## CITY OF SAN JOSE ANNUAL BUDGET PROCESS

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|   | COMMUNITY   | MAYOR<br>& CITY COUNCIL   | CITY<br>ADMINISTRATION  |
| October                                 | Input on Budget Priorities and Direction Through:  Direct contact with Mayor and City Council Community-Wide Surveys and Meetings | Review and Approval of Annual Report  Provides understanding of the fiscal status and condition of the City to inform the upcoming budget process                 | Annual Report on Prior-Year Financial and Service Results ■ Report to City Council and Community on financial performance of the City for the preceding fiscal year   |
| November December                       |   |   | Preliminary General Fund Forecast Planning and Department Budget Proposal Submittal ■ In context of the preliminary budget outlook, departments develop service delivery and budget strategies for upcoming budget process  |
| January                                 |   | City Council Priority Setting Process ■ Develop budget priorities for the City based on input from the Community, Staff, and City Council                         | Release City Manager's Budget Request and Five-Year Forecast and Revenue Projections for the General Fund and Capital Improvement Program Projects revenues for next 5-year period Projects General Fund expenditures to achieve previously approved by City Council service levels |
| March                                   | Public Hearing on Mayor's March Budget Message ■ City Council meets to receive public input on Mayor's March Budget Message       | Review and Approval of Mayor's March Budget Message  Provides more specific direction for preparation of the Proposed Budget                                      | Finalize City Manager's Proposed Budget/Capital Improvement Program ■ CSAs incorporate strategic planning and City Council direction into results-driven spending plans ■ Analyze budget strategies and other service delivery options within context of budgetary outlook          |
| April                                   |   |   |   |
| May                                     | Initial Public Hearing on Proposed Budget ■ City Council meets to receive public input on Proposed Budget                         | Review Proposed Budget in Budget Study Sessions  Working sessions with City Manager, CSA, and department representatives to review details of the Proposed Budget | Release City Manager's Proposed Operating and Capital Budgets, Capital Improvement Program, and Fees and Charges Report  Provide service delivery strategies in the context of proposed revenue projections and a balanced spending plan  |
|   |   | Release City Council Budget Documents  Requested reports and amendments to the Proposed Budget  | Release City Manager's Budget Addenda  Administration's reports and amendments to the Proposed Budget are submitted for City Council review and consideration   |
| June                                    | Final Public Hearing on Proposed Budget ■ Last opportunity for public input on Proposed Budget                                    | Review and Approval of Mayor's June Budget Message Changes to Proposed Budget based on feedback from City Council and public                                      |   |

**Final City Council Budget Adoption**