

Memo

To: City of Marco Island Advisory Committee Chairs
From: David Harden, City Manager *DH*
cc: City Council, Staff Liaisons, Finance Director
Date: March 11, 2019
Re: FY 2020 Budget Preparation

City staff will soon begin preparation of the Fiscal 2020 budget. If your committee expects to incur operating expenses during the coming year, such as for public education, please prepare a request describing in detail what requested funds will be used for and your justification for the expense.

In addition to requesting funds for committee operating expenses, you may wish to advise the City Council regarding capital projects or operating programs currently provided by the City or needed in your area of responsibility.

Please ensure that your requests and recommendations to Council are submitted to my office no later than April 30, 2019.

Cover Sheet: Budget Request(s)

Committee:

Staff Liaison(s):

I. FY 2020 BUDGET ADD ON REQUEST(s):

<u>Item #</u>	<u>Budget Request(s)</u>	<u>Amount</u>
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Total Budget Request		\$ 0.00

***Behind This Cover Sheet**

please provide the detail for what the requested funds will be used for and your justification for the expense

Signature: _____ Date _____

Cover Sheet: Budget Recommendation(s)

Committee:

Staff Liaison(s):

I. FY 2020 BUDGET ADD ON RECOMMENDATION(s):

<u>Item #</u>	<u>Budget Recommendation(s)</u>	<u>Amount</u>
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Total Budget Request		\$ 0.00

***Behind This Cover Sheet**

please provide the detail for what the requested funds will be used for and your justification for the expense

Signature: _____ **Date** _____