



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Jennifer A. Maguire

SUBJECT: 2014-2015 BUDGET DOCUMENT
COST ESTIMATE REQUESTS

DATE: May 1, 2014

Approved

Date

5/1/14

This memorandum informs the City Council Offices of the process to obtain cost estimates necessary for the development of Councilmember 2014-2015 budget proposals, also known as Budget Documents (BDs) that are submitted to the Mayor's Office for consideration as part of the Mayor's release of his June Budget Message. The BDs represent recommended adjustments to the 2014-2015 City Manager's Proposed Budget that was released for City Council review on May 1, 2014. Councilmember BDs may include ideas for reducing costs, obtaining additional revenue, and restoring/adding critical City services. Please note that the 2014-2015 Proposed Operating Budget contains an Essential Services Reserve totaling \$2 million in one-time funding for City Council distribution as part of the Mayor's June Budget Message process.

If the City Council Office would like a cost estimate for a BD, the enclosed form should be completed and submitted to Gloria Schmanek in the City Manager's Office no later than **May 9, 2014**. (Early submittals are greatly appreciated). The Administration will then complete the cost estimates and transmit them back to the City Council Offices no later than **May 16, 2014**. Please note that the Mayor's Office released instructions on the process to submit BDs to the Mayor's Office under separate cover. Councilmember BDs are due to the Mayor's Office by **May 21, 2014**, and the Administration's cost estimates should be incorporated into those proposals.

Below is a high level summary of the process:

Action	Date
Proposed Operating Budget Release	May 1, 2014
Proposed Fees and Charges Release	May 2, 2014
Councilmember Request for Budget Document (BD) Cost Estimates due to the City Manager's Office (early submittals appreciated)	May 9, 2014
Cost Estimates Developed by the Administration	May 12-15, 2014
Completed Cost Estimates Provided to the City Council Offices	May 16, 2014
Councilmembers Submit Budget Documents (BDs) to the Mayor's Office	May 21, 2014

JENNIFER A. MAGUIRE

Deputy City Manager/Budget Director

For questions, please contact Gloria Schmanek, Agenda Services Manager, at (408) 535-8104.

**2014-2015 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 9, 2014. City staff will return the form with the cost estimate provided on the second page of the form by May 16, 2014. The BDs with the cost estimates are due to the Mayor's Office by May 21, 2014.

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 million)

Other (Program/Project/Fund):

**2014-2015 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	2014-2015 Cost	Ongoing Cost
General Fund		
Other Funds (list funds below, if applicable)		
TOTAL		

Position Changes (if applicable):

Position Classification	2014-2015 FTE	Ongoing FTE
TOTAL		

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