

Financial Management





Mission Statement

The mission of the Financial Management Department is to develop and monitor the City's annual budget and comprehensive long-range financial forecast through a collective effort. Financial Management achieves this through sound fiscal analysis of operating and capital revenues and expenditures, superior customer service, and adherence to the highest professional standards.

Department Description

The Financial Management Department provides services to the Mayor and serves as an internal fiscal consultant to other City departments. Financial Management prepares the proposed and annual budgets in accordance with the City Charter each year. During the fiscal year, Financial Management monitors the City's expenditures and revenue receipts, oversees budget transfers and adjustments, and reviews requests for City Council and Mayoral Actions for both the operating budget and the Capital Improvements Program. In addition, the Department develops and updates the City's Five Year Financial Outlook.

Service Efforts and Accomplishments

In Fiscal Year 2007 the Department:

- Developed and administered a balanced budget of over \$2.5 billion that includes the operating budget and Capital Improvements Program
- Established the first period-to-date department budgets, benchmarked actual expenditures and revenue, and compared actual results to the budget on a quarterly basis
- Developed and recommended mid-year budget adjustments for Council action
- Reviewed over 1,000 Council and Mayoral actions to assess the financial impact to the City

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Budget Dollars at Work

The department goals for Fiscal Year 2008 include:

- Develop the City's Fiscal Year 2009 balanced budget
- Release a revised Mayor's Five-Year Financial Outlook
- Produce quarterly budget monitoring reports to track expenditure and revenue variances
- Project expenditure and revenue trends, make budget adjustment requests to City Council, and develop mitigation plans with departments to maintain a balanced budget

Department Summary

Financial Management				
	FY 2006 BUDGET	FY 2007 BUDGET	FY 2008 FINAL	FY 2007-2008 CHANGE
Positions	22.50	33.00	30.00	(3.00)
Personnel Expense	\$ 2,333,595	\$ 2,933,575	\$ 3,178,179	\$ 244,604
Non-Personnel Expense	\$ 149,995	\$ 1,118,999	\$ 939,598	\$ (179,401)
TOTAL	\$ 2,483,590	\$ 4,052,574	\$ 4,117,777	\$ 65,203

Department Staffing

	FY 2006 BUDGET	FY 2007 BUDGET	FY 2008 FINAL
GENERAL FUND			
Financial Management			
Annual Budget Development	8.00	9.00	11.00
Citywide Support	1.65	8.65	0.00
Current Yr Budget Monitoring	6.10	9.10	9.00
Internal Operations	2.25	2.25	0.00
Management	3.10	2.00	3.00
Pension Unit	1.40	2.00	0.00
Revenue and Forecasting	0.00	0.00	7.00
Total	22.50	33.00	30.00

Department Expenditures

	FY 2006 BUDGET	FY 2007 BUDGET	FY 2008 FINAL
GENERAL FUND			
Financial Management			
Annual Budget Development	\$ 819,868	\$ 929,441	\$ 1,926,490
Citywide Support	\$ 194,360	\$ 1,865,106	\$ -
Current Yr Budget Monitoring	\$ 626,441	\$ 914,433	\$ 1,016,831

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Department Expenditures

	FY 2006 BUDGET	FY 2007 BUDGET	FY 2008 FINAL
GENERAL FUND			
Financial Management			
Financial Management	\$ -	\$ (317,028)	\$ (3,986)
Internal Operations	\$ 162,833	\$ 152,770	\$ -
Management	\$ 537,231	\$ 303,756	\$ 391,275
Pension Unit	\$ 142,857	\$ 204,096	\$ -
Revenue and Forecasting	\$ -	\$ -	\$ 787,167
Total	\$ 2,483,590	\$ 4,052,574	\$ 4,117,777

Significant Budget Adjustments

GENERAL FUND

Financial Management	Positions	Cost	Revenue
Salary and Benefit Adjustments	0.00	\$ 454,687	\$ 0
Adjustments to reflect the annualization of the Fiscal Year 2007 negotiated salary compensation schedule, changes to average salaries, retirement contributions, retiree health contributions, and other benefit compensation.			
Transfer from the Office of the Chief Financial Officer	1.00	\$ 212,125	\$ 0
Transfer of 1.00 Department Director from the Office of the Chief Financial Officer to the Financial Management Department.			
Increase to Overtime	0.00	\$ 86,472	\$ 0
Adjustment to fund overtime.			
Increase to Retiree Health Care-Other Post-Employment Benefits (OPEB)	0.00	\$ 56,973	\$ 0
Addition of funds to be applied towards the total liability for retiree health care.			
Increase in Support for Budget Publications	0.00	\$ 40,000	\$ 0
Adjustment to reflect additional funds necessary for the proposed and final publications of the City of San Diego's annual budget document.			
Increase in Support for Department Training	0.00	\$ 30,000	\$ 0
Adjustment to establish funding for department training.			

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Significant Budget Adjustments

GENERAL FUND

Financial Management	Positions	Cost	Revenue
<p>Transfer of Financial Management Activities Funding</p> <p>Transfer funding for activities that include special contracts and public finance organization memberships from Citywide Program Expenditures to the Financial Management Department.</p>	0.00 \$	27,672 \$	0
<p>Revised Revenue</p> <p>Adjustment to Fiscal Year 2007 revenue to reflect Fiscal Year 2008 revenue projections.</p>	0.00 \$	0 \$	(90,050)
<p>Adjustments to Gas Tax and TransNet Revenues</p> <p>Overall Gas Tax and TransNet revenue is projected to increase for Fiscal Year 2008, one percent and three percent respectively. However, some departments realized a reduction in TransNet revenue as the result of the consolidation of the revenue into departments that perform the majority of transportation related activities: General Services - Streets Division, and Engineering and Capital Projects.</p>	0.00 \$	0 \$	(70,004)
<p>Position Swap</p> <p>Swap of 2.00 Supervising Management Analysts for 1.00 Financial Operations Manager and 1.00 Executive Secretary to accurately reflect the positions within the Department.</p>	0.00 \$	(31,253) \$	0
<p>Position Swap</p> <p>Swap of 1.00 Budget Services Administrator and 1.00 Deputy Director for 2.00 Financial Operations Managers to accurately reflect the positions within the department.</p>	0.00 \$	(43,263) \$	0
<p>Vacancy Savings</p> <p>Adjustments in personnel expense from positions that are projected to be vacant for a period of time in Fiscal Year 2008 due to personnel transition and salary differentials for new employees.</p>	0.00 \$	(75,644) \$	0
<p>Non-Discretionary</p> <p>Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.</p>	0.00 \$	(128,606) \$	(606,812)
<p>Support for Information Technology</p> <p>Funding is allocated according to a zero-based annual review of information technology funding requirements and priority analyses.</p>	0.00 \$	(148,720) \$	0

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Significant Budget Adjustments

GENERAL FUND

Financial Management	Positions	Cost	Revenue
Savings from Business Process Reengineering (BPR) and/or the Five-Year Financial Outlook	(2.00) \$	(179,855) \$	(115,000)
Expenditure adjustments in personnel and non-personnel expenses as a result of position reductions and BPR.			
Transfer to the Office of the Chief Information Officer	(2.00) \$	(235,385) \$	0
Transfer of 2.00 Information System Analyst IVs from Financial Management Department to the Office of the Chief Information Officer.			

Expenditures by Category

	FY 2006 BUDGET	FY 2007 BUDGET	FY 2008 FINAL
PERSONNEL			
Salaries & Wages	\$ 1,595,847	\$ 1,984,912	\$ 2,123,633
Fringe Benefits	\$ 737,748	\$ 948,663	\$ 1,054,546
SUBTOTAL PERSONNEL	\$ 2,333,595	\$ 2,933,575	\$ 3,178,179
NON-PERSONNEL			
Supplies & Services	\$ 66,763	\$ 945,738	\$ 918,395
Information Technology	\$ 53,600	\$ 135,870	\$ 725
Energy/Utilities	\$ 29,632	\$ 37,391	\$ 20,478
SUBTOTAL NON-PERSONNEL	\$ 149,995	\$ 1,118,999	\$ 939,598
TOTAL	\$ 2,483,590	\$ 4,052,574	\$ 4,117,777

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Revenues by Category

	FY 2006 BUDGET	FY 2007 BUDGET	FY 2008 FINAL
GENERAL FUND			
Charges for Current Services	\$ 184,916	\$ 883,524	\$ 116,658
Transfers from Other Funds	\$ 115,000	\$ 115,000	\$ -
TOTAL	\$ 299,916	\$ 998,524	\$ 116,658

Salary Schedule

GENERAL FUND

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<i>Class</i>	<i>Position Title</i>	<i>FY 2007 Positions</i>	<i>FY 2008 Positions</i>	<i>Salary</i>	<i>Total</i>
1106	Sr Management Analyst	8.00	8.00	\$ 70,802	\$ 566,415
1139	Budget Services Administrator	1.00	0.00	\$ -	\$ -
1218	Assoc Management Analyst	13.00	13.00	\$ 64,539	\$ 839,003
1235	Multimedia Production Coordinator	1.00	1.00	\$ 58,222	\$ 58,222
1348	Info Systems Analyst II	1.00	1.00	\$ 64,621	\$ 64,621
1648	Payroll Specialist II	1.00	1.00	\$ 41,507	\$ 41,507
1746	Word Processing Operator	1.00	0.00	\$ -	\$ -
1876	Executive Secretary	0.00	1.00	\$ 52,009	\$ 52,009
1917	Supv Management Analyst	4.00	0.00	\$ -	\$ -
1923	Supv Economist	0.00	1.00	\$ 78,079	\$ 78,079
1926	Info Systems Analyst IV	2.00	0.00	\$ -	\$ -
2132	Department Director	0.00	1.00	\$ 150,982	\$ 150,982
2214	Deputy Director	1.00	0.00	\$ -	\$ -
2217	Financial Operations Manager	0.00	3.00	\$ 85,333	\$ 256,000
	Vacancy Factor Adjustment	0.00	0.00	\$ -	\$ (63,205)
	Overtime Budgeted	0.00	0.00	\$ -	\$ 80,000
	Total	33.00	30.00	\$	2,123,633
FINANCIAL MANAGEMENT TOTAL		33.00	30.00	\$	2,123,633