

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Jennifer A. Maguire

**SUBJECT: 2013-2014 BUDGET STUDY
SESSIONS SCHEDULE AND
AGENDAS**

DATE: May 2, 2013

Approved

Date

5/2/13

The 2013-2014 Budget Study Sessions for the Operating and Capital Budgets and the Fees and Charges document are scheduled to begin on May 8, 2013. Attached is the master schedule as well as the detailed agendas for each day of the Budget Study Sessions. Please note that discussion items may be advanced if the City Council completes discussion of items sooner than scheduled or taken out of order.

The 2013-2014 Proposed Operating Budget is primarily organized by departments. However, the Study Sessions are held by City Service Area (CSA) to demonstrate the integration of departmental core services into the five key lines of business: Community and Economic Development; Environmental and Utility Services; Neighborhood Services; Public Safety; and Transportation and Aviation Services. The sixth CSA referred to as Strategic Support represents internal functions that enable the other five CSAs to provide services to the community. The City Service Area – Core Service Map, which is also attached, provides an overview of each CSA by identifying the departments and respective core services contributing to the CSA outcomes.

To facilitate the review of the 2013-2014 Proposed Operating Budget by CSA, the detailed agendas list the departments that contribute to the CSA and reference respective page numbers in the 2013-2014 Proposed Operating Budget that will be discussed in the Budget Study Sessions. Departments whose core services align to more than one CSA, the agendas reference the core services associated with the particular CSA under review as well as the associated Budget Proposal(s) and Performance Summary (e.g. The *Fire Safety Code Compliance* Core Service is discussed in the Community and Economic Development CSA while the remaining Fire Department core services are discussed in the Public Safety CSA).

HONORABLE MAYOR AND CITY COUNCIL

May 2, 2013

Subject: 2013-2014 Budget Study Sessions Schedule and Agendas

Page 2 of 2

The attached detailed agendas for the Operating Budget Study Session reference sections and page numbers in the 2013-2014 Proposed Operating Budget as follows:

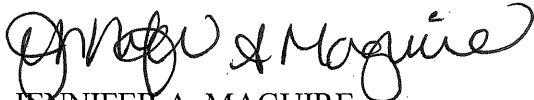
- City Service Areas – Section VII
(Service Delivery Framework, Budget Summary, Overview, and Proposed Budget Changes);
- City Departments/Council Appointees – Section VIII
(Service Delivery Framework, Department Budget Summary, Budget Reconciliation, Budget Changes by Department, Performance Summary, and Departmental Position Detail); and
- City-Wide – Section IX
(City-Wide Expenses and General Fund Capital, Transfers, and Reserves).

Although not specifically presented, the more technical information regarding the budget can be found in the following sections: General Fund Revenue Estimates (Section VI); Selected Special Funds Summaries (Section X); and Source and Use of Funds Statements (Section XI).

The Capital Budget Study Session presentations are also again organized by CSA, which integrate capital programs with service areas that they support. Please refer to section V of the Proposed Capital Budget document for detailed Capital Program information.

The Proposed 2013-2014 Fees and Charges Report, which will be discussed on Friday, May 10th, 2013, will be released on Friday, May 3rd 2013.

Please contact me at 535-8144 if you have questions or would like assistance with the agendas.


JENNIFER A. MAGUIRE
Budget Director

Attachments:

1. Budget Study Sessions Schedule
2. Detailed Budget Study Session Agendas
3. City Service Area – Core Service Map

**2013-2014
CITY OF SAN JOSÉ
BUDGET STUDY SESSIONS***

ITEM**	DATE	TIME
2013-2014 Operating Budget		
□ Overview	Wednesday, May 8, 2013	9:00 am – 10:30 am
<i>CSA Overview, Core Services, and Performance Measures</i>		
□ Community & Economic Development	Wednesday, May 8, 2013	10:30 am – 11:30 am
□ Environmental & Utility Services	Thursday, May 9, 2013	9:00 am – 10:00 am
□ Neighborhood Services	Thursday, May 9, 2013	10:00 am – 12:00 pm
□ Public Safety	Thursday, May 9, 2013	1:30 pm – 5:00 pm
□ Transportation & Aviation Services	Friday, May 10, 2013	9:00 am – 11:00 am
□ Strategic Support/Appointees	Friday, May 10, 2013	11:00 am – 12:00 pm 1:30 pm – 3:00 pm
□ Fees and Charges	Friday, May 10, 2013	3:00 pm – 4:00 pm
2013-2014 Capital Budget and 2014-2018 Capital Improvement Program		
□ Overview	Monday, May 13, 2013	1:30 pm – 2:00 pm
□ Capital Program Review	Monday, May 13, 2013	2:00 pm – 5:00 pm
<ul style="list-style-type: none"> ▪ Community and Economic Development ▪ Environmental & Utility Services ▪ Neighborhood Services ▪ Public Safety ▪ Transportation & Aviation Services ▪ Strategic Support 		
Hold for Discussion if Needed		
HOLD	Wednesday, May 15, 2013	9:00 am – 11:30 am

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

** Items may be taken out of order or in advance of the scheduled time if the City Council completes its discussion of the item scheduled prior to the next item. For information, call Agenda Services at 535-8285.



2013-2014 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Wednesday, May 8, 2013
9:00 am – 11:30 am, Council Chambers

Opening Comments	Mayor Chuck Reed
Introduction of Proposed Operating Budget	Debra Figone
Overview Presentation	Jennifer Maguire/Kim Walesh
Discussion of CSA Overviews, City Departments, and Performance Measures	

City Service Area Page #

Community and Economic Development (CSA Lead: Kim Walesh)

1. <u>City Service Area</u>	VII-9 – VII-28
2. <u>City Departments/Performance Summary</u>	
City Manager – Office of Economic Development	VIII-55 – VIII-68
Fire Department	
- <i>Budget Proposal #2</i>	VIII-113
- <i>Fire Safety Code Compliance Performance Summary</i>	VIII-120
Housing Department	VIII-123 – VIII-138
Planning, Building and Code Enforcement Department	VIII-205 – VIII-221
Except: <i>Community Code Enforcement Budget Proposals #3 and #5 (VIII-214 – VIII-215) and Performance Summary (VIII-216 – VIII-217) discussed as part of the Neighborhood Services CSA</i>	
Public Works Department	
- <i>Budget Proposal #3 and #5</i>	VIII-257 – VIII-258
- <i>Regulate/Facilitate Private Development Perf. Summary</i>	VIII-268

* Items may be advanced, if the City Council completes discussion of items sooner than scheduled, or taken out of order. For information, call Agenda Services at 535-8285.



2013-2014 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Wednesday, May 8, 2013
9:00 am – 11:30 am, Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area _____ Page #

Community and Economic Development (Cont'd.)

3. City-Wide

City-Wide Expenses – Community and Economic Development CSA IX-9 – IX-10
General Fund Capital, Transfers, and Reserves – Community and IX-35 – IX-37
Economic Development CSA

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2013-2014 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Thursday, May 9, 2013
9:00 am – 12:00 pm, Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area Page #

Environmental and Utility Services (CSA Lead: Kerrie Romanow)

- | | |
|--|-----------------------|
| 1. <u>City Service Area</u> | VII-29 – VII-48 |
| 2. <u>City Departments/Performance Summary</u> | |
| Environmental Services Department | VIII-69 – VIII-90 |
| Transportation Department | |
| - <i>Budget Proposals #2, # 3, and #4</i> | VIII-290 – VIII - 291 |
| - <i>Sanitary Sewer Maintenance and Storm Sewer Management</i> | VIII-300 – VIII-301 |
| Performance Summary | |

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2013-2014 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Thursday, May 9, 2013
9:00 am – 12:00 pm, Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area Page #

Neighborhood Services (CSA Lead: Julie Edmonds-Mares)

1. City Service Area VII-49 – VII-65

2. City Departments/Performance Summary
 - Library Department VIII-169 – VIII-177

 - Parks, Recreation and Neighborhood Services Department VIII-185 – VIII-204

 - Planning, Building and Code Enforcement Department
- *Budget Proposals #3 and #5* VIII-214 – VIII-215
- *Community Code Enforcement Performance Summary* VIII-216 – VIII-217

 - Public Works Department
- *Budget Proposal #7* VIII-259
- *Animal Care and Services Performance Summary* VIII-263

3. City-Wide
 - City-Wide Expenses – Neighborhood Services CSA IX-10 – IX-11
 - General Fund Capital, Transfers, and Reserves – Neighborhood Services CSA IX-33 – IX-36

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2013-2014 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Thursday, May 9, 2013
1:30 pm – 5:00 pm, Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area _____ Page #

Public Safety (CSA Lead: Larry Esquivel)

1. City Service Area VII-67 – VII-83

2. City Departments/Performance Summary
 - Fire Department VIII-107 – VIII-122
Except: *Fire Safety Code Compliance* Budget Proposal #2
(VIII-113) and Performance Summary (VIII-120)
discussed as part of the Community and Economic
Development CSA

 - Independent Police Auditor VIII-149 – VIII-155

 - Police Department VIII-223 – VIII-248
Except: *Traffic Safety Services* Performance Summary (VIII-245 – VIII-246)
discussed as part of the Transportation and Aviation
Services CSA

4. City-Wide
 - City-Wide Expenses – Public Safety CSA IX-11
 - General Fund Capital, Transfers, and Reserves – Public Safety CSA IX-32 – IX-37

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2013-2014 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Friday, May 10, 2013
9:00 am – 12:00 pm and 1:30 pm – 4:00 pm
Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area Page #

Transportation and Aviation Services (CSA Lead: Hans Larsen)

1. City Service Area VII-85 – VII-106

2. City Departments/Performance Summary
 - Airport Department VIII-1 – VIII-13

 - Police Department
 - *Traffic Safety Services* Performance Summary VIII-245 – VIII-246

 - Transportation Department VIII-283 – VIII-309
 - Except:** *Sanitary Sewer Maintenance and Storm Sewer Management* Budget Proposals #2, #3, and #4 (VIII-290 – VIII-291) and Performance Summary (VIII-300 – VIII-301) discussed as part of the Environmental and Utility Services CSA

3. City-Wide
 - City-Wide Expenses – Transportation and Aviation CSA IX-12
 - General Fund Capital, Transfers, and Reserves – Transportation and Aviation Services CSA IX-33

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2013-2014 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Friday, May 10, 2013
9:00 am – 12:00 pm and 1:30 pm – 4:00 pm
Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area Page #

Strategic Support (CSA Lead: Alex Gurza)

1. City Service Area VII-107 – VII-158

2. City Departments/Performance Summary

Finance Department VIII-91 – VIII-105

Human Resources Department VIII-139 – VIII-148

Information Technology Department VIII-157 – VIII-167

Public Works Department VIII-249 – VIII-272

Except: *Regulate/Facilitate Private Development* Budget
Proposals #3 and #5 (VIII-257 – VIII-258) and
Performance Summary (VIII-268) discussed as part
of the Community and Economic Development CSA

Animal Care and Services Budget Proposal #7
(VIII-259) and Performance Summary (VIII-263)
discussed as part of the Neighborhood Services CSA

Retirement Services Department VIII-273 – VIII-281

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2013-2014 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Friday, May 10, 2013
9:00 am – 12:00 pm and 1:30 pm – 4:00 pm
Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area Page #

Strategic Support/Appointees

3. Mayor, City Council and Appointees

Office of the City Attorney	VIII-15 – VIII-24
Office of the City Auditor	VIII-25 – VIII-31
Office of the City Clerk	VIII-33 – VIII-41
Office of the City Manager	VIII-43 – VIII-53

4. City-Wide

City-Wide Expenses – Strategic Support CSA	IX-12 – IX-13
General Fund Capital, Transfers, and Reserves – Strategic Support CSA	IX-32 – IX-38

Fees and Charges

See separate document

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**2013-2014 PROPOSED CAPITAL BUDGET
AND
2014-2018 CAPITAL IMPROVEMENT PROGRAM**

**STUDY SESSION
AGENDA***

Monday, May 13, 2013
1:30 pm – 5:00 pm, Council Chambers

Opening Comments	Mayor Chuck Reed
Introduction of Proposed Capital Budget	Debra Figone
Overview Presentation	Jim Shannon/Dave Sykes
Discussion of Capital Budget	

<u>City Service Area</u>	<u>Page #</u>
Community and Economic Development	V-1 – V-4
<i>Developer Assisted Projects Capital Program</i>	V-5 – V-31
Environmental and Utility Services	V-33 – V-41
<i>Sanitary Sewer System Capital Program</i>	V-43 – V-111
<i>Storm Sewer System Capital Program</i>	V-113 – V-157
<i>Water Pollution Control Capital Program</i>	V-159 – V-208
<i>Water Utility System Capital Program</i>	V-209 – V-243
Neighborhood Services	V-245 – V-260
<i>Library Capital Program</i>	V-261 – V-295
<i>Parks and Community Facilities Development Capital Program</i>	V-297 – V-539

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**2013-2014 PROPOSED CAPITAL BUDGET
AND
2014-2018 CAPITAL IMPROVEMENT PROGRAM**

STUDY SESSION

AGENDA*

Monday, May 13, 2013
1:30 pm – 5:00 pm, Council Chambers

Discussion of Capital Budget

<u>City Service Area</u>	<u>Page #</u>
Public Safety	V-541 – V-545
<i>Public Safety Capital Program</i>	V-547 – V-585
Transportation and Aviation Services	V-587 – V-595
<i>Airport Capital Program</i>	V-597 – V-660
<i>Parking Capital Program</i>	V-661 – V-677
<i>Traffic Capital Program</i>	V-679 – V-794
Strategic Support	V-795 – V-800
<i>Communications Capital Program</i>	V-801 – V-813
<i>Municipal Improvements Capital Program</i>	V-815 – V-847
<i>Service Yards Capital Program</i>	V-849 – V-869

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Introduction

City Service Area – Core Service Map

COMMUNITY & ECONOMIC DEVELOPMENT CSA

Mission: To manage the growth and change of the City of San José in order to encourage a strong economy, create and preserve healthy neighborhoods, ensure a diverse range of housing and employment opportunities, and encourage a diverse range of arts, cultural and entertainment offerings.

Outcomes:

- Strong Economic Base
- Safe, Healthy, Attractive and Vital Community
- Diverse Range of Housing Options
- Range of Quality Events, Cultural Offerings, and Public Amenities

Core Services

ECONOMIC DEVELOPMENT

- Arts and Cultural Development
- Business Development and Economic Strategy
- Real Estate Services
- Regional Workforce Development

FIRE

- Fire Safety Code Compliance

HOUSING

- Community Development and Investment
- Housing Development and Preservation
- Neighborhood Development and Stabilization

PBCE

- Development Plan Review and Building Construction Inspection
- Long Range Land Use Planning

PUBLIC WORKS

- Regulate/Facilitate Private Development

ENVIRONMENTAL & UTILITY SERVICES CSA

Mission: Provide environmental leadership through policy development, program design, and reliable utility services.

Outcomes:

- Reliable Utility Infrastructure
- Healthy Streams, Rivers, Marsh and Bay
- “Clean and Sustainable” Air, Land, and Energy
- Safe, Reliable, and Sufficient Water Supply

Core Services

ENVIRONMENTAL SERVICES

- Natural and Energy Resources Protection
- Potable Water Delivery
- Recycled Water Management
- Recycling and Garbage Services
- Stormwater Management
- Wastewater Management

TRANSPORTATION

- Sanitary Sewer Maintenance
- Storm Sewer Management

NEIGHBORHOOD SERVICES CSA

Mission: To serve, foster, and strengthen the community by providing access to lifelong learning, opportunities to enjoy life, and preserving healthy neighborhoods.

Outcomes:

- Safe and Clean Parks, Facilities and Attractions
- Vibrant Cultural, Learning, Recreation, and Leisure Opportunities
- Healthy Neighborhoods and Capable Communities

Core Services

LIBRARY

- Access to Information, Library Materials, and Digital Resources
- Formal and Lifelong Self-Directed Education

PRNS

- Parks Maintenance and Operations
- Recreation and Community Services

PBCE

- Community Code Enforcement

PUBLIC WORKS

- Animal Care and Services

The Mission of the City of San José is to provide quality public services, facilities and opportunities that create, sustain, and enhance a safe, livable and vibrant community for its diverse residents, businesses and visitors.

City Service Area – Core Service Map

PUBLIC SAFETY CSA

Mission: Provide prevention and emergency response services for crime, fire, medical, hazardous, and disaster related situations.

Outcomes:

- The Public Feels Safe Anywhere, Anytime in San José
- Residents Share the Responsibility for Public Safety

Core Services

FIRE

- Emergency Response
- Fire Prevention

INDEPENDENT POLICE AUDITOR

- Independent Police Oversight

POLICE

- Crime Prevention and Community Education
- Investigative Services
- Regulatory Services
- Respond to Calls for Service
- Special Events Services

TRANSPORTATION & AVIATION SERVICES CSA

Mission: To provide the community with safe, secure, and efficient surface and air transportation systems that support San José's livability and economic vitality.

Outcomes:

- Provide Safe and Secure Transportation Systems
- Provide Viable Transportation Choices that Promote a Strong Economy
- Travelers Have a Positive, Reliable and Efficient Experience
- Preserve and Improve Transportation Assets and Facilities
- Provide a Transportation System that Enhances Community Livability

Core Services

AIRPORT

- Airport Facilities Maintenance
- Airport Operations
- Airport Planning and Development

POLICE

- Traffic Safety Services

TRANSPORTATION

- Parking Services
- Pavement Maintenance
- Street Landscape Maintenance
- Traffic Maintenance
- Transportation Operations
- Transportation Planning and Project Delivery

STRATEGIC SUPPORT CSA

Mission: To effectively develop, manage and safeguard the City's fiscal, physical, technological, and human resources to enable and enhance the delivery of City services and projects.

Outcomes:

- A High Performing Workforce that is Committed to Exceeding Internal and External Customer Expectations
- Safe and Functional Public Infrastructure, Facilities, and Equipment
- Effective Use of Technology
- Sound Fiscal Management that Facilitates Meeting the Needs of the Community

Core Services

FINANCE

- Disbursements
- Financial Reporting
- Purchasing and Risk Management
- Revenue Management
- Treasury Management

HUMAN RESOURCES

- Employee Benefits
- Employment Services
- Health and Safety

INFORMATION TECHNOLOGY

- Customer Contact Center
- Enterprise Technology Systems and Solutions
- Information Technology Infrastructure

PUBLIC WORKS

- Facilities Management
- Fleet and Equipment Services
- Plan, Design, and Construct Public Facilities and Infrastructure

RETIREMENT

- Retirement Plan Administration

MAYOR, CITY COUNCIL AND APPOINTEES

Mission: Council appointees exist to support and advance the collective work done of the City organization through leadership, communication, and coordination.

MAYOR AND CITY COUNCIL

- Office of the Mayor
- City Council
- Council General

CITY ATTORNEY

- Legal Representation
- Legal Transactions

CITY AUDITOR

- Audit Services

CITY CLERK

- Facilitate the City's Legislative Process

CITY MANAGER

- Analyze, Develop and Recommend Public Policy
- Lead and Advance the Organization
- Manage and Coordinate City-Wide Service Delivery