

FISCAL YEAR
2021

The City of
SAN DIEGO

Budget Development Process



— **ADOPTED BUDGET** —

MAYOR KEVIN L. FAULCONER

Budget Development Process



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The City of San Diego's operating budget is created in conjunction with the Mayor, City Council, City departments and public input. The budget process considers the fiscal and policy goals for the upcoming fiscal year, while following a timeline for budget publication codified within the City of San Diego's Charter. This section provides an overview of the annual workflow and the specific processes that contribute to producing the City's budget for Fiscal Year 2021. The chart below summarizes the process, and more detailed descriptions of key points are listed on the following pages.



Budget Development Process

The Budget Development Process consists of three main phases: Budget Development, Budget Review, and Budget Adoption.

Budget Development

November 2019: Fiscal Planning

The Five-Year Financial Outlook for Fiscal Years 2021 through 2025 was released on November 6, 2019 and served as the framework for the development of the Fiscal Year 2021 Proposed Budget by incorporating a variety of economic assumptions, and priority initiative expenditure requirements into the budget document.

November - December 2019: Citywide Budget Development Training

Budget development training on the budgeting system and the current budget development process was provided to all City departments. At these trainings, guidance and expectations were provided to department representatives for developing budget requests within the goals and priorities established for the Fiscal Year 2021 Proposed Budget.

December 2019 - January 2020: Budget Submission

Departments developed and submitted proposed budget requests for the coming fiscal year. Department of Finance staff analyzed budget submissions and prepared a summary of changes and adjustment recommendations for discussion at the Executive Budget Reviews (EBRs).

February 2020: Budget Meetings

The EBRs took place throughout the month of February. In these meetings, Department Directors and department support staff met with the Chief Operating Officer, Assistant Chief Operating Officer, Chief Financial Officer, Deputy Chief Operating Officers, and the Department of Finance Director to discuss strategic priorities. City Management reviewed the departments' budget proposals and ensured that requests aligned with the City's fiscal policies.

February - March 2020: Budget Development

Based on information provided by management, Department of Finance staff began the development of the Proposed Budget. During the development of the budget, General Fund revenues were balanced with expenditures and adjustments were made to keep the budget in line with the City's fiscal policies and priorities.

March - April 2020: Proposed Budget Finalized

In March, General Fund expenditures and revenues were balanced, along with changes to the non-general funds and capital improvement projects, and the Fiscal Year 2021 Proposed Budget numbers were finalized. The budget document was then created during the month of March and the beginning of April. The Mayor released the Fiscal Year 2021 Proposed Budget to the public on April 15, 2020 in compliance with the City of San Diego Charter [Article VII, Section 69, Item (c)]. The Mayor released the Proposed Budget on April 15, 2020. The Office of the Independent Budget Analyst (IBA) reviewed the Fiscal Year 2021 Proposed Budget and issued a report on April 29, 2020.

Budget Development Process

Budget Review

May 2020: City Council Budget Hearings

During the month of May, the City Council held a series of public budget hearings to obtain input from San Diego residents on spending priorities. Council members used the information received at these hearings to develop the districts' priorities and to recommend changes to the Fiscal Year 2021 Proposed Budget.

May – June 2020: Mayor's/IBA Recommended Revision Reports

On May 19, 2020, the Mayor's May Revision to the Fiscal Year 2021 Proposed Budget was released. In this report, the Mayor recommended changes to the budget based on up-to-date policy-related issues and revised Fiscal Year 2020 year-end revenue and expenditure projections. On June 3, 2020, the IBA issued a report of recommended City Council modifications to the Mayor's Fiscal Year 2021 Proposed Budget and May Revision.

Budget Adoption

May - June 2020: Adopted Budget

On May 21, 2020, the Budget Review Committee began their review of the Mayor's May Revision and the Third Quarter Budget Monitoring Report. The final modifications to the budget were presented to the City Council on June 8, 2020. The Mayor's veto period began on June 10, 2020 and ended on June 16, 2020.

June 2020: Adopted Budget Finalized

In June, the final changes to the Fiscal Year 2021 budget were implemented. Once the changes were made, the Fiscal Year 2021 Adopted Budget was completed. The Change Letter was created to summarize the May Revision and Council Action changes to the Fiscal Year 2021 Proposed Budget by fund and department.

June 2020: Appropriation Ordinance

On June 30, 2020, the Appropriation Ordinance was presented and adopted by the City Council, codifying the Fiscal Year 2021 Adopted Budget into law.

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