



# 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.)

<b>Date</b>	<b>Time</b>	<b>Purpose</b>
February 25, 2013	5:30 p.m.	Full Council Pre-Budget Work Session
April 15, 2013	5:30 p.m.	Full Council Budget Presentation
April 25, 2013	5:30 p.m.	Finance Committee Budget Meeting
May 2, 2013	5:30 p.m.	Finance Committee Budget Meeting
May 7, 2013	5:30 p.m.	Full Council Budget Work Session
May 20, 2013	5:30 p.m.	Finance Committee (or Full Council) Budget Meeting (TBD)
May 28, 2013		Call for Public Hearing on Budget during Regular City Council Meeting
June 10, 2013		Hold Public Hearing on Budget (Possible adoption of budget)
June 24, 2013		Adoption of Budget during Regular Meeting, if needed

***STAFF RECOMMENDATION:***

By motion, adopt the budget meetings calendar as recommended by the Council Finance Committee.

RCO/vdw

February Calendar. This Calendar template is blank, printable, and editable. Courtesy of WinCalendar.com.

~ February 2013 ~						
◀ January						March ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 Regular City Council Meeting	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Pre Budget Work Session and Regular City Council Meeting	26	27	28	Notes:	

[More Calendars](#) [Mar 2013](#) [Apr 2013](#) [May 2013](#)

Created with [WinCalendar Calendar Creator](#).

- ▶ For more layouts (60+), colors, options & for calendars with holidays download WinCalendar Calendar Maker.
- ▶ You can also import Google Calendar, Yahoo Calendar & Outlook data onto created calendars.

~ April 2013 ~						
◀ March						May ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8 Regular City Council Meeting	9	10	11	12	13
14	15 Full Council Budget Presentation 5:30 p.m.	16	17	18	19	20
21	22 Work Session and Regular City Council Meeting	23	24	25 Finance Committee Budget Meeting – 5:30 p.m.	26	27
28	29 Joint City/County Meeting	30	Notes:			

[More Calendars](#) [May 2013](#) [Jun 2013](#) [Jul 2013](#)

~ May 2013 ~						
◀ April						June ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 Finance Committee Budget Meeting at 5:30 p.m.	3	4
5	6	7 Full Council Budget Work Session – 5:30 p.m.	8	9	10	11
12	13 Regular City Council Meeting	14	15	16	17	18
19	20 Finance Committee (or Full Council - TBD) Budget Meeting at 5:30 p.m.	21	22	23	24	25
26	27 Memorial Day Holiday	28 Work Session and Regular City Council Meeting <i>Call for Public Hearing on Budget</i>	29	30	31	<b>Notes:</b>

More Calendars: [June](#), [July](#), [August](#)



~ June 2013 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10 Regular City Council Meeting <i>Public Hearing on Budget (and possible adoption of budget)</i>	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Work Session and Regular City Council Meeting <i>(Adoption of Budget, if needed)</i>	25	26	27	28	29
30	<b>Notes:</b>					

More Calendars: [Jul 2013](#), [Aug 2013](#), [Sep 2013](#)