

Budget Document Cost Estimate Requests

Budget Documents represent recommended adjustments to the 2022-2023 City Manager's Proposed Operating Budget that will be released for City Council's review on May 2, 2022.

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 2022-2023 Budget Documents, Council Offices must submit their Cost Estimate requests electronically through the SimpliGov platform. A training will be scheduled by the City Manager's Budget Office to introduce the new platform. 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 6, 2022**
- **Operating Cost Estimates are due no later than May 11, 2022**

The City Manager's Office will then complete the cost estimates and transmit them back to Council Offices no later than May 20, 2022.

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. Last year the City Manager's Office and departments processed over 100 cost estimate requests from Council Offices – a level that is not sustainable given the short turnaround time required during the busy budget season.

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 25, 2022 - 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. 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 2022-2023 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 9-27, 2022. 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 mackenzie.mossing@sanjoseca.gov.

Attachments

Budget Document Memorandum Template 2022-23