



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Jennifer A. Maguire

**SUBJECT:** 2012-2013 BUDGET STUDY  
SESSIONS SCHEDULE AND  
AGENDAS

**DATE:** May 2, 2012

Approved

Date

5/2/12

The 2012-2013 Budget Study Sessions for the Operating and Capital Budgets and the Fees and Charges document are scheduled to begin on May 9, 2012. 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 if the City Council completes discussion of items sooner than scheduled or taken out of order.

The 2012-2013 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 2012-2013 Proposed Operating Budget by CSA, the detailed agendas list the departments that contribute to the CSA and reference respective page numbers in the 2012-2013 Proposed Operating Budget that will be discussed in the Budget Study Sessions. For departments that have core services aligned 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 2, 2012

Subject: 2012-2013 Budget Study Sessions Schedule and Agendas

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The attached detailed agendas for the Operating Budget Study Session reference sections and page numbers in the 2012-2013 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 budget can be found in the following sections: General Fund Revenue Estimates (section VI); Selected Special Fund Summaries (section X); and Source and Use of Funds Statements (section XI).

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

The Proposed 2012-2013 Fees and Charges Report, which will be discussed on Friday, May 11, 2012, will be released on Friday, May 4<sup>th</sup> 2012.

Please contact me at 535-8144 if you have questions or would like assistance with the agendas.

  
JENNIFER A. MAGUIRE  
Budget Director

Attachments:

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

**2012-2013  
CITY OF SAN JOSÉ  
BUDGET STUDY SESSIONS\***

ITEM**	DATE	TIME
<b>2012-2013 Operating Budget</b>		
□ Overview	Wednesday, May 9, 2012	9:30 am – 10:30 am
<b><i>CSA Overview, Core Services, and Performance Measures</i></b>		
□ Community & Economic Development	Wednesday, May 9, 2012	10:30 am – 12:00 pm
	Thursday, May 10, 2012	9:00 am – 9:30 am
□ Public Safety	Thursday, May 10, 2012	9:30 am – 12:00 pm
□ Neighborhood Services	Thursday, May 10, 2012	1:30 pm – 3:30 pm
□ Environmental & Utility Services	Thursday, May 10, 2012	3:30 pm – 5:00 pm
□ Transportation & Aviation Services	Friday, May 11, 2012	9:00 am – 11:00 am
□ Strategic Support/Appointees	Friday, May 11, 2012	11:00 am – 12:00 pm 1:30 pm – 3:00 pm
□ Fees and Charges	Friday, May 11, 2012	3:00 pm – 4:00 pm
<b>2012-2013 Capital Budget and 2013-2017 Capital Improvement Program</b>		
□ Overview	Monday, May 14, 2012	1:30 pm – 2:00 pm
□ Capital Program Review	Monday, May 14, 2012	2:00 pm – 5:00 pm
▪ Community and Economic Development		
▪ Environmental & Utilities Services		
▪ Neighborhood Services		
▪ Public Safety		
▪ Transportation & Aviation Services		
▪ Strategic Support		
<b>Hold for Discussion if Needed</b>		
<b>HOLD</b>	Wednesday, May 16, 2012	9:00 am – 12:00 pm
	Thursday, May 17, 2012	9:00 am – 12:00 pm

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

\*\* 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.



## 2012-2013 PROPOSED OPERATING BUDGET

### STUDY SESSION

### AGENDA\*

Wednesday, May 9, 2012  
9:30 am – 12:00 pm, Council Chambers

Opening Comments	Mayor Chuck Reed
Introduction of Proposed Operating Budget	Debra Figone
Overview Presentation	Jennifer Maguire/Kim Walesh
Discussion of CSA Overviews, City Departments, and Performance Measures	

City Service Area Page #

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#### **Community and Economic Development (CSA Lead: Kim Walesh)**

1. City Service Area VII-9 – VII-28

2. City Departments/Performance Summary

Convention Facilities Department VIII-59 – VIII-66

City Manager – Office of Economic Development VIII-67 – VIII-80

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Fire Department

- *Budget Proposal #2* VIII-129

- *Fire Safety Code Compliance Performance Summary* VIII-137

Housing Department VIII-141– VIII-154

Planning, Building and Code Enforcement Department VIII-225 – VIII-241

**Except:** *Community Code Enforcement Budget Proposals #1, #5, and #6 (VIII-231, VIII-233) and Performance Summary (VIII-236 – VIII-237) discussed as part of the Neighborhood Services CSA*

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## 2012-2013 PROPOSED OPERATING BUDGET

### STUDY SESSION

### AGENDA\*

Wednesday, May 9, 2012  
9:30 am – 12:00 pm, Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

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#### **Community and Economic Development (Cont'd.)**

##### 2. City Departments/Performance Summary

Public Works Department

- *Budget Proposal #4 and #8*

VIII-273 – VIII-275

- *Regulate/Facilitate Private Development Perf. Summary*

VIII-282

##### 3. City-Wide

City-Wide Expenses – Community and Economic Develop. CSA

IX-9

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## 2012-2013 PROPOSED OPERATING BUDGET

### STUDY SESSION

### AGENDA\*

Thursday, May 10, 2012  
9:00 am – 12:00 pm, Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

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**Community and Economic Development** (Discussion Cont'd.)

**Public Safety** (CSA Lead: Chris Moore)

1. City Service Area VII-65 – VII-82

2. City Departments/Performance Summary

Fire Department VIII-123 – VIII-139

**Except:** *Fire Safety Code Compliance* Budget Proposal #2  
(VIII-129) and Performance Summary (VIII-137)  
discussed as part of the Community and Economic  
Development CSA

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Independent Police Auditor VIII-165 – VIII-172

Police Department VIII-243 – VIII-264

**Except:** *Traffic Safety Services* Performance Summary (VIII-262)  
discussed as part of the Transportation and Aviation  
Services CSA

3. City-Wide

City-Wide Expenses – Public Safety CSA IX-10

General Fund Capital, Transfers, and Reserves – Public Safety CSA IX-29 – IX-31

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## 2012-2013 PROPOSED OPERATING BUDGET

### STUDY SESSION

### AGENDA\*

Thursday, May 10, 2012  
1:30 pm – 5:00 pm, Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area Page #

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#### Neighborhood Services (CSA Lead: Julie Edmonds-Mares)

1. City Service Area VII-47 – VII-63
  
2. City Departments/Performance Summary
  - Library Department VIII-187 – VIII-196
  
  - Parks, Recreation and Neighborhood Services Department VIII-203 – VIII-224
  
  - Planning, Building and Code Enforcement Department  
- *Budget Proposals #1, #5 and #6* VIII-231 – VIII - 233  
- *Community Code Enforcement Performance Summary* VIII-236 – VIII-237
  
  - Public Works Department  
- *Budget Proposal #1* VIII-272  
- *Animal Care and Services Performance Summary* VIII-278
  
4. City-Wide
  - City-Wide Expenses – Neighborhood Services CSA IX-9
  - General Fund Capital, Transfers, and Reserves – Neighborhood Services CSA IX-29 – IX-30

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## 2012-2013 PROPOSED OPERATING BUDGET

### STUDY SESSION

### AGENDA\*

Thursday, May 10, 2012  
1:30 pm – 5:00 pm, Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area Page #

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#### **Environmental and Utility Services (CSA Lead: Kerrie Romanow)**

1. City Service Area VII-29 – VII-46
  
2. City Departments/Performance Summary
  - Environmental Services Department VIII-81 – VIII-103
  
  - Transportation Department
  - *Budget Proposals #1,#2,# 3 and #4* VIII-302 – VIII - 305
  - *Sanitary Sewer Maintenance and Storm Sewer Management* VIII-311 – VIII-313
  - Performance Summary

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## 2012-2013 PROPOSED OPERATING BUDGET

### STUDY SESSION

#### AGENDA\*

Friday, May 11, 2012

9:00 am – 12:00 pm and 1:30 pm – 4:00 pm

Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area Page #

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#### **Transportation and Aviation Services (CSA Lead: Hans Larsen)**

1. City Service Area VII-83 – VII-101

2. City Departments/Performance Summary

Airport Department VIII-1 – VIII-15

Police Department  
- *Traffic Safety Service* Performance Summary VIII-262

Transportation Department VIII-295 – VIII-321

**Except:** *Sanitary Sewer Maintenance and Storm Sewer Management* Budget Proposals #1, #2, #3 and #4 (VIII-302 – VIII-305) and Performance Summary (VIII-311 – VIII-313) discussed as part of the Environmental and Utility Services CSA

3. City-Wide

City-Wide Expenses – Transportation and Aviation CSA IX-10 – IX-11

General Fund Capital, Transfers, and Reserves – Transportation and Aviation CSA IX-30

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## 2012-2013 PROPOSED OPERATING BUDGET

### STUDY SESSION

### AGENDA\*

Friday, May 11, 2012

9:00 am – 12:00 pm and 1:30 pm – 4:00 pm

Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area Page #

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#### **Strategic Support** (CSA Lead: Alex Gurza)

1. City Service Area VII-103 – VII-153

2. City Departments/Performance Summary

Finance Department VIII-105 – VIII-121

Human Resources Department VIII-155 – VIII-164

Information Technology Department VIII-173 – VIII-186

Public Works Department VIII-265 – VIII-286

**Except:** *Regulate/Facilitate Private Development* Budget  
Proposals #4 and #8 (VIII-273 – VIII-275) and  
Performance Summary (VIII-282) discussed as part  
of the Community and Economic Development CSA

*Animal Care and Services* Budget Proposal #1  
(VIII-272) and Performance Summary (VIII-278)  
discussed as part of the Neighborhood Services CSA

Retirement Services Department VIII-287 – VIII-294

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## 2012-2013 PROPOSED OPERATING BUDGET

### STUDY SESSION

### AGENDA\*

Friday, May 11, 2012

9:00 am – 12:00 pm and 1:30 pm – 4:00 pm

Council Chambers

Discussion of CSA Overviews, City Departments, and Performance Measures

City Service Area \_\_\_\_\_ Page #

#### **Strategic Support/Appointees**

##### 3. Mayor, City Council and Appointees

Office of the City Attorney	VIII-17 – VIII-27
Office of the City Auditor	VIII-29 – VIII-36
Office of the City Clerk	VIII-37 – VIII-45
Office of the City Manager	VIII-47 – VIII-57

##### 4. City-Wide

City-Wide Expenses – Strategic Support CSA	IX-12 – IX-13
General Fund Capital, Transfers, and Reserves – Strategic Support CSA	IX-30

#### **Fees and Charges**

See separate document

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**2012-2013 PROPOSED CAPITAL BUDGET  
AND  
2013-2017 CAPITAL IMPROVEMENT PROGRAM**

**STUDY SESSION  
AGENDA\***

Monday, May 14, 2012  
1:30 pm – 5:00 pm, Council Chambers

Opening Comments	Mayor Chuck Reed
Introduction of Proposed Capital Budget	Debra Figone
Overview Presentation	Jennifer Maguire/Dave Sykes

Discussion of Capital Budget

<u>City Service Area</u>	<u>Page #</u>
<b>Community and Economic Development</b>	<b>V-1 – V-4</b>
<i>Developer Assisted Projects Capital Program</i>	V-5 – V-20
<b>Environmental and Utility Services</b>	<b>V-21 – V-29</b>
<i>Sanitary Sewer System Capital Program</i>	V-31 – V-89
<i>Storm Sewer System Capital Program</i>	V-91 – V-123
<i>Water Pollution Control Capital Program</i>	V-125 – V-186
<i>Water Utility System Capital Program</i>	V-187 – V-217
<b>Neighborhood Services</b>	<b>V-219 – V-232</b>
<i>Library Capital Program</i>	V-233 – V-266
<i>Parks and Community Facilities Development Capital Program</i>	V-267 – V-477

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**2012-2013 PROPOSED CAPITAL BUDGET  
AND  
2013-2017 CAPITAL IMPROVEMENT PROGRAM**

**STUDY SESSION  
AGENDA\***

Monday, May 14, 2012  
1:30 pm – 5:00 pm, Council Chambers

Discussion of Capital Budget

<u>City Service Area</u>	<u>Page #</u>
<b>Public Safety</b>	<b>V-479 – V-483</b>
<i>Public Safety Capital Program</i>	V-485 – V-522
<b>Transportation and Aviation Services</b>	<b>V-523 – V-531</b>
<i>Airport Capital Program</i>	V-533 – V-583
<i>Parking Capital Program</i>	V-585 – V-601
<i>Traffic Capital Program</i>	V-603 – V-704
<b>Strategic Support</b>	<b>V-705 – V-709</b>
<i>Communications Capital Program</i>	V-711 – V-723
<i>Municipal Improvements Capital Program</i>	V-725 – V-749
<i>Service Yards Capital Program</i>	V-751 – V-769

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# City Service Area – Core Service Map

## COMMUNITY & ECONOMIC DEVELOPMENT CSA

**Mission:** To manage the growth and change of the City of San José in order to encourage a strong economy, create and preserve healthy neighborhoods, ensure a diverse range of housing and employment opportunities, and encourage a diverse range of arts, cultural and entertainment offerings.

**Outcomes:**

- Strong Economic Base
- Safe, Healthy, Attractive and Vital Community
- Diverse Range of Housing Options
- Range of Quality Events, Cultural Offerings, and Public Amenities

### Core Services

- CITY MANAGER – ECONOMIC DEVELOPMENT
  - Arts and Cultural Development
  - Business Development and Economic Strategy
  - Real Estate Services
  - Regional Workforce Development
- CONVENTION FACILITIES
  - Convention Facilities
- FIRE
  - Fire Safety Code Compliance
- HOUSING
  - Community Development and Investment
  - Housing Development and Preservation
  - Neighborhood Development and Stabilization
- PBCE
  - Development Plan Review and Building Construction Inspection
  - Long Range Land Use Planning
- PUBLIC WORKS
  - Regulate/Facilitate Private Development

## ENVIRONMENTAL & UTILITY SERVICES CSA

**Mission:** Provide environmental leadership through policy development, program design, and reliable utility services.

**Outcomes:**

- Reliable Utility Infrastructure
- Healthy Streams, Rivers, Marsh and Bay
- “Clean and Sustainable” Air, Land and Energy
- Safe, Reliable, and Sufficient Water Supply

### Core Services

- ENVIRONMENTAL SERVICES
  - Natural and Energy Resources Protection
  - Potable Water Delivery
  - Recycled Water Management
  - Recycling and Garbage Services
  - Stormwater Management
  - Wastewater Management
- TRANSPORTATION
  - Sanitary Sewer Maintenance
  - Storm Sewer Management

## NEIGHBORHOOD SERVICES CSA

**Mission:** To serve, foster, and strengthen community by providing access to lifelong learning, opportunities to enjoy life, and preserving healthy neighborhoods.

**Outcomes:**

- Safe and Clean Parks, Facilities and Attractions
- Vibrant Cultural, Learning, Recreation, and Leisure Opportunities
- Healthy Neighborhoods and Capable Communities

### Core Services

- LIBRARY
  - Access to Information, Library Materials and Digital Resources
  - Formal and Lifelong Self-Directed Education
- PRNS
  - Parks Maintenance and Operations
  - Recreation and Community Services
- PBCE
  - Community Code Enforcement
- PUBLIC WORKS
  - Animal Care and Services

**The Mission of the City of San José is to provide quality public services, facilities and opportunities that create, sustain, and enhance a safe, livable and vibrant community for its diverse residents, businesses and visitors.**

# City Service Area – Core Service Map

## PUBLIC SAFETY CSA

**Mission:** Provide prevention and emergency response services for crime, fire, medical, hazardous, and disaster related situations.

**Outcomes:**

- The Public Feels Safe Anywhere, Anytime in San José
- Residents Share the Responsibility for Public Safety

### Core Services

**FIRE**

- Emergency Response
- Fire Prevention

**INDEPENDENT POLICE AUDITOR**

- Independent Police Oversight

**POLICE**

- Crime Prevention and Community Education
- Investigative Services
- Regulatory Services
- Respond to Calls for Service
- Special Events Services

## TRANSPORTATION & AVIATION SERVICES CSA

**Mission:** To provide the community with safe, secure, and efficient surface and air transportation systems that support San José's livability and economic vitality.

**Outcomes:**

- Provide Safe and Secure Transportation Systems
- Provide Viable Transportation Choices that Promote a Strong Economy
- Travelers Have a Positive, Reliable and Efficient Experience
- Preserve and Improve Transportation Assets and Facilities
- Provide a Transportation System that Enhances Community Livability

### Core Services

**AIRPORT**

- Airport Facilities Maintenance
- Airport Operations
- Airport Planning and Development

**POLICE**

- Traffic Safety Services

**TRANSPORTATION**

- Parking Services
- Pavement Maintenance
- Street Landscape Maintenance
- Traffic Maintenance
- Transportation Operations
- Transportation Planning and Project Delivery

## STRATEGIC SUPPORT CSA

**Mission:** To effectively develop, manage and safeguard the City's fiscal, physical, technological, and human resources to enable and enhance the delivery of City services and projects.

**Outcomes:**

- A High Performing Workforce that is Committed to Exceeding Internal and External Customer Expectations
- Safe and Functional Public Infrastructure, Facilities and Equipment
- Effective Use of Technology
- Sound Fiscal Management that Facilitates Meeting the Needs of the Community

### Core Services

**FINANCE**

- Disbursements
- Financial Reporting
- Purchasing and Materials Management
- Revenue Management
- Treasury Management

**HUMAN RESOURCES**

- Employee Benefits
- Employment Services
- Health and Safety

**INFORMATION TECHNOLOGY**

- Customer Contact Center
- Enterprise Technology Systems and Solutions
- Information Technology Infrastructure

**PUBLIC WORKS**

- Facilities Management
- Fleet and Equipment Services
- Plan, Design and Construct Public Facilities and Infrastructure

**RETIREMENT**

- Retirement Plan Administration

## MAYOR, CITY COUNCIL AND APPOINTEES

**Mission:** Council appointees exist to support and advance the collective work done by the City organization through leadership, communication, and coordination.

**MAYOR AND CITY COUNCIL**

- Office of the Mayor
- City Council

**CITY ATTORNEY**

- Legal Representation
- Legal Transactions

**CITY AUDITOR**

- Audit Services

**CITY CLERK**

- Facilitate the City's Legislative Process

**CITY MANAGER**

- Analyze, Develop and Recommend Public Policy
- Lead and Advance the Organization
- Manage and Coordinate City-Wide Service Delivery