

City Treasurer



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City Treasurer



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; parking administration and meter operations; and collection of citywide delinquent accounts. The City Treasurer is also responsible for the investment of all operating and capital improvement funds. In addition, the City Treasurer serves as a member of the Funds Commission and Trustee for City's Defined Contribution Plans.

The City Treasurer's Divisions include:

Business Operations

Business Operations is responsible for the administration and collection of Business Tax, Cannabis Business Tax, and Rental Unit Business Tax. The Division also collects the Business Improvement District fees, maintains the regulatory clearance review data for Police regulated businesses, issues permits for Sidewalk Vending, and oversees the Department's lobby operations.

Investments

In compliance with the City Treasurer's Investment Policy, the Investments Division manages the City's operating and capital improvements funds which totaled \$2.82B as of June 30, 2021. The Division also participates on the City's financing team for all new bond issues. Additionally, the Investments Division is responsible for cash management, maintains banking relationships and compliance with all applicable banking rules and laws, and elevates new payment technology to effectively collect revenue citywide.

Revenue Collections

The Revenue Collections Division is comprised of the Parking Administration, Meter Operations, and Delinquent Accounts Programs. The Delinquent Accounts Program is responsible for the administration and the collection of citywide delinquent accounts. Parking Administration processes all parking citations, issues residential parking permits, and processes parking citation appeals. Parking Meter Operations installs and maintains parking meters citywide including the collection of all parking meter coin.

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Financial Operations

The Financial Operations Division includes three Programs: Treasury Accounting, Revenue Audit, and Short-Term Residential Occupancy (STRO). Treasury Accounting is responsible for the administration and collection of the Transient Occupancy Tax (TOT) and Tourism Marketing District (TMD) assessment and management of the City's general accounts receivable, cash handling, depositing, and bank reconciliation processes. Revenue Audit conducts revenue compliance audits of TOT, percentage lease and franchise agreements, and Cannabis Business Tax. Starting in FY2023, the Division will also oversee the STRO Program responsible for the administration of the City's STRO licensing process.

Treasury Systems

The Treasury Systems Division supports the Department's portfolio of applications used to provide services to approximately 818,000 customer accounts. The Division also serves as the project functional lead on the Department's Information Technology (IT) initiatives and special projects. In addition, the Division manages the Department's IT contracts and provides end user support.

The vision is:

To be the leader in municipal treasury services

The mission is:

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

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	FY2021 Target	FY2021 Actual	FY2022 Target	FY2022 Actual	FY2023 Target
Percentage of Annual User Access Reviews completed for Treasury Systems	100%	100%	100%	100%	100%
Percentage of satisfied customers from lobby surveys ¹	95%	N/A	95%	N/A	95%
Percentage by which City outperforms the ACA International (Association of Credit & Collection Professionals) recovery rate on government debt	60%	65%	60%	58%	60%

¹. No lobby surveys received, online survey in development for FY 2023

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Department Summary

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
FTE Positions (Budgeted)	130.00	126.00	133.00	7.00
Personnel Expenditures	\$ 14,234,951	\$ 15,551,302	\$ 16,350,662	\$ 799,360
Non-Personnel Expenditures	8,109,645	14,235,507	12,437,136	(1,798,371)
Total Department Expenditures	\$ 22,344,596	\$ 29,786,809	\$ 28,787,798	\$ (999,011)
Total Department Revenue	\$ 50,110,624	\$ 53,159,212	\$ 61,560,219	\$ 8,401,007

General Fund

Department Expenditures

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
Administration	\$ 3,452,372	\$ 3,955,927	\$ 4,311,422	\$ 355,495
Revenue Collections	5,319,438	6,575,973	7,059,181	483,208
Treasury Operations	7,454,568	8,446,921	9,190,065	743,144
Total	\$ 16,226,378	\$ 18,978,821	\$ 20,560,668	\$ 1,581,847

Department Personnel

	FY2021 Budget	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
Administration	17.00	17.00	18.00	1.00
Revenue Collections	47.00	46.00	47.00	1.00
Treasury Operations	54.00	51.00	58.00	7.00
Total	118.00	114.00	123.00	9.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Short-Term Residential Occupancy Program Addition of 5.00 FTE positions, associated expenditures, and revenue to support the Short-Term Residential Occupancy Program implementation as mandated by Ordinance O-21305.	5.00	\$ 796,857	\$ 8,113,121
Cannabis Business Tax Addition of 3.00 Accountant 3s and associated revenue to support Cannabis Business Tax compliance.	3.00	324,900	323,883
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	288,918	-
Delinquent Accounts Program Addition of 1.00 Program Manager to support the Delinquent Accounts Program.	1.00	157,558	-
Parking Citation Processing Addition of non-personnel expenditures to support an increase in parking citation processing fees due to an increase in enforcement officers.	0.00	112,000	-

Significant Budget Adjustments

	FTE	Expenditures	Revenue
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	26,174	-
Transient Occupancy Tax System Upgrades Addition of one-time non-personnel expenditures for computer maintenance and contracts that will upgrade the Transient Occupancy Tax (TOT) system.	0.00	15,000	-
Software Cost Increases Addition of non-personnel expenditures to support cost increases in the investments accounting software.	0.00	5,000	-
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	(39,164)	-
One-Time Additions and Annualizations Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2022.	0.00	(105,396)	500,000
Revised Cannabis Business Tax Revenue Revised Cannabis Business Tax revenue associated with an increase of two outlets and an anticipated growth rate.	0.00	-	2,285,666
Revised Treasury Revenue Adjustment to reflect revised investment program reimbursements.	0.00	-	178,321
Sidewalk Vending Ordinance Revenue Addition of revenue generated by Sidewalk Vending Permit fees.	0.00	-	38,000
Business Tax Revenue Reduction of Business Tax revenue due to business closures in relation to the COVID-19 pandemic.	0.00	-	(190,000)
Revised User Fee Revenue from New/Revised User Fees Adjustment to reflect anticipated User Fee revenue decrease from the implementation of new and/or revised user fees.	0.00	-	(550,132)
Total	9.00	\$ 1,581,847	\$ 10,698,859

Expenditures by Category

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
PERSONNEL				
Personnel Cost	\$ 7,168,200	\$ 7,775,523	\$ 9,088,169	1,312,646
Fringe Benefits	5,680,690	6,253,875	5,960,269	(293,606)
PERSONNEL SUBTOTAL	12,848,890	14,029,398	15,048,438	1,019,040
NON-PERSONNEL				
Supplies	\$ 203,031	\$ 275,572	\$ 277,029	1,457

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Expenditures by Category

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
Contracts & Services	1,180,996	1,762,577	2,054,183	291,606
Information Technology	1,913,084	2,796,487	3,107,009	310,522
Energy and Utilities	75,942	105,281	64,503	(40,778)
Other	4,436	5,506	5,506	-
Capital Expenditures	-	4,000	4,000	-
NON-PERSONNEL SUBTOTAL	3,377,488	4,949,423	5,512,230	562,807
Total	\$ 16,226,378	\$ 18,978,821	\$ 20,560,668	\$ 1,581,847

Revenues by Category

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
Charges for Services	\$ 1,262,677	\$ 149,798	\$ 328,119	\$ 178,321
Fines Forfeitures and Penalties	3,334,222	3,454,006	3,403,874	(50,132)
Licenses and Permits	39,227,069	38,242,556	48,813,226	10,570,670
Other Revenue	73,619	-	-	-
Rev from Other Agencies	19,432	15,000	15,000	-
Transfers In	38,969	-	-	-
Total	\$ 43,955,987	\$ 41,861,360	\$ 52,560,219	\$ 10,698,859

Personnel Expenditures

Job Number	Job Title / Wages	FY2021 Budget	FY2022 Budget	FY2023 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000866	Accountant 2	8.00	8.00	7.00	\$ 72,797 - 87,970	\$ 533,720
20000007	Accountant 3	5.00	5.00	9.00	79,952 - 96,624	798,244
20000102	Accountant 4	6.00	6.00	6.00	89,923 - 119,814	706,872
20000011	Account Clerk	7.00	8.00	8.00	36,705 - 44,178	349,667
20000024	Administrative Aide 2	13.00	13.00	15.00	52,142 - 62,833	840,798
20001208	Assistant Investment Officer	2.00	2.00	2.00	34,070 - 167,127	290,571
20000119	Associate Management Analyst	5.00	4.00	5.00	66,197 - 79,990	346,702
20000539	Clerical Assistant 2	1.00	0.00	0.00	36,630 - 44,147	-
20000267	Collections Investigator 1	15.00	15.00	15.00	50,407 - 60,869	859,730
20000268	Collections Investigator 1	1.00	1.00	1.00	50,407 - 60,869	59,956
20000269	Collections Investigator 2	5.00	5.00	5.00	56,689 - 68,423	319,865
20000270	Collections Investigator Supervisor	4.00	4.00	4.00	62,336 - 75,317	284,145
20000287	Collections Manager	1.00	1.00	1.00	77,794 - 94,261	94,261
20001168	Deputy Director	3.75	3.75	3.75	56,929 - 209,339	599,531
20000924	Executive Assistant	1.00	1.00	1.00	52,792 - 63,852	63,852
20001172	Financial Operations Manager	1.00	1.00	1.00	34,070 - 179,599	152,939
20000293	Information Systems Analyst 3	2.00	2.00	2.00	73,375 - 88,725	177,450
20000998	Information Systems Analyst 4	1.00	1.00	1.00	82,532 - 100,002	100,002
20001194	Investment Officer	1.00	1.00	1.00	42,047 - 251,127	168,976
20000680	Payroll Specialist 2	1.00	1.00	1.00	46,697 - 56,380	54,407
20001182	Principal Accountant	3.00	3.00	3.00	34,070 - 184,017	402,429
20000741	Principal Clerk	1.00	1.00	1.00	50,742 - 61,372	60,145

Personnel Expenditures

Job Number	Job Title / Wages	FY2021 Budget	FY2022 Budget	FY2023 Adopted	Salary Range	Total
20001234	Program Coordinator	3.00	1.00	1.00	34,070 - 167,127	118,560
20001222	Program Manager	3.50	2.50	4.50	56,929 - 209,339	575,354
20000783	Public Information Clerk	16.75	16.75	16.75	36,705 - 44,178	702,950
20000869	Senior Account Clerk	2.00	2.00	2.00	42,020 - 50,697	99,874
20000015	Senior Management Analyst	2.00	2.00	2.00	72,664 - 87,865	175,730
20000970	Supervising Management Analyst	2.00	2.00	3.00	79,751 - 96,633	269,105
20001148	Treasurer	1.00	1.00	1.00	71,693 - 271,584	209,858
	Bilingual - Regular					36,039
	Budgeted Personnel					(522,825)
	Expenditure Savings					
	Overtime Budgeted					25,102
	Sick Leave - Hourly					898
	Termination Pay Annual					25,656
	Leave					
	Vacation Pay In Lieu					107,606
FTE, Salaries, and Wages Subtotal		118.00	114.00	123.00		\$ 9,088,169

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
Fringe Benefits				
Employee Offset Savings	\$ 59,911	\$ 63,455	\$ 59,325	\$ (4,130)
Flexible Benefits	1,489,160	1,500,923	1,468,761	(32,162)
Insurance	1,183	-	-	-
Long-Term Disability	32,936	30,563	31,112	549
Medicare	111,039	108,697	127,577	18,880
Other Post-Employment Benefits	678,352	656,015	642,856	(13,159)
Retiree Medical Trust	10,049	10,902	13,718	2,816
Retirement 401 Plan	5,844	6,704	18,920	12,216
Retirement ADC	2,606,589	3,110,265	2,757,998	(352,267)
Retirement DROP	8,021	6,755	17,454	10,699
Risk Management Administration	111,733	113,527	131,649	18,122
Supplemental Pension Savings Plan	494,748	536,200	533,961	(2,239)
Unemployment Insurance	11,124	11,119	11,296	177
Workers' Compensation	60,001	98,750	145,642	46,892
Fringe Benefits Subtotal	\$ 5,680,690	\$ 6,253,875	\$ 5,960,269	\$ (293,606)
Total Personnel Expenditures			\$ 15,048,438	

Parking Meter Operations Fund

Department Expenditures

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
Administration	\$ 1,045	\$ -	\$ -	-
Revenue Collections	6,117,174	10,807,988	8,227,130	(2,580,858)
Total	\$ 6,118,219	\$ 10,807,988	\$ 8,227,130	\$ (2,580,858)

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Department Personnel

	FY2021 Budget	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
Revenue Collections	12.00	12.00	10.00	(2.00)
Total	12.00	12.00	10.00	(2.00)

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00 \$	(6,093) \$	-
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	(44,112)	-
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	(57,233)	-
Reduction of Parking Meter Technicians Reduction of 2.00 Parking Meter Technicians within the Parking Meter Operations Program.	(2.00)	(175,568)	-
Parking Meter Collection Revenue Adjustment Reduction of parking meter expenditures and revenue as a result of a loss in meter spaces related to the Spaces as Places program and other long-term COVID related impacts affecting parking meter utilization.	0.00	(2,297,852)	(2,297,852)
Total	(2.00) \$	(2,580,858) \$	(2,297,852)

Expenditures by Category

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
PERSONNEL				
Personnel Cost	\$ 716,998	\$ 790,932	\$ 702,122	(88,810)
Fringe Benefits	669,064	730,972	600,102	(130,870)
PERSONNEL SUBTOTAL	1,386,062	1,521,904	1,302,224	(219,680)
NON-PERSONNEL				
Supplies	\$ 28,755	\$ 44,914	\$ 41,025	(3,889)
Contracts & Services	2,899,059	3,471,231	3,411,395	(59,836)
Information Technology	24,132	39,070	32,977	(6,093)
Energy and Utilities	16,754	13,975	20,467	6,492
Transfers Out	1,763,458	5,716,394	3,418,542	(2,297,852)
Capital Expenditures	-	500	500	-
NON-PERSONNEL SUBTOTAL	4,732,157	9,286,084	6,924,906	(2,361,178)
Total	\$ 6,118,219	\$ 10,807,988	\$ 8,227,130	(2,580,858)

Revenues by Category

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
Licenses and Permits	\$ 6,123,753	\$ 11,297,852	\$ 9,000,000	\$ (2,297,852)
Other Revenue	279	-	-	-
Rev from Money and Prop	33,528	-	-	-
Transfers In	(2,922)	-	-	-
Total	\$ 6,154,637	\$ 11,297,852	\$ 9,000,000	\$ (2,297,852)

Personnel Expenditures

Job Number	Job Title / Wages	FY2021 Budget	FY2022 Budget	FY2023 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000119	Associate Management Analyst	0.00	0.00	1.00	\$ 66,197 - 79,990	\$ 54,999
20001168	Deputy Director	0.25	0.25	0.25	56,929 - 209,339	40,781
20000678	Parking Meter Supervisor	3.00	3.00	2.00	55,171 - 65,960	130,931
20000674	Parking Meter Technician	7.00	7.00	5.00	47,717 - 57,008	283,330
20001222	Program Manager	0.50	0.50	0.50	56,929 - 209,339	69,008
20000783	Public Information Clerk	0.25	0.25	0.25	36,705 - 44,178	10,873
20000827	Senior Parking Meter Technician	1.00	1.00	1.00	50,169 - 59,775	59,775
	Bilingual - Regular					1,817
	Overtime Budgeted					50,608
FTE, Salaries, and Wages Subtotal		12.00	12.00	10.00		\$ 702,122

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
Fringe Benefits				
Employee Offset Savings	\$ 3,498	\$ 3,625	\$ 3,955	\$ 330
Flexible Benefits	177,378	192,392	160,688	(31,704)
Long-Term Disability	3,308	2,949	2,273	(676)
Medicare	10,603	10,734	9,451	(1,283)
Other Post-Employment Benefits	78,240	73,574	56,891	(16,683)
Retiree Medical Trust	579	601	312	(289)
Retirement ADC	328,066	372,832	301,937	(70,895)
Retirement DROP	3,463	3,588	5,534	1,946
Risk Management Administration	12,884	12,732	11,646	(1,086)
Supplemental Pension Savings Plan	47,185	49,043	39,906	(9,137)
Unemployment Insurance	1,118	1,075	822	(253)
Workers' Compensation	2,743	7,827	6,687	(1,140)
Fringe Benefits Subtotal	\$ 669,064	\$ 730,972	\$ 600,102	\$ (130,870)
Total Personnel Expenditures			\$ 1,302,224	

City Treasurer

Revenue and Expense Statement (Non-General Fund)

Parking Meter Operations Fund	FY2021 Actual	FY2022* Budget	FY2023** Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 617,590	\$ 654,009	\$ 668,753
TOTAL BALANCE AND RESERVES	\$ 617,590	\$ 654,009	\$ 668,753
REVENUE			
Licenses and Permits	\$ 6,123,753	\$ 11,297,852	\$ 9,000,000
Other Revenue	279	-	-
Revenue from Use of Money and Property	33,528	-	-
Transfers In	(2,922)	-	-
TOTAL REVENUE	\$ 6,154,637	\$ 11,297,852	\$ 9,000,000
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 6,772,228	\$ 11,951,861	\$ 9,668,753
OPERATING EXPENSE			
Personnel Expenses	\$ 716,998	\$ 790,932	\$ 702,122
Fringe Benefits	669,064	730,972	600,102
Supplies	28,755	44,914	41,025
Contracts & Services	2,899,059	3,471,231	3,411,395
Information Technology	24,132	39,070	32,977
Energy and Utilities	16,754	13,975	20,467
Transfers Out	1,763,458	5,716,394	3,418,542
Capital Expenditures	-	500	500
TOTAL OPERATING EXPENSE	\$ 6,118,219	\$ 10,807,988	\$ 8,227,130
TOTAL EXPENSE	\$ 6,118,219	\$ 10,807,988	\$ 8,227,130
BALANCE	\$ 654,009	\$ 1,143,873	\$ 1,441,623
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 6,772,228	\$ 11,951,861	\$ 9,668,753

* At the time of publication, audited financial statements for Fiscal Year 2022 were not available. Therefore, the Fiscal Year 2022 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2022 Adopted Budget, while the beginning Fiscal Year 2022 balance amount reflects the audited Fiscal Year 2021 ending balance.

** Fiscal Year 2023 Beginning Fund Balance reflect the projected Fiscal Year 2022 Ending Fund Balance based on updated Revenue and Expenditures projections for Fiscal Year 2022.