



Memorandum

TO: AGENCY BOARD

FROM: Armando Gomez

**SUBJECT: RDA BUDGET PROCESS FOR
FISCAL YEAR 2010-2011 BUDGET
DOCUMENT TEMPLATE**

DATE: September 1, 2010

Approved

Date

9/1/10

The Redevelopment Agency's Fiscal Year 2010-2011 Proposed Operating and Capital Budget will be released on September 17. The Mayor's Budget Office is distributing this memorandum for this year's review process prior to the release of the Mayor's Fiscal Year 2010-2011 Redevelopment Agency Budget Message on October 15. Formal budget adoption will occur on November 2, 2010.

Budget Schedule

September 7, 2010 9:00 am – 12:00 pm City Council Chambers	Agency Budget Preparation Session
September 17, 2010	Release of Agency's FY 2010-2011 Proposed Operating and Capital Budget
September 30, 2010 1:30 pm – 5:00 pm City Council Chambers	Study Session: Agency's Proposed FY 2010-2011 Operating and Capital Budget
October 5, 2010 7:00 pm City Council Chambers	Public Hearing: Agency's Proposed FY 2010-11 Operating and Capital Budget
October 5, 2010	Agency Budget Documents Due to Mayor's Office (as a reminder, only single signature Budget Documents will be accepted)
October 15, 2010	Release of Mayor's FY 2010-11 Agency Budget Message
October 26, 2010	Approval of Mayor's FY 2010-11 Agency Budget Message
October 26, 2010	Approval of Agency's FY 2010-11 Operating and Capital Budget
November 2, 2010	Adoption of Agency's FY 2010-11 Operating and Capital Budget

Budget Document Template

The Board Members 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 the following information:

1. Board Member signed Budget Document.
2. Program/Project Title.
3. RDA Project Area.
4. Recommended Source of Funds.
5. Amount of Agency Funding Change. Please specify if it is a one-time or ongoing change.

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 on the 2010-2011 distribution list. A global address list has been updated to simplify distribution under: **#RDABudget_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

Website Posting

Upon submission, Budget Documents will be posted on the Mayor's website at www.sanjoseca.gov/mayor/goals/budget/rda.asp. Items will remain on the Mayor's website until formal adoption of the RDA's FY 2010-2011 Operating and Capital Budget.



Memorandum

TO: MAYOR REED

FROM: Councilmember

SUBJECT: BUDGET DOCUMENT

DATE:

Approved

Date

RECOMMENDATION

That the following recommendation be enacted.

BACKGROUND

New Expenditure/Reinstatement

Program/Project Title: _____

RDA Project Area: _____

Amount of Agency Funding Required: \$ _____

Funding Source

Program/Project Title: _____

Amount of Agency Funding Change: \$ _____

This change is: _____ One-time _____ Ongoing

Anticipated Outcomes

Requested funding changes would affect benefits or services for San José residents, businesses, community groups, etc. in accordance with one of the following goals and objectives relevant to the City's redevelopment efforts:

- Create Jobs and Expand Business
- Build Public Facilities
- Strong Neighborhoods Initiative and Affordable Housing