



Memorandum

TO: RULES COMMITTEE

FROM: Sam T. Liccardo

SUBJECT: REVISED 2015-2016/2016-2017
CITY BUDGET CALENDAR

DATE: December 17, 2015

Approved

Date

12-11-15

RECOMMENDATION

It is recommended that the Rules Committee and the City Council adopt the following revisions to the 2015-2016/2016-2017 City Budget Calendar:

1. Add the Mayor's State of the City Address (March 5, 2016)
2. Change the date for the 2016-2017 Neighborhoods Priority Setting Session from February 13, 2016 to February 20, 2016

ANALYSIS

In November and December 2015, the Rules Committee and City Council approved the 2015-2016/2016-2017 City Budget Calendar. As stated in the memorandum, the date for the Mayor's State of the City Address was not yet identified, and would be released at a later date. In addition, since the development of the 2015-2016/2016-2017 City Budget Calendar, a change has occurred for the scheduled date for the 2016-2017 Neighborhoods Priority Setting Session. This memorandum includes recommendations to add the Mayor's State of the City Address for March 5, 2016 and change the 2016-2017 Neighborhoods Priority Setting Session from February 13, 2016 to February 20, 2016.

COORDINATION

The revised 2015-2016/2016-2017 City Budget Calendar has been coordinated with the City Manager's Budget Office.



Memorandum

TO: RULES COMMITTEE
FROM: Jennifer A. Maguire
SUBJECT: 2015-2016/2016-2017 CITY
BUDGET CALENDAR AND
BUDGET STUDY SESSION
SCHEDULE
DATE: November 10, 2015

Approved

Date

11/12/15

RECOMMENDATION

It is recommended that the Rules Committee and the City Council adopt the proposed 2015-2016/2016-2017 City Budget Calendar as presented in Attachment A and the detailed schedule for City Council Budget Study Sessions for the 2016-2017 Operating Budget, 2016-2017 Capital Budget and 2017-2021 City Capital Improvement Program, and 2016-2017 Fees and Charges Report 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 2016-2017 Operating Budget, 2016-2017 Capital Budget and 2017-2021 Five-Year Capital Improvement Program, and 2016-2017 Fees and Charges Report. Adoption of this schedule and process follows 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 2014-2015 Annual Report that summarized prior-year financial results.

The remaining elements and dates for the 2016-2017 budget process reflect relatively few changes from that used last year. For example, the release date for the Proposed Operating Budget, Proposed Capital Budget and Capital Improvement Program, and Proposed Fees and Charges Report are set during late April/early May as in previous years. Additionally, consistent with the City's Community Based Budgeting Process, the 2016-2017 Neighborhood Association/Youth Commission Priority Setting Session will be held in February 2016 and the City Council District Community Budget Meetings will be held in May 2016. The Final Budget adoption by the City Council will be on June 21, 2016. It should be noted that the date for the Mayor's State of the City Address is not yet included in the 2015-2016/2016-2017 City Budget Calendar, and will be released under a separate cover by the Mayor's Office.

RULES COMMITTEE

November 10, 2015

Subject: 2016-2017/2017-2018 City Budget Calendar and Budget Study Session Schedule

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The schedule for the City Council Study Sessions held during mid-May is also proposed as outlined on Attachment B. These six sessions will take place in the City Council Chambers. A detailed schedule outlining the order of review for the 2016-2017 Operating Budget, 2016-2017 Capital Budget and 2017-2021 Capital Improvement Program, and 2016-2017 Fees and Charges Report will be released at a later date.

COORDINATION

The proposed 2015-2016/2016-2017 City Budget Calendar and Budget Study Session Schedule has been coordinated with the Mayor's Office.



JENNIFER A. MAGUIRE

Senior Deputy City Manager/Budget Director

Attachments:

Attachment A – 2015-2016/2016-2017 City Budget Calendar

Attachment B – 2015-2016/2016-2017 City Budget Calendar/Budget Study Session Schedule

Attachment C – City of San José Annual Budget Process

2015-2016/2016-2017 City Budget Calendar

Date	Action/Event
September 30, 2015	- 2014-15 Annual Report: Released
October 20, 2015	- 2014-15 Annual Report: Review/Approval by City Council
January 29, 2016	- 2015-16 Mid-Year Budget Review Report: Released
February 9, 2016	- 2015-16 Mid-Year Budget Review Report: Review/Approval by City Council
February 13, 2016	- 2016-2017 Neighborhood Association/Youth Commission Priority Setting Session
February 29, 2016	- 2016-17 City Manager's Budget Request & 2017-21 Five-Year Forecast and Revenue Projections: Released
March 11, 2016	- 2016-17 Mayor's March Budget Message: Released
March 21, 2016	- 2016-17 Mayor's March Budget Message: Public Hearing (evening)
March 22, 2016	- 2016-17 Mayor's March Budget Message: Final Review by City Council
April 22, 2016	- 2016-17 Proposed Capital Budget and 2017-21 Capital Improvement Program: Released
May 2, 2016	- 2016-17 Proposed Operating Budget: Released
May 4, 2016	- Planning Commission Study Session: 2016-17 Proposed Capital Budget and 2017-21 Capital Improvement Program
May 4 - 20, 2016	- 2016-17 Proposed Capital/Operating Budgets: City Council District Community Budget Meetings
May 6, 2016	- 2016-17 Proposed Fees and Charges Report: Released
May 11 - 16, 2016	- Council Study Sessions: 2016-17 Proposed Budgets and 2016-17 Proposed Fees and Charges Report
May 13, 2016	- 2016-17 City Council Budget Document Cost Estimate Requests due to City Manager's Office

2015-2016/2016-2017 City Budget Calendar

Date	Action/Event
May 17, 2016	- Initial Public Hearing: 2016-17 Proposed Capital/Operating Budgets and 2016-17 Proposed Fees & Charges Report
May 20, 2016	- 2016-17 City Council Budget Document Cost Estimates Finalized and Released from City Manager's Office to City Council
May 25, 2016	- 2016-17 City Council Budget Document Proposals due to Mayor's Office
June 3, 2016	- 2016-17 Mayor's June Budget Message: Released
June 13, 2016	- Final Public Hearing: 2016-17 Proposed Capital/Operating Budgets and 2016-17 Proposed Fees & Charges Report (evening)
June 14, 2016	- 2016-17 Mayor's June Budget Message: Final Review/Approval by City Council - 2016-17 Proposed Capital/Operating Budgets and 2016-17 Proposed Fees & Charges Report: Approved by City Council
June 21, 2016	- 2016-17 Capital/Operating Budgets and 2016-17 Fees & Charges Report: Adopted by City Council

2015-2016/2016-2017 City Budget Calendar/ Budget Study Session Schedule*

Date	Time	Action/Event
Wednesday, May 11, 2016	9:00 am - 12:00 pm	2016-2017 City Budget Overview/Budget Study Session on 2016-2017 City Operating/Capital Budget, 2017-2021 Capital Improvement Program, and 2016-2017 Fees and Charges Report
Thursday, May 12, 2016	9:00 am - 12:00 pm 1:30 pm - 5:00 pm	2016-2017 City Budget Overview/Budget Study Session on 2016-2017 City Operating/Capital Budget, 2017-2021 Capital Improvement Program, and 2016-2017 Fees and Charges Report
Friday, May 13, 2016	1:30 pm - 5:00 pm	2016-2017 City Budget Overview/Budget Study Session on 2016-2017 City Operating/Capital Budget, 2017-2021 Capital Improvement Program, and 2016-2017 Fees and Charges Report
Monday, May 16, 2016	9:00 am - 12:00 pm 1:30 pm - 5:00 pm	2016-2017 City Budget Overview/Budget Study Session on 2016-2017 City Operating/Capital Budget, 2017-2021 Capital Improvement Program, and 2016-2017 Fees and Charges Report

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

CITY OF SAN JOSE ANNUAL BUDGET PROCESS

RESIDENTS

MAYOR & CITY COUNCIL

CITY ADMINISTRATION

