

ORDINANCE NO. 01-24

**AN ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF ORANGE AMENDING
SECTIONS 2.26.010 OF THE ORANGE
MUNICIPAL CODE RELATED TO THE
DUTIES OF THE CITY TREASURER.**

**THE CITY COUNCIL OF THE CITY OF ORANGE DOES ORDAIN AS
FOLLOWS:**

SECTION I:

The subject Ordinance is not subject to the provisions of the California Environmental Quality Act (CEQA) because it is not a "project" as defined in Guideline 15378.

SECTION II:

Section 2.26.010, "Administration and Personnel – Department of the Treasury – Duties of City Treasurer" of the Orange Municipal Code is hereby amended to read as follows:

2.26.010 – Duties of City Treasurer

Department of the Treasury, supervised by the City Treasurer, who shall:

A. Carry out all responsibilities and duties required of the Treasurer in the California Government Code;

B. Carry out all responsibilities and duties assigned by ordinance or otherwise delegated by the City Council from time to time;

C. Under Section 2.45.020(B), the Finance Director shall receive, hold, deposit, disburse and account for the funds of the City. However, to the extent that any duties of the Treasurer involve the holding, safe-keeping or possession of any City Funds or accounts, or any funds intended to become City Funds:

1. Keep in proper books, a full and accurate account of all the monies received and disbursed by him or her on behalf of the City, specifying the time of receipt and disbursement, from who received and to who disbursed, and on what account received and disbursed, and how paid;

2. Make a daily settlement and reconciliation with the Director of Finance of the amounts received and paid out during the day for which settlement is being made. Once each month the City Treasurer shall balance and reconcile accounts with the Director of Finance, which monthly settlement shall show the balance to the credit of the several funds for which the Treasurer is responsible;

3. Make a detailed report to the Director of Finance, on the fifth business day of each month, as to the business of the office during the month preceding, showing the balance on hand to the credit of the different funds at the time of his or her last report, the amounts received during the month, and on what account, together with such other items and facts as the Director of Finance may require;

D. Immediately deposit to the City's account any funds received by the Treasurer which are not specifically required to be held by the Treasurer under subsections B or C above;

E. Submit to the City Attorney, for approval as to form, and then to the City Council for prior approval any and all agreements or contracts proposed by the Treasurer, other than acknowledgements, authorizations, and similar documents, in the normal course of municipal investment, necessary to the completion of individual investment transactions authorized under the City Council's adopted Statement of Investment Policy;

F. Be responsible for carrying out and complying with the City Council's Statement Policy. The Treasurer shall act in consultation with the Finance Director in making all investment decisions and shall be assisted by the Finance Director in carrying out the duties hereunder. Finance Department personnel who do not have responsibility for effecting investment transactions as designated by the Finance Director shall be responsible for maintaining internal audit controls on all cash management and investment activities in compliance with the City's Cash Investment Policy and generally accepted accounting practices. The Treasurer shall make all original investment, confirmation, audit and other records under the Treasurer's control available to the Finance Director or the Finance Director's designee for such purposes, who shall independently review, verify and confirm the accuracy of such records on a monthly basis.

SECTION III:

If any section, subdivision, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each section, subdivision, paragraph, sentence, clause and phrase thereof, irrespective of the fact that any one (or more) section, subdivision, paragraph, sentence, clause or phrase had been declared invalid or unconstitutional.

SECTION IV:

The City Clerk is hereby directed to certify the adoption of this Ordinance and cause the same to be published as required by law. This Ordinance shall take effect thirty (30) days from and after the date of its final passage.

ADOPTED this ____ day of _____, 2024.

Daniel R. Slater, Mayor, City of Orange

ATTEST:

Pamela Coleman, City Clerk, City of Orange

APPROVED AS TO FORM:

Mike Vigliotta, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE)
CITY OF ORANGE)

I, PAMELA COLEMAN, City Clerk of the City of Orange, California, do hereby certify that the foregoing Ordinance was introduced at the regular meeting of the City Council held on the ___ day of _____, 2023, and thereafter at the regular meeting of said City Council duly held on the ___ day of _____, 2023, was duly passed and adopted by the following vote, to wit:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

Pamela Coleman, City Clerk, City of Orange