

COUNCIL AGENDA: 12-08-09
ITEM: 2.12

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Lee Price, MMC
City Clerk

SUBJECT: SEE BELOW

DATE: 12-03-09

SUBJECT: 2010-2011 CITY BUDGET CALENDAR AND BUDGET STUDY SESSION SCHEDULE

RECOMMENDATION

As recommended by the Rules and Open Government Committee on December 2, 2009 and outlined in the attached memo previously submitted to the Rules and Open Government Committee, adopt the proposed 2010-2011 City Budget Calendar and the detailed schedule for City Council Budget Study Sessions on the City's 2010-2011 Operating Budget and the 2010-2011 Capital Budget and 2011-2015 City Capital Improvement Program.



Memorandum

TO: RULES COMMITTEE
FROM: Jennifer A. Maguire
SUBJECT: 2010-2011 CITY BUDGET
CALENDAR AND BUDGET
STUDY SESSION SCHEDULE
DATE: November 23, 2009

Approved

Date

11/23/09

RECOMMENDATION

- A) It is recommended that the Rules Committee and the City Council adopt the proposed 2010-2011 City Budget Calendar as presented in Attachment A and the detailed schedule for City Council Budget Study Sessions on the City's 2010-2011 Operating Budget and the 2010-2011 Capital Budget and 2011-2015 City Capital Improvement Program as presented in Attachment B and explained in this memorandum.
- B) Direction to provide a one-week turn-around for City Council consideration.

ANALYSIS

Provided with this memorandum is a proposed calendar (Attachment A) to be used as a basic plan in preparing, reviewing and approving the 2010-2011 Operating and Capital Budgets, as well as the 2011-2015 Five-Year Capital Improvement Program. Adoption of this schedule and process would follow the City of San José Annual Budget process as shown on Attachment C. Consistent with past years, the process has already begun this year with the October City Council review of the 2008-2009 Annual Report that summarized prior-year financial results and the November 5th Special City Council Meeting to begin 2010-2011 budget planning discussions.

The remaining elements and dates for the 2010-2011 proposed budget process reflect relatively few changes from that used last year. The intended release date for the Proposed City Operating Budget, for example, will be Monday, May 3, 2010. The Proposed City Capital Budget and Capital Improvement Program, however, is scheduled to be released almost two weeks earlier than the Proposed City Operating Budget, on Monday, April 19, 2010, in order to provide the Planning Commission adequate review time in advance of their Capital Budget Study Session that is scheduled for Wednesday, May 5, 2010. The release of the Proposed Fees and Charges Report is scheduled for Friday, May 7, 2010. Additionally, consistent with the City's Community Based Budgeting Process, the 2010-2011 Telephone Community Survey, the 2010-2011 Neighborhood Association/Youth Commission Priority Setting Session, and the 2010-2011 City Council/Senior Staff Retreat Study Session have been retained.

RULES COMMITTEE

November 23, 2009

Subject: 2010-2011 CITY BUDGET CALENDAR AND BUDGET STUDY SESSION SCHEDULE

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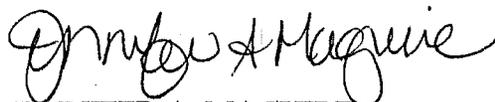
ANALYSIS (Cont'd.)

The schedule for the City Council Study Sessions held during mid-May is also proposed as outlined on Attachment B. These eight sessions will take place in the City Council Chambers. A detailed schedule outlining the order of review for the Operating Budgets, including review of CSA Overviews, Core Service Changes and Performance Measures, the 2010-2011 Capital Budget and 2011-2015 Capital Improvement Program, and the 2010-2011 Fees and Charges Report will be released at a later date.

Also included in the proposed calendar is an additional Study Session on December 17, 2009 from 9:00 am - noon for early stakeholder engagement on the 2010-2011 budget, consistent with Rules and Open Government Committee approval on November 18, 2009. As we progress through the budget process, if an additional Study Session is necessary, it will be scheduled accordingly.

COORDINATION

The proposed 2010-2011 City Budget Calendar and Budget Study Session Schedule has been coordinated with the Mayor's Budget Office and the San José Redevelopment Agency.



JENNIFER A. MAGUIRE
Budget Director

Attachments:

Attachment A – 2010-2011 City Budget Calendar

Attachment B – 2010-2011 City Budget Calendar/Budget Study Session Schedule

Attachment C – City of San José Annual Budget Process

2010-2011 City Budget Calendar

Date	Action/Event
September 30, 2009	- 2008-09 City Annual Report: Released
October 20, 2009	- 2008-09 City Annual Report: Review/Approval by City Council
November 5, 2009	- Special Council Meeting: 2010-11 Budget Planning
December 17, 2009	- Council Study Session: 2010-11 Budget Planning - Early Stakeholder Engagement
January 6 - 12, 2010	- 2010-11 Telephone Community Survey
January 23, 2010	- 2010-11 Neighborhood Association/Youth Commission Priority Setting Session
January 29, 2010	- 2009-10 City Mid-Year Budget Review Report: Released
February 9, 2010	- 2009-10 City Mid-Year Budget Review Report: Review/Approval by City Council - 2010-11 Neighborhood Association/Youth Commission Priority Setting Released - 2010-11 Telephone Community Survey: Review/Approval by City Council
February 16, 2010	- Council Study Session: City Council/Senior Staff Budget Planning Retreat
February 18, 2010	- Mayor's State of the City Address
February 26, 2010	- 2010-11 City Manager's Budget Request & 2011-15 Five-Year Forecast and Revenue Projections and General Fund Structural Deficit Elimination Plan Released
March 12, 2010	- 2010-11 Mayor's March Budget Message: Released
March 16, 2010	- Council Study Session: 2010-11 Mayor's March Budget Message
March 23, 2010	- 2010-11 Mayor's March Budget Message: Final Review/Approval by City Council - 2010-11 Mayor's March Budget Message: Public Hearing
April 19, 2010	- 2010-11 Proposed City Capital Budget and 2011-15 Capital Improvement Program: Released
May 3, 2010	- 2010-11 Proposed City Operating Budget: Released
May 5, 2010	- Planning Commission Study Session: 2010-11 Proposed City Capital Budget and 2011-15 Capital Improvement Program
May 7, 2010	- 2010-11 Proposed City Fees and Charges Report: Released
May 10 - 20, 2010	- Council Study Sessions: 2010-11 City Proposed Budgets and 2010-11 Proposed Fees and Charges Report

2010-2011 City Budget Calendar

Date	Action/Event
May 18, 2010	- Initial Public Hearing: 2010-11 Proposed City Capital/Operating Budgets and 2010-11 Proposed Fees & Charges Report (evening)
May 21, 2010	- 2010-11 City Council Budget Proposals due to Mayor's Office
June 4, 2010	- 2010-11 Mayor's June Budget Message: Released
June 14, 2010	- Final Public Hearing: 2010-11 Proposed City Capital/Operating Budgets and 2010-11 Proposed Fees & Charges Report (evening)
June 15, 2010	- 2010-11 Mayor's June Budget Message: Final Review/Approval by City Council - 2010-11 Proposed City Capital/Operating Budgets and 2010-11 Proposed Fees & Charges Report: Approved by City Council
June 22, 2010	- 2010-11 City Capital/Operating Budgets and 2010-11 Fees & Charges Report: Adopted by City Council

2010-2011 City Budget Calendar/ Budget Study Session Schedule*

Date	Time	Action/Event
Thursday, December 17, 2009	9:00 am - 12:00 pm	2010-2011 Budget Planning - Early Stakeholder Engagement
Monday, May 10, 2010	1:30 pm - 5:00 pm	2010-2011 City Budget Overview/Budget Study Session on 2010-2011 City Operating/Capital Budget, 2011-2015 Capital Improvement Program, and 2010-2011 Fees and Charges Report
Wednesday, May 12, 2010	9:00 am - 12:00 pm	2010-2011 City Budget Overview/Budget Study Session on 2010-2011 City Operating/Capital Budget, 2011-2015 Capital Improvement Program, and 2010-2011 Fees and Charges Report
Thursday, May 13, 2010	9:00 am - 12:00 pm	2010-2011 City Budget Overview/Budget Study Session on 2010-2011 City Operating/Capital Budget, 2011-2015 Capital Improvement Program, and 2010-2011 Fees and Charges Report
Friday, May 14, 2010	9:00 am - 12:00 pm 1:30 pm - 5:00 pm	2010-2011 City Budget Overview/Budget Study Session on 2010-2011 City Operating/Capital Budget, 2011-2015 Capital Improvement Program, and 2010-2011 Fees and Charges Report
Monday, May 17, 2010	1:30 pm - 5:00 pm	2010-2011 City Budget Overview/Budget Study Session on 2010-2011 City Operating/Capital Budget, 2011-2015 Capital Improvement Program, and 2010-2011 Fees and Charges Report
Wednesday, May 19, 2010	9:00 am - 12:00 pm	2010-2011 City Budget Overview/Budget Study Session on 2010-2011 City Operating/Capital Budget, 2011-2015 Capital Improvement Program, and 2010-2011 Fees and Charges Report
Thursday, May 20, 2010	9:00 am - 12:00 pm	2010-2011 City Budget Overview/Budget Study Session on 2010-2011 City Operating/Capital Budget, 2011-2015 Capital Improvement Program, and 2010-2011 Fees and Charges Report

* Budget Study Sessions will be held in the City Council Chambers.

CITY OF SAN JOSE ANNUAL BUDGET PROCESS

ATTACHMENT C

