

**City Treasurer**



**Page Intentionally Left Blank**

# City Treasurer



## Office Description

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 \$1.98 billion as of December 31, 2013. In addition, the City Treasurer serves as a member of the City of San Diego Funds Commission and Trustee for the SPSP/401(k) Plans.

### Investments

In compliance with the City Treasurer's Investment Policy, the Investments Division manages the City's operating, capital improvement, and project financing funds in order to safely preserve principal, provide adequate liquidity, and earn a return comparable to performance benchmarks. The Investments Division manages the reinvestment of additional bond proceeds for the City, City agencies, and joint power authorities. The Division also provides citywide cash management services, including maintenance of banking relationships, review of new banking legislation, and implementation of new payment and collection systems to include electronic banking services, e-commerce systems, and third-party payment processing services.

### Revenue Collections

The Revenue Collections Division administers the Delinquent Accounts and Parking programs. The Delinquent Accounts Program is responsible for the administration and collection of delinquent accounts referred to the City Treasurer by other City departments and agencies. The Program also represents the City in small claims court actions on delinquent accounts. The Parking Administration section handles parking citation customer service functions, issues residential parking permits, and reviews and processes parking citation appeals. The Parking Meter Operations section collects parking meter coins, as well as installs, maintains, and enforces City parking meters.

### Treasury Operations

The Treasury Operations Division encompasses four major programs. The Accounting Program is responsible for administration of the Transient Occupancy Tax (TOT) and Tourism Marketing District (TMD) assessment; oversight of the City's deposit process, including approving daily deposits and reconciling bank accounts; and accounting for

# City Treasurer

the City of San Diego Funds Commission investments. The Accounting Program also provides cash handling guidance and training to City departments accepting payments on behalf of the City Treasurer. The Business Tax and Rental Unit Business Tax Program collects tax assessments and fees, enforces compliance, collects Business Improvement District fees, and maintains the regulatory clearance review data for businesses operating within the City of San Diego. The Accounts Receivable (AR) Program is responsible for processing all invoice and grant payments; managing AR overpayments and Federal Electronic Data Interchange (FEDI) transactions; initiating refunds for security deposits and AR overpayments; creating and modifying AR master data; and processing returned items citywide. The Revenue Audit Program conducts audits of Transient Occupancy Tax and Tourism Marketing District assessment operators, lessees, waste hauler, utility, and cable franchisees, and other special audit requests to ensure revenue due to the City is remitted accurately and timely. The Program also administers appeal hearings conducted by the Office of the City Treasurer.

## Treasury Systems

The Treasury Systems Division administers and supports 34 business applications that manage approximately 818,000 customer accounts. This effort includes integration of these systems with other City applications for collection and reporting of revenue and ensuring that confidential customer data is safeguarded. The Treasury Systems Division oversees all Information Technology (IT) contracts, provides project management support for IT initiatives and special projects, develops and generates reports in support of Treasury business areas, oversees end user administration and support for approximately 800 system users, develops interim and long-term goals and objectives for department IT initiatives that support business functions, and maintains the Investor Information on the City's website, as well as Office of the City Treasurer website.

The Office's mission is:

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

## Goals and Objectives

The following are the strategic goals and objectives for the Office:

### ***Goal 1: Safeguard all City monies through the use of strong internal controls***

The Office will move toward accomplishing this goal by focusing on the following objectives:

- Continue to ensure safe and secure working facilities
- Maintain a secure data environment that safeguards information collected by the Office
- Effectively manage banking services to safeguard City assets
- Properly account for all City revenue
- Effectively manage City investments

### ***Goal 2: Engage in continuous improvement to effectively manage resources***

The Office will move toward accomplishing this goal by focusing on the following objectives:

- Evaluate business processes to identify areas for improvement
- Utilize technology to continue enhancing the services provided

### ***Goal 3: Stay current and in compliance with laws and regulations that pertain to treasury services***

- The Office will move toward accomplishing this goal by focusing on the following objectives:
- Ensure compliance with legal and regulatory requirements
- Provide training, educational, and networking opportunities to ensure that employees are aware of changes to applicable laws and regulations
- Maintain compliance with internal and external audit reviews

# City Treasurer

- Effectively perform revenue auditing in order to maintain compliance
- Effectively administer all City taxes to ensure tax compliance

**Goal 4: Provide world-class customer service to both internal and external customers**

The Office will move toward accomplishing this goal by focusing on the following objectives:

- Assist the public in understanding the services that the Office provides
- Effectively provide accurate and timely information to customers and stakeholders

**Goal 5: Foster and promote a supportive, collaborative, and integrated work environment through a trained and skilled workforce**

The Office will move toward accomplishing this goal by focusing on the following objectives:

- Provide necessary equipment, training, and resources to support employees
- Create an environment where employees are celebrated and recognized for outstanding performance

**Goal 6: Promote the highest ethical standards and behavior among employees**

The Office will move toward accomplishing this goal by focusing on the following objectives:

- Offer training to management and staff on ethical standards
- Conduct management review of standards and ethical practices with staff on a regular basis

**Goal 7: Prudently invest and manage the City's cash investment portfolio pursuant to the State of California Government Code**

The Office will move toward accomplishing this goal by focusing on the following objectives:

- Fully comply with the City Treasurer's Investment Policy, as well as all applicable California Government Code regulations
- Preserve principal, ensure liquidity, and achieve a reasonable yield for the City's Pooled Investment Fund
- Annually update the City Treasurer's Investment Policy to reflect new legislative changes and prudent investment practices

## Key Performance Indicators

Performance Measure	Actual FY2013	Estimated FY2014	Target FY2015
1. Percentage of bank reconciliations completed within 45 days of month-end	100%	100%	100%
2. Percentage of satisfied customers from Treasury lobby surveys	96%	90%	92%
3. Number of basis points the Core and Liquidity Investment Portfolios out-performed their benchmarks on a rolling 3-year basis (Core Portfolio benchmark: Bank of America Merrill Lynch 1–3 year Treasury Index; Liquidity Portfolio benchmark: Bank of America Merrill Lynch 3–6 month Treasury Bill Index)	Core: 15 bps Liquidity: 26 bps	Core: 5 bps Liquidity: 27 bps	Outperform Benchmarks
4. Transient Occupancy Tax, lease, and franchise audits completed within budgeted hours	95%	95%	95%
5. Percent of professional workforce attending trainings, conferences, and continuing education programs	96%	97%	96%
6. Percentage of delinquent account referrals collected	77%	80%	80%

# City Treasurer

## Service Efforts and Accomplishments

### Investments

During the first half of Fiscal Year 2014, the Investments Division invested an average of \$1.98 billion in operating and capital improvement funds, reinvested an average of \$29.2 million in construction fund debt proceeds, and realized approximately \$4.4 million in interest earnings on the City Treasurer's Pooled Investment Fund that yielded approximately 0.44 percent. The Investments Division continues to work with the Debt Management Department to provide timely investment services for the City's ongoing maintenance of its existing bond issue reserve funds.

As required by Government Code, the City Treasurer's 2014 Investment Policy was presented to, and accepted by, the City Council in November 2013. The Investment Policy was certified for excellence by the California Municipal Treasurers Association in December 2012 and the Association of Public Treasurers of the United States and Canada in August 2012. In its role as a fiduciary charged with the prudent investment of City funds, the Investments Division continues to work to ensure exemplary internal controls and safeguards are in place. In Fiscal Year 2013, the Investments Division continued to improve its credit approval and monitoring process for corporate bonds.

In the first half of Fiscal Year 2014, the Investment Division seamlessly transitioned to its new custodial bank, Citibank. The implementation took approximately eight weeks, and all assets held with the previous custodial bank, Bank of New York-Mellon, were transferred and fully reconciled. In addition, the Division supervised the migration of the City's payroll bank account from San Diego Metropolitan Credit Union to Bank of America. The primary benefit of this change is full automation of the City's payroll file by the banking partner and a best-in-class disaster recovery unit to support the City in times of crisis.

### Revenue Collections

The Delinquent Accounts Program maintains a net collection rate of 83 percent on delinquent receivables. Due to the Program's aggressive stance on collections and the resulting success, the Program is often contacted by other cities interested in establishing delinquent account collection programs.

In Fiscal Year 2013, the Delinquent Accounts Program assisted 6,703 lobby customers.

In Fiscal Year 2014, the Delinquent Accounts Program submitted 93,205 accounts for participation in the State's Interagency Intercept Collections Program with the Franchise Tax Board. The Delinquent Accounts Program expects to collect \$30.0 million in delinquent account revenue.

In Fiscal Year 2013, the Parking Meter Operations Program collected 358,924 pounds of coin and parking meter revenue totaling \$8.2 million. In Fiscal Year 2014, the Program projects that it will collect 345,000 pounds of coin, and parking meter revenue is estimated to remain at \$8.2 million.

In Fiscal Year 2014, the Parking Meter Operations Program is exploring procurement options for new, smart single space meters. The new technology meters will bring greater payment options to the customer and provide efficiencies in coin collection and maintenance for operations staff.

In Fiscal Year 2014, the Parking Meter Operations Program began a one-year pilot of the Parking Meter Utilization Plan (PMUP) in the Downtown area called the "Hospitality Zone." Within the Hospitality Zone the enforcement hours have been adjusted with the goal of increased utilization, changing the hours from 8:00 a.m.–6:00 p.m. to 10:00 a.m.–8:00 p.m.

In Fiscal Year 2013, the Parking Administration Program processed 451,868 parking citations totaling \$26.9 million, reviewed and processed 42,441 parking citation appeals, and assisted 64,969 parking customers on the phone. In Fiscal Year 2014, the Program expects to process 450,000 parking citations totaling \$26.0 million in revenue, review and process 35,000 parking citation appeals, and assist 65,000 parking customers over the phone.

# City Treasurer

In Fiscal Year 2013, the Parking Administration Program improved its processing of parking citation appeals by implementing an online appeals system. This new process allows parking customers to submit their appeals online and add attachments that support their appeal. In addition, customers can now view the status of their appeal in real time. The online application has streamlined the parking appeal process and created efficiencies that reduce time spent answering parking calls and manually processing appeals.

In Fiscal Year 2014, Parking Administration is planning to implement a new online application for customers to apply for a Residential Parking Permit. Similar to the online appeal application, customers would be able to attach supporting documentation with their application. This new online application process will greatly enhance service to the public when applying for a Residential Parking Permit and streamline the process for approval.

In Fiscal Year 2014, the City approved a new citywide ordinance prohibiting the parking of any oversized, non motorized, or recreational vehicle between 2:00 a.m. and 6:00 a.m. Parking Administration will be responsible for managing the permitting process, which will allow customers to purchase up to 72 permits annually. Each account will need to be reviewed for completeness and approved before permits can be issued.

## **Treasury Operations**

In Fiscal Year 2013, the Accounting Program implemented enhancements to the web-based TOT system to accommodate the change in the new TMD assessment fee structure. In Fiscal Year 2014, the Accounting Program is modifying the TOT system to collect for the Convention Center Facilities District (CCFD) Special Tax. The CCFD project is scheduled to be completed prior to the end of Fiscal Year 2014. The TOT system is used to process approximately \$171.0 million in TOT/TMD payments annually. Additionally, in Fiscal Year 2013, the Accounting Program posted over 20,000 deposit documents totaling approximately \$1.2 billion.

In Fiscal Year 2013, the AR Program created more than 3,300 business partners and 4,000 contract accounts. The AR Program also processed over \$353.0 million in AR and grant payments and over 3,200 returned items. In addition, the AR Program oversaw the processing of electronic payments received through the FEDI application, equating to approximately \$1.0 billion.

In Fiscal Year 2014, the Revenue Audit Program expects to complete 135 revenue audits of TOT and TMD assessment operators, lessees, business taxes, and franchisees resulting in deficiencies of \$2.3 million.

In Fiscal Year 2014 the Business Tax Program implemented electronic billing for the issuance of Rental Unit Business Tax statements. Electronic billing for Business Tax statements is expected to be implemented in Fiscal Year 2015. This enhancement provides an opportunity to help the environment and also reduce the City's printing and mailing expense.

The Business Tax Program is managing the City's Business Regulatory Consolidation project. The overall objective of this project is to eliminate redundancy, optimize regulatory and tax revenue collection, and improve overall service to the business community. This project is targeted for partial implementation in Fiscal Year 2015.

In Fiscal Year 2014, the Business Tax Program expects to process 14,050 Business Tax applications and 176,000 Business Tax renewals totaling \$14.4 million while assisting 66,000 customers over the phone and 8,500 in the Treasury lobby.

## **Treasury Systems**

In Fiscal Year 2014, the City Treasurer's IT staff, working in cooperation with the Department of Information Technology, will complete the transition of Application and Development Maintenance, Network/Phones, and Data Center services (previously provided by San Diego Data Processing Corporation) to three new vendors.

Two major enhancement projects are planned for Fiscal Year 2014. The IT Program will lead the project to modify the Transient Occupancy Tax System and Online Remittance and Payment Application to allow for tracking of the Convention Center Facilities District Special Tax. The IT Program will also lead Phase I of the project to modify the

# City Treasurer

Treasurer Tax Collection System (TTCS) and associated Online Application and Renewal Systems related to the City's Business Regulatory Consolidation Project. This project will continue into Fiscal Year 2015.

Two major upgrade projects are also included in Fiscal Year 2014. One is the upgrade to the Automated Call Distribution (ACD) that is used by multiple divisions within the Office of the City Treasurer. This system is used to manage inbound calls from customers to ensure they are routed to appropriate staff. The second upgrade is for the Collections System, which will provide for better management and reporting of Citywide Delinquent Accounts.

In Fiscal Year 2014, Treasury IT staff will work with Inglewood Citation Management Services to enhance the online parking system to include Residential Parking Permit renewal and payment functions.

Electronic Billing for Rental Tax Customers will also be implemented in Fiscal Year 2014. This functionality will allow customers to enroll for an option that provides online access to their current and historical Rental Unit Business Tax renewal bills, as well as any related correspondence. Electronic Billing for Business Tax customers will be implemented in Fiscal Year 2015.

## Department Summary

	FY2013 Actual	FY2014 Budget	FY2015 Proposed	FY2014–2015 Change
FTE Positions (Budgeted)	118.63	119.63	<b>122.73</b>	3.10
Personnel Expenditures	\$ 10,045,241	\$ 11,484,087	\$ <b>11,389,849</b>	\$ (94,238)
Non-Personnel Expenditures	9,210,418	9,011,396	<b>13,269,784</b>	4,258,388
<b>Total Department Expenditures</b>	<b>\$ 19,255,659</b>	<b>\$ 20,495,483</b>	<b>\$ 24,659,633</b>	<b>\$ 4,164,150</b>
<b>Total Department Revenue</b>	<b>\$ 26,799,073</b>	<b>\$ 25,963,475</b>	<b>\$ 27,481,816</b>	<b>\$ 1,518,341</b>

## General Fund

### Department Expenditures

	FY2013 Actual	FY2014 Budget	FY2015 Proposed	FY2014–2015 Change
Administration	\$ 2,654,798	\$ 3,171,049	\$ <b>3,063,530</b>	\$ (107,519)
Revenue Collections	11,772,607	12,057,871	<b>6,241,863</b>	(5,816,008)
Treasury Operations	4,828,253	5,266,563	<b>6,242,705</b>	976,142
<b>Total</b>	<b>\$ 19,255,659</b>	<b>\$ 20,495,483</b>	<b>\$ 15,548,098</b>	<b>\$ (4,947,385)</b>

### Department Personnel

	FY2013 Budget	FY2014 Budget	FY2015 Proposed	FY2014–2015 Change
Administration	12.63	14.63	<b>13.68</b>	(0.95)
Revenue Collections	64.00	63.00	<b>51.00</b>	(12.00)
Treasury Operations	42.00	42.00	<b>43.05</b>	1.05
<b>Total</b>	<b>118.63</b>	<b>119.63</b>	<b>107.73</b>	<b>(11.90)</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Equipment/Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	\$ 851,644	\$ -
<b>Reclassification of IT Expenditures</b> Adjustment reflects the reclassification of information technology expenditures.	0.00	215,000	-
<b>Neighborhood Parking Protection Ordinance Support</b> Addition of 2.00 Public Information Clerks, non-personnel expenditures, and associated revenue related to the implementation of the Neighborhood Parking Protection Ordinance.	2.00	163,260	150,000
<b>Addition of Collections Manager</b> Addition of 1.00 Collections Manager and associated revenue to assist in the oversight of the Delinquent Accounts Program.	1.00	140,935	100,000
<b>Addition of Contractual Expenditures</b> Adjustment to reflect the addition of non-personnel expenditures for contractual services related to Payment Card Industry (PCI) compliance requirements.	0.00	75,000	-

# City Treasurer

## Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
<b>Non-Standard Hour Personnel Funding</b> Adjustment to expenditures according to a zero-based annual review of non-standard hour personnel funding requirements.	1.10	56,184	-
<b>One-Time Reductions and Annualizations</b> Adjustment to reflect the removal of one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2014.	0.00	50,000	-
<b>Addition of Security Expenditures</b> Adjustment to reflect the addition of non-personnel expenditures for the security and maintenance costs to secure Treasury Operations and Parking Administration lobbies.	0.00	4,800	-
<b>Reduction of Senior Management Analyst</b> Reduction of 1.00 Senior Management Analyst as a result of departmental efficiencies.	(1.00)	(128,262)	-
<b>Non-Discretionary Adjustment</b> 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	(157,795)	-
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2014 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	(311,355)	-
<b>Parking Meter Operations Program Transfer</b> Transfer of the Parking Meter Operations Program from the General Fund to a special revenue fund.	(15.00)	(5,906,796)	(9,085,691)
<b>Revised Revenue</b> Adjustment to reflect Fiscal Year 2015 revenue projections.	0.00	-	1,242,497
<b>Total</b>	<b>(11.90)</b>	<b>\$ (4,947,385)</b>	<b>\$ (7,593,194)</b>

## Expenditures by Category

	FY2013 Actual	FY2014 Budget	FY2015 Proposed	FY2014-2015 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 5,827,874	\$ 6,486,559	\$ 5,827,788	\$ (658,771)
Fringe Benefits	4,217,367	4,997,528	4,094,072	(903,456)
<b>PERSONNEL SUBTOTAL</b>	<b>10,045,241</b>	<b>11,484,087</b>	<b>9,921,860</b>	<b>(1,562,227)</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 765,470	\$ 498,148	\$ 378,448	\$ (119,700)
Contracts	1,356,759	1,682,543	1,539,415	(143,128)
Information Technology	1,984,873	2,311,317	3,162,639	851,322
Energy and Utilities	18,666	37,870	19,839	(18,031)
Other	7,538	10,006	10,006	-
Transfers Out	5,077,112	4,424,762	509,641	(3,915,121)
Capital Expenditures	-	46,750	6,250	(40,500)
<b>NON-PERSONNEL SUBTOTAL</b>	<b>9,210,418</b>	<b>9,011,396</b>	<b>5,626,238</b>	<b>(3,385,158)</b>

# City Treasurer

## Expenditures by Category (Cont'd)

	FY2013 Actual	FY2014 Budget	FY2015 Proposed	FY2014-2015 Change
<b>Total</b>	<b>\$ 19,255,659</b>	<b>\$ 20,495,483</b>	<b>\$ 15,548,098</b>	<b>\$ (4,947,385)</b>

## Revenues by Category

	FY2013 Actual	FY2014 Budget	FY2015 Proposed	FY2014-2015 Change
Charges for Services	\$ 907,161	\$ 867,938	\$ 849,402	\$ (18,536)
Fines Forfeitures and Penalties	2,574,619	2,286,800	2,521,000	234,200
Licenses and Permits	23,310,406	22,808,737	14,999,879	(7,808,858)
Other Revenue	6,017	-	-	-
Rev from Other Agencies	869	-	-	-
<b>Total</b>	<b>\$ 26,799,073</b>	<b>\$ 25,963,475</b>	<b>\$ 18,370,281</b>	<b>\$ (7,593,194)</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2013 Budget	FY2014 Budget	FY2015 Proposed	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000011	Account Clerk	5.00	5.00	4.00	\$31,491 - \$37,918	\$ 148,338
20000866	Accountant 2	4.00	4.00	4.00	54,059 - 65,333	211,612
20000007	Accountant 3	4.00	4.00	4.00	59,363 - 71,760	270,994
20000102	Accountant 4	1.00	1.00	1.00	66,768 - 88,982	83,200
20000024	Administrative Aide 2	5.00	5.00	7.00	42,578 - 51,334	293,464
90000024	Administrative Aide 2 - Hourly	0.00	0.00	0.70	42,578 - 51,334	33,921
20001208	Assistant Investment Officer	2.00	2.00	2.00	23,005 - 137,904	175,000
20000119	Associate Management Analyst	2.00	2.00	2.00	54,059 - 65,333	64,353
20000266	Cashier	2.00	2.00	2.00	31,491 - 37,918	71,868
20000539	Clerical Assistant 2	8.00	7.00	7.00	29,931 - 36,067	247,447
20000267	Collections Investigator 1	16.00	16.00	16.00	40,186 - 48,526	756,073
20000268	Collections Investigator 1	2.00	1.00	1.00	40,186 - 48,526	48,526
20000269	Collections Investigator 2	3.00	4.00	4.00	45,198 - 54,558	210,881
20000270	Collections Investigator 3	5.00	5.00	5.00	49,712 - 60,070	297,647
20000287	Collections Manager	0.00	0.00	1.00	66,768 - 80,891	80,891
20001168	Deputy Director	2.00	2.00	1.75	46,966 - 172,744	228,002
20000924	Executive Secretary	1.00	1.00	1.00	43,555 - 52,666	47,061
20001172	Financial Operations Manager	1.00	2.00	2.00	25,376 - 148,200	230,002
20000293	Information Systems Analyst 3	1.00	1.00	1.00	59,363 - 71,760	-
20000998	Information Systems Analyst 4	0.00	1.00	1.00	66,768 - 80,891	73,445
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	140,001
90001073	Management Intern - Hourly	0.63	0.63	0.68	24,274 - 29,203	19,858
20000678	Parking Meter Supervisor	2.00	2.00	0.00	47,341 - 56,597	-
20000674	Parking Meter Technician	11.00	11.00	0.00	41,330 - 49,400	-
20000680	Payroll Specialist 2	0.00	1.00	1.00	34,611 - 41,787	41,114
20001182	Principal Accountant	3.00	3.00	3.00	19,323 - 151,840	294,001
20000741	Principal Clerk	1.00	1.00	1.00	43,555 - 52,666	52,666
20001222	Program Manager	4.00	4.00	3.50	46,966 - 172,744	343,005

# City Treasurer

## Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2013 Budget	FY2014 Budget	FY2015 Proposed	Salary Range	Total
20000783	Public Information Clerk	17.00	18.00	<b>18.75</b>	31,491 - 37,918	675,152
90000783	Public Information Clerk - Hourly	0.00	0.00	<b>0.35</b>	31,491 - 37,918	13,271
20000869	Senior Account Clerk	4.00	3.00	<b>3.00</b>	36,067 - 43,514	41,558
20000927	Senior Clerk/Typist	4.00	4.00	<b>4.00</b>	36,067 - 43,514	170,241
20000015	Senior Management Analyst	3.00	2.00	<b>1.00</b>	59,363 - 71,760	69,903
20000827	Senior Parking Meter Technician	1.00	1.00	<b>0.00</b>	43,472 - 51,792	-
20000970	Supervising Management Analyst	1.00	1.00	<b>1.00</b>	66,768 - 80,891	80,891
20001148	Treasurer	1.00	1.00	<b>1.00</b>	31,741 - 173,971	155,002
	Bilingual - Regular					24,752
	Overtime Budgeted					77,461
	Termination Pay Annual Leave					4,853
<b>FTE, Salaries, and Wages Subtotal</b>		<b>118.63</b>	<b>119.63</b>	<b>107.73</b>		<b>\$ 5,827,788</b>
		<b>FY2013 Actual</b>	<b>FY2014 Budget</b>	<b>FY2015 Proposed</b>		<b>FY2014-2015 Change</b>
<b>Fringe Benefits</b>						
	Employee Offset Savings	\$ 75,352	\$ 95,697	\$ 73,289		\$ (22,408)
	Flexible Benefits	680,847	830,811	786,823		(43,988)
	Insurance	298	-	-		-
	Long-Term Disability	33,937	34,381	19,803		(14,578)
	Medicare	81,984	87,475	78,658		(8,817)
	Other Post-Employment Benefits	689,520	717,715	614,092		(103,623)
	Retiree Medical Trust	1,755	1,961	2,698		737
	Retirement 401 Plan	6,416	7,530	5,467		(2,063)
	Retirement ADC	1,993,952	2,506,558	1,951,770		(554,788)
	Retirement DROP	13,847	14,975	16,807		1,832
	Retirement Offset Contribution	10,114	-	-		-
	Risk Management Administration	110,601	108,905	103,834		(5,071)
	Supplemental Pension Savings Plan	279,627	303,830	302,536		(1,294)
	Unemployment Insurance	17,290	18,254	11,337		(6,917)
	Workers' Compensation	221,828	269,436	126,958		(142,478)
<b>Fringe Benefits Subtotal</b>		<b>\$ 4,217,367</b>	<b>\$ 4,997,528</b>	<b>\$ 4,094,072</b>		<b>\$ (903,456)</b>
<b>Total Personnel Expenditures</b>					<b>\$ 9,921,860</b>	

## Parking Meter Operations Fund

### Department Expenditures

	FY2013 Actual	FY2014 Budget	FY2015 Proposed	FY2014-2015 Change
Revenue Collections	\$ -	\$ -	\$ 9,111,535	\$ 9,111,535
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,111,535</b>	<b>\$ 9,111,535</b>

### Department Personnel

	FY2013 Budget	FY2014 Budget	FY2015 Proposed	FY2014-2015 Change
Revenue Collections	0.00	0.00	15.00	15.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>15.00</b>	<b>15.00</b>

# City Treasurer

## Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Parking Meter Operations Program Transfer</b> Transfer of the Parking Meter Operations Program from the General Fund to a special revenue fund.	15.00	\$ 5,906,796	\$ 9,085,691
<b>Parking Meter Operations Revenue Transfer</b> Addition to the transfer of Parking Meter Operations revenue to the Community Parking Districts and Parking Meter District Administration Fund.	0.00	2,335,040	-
<b>Non-Discretionary Adjustment</b> 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	624,843	-
<b>Addition of Contract Expenditures</b> Adjustment to reflect the addition of non-personnel expenditures related to administration of the Parking Meter Operations Fund.	0.00	230,000	-
<b>Equipment/Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	14,856	-
<b>Revised Revenue</b> Adjustment to reflect Fiscal Year 2015 revenue projections.	0.00	-	25,844
<b>Total</b>	<b>15.00</b>	<b>\$ 9,111,535</b>	<b>\$ 9,111,535</b>

## Expenditures by Category

	FY2013 Actual	FY2014 Budget	FY2015 Proposed	FY2014–2015 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ -	\$ -	\$ 799,244	\$ 799,244
Fringe Benefits	-	-	668,745	668,745
<b>PERSONNEL SUBTOTAL</b>	<b>-</b>	<b>-</b>	<b>1,467,989</b>	<b>1,467,989</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ -	\$ -	\$ 123,504	\$ 123,504
Contracts	-	-	1,321,394	1,321,394
Information Technology	-	-	14,856	14,856
Energy and Utilities	-	-	16,613	16,613
Transfers Out	-	-	6,166,679	6,166,679
Capital Expenditures	-	-	500	500
<b>NON-PERSONNEL SUBTOTAL</b>	<b>-</b>	<b>-</b>	<b>7,643,546</b>	<b>7,643,546</b>
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,111,535</b>	<b>\$ 9,111,535</b>

## Revenues by Category

	FY2013 Actual	FY2014 Budget	FY2015 Proposed	FY2014–2015 Change
Fines Forfeitures and Penalties	\$ -	\$ -	\$ 115,800	\$ 115,800
Licenses and Permits	-	-	8,995,735	8,995,735
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,111,535</b>	<b>\$ 9,111,535</b>

# City Treasurer

## Personnel Expenditures

Job Number	Job Title / Wages	FY2013 Budget	FY2014 Budget	FY2015 Proposed	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20001168	Deputy Director	0.00	0.00	0.25	\$46,966 - \$172,744	\$ 29,999
20000678	Parking Meter Supervisor	0.00	0.00	2.00	47,341 - 56,597	103,938
20000674	Parking Meter Technician	0.00	0.00	11.00	41,330 - 49,400	505,795
20001222	Program Manager	0.00	0.00	0.50	46,966 - 172,744	49,006
20000783	Public Information Clerk	0.00	0.00	0.25	31,491 - 37,918	9,479
20000827	Senior Parking Meter Technician	0.00	0.00	1.00	43,472 - 51,792	47,507
	Bilingual - Regular					2,912
	Overtime Budgeted					50,608
<b>FTE, Salaries, and Wages Subtotal</b>		<b>0.00</b>	<b>0.00</b>	<b>15.00</b>		<b>\$ 799,244</b>
		<b>FY2013 Actual</b>	<b>FY2014 Budget</b>	<b>FY2015 Proposed</b>	<b>FY2014-2015 Change</b>	
<b>Fringe Benefits</b>						
	Employee Offset Savings	\$ -	\$ -	\$ 3,486		\$ 3,486
	Flexible Benefits	-	-	112,782		112,782
	Long-Term Disability	-	-	2,574		2,574
	Medicare	-	-	10,855		10,855
	Other Post-Employment Benefits	-	-	91,188		91,188
	Retiree Medical Trust	-	-	90		90
	Retirement ADC	-	-	336,771		336,771
	Risk Management Administration	-	-	15,414		15,414
	Supplemental Pension Savings Plan	-	-	37,669		37,669
	Unemployment Insurance	-	-	1,462		1,462
	Workers' Compensation	-	-	56,454		56,454
<b>Fringe Benefits Subtotal</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 668,745</b>		<b>\$ 668,745</b>
<b>Total Personnel Expenditures</b>					<b>\$ 1,467,989</b>	

# City Treasurer

## Revenue and Expense Statement (Non-General Fund)

Parking Meter Operations Fund	FY2013 Actual	FY2014 <sup>*</sup> Budget	FY2015 Proposed
<b>BEGINNING BALANCE AND RESERVES</b>			
Balance from Prior Year	\$ -	\$ -	\$ -
<b>TOTAL BALANCE AND RESERVES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>REVENUE</b>			
Parking Meter Collections	\$ -	\$ -	\$ 8,395,735
Parking Meter Alternative Program	-	-	600,000
Parking Citations	-	-	115,800
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,111,535</b>
<b>TOTAL BALANCE, RESERVES, AND REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,111,535</b>
<b>OPERATING EXPENSE</b>			
Personnel Expenditures	\$ -	\$ -	\$ 1,467,989
Non-Personnel Expenditures	-	-	1,264,006
Transfer Out	-	-	6,149,540
City Services Billed	-	-	230,000
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,111,535</b>
<b>TOTAL EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,111,535</b>
<b>BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL BALANCE, RESERVES, AND EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,111,535</b>

<sup>\*</sup> At the time of publication, audited financial statements for Fiscal Year 2014 were not available. Therefore, the Fiscal Year 2014 column reflects final budget amounts from the Fiscal Year 2014 Adopted Budget. As such, current fiscal year balances and reserves are estimates of carryover from the previous fiscal year.



**Page Intentionally Left Blank**