

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 341 employees in the departments of the City Comptroller, City Treasurer, Debt Management, Financial Management, Performance & Analytics, and Risk Management. The CFO is responsible for the City's accounting and financial reporting functions, debt issuance, risk management, treasury and investments, and for establishing 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 function 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, 2015.

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

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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.

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 Open Data, Efficiency and Operational Excellence, Managed Competition, and Performance Management.

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 Office's mission is

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

The Office's vision

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
- Prepare fiscally sound balanced budgets and capital plans

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

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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

	FY2015 Actual	FY2016 Budget	FY2017 Proposed	FY2016–2017 Change
FTE Positions (Budgeted)	2.00	2.00	2.00	0.00
Personnel Expenditures	\$ 469,556	\$ 452,944	\$ 468,089	\$ 15,145
Non-Personnel Expenditures	30,071	127,895	117,826	(10,069)
Total Department Expenditures	\$ 499,628	\$ 580,839	\$ 585,915	\$ 5,076
Total Department Revenue	\$ -	\$ -	\$ -	\$ -

General Fund

Department Expenditures

	FY2015 Actual	FY2016 Budget	FY2017 Proposed	FY2016–2017 Change
Office of the Chief Financial Officer	\$ 499,628	\$ 580,839	\$ 585,915	\$ 5,076
Total	\$ 499,628	\$ 580,839	\$ 585,915	\$ 5,076

Department Personnel

	FY2015 Budget	FY2016 Budget	FY2017 Proposed	FY2016–2017 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	\$ 15,145	\$ -
Adjustments to reflect the annualization of the Fiscal Year 2016 negotiated salary compensation schedule, changes to savings resulting from positions to be vacant for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiation adjustments.			
Employee Rewards and Recognition Program	0.00	70	-
Addition of non-personnel expenditures to comply with the Employee Rewards and Recognition Program per Administrative Regulation 95.91.			
Non-Discretionary Adjustment	0.00	(3,826)	-
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.			
Equipment/Support for Information Technology	0.00	(6,313)	-
Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.			
Total	0.00	\$ 5,076	\$ -

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Expenditures by Category

	FY2015 Actual	FY2016 Budget	FY2017 Proposed	FY2016-2017 Change
PERSONNEL				
Personnel Cost	\$ 284,284	\$ 274,778	\$ 276,666	\$ 1,888
Fringe Benefits	185,273	178,166	191,423	13,257
PERSONNEL SUBTOTAL	469,556	452,944	468,089	15,145
NON-PERSONNEL				
Supplies	\$ 837	\$ 5,341	\$ 5,341	\$ -
Contracts	20,282	98,166	95,120	(3,046)
Information Technology	770	12,964	6,651	(6,313)
Energy and Utilities	2,408	3,424	2,714	(710)
Other	5,775	8,000	8,000	-
NON-PERSONNEL SUBTOTAL	30,071	127,895	117,826	(10,069)
Total	\$ 499,628	\$ 580,839	\$ 585,915	\$ 5,076

Personnel Expenditures

Job Number	Job Title / Wages	FY2015 Budget	FY2016 Budget	FY2017 Proposed	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
FTE, Salaries, and Wages Subtotal		2.00	2.00	2.00		\$ 276,666
		FY2015 Actual	FY2016 Budget	FY2017 Proposed		FY2016-2017 Change
Fringe Benefits						
Employee Offset Savings		\$ 6,746	\$ 6,720	\$ 6,720		\$ -
Flexible Benefits		17,210	21,581	23,081		1,500
Long-Term Disability		2,526	896	883		(13)
Medicare		4,199	3,984	4,012		28
Other Post-Employment Benefits		12,716	11,772	11,838		66
Retiree Medical Trust		121	127	132		5
Retirement ADC		120,560	111,821	122,438		10,617
Risk Management Administration		1,829	2,100	2,046		(54)
Supplemental Pension Savings Plan		17,168	18,224	18,397		173
Unemployment Insurance		586	514	506		(8)
Workers' Compensation		1,612	427	1,370		943
Fringe Benefits Subtotal		\$ 185,273	\$ 178,166	\$ 191,423		\$ 13,257
Total Personnel Expenditures				\$ 468,089		