

ORDINANCE NO. 2452

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, AMENDING SECTION 2.16.020 OF CHAPTER 2.16 TO TITLE 2 OF THE MONTEBELLO MUNICIPAL CODE UPDATING THE DUTY OF DIRECTOR OF FINANCE TO PREPARE CERTAIN FINANCIAL REPORTS

RECITALS

WHEREAS, the City of Montebello is a general law city under California Government Code Section 34102; and

WHEREAS, Article XI, Section 7 of the California Constitution provides that the City of Montebello ("City") may make and enforce within its limits all local, police, sanitary, and other ordinances and regulations not in conflict with general laws; and

WHEREAS, the Finance Department is responsible for a broad range of activities, including management of revenue operations of the City, as well as accounting for the City's major revenue streams, such as sales tax and property tax; and

WHEREAS, the Finance Department is responsible for the overall administration of the City's Accounts Payable, Payroll, Accounts Receivable, Information Technology and Purchasing Divisions; and

WHEREAS, the duties of the Director of Finance include, but are not limited to, compiling the budget expense and income estimates for the City Manager, maintaining a general accounting system for the City government and each of its officers, departments and agencies, supervise the keeping of current inventories of all City property and to supervise and be responsible for the disbursement of all moneys and audit of all expenditures; and

WHEREAS, the Director of Finance also has a duty to prepare and present to the City Council through the City Manager certain financial reports; and

WHEREAS, the City Council desires to amend the Montebello Municipal Code to establish a general schedule for, and to specify the types of, financial reports to be prepared by the Director of Finance and presented to the City Council through the City Manager.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The City Council for the City of Montebello finds and declares the foregoing are true and correct, and incorporates said recitals fully into this Ordinance as substantive findings.

SECTION 2. Section 2.16.020 "Powers and Duties" of Chapter 2.16 "Director of Finance" is hereby amended to read as follows (deletions in strikethrough and additions in double underline)::

Chapter 2.16 – DIRECTOR OF FINANCE

2.16.010 Office Established
2.16.020 Powers and Duties

2.16.010 Office Established

There is created and established the office of director of finance, sometimes referred to in this code as "finance officer." The office of director of finance may be combined with any other office or position not inconsistent therewith.

2.16.020 Powers and Duties

The director of finance shall be the head of the finance department of the city, and shall have the power and shall be required to:

- A. Have charge of the administration of the financial affairs of the city under the direction of the city manager;
- B. Compile the budget expense and income estimates for the city manager;
- C. Maintain a general accounting system for the city government and each of its officers, departments and agencies;
- D. Supervise and be responsible for the disbursement of all moneys and audit of all expenditures to insure that budget appropriations are not exceeded; audit all purchase orders before issuance; to insure that sufficient funds are appropriated and available; audit and approve before payment all bills, invoices, payrolls, demands or charges against the city government and with the advice of the city attorney, when necessary determine the regularity, legality and correctness of such claims, demands or charges; prepare and submit to the city council periodically a register of audited demands with his/her affidavit attached thereto as provided in Section 37202 of the Government Code;
- E. Submit to the city council through the city manager the following reports: a monthly statement of all receipts and disbursements in sufficient detail to show the exact financial condition of the city; and, as of the end of each fiscal year, submit a complete financial statement and report;
 - i. Monthly reports of disbursements and payments (i.e., warrant register) and required Treasury reports of the city; and
 - ii. Quarterly budget projections; and
 - iii. One annual comprehensive financial statement and report of the exact financial condition of the city at the close of the fiscal year; and

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iv. Such other financial reports as may be requested by the city manager or required by law.

- F. Supervise the keeping of current inventories of all property of the city by all city departments, offices and agencies;
- G. Perform all the financial and accounting duties heretofore imposed upon the city clerk, and the city clerk shall be relieved of such duties including all such duties imposed upon the city clerk by Section 40802 through 40805 of the Government Code of the state.
- H. Perform such other duties as may be imposed upon him/her by law or by this code.

SECTION 4. If any part of this Ordinance, or its application to any individual, entity, or circumstance, is held to be invalid, the remainder of the Ordinance, including the application of provisions to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Ordinance are severable.

SECTION 5. This Ordinance shall become effective thirty (30) days after adoption.

SECTION 6. The City Clerk shall certify to the adoption of this Ordinance causing it to be posted as required by law.

APPROVED AND ADOPTED 14th day of September 2022.


Kimberly A. Cobos-Cawthorne, Mayor

ATTEST:


Christopher Jimenez, City Clerk

APPROVED AS TO FORM:


Arnold M. Alvarez-Glasman, City Attorney

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I HEREBY CERTIFY that the foregoing Ordinance was introduced at the regular meeting of the City Council on the 24th day of August 2022, and was adopted by the City Council of the City of Montebello at its meeting held on the 14th day of September 2022 by the following vote:

AYES: Jimenez, Melendez, Cobos-Cawthorne

NOES: Torres, Peralta

ABSENT:

ABSTAIN:



Christopher Jimenez, City Clerk