

Memorandum

TO: Rules and Open Government
Committee

FROM: Nadine Nader

SUBJECT: STUDY SESSION SCHEDULE

DATE: February 5, 2009

Approved

Date

2/5/09

RECOMMENDATION

- (1) Approve the revised Study Session schedule for (See Attached):
 - (a) Move the Green Vision Study Session from February 17, 1:30 p.m. to **March 9, 1:30 – 5:00 p.m.**
 - (b) Move the 2009 City Council FY 2009-2010 Budget Review from February 13, 1:30 p.m. to **February 17, 1:00 – 5:00 p.m.**
- (2) Approve the agenda for the February 17 FY 2009-2010 Budget Review Session. (See Attached)

PURPOSE FOR REVISED SCHEDULE

The City Council Chambers and Committee Rooms are heavily booked on February 13, 2009 with various functions taking place at City Hall. The Chambers could be made available to hold the City Council 2009-2010 Budget Review Study Session; however, the Chambers (room structure) for the proposed session format approach does not lend itself to an interactive/workshop style meeting.

It is proposed that the City Council Committee Rooms be used for the City Council 2009-2010 Budget Review Study Session but the next possible date that the Committee Rooms are available is on February 17, 2009, 1:00 – 5:00 p.m. Since the Green Vision Study Session is not as time sensitive as the City Council 2009-2010 Budget Review, it is recommended that the schedule be adjusted as reflected above. Outcomes from the City Council 2009-2010 Budget Review will be used to inform the Mayor's March Message (Study Session scheduled for March 17) and the Administration's budget development.

The proposed agenda for the City Council 2009-2010 Budget Review will be brought to the Rules & Open Government Committee for consideration on February 11, 2009. Information that will be referenced at the session will be made available beforehand. Below is additional information regarding the study session.

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CITY COUNCIL BUDGET REVIEW STUDY SESSION

PURPOSE OF STUDY SESSION

The purpose of the City Council Study Session is to provide: early engagement of the City Council on the FY 2009-2010 Budget and discussion on preliminary budget reduction/revenue proposals, continued discussion of the outcomes of the January Community Telephone Survey, and presentation of themes/trends of the January 24 Neighborhood Association/Youth Commission Meeting.

OUTCOME

Council will be acquainted with the: (1) Specific reduction/revenue proposals to resolve the General Fund structural deficit; assumptions that staff is working with to solve the structural deficit; impacts to services and/or tradeoffs that may appear in the proposed FY 2009-2010 Budget. (2) Review of key themes and trends resulting from the information collected through the January Community Telephone Survey and January 24 Neighborhood Association Meeting.

BACKGROUND

The City Council adopted various Reed Reforms in 2006 which included direction to enhance early engagement toward developing the proposed annual budgets. Included in the Reed Reforms were directives to hold an annual Community Telephone Survey, Neighborhood/Youth Commission Meeting, and City Council priority setting session. The goal is to solicit input on policy and service priorities going into the annual budget development process.

ANALYSIS

In early January, the City's consultant, Fairbank, Maslin, Maullin & Associates, conducted the annual Community Telephone Survey. While the results of the phone survey will be discussed at the February 10, 2009 City Council meeting, they will also be integrated into the session and it is very likely that the discussion will continue, as well as presentation of the themes/trends of the January 24 Neighborhood/Youth Commission Meeting. At the February 17 City Council 2009-2010 Budget Review Study Session, specific reduction/revenue proposals to resolve the General Fund structural deficit and the impacts to services that may appear in the proposed FY 2009-2010 will be discussed. An agenda is attached for your review.

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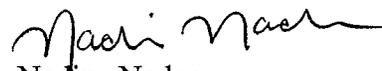
STUDY SESSION CRITERIA

- Criteria 1:** Due to the nature of the topic area, may report to more than one Committee.
- Criteria 2:** Topic area falls under more than one City Service Area.
- Criteria 3:** Topic is a Citywide issue/policy that needs Council's direction and input to proceed.
- Criteria 4:** There is a significant amount of public interest and requires a study session to accommodate public input.
- Criteria 5:** There are outside organizations that need to participate or sit on a panel.

This request meets Criterion 1, 2, 3 and the potential to also meet 4 and 5.

COORDINATION

This memo was coordinated with the Mayor's Office, City Clerk's Office, and multiple departments.


Nadine Nader
Assistant to the City Manager

Attachments:

- (a) Study Session Schedule (Revised as of February 2009)
- (b) February 17 Study Session Agenda

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CITY COUNCIL STUDY SESSION SCHEDULE

DATE	TIME	TOPIC
Friday, February 13	1:00 p.m. – 5:00 p.m.	CANCELLED
Tuesday, February 17	<u>1:00 p.m. – 5:00 p.m.</u> Committee Rooms	City Council 2009 Budget Review
Thursday, February 26	9:00 a.m. – Noon	TBD
Monday, March 9	1:30 p.m. – 5:00 p.m. Council Chambers	Green Vision Study Session
Thursday, March 12	9:00a.m.-Noon Council Chambers	Mayor's March Budget Message
Thursday, March 26	9:00 a.m. – Noon	TBD
Thursday, April 2	9:00 a.m. – Noon	TBD
Monday, April 13	1:00 p.m. – 4:00 p.m.	TBD
Thursday, April 23	9:00 a.m. - Noon Water District Headquarters	Joint Study Session on Water Supply

CITY COUNCIL FY 2009-2010 BUDGET REVIEW

February 17, 2009, 1:00-5:00 PM

City Hall - Committee Rooms

PURPOSE:

- (1) Early engagement of the City Council on the FY 2009-2010 Budget and discussion on preliminary budget reduction/revenue proposals.
- (2) To review the outcomes of the January Community Telephone Survey and January 24 Neighborhood Association Meeting.

OUTCOMES:

- (1) Discussion of: specific reduction/revenue proposals to resolve the General Fund structural deficit; assumptions that staff is working with to solve the structural deficit; impacts to services and/or tradeoffs that may appear in the proposed FY 2009-2010 Budget.
- (2) Review of key themes and trends resulting from the information collected through the January Community Telephone Survey and January 24 Neighborhood Association Meeting.

I. Welcome (Chuck Reed, Mayor & Debra Figone, City Manager)

II. National Economic Downturn & FY 2009-2010 General Fund Structural Deficit (Kim Walesh, Chief Strategist & Jennifer Maguire, Budget Director)

III. Community Engagement Efforts (Shawn Spano/Kim Walesh)

- A. January 24 Neighborhood Association Meeting
- B. January Community Telephone Survey

VI. CSA Table Discussions re FY 2009-2010 Budget

IV. City Council Questions & Answers

- **Public Comment**
- **Adjourn Meeting**

To arrange for accommodation under the Americans with Disabilities Act to participate in this public meeting, please call 408.535.8253 (Voice) or 408.294.9337 (TTY) at least 72 hours before the meeting.