

## *Article 5. City Treasurer*

### **Sec. 2-1.501. Creation and functions.**

The office of the City Treasurer is confirmed as provided in Sections 36501 and 36502 of the Government Code of the State. The City Treasurer shall perform those duties as are mandated by Sections 41001, 41002, 41003 and 41004, 53633 and 53646 of the Government Code of the State. The City Treasurer shall perform such other duties consistent with this Code as are required of him or her by action of the City Council. The City Treasurer shall not perform any function or duty of the Finance Director but shall have the oversight and reporting duties as indicated in Section 2-1.504 and 2-1.505.

(§ 1, Ord. 625, eff. October 5, 1996)

### **Sec. 2-1.502. Vacancies.**

In the event of a vacancy in the office of City Treasurer, the Finance Director shall assume and carry out the duties of the City Treasurer until the office is filled by appointment or election as called for in Section 36512(b) of the Government Code.

(§ 1, Ord. 625, eff. October 5, 1996)

### **Sec. 2-1.503. Compensation.**

The City Treasurer shall receive such compensation and expense allowance as the Council shall from time to time determine by resolution or ordinance. Such compensation shall be a proper charge against such funds of the City as the Council shall designate.

(§ 1, Ord. 625, eff. October 5, 1996)

### **Sec. 2-1.504. Coordination with Director of FinanceMonthly Treasurers Report.**

- (a) Any information needed by the City Treasurer from City records to shall complete at the monthly report described in Government Code Section 41004, shall be obtained from or through the Director of Finance or the City Manager and accounting of all receipts, disbursements, and fund balances of the City. At the time the Treasurer delivers the monthly report to the City Clerk, as required by Government Code Section 41004. Any information needed by the City Treasurer from the City records to complete this report shall be obtained through the procedures approved by the City Council, a copy of the report shall be delivered to the City Manager and to the Finance Director.
- (b) It shall be responsibility of the Treasurer to prepare, submit and present the report timely in accordance with the approved reporting procedures.
- (c) The City Manager and Finance Director have the right to review the report for accuracy prior to submission to City Council.
- (b) The City Treasurer shall coordinate all his or her activities relating to the rendering of financial reports and the City's investment policies with the Finance Director to insure that said reports accurately reflect the financial condition of the City.

(§ 1, Ord. 625, eff. October 5, 1996)

---

### **Sec. 2-1.505. Annual Investment policy Report.**

- (a) The Treasurer shall cooperatively prepare, in partnership with the City's investment consultants and Finance Department, an annual investment report to the City Council. The Treasurer, in cooperation with the Director of Finance, shall jointly make the quarterly and annual reports to the City Council, relating to the City investment policy, as required by Government Code Section 53646.
- (b) This report shall summarize the City's investment portfolio, performance relative to benchmarks, compliance with the City's Investment Policy, and outlook for the upcoming fiscal year. All investments of the funds and monies of the City shall require the approval of the City Council.
- (c) This report shall be prepared and submitted in accordance with the Council approved reporting procedures.  
(§ 1, Ord. 625, eff. October 5, 1996)

### **Sec. 2-1.506. Coordination with the City Manager.**

- (a) Except for work with the Finance Director mandated by the provisions of this article, the Treasurer will inform the City Manager of requests for information from any other officer or employee of the City, being sensitive to the work schedules and work loads when requesting such information, and shall confine such direct requests to the City Manager, the City Manager's designee or department heads.
  - (b) The City Treasurer shall advise and coordinate with the City Manager relating to Treasurer reports to be made during any regular or special meeting of the Council, in order to assure compliance with the agenda provisions of the Ralph M. Brown Act, Council agenda policies and other requirements of law.
- (§ 1, Ord. 625, eff. October 5, 1996)