

M E M O R A N D U M

DATE: February 23, 2011

TO: Honorable Mayor and Councilmembers

FROM: Patricia Allison, City Manager's Office

SUBJECT: **REQUEST BY DEPUTY MAYOR SANCHEZ FOR STAFF ASSISTANCE PER CITY COUNCIL POLICY 100-20 TO FACILITATE RECOMMENDATIONS FROM THE MAYOR AND COUNCILMEMBERS FOR THE FY 2011-12 BUDGET, INCLUDING RECOMMENDATIONS FOR BUDGET REFORM, AND PROVIDING THAT ALL COUNCILMEMBERS: ARE GIVEN EQUAL ACCESS TO STAFF, RECEIVE ANY INFORMATION PROVIDED BY STAFF, ARE RESTRICTED TO SPEAKING TO DEPARTMENT DIRECTORS ONLY, AND ARE PROHIBITED FROM PROVIDING DIRECTION TO STAFF**

Backup material, if any, will be distributed separately.