



Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Larry D. Lisenbee
SUBJECT: PROPOSED 2007-2008 CITY BUDGET CALENDAR
DATE: December 7, 2006

Approved

Date

12/8/06

RECOMMENDATION

It is recommended that the Rules Committee and the City Council adopt the proposed 2007-2008 City Budget Calendar as presented in Attachment B and explained in this memorandum.

ANALYSIS

Provided with this memorandum is a proposed calendar (Attachment B) to be used as a basic plan in preparing, reviewing and approving the 2007-2008 City Operating and Capital Budgets, as well as the City 2008-2012 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 A. It should be noted, however, that the new Mayor may bring forward revisions to the calendar for City Council consideration early next year.

Consistent with past years, the process has already begun this year with the October City Council review of the 2005-2006 City Annual Report that summarized prior-year financial results. In addition, on November 28, 2006, the City Council conducted a Budget Study Session to review the 2008-2012 Preliminary General Fund Forecast and Police Department Five-Year Staffing Plan.

The remaining elements and dates for the 2007-2008 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 Tuesday, May 1, 2007. The Proposed City Capital Budget and Capital Improvement Program, however, is scheduled to be released one week earlier than the Proposed City Operating Budget, on Monday, April 23, 2007, in order to provide the Planning Commission adequate review time in advance of their Capital Budget Study Session that is scheduled for Wednesday, May 2, 2007. The release of the Proposed Fees and Charges Report is scheduled for Friday, May 4, 2007, which is also consistent with past years. Additionally, the change to the Mayor's March Budget Message process last year to include an initial review by the City Council of a draft message, followed by a week later Council Study Session, and approval of a revised final message has been retained.

ANALYSIS (CONT'D.)

Consistent with past years, exact dates for Council Study Sessions following the release of the City Proposed Budgets and Proposed Fees and Charges Report are not specified in this calendar. Rather, a window of time to conduct these sessions (May 7-18, 2007) has been identified. It is assumed that the specific dates and agendas for the sessions will continue to be proposed separately by the Mayor's Office through the Rules Committee. The process for City Council cost savings ideas is also maintained for 2007-2008, with initial Council cost savings ideas due to the City Manager's Office for analysis by May 4, 2007, and final ideas due to the Mayor's Office by May 21, 2007.

COORDINATION

The proposed 2007-2008 City Budget Calendar has been coordinated with the Mayor's Budget Office.

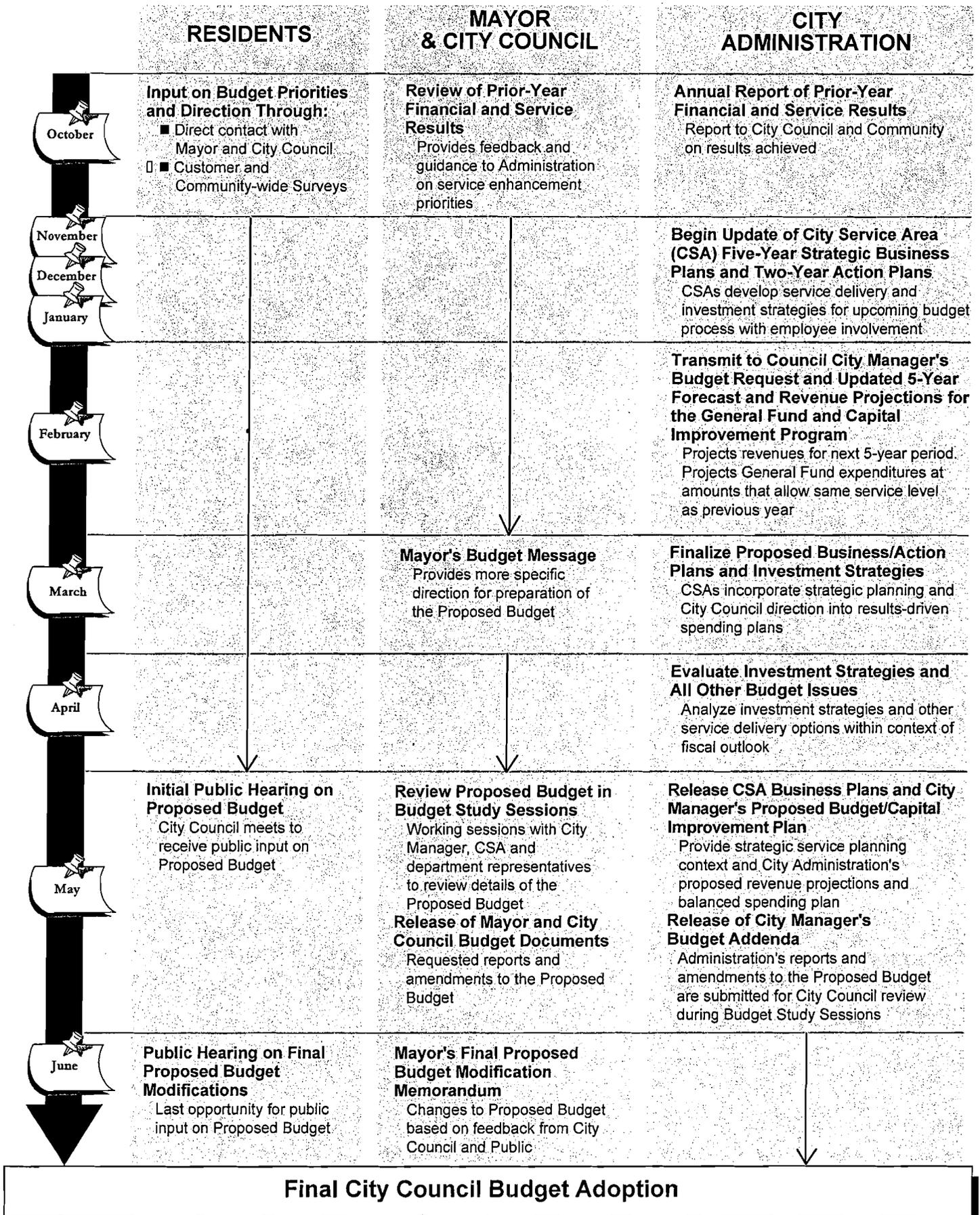
A handwritten signature in black ink, appearing to read "Larry D. Lisenbee". The signature is fluid and cursive, with a large initial "L" and "D".

LARRY D. LISENBEE
Budget Director

Attachments

CITY OF SAN JOSE ANNUAL BUDGET PROCESS

ATTACHMENT A



2007-2008 City Budget Calendar

Date	Action/Event
September 29, 2006	- 2005-06 City Annual Report: Released
October 17, 2006	- 2005-06 City Annual Report: Reviewed by City Council
November 28, 2006	- Council Budget Study Session: 2008-2012 Preliminary General Fund Forecast and Police Department Five-Year Staffing Plan
January 30, 2007	- 2006-07 City Mid-Year Budget Review Report: Released
February 13, 2007	- 2006-07 City Mid-Year Budget Review Report: Reviewed by City Council
February 28, 2007	- 2007-08 City Manager's Budget Request & 2008-12 Five-Year Forecast and Revenue Projections: Released
March (Date TBD)	- Mayor's State of the City Address
March 1, 2007	- 2007-08 Mayor's March Budget Message: Released
March 6, 2007	- 2007-08 Mayor's March Budget Message: Initial Review by City Council
March 15, 2007	- Council Study Session: 2007-08 Mayor's March Budget Message
March 20, 2007	- 2007-08 Mayor's March Budget Message: Final Review/Approval by City Council - 2007-08 Mayor's March Budget Message: Public Hearing
April 23, 2007	- 2007-08 Proposed City Capital Budget and 2008-12 Capital Improvement Program: Released
May 1, 2007	- 2007-08 Proposed City Operating Budget: Released
May 4, 2007	- 2007-08 Proposed City Fees and Charges Report: Released - 2007-08 City Council Initial Cost Savings Ideas due to City Manager's Office
May 7 - 18, 2007	- Council Study Sessions: 2007-08 City Proposed Budgets and 2007-08 Proposed Fees and Charges Report
May 15, 2007	- Initial Public Hearing: 2007-08 Proposed City Capital/Operating Budgets and 2007-08 Proposed Fees & Charges Report (evening)
May 21, 2007	- 2007-08 City Council Final Cost Savings Ideas due to Mayor's Office
June 6, 2007	- 2007-08 Mayor's June Budget Message: Released
June 11, 2007	- Final Public Hearing: 2007-08 Proposed City Capital/Operating Budgets and 2007-08 Proposed Fees & Charges Report (evening)

2007-2008 City Budget Calendar

Date	Action/Event
June 12, 2007	- 2007-08 Mayor's June Budget Message: Final Review/Approval by City Council - 2007-08 Proposed City Capital/Operating Budgets and 2007-08 Proposed Fees & Charges Report: Final Review by City Council
June 19, 2007	- 2007-08 City Capital/Operating Budgets and 2007-08 Fees & Charges Report: Approved by City Council