



# MEMORANDUM

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**To:** Mayor and City Councilors  
**From:** Rich Olson, City Manager  
**Date:** January 24, 2013  
**Re:** Consideration – Adoption of Budget Work Session Calendar

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## ***BACKGROUND:***

During their meeting held on January 24, 2013, the Finance Committee discussed the formulation of the budget work session calendar for the Fiscal Year 2013-2014 budget.

City staff requested that a pre-budget work session be scheduled in order that the Council could provide guidance regarding the preparation of the Manager's Recommended Budget. The Finance Committee has recommended that session be held during the Council's normal work session scheduled for February 25, 2013.

Following the Council's pre-budget work session, budget meetings with the Finance Committee and budget work sessions for the full City Council have been recommended, as provided herein.

All budget meetings of the Finance Committee have been scheduled for 5:30 p.m. to allow attendance and participation by all members of the City Council.

## ***ANALYSIS:***

The following is the budget work session calendar recommended by the Finance Committee for the Council's consideration. (Monthly calendar pages are attached for February, April, May and June, which have all regular and budget meetings scheduled for your convenience.)