



# City of Huntington Beach

## INTER-DEPARTMENT COMMUNICATION

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Robin Estanislau, City Clerk *RE*

**DATE:** April 4, 2023

**SUBJECT:** SUPPLEMENTAL COMMUNICATION FOR AGENDA ITEM NO. 13  
– ADOPTION OF ORDINANCE NO. 4288 RELATING TO THE DUTIES  
OF THE CITY TREASURER

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Errors found in Ordinance No. 4288 (attached) have been corrected, as shown below:

- Reference to “City Administrator” in section 2.16.030(e) has been changed to “City Manager”
- Reference to “2011” on the signature page now reads “2023”

If approved for adoption, the minutes will indicate “as amended by supplemental communication.”

Thank you.

**SUPPLEMENTAL  
COMMUNICATION**

Meeting Date: 4/4/2023

Agenda Item No.: 13 (23-293)

ORDINANCE NO. 4288

AN ORDINANCE OF THE CITY OF HUNTINGTON BEACH AMENDING  
CHAPTER 2.15 RELATING TO THE DUTIES OF THE FINANCE DEPARTMENT  
AND RE-ADDING CHAPTER 2.16 AS AMENDED RELATING TO  
THE DUTIES OF THE TREASURER

The City Council of the City of Huntington Beach does hereby ordain as follows:

SECTION 1. Section 2.15.030 of the Huntington Beach Municipal Code is hereby amended to read as follows:

**2.15.030 Director-Powers and duties.** The Chief Financial Officer shall be appointed by the City Manager. The Chief Financial Officer shall have the following powers and duties:

- (A) Direct, plan, organize and coordinate programs and activities of the Finance Department.
- (B) Establish and maintain a system of financial procedures, accounts and controls for the City government and each of its offices, officers, departments and agencies.
- (C) Provide direction for the control of all expenditures to insure that budget appropriations are not exceeded.
- (D) Manage the business license functions including the issuance of permits.
- (E) Direct and administer the City's centralized purchasing function with regard to procurement of all supplies, services and equipment for all City departments and agencies of the City.
- (F) Administration and enforcement of appropriate sections of Title 5 of the Huntington Beach Municipal Code relating to business licensing.
- (G) Administer and enforce all Municipal Code regulations including but not limited to:
  - (1) Huntington Beach Municipal Code Licensing Procedures (Chapter 5.08)
  - (2) Huntington Beach Municipal Code Natural Resource Production (Chapter 5.32)
  - (3) Transient Occupancy Tax (Chapter 3.28)
  - (4) Late Charges (Chapter 3.48)
  - (5) Service Connections (Chapter 14.08)

(6) Fees, Rates and Deposits (Chapter 14.12)

SECTION 2. Chapter 2.16 of the Huntington Beach Municipal Code is hereby reinstated in its entirety to read as follows:

Title: **CITY TREASURER**

**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 their 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 Manager, 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 or Chief Financial Officer monthly written reports of all receipts, disbursements, and fund balances, and shall file copies of such reports with the City Manager and City Council.

**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 Manager and in excess of \$50,000 with City Council approval only.
- (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.
- (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.

**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.

SECTION 4. This ordinance shall become effective 30 days after its adoption.

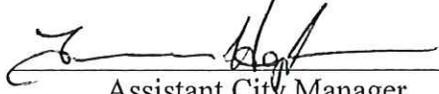
PASSED AND ADOPTED by the City Council of the City of Huntington Beach at a regular meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023,

\_\_\_\_\_  
Mayor

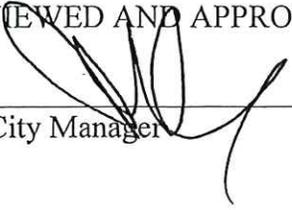
ATTEST:

\_\_\_\_\_  
City Clerk

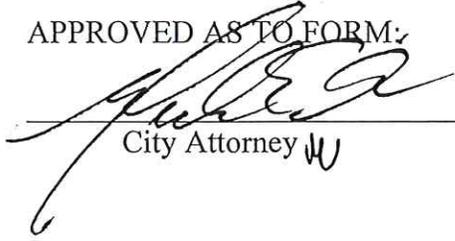
INITIATED AND APPROVED:

  
\_\_\_\_\_  
Assistant City Manager

REVIEWED AND APPROVED:

  
\_\_\_\_\_  
City Manager

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney

**LEGISLATIVE DRAFT**

**HBMC CHAPTER 2.16**

**CITY TREASURER**

**Sections:**

<b>2.16.010</b>	<b>Establishment</b>
<b>2.16.020</b>	<b>Powers</b>
<b>2.16.030</b>	<b>Duties</b>
<b>2.16.040</b>	<b>Appointment of Subordinates</b>
<b>2.16.050</b>	<b>Funds</b>

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- (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~~ their 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~~ Manager, 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.
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**LEGISLATIVE DRAFT**  
**HBMC CHAPTER 2.15**

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J.— ~~Makes cash flow projections on a weekly and monthly basis.~~

K.— ~~Receives all City monies including taxes, fees, water, sewer and trash fees including oil well royalties and transient occupaney taxes in furtherance of the City Treasurer's duties under the City Charter.~~

L.— ~~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~~