

Office of the Chief Financial Officer



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Office of the Chief Financial Officer



Office Description

The Office of the Chief Financial Officer (CFO) includes the Chief Financial Officer and 1.00 Executive Secretary. The CFO oversees the Finance Branch which includes the City Comptroller, City Treasurer, Debt Management, Financial Management, Performance & Analytics, and Risk Management departments. The CFO is responsible for the City's accounting and financial reporting functions, debt issuance, risk management, treasury and investments, and establishment of internal controls over financial reporting. The CFO oversees the development and implementation of internal control policies and procedures in all City departments.

The Office of the City Comptroller performs the general accounting and financial reporting functions for the City of San Diego. In addition, the Department is responsible for payment services, including payroll for the City's approximately 11,000 budgeted employees and centralized processing of all City vendor payments. The Internal Controls group resides in the Office of the City Comptroller and is responsible for developing the internal control framework over financial reporting and safeguarding of City assets.

The Office of the City Treasurer is responsible for the receipt and custody of all City revenue, banking, tax administration, parking administration, parking meter operations, collection of delinquent accounts, and accounting for these funds. The City Treasurer is also responsible for the investment of all operating and capital improvement funds, including the reinvestment of debt proceeds of the City and its affiliated agencies which total \$2.4 billion (unaudited) as of June 30, 2016.

Debt Management conducts planning, structuring, and issuance activities for all City financings to fund cash flow needs and to provide funds for capital projects, essential equipment, and vehicles. The Department also coordinates the Community Facilities District and 1913/1915 Act Assessment District formation procedures and related conduit bond issuances to fund public infrastructure projects.

The Financial Management Department provides fiscal services to the Mayor and serves as an internal fiscal consultant to other City departments for a variety of projects, agreements, and economic analyses. Financial Management prepares the proposed and annual operating and capital budgets in accordance with the City Charter. During the fiscal year, Financial Management monitors the City's revenues and expenditures, issues quarterly budget monitoring reports, oversees budget transfers and adjustments, and reviews requests for City Council and Mayoral Actions for both the operating budget and the Capital Improvements Program (CIP). Annually, the Department develops and updates the Mayor's Five-Year Financial Outlook.

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The Performance & Analytics Department is charged with improving the efficiency and effectiveness of the City's service delivery practices and management structures. The Department improves City operations through programs and initiatives such as Citywide Engagement, Data & Analytics, Operational Excellence, Managed Competition, and Performance Management, and the 311 Customer Experience project.

The Risk Management Department manages the City's self-insured Workers' Compensation Program and the Public Liability Program, including claims against the City, insurance, and loss control measures intended to forecast and reduce the City's exposure to risks. The Department also administers employee health and safety programs, employee benefits contracts, employee savings plans, the Long-Term Disability Plan, and the Employee Assistance Program.

The Branch's mission is:

To provide the highest quality financial services with integrity, transparency, and accountability

The Branch's vision is:

The leader in municipal financial management

Goals and Objectives

Goal 1: Safeguard public assets through strong financial management

- Maintain strong internal controls
- Establish fiscally sound financial policies
- Produce transparent financial reporting
- Maintain secure data environments

Goal 2: Optimize financial resources through long-term fiscal planning

- Identify and implement continuous business process improvements
- Seek strategic opportunities to reduce costs and enhance revenues
- Promote sound long-term financial and infrastructure planning

Goal 3: Provide excellent customer service

- Own the problem until it is resolved
- Reach out to customers and collaborate to meet their goals
- Provide accurate and timely financial information

Goal 4: Strengthen the City's financial knowledge, skills, and abilities

- Maximize use of the City's financial data
- Provide robust training programs for Finance Branch staff
- Establish training programs for citywide staff
- Build bench strength in key financial competencies

Key Performance Indicators

The performance indicators for this branch are maintained at the department-level and can be found in the "Key Performance Indicators" section of each respective department's budget pages.

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Department Summary

	FY2016 Actual	FY2017 Budget	FY2018 Adopted	FY2017–2018 Change
FTE Positions (Budgeted)	2.00	2.00	2.00	0.00
Personnel Expenditures	\$ 470,169	\$ 469,238	\$ 530,266	\$ 61,028
Non-Personnel Expenditures	39,127	117,826	88,673	(29,153)
Total Department Expenditures	\$ 509,297	\$ 587,064	\$ 618,939	\$ 31,875
Total Department Revenue	\$ -	\$ -	\$ -	\$ -

General Fund

Department Expenditures

	FY2016 Actual	FY2017 Budget	FY2018 Adopted	FY2017–2018 Change
Office of the Chief Financial Officer	\$ 509,297	\$ 587,064	\$ 618,939	\$ 31,875
Total	\$ 509,297	\$ 587,064	\$ 618,939	\$ 31,875

Department Personnel

	FY2016 Budget	FY2017 Budget	FY2018 Adopted	FY2017–2018 Change
Office of the Chief Financial Officer	2.00	2.00	2.00	0.00
Total	2.00	2.00	2.00	0.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Salary and Benefit Adjustments	0.00	\$ 47,260	\$ -
Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.			
Support for Information Technology	0.00	3,581	-
Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.			
Non-Discretionary Adjustment	0.00	1,581	-
Adjustment to 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.			
Reduction in Professional Services	0.00	(20,547)	-
Reduction of non-personnel expenditures associated with anticipated savings in professional services.			
Total	0.00	\$ 31,875	\$ -

Expenditures by Category

	FY2016 Actual	FY2017 Budget	FY2018 Adopted	FY2017–2018 Change
PERSONNEL				
Personnel Cost	\$ 282,019	\$ 276,666	\$ 290,434	\$ 13,768

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Expenditures by Category (Cont'd)

	FY2016 Actual	FY2017 Budget	FY2018 Adopted	FY2017-2018 Change
Fringe Benefits	188,150	192,572	239,832	47,260
PERSONNEL SUBTOTAL	470,169	469,238	530,266	61,028
NON-PERSONNEL				
Supplies	\$ 175	\$ 5,341	\$ 3,150	\$ (2,191)
Contracts	17,639	95,120	65,789	(29,331)
Information Technology	12,588	6,651	10,232	3,581
Energy and Utilities	3,005	2,714	2,502	(212)
Other	5,720	8,000	7,000	(1,000)
NON-PERSONNEL SUBTOTAL	39,127	117,826	88,673	(29,153)
Total	\$ 509,297	\$ 587,064	\$ 618,939	\$ 31,875

Personnel Expenditures

Job Number	Job Title / Wages	FY2016 Budget	FY2017 Budget	FY2018 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20001099	Chief Financial Officer	1.00	1.00	1.00	\$59,155 - \$224,099	\$ 224,000
20000924	Executive Secretary	1.00	1.00	1.00	43,555 - 52,666	52,666
	Vacation Pay In Lieu					13,768
FTE, Salaries, and Wages Subtotal		2.00	2.00	2.00		\$ 290,434

	FY2016 Actual	FY2017 Budget	FY2018 Adopted	FY2017-2018 Change
Fringe Benefits				
Employee Offset Savings	\$ 6,772	\$ 6,720	\$ 6,720	\$ -
Flexible Benefits	21,082	24,581	27,881	3,300
Long-Term Disability	926	880	-	(880)
Medicare	4,192	4,012	4,012	-
Other Post-Employment Benefits	12,620	11,830	12,002	172
Retiree Medical Trust	128	132	132	-
Retirement ADC	121,987	122,102	166,208	44,106
Risk Management Administration	2,143	2,044	2,022	(22)
Supplemental Pension Savings Plan	17,182	18,397	18,397	-
Unemployment Insurance	527	504	495	(9)
Workers' Compensation	592	1,370	1,963	593
Fringe Benefits Subtotal	\$ 188,150	\$ 192,572	\$ 239,832	\$ 47,260
Total Personnel Expenditures			\$ 530,266	