



Memorandum

TO: RULES COMMITTEE
FROM: Jennifer A. Maguire
SUBJECT: 2009-2010 CITY BUDGET
CALENDAR AND BUDGET
STUDY SESSION SCHEDULE
DATE: December 4, 2008

Approved

Date

12/4/08

RECOMMENDATION

It is recommended that the Rules Committee and the City Council adopt the proposed 2009-2010 City Budget Calendar as presented in Attachment A and the detailed schedule for City Council Budget Study Sessions on the City 2009-2010 Operating Budget and the 2009-2010 City Capital Budget and 2010-2014 City Capital Improvement Program as presented in Attachment B and explained in this memorandum.

ANALYSIS

Provided with this memorandum is a proposed calendar (Attachment A) to be used as a basic plan in preparing, reviewing and approving the 2009-2010 City Operating and Capital Budgets, as well as the City 2010-2014 Five-Year Capital Improvement Program. (A budget calendar for the San José Redevelopment Agency will be released separately to the Mayor and City Council in January.) 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 2007-2008 City Annual Report that summarized prior-year financial results.

The remaining elements and dates for the 2009-2010 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 Friday, May 1, 2009. 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 20, 2009, in order to provide the Planning Commission adequate review time in advance of their Capital Budget Study Session that is scheduled for Wednesday, May 6, 2009. The release of the Proposed Fees and Charges Report is also scheduled for Friday, May 1, 2009. Additionally, consistent with the City's Community Based Budgeting Process, the 2009-2010 Telephone Community Survey, the 2009-2010 Neighborhood Association/Youth Commission Priority Setting Session, and the 2009-2010 City Council/Management Team Priority Setting and Strategic Planning Retreat Council Study Session have been retained.

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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 sessions will take place in the City Council Chambers. A detailed schedule outlining the order of review for the City Operating Budgets, including review of CSA Business Plans, Core Service Changes and Performance Measures, the City 2009-2010 Capital Budget and 2010-2014 Capital Improvement Program, and the 2009-2010 Fees and Charges Report will be released at a later date.

COORDINATION

The proposed 2009-2010 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

For questions, please contact JENNIFER A. MAGUIRE, at (408) 535-8144.

Attachments

2009-2010 City Budget Calendar

Date	Action/Event
September 30, 2008	- 2007-08 City Annual Report: Released
October 21, 2008	- 2007-08 City Annual Report: Reviewed by City Council
January 12 - 16, 2009	- 2009-10 Telephone Community Survey
January 14, 2009	- Mayor's State of the City Address
January 24, 2009	- 2009-10 Neighborhood Association/Youth Commission Priority Setting Session
January 27, 2009	- 2008-09 City Mid-Year Budget Review Report: Released
February 10, 2009	- 2008-09 City Mid-Year Budget Review Report: Reviewed by City Council
February 13, 2009	- Council Study Session: City Council/Management Team Strategic Planning Retreat
February 24, 2009	- 2009-10 Neighborhood Association/Youth Commission Priority Setting and Telephone Community Survey: Reviewed by City Council
February 27, 2009	- 2009-10 City Manager's Budget Request & 2010-14 Five-Year Forecast and Revenue Projections and General Fund Structural Deficite Elimination Plan Released
March 6, 2009	- 2009-10 Mayor's March Budget Message: Released
March 12, 2009	- Council Study Session: 2009-10 Mayor's March Budget Message
March 17, 2009	- 2009-10 Mayor's March Budget Message: Final Review/Approval by City Council - 2009-10 Mayor's March Budget Message: Public Hearing
April 20, 2009	- 2009-10 Proposed City Capital Budget and 2010-14 Capital Improvement Program: Released
May 1, 2009	- 2009-10 Proposed City Operating Budget: Released - 2009-10 Proposed City Fees and Charges Report: Released
May 6, 2009	- Planning Commission Study Session: 2009-10 Proposed City Capital Budget and 2010-14 Capital Improvement Program
May 6 - 15, 2009	- Council Study Sessions: 2009-10 City Proposed Budgets and 2009-10 Proposed Fees and Charges Report

2009-2010 City Budget Calendar

Date	Action/Event
May 12, 2009	- Initial Public Hearing: 2009-10 Proposed City Capital/Operating Budgets and 2009-10 Proposed Fees & Charges Report (evening)
May 18, 2009	- 2009-10 City Council Budget Proposals due to Mayor's Office
June 5, 2009	- 2009-10 Mayor's June Budget Message: Released
June 15, 2009	- Final Public Hearing: 2009-10 Proposed City Capital/Operating Budgets and 2009-10 Proposed Fees & Charges Report (evening)
June 16, 2009	- 2009-10 Mayor's June Budget Message: Final Review/Approval by City Council - 2009-10 Proposed City Capital/Operating Budgets and 2009-10 Proposed Fees & Charges Report: Approved by City Council
June 23, 2009	- 2009-10 City Capital/Operating Budgets and 2009-10 Fees & Charges Report: Adopted by City Council

2009-2010 City Budget Calendar/ Budget Study Session Schedule*

Date	Time	Action/Event
Wednesday, May 6, 2009	9:00 am - 12:00 pm	2008-2009 City Budget Overview/Budget Study Session on 2008-2009 City Operating/Capital Budget, 2009-2013 Capital Improvement Program, and 2008-2009 Fees and Charges Report
Thursday, May 7, 2009	9:00 am - 12:00 pm	Budget Study Session on 2008-2009 City Operating/Capital Budget, 2009-2013 Capital Improvement Program, and 2008-2009 Fees and Charges Report
Friday, May 8, 2009	1:30 pm - 5:00 pm	Budget Study Session on 2008-2009 City Operating/Capital Budget, 2009-2013 Capital Improvement Program, and 2008-2009 Fees and Charges Report
Monday, May 11, 2009	1:30 pm - 5:00 pm	Budget Study Session on 2008-2009 City Operating/Capital Budget, 2009-2013 Capital Improvement Program, and 2008-2009 Fees and Charges Report
Wednesday, May 13, 2009	9:00 am - 12:00 pm	Budget Study Session on 2008-2009 City Operating/Capital Budget, 2009-2013 Capital Improvement Program, and 2008-2009 Fees and Charges Report
Thursday, May 14, 2009	9:00 am - 12:00 pm	Budget Study Session on 2008-2009 City Operating/Capital Budget, 2009-2013 Capital Improvement Program, and 2008-2009 Fees and Charges Report
Friday, May 15, 2009	9:00 am - 12:00 pm 1:30 pm - 5:00 pm	Budget Study Session on 2008-2009 City Operating/Capital Budget, 2009-2013 Capital Improvement Program, and 2008-2009 Fees and Charges Report

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

CITY OF SAN JOSE ANNUAL BUDGET PROCESS

