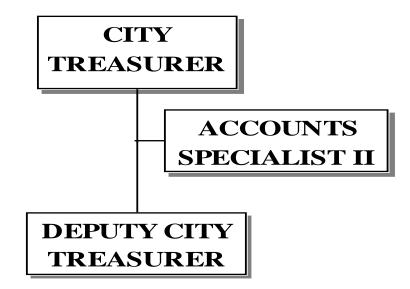
### City Treasurer



## **ELECTED OFFICIALS**

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City Treasurer Division 1201

CLASSIFICATION	ACTUAL FY 2009/10	ACTUAL FY 2010/11	ADOPTED FY 2011/12	PROJECTED YEAR END FY 2011/12	PROPOSED FY 2012/2013
CITY TREASURER					
SALARIES	179,621	171,910	177,200	178,800	177,600
EMPLOYEE BENEFITS	68,764	73,478	77,800	70,000	79,800
SUPPLIES	1,087	663	1,000	1,000	2,500
SERVICES	11,331	12,364	16,300	15,200	20,500
TOTAL EXPENDITURES	260,803	258,415	272,300	265,000	280,600

#### **ACTIVITY INFORMATION**

#### **Mission Statement:**

The office of the City Treasurer is an elective office whose mission is to receive and safely keep all money coming into the City, complying with all laws governing the deposit and investment of said funds.

#### **Accomplishments During FY 2011/12:**

- During the fiscal year of 2010/2011, the City's idle funds were invested in accordance with the Investment Policy of the City, reviewed quarterly by the Investment Advisory Committee.
- All securities transactions cleared through the Custodial agent with no failed transactions.
- Cash management provided sufficient liquidity to meet operational needs.
- Accounts payable checks and payroll checks were disbursed in a timely manner as prescribed by City policy.
- Treasury uses the Business Deposit Capture software program that processes deposits electronically by creating images of the checks using a scanner. The deposits are credited by the bank the same day. Armored car transportation fuel

surcharges and related insurance liability were also reduced as result.

- Treasurer and staff attended seminars and conferences sponsored by relevant professional organizations in order to keep current with proposed and enacted legislation and to enhance knowledge and skills relative to investment and cash management. The California Municipal Treasurers Association has conferred the title of Certified California Municipal Treasurer on the Deputy Treasurer, and new city treasurer is advancing through requirements to receive designation.
- Added city council liaison to investment advisory committee to facilitate better communication between city council and treasurer's office.
- Accepted City's current investment policy to be consistent with relevant Government Code sections governing investments by local agencies.

### Goals and Objectives for FY 2012/2013:

• Invest the City's idle funds in a manner that will provide a return while ensuring both the preservation of capital and the liquidity necessary to meet the operating requirement of the City in accordance with the Investment Policy of the City.

### **ELECTED OFFICIALS**

- Ensure that there are sufficient funds available to meet the City's financial obligations.
- Consistently work to maintain a high level of efficiency in cash management, maximize use of idle funds, and minimize losses from returned items.
- Effectively audit payments processed through the accounts payable system, acting as a balance to the Finance Department as outlined in our Internal Control Procedures.
- Disburse accounts payable checks and payroll checks as dictated by City Policy. Work together with finance toward paperless payroll technologies to pay employees without printing or distribution paper checks and advices.
- Maintain the highest level of competence and knowledge possible in the areas of public entity investments and the mandated responsibilities and obligations of the office of City Treasurer in order to enhance performance for the benefit of the City by participating in educational opportunities offered by accredited institutions and professional

organizations.

- Expand efforts to consolidate and streamline functions essential to the delivery of departmental services.
- Continue to expand electronic payment options throughout various city departments.
- Complete the RFP process to consolidate banking and brokerage activity to reduce cost and time associated with the use of multiple banking and broker institutions.
- Evaluate investment advisory policy diversification guidelines to assure adequate reduction of concentration risk in portfolio.
- Seek certification of City of El Segundo investment policy by CMTA to assure it is held to the highest standards of investment guidelines.
- Continue to maintain the Treasurer's office as a businesslike and professional organization.
- Document Treasury processes and procedures.

POSITION INFORMATION							
FULL-TIME	PART-TIME (FTE)						
	0.5						
1.0							
1.0							
	FULL-TIME 1.0	FULL-TIME PART-TIME (FTE)  0.5 1.0					

# **ELECTED OFFICIALS**

	CLASSIFICATION	ACTUAL FY 2009/10	ACTUAL FY 2010/11	ADOPTED FY 2011/12	PROJECTED YEAR END FY 2011/12	PROPOSED FY 2012/2013
SALA	RIES					
4101	Salaries Full-Time	179,486	169,351	175,000	178,800	175,600
4102	Salaries Part-time	135	133	0	0	0
4112	Compensated Sick Time	0	2,426	2,200	0	2,200
	TOTAL SALARIES	179,621	171,910	177,200	178,800	177,800
TOTA	AL EMPLOYEE BENEFITS	68,764	73,478	77,800	70,000	79,800
SUPPI	LIES					
5204	Operating Supplies	1,087	663	1,000	1,000	1,000
5220	Computer Refresh Charges	0	0	0	0	1,500
	TOTAL SUPPLIES	1,087	663	1,000	1,000	2,500
SERV	ICE CHARGES					
6206	Contractual Services Equipment Replacement	1,750	2,625	3,700	2,600	3,700
6207	Charges	77	1,700	1,500	1,500	100
6208	Dues & Subscriptions	325	195	300	300	300
6213	Meetings & Travel	1,020	0	2,400	2,400	2,400
6219	Network Operating Charge	1,200	1,200	1,200	1,200	6,300
6223	Training & Education	701	877	1,800	1,800	2,000
6253	Postage	2,104	1,952	2,300	2,300	2,300
6254	Telephone	3,055	2,646	2,300	2,300	2,300
6260	<b>Equipment Leasing Costs</b>	1,099	1,057	1,000	1,000	1,200
	TOTAL SERVICE					
	CHARGES	11,331	12,364	16,300	15,200	20,500
	TOTAL CITY TREASURER	260,803	258,415	272,300	265,000	280,600

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