

Adopted BUDGET

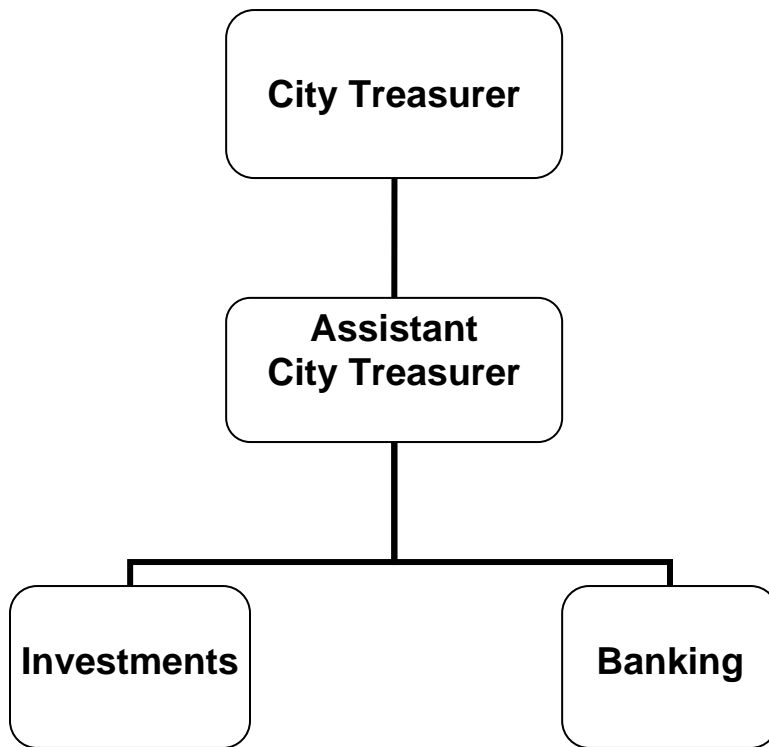
City of Glendale, CA

2011 - 2012

*A fund to be known as
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and those which
or are herein ordered
credited to said fund, and all disbursements,
general budget appropriations, excepting such appropriations as
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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

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.

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 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
<u>General Fund</u>				
City Treasurer (101-130)	538,972	578,866	578,866	615,378
Total General Fund	\$ 538,972	\$ 578,866	\$ 578,866	\$ 615,378
Department Grand Total	\$ 538,972	\$ 578,866	\$ 578,866	\$ 615,378

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

		Actual 2009-10	Adopted 2010-11	Revised 2010-11	Adopted 2011-12
SALARIES & BENEFITS					
41100	Salaries	371,628	384,860	384,860	377,645
41200	Overtime	270	-	-	-
41600-42600	Benefits	68,131	68,334	68,334	105,634
42700	PERS retirement	41,136	44,921	44,921	59,139
	Total Salaries & Benefits	481,164	498,115	498,115	542,418
MAINTENANCE & OPERATION					
42800	Auto allowance	5,880	5,880	5,880	5,880
43110	Contractual services	24,191	22,200	22,200	23,002
44120	Repairs to office equip	485	1,000	1,000	610
44250	Data communication	80	15	15	-
44300	Telephone	3,468	3,200	3,200	-
44352	ISD service charge	-	21,702	21,702	23,016
44450	Postage	54	87	87	87
44550	Travel	1,562	1,685	1,685	2,045
44650	Training	250	680	680	780
44700	Computer software	5,955	6,000	6,000	-
44750	Liability	12,479	8,467	8,467	6,609
44751	Insurance/surety bond premium	-	4,368	4,368	4,467
44800	Membership and dues	138	495	495	498
45050	Periodicals & newspapers	408	590	590	632
45100	Books	59	150	150	150
45150	Furniture & equipment	-	677	677	700
45250	Office supplies	2,764	3,335	3,335	4,264
45350	General supplies	2	-	-	-
46900	Business meetings	34	120	120	120
47000	Miscellaneous	-	100	100	100
	Total Maintenance & Operation	57,808	80,751	80,751	72,960
TOTAL		\$ 538,972	\$ 578,866	\$ 578,866	\$ 615,378

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

Classification	Actual 2009-10	Budget 2010-11	Revised Budget 2010-11	Adopted Budget 2011-12
<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>