

City Treasurer
Adopted Budget – FY 2006/07

City Treasurer

ADMINISTRATION/
INVESTMENTS

ADMINISTRATION/
INVESTMENTS
10025101

Deputy City Treasurer
Administrative Analyst
Administrative Assistant

CASHIERING/
COLLECTIONS

CASHIERING
10025201
Accounting Technician
Supervisor
Accounting Technician II (3)

COLLECTIONS
10025201
Senior Accounting Technician
Accounting Technician II

City Treasurer

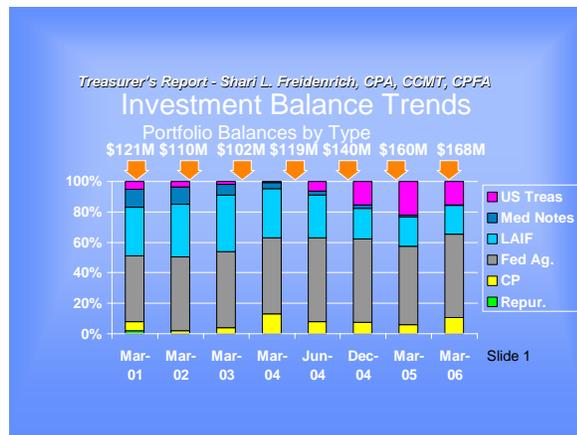
Department & Division Descriptions

The City Treasurer is an elected department head and serves a four-year term and is responsible to the electorate for overseeing the custody and safekeeping of all city funds, including the General Fund. The City Treasurer provides overall administration for all operations in the City Treasurer’s Department. In addition, the City Treasurer is responsible for investing the city’s excess funds, bond investment funds, and cash management of these funds. The City Treasurer ensures the city’s cash needs are met through prudent fiscal investment management.



Administration and Investment Division

The City Treasurer’s Administration and Investments Division is responsible for the overall operation of the Department. This Division is responsible for investing all the City’s funds, including the bond funds and any funds of Joint Power Authorities for which the City is the Administrator. This division is responsible for annually preparing and updating the City’s investment policy and is responsible for preparing the monthly investment report to be presented to City Council. Investments are reviewed monthly for compliance with the City’s approved Investment Policy. A main focus of this Division is the cash management of funds to ensure the City maintains adequate liquidity to meet anticipated expenditures.



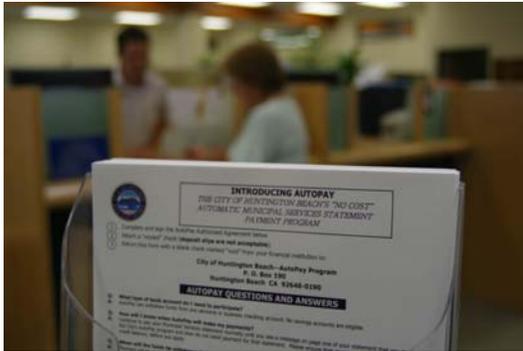
Cashiering and Collections Division

The City Treasurer’s Cashiering and Collections Division is responsible for receiving on behalf of the City, all taxes, assessments, fees and other revenues. This Division processes and records all funds received at City Hall and off-site locations. This Division ensures that funds are deposited in a timely manner into the City’s financial depository accounts. This Division has responsibility for ensuring proper controls over cash and negotiable items as well as collection of all delinquent taxes and fees. Finally, the division processes all checks for the payment of goods and services that have been approved in the City’s financial system



Administration & Investments Division:

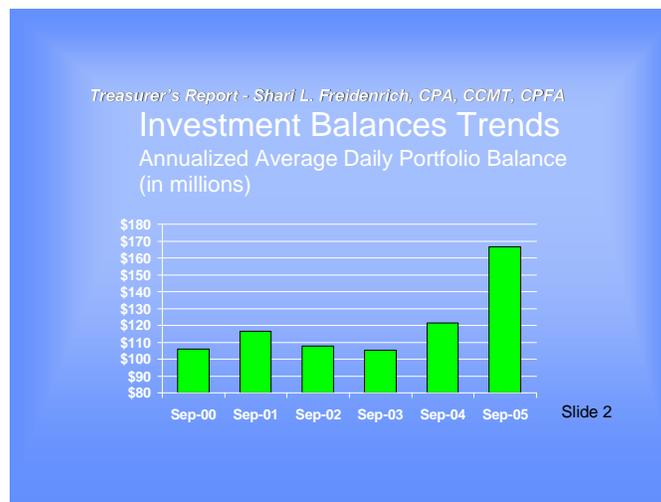
- Perform daily investment and cash management of pooled funds for the City, the Redevelopment Agency, and other Joint Powers Authorities where the City is the administrator
- Prepare investment reports, track cash flow, analyze and monitor banking and other department costs, and attend City Council and Investment Advisory Board meetings
- Perform general office management, leadership, and supervision of entire department
- Provide overall supervision for Administrative and Investment staff



Cashiering and Collections Division:

- Process annually \$7.2 million of revenue for off-site locations, prepare daily bank deposit, and print and sign all vendor and payroll checks
- Collect miscellaneous receivables of over \$8.8 million in over 25,000 invoices, follow-up on delinquent accounts, and answer billing questions
- Open mail and process over 520,000 payments within 48 hours for over 50,000 municipal services customers in the amount of over \$60 million annually

- Process and post payments on business licenses and permits of \$1.9 million annually within 48 hours
- Process payments of over \$5.5 million for Transient Occupancy Taxes and over \$500,000 for BID assessments
- Collect and process payments for oil taxes in the amount of over \$500,000
- Process 50,000 over-the-counter payments annually
- Provide overall supervision for Cashiering and Collections staff



City Treasurer

Performance Measures

	FY 2005/06	FY 2006/07 Budget	FY 2006/07 Projected
Objective:			
1. Provide investment report to City Council within 30 days of the end of each fiscal year quarter.			
Measure: # of investment reports provided to City Council within 30 days of quarter end	N/A	4	4
Objective:			
2. Submit investment policy to City Council in the first quarter of each fiscal year.			
Measure: Investment policy submitted in first quarter	N/A	Yes	Yes
Objective:			
3. Hold a joint study session to review the Investment Advisory Board (IAB) annual report with the City Council and the IAB within 3 months of fiscal year end.			
Measure: Joint study session held within 3 months of fiscal year end to review IAB annual report	N/A	Yes	Yes
Objective:			
4. Escheat unclaimed funds each fiscal year within 9 months of the prior fiscal year-end.			
Measure: Unclaimed funds escheated within 9 months of fiscal year end.	N/A	Yes	Yes
Objective:			
5. Increase usage of "AutoPay" by 50%.			
Measure: % increase in usage of "AutoPay"	N/A	50%	50%



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Department Budget Summary
All Funds by Object Account



DEPARTMENT

Expenditure Object Account	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Adopted	FY 2005/06 Revised	FY 2006/07 Adopted	Percent Change From Prior Year
PERSONAL SERVICES							
Salaries, Permanent	853,142	845,187	874,334	928,947	729,186	606,618	-34.70%
Salaries, Temporary	22,777	483	240	30,000	30,000	30,000	0.00%
Salaries, Overtime	2,091	3,426	6,597	3,000	3,000	4,000	33.33%
Benefits	252,646	271,426	294,813	382,855	332,993	248,757	-35.03%
PERSONAL SERVICES	1,130,656	1,120,523	1,175,984	1,344,802	1,095,179	889,375	-33.87%
OPERATING EXPENSES							
Utilities	363		620	1,032	792	1,984	92.25%
Equipment and Supplies	120,004	205,808	185,409	249,737	225,713	31,444	-87.41%
Repairs and Maintenance	16,054	14,202	19,599	22,000	58,572	22,500	2.27%
Conferences and Training	3,279	1,836	4,536	8,900	13,125	19,100	114.61%
Professional Services	349,034	24,762	-349,301				
Other Contract Services	59,412	145,568	155,701	194,600	242,413	70,000	-64.03%
Expense Allowances	6,023	5,980	5,885	6,000	6,000	6,000	0.00%
Other Expenses			-186				
OPERATING EXPENSES	554,170	398,157	22,263	482,269	546,615	151,028	-68.68%
CAPITAL EXPENDITURES							
Equipment	28,240						
CAPITAL EXPENDITURES	28,240						
Grand Total(s)	1,713,065	1,518,680	1,198,247	1,827,071	1,641,793	1,040,403	-43.06%
General Fund	1,357,831	1,518,680	1,547,002	1,827,071	1,898,035	1,040,403	-43.06%
Other Funds	355,234	0	-348,755	0	0	0	
Grand Total(s)	1,713,065	1,518,680	1,198,247	1,827,071	1,898,035	1,040,403	-43.06%

Personnel Summary	16.00	16.00	16.00	16.00	10.00	10.00	0.00
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City Treasurer
Adopted Budget - FY 2006/07
Department Budget Summary
General Fund Division by Object Account



DIVISION

Expenditure Object Account	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Adopted	FY 2005/06 Revised	FY 2006/07 Adopted	Percent Change From Prior Year
Administration / Investments							
PERSONAL SERVICES							
Salaries, Permanent	852,243	619,188	660,177	689,902	546,820	319,756	-53.65%
Salaries, Temporary	22,777	483	240	15,000	15,000		-100.00%
Salaries, Overtime	2,091	1,060	5,303	1,000	1,000	1,500	50.00%
Benefits	252,374	191,942	217,866	280,382	239,116	115,597	-58.77%
PERSONAL SERVICES	1,129,484	812,673	883,586	986,284	801,936	436,853	-55.71%
OPERATING EXPENSES							
Utilities	363		620	1,032	792	1,984	92.25%
Equipment and Supplies	120,004	34,476	27,029	20,174	66,766	7,644	-62.11%
Repairs and Maintenance	16,054	12,040	8,987	11,000	11,000	8,000	-27.27%
Conferences and Training	3,279	1,836	3,980	7,900	12,125	10,100	27.85%
Professional Services		21,037	-267				
Other Contract Services	59,412	6,974	34,786	46,100	95,713		-100.00%
Expense Allowances	6,023	5,980	5,885	6,000	6,000	6,000	0.00%
Other Expenses			-184				
OPERATING EXPENSES	205,136	82,344	80,835	92,206	192,396	33,728	-63.42%
CAPITAL EXPENDITURES							
Equipment	22,040						
CAPITAL EXPENDITURES	22,040						
Administration	1,356,660	895,017	964,421	1,078,490	994,332	470,581	-56.37%

Significant Changes

A reorganization mid-year 2005/06 transferred Business License and Municipal Billing functions from the City Treasurer to the Finance Department. Eight FTEs were reassigned to the Finance Department in the newly created Fiscal Services Division. The mid-year budget adjustment also approved two new positions for the City Treasurer: Deputy City Treasurer and Administrative Analyst. For FY2006/07, the transfer of the remaining Sr. Accounting Technician will be made to the Cashiering/Collections Division of the City Treasurer. Overall Operating Expenses have been adjusted accordingly due to this reorganization.

Permanent Personnel	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Adopted	FY 2005/06 Revised	FY 2006/07 Adopted	Change from Prior Year
City Treasurer	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Deputy City Treasurer MEO	1.00	1.00	1.00	1.00	0.00	0.00	0.00
Deputy City Treasurer NA	0.00	0.00	0.00	0.00	1.00	1.00	0.00
Administrative Analyst, NA	0.00	0.00	0.00	0.00	1.00	1.00	0.00
Sr. Accounting Tech Transfer out	3.00	3.00	3.00	3.00	1.00	0.00	(1.00)
Field Service Representative	1.00	1.00	1.00	1.00	0.00	0.00	0.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Accounting Technician Supervsr	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounting Technician II	8.00	4.00	4.00	4.00	0.00	0.00	0.00
Total	16.00	11.00	11.00	11.00	5.00	4.00	(1.00)



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Department Budget Summary
General Fund Division by Object Account



DIVISION

Expenditure Object Account	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Adopted	FY 2005/06 Revised	FY 2006/07 Adopted	Percent Change From Prior Year
Cashiering / Collections							
PERSONAL SERVICES							
Salaries, Permanent	899	225,999	214,157	239,045	182,365	286,862	20.00%
Salaries, Temporary				15,000	15,000	30,000	100.00%
Salaries, Overtime		2,367	1,294	2,000	2,000	2,500	25.00%
Benefits	272	79,484	76,946	102,473	93,877	133,160	29.95%
PERSONAL SERVICES	1,171	307,850	292,398	358,518	293,243	452,522	26.22%
OPERATING EXPENSES							
Equipment and Supplies		171,332	158,102	229,563	158,947	23,800	-89.63%
Repairs and Maintenance		2,162	10,612	11,000	47,572	14,500	31.82%
Conferences and Training			556	1,000	1,000	9,000	800.00%
Professional Services		3,725					
Other Contract Services		138,594	120,915	148,500	146,700	70,000	-52.86%
Other Expenses			-2				
OPERATING EXPENSES		315,813	290,184	390,063	354,219	117,300	-69.93%
CAPITAL EXPENDITURES							
Cashiering/Collections	1,171	623,663	582,581	748,581	647,461	569,822	-23.88%

Significant Changes

A reorganization mid-year 2005/06 transferred Business License and Municipal Billing functions from the City Treasurer to the Finance Department. The reduction of operating expenses reflects the transfer out of these functions. For FY2006/07, one Sr. Accounting Technician position is transferred from the Administration/Investments Division to Cashiering/Collections.

Permanent Personnel	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Adopted	FY 2005/06 Revised	FY 2006/07 Adopted	Change from Prior Year
Accounting Technician Supervsr	0.00	1.00	1.00	1.00	1.00	1.00	0.00
Sr. Accounting Tech Transfer in	0.00	0.00	0.00	0.00	0.00	1.00	1.00
Accounting Technician II	0.00	4.00	4.00	4.00	4.00	4.00	0.00
Total	0.00	5.00	5.00	5.00	5.00	6.00	1.00



City Treasurer
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Department Budget Summary
Other Funds by Object Account



OTHER FUNDS

Expenditure Object Account	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Adopted	FY 2005/06 Revised	FY 2006/07 Adopted	Percent Change From Prior Year
Capital Projects (301)							
PERSONAL SERVICES							
OPERATING EXPENSES							
Equipment and Supplies			279				
Professional Services	349,034		-349,034				
OPERATING EXPENSES	349,034		-348,756				
CAPITAL EXPENDITURES							
Equipment	6,200						
CAPITAL EXPENDITURES	6,200						
City Treasurer	355,234		-348,756				

Significant Changes

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Permanent Personnel	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Adopted	FY 2005/06 Revised	FY 2006/07 Adopted	Change from Prior Year
							0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00



City Treasurer
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Department Budget Summary
All Funds by Business Unit



BUSINESS UNITS

Division / Business Unit	FY 2002/03 Actual	FY 2003/04 Actual	FY 2004/05 Actual	FY 2005/06 Adopted	FY 2005/06 Revised	FY 2006/07 Adopted	Percent Change From Prior Year
TRE City Treasurer							
ADM Administration							
10025101 Central Cashiering & Treasury	1,109,646	634,726	675,554	783,949	794,660	470,581	-39.97%
10025301 Business Licensing	247,013	260,291	288,867	294,541	199,672		-100.00%
ADM Administration	1,356,660	895,017	964,421	1,078,490	994,332	470,581	-56.37%
MUN Municipal Services							
10025201 Municipal Services	1,171	623,663	582,581	748,581	647,461	569,822	-23.88%
MUN Municipal Services	1,171	623,663	582,581	748,581	647,461	569,822	-23.88%
Other Funds							
30126001 Cash Receipts System	6,200		279				
70925101 BID - Hotel/Motel	349,034		-349,034				
Other Funds	355,234	0	-348,755	0	0	0	
General Fund	1,357,831	1,518,680	1,547,002	1,827,071	1,641,793	1,040,403	-43.06%
Other Funds	355,234	0	-348,755	0	0	0	
Grand Total(s)	1,713,065	1,518,680	1,198,247	1,827,071	1,641,793	1,040,403	-43.06%