

## 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**  
Proposed Budget - FY 2016-17

*City Treasurer Administration*

City Treasurer (1)

Chief Deputy City Treasurer (1)

**SUMMARY OF PERSONNEL**  
**Proposed Budget - FY 2016-17**

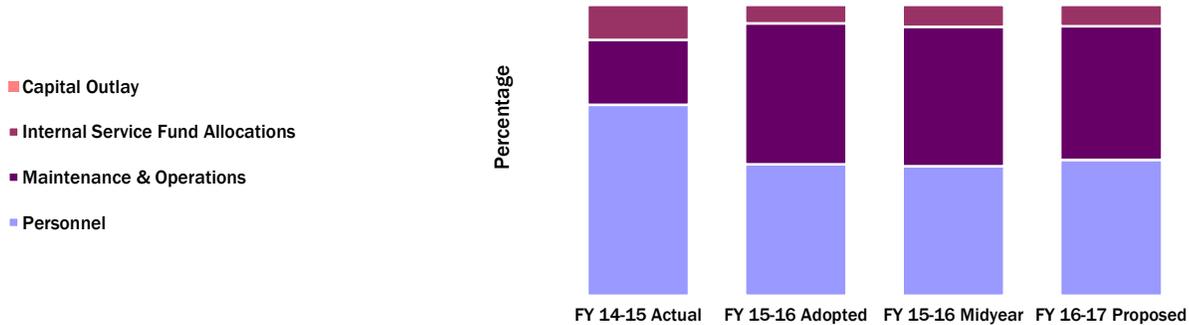
**CITY TREASURER**

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

**TOTAL PERSONNEL: 2.00**

### CITY TREASURER

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	163,028	213,190	213,190	232,824	19,634	9%
Maintenance & Operations	55,255	228,861	228,861	228,861	-	0%
Internal Service Fund Allocations	29,866	29,866	36,181	36,181	-	0%
Capital Outlay		-		-	-	0%
<b>TOTAL</b>	<b>248,149</b>	<b>471,917</b>	<b>478,232</b>	<b>497,866</b>	<b>19,634</b>	<b>4%</b>



<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	248,149	471,917	478,232	497,866	19,634	4%
<b>TOTAL</b>	<b>248,149</b>	<b>471,917</b>	<b>478,232</b>	<b>497,866</b>	<b>19,634</b>	<b>4%</b>

## CITY TREASURER

### Core Service Activities

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(78%)</b>	<b>Total Staff Hours:</b>	<b>3,250</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(75%)</b>	<b>Total Staff Hours:</b>	<b>3,129</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

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(16%)</b>	<b>Total Staff Hours:</b>	<b>660</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(18%)</b>	<b>Total Staff Hours:</b>	<b>740</b>

	<b>Hours</b>
• Continue 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 2016.	180
• Fill new Deputy City Treasurer position by September 2016.	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
• Continue to implement additional cost effective operational improvements emphasizing City Treasurer oversight responsibilities while de-emphasizing the City Treasurer's administrative tasks by June 2017 in response to performance audit findings.	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 2017.	40
• If qualified, issue annual California Statewide Communities Development Authority FY 2016-17 Tax Revenue Anticipation Note (TRAN) by June 2017.	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 2017.	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 2017.	40
• Complete staff work to assist with the update of the City's webpage by December 2016.	40
• Improve transparency with launch of OpenGov online financial reporting. Post revenue detail by June 2017.	40
• Improve quarterly reports with the addition of cash flow analysis by October 2016	80

## CITY TREASURER

### Customer Service and Referrals

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(6%)</b>	<b>Total Staff Hours:</b>	<b>250</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(7%)</b>	<b>Total Staff Hours:</b>	<b>291</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 2 hours per employee on a quarterly basis.
- Respond to approximately 250 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.

### Selected Performance Measures

<i>City Treasurer</i>	<i>Actual FY 2014-15</i>	<i>Estimated FY 2015-16</i>	<i>Proposed FY 2016-17</i>
Publish 4 quarterly reports	4	4	4
Analyze cash flow within 15% accuracy			15%
Publish 12 Monthly Investment reports	12	12	12
Analyze and report monthly TOT	12	12	12
Response to calls and Customer Service Requests	250	250	250



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