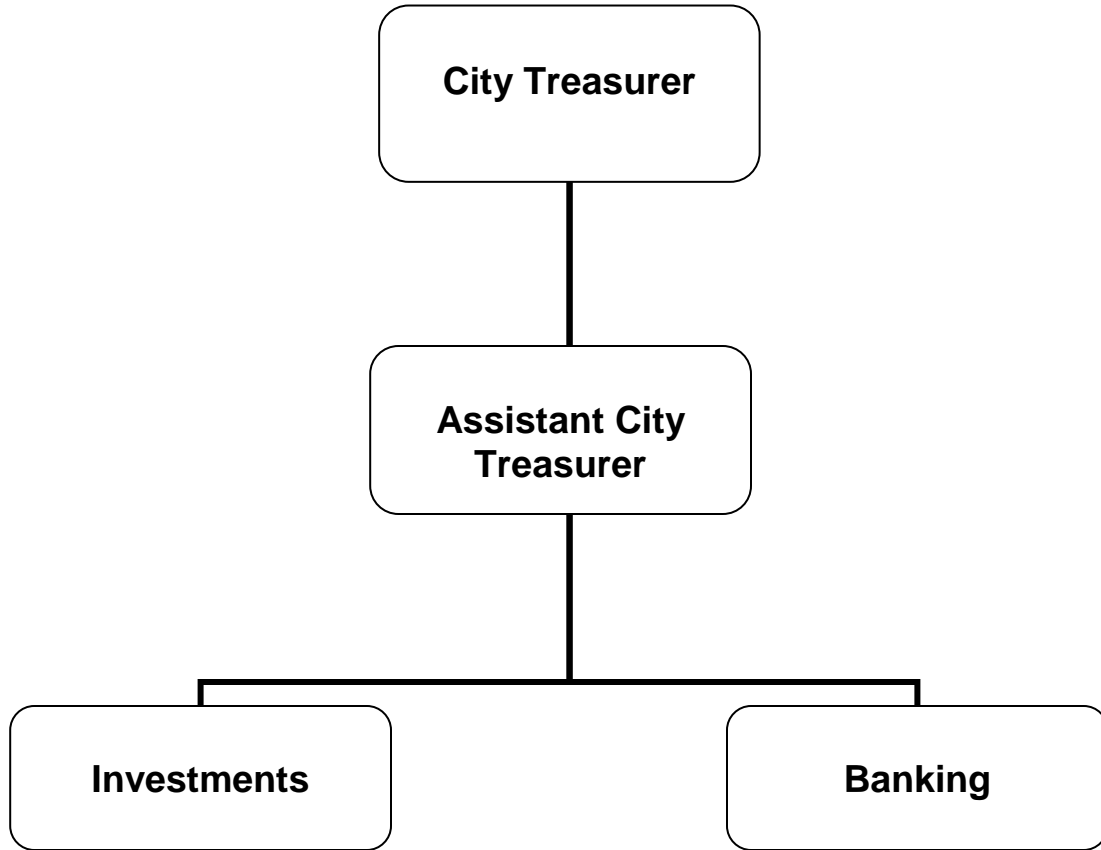




ADOPTED  
**BUDGET**  
2012-2013



# CITY TREASURER



# CITY OF GLENDALE

## CITY TREASURER

### **MISSION STATEMENT**

The City Treasurer, in his most important role as Investment Manager of the City's funds, strives to maximize yield without compromising safety and liquidity.

### **DEPARTMENT DESCRIPTION**

#### ***Investment Portfolio Management***

The City Treasurer directs the investment of the City's idle funds. Working under the government code of the State of California, and with the advice of the Investment Policy Advisory Committee, the City Treasurer manages the City's portfolio.

#### ***Bank Relationship Management***

The City Treasurer acts as the banker for the City. The office collects revenues from various City departments daily. Revenues are combined into bank deposits which are transported to the bank by armored courier. The office manages the City's bank relationship, which consists of contract administration, daily treasury management, and reconciliation of the official bank accounts.

#### ***Trustee Responsibilities***

The City Treasurer acts as trustee for various City Street Improvement Bonds, maintaining street assessment records, mailing bond statements, and collecting and recording debt payment until all bonds are retired.

### **RELATIONSHIP TO STRATEGIC GOALS**

#### ***Exceptional Customer Service***

As a new goal for FY 2012-13, the City Treasurer is committed to providing its residents with extraordinary customer services centered on the principles of speed, quality, and customer satisfaction through the delivery of flawless and seamless services to every customer served.

#### ***Fiscal Responsibility***

As a new goal for FY 2012-13, the City Treasurer is committed to conducting the City's financial affairs in a prudent and responsible manner to ensure adequate resources are available to meet current obligations and long term financial stability. As such the City Treasurer makes prudent investments with capital preservation as the number one objective. The City Treasurer does not invest in high risk/high yield financial instruments or make speculative investments at the risk of capital preservation. The City Treasurer reports to an oversight board on a quarterly basis and to the City Council on an annual basis.

#### ***Informed & Engaged Community***

Paramount to trust in government is transparency of office performance. The City's Investment Report is the formal vehicle that the City Treasurer's Office uses to communicate to the City Council and the public its investment activities, holdings and performance. The City's Investment Reports are produced on a monthly, quarterly, and annual basis. The City Treasurer's Office is committed to improving delivery of these reports by posting them on the City's website within 15 working days after the end of the month/quarter, and 45 working days after the fiscal year end for the Annual Report.

# CITY OF GLENDALE

## **CITY TREASURER**

The City Treasurer's Office uses various automated solutions to improve the efficiency and effectiveness of the operation. The City Treasurer's Office will continue to use Bloomberg, an industry standard financial software tool, to stay abreast of various investment markets, news and financial information. Lastly, the City Treasurer's Office will continue to support the City's E-Commerce initiatives and other interdepartmental automation initiatives in an effort to reduce redundancy within the City of Glendale.

**CITY OF GLENDALE  
SUMMARY OF APPROPRIATIONS  
CITY TREASURER DEPARTMENT**

	Actual 2010-11	Adopted 2011-12	Revised 2011-12	Adopted 2012-13
<b>General Fund</b>				
City Treasurer (101-130)	573,634	615,378	615,378	640,597
<b>Total General Fund</b>	<b>\$ 573,634</b>	<b>\$ 615,378</b>	<b>\$ 615,378</b>	<b>\$ 640,597</b>
<b>Department Grand Total</b>	<b>\$ 573,634</b>	<b>\$ 615,378</b>	<b>\$ 615,378</b>	<b>\$ 640,597</b>

**CITY OF GLENDALE  
CITY TREASURER DEPARTMENT  
CITY TREASURER  
101-130**

		<b>Actual 2010-11</b>	<b>Adopted 2011-12</b>	<b>Revised 2011-12</b>	<b>Adopted 2012-13</b>
<b>SALARIES &amp; BENEFITS</b>					
41100	Salaries	368,613	377,645	377,645	381,042
41200	Overtime	250	-	-	-
41600-42601	Benefits	72,139	105,634	105,634	107,180
42700-42702	PERS retirement	37,990	59,139	59,139	50,819
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 478,993</b>	<b>\$ 542,418</b>	<b>\$ 542,418</b>	<b>\$ 539,041</b>
<b>MAINTENANCE &amp; OPERATION</b>					
42800	Auto allowance	5,880	5,880	5,880	5,880
43110	Contractual services	33,794	23,002	23,002	23,646
44120	Repairs to office equip	490	610	610	610
44300	Telephone	3,541	-	-	-
44352	ISD service charge	21,702	23,016	23,016	41,660
44450	Postage	20	87	87	87
44550	Travel	649	2,045	2,045	1,775
44650	Training	300	780	780	780
44700	Computer software	6,125	-	-	-
44750	Liability	14,265	6,609	6,609	13,146
44751	Insurance/surety bond premium	4,368	4,467	4,467	7,882
44800	Membership and dues	333	498	498	364
45050	Periodicals & newspapers	576	632	632	632
45100	Books	-	150	150	150
45150	Furniture & equipment	599	700	700	460
45250	Office supplies	1,749	4,264	4,264	4,264
46900	Business meetings	248	120	120	120
47000	Miscellaneous	-	100	100	100
	<b>Total Maintenance &amp; Operation</b>	<b>\$ 94,640</b>	<b>\$ 72,960</b>	<b>\$ 72,960</b>	<b>\$ 101,556</b>
<b>TOTAL</b>		<b>\$ 573,634</b>	<b>\$ 615,378</b>	<b>\$ 615,378</b>	<b>\$ 640,597</b>

**CITY OF GLENDALE  
CITY TREASURER DEPARTMENT  
Personnel Classification Detail**

Classification	Actual 2010-11	Adopted Budget 2011-12	Revised Budget 2011-12	Adopted Budget 2012-13
<u>Salaried Employees</u>				
Administrative Associate	1.00	1.00	1.00	1.00
Assistant City Treasurer	1.00	1.00	1.00	1.00
City Treasurer	1.00	1.00	1.00	1.00
Office Services Specialist II	1.00	1.00	1.00	1.00
Sr. Accounting Services Specialist	1.00	1.00	1.00	1.00
City Treasurer Total	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>