

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. Please visit our website at <https://www.sandiego.gov/treasurer> for additional information.

The Office's mission is:

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

The Office's vision is:

To be the leader in municipal treasury services

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

City Treasurer

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	FY2017 Target	FY2017 Actual	FY2018 Target	FY2018 Projection	FY2019 Target
1. Percentage of Annual User Access Reveiws completed for Treasury Systems	95%	100%	95%	95%	95%
2. Percentage within revenue projections at fiscal year end	15%	1%	15%	15%	15%
3. Percentage of satisfied customers from lobby surveys	90%	97%	90%	90%	90%
4. Percentage by which City outperforms the ACA International (Association of Credit & Collection Professionals) recovery rate on government debt	50%	62%	60%	60%	60%

Department Summary

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018–2019 Change
FTE Positions (Budgeted)	126.38	134.70	139.00	4.30
Personnel Expenditures	\$ 11,479,365	\$ 13,513,734	\$ 14,428,978	\$ 915,244
Non-Personnel Expenditures	14,306,183	13,394,064	12,952,545	(441,519)
Total Department Expenditures	\$ 25,785,548	\$ 26,907,798	\$ 27,381,523	\$ 473,725
Total Department Revenue	\$ 31,572,398	\$ 33,893,189	\$ 37,974,093	\$ 4,080,904

General Fund

Department Expenditures

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018–2019 Change
Administration	\$ 3,119,969	\$ 3,285,499	\$ 2,929,912	\$ (355,587)
Revenue Collections	5,695,354	5,821,545	5,348,547	(472,998)
Treasury Operations	5,897,936	7,486,979	8,504,247	1,017,268
Total	\$ 14,713,259	\$ 16,594,023	\$ 16,782,706	\$ 188,683

Department Personnel

	FY2017 Budget	FY2018 Budget	FY2019 Proposed	FY2018–2019 Change
Administration	14.68	14.00	14.00	0.00
Revenue Collections	50.00	50.00	50.00	0.00
Treasury Operations	46.70	55.70	60.00	4.30
Total	111.38	119.70	124.00	4.30

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Cannabis Business Tax Collection Addition of 1.00 Accountant 4, non-personnel expenditures, and associated revenue for audit support of Cannabis Business Tax.	1.00	\$ 373,284	\$ 250,000
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	268,971	-
Lease and Franchise Audit Support Addition of 2.00 Accountant 3s, non-personnel expenditures, and associated revenue to support the Lease and Franchise Audit section.	2.00	210,096	206,764
Repurpose of Unclassified Positions Repurpose of unclassified positions: 1.00 Deputy Director to Assistant Director, 2.00 Fiscal Operations Managers to Deputy Directors, and 1.00 Principal Accountant to Fiscal Operations Manager to better align the position classifications with the needs of the Department.	0.00	61,423	-

City Treasurer

Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Cannabis Business Tax Collection Addition of 2.00 Administrative Aide 2s and non-personnel expenditures to support the administration of Cannabis Business Tax.	2.00	59,553	-
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	44,952	-
Non-Standard Hour Personnel Funding Funding allocated according to a zero-based annual review of hourly funding requirements.	0.00	(2,213)	-
Reduction of Non-Standard Hourly Personnel Funding Reduction of 0.35 Administrative Aide 2-Hourly and 0.35 Account Clerk-Hourly in the Business Tax and Treasury Accounting sections.	(0.70)	(29,824)	-
Reduction of Non-Personnel Expenditures Reduction of non-personnel expenditures due to anticipated savings in contractual services.	0.00	(60,000)	-
One-Time Reductions and Annualizations Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2018.	0.00	(215,000)	-
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	(522,559)	-
Cannabis Business Tax Adjustment to reflect revised revenue projection for Cannabis Business Tax.	0.00	-	3,355,422
Revised Revenue Adjustment to reflect revised revenue projections.	0.00	-	18,718
Total	4.30	\$ 188,683	\$ 3,830,904

Expenditures by Category

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018-2019 Change
PERSONNEL				
Personnel Cost	\$ 6,067,584	\$ 6,904,100	\$ 7,470,127	\$ 566,027
Fringe Benefits	4,199,630	5,157,045	5,379,108	222,063
PERSONNEL SUBTOTAL	10,267,214	12,061,145	12,849,235	788,090
NON-PERSONNEL				
Supplies	\$ 277,919	\$ 295,310	\$ 295,871	\$ 561
Contracts	1,832,027	2,259,719	2,182,910	(76,809)
Information Technology	2,319,892	1,941,017	1,418,458	(522,559)
Energy and Utilities	4,901	20,576	19,976	(600)
Other	9,976	10,006	10,006	-
Capital Expenditures	1,331	6,250	6,250	-
NON-PERSONNEL SUBTOTAL	4,446,045	4,532,878	3,933,471	(599,407)
Total	\$ 14,713,259	\$ 16,594,023	\$ 16,782,706	\$ 188,683

City Treasurer

Revenues by Category

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018-2019 Change
Charges for Services	\$ 1,300,680	\$ 1,113,689	\$ 1,186,381	\$ 72,692
Fines Forfeitures and Penalties	4,028,669	4,034,006	4,184,006	150,000
Licenses and Permits	15,082,668	17,500,865	21,109,077	3,608,212
Other Revenue	17,023	-	-	-
Rev from Other Agencies	7,912	15,000	15,000	-
Transfers In	-	461,777	461,777	-
Total	\$ 20,436,952	\$ 23,125,337	\$ 26,956,241	\$ 3,830,904

Personnel Expenditures

Job Number	Job Title / Wages	FY2017 Budget	FY2018 Budget	FY2019 Proposed	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	4.00	6.00	6.00	\$32,530 - \$39,170	\$ 232,082
90000011	Account Clerk	0.35	0.35	0.00	32,530 - 39,170	-
20000866	Accountant 2	7.00	11.00	10.00	55,843 - 67,489	576,212
20000007	Accountant 3	4.00	4.00	5.00	61,322 - 74,128	356,722
20000102	Accountant 4	1.00	2.00	5.00	68,971 - 91,919	412,110
20000024	Administrative Aide 2	9.00	10.00	12.00	43,983 - 53,028	606,525
90000024	Administrative Aide 2	0.35	0.35	0.00	43,983 - 53,028	-
20000017	Assistant Department Director	0.00	0.00	1.00	32,788 - 179,712	149,784
20001208	Assistant Investment Officer	2.00	2.00	2.00	23,764 - 142,455	216,930
20000119	Associate Management Analyst	2.00	4.00	4.00	55,843 - 67,489	240,151
20000539	Clerical Assistant 2	7.00	5.00	5.00	30,919 - 37,257	178,015
20000268	Collections Investigator 1	1.00	1.00	1.00	41,512 - 50,128	50,128
20000267	Collections Investigator 1	16.00	16.00	16.00	41,512 - 50,128	741,564
20000269	Collections Investigator 2	4.00	4.00	4.00	46,690 - 56,359	221,765
20000270	Collections Investigator 3	5.00	4.00	4.00	51,353 - 62,053	244,488
20000287	Collections Manager	1.00	1.00	1.00	68,971 - 83,561	83,561
20000013	Deputy Director	0.00	0.00	1.00	48,516 - 178,445	139,455
20000014	Deputy Director	0.00	0.00	1.00	48,516 - 178,445	139,455
20001168	Deputy Director	2.75	2.75	1.75	48,516 - 178,445	253,085
20000924	Executive Secretary	1.00	1.00	1.00	44,993 - 54,404	50,101
20001172	Financial Operations Manager	2.00	2.00	0.00	26,213 - 153,091	-
20000016	Financial Operations Manager	0.00	0.00	1.00	26,213 - 153,091	129,125
20000293	Information Systems Analyst 3	1.00	1.00	1.00	61,322 - 74,128	74,128
20000998	Information Systems Analyst 4	1.00	1.00	1.00	68,971 - 83,561	83,561
20000377	Information Systems Technician	1.00	1.00	1.00	43,983 - 53,028	43,983
20001194	Investment Officer	1.00	1.00	1.00	35,839 - 214,048	149,785
90001073	Management Intern	0.68	0.00	0.00	25,075 - 30,167	-
20000680	Payroll Specialist 2	1.00	1.00	1.00	35,753 - 43,166	38,191
20001182	Principal Accountant	3.00	3.00	2.00	19,961 - 156,851	202,036
20000741	Principal Clerk	1.00	1.00	1.00	44,993 - 54,404	54,404
20001234	Program Coordinator	0.00	3.00	3.00	23,764 - 142,455	262,851
20001222	Program Manager	2.50	3.50	3.50	48,516 - 178,445	380,150

City Treasurer

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2017 Budget	FY2018 Budget	FY2019 Proposed	Salary Range	Total
20000783	Public Information Clerk	19.75	18.75	18.75	32,530 - 39,170	686,774
20000869	Senior Account Clerk	3.00	3.00	3.00	37,257 - 44,950	131,929
20000927	Senior Clerk/Typist	3.00	2.00	2.00	37,257 - 44,950	88,327
20000015	Senior Management Analyst	2.00	2.00	2.00	61,322 - 74,128	147,144
20000970	Supervising Management Analyst	1.00	1.00	1.00	68,971 - 83,561	83,561
20001148	Treasurer	1.00	1.00	1.00	32,788 - 179,712	170,445
	Bilingual - Regular					44,775
	Budgeted Vacancy Savings					(258,567)
	Overtime Budgeted					25,102
	Sick Leave - Hourly					898
	Termination Pay Annual Leave					39,392
FTE, Salaries, and Wages Subtotal		111.38	119.70	124.00		\$ 7,470,127
		FY2017 Actual	FY2018 Budget	FY2019 Proposed		FY2018-2019 Change
Fringe Benefits						
	Employee Offset Savings	\$ 55,518	\$ 52,754	\$ 56,086		\$ 3,332
	Flexible Benefits	1,097,682	1,404,422	1,464,712		60,290
	Insurance	1,201	-	-		-
	Long-Term Disability	16,125	-	-		-
	Medicare	91,520	95,734	105,568		9,834
	Other Post-Employment Benefits	608,917	684,115	729,590		45,475
	Retiree Medical Trust	5,533	7,677	9,375		1,698
	Retirement 401 Plan	6,194	6,224	5,995		(229)
	Retirement ADC	1,723,781	2,207,579	2,215,632		8,053
	Retirement DROP	25,252	27,718	21,102		(6,616)
	Risk Management Administration	106,101	115,254	125,426		10,172
	Supplemental Pension Savings Plan	361,119	440,241	500,247		60,006
	Unemployment Insurance	10,976	12,249	12,436		187
	Workers' Compensation	89,711	103,078	132,939		29,861
Fringe Benefits Subtotal		\$ 4,199,630	\$ 5,157,045	\$ 5,379,108		\$ 222,063
Total Personnel Expenditures						\$ 12,849,235

Parking Meter Operations Fund

Department Expenditures

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018-2019 Change
Revenue Collections	\$ 11,072,288	\$ 10,313,775	\$ 10,598,817	\$ 285,042
Total	\$ 11,072,288	\$ 10,313,775	\$ 10,598,817	\$ 285,042

Department Personnel

	FY2017 Budget	FY2018 Budget	FY2019 Proposed	FY2018-2019 Change
Revenue Collections	15.00	15.00	15.00	0.00
Total	15.00	15.00	15.00	0.00

City Treasurer

Significant Budget Adjustments

	FTE	Expenditures		Revenue
Mobile Payment Readers Addition of one-time non-personnel expenditures for mobile payment readers on parking meters.	0.00	\$ 214,935	\$ -	-
Community Parking Districts Addition of non-personnel expenditures to support the administration of Community Parking Districts.	0.00	130,000		-
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	127,154		-
Banking Services Addition of non-personnel expenditures for banking services related to parking meter transactions.	0.00	125,000		-
Uniform Allowance Addition of non-personnel expenditures for uniform allowances.	0.00	13,000		-
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	(248)		-
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	(24,799)		-
One-Time Reductions and Annualizations Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2018.	0.00	(300,000)		-
Revised Revenue Adjustment to reflect revised revenue projections.	0.00	-		250,000
Total	0.00	\$ 285,042	\$ 250,000	

Expenditures by Category

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018-2019 Change
PERSONNEL				
Personnel Cost	\$ 664,534	\$ 776,229	\$ 867,072	\$ 90,843
Fringe Benefits	547,617	676,360	712,671	36,311
PERSONNEL SUBTOTAL	1,212,151	1,452,589	1,579,743	127,154

City Treasurer

Expenditures by Category (Cont'd)

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018-2019 Change
NON-PERSONNEL				
Supplies	\$ 60,081	\$ 31,327	\$ 44,417	\$ 13,090
Contracts	2,391,136	2,330,348	2,577,874	247,526
Information Technology	11,938	14,634	14,386	(248)
Energy and Utilities	26,681	32,223	14,808	(17,415)
Other	8,040	-	-	-
Transfers Out	7,362,255	6,152,154	6,152,154	-
Capital Expenditures	6	300,500	215,435	(85,065)
NON-PERSONNEL SUBTOTAL	9,860,137	8,861,186	9,019,074	157,888
Total	\$ 11,072,288	\$ 10,313,775	\$ 10,598,817	\$ 285,042

Revenues by Category

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018-2019 Change
Licenses and Permits	\$ 11,093,665	\$ 10,767,852	\$ 11,017,852	\$ 250,000
Other Revenue	1,269	-	-	-
Rev from Money and Prop	40,512	-	-	-
Total	\$ 11,135,446	\$ 10,767,852	\$ 11,017,852	\$ 250,000

Personnel Expenditures

Job Number	Job Title / Wages	FY2017 Budget	FY2018 Budget	FY2019 Proposed	Salary Range	Total
FTE, Salaries, and Wages						
20001168	Deputy Director	0.25	0.25	0.25	\$48,516 - \$178,445	\$ 36,155
20000678	Parking Meter Supervisor	2.00	2.00	3.00	48,903 - 58,464	170,506
20000674	Parking Meter Technician	11.00	11.00	10.00	42,693 - 51,030	485,798
20001222	Program Manager	0.50	0.50	0.50	48,516 - 178,445	56,809
20000783	Public Information Clerk	0.25	0.25	0.25	32,530 - 39,170	9,697
20000827	Senior Parking Meter Technician	1.00	1.00	1.00	44,907 - 53,501	52,770
	Bilingual - Regular					4,729
	Overtime Budgeted					50,608
FTE, Salaries, and Wages Subtotal		15.00	15.00	15.00		\$ 867,072

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018-2019 Change
Fringe Benefits				
Employee Offset Savings	\$ 3,666	\$ 3,644	\$ 3,961	\$ 317
Flexible Benefits	132,001	163,419	176,164	12,745
Long-Term Disability	1,776	-	-	-
Medicare	10,003	10,518	11,814	1,296
Other Post-Employment Benefits	76,648	84,013	91,965	7,952
Retiree Medical Trust	583	699	875	176
Retirement ADC	243,498	330,675	339,098	8,423
Risk Management Administration	13,365	14,154	15,810	1,656
Supplemental Pension Savings Plan	43,495	49,099	56,694	7,595
Unemployment Insurance	1,208	1,284	1,369	85

City Treasurer

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018-2019 Change
Workers' Compensation	21,374	18,855	14,921	(3,934)
Fringe Benefits Subtotal	\$ 547,617	\$ 676,360	\$ 712,671	\$ 36,311
Total Personnel Expenditures			\$ 1,579,743	

City Treasurer

Revenue and Expense Statement (Non-General Fund)

Parking Meter Operations Fund	FY2017 Actual	FY2018* Budget	FY2019 Proposed
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 222,751	\$ 285,909	\$ 793,185
Continuing Appropriation - CIP	30,000	30,000	30,000
TOTAL BALANCE AND RESERVES	\$ 252,751	\$ 315,909	\$ 823,185
REVENUE			
Licenses and Permits	\$ 11,093,665	\$ 10,767,852	\$ 11,017,852
Other Revenue	1,269	-	-
Revenue from Use of Money and Property	40,512	-	-
TOTAL REVENUE	\$ 11,135,446	\$ 10,767,852	\$ 11,017,852
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 11,388,197	\$ 11,083,761	\$ 11,841,037
OPERATING EXPENSE			
Personnel Expenses	\$ 664,534	\$ 776,229	\$ 867,072
Fringe Benefits	547,617	676,360	712,671
Supplies	60,081	31,327	44,417
Contracts	2,391,136	2,330,348	2,577,874
Information Technology	11,938	14,634	14,386
Energy and Utilities	26,681	32,223	14,808
Other Expenses	8,040	-	-
Transfers Out	7,362,255	6,152,154	6,152,154
Capital Expenditures	6	300,500	215,435
TOTAL OPERATING EXPENSE	\$ 11,072,288	\$ 10,313,775	\$ 10,598,817
TOTAL EXPENSE	\$ 11,072,288	\$ 10,313,775	\$ 10,598,817
RESERVES			
Continuing Appropriation - CIP	\$ 30,000	\$ 30,000	\$ 30,000
TOTAL RESERVES	\$ 30,000	\$ 30,000	\$ 30,000
BALANCE	\$ 285,909	\$ 739,986	\$ 1,212,220
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 11,388,197	\$ 11,083,761	\$ 11,841,037

* At the time of publication, audited financial statements for Fiscal Year 2018 were not available. Therefore, the Fiscal Year 2018 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2018 Adopted Budget, while the beginning Fiscal Year 2018 balance amount reflects the audited Fiscal Year 2017 ending balance.