

## Chapter 2.16

### CITY TREASURER

(15-5/09, 265-11/23, 1935-11/74, 2052-5/76, 2991-4/89, 3008-8/89, 3507-10/01, 3718-8/05, 3751-11/06)

#### Sections:

- 2.16.010 Establishment
- 2.16.020 Powers
- 2.16.030 Duties
- 2.16.040 Appointment of subordinates
- 2.16.050 Funds

**2.16.010 Establishment.** There is hereby established a Department of City Treasurer.

**2.16.020 Powers.** The City Treasurer shall have the power to:

- (a) Receive on behalf of the City all taxes, assessments, license fees, and other revenues of the City, or for the collection of which the City is responsible, and receive all taxes or other money receivable by the City from the County, State, or Federal Governments, or from any court, or from any office, department, or agency of the City.
- (b) Have and keep custody of all public funds belonging to or under control of the City of any office, department, or agency of the City government and deposit or cause to be deposited all funds coming into his hands in such depository as may be designated by resolution of the City Council, or, if no such resolution be adopted, then in such depository designated in writing by the City Administrator, and in compliance with all of the provisions of the State Constitution and laws of the State governing the handling, depositing, and securing of public funds.
- (c) Pay out monies only on proper orders or warrants in the manner provided for in the City Charter.
- (d) Prepare and submit to the Finance Director monthly written reports of all receipts, disbursements, and fund balances, and shall file copies of such reports with the City Administrator and City Council. (3718-8/05, 3751-11/06)

**2.16.030 Treasurer - Duties.** The City Treasurer shall be the head of the City Treasurer's Department and shall be elected by the voters. The City Treasurer shall have the following duties:

- (a) Plans, organizes, directs, and coordinates all programs and activities of the City Treasurer's Department.
- (b) Determines and directs department policies, procedures, and organization.
- (c) Obtains quotes for the investment of funds under his or her control, authorizes purchases, maintains documentation, receives payments, schedules maturities, authorizes fund transfers, calculates and makes daily repurchase agreements, and establishes and maintains an Investment Policy pursuant to the California Government Code. (3507-10/01)
- (d) Establishes and controls all bank accounts, negotiates services and contracts with bank, makes daily deposits, handles returned checks and reconciliation thereof.
- (e) Collects monies owed to the City whether by tax, fee, charge, judgment, settlement or otherwise; utilizes letters, phone calls, and collection agencies as required; and may write off uncollectible items up to \$10,000 without further authorization, between \$10,000 and \$50,000 with the prior approval of the City Administrator and in excess of \$50,000 with City Council approval only. (3507-10/01, 3751-11/06)

- (f) Makes cash flow projections on a weekly and monthly basis.
- (g) Receives all City monies including taxes, fees, water, sewer and trash fees including oil well royalties and transient occupancy taxes. (3751-11/06)
- (h) Maintains all trusts, bonds, security agreements, and funds for the City including the filing, depositing, refunds and releases, letters of release, and inquiries relating thereto. (3751-11/06)
- (i) Prepares, submits, and administers the annual budget for his or her department. (3507-10/01, 3751-11/06)
- (j) Performs such other duties and has such other powers as the City Council may establish hereafter by resolution consistent with the City Charter. (3751-11/06)
- (k) Administer and enforce all Municipal Code regulations regarding the collection of monies owed to the City. (3507-10/01, 3751-11/06)

**2.16.040 Appointment of subordinates.** The City Treasurer, may, subject to the approval of the City Council, appoint such Deputy or Deputies to assist the City Treasurer, or to act for him or her, in carrying out the duties and responsibilities of this Chapter, at such salaries or compensation as the Council may by ordinance or resolution prescribe. (3507-10/01)

**2.16.050 Funds.** All funds previously created and/or designated by ordinance shall continue and be maintained until expressly eliminated or otherwise disposed of by ordinance.