Budget should be used as a guide for establishing your FY16 requested funding levels and services. Please contact Budget for a copy of your departments detail FY16 Plan if needed. Please include a copy of your responses with your FY 16 budget submission material due January 30, 2015.