



Memorandum

TO: CITY COUNCIL

FROM: Nicholas Almeida
Mayor's Budget Office

**SUBJECT: BUDGET PROCESS FOR
FY 2019-2020 BUDGET
DOCUMENTS**

DATE: April 5, 2019

Approved

Date April 7, 2019

With the imminent release of the City Manager's Proposed Operating Budget on May 1, 2019, the Mayor's Budget Office seeks to ensure that every Council Office has a clear understanding of the budget proposal process prior to the release of the Mayor's June Budget Message on May 31, 2019, and the City Council's formal budget approval on June 11, 2019.

The schedule relating to the budget process consists of the following:

April 22	Proposed Capital Budget and CIP Released
May 1	Proposed Operating Budget Released
May 3	Proposed Fees and Charges Report Released
May 8-13	Council Study Sessions: Proposed Budgets and Proposed Fees and Charges Report
May 14	Initial Public Hearing: Proposed Capital/Operating Budgets and Proposed Fees and Charges Report
May 22, 5:00 p.m.	Deadline for Budget Document Proposals
May 31	Mayor's June Budget Message Released
June 10	Final Public Hearing: Proposed Capital/Operating Budgets and Proposed Fees and Charges Report
June 11	Mayor's June Budget Message: Final Review/Approval by City Council; Proposed Capital/Operating Budgets and Proposed Fees and Charges Report: Approved by City Council
June 18	Capital/Operating Budgets and Fees and Charges Report: Adopted by City Council

Budget Document Development & Template

The Budget Documents represent recommended adjustments to the 2019-2020 City Manager's Proposed Operating Budget that was released for City Council review on May 1, 2019.

Any requests for new funding must specify a funding source (e.g. Essential Services Reserve, Other, or expenditure reduction). Budget recommendations will not be accepted by our office if they do not identify a funding source.

Council Offices must obtain cost estimates related to each proposal from the City Manager's Office. To obtain cost estimates necessary for the development of Councilmember 2019-2020 BDs, Council Offices can use the attached Budget Document Cost Estimate Request form. This form should be completed and submitted to Kate Handford in the City Manager's Budget Office no later than May 9, 2019 (**early submittals are greatly appreciated**). The City Manager's Office will then complete the cost estimates and transmit them back to the City Council Offices no later than May 17, 2019.

Unlike Council Memos, Budget Documents are restricted to one author. Councilmembers are to use the attached standard form to submit a Budget Document to the Mayor's Budget Office on **May 22, 2019 - no later than 5:00 p.m.**

Budget Document Number Assignments

Budget Document numbers will be assigned from the Mayor's Budget Office for tracking purposes. Please see Anna Le, on the 18th Floor, with a final Councilmember signed Budget Document with the following information:

1. Program/Project Title
2. Amount of City Funding Required
3. Fund Type
4. Please specify if it is One-time or Ongoing
5. Funding Source

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

Electronic Transmission

After the Mayor's Budget Office has assigned a number, all Budget Documents must be distributed electronically in PDF format to all names/departments on the 2019-2020 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.

To assist in document tracking, it is imperative 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 number followed by the title.

Example:

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

Participatory Budget Program

In previous years, Council Offices voluntarily chose to adopt participatory budgeting. Based on feedback from Council Offices during the pilot phase, there is concern over the amount of resources required to administer this program. As such, the Mayor's Office will suspend this program in 2019-2020 to allow for a reflection on how to improve the execution of this program in future years. However, this does not prohibit Council Offices from using a participatory engagement process in the generation of their Budget Documents for the year. For Council Offices interested in participatory budgeting, we will be coordinating with the City Manager's Office to identify potential alternative approaches, including supportive administrative resources and the use of technology.