



MEMORANDUM

To: Members of the Finance Committee
From: Rich Olson, City Manager
Date: February 7, 2015
Re: Consideration – Adoption of FY 15-16 Budget Meetings Calendar

BACKGROUND:

It is now time for the City Council to adopt a budget meetings calendar for the FY 2015-2016 budget. Last year, the full Council met for an initial budget presentation, followed by two meetings of the Finance Committee. Once the Finance Committee completed the review of each department's budget, a meeting of the full Council was held to discuss the actions proposed by the Finance Committee.

Additional meetings of the Finance Committee could be scheduled if needed. All Finance Committee meetings would occur at 5:30 p.m. in order to allow all members of the Council to attend and participate in the budget discussion.

ANALYSIS:

Staff has utilized the same series of meetings that we have used over the last two years in preparing the proposed budget meetings calendar (attached).

Staff would present the 2015-2016 budget to the entire City Council during a 5:30 p.m. meeting on April 13, 2015, prior to the regular meeting scheduled that day. The two Finance Committee budget meetings would be held on Wednesday, April 22 and Thursday, May 7, respectively. The next meeting in front of the full Council would be Monday, May 18 at 5:30 p.m. An additional meeting of the Finance Committee (or full Council), if needed would occur on Thursday, May 21. The call for the Public Hearing would be held on Tuesday, May 26, with the public hearing occurring on June 8. Final adoption of the budget would take place during the June 22, 2015 Council meeting.

STAFF RECOMMENDATION:

By motion, recommend that the City Council adopt the attached Budget Work Session calendar for the fiscal year 2015-2016 budget, as presented.

RCO/vdw

PROPOSED BUDGET CALENDAR FOR FY 2015-2016

DATE	TIME	PURPOSE
April 13, 2015 Monday	5:30 p.m.	Full Council Budget Presentation
April 22, 2015 Wednesday	5:30 p.m.	Finance Committee Budget Meeting
May 7, 2015 Thursday	5:30 p.m.	Finance Committee Budget Meeting
May 18, 2015 Monday	5:30 p.m.	Full Council Budget Work Session
May 21, 2015 Thursday	5:30 p.m.	Finance Committee (or Full Council) Budget Meeting (TBD)
May 26, 2015 Tuesday	7:00 p.m.	Call for Public Hearing on Budget during Regular City Council Meeting
June 8, 2015 Monday	7:00 p.m.	Hold Public Hearing on Budget (Possible Adoption of Budget)
June 22, 2015 Monday	7:00 p.m.	Adoption of Budget during Regular Meeting

April 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Good Friday Holiday	4
5	6	7	8	9	10	11
12	13 Budget Meeting 5:30 Regular Meeting 7 p.m.	14	15	16	17	18
19	20	21	22 Finance Budget Meeting 5:30	23	24	25
26	27 Work Session 5:30 Regular Meeting 7 p.m.	28	29	30		
<u>March 2015</u>	Printfree.com Printable Calendars					<u>May 2015</u>

May 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7 Finance Budget Meeting 5:30 p.m.	8	9
10	11 Regular Meeting 7 p.m.	12	13	14	15	16
17	18 Council Budget Meeting 5:30	19	20	21 Finance Budget Meeting 5:30	22	23
24	25 Memorial Day Holiday	26 Work Session 5:30 Regular Meeting 7 p.m.	27	28	29	30
31						
April 2015	Printfree.com Printable Calendars					June 2015

June 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 Regular Meeting 7 p.m. Hold Public Hearing on Budget	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Work Session 5:30 Regular Meeting 7:00 Adopt Budget	23	24	25	26	27
28	29	30				
<u>May 2015</u>	Printfree.com	Printable Calendars	Customizable Monthly Calendars			<u>July 2015</u>