



COUNCIL AGENDA: 11/05/2019

ITEM: 2.14

FILE NO: 19-1031

# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Toni J. Taber, CMC  
City Clerk

**SUBJECT:** SEE BELOW

**DATE:** November 5, 2019

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**SUBJECT:** City Budget Calendar and Budget Study Session Schedule

**RECOMMENDATION:**

As recommended by the Rules and Open Government Committee on October 30, 2019, approve the proposed 2019-2020 / 2020-2021 City Budget Calendar as presented in Attachment A and the detailed schedule for City Council Budget Study Sessions for the 2020-2021 Operating Budget, 2020-2021 Capital Budget and 2021-2025 City Capital Improvement Program, and 2020-2021 Fees and Charges Report as presented in Attachment B and explained in this memorandum.

CEQA: Not a Project, File No. PP17-004, Government Funding Mechanism or Fiscal Activity with no commitment to a specific project which may result in a potentially significant physical impact on the environment. (City Manager)

[Rules Committee referral 10/30/19- Item D(a)]



RULES COMMITTEE

October 24, 2019

**Subject: 2019-2020/2020-2021 City Budget Calendar and Budget Study Session Schedule**

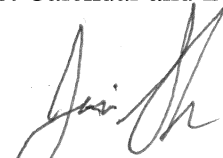
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The release date for the Proposed Operating Budget, Proposed Capital Budget and Capital Improvement Program, and Proposed Fees and Charges Report are set during late April/early May as in previous years. Additionally, consistent with the City's Community Based Budgeting Process, the Community Budget Meetings will be held in May 2020. The final Budget adoption by the City Council will be on June 16, 2020. It should be noted that the dates for the Mayor's Budget Town Hall Meeting and State of the City Address are not yet included in the 2019-2020/2020-2021 City Budget Calendar, and will be released by the Mayor's Office at a later date.

The schedule for the City Council Study Sessions held during mid-May is also proposed as outlined on Attachment B. These six sessions will take place in the City Council Chambers. A detailed schedule outlining the order of review for the 2020-2021 Operating Budget, 2020-2021 Capital Budget and 2021-2025 Capital Improvement Program, and 2020-2021 Fees and Charges Report will be released at a later date.

**COORDINATION**

The proposed 2019-2020/2020-2021 City Budget Calendar and Budget Study Session Schedule have been coordinated with the Mayor's Office.

  
JIM SHANNON  
Budget Director

**Attachments:**

Attachment A – 2019-2020/2020-2021 City Budget Calendar

Attachment B – 2019-2020/2020-2021 City Budget Calendar/Budget Study Session Schedule

Attachment C – City of San José Annual Budget Process

## 2019-2020/2020-2021 City Budget Calendar

Date	Action/Event
September 30, 2019	- 2018-19 Annual Report: Released
October 22, 2019	- 2018-18 Annual Report: Review/Approval by City Council
January 31, 2020	- 2019-20 Mid-Year Budget Review Report: Released
TBD	- State of the City
February 11, 2020	- 2019-20 Mid-Year Budget Review Report: Review/Approval by City Council
TBD	- Mayor's Budget Town Hall Meeting
February 28, 2020	- 2020-21 City Manager's Budget Request & 2021-25 Five-Year Forecast and Revenue Projections: Released
March 6, 2020	- 2020-21 Mayor's March Budget Message: Released
March 17, 2020	- 2020-21 Mayor's March Budget Message: Public Hearing
March 17, 2020	- 2020-21 Mayor's March Budget Message: Final Review by City Council
April 22, 2020	- 2020-21 Proposed Capital Budget and 2021-25 Capital Improvement Program: Released
April 29, 2020	- 2020-21 Proposed Operating Budget: Released
May 1, 2020	- 2020-21 Proposed Fees and Charges Report: Released
May 1, 2020	- 2020-21 Proposed Capital Budget: City Council Budget Document Capital Cost Estimates due to City Manager's Office
May 4 - 22, 2020	- 2020-21 Proposed Capital/Operating Budgets: Community Budget Meetings
May 6, 2020	- Planning Commission Study Session: 2020-21 Proposed Capital Budget and 2021-25 Capital Improvement Program

## 2019-2020/2020-2021 City Budget Calendar

Date	Action/Event
May 6, 2020	- 2020-21 Proposed Operating Budget: City Council Budget Document Operating Cost Estimates due to City Manager's Office
May 6 - 11, 2020	- Council Study Sessions: 2020-21 Proposed Budgets and 2020-21 Proposed Fees and Charges Report
May 12, 2020	- Initial Public Hearing: 2020-21 Proposed Capital/Operating Budgets and 2020-21 Proposed Fees & Charges Report
May 14, 2020	- 2020-21 City Council Budget Document Cost Estimates Finalized and Released to City Council Offices
May 18, 2020	- 2020-21 City Council Budget Document Cost Estimate Proposals due to Mayor's Office
June 1, 2010	- 2020-21 Mayor's June Budget Message: Released
June 8, 2020	- Final Public Hearing: 2020-21 Proposed Capital/Operating Budgets and 2020-21 Proposed Fees & Charges Report (evening)
June 9, 2020	- 2020-21 Mayor's June Budget Message: Final Review/Approval by City Council
June 9, 2020	- 2020-21 Proposed Capital/Operating Budgets and 2020-21 Proposed Fees & Charges Report: Approved by City Council
June 16, 2020	- 2020-21 Capital/Operating Budgets and 2020-21 Fees & Charges Report: Adopted by City Council

**2019-2020/2020-2021 City Budget Calendar/ Budget Study Session Schedule\***

<b>Date</b>	<b>Time</b>	<b>Action/Event</b>
Wednesday, May 6, 2020	9:00 am - 11:30 am	2020-2021 City Budget Overview/Budget Study Session on 2020-2021 City Operating/Capital Budget, 2021-2025 Capital Improvement Program, and 2020-2021 Fees and Charges Report
Thursday, May 7, 2020	9:00 am - 12:00 pm 1:30 pm - 5:00 pm	2020-2021 City Budget Overview/Budget Study Session on 2020-2021 City Operating/Capital Budget, 2021-2025 Capital Improvement Program, and 2020-2021 Fees and Charges Report
Friday, May 8, 2020	9:00 am - 12:00 pm	2020-2021 City Budget Overview/Budget Study Session on 2020-2021 City Operating/Capital Budget, 2021-2025 Capital Improvement Program, and 2020-2021 Fees and Charges Report
Monday, May 11, 2020	9:00 am - 12:00 pm 1:30 pm - 5:00 pm	2020-2021 City Budget Overview/Budget Study Session on 2020-2021 City Operating/Capital Budget, 2021-2025 Capital Improvement Program, and 2020-2021 Fees and Charges Report

\* Budget Study Sessions will be held in the City Council Chambers.

# CITY OF SAN JOSE ANNUAL BUDGET PROCESS

