

## Legislative File No: 2016-0280

TO: Mayor and City Council Members

**FROM:** Leanne L. Scott, CMC, Deputy Clerk

**DATE:** August 17, 2016

**SUBJECT:** Documents for 2017 Special Meeting (Budget)

A City Council Special Meeting has been scheduled for Monday, August 22, 2016. This Special Meeting has been scheduled to discuss the proposed 2017 Budget.

The agenda packet you receive for the Special Meeting will have a Presentation Schedule attached. The Presentation Schedule identifies the page number you may want to refer to in both the Budget book and the Technical Appendix workbook. This schedule will be a very useful tool during your budget discussions. In addition, you will need to bring your proposed 2017 Budget book and your 2017 Technical Appendix workbook with you to the session.

As always, if you have any questions or need any assistance, feel free to contact me.