



FINANCE

To safeguard the assets of the City, maintain regulatory compliance, promote long-term fiscal and technology strategic planning, provide exceptional customer service with timely, relevant and accessible information sharing.

RESOURCES

Service Area	ACTUAL 2012/13	BUDGET 2013/14	PROJECTED 2013/14	ADOPTED 2014/15	PLANNED 2015/16
FINANCE	334,654	476,380	495,233	573,624	601,334
CITY TREASURER	31,752	37,385	37,290	37,845	38,065
TOTAL EXPENDITURES	366,406	513,765	532,523	611,469	639,399

Budgeting	Forecasting
Audit	Fiscal Policy
Banking	Payroll
Purchasing	Payments
Revenue Collection	Regulatory Compliance
Management Info Systems	Citywide Technology

Key Budget Changes/Comments

FY 14/16 salaries and benefits reflect the department reorganization - an initiative that was partially budgeted in FY 2013/14 - this line item also assumes a normal inflationary factor for a department of four employees - +\$53,000

The City Treasurer budget reflects a full time accounting staffing FTE allocation of 20% of one Financial Services Technician

The Finance budget includes increased staff training dollars, a resource that has been deferred and reduced in prior years - +\$7,000

Professional services includes +\$2,500 for industry required CalPERS actuarial valuations as well as +\$6,500 for contracting state regulatory reporting and state mandate reimbursement filing. Contract services include a full year of contract technology support services to fortify the citywide network, planning and I.T. initiatives + \$16,000. This category also reflects enhanced business licensing audit/reporting and a trial-year for sales tax review/reporting.



Finance

RESOURCES

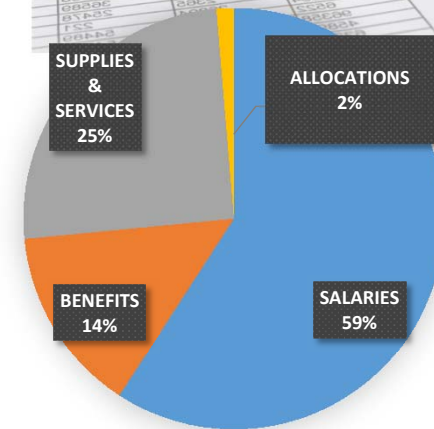
Cost Category	ACTUAL 2012/13	BUDGET 2013/14	PROJECTED 2013/14	ADOPTED 2014/15	PLANNED 2015/16
SALARIES	188,953	283,170	294,810	339,235	355,740
BENEFITS	50,206	90,500	81,138	87,890	86,020
SUPPLIES & SERVICES	87,894	93,445	110,020	138,477	151,552
ALLOCATIONS	7,600	9,265	9,265	8,022	8,022
CAPITAL OUTLAY	-	-	-	-	-
TOTAL	334,654	476,380	495,233	573,624	601,334

POSITIONS	12/13	13/14	PROJECTED	14/15	15/16
FULL TIME	2.80	2.80	3.80	3.80	3.80
PART TIME	0.00	0.00	0.00	0.00	0.00
TOTAL	2.80	2.80	3.80	3.80	3.80

What We Do:

Finance is responsible for a broad range of core financial duties, operational and capital budgeting, long-term forecasting and planning, fiscal policy development, banking and investments support, financial system administration; maintaining internal controls; compliance with regulatory reporting, annual audits, State Controller's filings, Gas Tax reporting, state and federal grant tracking as well as numerous other county, state and federal government fiscal requirements. The department also handles general tax filings and debt administration and guides the City's Information Technology initiatives.

Core duties include: collection and recording of all revenue, posting expenditures to accounting records, preparation of interim financial reports to the City Council and staff; bank monitoring, reconciliation and treasury reporting; business licensing, animal licenses; preparing payroll; biweekly processing of all all obligations and invoices for payment for review and approval by City administration and City Council; ensuring payment and filing of demands and compliance with City purchasing procedures; preparing and distributing monthly financial management reports to staff; and reviewing staff report fiscal impacts.





The Sharper Pencil

FINANCE

3000 Line Items	ACTUAL 2012/13	BUDGET 2013/14	PROJECTED 2013/14	ADOPTED 2014/15	PLANNED 2015/16
40005 Salaries	188,763	283,170	291,570	332,515	350,520
40007 Car Allowance	-	-	1,500	3,000	3,000
40008 Phone Allowance	-	-	240	720	720
41055 Regular Overtime	190	-	1,500	3,000	1,500
SALARIES	188,953	283,170	294,810	339,235	355,740
50080 Retirement	20,801	42,065	36,950	41,970	37,070
50085 Workers' Compensation	470	700	700	980	980
50090 Health Insurance	25,465	42,145	35,230	38,405	40,980
50091 Disability Insur	776	1,485	1,140	1,660	1,850
50094 Social Security	-	-	2,918	-	-
50095 Medicare	2,694	4,105	4,200	4,875	5,140
BENEFITS	50,206	90,500	81,138	87,890	86,020
61105 Dues & Memberships	485	500	520	1,815	1,815
61120 Training	762	1,000	2,300	8,000	8,000
61125 Subscriptions	-	-	-	275	275
61130 Travel & Meetings	153	800	800	400	400
62215 Printing & Binding	1,905	2,400	1,850	1,850	2,510
62290 General Service	3,410	4,675	3,800	4,500	4,590
64425 Professional Services	28,165	29,070	31,750	42,137	60,462
64430 Contractual Services	53,016	55,000	69,000	79,500	73,500
SUPPLIES & SERVICES	87,894	93,445	110,020	138,477	151,552
66605 Insurance Allocation	7,600	9,265	9,265	8,022	8,022
ALLOCATIONS	7,600	9,265	9,265	8,022	8,022
TOTAL FINANCE	334,654	476,380	495,233	573,624	601,334

What We Achieved:

- Completed the FY 12/13 Comprehensive Annual Financial Report (CAFR)
- Presented an updated Fiscal Health Report and audit results to the City Council in January
- Realized the GFOA national excellence award for the 2013 report. The City has been recognized with this award each year since 1991
- Arranged for audit of City's Beach Club and Palos Verdes Stables and Tennis Club
- Extended the contract for both the parcel tax fee renewal and financial auditors through 2016/17
- Renewed the financial audit contract through 2015/16
- Worked with the City's financial software vendor, Pentamation, and CalPERS to ensure compliance and full functionality with the new PERS reporting system
- Participation and support in calculating various proposals leading into the 2014 labor negotiation process
- Developed an enhanced budget model with a community readability emphasis and founded in fiscal prudence

Goals:

- Complete another clean fiscal audit on a timely basis and filed all state regulatory reports
- Support planning for updating an aged civic center and funding strategies
- Revise and enhance the citywide budget reporting model
- Develop a multi-year Capital Improvement Plan in coordination with Planning and Public Works
- Implement a sales tax reporting service for enhanced internal reporting
- Upgrade existing financial systems to the latest platform versions
- Implement paperless pay stubs, an employee payroll information portal
- Assess and commence the implementation of an integrated payroll timekeeping system
- Update the citywide purchasing and fiscal policy
- Implement an integrated cash register
- Develop a long-term I.T. Master Plan
- Update the City's website and pursue other electronic civic outreach tools
- Develop a paperless agenda process and policies in concert with City Clerk.
- Update citywide phone systems
- Review and enhance performance measures
- Update the City investment policy in concert with the City Treasurer



City Treasurer

RESOURCES

Cost Category	ACTUAL 2012/13	BUDGET 2013/14	PROJECTED 2013/14	ADOPTED 2014/15	PLANNED 2015/16
SALARIES	13,648	14,515	16,070	15,470	15,940
BENEFITS	4,644	5,490	5,965	5,325	5,070
SUPPLIES & SERVICES	9,660	12,450	10,325	12,955	12,960
ALLOCATIONS	3,800	4,930	4,930	4,095	4,095
CAPITAL OUTLAY	-	-	-	-	-
TOTAL	31,752	37,385	37,290	37,845	38,065

POSITIONS	12/13	13/14	PROJECTED	14/15	15/16
ELECTED	1.00	1.00	1.00	1.00	1.00
FULL TIME	0.20	0.20	0.20	0.20	0.20
PART TIME	0.00	0.00	0.00	0.00	0.00
TOTAL	1.20	1.20	1.20	1.20	1.20

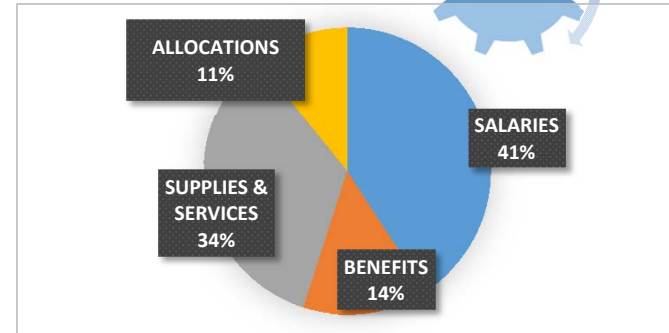
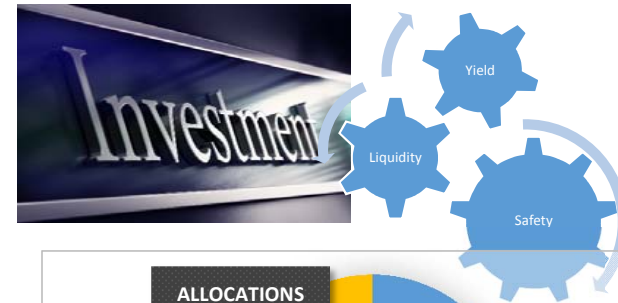
What We Do:

The treasury function is comprised of the City's elected treasurer position and allocated finance support staff. Its key role is to monitor banking relationships, cash balances and investment activities to ensure proper governing body reporting and oversight.

The City participates both in Statewide liquid investment pools and highly rated US government securities and bank securities of deposits.

The City Treasurer serves a four-year term and is voted upon at the City's General Municipal Election (March; odd-numbered years). The City Treasurer is responsible for investment of City funds and with assistance of staff, manages the City's daily cash flow needs.

The Treasurer is responsible for banking and custody service agreements and ensuring that investments conform to the City's adopted investment policy. Information on the City's investments can be found in the Notes to the City's Comprehensive Annual Financial Report.





The Sharper Pencil



CITY TREASURER					
3020	ACTUAL	BUDGET	PROJECTED	ADOPTED	PLANNED
Line Items	2012/13	2013/14	2013/14	2014/15	2015/16
40005 Salaries	13,648	14,515	15,690	15,470	15,940
41055 Regular Overtime	-	-	380	-	-
SALARIES	13,648	14,515	16,070	15,470	15,940
50080 Retirement	1,503	2,260	2,360	2,060	1,800
50085 Workers' Compensation	35	55	55	70	70
50090 Health Insurance	2,873	2,905	3,270	2,905	2,905
50091 Disability Insur	45	60	60	60	65
50095 Medicare	187	210	220	230	230
50097 Unemployment Insurance	-	-	-	-	-
BENEFITS	4,644	5,490	5,965	5,325	5,070
61105 Dues & Memberships	80	200	200	200	200
61120 Training	-	500	-	500	500
61125 Subscriptions	-	-	-	-	-
61130 Travel & Meetings	-	2,000	-	2,000	2,000
62215 Printing & Binding	-	-	-	-	-
62290 General Service	114	250	175	255	260
63320 Misc. Equip. Supplies	-	-	-	-	-
64480 Banking Services	9,466	9,500	9,950	10,000	10,000
SUPPLIES & SERVICES	9,660	12,450	10,325	12,955	12,960
66605 Insurance Allocations	3,800	4,930	4,930	4,095	4,095
ALLOCATIONS	3,800	4,930	4,930	4,095	4,095
TOTAL CITY TREASURER	31,752	37,385	37,290	37,845	38,065

What We Achieved:

- Reported all warrants and payments for the year on a timely and complete basis
- Provided quarterly interest earnings updates to Council
- Updated the annual investment policies
- Maintained a safe and diversified investment portfolio
- Incurred no realized investment principal losses
- Signed all City checks
- Received daily banking reporting

Goals:

- Update the FY 2014/15 investment policy
- Maintain a reasonable investment yield benchmark
- Continue to build and diversify the City's investment ladder
- Maintain periodic reporting to City Council:
 - Monthly Warrants
 - Monthly reconciled bank balances
 - Quarterly investment reports
- Continue to review City disbursements and check reviews
- Coordinate bank balance activity with finance staff
- Coordinate with independent auditors as needed
- Enhance web based current and historical reporting
- Develop effective performance measures



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