



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Jennifer A. Maguire

SUBJECT: 2016-2017 BUDGET STUDY
SESSIONS SCHEDULE AND
AGENDAS

DATE: May 2, 2016

Approved

Date

5/2/16

The 2016-2017 Budget Study Sessions for the Operating and Capital Budgets and the Fees and Charges document are scheduled to begin on May 11, 2016. 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 or delayed if the City Council completes discussion of items sooner or later than scheduled, or takes items out of order.

The 2016-2017 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 2016-2017 Proposed Operating Budget by CSA, the detailed agendas list the departments that contribute to the CSA and reference the respective page numbers in the 2016-2017 Proposed Operating Budget that will be discussed in the Budget Study Sessions. For 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).

The attached detailed agendas for the Operating Budget Study Sessions reference sections and page numbers in the 2016-2017 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 Operating Budget can be found in the following sections: General Fund Revenue Estimates (Section VI) and Source and Use of Funds Statements (Section X).

It should be noted that the Proposed 2016-2017 Fees and Charges Report is scheduled to be discussed on Friday, May 13th, 2016, at the end of the 2016-2017 Operating Budget Study Sessions. Any questions on the Fees and Charges Report will be answered at that time.

The Capital Budget Study Session presentations are also 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.

Please contact me, or Margaret McCahan (Assistant Budget Director), at 535-8144 if you have questions or would like assistance with the agendas.



JENNIFER A. MAGUIRE
Senior Deputy City Manager/
Budget Director

Attachments:

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

2016-2017
CITY OF SAN JOSÉ
BUDGET STUDY SESSIONS*

ITEM**	DATE	TIME
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2016-2017 Operating Budget

- | | | |
|--|-------------------------|---------------------|
| □ Overview | Wednesday, May 11, 2016 | 9:00 am – 10:00 am |
| □ Participatory Budgeting Overview
(Mayor/Council District 3) | Wednesday, May 11, 2016 | 10:00 am – 10:30 am |

CSA Overview, Core Services, and Performance Measures

- | | | |
|--------------------------------------|-------------------------|---------------------|
| □ Community & Economic Development | Wednesday, May 11, 2016 | 10:30 am – 12:00 pm |
| □ Public Safety | Thursday, May 12, 2016 | 9:00 am – 11:00 am |
| □ Environmental & Utility Services | Thursday, May 12, 2016 | 11:00 am – 12:00 pm |
| □ Neighborhood Services | Thursday, May 12, 2016 | 1:30 pm – 3:30 pm |
| □ Transportation & Aviation Services | Thursday, May 12, 2016 | 3:30 pm – 5:00 pm |
| □ Strategic Support/Appointees | Friday, May 13, 2016 | 1:30 pm – 3:00 pm |
| □ Fees and Charges | Friday, May 13, 2016 | 3:00 pm – 3:30 pm |

2016-2017 Capital Budget and 2017-2021 Capital Improvement Program

- | | | |
|--------------------------|--|---|
| □ Overview | Friday, May 13, 2016 | 3:30 pm – 4:00 pm |
| □ Capital Program Review | Friday, May 13, 2016
Monday, May 16, 2016 | 4:00 pm – 5:00 pm
9:30 am – 12:00 pm |
- Community and Economic Development
 - Environmental & Utility Services
 - Neighborhood Services
 - Public Safety
 - Transportation & Aviation Services
 - Strategic Support

Hold for Discussion if Needed

HOLD	Monday, May 16, 2016	1:30 pm – 5:00 pm
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* 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.



2016-2017 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Wednesday, May 11, 2016
9:00 am – 12:00 pm, Council Chambers

Opening Comments	Mayor Sam Liccardo
Introduction of Proposed Operating Budget	Norberto Dueñas
Overview Presentation	Jennifer Maguire/Kim Walesh
Participatory Budgeting Overview	Councilmember Peralez/Lee Wilcox
Discussion of CSA Overviews, City Departments, and Performance Measures	
<u>City Service Area</u>	<u>Page #</u>

Community and Economic Development

1. City Service Area VII-9 – VII-26
2. City Departments/Performance Summary
 - City Manager – Office of Economic Development VIII-51 – VIII-62
 - Fire Department
Fire Safety Code Compliance
 - Budget Proposal #2 VIII-107 – VIII-108
 - Performance Summary VIII-116
 - Housing Department VIII-119 – VIII-134
 - Planning, Building and Code Enforcement Department VIII-213 – VIII-235
Except: *Community Code Enforcement* Budget Proposals #7 and #8 (VIII-227 – VIII-228) and Performance Summary (VIII-229 – VIII-230) discussed as part of the Neighborhood Services CSA

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



2016-2017 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Wednesday, May 11, 2016
9:00 am – 12:00 pm, Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area _____ Page #

Community and Economic Development (Cont'd.)

Public Works Department

Regulate/Facilitate Private Development

- Budget Proposal #3

VIII-266 – VIII-268

- Performance Summary

VIII-275

3. City-Wide

City-Wide Expenses – Community and Economic Development CSA IX-9 – IX-11

General Fund Capital, Transfers, and Reserves – Community and IX-37

Economic Development CSA

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



2016-2017 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Thursday, May 12, 2016
9:00 am – 11:00 am, Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area Page #

Public Safety

1. City Service Area VII-55 – VII-68

2. City Departments/Performance Summary
 - Fire Department VIII-101 – VIII-118
Except: *Fire Safety Code Compliance Budget Proposal #2*
(VIII-107 – VIII-108) and Performance Summary
(VIII-116) discussed as part of the Community
and Economic Development CSA

 - Independent Police Auditor VIII-149 – VIII-155

 - Police Department VIII-237 – VIII-258
Except: *Traffic Safety Services Performance Summary*
(VIII-256) discussed as part of the Transportation
and Aviation Services CSA

3. City-Wide
 - General Fund Capital, Transfers, and Reserves – Public Safety CSA IX-39

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2016-2017 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Thursday, May 12, 2016

11:00 am – 12:00 pm

Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area

Page #

Environmental and Utility Services

- | | |
|--|---------------------|
| 1. <u>City Service Area</u> | VII-27 – VII-39 |
| 2. <u>City Departments/Performance Summary</u> | |
| Environmental Services Department | VIII-63 – VIII-87 |
| Transportation Department | |
| <i>Sanitary Sewer Maintenance and Storm Sewer Management</i> | |
| - Budget Proposals #2, #8, #11, and #12 | VIII-296 – VIII-300 |
| - Performance Summary | VIII-304 – VIII-305 |
| 3. <u>City-Wide</u> | |
| City-Wide Expenses – Environmental and Utility Services CSA | IX-12 |

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2016-2017 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Thursday, May 12, 2016

1:30 pm – 3:30 pm

Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area Page #

Neighborhood Services

1. City Service Area VII-41 – VII-54

2. City Departments/Performance Summary

Library Department VIII-171 – VIII-183

Parks, Recreation and Neighborhood Services Department VIII-191 – VIII-211

Planning, Building and Code Enforcement Department

Community Code Enforcement

- Budget Proposals #7 and #8 VIII-227 – VIII-228

- Performance Summary VIII-229 – VIII-230

Public Works Department

Animal Care and Services

- Budget Proposal #7 VIII-269

- Performance Summary VIII-270

3. City-Wide

City-Wide Expenses – Neighborhood Services CSA IX-12

General Fund Capital, Transfers, and Reserves – Neighborhood IX-36 – IX-39

Services CSA

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



2016-2017 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Thursday, May 12, 2016

3:30 pm – 5:00 pm

Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area Page #

Transportation and Aviation Services

1. City Service Area VII-69 – VII-83

2. City Departments/Performance Summary

Airport Department VIII-1 – VIII-14

Police Department

Traffic Safety Services

- Performance Summary VIII-256

Transportation Department VIII-289 – VIII-313

Except: *Sanitary Sewer Maintenance and Storm Sewer Management Budget Proposals #2, #8, #11, and #12 (VIII-296 – VIII-300) and Performance Summary (VIII-304 – VIII-305) discussed as part of the Environmental and Utility Services CSA*

3. City-Wide

General Fund Capital, Transfers, and Reserves – Transportation and Aviation Services CSA IX-39

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



2016-2017 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Friday, May 13, 2016
1:30 pm – 3:00 pm
Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area Page #

Strategic Support

1. City Service Area – Strategic Support VII-85 – VII-101

2. City Departments/Performance Summary

Finance Department VIII-89 – VIII-100

Human Resources Department VIII-135 – VIII-148

Information Technology Department VIII-157 – VIII-170

Public Works Department VIII-259 – VIII-279

Except: *Regulate/Facilitate Private Development* Budget
Proposal #3 (VIII-266 – VIII-268) and
Performance Summary (VIII-275) discussed as part
of the Community and Economic Development CSA

Animal Care and Services Budget Proposal #7
(VIII-269) and Performance Summary (VIII-270)
discussed as part of the Neighborhood Services CSA

3. City-Wide

City-Wide Expenses – Strategic Support CSA IX-13 – IX-15

General Fund Capital, Transfers, and Reserves – Strategic
Support CSA IX-32 – IX-41

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2016-2017 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Friday, May 13, 2016
1:30 pm – 3:00 pm
Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area Page #

Strategic Support/Mayor, City Council and Appointees

- | | |
|--|---------------------|
| 1. <u>City Service Area – Mayor, City Council and Appointees</u> | VII-103 – VII-135 |
| 2. <u>Mayor, City Council and Appointees</u> | |
| 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-40 |
| Office of the City Manager | VIII-41 – VIII-49 |
| Office of Retirement Services | VIII-281 – VIII-288 |

Fees and Charges See separate document

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**2016-2017 PROPOSED CAPITAL BUDGET
AND
2017-2021 CAPITAL IMPROVEMENT PROGRAM**

STUDY SESSION

AGENDA*

Friday, May 13, 2016
3:30 pm – 5:00 pm, Council Chambers

Monday, May 16, 2016
9:30 am – 12:00 pm, Council Chambers

Opening Comments	Mayor Sam Liccardo
Introduction of Proposed Capital Budget	Jennifer Maguire
Overview Presentation	Bonny Duong/Barry Ng
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-27
Environmental and Utility Services	V-29 – V-37
<i>Sanitary Sewer System Capital Program</i>	V-39 – V-87
<i>Storm Sewer System Capital Program</i>	V-89 – V-128
<i>Water Pollution Control Capital Program</i>	V-129 – V-184
<i>Water Utility System Capital Program</i>	V-185 – V-234
Neighborhood Services	V-235 – V-251
<i>Library Capital Program</i>	V-253 – V-291
<i>Parks and Community Facilities Development Capital Program</i>	V-293 – V-547

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**2016-2017 PROPOSED CAPITAL BUDGET
AND
2017-2021 CAPITAL IMPROVEMENT PROGRAM**

STUDY SESSION

AGENDA*

Friday, May 13, 2016
3:30 pm – 5:00 pm, Council Chambers

Monday, May 16, 2016
9:30 am – 12:00 pm, Council Chambers

Discussion of Capital Budget

<u>City Service Area</u>	<u>Page #</u>
Public Safety	V-549 – V-553
<i>Public Safety Capital Program</i>	V-555 – V-594
Transportation and Aviation Services	V-595 – V-604
<i>Airport Capital Program</i>	V-605 – V-661
<i>Parking Capital Program</i>	V-663 – V-681
<i>Traffic Capital Program</i>	V-683 – V-814
Strategic Support	V-815 – V-820
<i>Communications Capital Program</i>	V-821 – V-835
<i>Municipal Improvements Capital Program</i>	V-837 – V-893
<i>Service Yards Capital Program</i>	V-895 – V-914

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CITY OF SAN JOSE ANNUAL BUDGET PROCESS

