

CITY TREASURER

***MANAGES A
\$100 MILLION DOLLAR PORTFOLIO***

***REVIEWS INVESTMENTS FOR
SAFETY, LIQUIDITY & YIELD***

***MAKES INVESTMENTS ON BEHALF
OF THE CITY & WATER DEPT.***

***REVIEWS BANKING SERVICES TO
STREAMLINE FUNCTIONS***

CITY TREASURER

Voters At Large

City Treasurer
David Kennedy

2 Employees

CITY TREASURER

ACCOUNT NUMBER: 001-040

FUND: GENERAL FUND

ABOUT THE DEPARTMENT

The City Treasurer is a part-time position elected at large to a four-year term. The City Treasurer is responsible for overseeing City investments and related policies as established by the Common Council. The City Treasurer gives direction to the Treasurer's Office staff on when and what types of investments to make on behalf of the City and Water Departments. Prior to any investment being made, the City Treasurer reviews each investment for safety, liquidity, and yield.

<i>EXPENDITURES BY CATEGORY</i>				
CATEGORY	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 PROJECTED	2009-10 ADOPTED
PERSONNEL	146,585	168,817	191,768	176,800
MAINTENANCE & OPERATION	7,216	7,521	7,245	11,300
CONTRACTUAL SERVICES	3,758	4,665	4,156	4,400
INTERNAL SERVICE	7,476	7,947	6,292	5,200
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
TOTAL	165,035	188,950	209,461	197,700

CITY TREASURER

2008-09 KEY ACCOMPLISHMENTS

- ✓ Filed Annual Statement of Investment Policy for the period of July 1, 2008 through June 30, 2009.
- ✓ Continued to cross train with staff from other divisions in order to provide better service to City Departments.

2009-10 KEY GOALS

- Continue the educational and training processes to update investment policy and procedures.
- Develop and maintain procedures to protect city assets.
- Continue to explore and incorporate new banking/computer technology to streamline functions of the office.
- Improve cash flow forecasting model.

DID YOU KNOW?

- The City Treasurer manages over a \$100 million dollar portfolio.
- The City Treasurer deposits and tracks approximately \$55 million dollars in deposits on a monthly basis.

EXPENDITURE BUDGET LINE ITEM DETAIL
FISCAL YEAR 2009-2010

FUND 001 GENERAL FUND

DIVISION 041 CITY TREASURER

ACCOUNT OBJECT & TITLE	ACTUAL 2006-07	ACTUAL 2007-08	PROJECTED 2008-09	ADOPTED 2009-10
5011 SALARIES PERM/FULLTIME	95,052	110,702	128,111	112,900
5013 AUTOMOBILE ALLOWANCE	4,500	5,700	6,000	6,300
5026 PERS RETIREMENT	15,187	22,023	23,972	23,200
5027 HEALTH & LIFE INSURANCE	31,358	29,711	32,681	32,400
5028 UNEMPLOYMENT INSURANCE	249	291	335	300
5029 MEDICARE	239	390	669	1,700
TOTAL PERSONNEL SERVICES	146,585	168,817	191,768	176,800
5111 MATERIALS & SUPPLIES	1,078	857	844	1,400
5112 SMALL TOOLS & EQUIPMENT	0	40	0	300
5122 DUES & SUBSCRIPTIONS	654	631	847	1,300
5132 MEETINGS & CONFERENCES	1,608	1,554	1,158	2,700
5171 RENTALS	774	0	0	900
5172 EQUIPMENT MAINTENANCE	2,600	3,273	3,411	3,300
5174 PRINTING CHARGES	374	237	122	300
5175 POSTAGE	129	68	51	200
5176 COPY MACHINE CHARGES	0	861	811	900
TOTAL MAINTENANCE & OPERATION	7,216	7,521	7,245	11,300
5502 PROFESSIONAL/CONTRACTUAL SVCS	3,758	4,665	4,156	4,400
TOTAL CONTRACTUAL SERVICES	3,758	4,665	4,156	4,400
5604 IT CHARGES IN-HOUSE	6,100	7,100	6,100	5,000
5605 TELEPHONE SUPPORT	1,376	847	192	200
TOTAL INTERNAL SERVICE CHARGES	7,476	7,947	6,292	5,200
TOTAL	165,035	188,950	209,461	197,700

BUDGET - JUSTIFICATION

041 CITY TREASURER

001 GENERAL FUND

OBJ JUSTIFICATION

- 5111** MATERIALS AND SUPPLIES SUCH AS PENS, PENCILS, ENVELOPES OF ALL SIZES, FORMS, ENCODING SUPPLIES AND TONER FOR PRINTER
- 5112** CALCULATORS AND OTHER SMALL ITEMS NEEDED
- 5122** THOMSON WEST CODES, NYTIMES, KIPLINGER LETTER, ASSO. OF PUBLIC TREASURERS, CMTA MEMBERSHIP
- 5132** ANNUAL CITY TREASURER'S CONFERENCE, CA MUN TREASURERS ASSO WORKSHOP ATTENDANCE FOR TREASURER AND DEPUTY TREASURER
- 5171** MONTHLY LEASE AGREEMENT FOR COPIER/FAX MACHINE
- 5172** MAINTENANCE COST FOR BILL COUNTER, CHECK ENCODER, AND SYMPRO INVESTMENT TRACKING SOFTWARE MAINTENANCE AND UPGRADES
- 5174** PRINTING OF FORMS, REPORTS, ETC.
- 5175** POSTAGE FOR GENERAL CORRESPONDENCE AND EXPRESS MAILINGS
- 5176** COPY MACHINE LEASE PAYMENTS, MISC. PRINTING
- 5502** CONTRACT FOR ARMORED CAR SERVICE AND DOCUMENT SHREDDING
- 5604** THE PORTION OF THE CITY'S TOTAL INFORMATION TECHNOLOGY SERVICES COSTS (INCLUDING STAFF TIME) RELATED TO THIS DEPARTMENT. CHARGES ARE BASED ON TYPE OF EQUIPMNT, SOFTWARE AND SUPPORT UTILIZED BY DEPARTMENT.
- 5605** CHARGES FROM THE CITY'S TELECOMMUNICATIONS DIVISION (INCLUDING STAFF TIME AND OVERHEAD) RELATED TO THIS DIVISION'S TELECOMMUNICATIONS COSTS (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED).