

Office of the Chief Financial Officer



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Office of the Chief Financial Officer



Department Description

The Office of the Chief Financial Officer (CFO) Department includes the Chief Financial Officer, the Corporate Partnerships Director, 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, 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 FY2011	Actual FY2012	Target FY2013
1. Grant dollars awarded	\$42.2M	\$53.5M	\$33.8M
2. Number of grants applied for (citywide)	61	38 ¹	36

¹ The decline in grants can be attributed to the following factors: loss of the American Recovery and Investment Act of 2009 (ARRA) funding (a one-time program), a decrease in granting opportunities, and a decrease in City departments' staffing resources to search and request for grants. A position has been added to the Fiscal Year 2013 budget to identify, coordinate, and provide assistance with citywide grant opportunities.



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Department Summary

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Positions (Budgeted)	3.00	3.00	3.75	0.75
Personnel Expenditures	\$ 487,875	\$ 575,054	\$ 583,833	\$ 8,779
Non-Personnel Expenditures	196,268	309,845	258,163	(51,682)
Total Department Expenditures	\$ 684,142	\$ 884,899	\$ 841,996	\$ (42,903)
Total Department Revenue	\$ 371,256	\$ 800,000	\$ 600,000	\$ (200,000)

General Fund

Department Expenditures

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Office of the Chief Financial Officer	\$ 684,142	\$ 884,899	\$ 841,996	\$ (42,903)
Total	\$ 684,142	\$ 884,899	\$ 841,996	\$ (42,903)

Department Personnel

	FY2011 Budget	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Office of the Chief Financial Officer	3.00	3.00	3.75	0.75
Total	3.00	3.00	3.75	0.75

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Equipment/Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	\$ 5,533	-
Non-Discretionary Adjustment 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.	0.00	2,683	-
Copier Savings Adjustment to reflect savings resulting from the new convenience copier contract.	0.00	(228)	-
Reduction of Contractual Services Adjustment to reflect the reduction of contractual services.	0.00	(12,500)	-
Salary and Benefit Adjustments Adjustments to reflect the annualization of the Fiscal Year 2012 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.	0.00	(38,391)	-

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Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Strategic Partnership Program	0.75	-	-
Addition of 0.38 Management Intern - Hourly and 0.37 Associate Management Analyst (one three-quarter time position from January through June 2013) for the Strategic Partnership Program, with a reduction in offsetting non-personnel expenditures.			
Revised Revenue	0.00	-	(200,000)
Adjustment to reflect Fiscal Year 2013 revenue projections.			
Total	0.75	\$ (42,903)	\$ (200,000)

Expenditures by Category

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
PERSONNEL				
Salaries and Wages	\$ 310,759	\$ 356,629	\$ 384,353	\$ 27,724
Fringe Benefits	177,115	218,425	199,480	(18,945)
PERSONNEL SUBTOTAL	\$ 487,875	\$ 575,054	\$ 583,833	\$ 8,779
NON-PERSONNEL				
Supplies	\$ 777	\$ 5,041	\$ 6,041	\$ 1,000
Contracts	182,317	281,962	222,496	(59,466)
Information Technology	5,091	8,348	15,493	7,145
Energy and Utilities	2,205	5,208	4,538	(670)
Other	5,811	8,170	8,521	351
Transfers Out	67	116	74	(42)
Capital Expenditures	-	1,000	1,000	-
NON-PERSONNEL SUBTOTAL	\$ 196,268	\$ 309,845	\$ 258,163	\$ (51,682)
Total	\$ 684,142	\$ 884,899	\$ 841,996	\$ (42,903)

Revenues by Category

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Other Revenue	\$ 371,256	\$ -	\$ 600,000	\$ 600,000
Transfers In	-	800,000	-	(800,000)
Total	\$ 371,256	\$ 800,000	\$ 600,000	\$ (200,000)

Personnel Expenditures

Job Number	Job Title / Wages	FY2011 Budget	FY2012 Budget	FY2013 Adopted	Salary Range	Total
Salaries and Wages						
20000119	Associate Management Analyst	0.00	0.00	0.37	\$54,059 - \$65,333	\$ 20,272
20001099	Chief Financial Officer	1.00	1.00	1.00	59,155 - 224,099	203,717
20000924	Executive Secretary	1.00	1.00	1.00	43,555 - 52,666	51,349
90001073	Management Intern - Hourly	0.00	0.00	0.38	24,274 - 29,203	9,103
20001195	Resource Development Officer	1.00	1.00	1.00	23,005 - 137,904	99,912
Salaries and Wages Subtotal		3.00	3.00	3.75		\$ 384,353

Fringe Benefits

Employee Offset Savings	\$ 10,121
Flexible Benefits	18,112

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Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2011 Budget	FY2012 Budget	FY2013 Adopted	Salary Range	Total
	Long-Term Disability					2,278
	Medicare					5,729
	Other Post-Employment Benefits					22,129
	Retiree Medical Trust					258
	Retirement 401 Plan					1,030
	Retirement ARC					113,105
	Retirement Offset Contribution					292
	Risk Management Administration					3,631
	Supplemental Pension Savings Plan					16,852
	Unemployment Insurance					1,173
	Workers' Compensation					4,770
Fringe Benefits Subtotal						\$ 199,480
Total Personnel Expenditures						\$ 583,833



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