



Memorandum

TO: CITY COUNCIL

FROM: Armando Gomez
Mayor's Budget Office

SUBJECT: BUDGET PROCESS FOR FY 2014-2015 **DATE:** April 30, 2014
BUDGET DOCUMENT TEMPLATE

Approved

Date

4/30/14

The City Manager's Proposed Operating Budget will be released on May 1, 2014. The Mayor's Budget Office is distributing this memorandum for this year's review process prior to the release of the Mayor's June Budget Message on May 30, 2014 and the City Council's formal budget approval on June 10, 2014.

Any requests for new funding must specify a funding source (e.g. Essential Services Reserve, Other, or expenditure reduction). Budget recommendations will not be accepted if they do not identify the funding source.

Please note that the City Manager will release under separate cover the instructions for coordinating Staff Cost Estimate Requests for your Budget Proposals.

Budget Schedule

April 21	Proposed Capital Budget and CIP Released
May 1	Proposed Operating Budget Released
May 2	Proposed Fees and Charges Report Released
May 7-15	Council Study Sessions: Proposed Budgets and Proposed Fees and Charges Report
May 13	Initial Public Hearing: Proposed Capital/Operating Budgets and Proposed Fees and Charges Report
May 21, 5:00 p.m.	Deadline for Budget Document Proposals
May 30	Mayor's June Budget Message Released
June 9	Final Public Hearing: Proposed Capital/Operating Budgets and Proposed Fees and Charges Report
June 10	Mayor's June Budget Message: Final Review/Approval by City Council; Proposed Capital/Operating Budgets and Proposed Fees and Charges Report: Approved by City Council
June 17	Capital/Operating Budgets and Fees and Charges Report: Adopted by City Council

Budget Document Template

The Councilmembers are to use the attached standard form.

Budget Document Number Assignments

Budget Document numbers will be assigned from the Mayor's Budget Office for tracking purposes. Please see Cindy Escobar with a final Councilmember signed Budget Document with the following information:

1. Program/Project Title.
2. Amount of City Funding Required.
3. Fund Type.
4. Recommended Source of Funds.
5. Please specify if it is a one-time or ongoing change.
6. City Service Area.

Budget Document numbers will not be assigned until the Budget Document is signed and ready for distribution.

Electronic Transmission

All Budget Documents must be distributed electronically in PDF format to all names/departments on the 2014-2015 distribution list. A Global Address list has been updated to simplify distribution under: **#Budget_List**.

The original signed hard copy will be required for submission to the City Clerk.

It is imperative to assist in document tracking for everyone receiving electronic documents to utilize a consistent file title for all Budget Documents. Please save your electronic document with the following format: BD number followed by the title

Example:

BD #1 – Process Initiation and Budget Document Template

BD # – Project Title