

REPORT TO CITY COUNCIL

DATE: NOVEMBER 9, 2011

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER

BY: NATHAN HAMBURGER, ASSISTANT CITY MANAGER

**SUBJECT: REQUEST FOR APPROVAL OF RESOLUTION 11-1654;
ESTABLISHING THE POSITION, CURRENT DUTIES, AND
COMPENSATION OF CITY TREASURER, AND AFFIRMING THE
APPOINTMENT OF CANDIS L. HONG AS CITY TREASURER**

Following the passing of the City's long-standing Treasurer, Lily Ruff, the City Council directed staff to begin the recruitment process for a new City Treasurer. Staff advertised the opportunity through various media outlets, including the Acorn, email blasts, direct mailers, and via the website, and Patch.com. Following the recruitment, the Finance Committee and a panel of staff, including the City Manager, interviewed the top applicants. Although both applicants possessed strong attributes, the selection and recommendation to affirm the appointment of Candis L. Hong is being presented to the City Council. Mrs. Hong recently retired from the City of Thousand Oaks where she served for 19 years as the Director of Finance/City Treasurer, and retired as the Assistant City Manager. Mrs. Hong holds a Bachelor of Science in Business Administration, with a focus in Accounting, and is active in local non-profit organizations throughout the Conejo Valley. She has thirty years of municipal finance experience and is familiar with our community and its goals and vision.

The City Treasurer serves on an as-needed basis and on a monthly basis, reviews financial statements and records, as well as reviews and advises on the City's investments. This appointed position also serves as a member of the City's Finance Committee and insures the City is in compliance with State and Federal laws regarding investments and reporting.

The Interim City Treasurer position has been held by the Assistant City Manager. During this time, certain aspects of the position were reviewed and adjusted, including utilizing Chandler Asset Management to administer and assist in the City's investments, which in the past had been handled by the Treasurer. Due to this change and the need to update the City Treasurer job description, staff is recommending the adoption of Resolution 11-1654, which will formally update and adopt the duties and classification of the City Treasurer position.

Although the City's municipal code authorizes the City Manager to appoint the City Treasurer, this affirmation is being brought forth so that the City Council and the community at large are aware of the individuals that assist in keeping Agoura Hills the great community that it is.

RECOMMENDATION

The Finance Committee respectfully recommends the City Council approve Resolution No. 11-1654; establishing the position, current duties, and compensation of the City Treasurer and affirm the City Manager's appointment of Candis L. Hong to serve as the City Treasurer.

Attachment: A) Resolution No. 11-1654
 B) City Treasurer Job Description

RESOLUTION 11-1654

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ESTABLISHING THE POSITION, CURRENT DUTIES, AND COMPENSATION OF CITY TREASURER.

THE CITY COUNCIL OF THE CITY OF AGOURA HILLS HEREBY FINDS, RESOLVES, AND ORDERS AS FOLLOWS:

SECTION 1. The classification of City Treasurer is hereby adjusted to reflect the current duties and responsibilities.

SECTION 2. The City Treasurer serves as an appointed position that will assist in oversight of the City's financial statements and records and serves at the appointment of the City Manager.

SECTION 3. The compensation for the City Treasurer remains equal to the previous classification of Treasurer at \$300 per month.

PASSED, APPROVED, AND ADOPTED this 9th day of November, 2011, by the following vote to wit:

AYES: (0)
NOES: (0)
ABSENT: (0)
ABSTAIN: (0)

Harry Schwarz, Mayor

ATTEST:

Kimberly M. Rodrigues, MMC
City Clerk

CITY OF AGOURA HILLS

CITY TREASURER

DEFINITION

Under broad direction and general supervision of the City Council, the City Treasurer plans, and organizes the activities of the Treasury functions of the City. The City Treasurer is a position appointed by the City Manager with approximately five (5) hours of anticipated service per month.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

1. Reviews and advises on the investments of the City's fiscal resources in compliance with the City's Investment Policy;
2. Reviews prepared statements and reports on the City's financial position to the City Council and general public;
3. Signs warrants and paychecks;
4. Assists in reviewing the City's banking needs and contracts;
5. Serves as a member of the Finance Committee;
6. Ensures the City is in compliance with all State and Federal laws regarding financial investments and reporting;
7. Annually receives and provides recommendations on the City's investment policy to both the Finance Committee and the City Council;
8. Assumes personal responsibility for ensuring the duties of the position are performed in a safe and efficient manner;
9. Reviews bank reconciliations and checks for internal control compliance;
10. Performs other duties as required.

Education and / or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include a Bachelor's degree from an accredited college or university, with major course work in accounting, finance, public administration, business administration, or related field and ten years of experience in investing in compliance with the California State Code.

Knowledge, Skills, and Abilities

Considerable knowledge of the principles and practices of financial record keeping, banking; State and City laws and ordinances pertaining to financial administration of municipal government; principals or computer technology and systems analysis; governmental accounting, and budgeting and investment management practices within a municipal environment; analyze fiscal data and draw logical conclusions; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships.

Physical Demands

While performing the duties of this class, the employees is regularly required to sit, talk, or hear, both in person or on the telephone, and operate standard office equipment. The employee is frequently required to stand and walk. Specific vision abilities required by the position include: close vision, color vision and ability to focus.

Mental Demands

While performing the duties of the class, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; interact with City staff and other organizations; and deal with customer relations.

Work Environment

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Although the City Treasurer will perform some work at home, attendance at committee meetings and Council meetings will require time spent in a typical office environment. The noise level of the office work environment is usually quiet.

Licenses/Certificates

Possession of a Class C California driver's license and a satisfactory driving record is required.