



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Jennifer A. Maguire

SUBJECT: 2015-2016 BUDGET STUDY
SESSIONS SCHEDULE AND
AGENDAS

DATE: May 1, 2015

Approved

Date

5/1/15

The 2015-2016 Budget Study Sessions for the Operating and Capital Budgets and the Fees and Charges document are scheduled to begin on May 6, 2015. Attached is the master schedule as well as the detailed agendas for each day of the Budget Study Sessions. Please note that discussion items may be advanced or delayed if the City Council completes discussion of items sooner or later than scheduled, or takes items out of order.

The 2015-2016 Proposed Operating Budget is primarily organized by departments. However, the Study Sessions are held by City Service Area (CSA) to demonstrate the integration of departmental core services into the five key lines of business: Community and Economic Development; Environmental and Utility Services; Neighborhood Services; Public Safety; and Transportation and Aviation Services. The sixth CSA referred to as Strategic Support represents internal functions that enable the other five CSAs to provide services to the community. The City Service Area – Core Service Map, which is also attached, provides an overview of each CSA by identifying the departments and respective core services contributing to the CSA outcomes.

To facilitate the review of the 2015-2016 Proposed Operating Budget by CSA, the detailed agendas list the departments that contribute to the CSA and reference the respective page numbers in the 2015-2016 Proposed Operating Budget that will be discussed in the Budget Study Sessions. For departments whose core services align to more than one CSA, the agendas reference the core services associated with the particular CSA under review as well as the associated Budget Proposal(s) and Performance Summary (e.g. the *Fire Safety Code Compliance* Core Service is discussed in the Community and Economic Development CSA while the remaining Fire Department core services are discussed in the Public Safety CSA).

HONORABLE MAYOR AND CITY COUNCIL

May 1, 2015

Subject: 2015-2016 Budget Study Sessions Schedule and Agendas

Page 2 of 2

The attached detailed agendas for the Operating Budget Study Sessions reference sections and page numbers in the 2015-2016 Proposed Operating Budget as follows:

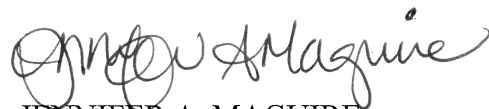
- City Service Areas – Section VII
(Service Delivery Framework, Budget Summary, Overview, and Proposed Budget Changes);
- City Departments/Council Appointees – Section VIII
(Service Delivery Framework, Department Budget Summary, Budget Reconciliation, Budget Changes by Department, Performance Summary, and Departmental Position Detail); and
- City-Wide – Section IX
(City-Wide Expenses and General Fund Capital, Transfers, and Reserves).

Although not specifically presented, the more technical information regarding the Operating Budget can be found in the following sections: General Fund Revenue Estimates (Section VI); Selected Special Funds Summaries (Section X); and Source and Use of Funds Statements (Section XI).

It should be noted that the Proposed 2015-2016 Fees and Charges Report is scheduled to be discussed on Friday, May 8th, 2015, at the end of the 2015-2016 Operating Budget Study Sessions. Any questions on the Fees and Charges Report will be answered at that time.

The Capital Budget Study Session presentations are also organized by CSA, which integrate capital programs with service areas that they support. Please refer to Section V of the Proposed Capital Budget document for detailed Capital Program information.

Please contact me, or Margaret McCahan (Assistant Budget Director), at 535-8144 if you have questions or would like assistance with the agendas.



JENNIFER A. MAGUIRE
Interim Senior Deputy City Manager/
Budget Director

Attachments:

1. Budget Study Sessions Schedule
2. Detailed Budget Study Session Agendas
3. City Service Area – Core Service Map

**2015-2016
CITY OF SAN JOSÉ
BUDGET STUDY SESSIONS***

ITEM**	DATE	TIME
2015-2016 Operating Budget		
□ Overview	Wednesday, May 6, 2015	9:00 am – 10:30 am
CSA Overview, Core Services, and Performance Measures		
□ Community & Economic Development	Wednesday, May 6, 2015 Thursday, May 7, 2015	10:30 am – 11:30 am 9:00 am – 10:00 am
□ Environmental & Utility Services	Thursday, May 7, 2015	10:00 am – 11:00 am
□ Neighborhood Services	Thursday, May 7, 2015	11:00 am – 12:00 pm 1:30 pm – 3:00 pm
□ Public Safety	Thursday, May 7, 2015 Friday, May 8, 2015	3:00 pm – 5:00 pm 9:00 am – 10:00 am
□ Transportation & Aviation Services	Friday, May 8, 2015	10:00 am – 12:00 pm
□ Strategic Support/Appointees	Friday, May 8, 2015	1:30 pm – 3:00 pm
□ Fees and Charges	Friday, May 8, 2015	3:00 pm – 4:00 pm
□ City Council Policy Discussion: General Fund Excess Ending Fund Balance	Friday, May 8, 2015	4:00 pm – 5:00 pm
2015-2016 Capital Budget and 2016-2020 Capital Improvement Program		
□ Overview	Monday, May 11, 2015	1:30 pm – 2:00 pm
□ Capital Program Review	Monday, May 11, 2015	2:00 pm – 5:00 pm
▪ Community and Economic Development		
▪ Environmental & Utility Services		
▪ Neighborhood Services		
▪ Public Safety		
▪ Transportation & Aviation Services		
▪ Strategic Support		
Hold for Discussion if Needed		
HOLD	Wednesday, May 13, 2015	9:00 am – 12:00 pm
	Thursday, May 14, 2015	9:00 am – 12:00 pm

* Budget Study Sessions will be held in the City Council Chambers.

**Items may be taken out of order or in advance of the scheduled time if the City Council completes its discussion of the item scheduled prior to the next item. For information, call Agenda Services at 535-8285.



2015-2016 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Wednesday, May 6, 2015

9:00 am – 11:30 am, Council Chambers

Thursday, May 7, 2015

9:00 am – 10:00 am, Council Chambers

Opening Comments	Mayor Sam Liccardo
Introduction of Proposed Operating Budget	Norberto Dueñas
Overview Presentation	Jennifer Maguire/Kim Walesh
Discussion of CSA Overviews, City Departments, and Performance Measures	
City Service Area	Page #

Community and Economic Development

1. City Service Area VII-9 – VII-30
2. City Departments/Performance Summary
 - City Manager – Office of Economic Development VIII-51 – VIII-61
 - Fire Department
Fire Safety Code Compliance
 - Budget Proposal #2 VIII-107 – VIII-109
 - Performance Summary VIII-117
 - Housing Department VIII-121 – VIII-137
 - Planning, Building and Code Enforcement Department VIII-221 – VIII-245
Except: *Community Code Enforcement* Budget Proposals #4, #9, and #11 (VIII-232 – VIII-238) and Performance Summary (VIII-239 – VIII-240) discussed as part of the Neighborhood Services CSA

* Items may be advanced, if the City Council completes discussion of items sooner than scheduled, or taken out of order. For information, please call Agenda Services at 535-8285.



2015-2016 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Wednesday, May 6, 2015

9:00 am – 11:30 am, Council Chambers

Thursday, May 7, 2015

9:00 am – 10:00 am, Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area Page #

Community and Economic Development (Cont'd.)

Public Works Department

Regulate/Facilitate Private Development

- Budget Proposal #4, VIII-279 – VIII-281

- Performance Summary VIII-288

3. City-Wide

City-Wide Expenses – Community and Economic Development CSA IX-9 – IX-10

General Fund Capital, Transfers, and Reserves – Community and IX-37 – IX-38

Economic Development CSA

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2015-2016 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Thursday, May 7, 2015
10:00 am – 11:00 am
Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area Page #

Environmental and Utility Services

1. City Service Area VII-31 – VII-52

2. City Departments/Performance Summary
 - Environmental Services Department VIII-63 – VIII-86

 - Transportation Department
 - Sanitary Sewer Maintenance and Storm Sewer Management*
 - Budget Proposals #6 and #8 VIII-311 – VIII-312
 - Performance Summary VIII-318 – VIII-319

3. City-Wide
 - City-Wide Expenses – Environmental and Utility Services CSA IX-11
 - General Fund Capital, Transfers, and Reserves – Environmental and Utility Services CSA IX-38

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2015-2016 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Thursday, May 7, 2015
11:00 am – 12:00 pm and 1:30 pm – 3:00 pm
Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area Page #

Neighborhood Services

1. City Service Area VII-53 – VII-69

2. City Departments/Performance Summary
 - Library Department VIII-177 – VIII-187

 - Parks, Recreation and Neighborhood Services Department VIII-195 – VIII-219

 - Planning, Building and Code Enforcement Department
Community Code Enforcement
 - Budget Proposals #4, #9, and #11 VIII-232 – VIII-238
 - Performance Summary VIII-239 – VIII-240

 - Public Works Department
Animal Care and Services
 - Budget Proposal #6 VIII-281
 - Performance Summary VIII-283

3. City-Wide
 - City-Wide Expenses – Neighborhood Services CSA IX-11 – IX-12
 - General Fund Capital, Transfers, and Reserves – Neighborhood Services CSA IX-39 – IX-41

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2015-2016 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Thursday, May 7, 2015
3:00 pm – 5:00 pm, Council Chambers

Friday, May 8, 2015
9:00 am – 10:00 am, Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area Page #

Public Safety

1. City Service Area VII-71 – VII-88

2. City Departments/Performance Summary

Fire Department VIII-101 – VIII-119

Except: *Fire Safety Code Compliance Budget Proposal #2*
(VIII-107 – VIII-109) and Performance Summary
(VIII-117) discussed as part of the Community
and Economic Development CSA

Independent Police Auditor VIII-153 – VIII-160

Police Department VIII-247 – VIII-270

Except: *Traffic Safety Services Performance Summary*
(VIII-268) discussed as part of the Transportation
and Aviation Services CSA

3. City-Wide

City-Wide Expenses – Public Safety CSA IX-12 – IX-13

General Fund Capital, Transfers, and Reserves – Public Safety CSA IX-39 – IX-42

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2015-2016 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Friday, May 8, 2015
10:00 am – 12:00 pm
Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area Page #

Transportation and Aviation Services

1. City Service Area VII-89 – VII-111

2. City Departments/Performance Summary
 - Airport Department VIII-1 – VIII-14

 - Police Department
Traffic Safety Services
- Performance Summary VIII-268

 - Transportation Department VIII-301 – VIII-327
Except: *Sanitary Sewer Maintenance and Storm Sewer Management Budget Proposals #6 and #8 (VIII-311 – VIII-312) and Performance Summary (VIII-318 – VIII-319) discussed as part of the Environmental and Utility Services CSA*

3. City-Wide
 - City-Wide Expenses – Transportation and Aviation Services CSA IX-13
 - General Fund Capital, Transfers, and Reserves – Transportation and Aviation Services CSA IX-40

* Items may be advanced, if the City Council completes discussion of items sooner than scheduled, or taken out of order. For information, please call Agenda Services at 535-8285.



2015-2016 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Friday, May 8, 2015

1:30 pm – 5:00 pm

Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area

Page #

Strategic Support

1. City Service Area – Strategic Support VII-113 – VII-130

2. City Departments/Performance Summary

Finance Department VIII-87 – VIII-100

Human Resources Department VIII-139 – VIII-151

Information Technology Department VIII-161 – VIII-175

Public Works Department VIII-271 – VIII-292

Except: *Regulate/Facilitate Private Development Budget*

Proposals #4 (VIII-279 – VIII-281) and

Performance Summary (VIII-288) discussed as part
of the Community and Economic Development CSA

Animal Care and Services Budget Proposal #6

(VIII-281) and Performance Summary (VIII-283)

discussed as part of the Neighborhood Services CSA

3. City-Wide

City-Wide Expenses – Strategic Support CSA IX-13 – IX-14

General Fund Capital, Transfers, and Reserves – Strategic IX-32 – IX-41

Support CSA

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2015-2016 PROPOSED OPERATING BUDGET

STUDY SESSION

AGENDA*

Friday, May 8, 2015
1:30 pm – 5:00 pm
Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area

Page #

Strategic Support/Mayor, City Council and Appointees

1. City Service Area – Mayor, City Council and Appointees VII-131 – VII-165
2. Mayor, City Council and Appointees
 - Office of the City Attorney VIII-15 – VIII-24
 - Office of the City Auditor VIII-25 – VIII-31
 - Office of the City Clerk VIII-33 – VIII-40
 - Office of the City Manager VIII-41 – VIII-50
 - Office of Retirement Services VIII-293 – VIII-300

Fees and Charges

See separate document

City Council Policy Discussion: General Fund Excess Ending Fund Balance

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**2015-2016 PROPOSED CAPITAL BUDGET
AND
2016-2020 CAPITAL IMPROVEMENT PROGRAM**

**STUDY SESSION
AGENDA***

Monday, May 11, 2015
1:30 pm – 5:00 pm, Council Chambers

Opening Comments	Mayor Sam Liccardo
Introduction of Proposed Capital Budget	Jennifer Maguire
Overview Presentation	Bonny Duong/Barry Ng

Discussion of Capital Budget

City Service Area Page #

Community and Economic Development **V-1 – V-4**

Developer Assisted Projects Capital Program V-5 – V-31

Environmental and Utility Services **V-33 – V-42**

Sanitary Sewer System Capital Program V-43 – V-103

Storm Sewer System Capital Program V-105 – V-144

Water Pollution Control Capital Program V-145 – V-206

Water Utility System Capital Program V-207 – V-245

Neighborhood Services **V-247 – V-265**

Library Capital Program V-267 – V-305

Parks and Community Facilities Development Capital Program V-307 – V-613

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**2015-2016 PROPOSED CAPITAL BUDGET
AND
2016-2020 CAPITAL IMPROVEMENT PROGRAM**

**STUDY SESSION
AGENDA***

Monday, May 11, 2015
1:30 pm – 5:00 pm, Council Chambers

Discussion of Capital Budget

<u>City Service Area</u>	<u>Page #</u>
Public Safety	V-615 – V-619
<i>Public Safety Capital Program</i>	V-621 – V-659
Transportation and Aviation Services	V-661 – V-670
<i>Airport Capital Program</i>	V-671 – V-735
<i>Parking Capital Program</i>	V-737 – V-753
<i>Traffic Capital Program</i>	V-755 – V-895
Strategic Support	V-897 – V-902
<i>Communications Capital Program</i>	V-903 – V-915
<i>Municipal Improvements Capital Program</i>	V-917 – V-971
<i>Service Yards Capital Program</i>	V-973 – V-991

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