# 2014-2015 Capital Budget

# 2015-2019 Capital Improvement Program

Budget Guide

## Budget Guide

# CITY OF SAN JOSE
# ANNUAL BUDGET PROCESS

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

**Final City Council Budget Adoption**