

ORDINANCE NO. 773

AN ORDINANCE OF THE TOLEDO CITY COUNCIL, CREATING AN APPOINTIVE OFFICE OF CITY TREASURER, AND ESTABLISHING DUTIES, COMPENSATION, HOURS, AN EFFECTIVE DATE AND SEVERABILITY AND REPEALING ALL ORDINANCES IN CONFLICT HEREWITH

WHEREAS, the City of Toledo, Washington (the “City”) is a Code City under the laws of the State of Washington; and

WHEREAS, pursuant to RCW 35A.11.020, the City Council has: (i) the power to organize and regulate the City’s internal affairs; (ii) the power to define the functions, powers, and duties of the City officers and employees; (iii) the power to fix the compensation and working conditions of such officers and employees; and (iv) the power to adopt and enforce ordinances of all kinds relating to and regulating the City’s municipal affairs; and

WHEREAS, pursuant to RCW 35A.12.020, the City has the power and authority to create the Office of City Treasurer by way of Ordinance; and

WHEREAS, the City desires to create the office of City Treasurer;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TOLEDO, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Office Created. The City does hereby create the appointive office of City Treasurer.

Section 2. Appointment. The Mayor is authorized to appoint a qualified person, as determined by the laws of the State of Washington, to the office of City Treasurer. The Mayor’s appointment of City Treasurer shall be subject to confirmation by the City Council.

Section 3. Removal. The appointed City Treasurer may be removed from office at any time without cause by the Mayor. The Mayor’s removal of City Treasurer shall be subject to confirmation by the City Council. Without the consent of the Mayor, the City Council may remove the City Treasurer from office upon the unanimous consent of the City Council.

Section 4. Compensation. The Compensation of the City Treasurer shall be set by the City Council on an annual basis, as part of the City’s annual budget.

Section 5. Duties. The City Treasurer shall be subject to the supervision of the Mayor. The City Treasurer shall: (i) exercise all the powers and perform all the duties and obligations required by statute or ordinance to be performed by the City Treasurer, including such general duties and obligations of a treasurer as defined in RCW 35A.42.010 and RCW 35A.12.020, and including the following:

1. Coordination and supervision of all City activities related to finance, accounting budgeting, and related financial policy transactions: and
2. Develop, implement, and administer the City’s annual budget; and
3. Administer annual audit functions; and
4. Administer City banking, investment, and debt policies; and
5. Manage the City’s finances to provide for bonded debt service for general obligation bonds, revenue bonds, and local improvement district bonds; and
6. Prepare and maintain financial, accounting, audit, and related records, reports, documents, correspondence, databases projections, and information files; and

7. Provide financial and accounting services and expertise of other City departments and agencies; and
8. Develop and implement department policies and procedures; and
9. Perform complex accounting procedures to reconcile City accounts and financial records with outside state and federal agencies, banks and financial institutions, and regulatory agencies; and
10. Provide financial reports, audits, and financial assistance as requested; and
11. Maintain official records for the City in role as City Treasurer; and
12. Manage special projects and programs as assigned by the Mayor; and
13. Perform all work duties and activities in accordance with City policies, procedures, and safety practices.
14. Attend regular and special Council meetings as needed, and other commission meeting as directed by the Mayor; and
15. Perform administrative functions as necessary.

Section 6. Hours. The office of the City Treasurer shall be kept open for the transaction of business during the normal operating hours of City Hall, or as established by the City Council by way of resolution.

Section 7. Effective Date. This Ordinance shall take effect five (5) days after the passage and publication of an approved summary thereof consisting of the title.

Section 8. Conflict. Any Ordinance in conflict with the provision of this Ordinance is, to the extent of such conflict, hereby repealed.

Section 9. Severability. Should any section, subsection, paragraph, sentence, clause, or phrase of the Ordinance be found unconstitutional or invalid for any reason, such finding shall not affect the validity of the remaining portion of the ordinance.

PASSED by the City Council of the City of Toledo, Washington, and **APPROVED** by its Mayor at a regularly scheduled open public meeting thereof this 4th day of April 2022.

Steve Dobosh, Mayor

Attest:

City Clerk

Buzzard O'Rourke – City Attorney

Passed First Reading:

Passed Second Reading:

Publication Date:

Effective Date: