

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

ATTACHMENT "D"

SUBJECT ANNUAL COUNCIL PROGRAMMING <u>(PROPOSED REVISIONS)</u>	POLICY NUMBER	000-20
	EFFECTIVE DATE	10/13/1981

BACKGROUND:

The annual budget for the ensuing fiscal year is initially prepared within departments. Departmental budget requests are submitted to Financial Management for analysis. Recommended changes are developed and forwarded, along with the departmental requests, to the City Manager's Office for review, revision and approval. The process culminates in the Annual Proposed Budget, which is submitted to the Mayor and City Council for review and approval.

In the past, the budget preparation process leading up to the Annual Proposed Budget has been conducted without direct Council Policy guidance and in the absence of eCity-wide budget goals, objectives and program priorities. Consequently, establishing priorities across departments in the development process has been difficult and there has been a certain amount of speculation as to Council priorities.

PURPOSE:

The purpose of annual Council programming is to increase Council and citizen involvement in the formative stages of budget preparation and to establish a set of eCity-wide goals, and objectives, and budget priorities on an annual basis. This will enhance the ability of the Mayor and City Council to shape the budget and direct the activities of the City.

POLICY:

It is the policy of the Mayor and City Council to conduct an annual programming effort whereby goals, objectives and program priorities are established at least seven months in advance of actual budget implementation. This policy shall be conducted in accordance with the schedule indicated below.

SCHEDULE:

- ~~1. In early~~ Between late November and late December of each year, the Manager shall provide the Mayor and City Council with a report to serve as the "basis for programming." This report shall include a discussion of current budgetary policies and priorities, a summary of allocated funds as set forth in the current budget, a high-level, preliminary forecast of anticipated revenues and estimates of major expenditure obligations, and recommended application of City resources as appropriate ~~brief assessment of current goals and objectives, expenditures required to maintain current service levels, and suggested service improvements and/or cutbacks.~~ The Manager shall also disseminate the report to all interested agencies, ~~and~~ citizen groups and committees. ~~The Manager shall also notify the public of a hearing to be held in mid-November (see 3 below).~~
2. At the same City Council Meeting where the above report is presented, public input shall be solicited, and the Mayor and City Council shall participate in discussions of Citywide goals and objectives, program priorities, and other budget policy guidelines.

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- ~~2.~~ In early November, a policy committee including Council staff, Legislative Analyst, committee consultants and City Manager representative (for liaison purposes) shall review the Manager's "basis for programming" and citizen input (see 3 below), and make recommendations to Council regarding, but not limited to, policy guidelines, city wide goals and objectives, priority of community needs, and unresolved issues that require further study by the Manager. The committee shall meet on an ongoing basis during the programming process.
- ~~3.~~ In mid-November the City Council shall conduct a public hearing. The purpose of the hearing shall be to provide citizen input in defining goals, objectives; developing program content, budgets; reviewing program effectiveness; and prioritizing of community needs.
- ~~4.3.~~ As soon as practicable, the Manager shall transmit to departments the programming decisions and guidelines formulated by the Mayor and City Council in November.
- ~~6.4~~ Departments will prepare budgets and six-year plans in accordance with Council programming decisions.
- ~~7.5~~ The normal budget preparation and review process will ensue, with the City Manager submitting his proposed budget and six-year plan to the Mayor and City Council at the first Council Meeting in ~~March~~May.

HISTORY:

Adopted by Resolution R-215757 04/14/1976
Amended by Resolution R-219372 09/21/1977
Amended by Resolution R-255200 10/13/1981
Amended by Resolution R-XXXX 09/27/2004