

Memorandum

TO: HONORABLE MAYOR AND

CITY COUNCIL

SUBJECT: 2016-2017 BUDGET STUDY

SESSIONS SCHEDULE AND

AGENDAS

FROM: Jennifer A. Maguire

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).

HONORABLE MAYOR AND CITY COUNCIL

May 2, 2016

Subject: 2016-2017 Budget Study Sessions Schedule and Agendas

Page 2 of 2

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			
2016	2017 O					
2016-2	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 						

Hold for Discussion if Needed

Strategic Support

HOLD

Monday, May 16, 2016

1:30 pm - 5:00 pm

Transportation & Aviation Services

^{*} 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.



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

City Service Area

Page #

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.



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.



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. <u>City-Wide</u>

General Fund Capital, Transfers, and Reserves – Public Safety 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.



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. City Service Area

VII-27 – VII-39

2. City Departments/Performance Summary

Environmental Services Department

VIII-63 – VIII-87

Transportation Department
Sanitary Sewer Maintenance and Storm Sewer Management

- Budget Proposals #2, #8, #11, and #12

VIII-296 - VIII-300

- Performance Summary

VIII-304 – VIII-305

3. City-Wide

City-Wide Expenses – Environmental and Utility Services CSA

IX-12

^{*} 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.



STUDY SESSION AGENDA*

Thursday, May 12, 2016 1:30 pm – 3:30 pm Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures Page # City Service Area **Neighborhood Services** VII-41 - VII-54 1. City Service Area 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 VIII-269 - Budget Proposal #7 - Performance Summary **VIII-270** 3. <u>City-Wide</u> IX-12 City-Wide Expenses – Neighborhood Services CSA IX-36 - IX-39 General Fund Capital, Transfers, and Reserves – 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.



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.



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

IX-32 - IX-41

Support 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.



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. City Service Area – Mayor, City Council and Appointees

2. 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

Fees and Charges

Office of the City Manager

Office of Retirement Services

See separate document

VIII-41 – VIII-49

VIII-281 – VIII-288

^{*} 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 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	
City Service Area	Page #
Community and Economic Development	V-1 - V-4
Developer Assisted Projects Capital Program	V-5 – V-27
Environmental and Utility Services	V-29 – V-37
Sanitary Sewer System Capital Program	V-39 – V-87
Storm Sewer System Capital Program	V-89 – V-128
Water Pollution Control Capital Program	V-129 – V-184
Water Utility System Capital Program	V-185 – V-234
Neighborhood Services	V-235 – V-251
Library Capital Program	V-253 – V-291
Parks and Community Facilities Development Capital Progra	v-293 – V-547

^{*} 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 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

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

^{*} 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.

CITY OF SAN JOSE ANNUAL BUDGET PROCESS

	RESIDENTS	MAYOR & CITY COUNCIL	CITY 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 January			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
February		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 City Council-approved 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 Council Budget Documents Requested reports and amendments to 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 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	