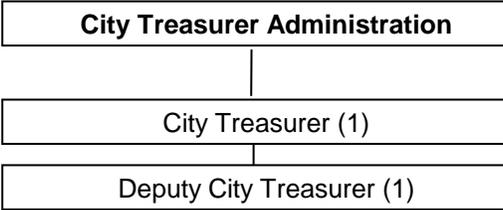


## CITY TREASURER

***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 2015-16



**SUMMARY OF PERSONNEL**  
**Adopted Budget - FY 2015-16**

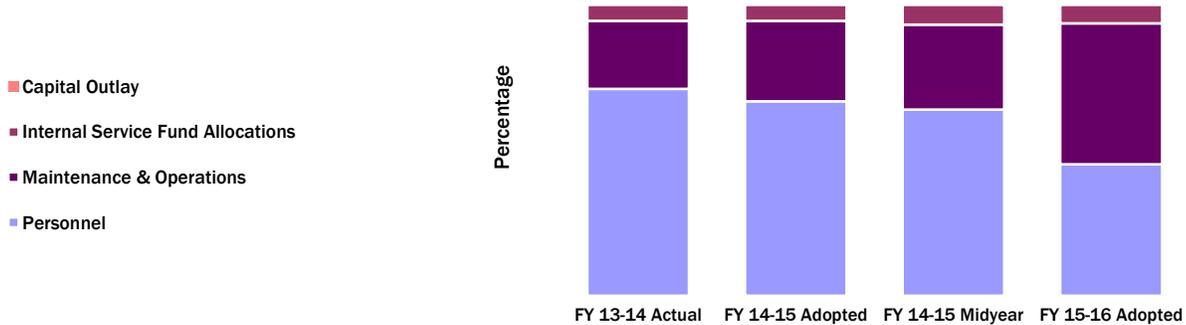
**CITY TREASURER**

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

**TOTAL PERSONNEL: 2.00**

### CITY TREASURER

<i>Operating Expenses</i>	FY 13-14 Actual	FY 14-15 Adopted	FY 14-15 Midyear	FY 15-16 Adopted	Increase/ Decrease	
Personnel	300,560	282,597	282,597	213,190	(69,407)	(25%)
Maintenance & Operations	99,116	116,861	128,660	228,861	100,201	78%
Internal Service Fund Allocations	23,113	23,113	29,866	29,866	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>422,789</b>	<b>422,571</b>	<b>441,123</b>	<b>471,917</b>	<b>30,794</b>	<b>7%</b>



<i>Funding Sources</i>	FY 13-14 Actual	FY 14-15 Adopted	FY 14-15 Midyear	FY 15-16 Adopted	Increase/ Decrease	
General Fund	422,789	422,571	441,123	471,917	30,794	7%
<b>TOTAL</b>	<b>422,789</b>	<b>422,571</b>	<b>441,123</b>	<b>471,917</b>	<b>30,794</b>	<b>7%</b>

## CITY TREASURER

### Core Service Activities

<b>Adopted</b>	<b>FY 2014-15</b>	<b>(79%)</b>	<b>Total Staff Hours:</b>	<b>3,290</b>
<b>Adopted</b>	<b>FY 2015-16</b>	<b>(79%)</b>	<b>Total Staff Hours:</b>	<b>3,250</b>

- 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, Community Financing Authority and 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 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.
- Participate in continuing education and represent Redondo Beach fiduciary concerns through related regional and national policy and professional associations to keep abreast of legislative, regulatory and economic opportunities and threats.
- Provide quarterly reports on investment portfolio compliance with the City's investment policy.

## CITY TREASURER

### Key Projects and Assignments

Adopted	FY 2014-15	(15%)	Total Staff Hours:	620	
Adopted	FY 2015-16	(15%)	Total Staff Hours:	660	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 2015.				180
•	Fill new Deputy City Treasurer position by September 2015.				40
•	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.				40
•	In coordination with City Manager and Financial Services, implement City Treasurer charter responsibility performance audit.				40
•	Implement additional cost effective operational improvements emphasizing City Treasurer oversight responsibilities while de-emphasizing the City Treasurer's administrative tasks by June 2016.				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 2016.				40
•	If qualified, issue annual California Statewide Communities Development Authority FY 2015-16 Tax Revenue Anticipation Note (TRAN) by June 2016.				80
•	Working in cooperation with the Financial Services Department, conduct ongoing reviews of City wide cash handling procedures ensuring adherence to internal control compliance standards by June 2016.				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 2016.				40
•	Complete staff work to assist with the update of the City's webpage by June 2016.				40
•	Improve transparency with launch of OpenGov online financial reporting by August 2015.				40

## CITY TREASURER

### Customer Service and Referrals

<b>Adopted</b>	<b>FY 2014-15</b>	<b>(6%)</b>	<b>Total Staff Hours:</b>	<b>250</b>
<b>Adopted</b>	<b>FY 2015-16</b>	<b>(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 department 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.
- Research and implement new and continuing best management practice departmental procedural improvements that promote operational efficiency, enhance customer service skills, and augment operating revenues.



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