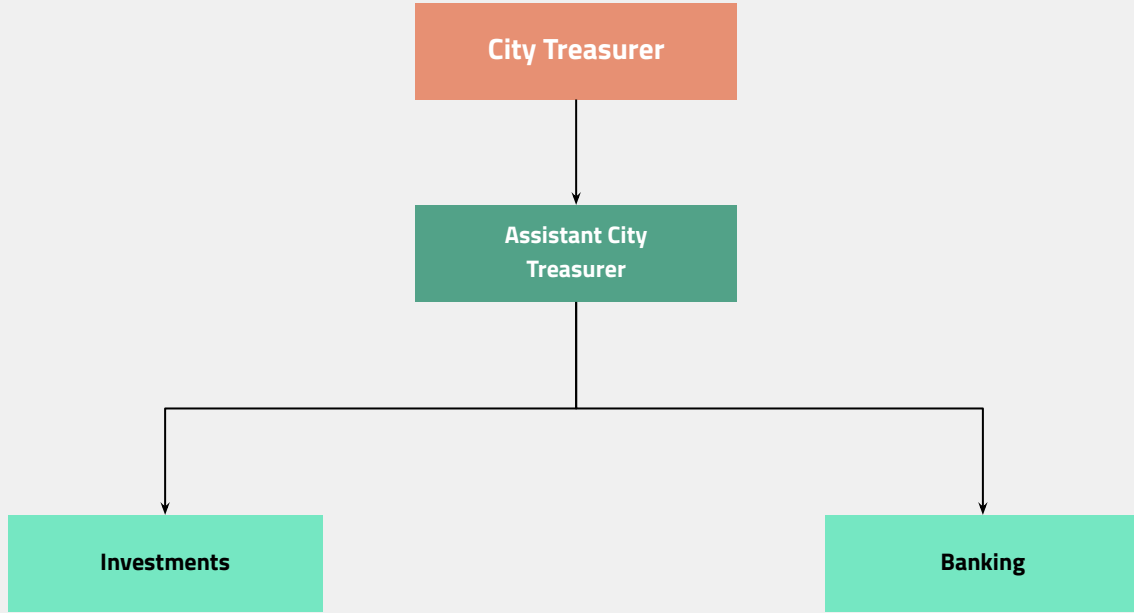


City Treasurer



City Treasurer



City Treasurer

The City Treasurer is elected by the vote of the electorate, and serves a four-year term.

Mission Statement

The Office of the City Treasurer is responsible for receiving, disbursing, depositing, and investing all City of Glendale funds, including the Successor Agency funds. The primary mission of the City Treasurer is the safeguarding of City funds with the goals of preservation of capital balances; ensuring liquidity to meet the daily, weekly, monthly, and annual cash needs of the City; and investing idle funds to generate revenues to the City without compromising the goals of safety and liquidity.

Department Description

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.

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, the City Investment Policy Guidelines, and with the advice of the Investment Policy Advisory Committee, the City Treasurer manages the City's portfolio.

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 City Council Priorities:

As an internal service department, the City Treasurer's Office works to support the external service departments within the organization as they implement the Council's four priorities: Financial Sustainability, Economic Development, Operational Efficiency, and Mobility, Traffic & Pedestrian Safety.

Below highlights the goals of the department for this fiscal year:

- Management of Public Funds - Protect public funds, improve office efficiency and effectiveness, and reduce cost from fraud repercussions.
- Enhance good stewardship of public funds by promoting and employing efficient and effective management practices.
- Monitor bank accounts to quickly identify & resolve fraudulent transactions.
- Explore the latest banking services and implement fraud prevention tools.
- Support departments in their banking transactions.

City Treasurer

- Compliance of Payment Card Industry Data Security Standards (PCI DSS) – Protect customers' payment card data, reduce risk of data breach (physical & network-based attacks), and maintain favorable merchant rates and prevent payment card fines.
 - Coordinate with the City's PCI Team and Qualified Security Assessor (QSA) to educate all department merchant locations in the City's PCI DSS.
 - Enforce the PCI DSS Policies and Procedures.
 - Collect & maintain PCI DSS documents to maintain compliance.
- Management of the City's Investment Portfolio - Protect principal investment, maintain sufficient liquidity to meet City's expected outflows, and optimize yield in accordance with City Council's investment policy.
 - Monitor market trends & look for investment opportunities.
 - Evaluate & implement the best portfolio strategies.
 - Adhere to the City's investment goals.

City Treasurer

**Summary of Appropriations
For the Years Ending June 30**

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
General Fund				
Projects (1010-0020)	\$ 44	\$ -	\$ -	-
City Treasurer (1010-2000)	967,882	1,064,328	1,064,328	1,104,064
Total General Fund	\$ 967,926	\$ 1,064,328	\$ 1,064,328	\$ 1,104,064
Department Grand Total	\$ 967,926	\$ 1,064,328	\$ 1,064,328	\$ 1,104,064

City Treasurer

General Fund - Projects (1010 - 0020)

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Maintenance & Operation				
45350 General supplies	\$ 44	\$ -	\$ -	-
Maintenance & Operation Total	\$ 44	\$ -	\$ -	-
Total	\$ 44	\$ -	\$ -	-

Department Budgets

City Treasurer

General Fund - City Treasurer (1010 - 2000)

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Salaries & Benefits				
Salaries	\$ 501,742	\$ 517,816	\$ 517,816	\$ 542,249
Overtime	783	2,372	2,372	2,408
Hourly wages	24,249	31,237	13,587	31,237
Benefits	111,528	133,126	133,126	144,171
PERS Retirement	204,950	216,384	216,384	198,282
PERS Cost Sharing	(18,287)	(16,232)	(16,232)	(10,763)
Salaries & Benefits Total	\$ 824,965	\$ 884,703	\$ 867,053	\$ 907,584
Maintenance & Operation				
43110 Contractual services	\$ 4,181	\$ -	\$ 17,650	\$ -
44120 Repairs to office equipment	699	1,400	1,400	1,600
44450 Postage	21	60	60	60
44550 Travel	2,926	7,200	7,200	7,200
44650 Training	-	1,000	1,000	1,000
44800 Membership and dues	150	683	683	683
45100 Books	-	200	200	200
45150 Furniture and equipment	-	350	350	350
45250 Office supplies	1,775	4,081	4,081	5,181
45681 Business meetings	-	100	100	100
45682 Miscellaneous	169	150	150	150
46006 Rent	25,848	27,792	27,792	27,792
46009 ITD service charge	80,933	106,277	106,277	107,460
46011 Liability Insurance	26,215	30,332	30,332	44,704
Maintenance & Operation Total	\$ 142,917	\$ 179,625	\$ 197,275	\$ 196,480
Total	\$ 967,882	\$ 1,064,328	\$ 1,064,328	\$ 1,104,064

City Treasurer

Personnel Classification Detail

Classification	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Salaried Positions				
Assistant City Treasurer	1.00	1.00	1.00	1.00
City Treasurer**	1.00	1.00	1.00	1.00
Treasury & Investment Services Operations Specialist	1.00	1.00	1.00	1.00
Treasury & Investment Services Operations Technician	1.00	1.00	-	-
Treasury Services Technician II	1.00	1.00	2.00	2.00
Total Salaried Positions	5.00	5.00	5.00	5.00
Hourly Positions				
Hourly City Worker	0.84 (1)	0.84 (1)	0.84 (1)	0.94 (1)
Total Hourly FTE Positions	0.84	0.84	0.84	0.94
City Treasurer Total	5.84	5.84	5.84	5.94

Notes:

- * Indicates number of employees corresponding to the stated Full-Time Equivalence (FTE).
- ** Elected Official