



**TO:** Elizabeth Pauli, City Manager  
**FROM:** Michael San Soucie, City Treasurer; Andy Cherullo, Finance Director  
**COPY:** Members of GPFC; D'Angelo Baker, Management Fellow; Susan Calderon, Assistant Finance Director/Controller  
**PRESENTER:** Michael San Soucie, City Treasurer  
**SUBJECT:** Informational Briefing on the City Treasurer's Office  
**DATE:** April 2, 2024

**PRESENTATION TYPE:**  
Informational Briefing

**SUMMARY:**  
The City Treasurer will provide an informational briefing on the operations of the City Treasurer's Office.

**BACKGROUND:**  
The City Charter Article VII, Sections 7.6 - 7.9 mandate that the City Treasurer is required to receive, retain and disburse all City revenue and to keep detailed records of these transactions for all departments and divisions of the City. The major operational areas of the City Treasurer's Office are:

- Payroll - Managing the payroll for over 3500+ City employees
- Investment Portfolio - Managing \$1.5 billion cash investment portfolio
- Debt Issuance & Debt Service Payments
  - Managing bond issuances &
  - Debt service payments on all City/Utility bonds
- Payment Card Industry (PCI) Compliance - Oversees the (PCI) Compliance Program
- Cash Management & Cash/Card Handling Training
  - Managing all incoming and outgoing money (cash, checks, credit cards, etc.)
  - Training and supporting all City departments on proper cash/card handling for receipt of payments
- Contracts - Managing contracts for banking, collections, armored courier services, and lockbox receipting services
- Billing & Payment Programs - Facilitating the following programs related to billing and payments:
  - Local Improvement Districts (LIDs) (this also involves bonds and debt service)
  - Business Improvement Areas (BIA)
  - Sewer Loans
  - Miscellaneous Receipts
- Reconciliation - Reconciling all funds going in and out of the City

**ISSUE:**  
This is an information briefing only. There are no issues.

**ALTERNATIVES:**  
This is an information briefing only. There are no alternatives presented.

**FISCAL IMPACT:**  
This is an information briefing only. There is no fiscal impact.

**RECOMMENDATION:**  
This is an information briefing only. There is no recommendation.