



Memorandum

TO: CITY COUNCIL

FROM: Armando Gomez
Mayor's Budget Office

SUBJECT: BUDGET PROCESS FOR FY 2011-2012 **DATE:** April 28, 2011
BUDGET DOCUMENT TEMPLATE

Approved

Armando Gomez

Date

4/28/11

The City Manager's Proposed City Operating Budget will be released on May 2, 2011. The Mayor's Budget Office is distributing this memorandum for this year's review process prior to the release of the Mayor's June Budget Message on June 3, 2011 and the City Council's formal budget approval on June 14, 2011.

Any requests for reinstatement of funding must be accompanied by a substitute reduction. Budget recommendations, which propose reinstating cuts, will not be accepted if they do not have a substitute reduction of equal or greater value from a legitimate funding source.

Please note that the City Manager will release under separate cover the instructions for coordinating Staff Cost Estimate Requests for your Cost Savings Ideas.

Budget Schedule

April 20	Proposed City Capital Budget Released
May 2	Proposed City Operating Budget Released
May 6	Proposed City Fees and Charges Report Released
May 11-19	City Council Budget Study Sessions
May 17	Initial Public Hearing: Proposed City Capital/Operating Budgets and Fees and Charges Report
*May 25, 5:00 p.m.	Deadline for Cost Savings Ideas (Budget Proposals)
June 3	Mayor's June Budget Message Released
June 13	Final Public Hearing: Proposed City Capital/Operating Budgets and Fees and Charges Report
June 14	Mayor's June Budget Message: Final Review/Approval; Proposed City Capital/Operating Budgets and Fees and Charges Report Approved by City Council
June 21	City Capital/Operating Budgets and Fees and Charges Report Adopted by City Council

*To accommodate the Study Session schedule, the deadline for Cost Savings Ideas has been extended to May 25.

Budget Document Template

The Councilmembers are to use the attached standard form.

Document Number Assignments

Budget Document numbers will be assigned from the Mayor's Budget Office for tracking purposes. Please see Cindy Escobar with a final Councilmember signed Budget Document with the following information:

1. Program/Project Title.
2. Amount of the change. Please specify if it is a one-time or ongoing change.
3. Recommended Source of Funds.
4. City Service Area.

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

Electronic Transmission

All Budget Documents must be distributed electronically in PDF format to all names/departments on the 2011-2012 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.

It is imperative to assist in document tracking 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 #1 – Process Initiation and Document Template

BD #2 – Project Title