



Memorandum

TO: RULES COMMITTEE
FROM: Margaret McCahan
SUBJECT: 2018-2019/2019-2020 CITY
BUDGET CALENDAR AND
BUDGET STUDY SESSION
SCHEDULE
DATE: August 29, 2018

Approved

D. D. S. Y. L.

Date

8/30/18

RECOMMENDATION

- (a) Approve the proposed 2018-2019/2019-2020 City Budget Calendar as presented in Attachment A and the detailed schedule for City Council Budget Study Sessions for the 2018-2020 Operating Budget, 2019-2020 Capital Budget and 2020-2024 City Capital Improvement Program, and 2019-2020 Fees and Charges Report as presented in Attachment B and explained in this memorandum.
- (b) Place the item on the September 11, 2018 City Council Agenda for adoption.

ANALYSIS

Provided with this memorandum is a proposed calendar (Attachment A) to be used as a basic plan in preparing, reviewing, and approving the 2019-2020 Operating Budget, 2019-2020 Capital Budget and 2020-2024 Five-Year Capital Improvement Program, and 2019-2020 Fees and Charges Report. Adoption of this schedule and process follows the City of San José Annual Budget process as shown on Attachment C. In addition, the calendar includes details associated with monitoring and amending the 2018-2019 budget starting with the release of the 2017-2018 Annual Report at the end of September 2018 that summarizes prior year financial results and brings forward amendments to the 2018-2019 budget.

The elements and dates for the 2019-2020 budget process reflect relatively few changes from the calendar used last year. For example, 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 2019. The final Budget adoption by the City Council will be on June 18, 2019. 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 2018-2019/2019-2020 City Budget Calendar, and will be released under a separate cover by the Mayor's Office.

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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 2019-2020 Operating Budget, 2019-2020 Capital Budget and 2020-2024 Capital Improvement Program, and 2019-2020 Fees and Charges Report will be released at a later date.

COORDINATION

The proposed 2018-2019/2019-2020 City Budget Calendar and Budget Study Session Schedule have been coordinated with the Mayor's Office.



MARGARET MCCAHAN

Budget Director

Attachments:

Attachment A – 2018-2019/2019-2020 City Budget Calendar

Attachment B – 2018-2019/2019-2020 City Budget Calendar/Budget Study Session Schedule

Attachment C – City of San José Annual Budget Process