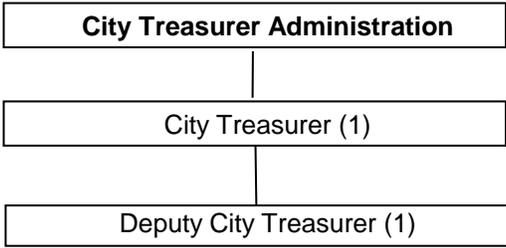


## CITY TREASURER

***Mission Statement:*** *The City Treasurer's Department is dedicated to providing the highest quality municipal treasury services at the lowest cost, delivered in a professional, responsive, and friendly manner, promoting citizen trust by increasing organizational effectiveness, efficiency, and fiscal responsibility, while improving the City's financial viability and expanding economic opportunities.*

**CITY TREASURER**  
Adopted Budget - FY 2011-12



**SUMMARY OF PERSONNEL**  
**Adopted Budget - FY 2011-12**

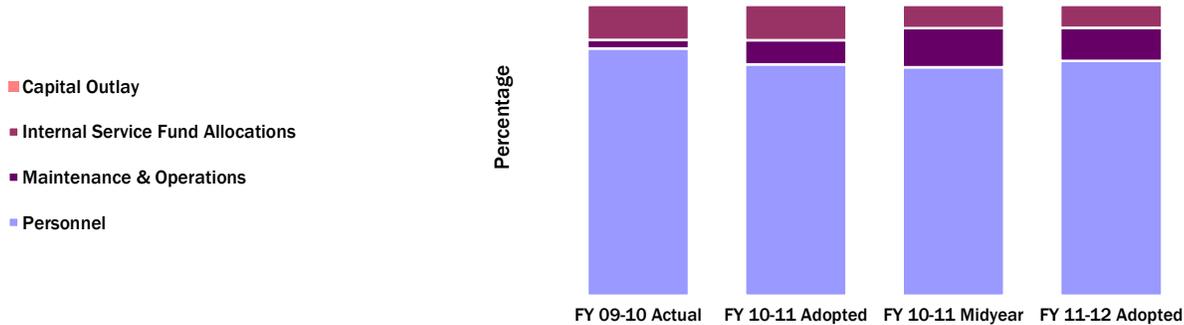
**CITY TREASURER**

1.00	City Treasurer
<u>1.00</u>	Deputy City Treasurer
2.00	

**TOTAL PERSONNEL: 2.00**

### CITY TREASURER

<i>Operating Expenses</i>	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Midyear	FY 11-12 Adopted	Increase/ Decrease	
Personnel	361,568	337,607	337,646	349,976	12,330	4%
Maintenance & Operations	12,288	35,630	58,130	49,020	(9,110)	(16%)
Internal Service Fund Allocations	51,267	51,267	34,197	34,197	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>425,123</b>	<b>424,504</b>	<b>429,973</b>	<b>433,193</b>	<b>3,220</b>	<b>1%</b>



<i>Funding Sources</i>	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Midyear	FY 11-12 Adopted	Increase/ Decrease	
General Fund	425,123	424,504	429,973	433,193	3,220	1%
<b>TOTAL</b>	<b>425,123</b>	<b>424,504</b>	<b>429,973</b>	<b>433,193</b>	<b>3,220</b>	<b>1%</b>

## CITY TREASURER

### Core Service Activities

Adopted	FY 2010-11 (77%)	Total Staff Hours:	3,320
Adopted	FY 2011-12 (81%)	Total Staff Hours:	3,380

- Maintain responsibility for the custody and investment management of all City funds in accordance with State law, City Charter, and the City Investment Policy.
- Provide administrative support and internal review services for major tax based operating revenue sources, including property tax, utility users tax, sales and use tax, transient occupancy tax, franchise fees, investment income, and various State subventions.
- Provide operating budget and capital improvement program cash flow management forecasting and advisory support services.
- Prepare monthly and quarterly management reports detailing cash and investment positions within all City funds, including operating funds of the general investment portfolio, as well as the Housing Authority, Parking Authority, and Public Financing Authority, and Redevelopment Agency.
- In coordination with Financial Services, provide operational and strategic forecasts of key tax based and other major General Fund revenue sources.
- Provide administrative support services and internal audit review of various City operational functions in response to service requests.
- Conduct annual review of both the City and Redevelopment Agency Comprehensive Statement of Investment Policy and maintain policies' professional certification.
- Provide managerial oversight and investment management of all City entities bond proceeds.
- Continue implementation and review of numerous departmental best management practices enhancing both departmental productivity and the City's operating revenue base.
- Provide internal support services to Financial Services and other key operating departments in response to internal support service requests.

### Key Projects and Assignments

Adopted	FY 2010-11 (17%)	Total Staff Hours:	700
Adopted	FY 2011-12 (13%)	Total Staff Hours:	520

- |  | Hours |
|--|-------|
| ▪ Implement comprehensive revision of Capital Improvement Program Cash Flow Management Plan by December 2011.                                      | 120   |
| ▪ In coordination with City Manager and Financial Services, implement City Treasurer charter responsibility review program by January 2012.        | 120   |
| ▪ If qualified, issue annual California Statewide Communities Development Authority FY 2012-13 Tax Revenue Anticipation Note (TRANS) by June 2012. | 80    |

## CITY TREASURER

- Continue implementation of enhanced investment reporting format including cash and investments within all City funds and investment funds held with all bank trustees by June 2012. 80
- Working in cooperation with the Financial Services Department, conduct ongoing reviews of Citywide cash handling procedures ensuring compliance to internal control compliance standards by June 2012. 60
- Continue implementation of banking services technology enhancements designed to streamline disbursement processes; automate current cash management processes; improve upon fraud prevention measures; and expedite collection recovery efforts by June 2012. 60

### Customer Service and Referrals

**Adopted FY 2010-11 (6%) Total Staff Hours: 260**  
**Adopted FY 2011-12 (6%) Total Staff Hours: 260**

- Strive to make every transaction with both our internal City Hall and external citizen customer service base a positive “solutions oriented” customer service experience.
- Continue implementation of customer service information enhancements and improvements to the departmental web site, promoting ease, accuracy, timeliness, and usefulness of accessible public information.
- Continue development and implementation of local outreach program providing useful, educational information regarding municipal treasury operational services.
- Provide ongoing departmental wide customer service training of at least two hours per employee on a quarterly basis.
- Respond to approximately 160 customer service requests and 6 City Council and Budget and Finance Commission referrals on an annual basis.
- Incorporate continuing “best management practice” departmental procedural improvements that promote operational efficiency, augment operating revenues, and enhance customer service skills.