

## 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 2013-14

City Treasurer Administration

City Treasurer (1)

**SUMMARY OF PERSONNEL**  
**Adopted Budget - FY 2013-14**

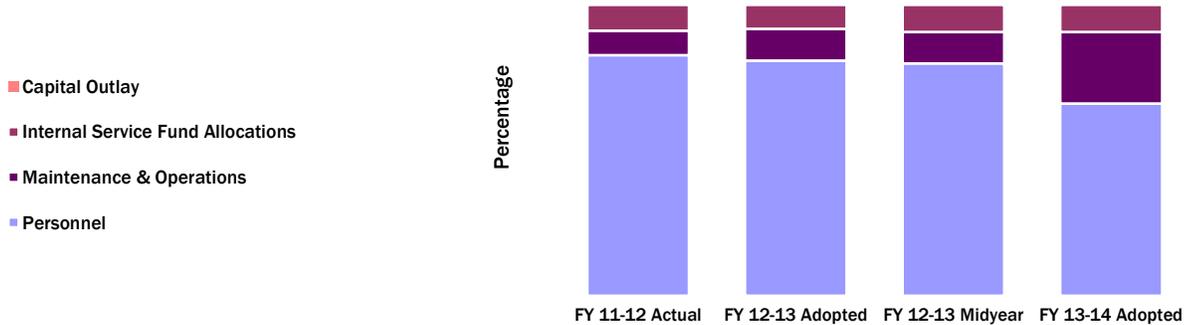
**CITY TREASURER**

<u>1.00</u>	City Treasurer
1.00	

**TOTAL PERSONNEL: 1.00**

### CITY TREASURER

<i>Operating Expenses</i>	FY 11-12 Actual	FY 12-13 Adopted	FY 12-13 Midyear	FY 13-14 Adopted	Increase/ Decrease	
Personnel	351,747	353,273	353,718	294,516	(59,202)	(17%)
Maintenance & Operations	35,976	47,910	47,910	109,910	62,000	129%
Internal Service Fund Allocations	37,427	35,788	41,179	41,179	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>425,150</b>	<b>436,971</b>	<b>442,807</b>	<b>445,605</b>	<b>2,798</b>	<b>1%</b>



<i>Funding Sources</i>	FY 11-12 Actual	FY 12-13 Adopted	FY 12-13 Midyear	FY 13-14 Adopted	Increase/ Decrease	
General Fund	425,150	436,971	442,807	445,605	2,798	1%
<b>TOTAL</b>	<b>425,150</b>	<b>436,971</b>	<b>442,807</b>	<b>445,605</b>	<b>2,798</b>	<b>1%</b>

## CITY TREASURER

### Core Service Activities

Adopted	FY 2012-13 (81%)	Total Staff Hours:	3,370
Adopted	FY 2013-14 (81%)	Total Staff Hours:	3,370

- 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, Public Financing Authority, and Redevelopment Successor 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 Successor 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 2012-13 (13%)	Total Staff Hours:	540
Adopted	FY 2013-14 (13%)	Total Staff Hours:	540

- |   | Hours |
|---|-------|
| • Provide for additional utilization of contractual professional services serving as revenue recovery agents for the City in auditing the City's tax based revenue resources producing additional revenue in support of City operations by August 2013. | 100   |
| • Right size City Treasurer departmental operations by December 2013.   | 40    |

## CITY TREASURER

- Continue implementation and utilization of services of Registered Investment Advisor providing City Treasurer with additional professional investment advice, greater managerial flexibility, and increased cost effectiveness, in fulfilling the fiduciary responsibilities of the City Treasurer's elected position by December 2013. 80
- In coordination with City Manager and Financial Services, implement City Treasurer charter responsibility review program by December 2013. 40
- Implement additional, cost effective operational improvements emphasizing City Treasurer oversight responsibilities while de-emphasizing the City Treasurer's administrative tasks by June 2014. 80
- 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 2014. 40
- If qualified, issue annual California Statewide Communities Development Authority FY 2014-15 Tax Revenue Anticipation Note (TRAN) by June 2014. 80
- Working in cooperation with the Financial Services Department, conduct on going reviews of Citywide cash handling procedures ensuring adherence to internal control compliance standards by June 2014. 40
- 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 2014. 40

### Customer Service and Referrals

<b>Adopted</b>	<b>FY 2012-13 (6%)</b>	<b>Total Staff Hours:</b>	<b>250</b>
<b>Adopted</b>	<b>FY 2013-14 (6%)</b>	<b>Total Staff Hours:</b>	<b>250</b>

- 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, enhance customer service skills, and augment operating revenues.