



# Memorandum

**TO:** CITY COUNCIL

**FROM:** Armando Gomez  
Mayor's Budget Office

**SUBJECT: BUDGET PROCESS FOR FY 2009-2010**    **DATE:** April 24, 2009  
**BUDGET DOCUMENT TEMPLATE**

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Approved

Date

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The City Manager's Proposed Operating Budget will be released on May 1. The Mayor's Budget Office is distributing this memo for this year's review process prior to the release of the Mayor's June Budget Message on June 5 and the Council's formal budget approval on June 16. We remind you that the RDA Capital Budget will be reviewed in August after the Assessment Rolls have been released.

Any requests for reinstatement of funding must be accompanied by a substitute reduction. Budget recommendations, which propose reinstating cuts proposed by the City Manager, will not be accepted if they do not have a substitute reduction of equal or greater value from a legitimate funding source.

In addition, as noted in the Mayor's March Budget Message and approved by the City Council, the City Manager was directed to earmark \$1 million in one-time funding for needed neighborhood improvements in a reserve fund, the City-Council Initiated Neighborhood Improvement Reserve Fund. These funds will be held in reserve for City Council recommended improvements during the Budget Document process. The City Manager was also directed to earmark \$500,000 of one-time funds that may be used to support essential services.

As noted in the City Manager's Information Memo on the 2009-2010 Budget Documents-Cost Estimate Requests, please attach the Administration's cost validation estimates to the final Budget Documents submitted to our office.

## Budget Schedule

April 20	Proposed Capital Budget Released
May 1	Proposed Operating Budget/Fees and Charges Released
May 6-15	City Council Budget Study Sessions
<b>May 21, 5:00 p.m.</b>	<b>Deadline for Cost Savings Ideas (Budget Documents)</b>

## Budget Document Template

The Councilmembers are to use the attached standard form.

## Document Number Assignments

Budget Document numbers will be assigned from the Mayor's Budget Office for tracking purposes.

Please contact Cindy Escobar with a final signed copy and the following information:

1. Councilmember signed Budget Document.
2. Program/Project Title.
3. Amount of the change. Please specify if it is a one-time or ongoing change.
4. Recommended source of funds.
5. 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 2009-2010 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 #1 – Process Initiation and Document Template

BD #2 – Name of Project