CITY OF SAN JOSE
ANNUAL BUDGET PROCESS

	COMMUNITY	MAYOR & CITY COUNCIL	CITY ADMINISTRATION
October	**Input on Budget Priorities and Direction Through:** ■ Direct contact with Mayor and City Council ■ Community-Wide Surveys and Meetings	**Review and Approval of Annual Report** ■ Provides understanding of the fiscal status and condition of the City to inform the upcoming budget process	**Annual Report on Prior-Year Financial and Service Results** ■ Report to City Council and Community on financial performance of the City for the preceding fiscal year
November December			**Preliminary General Fund Forecast Planning and Department Budget Proposal Submittal** ■ In context of the preliminary budget outlook, departments develop service delivery and budget strategies for upcoming budget process
January February		**City Council Priority Setting Process** ■ Develop budget priorities for the City based on input from the Community, Staff, and City Council	**Release City Manager's Budget Request and Five-Year Forecast and Revenue Projections for the General Fund and Capital Improvement Program** ■ Projects revenues for next 5-year period ■ Projects General Fund expenditures to achieve previously approved by City Council service levels
March	**Public Hearing on Mayor's March Budget Message** ■ City Council meets to receive public input on Mayor's March Budget Message	**Review and Approval of Mayor's March Budget Message** ■ Provides more specific direction for preparation of the Proposed Budget	**Finalize City Manager's Proposed Budget/Capital Improvement Program** ■ CSAs incorporate strategic planning and City Council direction into results-driven spending plans ■ Analyze budget strategies and other service delivery options within context of budgetary outlook
April			
May	**Initial Public Hearing on Proposed Budget** ■ City Council meets to receive public input on Proposed Budget	**Review Proposed Budget in Budget Study Sessions** ■ Working sessions with City Manager, CSA, and department representatives to review details of the Proposed Budget **Release City Council Budget Documents** ■ Requested reports and amendments to the Proposed Budget	**Release City Manager's Proposed Operating and Capital Budgets, Capital Improvement Program, and Fees and Charges Report** ■ Provide service delivery strategies in the context of proposed revenue projections and a balanced spending plan **Release City Manager's Budget Addenda** ■ Administration's reports and amendments to the Proposed Budget are submitted for City Council review and consideration
June	**Final Public Hearing on Proposed Budget** ■ Last opportunity for public input on Proposed Budget	**Review and Approval of Mayor's June Budget Message** ■ Changes to Proposed Budget based on feedback from City Council and public	

Final City Council Budget Adoption