

City Treasurer



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City Treasurer



Office Description

The Office of the City Treasurer is responsible for the receipt, custody, and reconciliation of all City revenue, banking and cash management, tax administration, enforcement of the Earned Sick Leave and Minimum Wage Ordinance, parking administration and meter operations, and collection of delinquent accounts. The City Treasurer is also responsible for the investment of all operating and capital improvement funds which total \$2.53 billion as of June 30, 2017. In addition, the City Treasurer serves as a member of the Funds Commission and Trustee for the SPSP/401(k) Plans.

The Department's mission is:

To receive, safeguard, and efficiently manage public funds while providing the highest level of customer service

The Department's vision is:

To be the leader in municipal treasury services

Did you know?

- You can register for a Business Tax Certificate or Transient Occupancy Tax (TOT) Certificate online
- You can pay taxes online - Business, Rental Unit and TOT
- You can use a credit card at any Parking meter and access a report online showing where Parking meters are located
- Parking citation appeals can be made online
- The Office of the City Treasurer enforces Earned Sick Leave and Minimum Wage complaints.
- Monthly investment reports are available on our website, under the City Treasurer's Investments tab.

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Goals and Objectives

Goal 1: Safeguard public assets through strong financial management

- Maintain strong internal controls
- 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

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

Performance Indicator	FY2016 Target	FY2016 Actual	FY2017 Target	FY2017 Actual	FY2018 Target
1. Percentage of Treasury systems audited ¹	95%	100%	95%	100%	95%
2. Percentage within revenue projections at fiscal year end ²	15%	3%	15%	1%	15%
3. Percentage of satisfied customers from lobby surveys	94%	100%	90%	97%	90%
4. Percentage by which City outperforms the ACA International (Association of Credit & Collection Professionals) recovery rate on government debt ³	58%	60%	50%	62%	60%

1. Beginning in Fiscal Year 2019, this KPI will be restated as follows: "Percentage of Annual User Access Reviews completed for Treasury Systems". This will not impact the KPI data.
2. Fiscal Year 2017 revenue actuals were 1% within year-end projections. The Department exceeded the target by 14%.
3. The "FY2017 Target" was revised to 50% due to the Department's expectation that the ACA's recovery rate would increase. However, the ACA has not released a revised rate. The Department remains consistent with its overall collection rate of 85%.

Department Summary

	FY2016 Actual	FY2017 Budget	FY2018 Adopted	FY2017-2018 Change
FTE Positions (Budgeted)	124.73	126.38	134.70	8.32
Personnel Expenditures	\$ 11,360,317	\$ 12,049,004	\$ 13,513,734	\$ 1,464,730
Non-Personnel Expenditures	14,345,559	14,002,222	13,394,064	(608,158)
Total Department Expenditures	\$ 25,705,876	\$ 26,051,226	\$ 26,907,798	\$ 856,572
Total Department Revenue	\$ 30,828,328	\$ 30,097,351	\$ 33,893,189	\$ 3,795,838

General Fund

Department Expenditures

	FY2016 Actual	FY2017 Budget	FY2018 Adopted	FY2017-2018 Change
Administration	\$ 3,260,340	\$ 3,296,584	\$ 3,285,499	\$ (11,085)
Revenue Collections	5,824,615	6,324,389	5,821,545	(502,844)
Treasury Operations	5,871,233	6,631,907	7,486,979	855,072
Total	\$ 14,956,188	\$ 16,252,880	\$ 16,594,023	\$ 341,143

Department Personnel

	FY2016 Budget	FY2017 Budget	FY2018 Adopted	FY2017-2018 Change
Administration	14.00	14.68	14.00	(0.68)
Revenue Collections	50.00	50.00	50.00	0.00
Treasury Operations	45.73	46.70	55.70	9.00
Total	109.73	111.38	119.70	8.32

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Revenue Audit Support Addition of 1.00 Accountant 4, 4.00 Accountant 2s and associated non-personnel expenditures to support short-term rental compliance with the City's Transient Occupancy Tax (TOT) provisions.	5.00	\$ 461,752	\$ 461,777
Salary and Benefit Adjustments Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	0.00	387,057	-
Earned Sick Leave and Minimum Wage Ordinance Addition of 1.00 Program Manager, 3.00 Program Coordinators, 1.00 Associate Management Analyst and associated non-personnel expenditures to support the administration and enforcement of the Earned Sick Leave and Minimum Wage Ordinance.	5.00	281,934	-
Cannabis Business Tax Collection Addition of revenue and associated non-personnel expenditures to support the Cannabis Business Tax collection program.	0.00	250,000	2,379,578

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Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Delinquent Accounts System Addition of one-time non-personnel expenditures to support the replacement of the current Delinquent Accounts System.	0.00	150,000	-
General Invoicing Application Addition of one-time non-personnel expenditures associated with the implementation of a Citywide General Invoicing Application.	0.00	39,000	-
Online Self-Service System Enhancements Addition of one-time non-personnel expenditures associated with the implementation of the Transient Occupancy Tax (TOT) and Tourism Marketing District online self-service system enhancements.	0.00	26,000	-
Hourly Sick Leave Adjustment to reflect prior year expenditure trends, related to paid sick leave benefits for eligible hourly employees consistent with the requirements of Assembly Bill 1522.	0.00	(1,391)	-
Non-Standard Hour Personnel Funding Funding allocated according to a zero-based annual review of hourly funding requirements.	(0.68)	(12,715)	-
Reduction of Public Information Clerk Reduction of 1.00 Public Information Clerk in the Business Tax section.	(1.00)	(59,576)	-
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	(85,771)	-
Reduction of Overtime and Non-Personnel Expenditures Reduction of overtime and non-personnel expenditures based on historical savings.	0.00	(96,175)	-
Reduction of Parking Citation Administrative Hearing Contract Reduction of non-personnel expenditures associated with a contractual service to support the Parking Citation Administrative Hearing Program that will now be performed by the Purchasing & Contracting Department.	0.00	(150,000)	-
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	(848,972)	-
Revised Revenue Adjustment to reflect revised revenue projections.	0.00	-	954,483
Total	8.32	\$ 341,143	\$ 3,795,838

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Expenditures by Category

	FY2016 Actual	FY2017 Budget	FY2018 Adopted	FY2017-2018 Change
PERSONNEL				
Personnel Cost	\$ 5,995,223	\$ 6,263,184	\$ 6,904,100	\$ 640,916
Fringe Benefits	4,200,897	4,454,900	5,157,045	702,145
PERSONNEL SUBTOTAL	10,196,120	10,718,084	12,061,145	1,343,061
NON-PERSONNEL				
Supplies	\$ 261,274	\$ 359,374	\$ 295,310	\$ (64,064)
Contracts	1,806,623	2,347,942	2,259,719	(88,223)
Information Technology	2,670,980	2,789,989	1,941,017	(848,972)
Energy and Utilities	10,307	21,235	20,576	(659)
Other	9,933	10,006	10,006	-
Capital Expenditures	951	6,250	6,250	-
NON-PERSONNEL SUBTOTAL	4,760,068	5,534,796	4,532,878	(1,001,918)
Total	\$ 14,956,188	\$ 16,252,880	\$ 16,594,023	\$ 341,143

Revenues by Category

	FY2016 Actual	FY2017 Budget	FY2018 Adopted	FY2017-2018 Change
Charges for Services	\$ 1,040,891	\$ 1,105,799	\$ 1,113,689	\$ 7,890
Fines Forfeitures and Penalties	3,626,497	3,196,800	4,034,006	837,206
Licenses and Permits	15,185,711	15,011,900	17,500,865	2,488,965
Other Revenue	20,181	-	-	-
Rev from Other Agencies	18,864	15,000	15,000	-
Transfers In	-	-	461,777	461,777
Total	\$ 19,892,145	\$ 19,329,499	\$ 23,125,337	\$ 3,795,838

Personnel Expenditures

Job Number	Job Title / Wages	FY2016 Budget	FY2017 Budget	FY2018 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	4.00	4.00	6.00	\$31,491 - \$37,918	\$ 216,052
90000011	Account Clerk - Hourly	0.00	0.35	0.35	31,491 - 37,918	13,271
20000866	Accountant 2	5.00	7.00	11.00	54,059 - 65,333	662,770
20000007	Accountant 3	4.00	4.00	4.00	59,363 - 71,760	271,415
20000102	Accountant 4	1.00	1.00	2.00	66,768 - 88,982	155,667
20000024	Administrative Aide 2	9.00	9.00	10.00	42,578 - 51,334	464,186
90000024	Administrative Aide 2 - Hourly	0.70	0.35	0.35	42,578 - 51,334	15,954
20001208	Assistant Investment Officer	2.00	2.00	2.00	23,005 - 137,904	180,454
20000119	Associate Management Analyst	2.00	2.00	4.00	54,059 - 65,333	236,981
20000539	Clerical Assistant 2	7.00	7.00	5.00	29,931 - 36,067	172,870
20000267	Collections Investigator 1	16.00	16.00	16.00	40,186 - 48,526	732,038
20000268	Collections Investigator 1	1.00	1.00	1.00	40,186 - 48,526	48,526
20000269	Collections Investigator 2	4.00	4.00	4.00	45,198 - 54,558	206,312
20000270	Collections Investigator 3	5.00	5.00	4.00	49,712 - 60,070	236,264
20000287	Collections Manager	1.00	1.00	1.00	66,768 - 80,891	79,210
20001168	Deputy Director	1.75	2.75	2.75	46,966 - 172,744	389,997
20000924	Executive Secretary	1.00	1.00	1.00	43,555 - 52,666	43,555

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Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2016 Budget	FY2017 Budget	FY2018 Adopted	Salary Range	Total
20001172	Financial Operations Manager	2.00	2.00	2.00	25,376 - 148,200	248,000
20000293	Information Systems Analyst 3	1.00	1.00	1.00	59,363 - 71,760	71,760
20000998	Information Systems Analyst 4	1.00	1.00	1.00	66,768 - 80,891	80,891
20000377	Information Systems Technician	1.00	1.00	1.00	42,578 - 51,334	51,334
20001194	Investment Officer	1.00	1.00	1.00	34,694 - 207,210	145,000
90001073	Management Intern - Hourly	0.68	0.68	0.00	24,274 - 29,203	-
20000680	Payroll Specialist 2	1.00	1.00	1.00	34,611 - 41,787	32,127
20001182	Principal Accountant	3.00	3.00	3.00	19,323 - 151,840	335,000
20000741	Principal Clerk	1.00	1.00	1.00	43,555 - 52,666	52,666
20001234	Program Coordinator	0.00	0.00	3.00	23,005 - 137,904	300,000
20001222	Program Manager	3.50	2.50	3.50	46,966 - 172,744	355,016
20000783	Public Information Clerk	19.75	19.75	18.75	31,491 - 37,918	649,345
90000783	Public Information Clerk - Hourly	0.35	0.00	0.00	31,491 - 37,918	-
20000869	Senior Account Clerk	3.00	3.00	3.00	36,067 - 43,514	127,713
20000927	Senior Clerk/Typist	3.00	3.00	2.00	36,067 - 43,514	85,505
20000015	Senior Management Analyst	2.00	2.00	2.00	59,363 - 71,760	142,444
20000970	Supervising Management Analyst	1.00	1.00	1.00	66,768 - 80,891	80,891
20001148	Treasurer	1.00	1.00	1.00	31,741 - 173,971	165,000
	Bilingual - Regular					36,039
	Budgeted Vacancy Savings					(211,286)
	Overtime Budgeted					25,102
	Sick Leave - Hourly					898
	Termination Pay Annual Leave					5,133
FTE, Salaries, and Wages Subtotal		109.73	111.38	119.70		\$ 6,904,100
		FY2016 Actual	FY2017 Budget	FY2018 Adopted		FY2017-2018 Change
Fringe Benefits						
	Employee Offset Savings	\$ 64,801	\$ 64,857	\$ 52,754		\$ (12,103)
	Flexible Benefits	908,048	1,124,276	1,404,422		280,146
	Insurance	115	-	-		-
	Long-Term Disability	19,860	19,574	-		(19,574)
	Medicare	87,054	85,868	95,734		9,866
	Other Post-Employment Benefits	642,879	626,984	684,115		57,131
	Retiree Medical Trust	4,138	4,744	7,677		2,933
	Retirement 401 Plan	5,796	5,963	6,224		261
	Retirement ADC	1,881,877	1,907,137	2,207,579		300,442
	Retirement DROP	27,094	26,807	27,718		911
	Risk Management Administration	109,287	108,333	115,254		6,921
	Supplemental Pension Savings Plan	331,649	353,346	440,241		86,895
	Unemployment Insurance	11,298	11,209	12,249		1,040
	Workers' Compensation	106,999	115,802	103,078		(12,724)
Fringe Benefits Subtotal		\$ 4,200,897	\$ 4,454,900	\$ 5,157,045		\$ 702,145
Total Personnel Expenditures						\$ 12,061,145

Parking Meter Operations Fund

Department Expenditures

	FY2016 Actual	FY2017 Budget	FY2018 Adopted	FY2017-2018 Change
Revenue Collections	\$ 10,749,688	\$ 9,798,346	\$ 10,313,775	\$ 515,429
Total	\$ 10,749,688	\$ 9,798,346	\$ 10,313,775	\$ 515,429

Department Personnel

	FY2016 Budget	FY2017 Budget	FY2018 Adopted	FY2017-2018 Change
Revenue Collections	15.00	15.00	15.00	0.00
Total	15.00	15.00	15.00	0.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Vehicle Detection Sensors Addition of one-time and on-going non-personnel expenditures for 1,000 vehicle detection sensors.	0.00	\$ 342,000	\$ -
Salary and Benefit Adjustments Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	0.00	121,669	-
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	50,241	-
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	1,519	-
Total	0.00	\$ 515,429	\$ -

Expenditures by Category

	FY2016 Actual	FY2017 Budget	FY2018 Adopted	FY2017-2018 Change
PERSONNEL				
Personnel Cost	\$ 641,425	\$ 766,491	\$ 776,229	\$ 9,738
Fringe Benefits	522,772	564,429	676,360	111,931
PERSONNEL SUBTOTAL	1,164,197	1,330,920	1,452,589	121,669
NON-PERSONNEL				
Supplies	\$ 21,686	\$ 31,405	\$ 31,327	\$ (78)
Contracts	2,062,221	2,245,624	2,330,348	84,724
Information Technology	12,841	13,115	14,634	1,519
Energy and Utilities	16,483	24,628	32,223	7,595
Other	6,847	-	-	-
Transfers Out	7,465,411	6,152,154	6,152,154	-
Capital Expenditures	-	500	300,500	300,000
NON-PERSONNEL SUBTOTAL	9,585,490	8,467,426	8,861,186	393,760
Total	\$ 10,749,688	\$ 9,798,346	\$ 10,313,775	\$ 515,429

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Revenues by Category

	FY2016 Actual	FY2017 Budget	FY2018 Adopted	FY2017-2018 Change
Charges for Services	\$ 18,889	\$ -	\$ -	\$ -
Licenses and Permits	10,876,184	10,767,852	10,767,852	-
Other Revenue	2,386	-	-	-
Rev from Money and Prop	38,724	-	-	-
Total	\$ 10,936,183	\$ 10,767,852	\$ 10,767,852	\$ -

Personnel Expenditures

Job Number	Job Title / Wages	FY2016 Budget	FY2017 Budget	FY2018 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20001168	Deputy Director	0.25	0.25	0.25	\$46,966 - \$172,744	\$ 35,003
20000678	Parking Meter Supervisor	2.00	2.00	2.00	47,341 - 56,597	113,194
20000674	Parking Meter Technician	11.00	11.00	11.00	41,330 - 49,400	508,680
20001222	Program Manager	0.50	0.50	0.50	46,966 - 172,744	48,994
20000783	Public Information Clerk	0.25	0.25	0.25	31,491 - 37,918	8,926
20000827	Senior Parking Meter Technician	1.00	1.00	1.00	43,472 - 51,792	48,881
	Bilingual - Regular					3,273
	Budgeted Vacancy Savings					(41,330)
	Overtime Budgeted					50,608
FTE, Salaries, and Wages Subtotal		15.00	15.00	15.00		\$ 776,229
Fringe Benefits						
	Employee Offset Savings	\$ 3,664	\$ 3,657	\$ 3,644		\$ (13)
	Flexible Benefits	101,968	138,626	163,419		24,793
	Long-Term Disability	2,109	2,273	-		(2,273)
	Medicare	9,336	10,382	10,518		136
	Other Post-Employment Benefits	77,253	82,812	84,013		1,201
	Retiree Medical Trust	482	679	699		20
	Retirement ADC	241,867	242,928	330,675		87,747
	Risk Management Administration	13,061	14,307	14,154		(153)
	Supplemental Pension Savings Plan	40,137	48,215	49,099		884
	Unemployment Insurance	1,201	1,296	1,284		(12)
	Workers' Compensation	31,695	19,254	18,855		(399)
Fringe Benefits Subtotal		\$ 522,772	\$ 564,429	\$ 676,360		\$ 111,931
Total Personnel Expenditures					\$ 1,452,589	

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Revenue and Expense Statement (Non-General Fund)

Parking Meter Operations Fund	FY2016 Actual	FY2017* Budget	FY2018 Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 66,255	\$ 222,751	\$ 1,470,280
Continuing Appropriation - CIP	–	30,000	30,000
TOTAL BALANCE AND RESERVES	\$ 66,255	\$ 252,751	\$ 1,500,280
REVENUE			
Charges for Services	\$ 18,889	\$ –	\$ –
Licenses and Permits	10,876,184	10,767,852	10,767,852
Other Revenue	2,386	–	–
Revenue from Use of Money and Property	38,724	–	–
TOTAL REVENUE	\$ 10,936,183	\$ 10,767,852	\$ 10,767,852
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 11,002,438	\$ 11,020,603	\$ 12,268,132
OPERATING EXPENSE			
Personnel Expenses	\$ 641,425	\$ 766,491	\$ 776,229
Fringe Benefits	522,772	564,429	676,360
Supplies	21,686	31,405	31,327
Contracts	2,062,221	2,245,624	2,330,348
Information Technology	12,841	13,115	14,634
Energy and Utilities	16,483	24,628	32,223
Other Expenses	6,847	–	–
Transfers Out	7,465,411	6,152,154	6,152,154
Capital Expenditures	–	500	300,500
TOTAL OPERATING EXPENSE	\$ 10,749,688	\$ 9,798,346	\$ 10,313,775
TOTAL EXPENSE	\$ 10,749,688	\$ 9,798,346	\$ 10,313,775
RESERVES			
Continuing Appropriation - CIP	\$ 30,000	\$ 30,000	\$ 30,000
TOTAL RESERVES	\$ 30,000	\$ 30,000	\$ 30,000
BALANCE	\$ 222,751	\$ 1,192,257	\$ 1,924,357
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 11,002,438	\$ 11,020,603	\$ 12,268,132

* At the time of publication, audited financial statements for Fiscal Year 2017 were not available. Therefore, the Fiscal Year 2017 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2017 Adopted Budget, while the beginning Fiscal Year 2017 balance amount reflects the audited Fiscal Year 2016 ending balance.



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