



Memorandum

TO: CITY COUNCIL

FROM: Lee Wilcox
Mayor's Budget Office

**SUBJECT: BUDGET PROCESS FOR
FY 2017-2018 BUDGET
DOCUMENTS**

DATE: April 20, 2017

Approved

Date

With the imminent release of the City Manager's Proposed Operating Budget on May 1, 2017, the Mayor's Budget Office seeks to ensure that every Council Office has a clear understanding of the budget proposal process prior to the release of the Mayor's June Budget Message on June 2, 2017, and the City Council's formal budget approval on June 13, 2017.

The schedule relating to the budget process consists of the following:

April 24	Proposed Capital Budget and CIP Released
May 1	Proposed Operating Budget Released
May 5	Proposed Fees and Charges Report Released
May 10-15	Council Study Sessions: Proposed Budgets and Proposed Fees and Charges Report
May 16	Initial Public Hearing: Proposed Capital/Operating Budgets and Proposed Fees and Charges Report
May 24, 5:00 p.m.	Deadline for Budget Document (BD) Proposals
June 2	Mayor's June Budget Message Released
June 12	Final Public Hearing: Proposed Capital/Operating Budgets and Proposed Fees and Charges Report
June 13	Mayor's June Budget Message: Final Review/Approval by City Council; Proposed Capital/Operating Budgets and Proposed Fees and Charges Report: Approved by City Council
June 20	Capital/Operating Budgets and Fees and Charges Report: Adopted by City Council

Budget Document Development & Template

The Budget Documents represent recommended adjustments to the 2017-2018 City Manager's Proposed Operating Budget that was released for City Council review on May 1, 2017.

Any requests for new funding must specify a funding source (e.g. Essential Services Reserve, Other, or expenditure reduction). Budget recommendations will not be accepted by our office if they do not identify a funding source.

Council Offices must obtain cost estimates related to each proposal from the City Manager's Office. To obtain cost estimates necessary for the development of Councilmember 2017-2018 BDs, Council Offices can use the attached Budget Document Cost Estimate Request form. This form should be completed and submitted to Gloria Schmanek in the City Manager's Office no later than May 10, 2017 (**early submittals are greatly appreciated**). The City Manager's Office will then complete the cost estimates and transmit them back to the City Council Offices no later than May 18, 2017.

Unlike Council Memos, Budget Documents are restricted to one author. Councilmembers are to use the attached standard form to submit a Budget Document to the Mayor's Budget Office on **May 24, 2017 - No later than 5:00 p.m.**

Budget Document Number Assignments

Budget Document numbers will be assigned from the Mayor's Budget Office for tracking purposes. Please see Cindy Escobar, on the 17th Floor, with a final Councilmember signed Budget Document with the following information:

1. Program/Project Title
2. Amount of City Funding Required
3. Fund Type
4. Please specify if this is One-time or Ongoing
5. Funding Source

Budget Document numbers will not be assigned until the Budget Document is signed and ready for distribution.

Electronic Transmission

After the Mayor's Budget Office has assigned a number, all Budget Documents must be distributed electronically in PDF format to all names/departments on the 2017-2018 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.

To assist in document tracking, it is imperative 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 number followed by the title.

Example:

BD #1 – Process Initiation and Budget Document Template

BD # – Project Title

Participatory Budget Pilot Program

Per the approved Mayor’s March Budget Message, the City will continue the participatory budgeting in those Council Districts where Councilmembers deem such a process worthwhile in their districts, and worthy of the considerable investment of time from their staff and the community. This program is voluntary. Council Offices wishing to participate in the pilot program should submit a formal Budget Document requesting up to \$250,000 from the Essential Services Reserve.

An important qualification, however: the Mayor’s June Budget Message will not allocate General Fund dollars to additional “Budget Document” requests from those Council Offices that have chosen to participate in participatory budgeting with a full \$250,000 allocation. Essentially, the \$250,000 request represents that District’s direct allocation from the Essential Services Reserve.

The current participatory budgeting pilot—D3decides—has been a successful collaboration between the City and District 3 residents. The yearlong engagement with community has led to many lessons learned. The Mayor’s Office and Council Peralez will present the outcomes of D3decides at our 2016-2017 Budget Study Sessions.



Memorandum

TO: MAYOR LICCARDO

FROM: Councilmember

SUBJECT: BUDGET DOCUMENT

DATE:

Approved

Date

RECOMMENDATION

That the following recommendation be enacted.

Proposal

Program/Project Title:

Amount of City Funding Required: \$

Fund Type (i.e. General Fund, C&C funds, etc.):

This change is:

_____ One-time _____ Ongoing

Proposal Description, including anticipated outcomes (describe how change would affect services for San José residents, businesses, community groups, etc.):

Funding Source

Essential Services Reserve (\$2 million)

Other (Program/Project/Fund):

Department or Organization:

Department or Organization Contact (list contact information for the individual that certified cost estimates contained within your recommendation):

Name:

Phone number:

E-mail address:

2017-2018 Proposed Budget
BUDGET DOCUMENT COST ESTIMATE REQUEST

To request a Budget Document (BD) cost estimate, please complete the first page of this form (use as much space as required) and submit it to Gloria Schmanek in the City Manager's Office by May 10, 2017. City staff will return the form with the cost estimate provided on the second page of the form by May 18, 2017. The BDs with the cost estimates are due to the Mayor's Office by May 24, 2017.

Please note that due to continued budget system challenges, it is respectfully asked that budget document cost estimate requests be limited, to the extent possible, to three to four requests per City Council District this year.

TO BE COMPLETED BY COUNCILMEMBER:

Councilmember:

Council District:

BD PROPOSAL:

City Department (if known):

Program/Project Title:

Proposal Description, including anticipated outcomes (describe how change would affect services for San Jose residents, businesses, community groups, etc.):

Position Changes (include classifications, if known):

Estimated Amount of City Funding Change (to be validated by the cost estimate):

Fund(s) Impacted (e.g. General Fund, C&C Tax Funds, etc.):

Ongoing or One-Time:

BD PROPOSAL OFFSET/FUNDING SOURCE (identify the offsetting action to fund the BD proposal identified above):

Essential Services Reserve (\$2.0 million)

Other (Program/Project/Fund):

**2017-2018 Proposed Budget
BUDGET DOCUMENT COST ESTIMATE REQUEST**

Cost Estimate #:

TO BE COMPLETED BY CITY MANAGER'S OFFICE:

Cost Estimate Approved By _____ Date _____

CITY DEPARTMENT:

Staff Person Completing Cost Estimate: _____ Date _____
Name/Title

Department Approval of Cost Estimate: _____ Date _____
Department Director or Designee

BD PROPOSAL:

BD Cost Estimate:

Fund	2017-2018 Cost	Ongoing Cost
General Fund		
Other Funds (list funds below, if applicable)		
TOTAL		

Position Changes (if applicable):

Position Classification	2017-2018 FTE	Ongoing FTE
TOTAL		

BD Cost Estimate Notes (if applicable – provide any notes only if necessary to clarify the cost estimate):