



# Memorandum

**TO:** CITY COUNCIL

**FROM:** Nicholas Almeida  
Mayor's Budget Office

**SUBJECT: BUDGET PROCESS FOR  
FY 2021-2022 BUDGET  
DOCUMENTS**

**DATE:** April 8, 2021

Approved

*Nicholas Almeida*

Date April 8, 2021

With the release of the City Manager's Proposed Operating Budget planned on May 3, 2021, 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 7, 2021, and the City Council's formal budget approval on June 15, 2021.

Please note that the City's budget calendar was approved by the Joint Meeting for Rules and Open Government Committee and Committee of the Whole on November 18, 2020, and consists of the following key dates:

April 26	Proposed Capital Budget and CIP Released
May 3	Proposed Operating Budget Released
May 7	Proposed Fees and Charges Report Released
May 12-17	Council Study Sessions: Proposed Budgets and Proposed Fees and Charges Report
May 18	Initial Public Hearing: Proposed Capital/Operating Budgets and Proposed Fees and Charges Report
<b>May 26, 5:00 p.m.</b>	<b>Deadline for Budget Document Proposals</b>
June 7	Mayor's June Budget Message Released
June 14	Final Public Hearing: Proposed Capital/Operating Budgets and Proposed Fees and Charges Report
June 15	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 22	Capital/Operating Budgets and Fees and Charges Report: Adopted by City Council

### Budget Document Cost Estimate Requests

Budget Documents represent recommended adjustments to the 2021-2022 City Manager's Proposed Operating Budget that will be released for City Council's review on May 3, 2021.

Council Offices must obtain cost estimates for each Budget Document proposal from the City Manager's Office. To obtain cost estimates necessary for the development of Councilmember 2021-2022 Budget Documents, Council Offices must use the attached Budget Document Cost Estimate Request form. This form should be completed and emailed to Kate Handford in the City Manager's Budget Office at [kate.handford@sanjoseca.gov](mailto:kate.handford@sanjoseca.gov). Similar to last year, capital and operating cost estimates will have separate due dates to the City Manager's Budget Office (**early submittals are acceptable**):

- Capital Cost Estimates are due no later than May 7, 2021
- Operating Cost Estimates are due no later than May 12, 2021

The City Manager's Office will then complete the cost estimates and transmit them back to Council Offices no later than May 21, 2021.

Respectfully, and as noted in the March Budget Message, we request that Council Offices be strategic with their cost requests, and mindful of their impact on the workload of an overstretched City staff.

### Budget Document Submittals

The Mayor will accept joint Budget Documents requests from multiple Councilmembers in accordance with Brown Act requirements. Councilmembers are to use the attached standard form to submit a Budget Document to the Mayor's Budget Office on **May 26, 2021 - no later than 5:00 pm (early submittals are acceptable)**.

As in previous years, Council Offices should not assume an equal distribution of the Essential Services Reserve. The Mayor will assess budget proposals based on a number of factors including the extent of City and community need, impact, and the ability to fund the proposal.

A final Councilmember-signed Budget Document must be emailed to Henry Smith in the Mayor's Office at [henry.smith@sanjoseca.gov](mailto:henry.smith@sanjoseca.gov). A Budget Document number will then be assigned by the Mayor's Office for tracking purposes and emailed back to the Council Office. Budget Document numbers will not be assigned until the Budget Document is signed and ready for distribution.

Any requests for new funding must specify a funding source (e.g. Essential Services Reserve, Other, or expenditure reduction). The Essential Services Reserve is currently \$3 million per the Mayor's March Budget Message. **Budget recommendations will not be accepted by our office if they do not identify a funding source.**

### Electronic Transmission

After the Mayor's Budget Office has assigned a number, Council Offices must distribute their Budget Documents in PDF format to all names/departments on the 2021-2022 distribution list. A Global Address list has been updated to simplify distribution under: **#Budget\_List**.

To assist in document tracking, we request that everyone utilize a consistent file title for all electronic Budget Documents. Please save your electronic document with the following format: BD [Insert Assigned Number] – [Insert Brief Project Title].

Please see the following example for this memo: BD 1 – Budget Document Process Initiation

When Budget Documents are submitted to the Mayor's Office, we will review the format for uniformity and make necessary adjustments.

### Budget Community Engagement

The City's community budget meetings are an opportunity to share information on the budget process and gather valuable input from the community. Per the revised budget calendar, community budget meetings are scheduled to take place between May 10-28, 2021. Due to the pandemic, we will continue to hold these community meetings virtually, via Zoom. We will reach out to your offices in the coming days to share the specific dates for these community budget meetings.

For more information on the budget document process or community budget meetings, please email me at [nicholas.almeida@sanjoseca.gov](mailto:nicholas.almeida@sanjoseca.gov).

### Attachments

Budget Document Cost Estimate Request 2021-22  
Budget Document Memorandum Template 2021-22