

# Office of the Chief Financial Officer



## Department Description

The Office of the Chief Financial Officer (CFO) Department includes the Chief Financial Officer, the Director of Strategic Partnerships, and an Executive Secretary.

The CFO is responsible for the City's internal controls over financial reporting and oversees the development and implementation of internal control policies and procedures in all City departments. In addition, the CFO oversees the Office of the City Comptroller, City Treasurer, Debt Management, Risk Management, Financial Management, Department of Information Technology, Enterprise Resource Planning Support, and Corporate Partnerships.

The Department's mission is:

*To provide the City of San Diego with the highest quality public services in the areas of financial management, budgeting, fiscal planning, financial reporting, and enterprise resource planning support to ensure financial integrity, fiscal transparency to the public, and to promote accountability in government*

## Key Performance Indicators

| Performance Measure                        | Actual FY2010 | Actual FY2011        |
|--|---------------|----------------------|
| 1. Grant dollars awarded                   | \$114.8M      | \$42.2M <sup>1</sup> |
| 2. Number of grants applied for (citywide) | 37            | 61                   |

<sup>1</sup> The reason for the decline in grant dollars is due to the City's one-time application for stimulus funds available through the American Recovery and Reinvestment Act of 2009.



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# Office of the Chief Financial Officer

## Department Summary

|                                      | FY2011<br>Budget  | FY2012<br>Adopted | FY2011–2012<br>Change |
|--------------------------------------|-------------------|-------------------|-----------------------|
| Positions                            | 3.00              | 3.00              | 0.00                  |
| Personnel Expenditures               | \$ 497,747        | \$ 575,054        | \$ 77,307             |
| Non-Personnel Expenditures           | 415,886           | 309,845           | (106,041)             |
| <b>Total Department Expenditures</b> | <b>\$ 913,633</b> | <b>\$ 884,899</b> | <b>\$ (28,734)</b>    |
| <b>Total Department Revenue</b>      | <b>\$ 500,000</b> | <b>\$ 800,000</b> | <b>\$ 300,000</b>     |

## General Fund

### Department Expenditures

|                                       | FY2011<br>Budget  | FY2012<br>Adopted | FY2011–2012<br>Change |
|---------------------------------------|-------------------|-------------------|-----------------------|
| Office of the Chief Financial Officer | \$ 913,633        | \$ 884,899        | \$ (28,734)           |
| <b>Total</b>                          | <b>\$ 913,633</b> | <b>\$ 884,899</b> | <b>\$ (28,734)</b>    |

### Department Personnel

|                                       | FY2011<br>Budget | FY2012<br>Adopted | FY2011–2012<br>Change |
|---------------------------------------|------------------|-------------------|-----------------------|
| Office of the Chief Financial Officer | 3.00             | 3.00              | 0.00                  |
| <b>Total</b>                          | <b>3.00</b>      | <b>3.00</b>       | <b>0.00</b>           |

### Significant Budget Adjustments

|   | FTE         | Expenditures       | Revenue           |
|---|-------------|--------------------|-------------------|
| <b>Non-Discretionary Adjustment</b><br>Total expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent. | 0.00        | \$ 7,266           | \$ -              |
| <b>Equipment/Support for Information Technology</b><br>Funding allocated according to a zero-based annual review of information technology funding requirements and priority analyses.  | 0.00        | 5,000              | -                 |
| <b>Reduction in Travel and Training</b><br>Reduction of travel and training expenditures.   | 0.00        | (10,457)           | -                 |
| <b>Reduction of Contractual Services</b><br>Adjustment to reflect the reduction of contractual services.  | 0.00        | (98,806)           | -                 |
| <b>Revised Revenue</b><br>Adjustment to reflect Fiscal Year 2012 revenue projections.   | 0.00        | -                  | 300,000           |
| <b>Total</b>  | <b>0.00</b> | <b>\$ (96,997)</b> | <b>\$ 300,000</b> |

### Expenditures by Category

|                           | FY2011<br>Budget  | FY2012<br>Adopted | FY2011–2012<br>Change |
|---------------------------|-------------------|-------------------|-----------------------|
| <b>PERSONNEL</b>          |                   |                   |                       |
| Salaries and Wages        | \$ 307,355        | \$ 356,629        | \$ 49,274             |
| Fringe Benefits           | 190,392           | 218,425           | 28,033                |
| <b>PERSONNEL SUBTOTAL</b> | <b>\$ 497,747</b> | <b>\$ 575,054</b> | <b>\$ 77,307</b>      |

# Office of the Chief Financial Officer

## Expenditures by Category (Cont'd)

|                               | FY2011<br>Budget  | FY2012<br>Adopted | FY2011-2012<br>Change |
|-------------------------------|-------------------|-------------------|-----------------------|
| <b>NON-PERSONNEL</b>          |                   |                   |                       |
| Supplies                      | \$ 5,041          | \$ 5,041          | \$ -                  |
| Contracts                     | 392,268           | 285,426           | (106,842)             |
| Information Technology        | 4,889             | 5,000             | 111                   |
| Energy and Utilities          | 4,688             | 5,208             | 520                   |
| Other                         | 8,000             | 8,170             | 170                   |
| Capital Expenditures          | 1,000             | 1,000             | -                     |
| <b>NON-PERSONNEL SUBTOTAL</b> | <b>\$ 415,886</b> | <b>\$ 309,845</b> | <b>\$ (106,041)</b>   |
| <b>Total</b>                  | <b>\$ 913,633</b> | <b>\$ 884,899</b> | <b>\$ (28,734)</b>    |

## Revenues by Category

|                                | FY2011<br>Budget  | FY2012<br>Adopted | FY2011-2012<br>Change |
|--------------------------------|-------------------|-------------------|-----------------------|
| Other Financial Sources (Uses) | \$ 500,000        | \$ 800,000        | \$ 300,000            |
| <b>Total</b>                   | <b>\$ 500,000</b> | <b>\$ 800,000</b> | <b>\$ 300,000</b>     |

## Personnel Expenditures

| Job<br>Number                       | Job<br>Class | Job Title / Wages                 | FY2011<br>Budget | FY2012<br>Adopted | Salary Range         | Total             |
|-------------------------------------|--------------|-----------------------------------|------------------|-------------------|----------------------|-------------------|
| <b>Salaries and Wages</b>           |              |                                   |                  |                   |                      |                   |
| 20001099                            | 2130         | Chief Financial Officer           | 1.00             | 1.00              | \$59,155 - \$224,099 | \$ 203,700        |
| 20000924                            | 1876         | Executive Secretary               | 1.00             | 1.00              | 43,555 - 52,666      | 52,929            |
| 20001195                            | 2243         | Resource Development Officer      | 1.00             | 1.00              | 23,005 - 137,904     | 100,000           |
| <b>Salaries and Wages Subtotal</b>  |              |                                   | <b>3.00</b>      | <b>3.00</b>       |                      | <b>\$ 356,629</b> |
| <b>Fringe Benefits</b>              |              |                                   |                  |                   |                      |                   |
|                                     |              | Employee Offset Savings           |                  |                   |                      | \$ 9,827          |
|                                     |              | Flexible Benefits                 |                  |                   |                      | 22,869            |
|                                     |              | Long-Term Disability              |                  |                   |                      | 2,067             |
|                                     |              | Medicare                          |                  |                   |                      | 5,259             |
|                                     |              | Other Post-Employment Benefits    |                  |                   |                      | 18,123            |
|                                     |              | Retirement ARC                    |                  |                   |                      | 134,694           |
|                                     |              | Retirement Offset Contribution    |                  |                   |                      | 211               |
|                                     |              | Risk Management Administration    |                  |                   |                      | 3,009             |
|                                     |              | Supplemental Pension Savings Plan |                  |                   |                      | 17,361            |
|                                     |              | Unemployment Insurance            |                  |                   |                      | 1,378             |
|                                     |              | Workers' Compensation             |                  |                   |                      | 3,627             |
| <b>Fringe Benefits Subtotal</b>     |              |                                   |                  |                   |                      | <b>\$ 218,425</b> |
| <b>Total Personnel Expenditures</b> |              |                                   |                  |                   |                      | <b>\$ 575,054</b> |