



# Memorandum

**TO:** RULES AND OPEN  
GOVERNMENT COMMITTEE

**FROM:** Jim Shannon

**SUBJECT:** 2020-2021/2021-2022 CITY  
BUDGET CALENDAR AND  
BUDGET STUDY SESSION  
SCHEDULE

**DATE:** November 10, 2020

Approved

Date

11/12/20

## RECOMMENDATION

Approve the proposed 2020-2021/2021-2022 City Budget Calendar as presented in Attachment A and the detailed schedule for City Council Budget Study Sessions for the 2021-2022 Operating Budget, 2021-2022 Capital Budget and 2022-2026 City Capital Improvement Program, and 2021-2022 Fees and Charges Report as presented in Attachment B and explained in this memorandum.

## ANALYSIS

Provided with this memorandum is a proposed calendar (Attachment A) to be used as a basic plan in preparing, reviewing, and approving the 2021-2022 Operating Budget, 2021-2022 Capital Budget and 2022-2026 Five-Year Capital Improvement Program, and 2021-2022 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 2020-2021 budget starting with City Council's approval of the 2019-2020 Annual Report that summarized prior year financial results and brought forward amendments to the 2020-2021 budget.

While last year's budget development process was significantly impacted by the sudden arrival of the COVID-19 pandemic, the schedule for the 2021-2022 budget development process recommended in this memorandum aligns more closely to a typical year. The release date for the Proposed Operating Budget, Proposed Capital Budget and Capital Improvement Program, and Proposed Fees and Charges Report are set for 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 Budget approval by the City Council will be on June 15, 2021 and adoption by the City Council will be on June 22, 2021. It should be noted that the date for the State of the City Address 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 are tentatively scheduled to take place in the City Council Chambers, though that may change depending on the status of the COVID-19 pandemic. A detailed schedule outlining the order of review for the 2021-2022 Operating Budget, 2021-2022 Capital Budget and 2022-2026 Capital Improvement Program, and 2021-2022 Fees and Charges Report will be released at a later date.

With the recent establishment of the Office of Racial Equity, the Administration will more formally integrate equity analysis into the budget development process, and will report back on the approach and status as part of the 2021-2022 City Manager's Budget Request and 2022-2026 Five-Year Forecast document scheduled for release at the end of February 2021.

### **COORDINATION**

The proposed 2020-2021/2021-2022 City Budget Calendar and Budget Study Session Schedule have been coordinated with the Mayor's Office.

A handwritten signature in cursive script, reading "Jim Shannon".

JIM SHANNON  
Budget Director

**Attachments:**

Attachment A – 2020-2021/2021-2022 City Budget Calendar

Attachment B – 2020-2021/2021-2022 City Budget Calendar/Budget Study Session Schedule

Attachment C – City of San José Annual Budget Process

## 2020-2021 / 2021-2022 City Budget Calendar

Date	Action/Event
October 20, 2020	- 2019-20 Annual Report: Review/Approval by City Council
January 29, 2021	- 2020-21 Mid-Year Budget Review Report: Released
TBD	- State of the City
February 9, 2021	- 2020-21 Mid-Year Budget Review Report: Review/Approval by City Council
February 11, 2021	- Mayor's Budget Town Hall Meeting
February 26, 2021	- 2021-22 City Manager's Budget Request & 2022-26 Five-Year Forecast and Revenue Projections: Released
March 5, 2021	- 2021-22 Mayor's March Budget Message: Released
March 16, 2021	- 2021-22 Mayor's March Budget Message: Public Hearing
March 16, 2021	- 2021-22 Mayor's March Budget Message: Review by City Council
April 26, 2021	- 2021-22 Proposed Capital Budget and 2022-26 Capital Improvement Program: Released
May 3, 2021	- 2021-22 Proposed Operating Budget: Released
May 7, 2021	- 2021-22 Proposed Fees and Charges Report: Released
May 7, 2021	- 2021-22 Proposed Capital Budget: City Council Budget Document <i>Capital</i> Cost Estimates due to City Manager's Office
May 10 - 28, 2021	- 2021-22 Proposed Capital/Operating Budgets: Community Budget Meetings
May 12, 2021	- 2021-22 Proposed Operating Budget: City Council Budget Document <i>Operating</i> Cost Estimates due to City Manager's Office
May 12, 2021	- Planning Commission Study Session: 2021-22 Proposed Capital Budget and 2022-26 Capital Improvement Program

## 2020-2021 / 2021-2022 City Budget Calendar

Date	Action/Event
May 12 - 17, 2021	- Council Study Sessions: 2021-22 Proposed Budgets and 2021-22 Proposed Fees and Charges Report
May 18, 2021	- Initial Public Hearing: 2021-22 Proposed Capital/Operating Budgets and 2021-22 Proposed Fees & Charges Report
May 21, 2021	- 2021-22 City Council Budget Document Cost Estimates Finalized and Released to City Council Offices
May 26, 2021	- 2021-22 City Council Budget Documents due to Mayor's Office
June 7, 2021	- 2021-22 Mayor's June Budget Message: Released
June 14, 2021	- Final Public Hearing: 2021-22 Proposed Capital/Operating Budgets and 2021-22 Proposed Fees & Charges Report (evening)
June 15, 2021	- 2021-22 Mayor's June Budget Message: Final Review/Approval by City Council
June 15, 2021	- 2021-22 Proposed Capital/Operating Budgets and 2022-26 Proposed Fees & Charges Report: Approved by City Council
June 22, 2021	- 2021-22 Capital/Operating Budgets and 2021-22 Fees & Charges Report: Adopted by City Council

**2020-2021 / 2021-2022 City Budget Calendar/ Budget Study Session Schedule\***

<b>Date</b>	<b>Time</b>	<b>Action/Event</b>
Wednesday, May 12, 2021	9:00 am - 11:30 am	2021-2022 City Budget Overview/Budget Study Session on 2021-2022 City Operating/Capital Budget, 2022-2026 Capital Improvement Program, and 2021-2022 Fees and Charges Report
Thursday, May 13, 2021	9:00 am - 12:00 pm 1:30 pm - 5:00 pm	2021-2022 City Budget Overview/Budget Study Session on 2021-2022 City Operating/Capital Budget, 2022-2026 Capital Improvement Program, and 2021-2022 Fees and Charges Report
Friday, May 14, 2021	9:00 am - 12:00 pm	2021-2022 City Budget Overview/Budget Study Session on 2021-2022 City Operating/Capital Budget, 2022-2026 Capital Improvement Program, and 2021-2022 Fees and Charges Report
Monday, May 17, 2021	9:00 am - 12:00 pm 1:30 pm - 5:00 pm	2021-2022 City Budget Overview/Budget Study Session on 2021-2022 City Operating/Capital Budget, 2022-2026 Capital Improvement Program, and 2021-2022 Fees and Charges Report

\* Budget Study Sessions are tentatively scheduled to be held in the City Council Chambers.

# CITY OF SAN JOSE ANNUAL BUDGET PROCESS

