

**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.**

~~[Pertinent Provisions Only]~~

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

**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. Serve as the Chairperson of the Investment and Audit Committee;~~

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

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

~~D. 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;

~~E.~~ 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;

~~F.~~ 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;

~~G.~~ 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.