



City Treasurer's Department – Restore Charter Duties

City Council Meeting

March 21, 2023

Background

City Charter Section 311: City Treasurer Powers and Duties

Requires the City Treasurer to **receive** and **keep custody** of all funds of the City and **disburse** these funds properly.



Background

February 2011: Ordinance 3907– Purported to transfer certain Charter-mandated powers and duties from City Treasurer to Finance Department

City Charter is the fundamental law of the City thus any Ordinance in conflict with the City Charter is void

January 17, 2023: City Council approved H-Item request - Repeal Ordinance 3907 related to the City Treasurer's Charter powers and duties



Recommendation

Restore Charter-mandated responsibilities of City Treasurer by:

1. Restore reporting of cashiering and collections to City Treasurer's Department
2. Two additional FTE :
 - Deputy City Treasurer (cost offset by deleting .5 PT Position)
 - 1 Accounting Technician (replace 2 part-time)
3. City Treasurer: Part-time to Three-quarter time
4. Appropriate: \$75,000 for fiscal year 2022 – 2023
 \$300,000 annually

Costs shown are partially offset by deletion of part-time Office Specialist position



Rationale

1. Comply with City Charter
2. Enhance Internal Controls / Checks and Balances
3. Improve Efficiency / Decrease City Expenses
 - Merchant Card Fee Recapture
 - Increase Electronic Payments
 - Improve Collection of delinquent items
4. Potential Revenue Increases
 - Audit Existing Short-term Rental Program
 - Improve Cash Flow Reporting = Enhanced Investing



COMMENTS/ QUESTIONS

