



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Jennifer A. Maguire

SUBJECT: 2014-2015 BUDGET STUDY
SESSIONS SCHEDULE AND
AGENDAS

DATE: May 1, 2014

Approved

Date

5/1/14

The 2014-2015 Budget Study Sessions for the Operating and Capital Budgets and the Fees and Charges document are scheduled to begin on May 7, 2014. 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 2014-2015 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 2014-2015 Proposed Operating Budget by CSA, the detailed agendas list the departments that contribute to the CSA and reference the respective page numbers in the 2014-2015 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 2014-2015 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 budget can be found in the following sections: General Fund Revenue Estimates (Section VI); Selected Special Funds Summaries (Section X); and Source and Use of Funds Statements (Section XI).

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.

The Proposed 2014-2015 Fees and Charges Report, which will be discussed on Monday, May 12th, 2014, will be released on Friday, May 2nd 2014.

Please contact me at 535-8144 if you have questions or would like assistance with the agendas.


JENNIFER A. MAGUIRE
Deputy City Manager/Budget Director

Attachments:

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

**2014-2015
CITY OF SAN JOSÉ
BUDGET STUDY SESSIONS***

ITEM**	DATE	TIME
2014-2015 Operating Budget		
□ Overview	Wednesday, May 7, 2014	8:30 am – 10:00 am
CSA Overview, Core Services, and Performance Measures		
□ Community & Economic Development	Wednesday, May 7, 2014	10:00 am – 11:00 am
	Thursday, May 8, 2014	9:00 am – 10:00 am
□ Transportation & Aviation Services	Thursday, May 8, 2014	10:00 am – 12:00 pm
□ Neighborhood Services	Thursday, May 8, 2014	1:30 pm – 4:00 pm
□ Environmental & Utility Services	Friday, May 9, 2014	9:00 am – 10:00 am
□ Public Safety Budget and Fire Emergency Medical Services	Friday, May 9, 2014	10:00 am – 12:00 pm 1:30 pm – 5:00 pm
□ Strategic Support/Appointees	Monday, May 12, 2014	1:00 pm – 3:00 pm
□ Fees and Charges	Monday, May 12, 2014	3:00 pm – 4:00 pm
2014-2015 Capital Budget and 2015-2019 Capital Improvement Program		
□ Overview	Wednesday, May 14, 2014	9:00 am – 9:30 am
□ Capital Program Review	Wednesday, May 14, 2014	9:30 am – 11:30 am
▪ Community and Economic Development		
▪ Environmental & Utility Services		
▪ Neighborhood Services		
▪ Public Safety		
▪ Transportation & Aviation Services		
▪ Strategic Support		
Hold for Discussion if Needed		
HOLD	Thursday, May 15, 2014	9:00 am – 12:00 pm

* 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.



2014-2015 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Wednesday, May 7, 2014

8:30 am – 11:00 am, Council Chambers

Thursday, May 8, 2014

9:00 am – 10:00 am, Council Chambers

Opening Comments	Mayor Chuck Reed
Introduction of Proposed Operating Budget	Edward Shikada
Overview Presentation	Jennifer Maguire/Kim Walesh
Discussion of CSA Overviews, City Departments, and Performance Measures	
City Service Area	Page #

Community and Economic Development

1. City Service Area VII-9 – VII-29

2. City Departments/Performance Summary

City Manager – Office of Economic Development VIII-55 – VIII-65

Fire Department

Fire Safety Code Compliance

- Budget Proposal #1 VIII-114 – VIII-116

- Performance Summary VIII-123

Housing Department VIII-127 – VIII-141

Planning, Building and Code Enforcement Department VIII-211 – VIII-235

Except: *Community Code Enforcement* Budget Proposals #4, #6, #7, #8, and #9 (VIII-226 – VIII-229) and Performance Summary (VIII-230 – VIII-231) 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, call Agenda Services at 535-8285.



2014-2015 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Wednesday, May 7, 2014
8:30 am – 11:00 am, Council Chambers

Thursday, May 8, 2014
9:00 am – 10:00 am, 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 #2, #5, and #6 VIII-266 – VIII-270
- Performance Summary VIII-279

3. City-Wide

City-Wide Expenses – Community and Economic Development CSA IX-9 – IX-11
General Fund Capital, Transfers, and Reserves – Community and IX-35 – 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, call Agenda Services at 535-8285.



2014-2015 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Thursday, May 8, 2014
10:00 am – 12:00 pm and 1:30 pm – 4:00 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-89 – VII-114

2. City Departments/Performance Summary
 - Airport Department VIII-1 – VIII-16

 - Police Department
Traffic Safety Services
- Performance Summary VIII-255

 - Transportation Department VIII-293 – VIII-319
Except: *Sanitary Sewer Maintenance and Storm Sewer Management* Budget Proposals #2, #6, and #7 (VIII-300 – VIII-303) and Performance Summary (VIII-310 – VIII-311) 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-37 – IX-40

* 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.



2014-2015 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Thursday, May 8, 2014
10:00 am – 12:00 pm and 1:30 pm – 4:00 pm
Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area Page #

Neighborhood Services

1. City Service Area VII-53 – VII-69

2. City Departments/Performance Summary
 - Library Department VIII-171 – VIII-181

 - Parks, Recreation and Neighborhood Services Department VIII-189 – VIII-210

 - Planning, Building and Code Enforcement Department
Community Code Enforcement
 - Budget Proposals #3, #4, #6, #7, #8, and #9 VIII-223 – VIII-229
 - Performance Summary VIII-230 – VIII-231

 - Public Works Department
Animal Care and Services
 - Budget Proposal #7 and #8 VIII-271
 - Performance Summary VIII-274

3. City-Wide
 - City-Wide Expenses – Neighborhood Services CSA IX-11 – IX-12
 - General Fund Capital, Transfers, and Reserves – Neighborhood Services CSA IX-35 – IX-40

* 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.



2014-2015 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Friday, May 9, 2014
9:00 am – 12:00 pm and 1:30 pm – 5:00 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-31 – VII-52
2. City Departments/Performance Summary
 - Environmental Services Department VIII-67 – VIII-93
 - Transportation Department
Sanitary Sewer Maintenance and Storm Sewer Management
 - Budget Proposals #2, #4, #6, #7, and #17 VIII-300 – VIII-307
 - Performance Summary VIII-310 – VIII-311

* 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.



2014-2015 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Friday, May 9, 2014
9:00 am – 12:00 pm and 1:30 pm – 5:00 pm
Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area Page #

Public Safety

1. City Service Area VII-71 – VII-87

2. City Departments/Performance Summary

Fire Department VIII-109 – VIII-125

Except: *Fire Safety Code Compliance* Budget Proposal #1
(VIII-114 – VIII-116) and Performance Summary
(VIII-123) discussed as part of the Community
and Economic Development CSA

Independent Police Auditor VIII-153 – VIII-158

Police Department VIII-237 – VIII-257

Except: *Traffic Safety Services* Performance Summary
(VIII-255) discussed as part of the Transportation
and Aviation Services CSA

3. City-Wide

City-Wide Expenses – Public Safety CSA IX-12

Fire Emergency Medical Services See separate document

* 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.



2014-2015 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Monday, May 12, 2014
1:00 pm – 4:00 pm, Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area _____ Page #

Strategic Support

1. City Service Area VII-115 – VII-163
2. City Departments/Performance Summary
 - Finance Department VIII-95 – VIII-108
 - Human Resources Department VIII-143 – VIII-152
 - Information Technology Department VIII-159 – VIII-170
 - Public Works Department VIII-259 – VIII-283
 - Except:** *Regulate/Facilitate Private Development* Budget Proposals #2, #5, #6, and #9 (VIII-266 – VIII-272) and Performance Summary (VIII-279) discussed as part of the Community and Economic Development CSA
 - Animal Care and Services* Budget Proposal #7 and #8 (VIII-271) and Performance Summary (VIII-274) discussed as part of the Neighborhood Services CSA
 - Retirement Services Department VIII-285 – VIII-292

* 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.



2014-2015 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Monday, May 12, 2014
1:00 pm – 4:00 pm, Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area _____ Page #

Strategic Support/Appointees

3. Mayor, City Council and Appointees

Office of the City Attorney	VIII-17 – VIII-25
Office of the City Auditor	VIII-27 – VIII-33
Office of the City Clerk	VIII-35 – VIII-42
Office of the City Manager	VIII-43 – VIII-53

4. City-Wide

City-Wide Expenses – Strategic Support CSA	IX-12 – IX-14
General Fund Capital, Transfers, and Reserves – Strategic Support CSA	IX-32 – IX-41

Fees and Charges

See separate document

* 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.



**2014-2015 PROPOSED CAPITAL BUDGET
AND
2015-2019 CAPITAL IMPROVEMENT PROGRAM**

STUDY SESSION

AGENDA*

Wednesday, May 14, 2014
9:00 am – 11:30 am, Council Chambers

Opening Comments	Mayor Chuck Reed
Introduction of Proposed Capital Budget	Jennifer Maguire
Overview Presentation	Jim Shannon/Dave Sykes

Discussion of Capital Budget

City Service Area Page #

Community and Economic Development	V-1 – V-5
<i>Developer Assisted Projects Capital Program</i>	V-7 – V-31
Environmental and Utility Services	V-33 – V-42
<i>Sanitary Sewer System Capital Program</i>	V-43 – V-106
<i>Storm Sewer System Capital Program</i>	V-107 – V-146
<i>Water Pollution Control Capital Program</i>	V-147 – V-210
<i>Water Utility System Capital Program</i>	V-211 – V-245
Neighborhood Services	V-247 – V-266
<i>Library Capital Program</i>	V-267 – V-304
<i>Parks and Community Facilities Development Capital Program</i>	V-305 – V-609

* 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.



**2014-2015 PROPOSED CAPITAL BUDGET
AND
2015-2019 CAPITAL IMPROVEMENT PROGRAM**

STUDY SESSION

AGENDA*

Wednesday, May 14, 2014
9:00 am – 11:30 am, Council Chambers

Discussion of Capital Budget

<u>City Service Area</u>	<u>Page #</u>
Public Safety	V-611 – V-615
<i>Public Safety Capital Program</i>	V-617 – V-659
Transportation and Aviation Services	V-661 – V-670
<i>Airport Capital Program</i>	V-671 – V-735
<i>Parking Capital Program</i>	V-737 – V-749
<i>Traffic Capital Program</i>	V-751 – V-894
Strategic Support	V-895 – V-899
<i>Communications Capital Program</i>	V-901 – V-912
<i>Municipal Improvements Capital Program</i>	V-913 – V-938
<i>Service Yards Capital Program</i>	V-939 – V-959

* 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 Service Area – Core Service Map

COMMUNITY & ECONOMIC DEVELOPMENT CSA

Mission: To manage the growth and change of the City of San José in order to encourage a strong economy, create and preserve healthy neighborhoods, ensure a diverse range of housing and employment opportunities, and encourage a diverse range of arts, cultural and entertainment offerings.

Outcomes:

- Strong Economic Base
- Safe, Healthy, Attractive and Vital Community
- Diverse Range of Housing Options
- Range of Quality Events, Cultural Offerings, and Public Amenities

Core Services

ECONOMIC DEVELOPMENT

- Arts and Cultural Development
- Business Development and Economic Strategy
- Real Estate Services
- Regional Workforce Development

FIRE

- Fire Safety Code Compliance

HOUSING

- Community Development and Investment
- Housing Development and Preservation
- Neighborhood Development and Stabilization

PBCE

- Development Plan Review and Building Construction Inspection
- Long Range Land Use Planning

PUBLIC WORKS

- Regulate/Facilitate Private Development

ENVIRONMENTAL & UTILITY SERVICES CSA

Mission: Provide environmental leadership through policy development, program design, and reliable utility services.

Outcomes:

- Reliable Utility Infrastructure
- Healthy Streams, Rivers, Marsh and Bay
- “Clean and Sustainable” Air, Land, and Energy
- Safe, Reliable, and Sufficient Water Supply

Core Services

ENVIRONMENTAL SERVICES

- Natural and Energy Resources Protection
- Potable Water Delivery
- Recycled Water Management
- Recycling and Garbage Services
- Stormwater Management
- Wastewater Management

TRANSPORTATION

- Sanitary Sewer Maintenance
- Storm Sewer Management

NEIGHBORHOOD SERVICES CSA

Mission: To serve, foster, and strengthen the community by providing access to lifelong learning, opportunities to enjoy life, and preserving healthy neighborhoods.

Outcomes:

- Safe and Clean Parks, Facilities and Attractions
- Vibrant Cultural, Learning, Recreation, and Leisure Opportunities
- Healthy Neighborhoods and Capable Communities

Core Services

LIBRARY

- Access to Information, Library Materials, and Digital Resources
- Formal and Lifelong Self-Directed Education

PRNS

- Parks Maintenance and Operations
- Recreation and Community Services

PBCE

- Community Code Enforcement

PUBLIC WORKS

- Animal Care and Services

The Mission of the City of San José is to provide quality public services, facilities and opportunities that create, sustain, and enhance a safe, livable and vibrant community for its diverse residents, businesses and visitors.

City Service Area – Core Service Map

PUBLIC SAFETY CSA

Mission: Provide prevention and emergency response services for crime, fire, medical, hazardous, and disaster related situations.

Outcomes:

- The Public Feels Safe Anywhere, Anytime in San José
- Residents Share the Responsibility for Public Safety

Core Services

FIRE

- Emergency Response
- Fire Prevention

INDEPENDENT POLICE AUDITOR

- Independent Police Oversight

POLICE

- Crime Prevention and Community Education
- Investigative Services
- Regulatory Services
- Respond to Calls for Service
- Special Events Services

TRANSPORTATION & AVIATION SERVICES CSA

Mission: To provide the community with safe, secure, and efficient surface and air transportation systems that support San José's livability and economic vitality.

Outcomes:

- Provide Safe and Secure Transportation Systems
- Provide Viable Transportation Choices that Promote a Strong Economy
- Travelers Have a Positive, Reliable and Efficient Experience
- Preserve and Improve Transportation Assets and Facilities
- Provide a Transportation System that Enhances Community Livability

Core Services

AIRPORT

- Airport Facilities Maintenance
- Airport Operations
- Airport Planning and Development

POLICE

- Traffic Safety Services

TRANSPORTATION

- Parking Services
- Pavement Maintenance
- Street Landscape Maintenance
- Traffic Maintenance
- Transportation Operations
- Transportation Planning and Project Delivery

STRATEGIC SUPPORT CSA

Mission: To effectively develop, manage and safeguard the City's fiscal, physical, technological, and human resources to enable and enhance the delivery of City services and projects.

Outcomes:

- A High Performing Workforce that is Committed to Exceeding Internal and External Customer Expectations
- Safe and Functional Public Infrastructure, Facilities, and Equipment
- Effective Use of Technology
- Sound Fiscal Management that Facilitates Meeting the Needs of the Community

Core Services

FINANCE

- Disbursements
- Financial Reporting
- Purchasing and Risk Management
- Revenue Management
- Treasury Management

HUMAN RESOURCES

- Employee Benefits
- Employment Services
- Health and Safety

INFORMATION TECHNOLOGY

- Customer Contact Center
- Enterprise Technology Systems and Solutions
- Information Technology Infrastructure

PUBLIC WORKS

- Facilities Management
- Fleet and Equipment Services
- Plan, Design, and Construct Public Facilities and Infrastructure

RETIREMENT

- Retirement Plan Administration

MAYOR, CITY COUNCIL AND APPOINTEES

Mission: Council appointees exist to support and advance the collective work done of the City organization through leadership, communication, and coordination.

MAYOR AND CITY COUNCIL

- Office of the Mayor
- City Council
- Council General

CITY ATTORNEY

- Legal Representation
- Legal Transactions

CITY AUDITOR

- Audit Services

CITY CLERK

- Facilitate the City's Legislative Process

CITY MANAGER

- Analyze, Develop and Recommend Public Policy
- Lead and Advance the Organization
- Manage and Coordinate City-Wide Service Delivery