

ORDINANCE NO. 20-OR0062-1

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OCEANSIDE AMENDING CHAPTER 2, ARTICLES IV AND X OF THE OCEANSIDE CITY CODE BY STRIKING OUTDATED REFERENCES TO THE ADMINISTRATIVE SERVICES DEPARTMENT AND DIRECTOR

WHEREAS, in January 1998, the Oceanside City Code was updated to change the word “finance” to “administrative services” throughout Chapter 2. This section of the Code established a central department for the uniform processing and development of all fiscal, accounting and budgeting functions of the administration of the City of Oceanside; and

WHEREAS, following the 1998 amendments to the City Code, a Personnel Department was established. Additionally, the information systems and risk management functions of the former Administrative Services Department were part of the City Manager’s Office for several years and are currently part of the Human Resources Department. The City has not had an Administrative Services Department or Director for many years; the fiscal, accounting and budgeting functions are part of the Financial Services Department under the direction of the Financial Services Director; and

WHEREAS, Chapter 2 of the Oceanside City Code should be amended to reflect the current structure of city government;

NOW, THEREFORE, the City Council of the City of Oceanside does ordain as follows:

SECTION 1. Oceanside City Code Chapter 2, Article IV, Sections 2.18, 2.18.2, and 2.50 are amended as follows:

**2.18. Duties**

The authority of the city council to invest or reinvest city funds is delegated to the city treasurer, subject to annual review and renewal by the city council, pursuant to Section 53607 of the California Government Code. The city treasurer shall have the duty to enforce the investment policy of the city as may be adopted from time to time by the city council. The city council shall review the city's investment policy during its consideration of the annual budget. The city treasurer shall have the duty to recommend additions, deletions or modifications to the investment policy for consideration by the city council. The city treasurer shall perform those duties established by the general laws of the state relating to the management and investment of city money. The city treasurer shall have no duty to collect city taxes or license fees or to perform any function of the director of the financial services department established pursuant to sections 2.55 through 2.58 of this Code.

1       **Section 2.18.2. - Cooperation between the city treasurer and director of financial**  
2       **services department.**

3       The city treasurer and director of financial services shall cooperate in order to assure the  
4       prudent management of the city's fiscal resources.

5       **Section 2.50. - Fiscal responsibility ordinance.**

6       The provisions of uncodified Ordinance Number 84-19 apply to the issuance of public  
7       debt as defined in that ordinance where the debt service is repaid from city general fund  
8       monies and federal general revenue sharing monies ("city funds" as defined in that  
9       ordinance) and the amount of the public debt with respect to any one project subject to  
10      that ordinance exceeds the "authorized debt limit" as defined in that ordinance. For 1997  
11      the authorized debt limit is four million seven hundred fifty-four thousand seven  
12      hundred sixty-two dollars (\$4,754,762.00). In January of each year, the city treasurer  
13      shall calculate and report to the director of financial services the authorized debt limit to  
14      be used during that year for the purposes of Ordinance Number 84-19.

15      SECTION 2. Oceanside City Code Chapter 2, Article X, Sections 2.55 through 2.60 are  
16      amended as follows:

17      **Section 2.55. - Established; purpose; when effective.**

18      There is hereby established a department of financial services in order to establish a  
19      central agency for the uniform processing and development of all fiscal, accounting and  
20      budgetary functions of the administration of the City of Oceanside. This department  
21      shall carry out the fiscal accounting and budgetary functions of the City of Oceanside  
22      from and after March 1, 1972.

23      **Section 2.56. - Office of director of financial services created; appointment.**

24      There is hereby created and established the office of director of financial services of the  
25      City of Oceanside. The director of financial services shall be appointed by the city  
26      manager in accordance with the personnel ordinance and regulations.

27      **Section 2.57. - Duties of the director of financial services.**

28      The duties imposed upon the city clerk pursuant to the provisions of Sections 37201  
    through 37208, inclusive, and Sections 40802 through 40805, inclusive, of the California  
    Government Code are transferred to and vested in the director of financial services as  
    authorized by Sections 37209 and 40805.5 of the Government Code. The city council  
    reserves the right, from time to time, by resolution to prescribe different or additional  
    methods of drawing warrants and checks. For the purposes of this Code, or any  
    resolution or other action implementing this Code, the director of financial services shall  
    be conclusively deemed to be a director of finance as that term may appear in any

1 general law. In addition to the duties imposed with respect to financial affairs, the  
2 director of financial services may supervise other activities assigned by the city manager  
3 to the financial services department, including, but not limited to centralized purchasing.

4 **Section 2.58. - Duties, responsibilities, functions of director of financial services.**

5 The director of financial services shall have those duties imposed by the provisions of  
6 the Government Code and such duties as are imposed by ordinance or resolution of the  
7 city council of the City of Oceanside.

8 The director of financial services shall have charge of the administration of all financial  
9 affairs of the city, subject to the control, and under the direction of the city manager. The  
10 director of financial services shall be the accounting officer of the city and shall maintain  
11 a general accounting system and records reflecting the financial condition of the city. He  
12 or she shall prepare and present to the city council and to other agencies all financial  
13 reports required by law, ordinance or by the direction of the city council or city manager.  
14 The director of financial services shall be responsible for the preparation of quarterly  
15 financial statements to the city manager and City Council.

16 The director of financial services shall perform such other duties as hereinafter may be  
17 imposed upon him or her by state law or by ordinance, resolution, or motion of the city  
18 council. He or she shall assist the city manager in all financial and budgetary matters as  
19 well as any other financial matter when ordered and directed to do so by the city  
20 manager.

21 The director of financial services, under the jurisdiction of the city manager, shall:

- 22 (a) Direct the administration of the financial affairs of the city.
- 23 (b) Compile the budget expenses and income estimates for the city manager.
- 24 (c) Maintain and supervise a general accounting system for the city government and  
25 each of its officers, departments and agencies.
- 26 (d) Assume and perform all municipal functions and duties relating to the payment of  
27 invoices, charges, purchase orders against the city, including payrolls to ensure that  
28 budget appropriations are not exceeded.
- (e) Prepare and submit to the city manager quarterly financial statements, of the city  
as well as an annual statement and report of the financial condition of the city.

**Section 2.59. - Compensation of director of financial services.**

The director of financial services, upon his or her appointment, shall receive such  
compensation as set forth, and adopted by the city council, in the executive salary  
schedule and compensation plan for unrepresented employees pertaining to his or her  
position.

**Section 2.60. - Faithful performance bond.**

1 Before commencing any duties of office, the director of financial services and any  
2 employee of the financial services department responsible for the collection, payment or  
3 management of money shall post a faithful performance bond payable to the city in an  
4 amount determined by resolution of the city council. This bond may be a master bond  
5 providing coverage for more than one officer, employee or agent of the city pursuant to  
6 Section 1481 of the California Government Code. The cost of the premium on the bond  
7 shall be a charge against the general fund of the city.

8 SECTION 3. The City Clerk of the City of Oceanside is hereby directed to publish this  
9 ordinance, or the title hereof, as a summary, pursuant to state statute, once within fifteen (15)  
10 days after its passage in a newspaper of general circulation published in the City of Oceanside.

11 SECTION 3. This ordinance shall take effect and be in force on the thirtieth (30<sup>th</sup>) day  
12 from and after its final passage.

13 SECTION 4. Severability.

14 If any section, sentence, clause or phrase of this Ordinance is for any reason held to be  
15 invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision  
16 shall not affect the validity of the remaining portions of this Ordinance. The City Council  
17 hereby declares that it would have passed this Ordinance and adopted this Ordinance and each  
18 section, sentence, clause or phrase thereof, irrespective of the fact that any one or more section,

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26 subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

27 INTRODUCED at a regular meeting of the City Council of the City of Oceanside,  
28 California, held on the 22nd day of January, 2020, and, thereafter,

1 PASSED AND ADOPTED at a regular meeting of the City Council of the City of  
2 Oceanside California, held on the 5th day of February, 2020, by the following vote:

3 AYES: WEISS, FELLER, KEIM, RODRIGUEZ, SANCHEZ

4 NAYS: NONE

5 ABSENT: NONE

6 ABSTAIN: NONE

7 /s/ Peter Weiss  
MAYOR OF THE CITY OF OCEANSIDE

8 ATTEST:

APPROVED AS TO FORM:

9 /s/ Zeb Navarro  
10 CITY CLERK

/s/ John Mullen  
CITY ATTORNEY