



# Memorandum

**TO:** RULES COMMITTEE

**SUBJECT:** 2019-2020/2020-2021 CITY  
BUDGET CALENDAR AND  
BUDGET STUDY SESSION  
SCHEDULE

**FROM:** Jim Shannon

**DATE:** October 24, 2019

Approved

*D. D. S. L.*

Date

10/24/19

## RECOMMENDATION

- (a) 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.
- (b) Place the item on the November 5, 2019 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 2020-2021 Operating Budget, 2020-2021 Capital Budget and 2021-2025 Five-Year Capital Improvement Program, and 2020-2021 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 2019-2020 budget starting with the release of the 2018-2019 Annual Report at the end of September 2019 that summarized prior year financial results and brought forward amendments to the 2019-2020 budget.

The elements and dates for the 2020-2021 budget process reflect relatively few changes from the calendar used last year, though a notable change is related to the schedule of cost estimate requests and due dates for City Council Budget Documents. Cost estimate requests for capital infrastructure are due to the City Manager's Office by May 1, 2020, and requests for operating budget activities are due on May 6, 2020. All cost estimates will be finalized and released on May 14, 2020, with Budget Documents due to the Mayor's Office on May 18, 2020. This shift in due dates attempts to provide sufficient time for the Administration to complete cost estimates and for the consideration of Budget Documents into the Mayor's June Budget Message.

RULES COMMITTEE

October 24, 2019

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

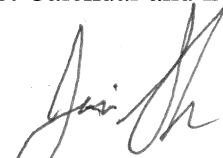
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The release date for the Proposed Operating Budget, Proposed Capital Budget and Capital Improvement Program, and Proposed Fees and Charges Report are set during late April/early May as in previous years. Additionally, consistent with the City's Community 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**

<b>Date</b>	<b>Action/Event</b>
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**

<b>Date</b>	<b>Action/Event</b>
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

