

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.

FY 2003/04 Accomplishments

- Successfully implemented several automated bank and cash management programs.

FY 2004/05 Goals

- Continue to automate division operations.
- Investigate professional services arrangements with investment/asset management specialist.
- Support E-Commerce initiatives within the City of Glendale

2004/05 Budget Adopted Appropriations

| | <u>Salaries and Benefits</u> | <u>Maintenance and Operation</u> | <u>Capital Outlay</u> | <u>Total</u> |
|------------------------------------|----------------------------------|--------------------------------------|---------------------------|----------------|
| <u>General Fund</u> | | | | |
| City Treasurer | 368,214 | 64,674 | - | 432,888 |
| Total Adopted Appropriation | 368,214 | 64,674 | - | 432,888 |

| | <u>Budget 2002-2003</u> | <u>Budget 2003-2004</u> | <u>Estimated 2003-2004</u> | <u>Budget 2004-2005</u> |
|-----------------|-----------------------------|-----------------------------|--------------------------------|-----------------------------|
| Total Personnel | 5.00 | 5.00 | 5.00 | 5.00 |

| Account Summary | <u>Expenditures Actual 2002-03</u> | <u>Current Year Appropriation 2003-04</u> | <u>Year to Date Expenditures 10/31/03</u> | <u>Estimated Expenditures 2003-04</u> | <u>Budget 2004-05</u> | <u>Budget 2005-06</u> |
|-------------------------|--|---|---|---|---------------------------|---------------------------|
| Financial | | | | | | |
| Salaries & Benefits | 348,271 | 357,485 | 116,112 | 351,439 | 368,214 | 389,959 |
| Maintenance & Operation | 55,465 | 63,352 | 12,126 | 51,247 | 64,674 | 64,758 |
| Capital | - | - | - | - | - | - |
| Charges - Other Depts | - | - | - | - | - | - |
| Total | <u>\$ 403,736</u> | <u>\$ 420,837</u> | <u>\$ 128,238</u> | <u>\$ 402,687</u> | <u>\$ 432,888</u> | <u>\$ 454,717</u> |

Personnel Classification Detail

| | <u>Budget</u> <u>2002-2003</u> | <u>Budget</u> <u>2003-2004</u> | <u>Estimated</u> <u>2003-2004</u> | <u>Budget</u> <u>2004-2005</u> | <u>Budget</u> <u>2005-2006</u> |
|---------------------------------------|-----------------------------------|-----------------------------------|--------------------------------------|-----------------------------------|-----------------------------------|
| Administrative Associate | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| City Treasurer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy City Treasurer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Office Services Specialist II | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Accounting Services Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| TOTAL | <u>5.00</u> | <u>5.00</u> | <u>5.00</u> | <u>5.00</u> | <u>5.00</u> |

| | Expenditures Actual 2002-03 | Current Year Appropriation 2003-04 | Year to Date Expenditures 10/31/03 | Estimated Expenditures 2003-04 | Budget 2004-05 | Budget 2005-06 |
|------------------------------|-----------------------------------|--|--|--------------------------------------|-------------------|-------------------|
| Salaries & Benefits | | | | | | |
| 41100 Salaries | 297,423 | 313,790 | 102,457 | 307,345 | 322,704 | 332,749 |
| 41300 Hourly Wages | 8,754 | - | - | - | - | - |
| 41600 Compensated Absences | 5,053 | 4,707 | 864 | 5,184 | 4,841 | 5,042 |
| 41700 Other Benefits | 1,714 | 1,500 | 119 | 799 | 1,200 | 1,200 |
| 41800 Life Insurance | 530 | 552 | 181 | 544 | 476 | 490 |
| 41900 Disability Insurance | 1,740 | 1,824 | 369 | 1,407 | 1,484 | 1,529 |
| 42000 Vision Insurance | 709 | 732 | 244 | 732 | 732 | 754 |
| 42100 Medical Insurance | 23,251 | 24,613 | 8,720 | 26,631 | 27,447 | 28,270 |
| 42200 Dental Insurance | 2,019 | 1,871 | 712 | 1,440 | 2,163 | 2,228 |
| 42300 Unemployment Insurance | 305 | 314 | 102 | 305 | 313 | 322 |
| 42400 Compensation Insurance | 3,357 | 3,032 | 1,118 | 3,354 | 3,133 | 3,227 |
| 42500 Medicare | 3,326 | 4,550 | 1,226 | 3,698 | 3,721 | 3,833 |
| 42600 Social Security | 90 | - | - | - | - | - |
| 42700 PERS Retirement | - | - | - | - | - | 10,315 |
| Total | <u>\$ 348,271</u> | <u>\$ 357,485</u> | <u>\$ 116,112</u> | <u>\$ 351,439</u> | <u>\$ 368,214</u> | <u>\$ 389,959</u> |

Maintenance & Operation Detail

| | | | | | | |
|-----------------------------------|--------|--------|-------|--------|--------|--------|
| 42800 Auto Allowance | 4,680 | 4,777 | 975 | 4,680 | 5,000 | 5,000 |
| 43110 Contractual Services | 25,536 | 23,745 | 4,551 | 19,000 | 24,900 | 26,100 |
| 44120 Repairs to Office Equipment | 1,233 | 2,150 | 1,237 | 1,802 | 2,000 | 2,000 |
| 44300 Telephone | 516 | 1,785 | 336 | 1,060 | 1,200 | 1,200 |
| 44450 Postage | 385 | 175 | 13 | 100 | 100 | 100 |
| 44550 Travel | 2,762 | 3,155 | - | 3,000 | 2,740 | 2,995 |
| 44650 Training | 806 | 1,586 | 412 | 1,100 | 1,500 | 1,500 |
| 44700 Computer Software | 5,328 | 8,000 | - | 5,000 | 8,000 | 7,000 |
| 44750 Insurance & Surety Bonds | 5,189 | 6,674 | 1,728 | 5,200 | 7,755 | 7,755 |
| 44800 Membership and Dues | 713 | 700 | 100 | 400 | 700 | 500 |
| 45050 Periodicals & Newspapers | 525 | 305 | 205 | 305 | 172 | 217 |
| 45100 Books | 13 | 700 | - | 200 | 200 | 200 |
| 45150 Furniture & Equipment | 708 | 2,000 | 403 | 2,000 | 2,000 | 1,500 |

| | Expenditures Actual 2002-03 | Current Year Appropriation 2003-04 | Year to Date Expenditures 10/31/03 | Estimated Expenditures 2003-04 | Budget 2004-05 | Budget 2005-06 |
|-------------------------|-----------------------------------|--|--|--------------------------------------|-------------------|-------------------|
| 45250 Office Supplies | 6,886 | 7,000 | 2,134 | 7,000 | 7,567 | 7,851 |
| 46900 Business Meetings | 415 | 300 | 34 | 200 | 640 | 640 |
| 47000 Miscellaneous | (232) | 300 | - | 200 | 200 | 200 |
| Total | <u>\$ 55,465</u> | <u>\$ 63,352</u> | <u>\$ 12,126</u> | <u>\$ 51,247</u> | <u>\$ 64,674</u> | <u>\$ 64,758</u> |

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