

Memorandum

TO: CITY COUNCIL

FROM: Armando Gomez
Mayor's Budget Office

SUBJECT: BUDGET PROCESS FOR FY 2012-2013 **DATE:** April 26, 2012
BUDGET DOCUMENT TEMPLATE

Approved

Armando Gomez

Date

4/26/12

The City Manager's Proposed City Operating Budget will be released on May 1, 2012. The Mayor's Budget Office is distributing this memorandum for this year's review process prior to the release of the Mayor's June Budget Message on June 1, 2012 and the City Council's formal budget approval on June 12, 2012.

Any requests for reinstatement of funding must be accompanied by a substitute reduction. Budget recommendations, which propose reinstating cuts, will not be accepted if they do not have a substitute reduction of equal or greater value from a legitimate funding source.

Please note that the City Manager will release under separate cover the instructions for coordinating Staff Cost Estimate Requests for your Cost Savings Ideas.

Budget Schedule

April 25	Proposed City Capital Budget Released
May 1	Proposed City Operating Budget Released
May 4	Proposed City Fees and Charges Report Released
May 9-17	City Council Budget Study Sessions
May 15	Initial Public Hearing: Proposed City Capital/Operating Budgets and Fees and Charges Report
May 23, 5:00 p.m.	Deadline for Budget Documents
June 1	Mayor's June Budget Message Released
June 11	Final Public Hearing: Proposed City Capital/Operating Budgets and Fees and Charges Report
June 12	Mayor's June Budget Message: Final Review/Approval; Proposed City Capital/Operating Budgets and Fees and Charges Report Approved by City Council
June 19	City Capital/Operating Budgets and Fees and Charges Report Adopted by City Council

Budget Document Template

The Councilmembers are to use the attached standard form.

Budget Document Number Assignments

Budget Document numbers will be assigned from the Mayor's Budget Office for tracking purposes. Please see Cindy Escobar with a final Councilmember signed Budget Document with the following information:

1. Program/Project Title.
2. Recommended Source of Funds.
3. Amount of City Funding Change.
4. Please specify if it is a one-time or ongoing change.
5. City Service Area.

Budget Document numbers will not be assigned until the Budget Document is signed and ready for distribution.

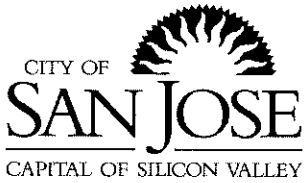
Electronic Transmission

All Budget Documents must be distributed electronically in PDF format to all names/departments on the 2012-2013 distribution list. A Global Address list has been updated to simplify distribution under: **#Budget_List**.

The original signed hard copy will be required for submission to the City Clerk.

It is imperative to assist in document tracking for everyone receiving electronic documents to utilize a consistent file title for all Budget Documents. Please save your electronic document with the following format:

BD #1 – Process Initiation and Budget Document Template
BD #2 – Project Title



Memorandum

TO: MAYOR REED

FROM: Councilmember

SUBJECT: BUDGET DOCUMENT

DATE:

Approved

Date

RECOMMENDATION

That the following recommendation be enacted.

Proposal

Program/Project Title: _____

Amount of City Funding Required: \$ _____

Fund Type (i.e. General Fund, C&C funds, etc.) _____

Anticipated Outcomes: Requested funding changes would affect benefits or services for San José residents, businesses, community groups, etc., as described below: (Use as much space as required.)

Funding Source

Program/Project Title: _____

Amount of City Funding Change: \$ _____

Fund Type (i.e. General Fund, C&C funds, etc.) _____

Anticipated Outcomes: Requested funding changes would affect benefits or services for San José residents, businesses, community groups, etc., as described below: (Use as much space as required.)

Department or Organization: _____

Department or Organization Contact (Please list contact information for the individual that certified cost estimates contained within your recommendation.)

Name: _____

Phone number: _____

E-mail address: _____

This change is:

_____ One-time _____ Ongoing

The City Service Area to which the change best relates:

- Community and Economic Development Services
- Environmental and Utility Services
- Neighborhood Services
- Public Safety
- Strategic Support
- Transportation and Aviation Services