



MEMORANDUM

To: City of Menasha Common Council

From: Peggy Steeno, Director of Administrative Services

Date: August 31, 2016

RE: **UPDATED** 2017 Budget Workshop Dates/Times

Please note that one of the 2017 Budget Workshop Dates that was listed in the August 15th Council Packet was not correct.

The following is an *updated* list of the 2017 Budget Workshops:

- Workshop #1 – 5 PM - Wednesday, November 2nd
 - Presentation/Overview of the Overall Budget
 - Department Reviews
- Workshop #2 – 5 PM - Thursday, November 3rd
 - Department Reviews
- Workshop #3 – 5 PM - Wednesday, November 9th
 - Follow-Ups from Workshops #1 and #2
 - Department Reviews
- Workshop #4 – 5 PM - Monday, November 14th
 - Follow-Ups from Workshop #3
 - Capital Improvement Program Review
 - Direction Regarding the Final 2017 Budget

Additional information, including a listing of the individual budgets to be reviewed on each date, will be distributed at a later date, in advance of the workshops.

Please let me know if you have questions on this. Otherwise, I will continue to provide updates and requested information as promptly as possible as we progress through this year's process in order to arrive at a final budget at the November 21st Council Meeting.