



## **City Treasurer Vacancy**

### **Notice of Intention to Fill a Vacancy for the City Treasurer by Appointment**

Notice is hereby given that the City of Redlands is accepting applications for appointment as the City Treasurer to fill a vacancy.

The appointee will hold office until the next General Municipal Election being held in November 2024. Therefore, the term of the City Treasurer seat is from the date of appointment to the date of the swearing-in of a newly elected City Treasurer, which will occur in December 2024.

Applicants must reside in Redlands, be 18 years of age and a registered voter of the City of Redlands and otherwise qualified to vote for this office at the time of appointment.

Applicants may obtain application packets online at [www.cityofredlands.org](http://www.cityofredlands.org) or at the office of the City Clerk.

Original application must be received by **5:00 PM, Monday, June 5, 2023**. No postmarks or faxes will be accepted. Only fully completed application packets will be accepted.

To be considered for the appointment, all applicants must attend a City Council meeting anticipated to be held on **Thursday, June 8, 2023, at 6:00 p.m. in the City Council Chambers, 35 Cajon Street, Redlands, California**. This date is subject to change. Applicants will be notified of any date change.

Applicants will be allowed five (5) minutes each to make a presentation to the City Council regarding his/her interest, background and qualifications for serving as the City of Redlands Treasurer. Upon completion of their presentations, applicants may receive questions from members of the City Council.

Please note that all deliberations will be conducted in open session and will comply with the requirements of the Brown Act.

It is the City Council's intent to make an appointment at a Special City Council meeting to be held on Thursday, June 8, 2023, at 6:00 p.m. However, as noted above, this date is subject to change.

- Application Period: 12 Noon on Monday, May 22  
Through 5:00 PM Monday, June 5, 2023
- Application packets are available from: City Clerk's Office  
City of Redlands  
35 Cajon St., Suite 4  
Redlands, CA 92373  
Or on the City website: [www.cityofredlands.org](http://www.cityofredlands.org)
- Completed original application packet must be returned to:  
(no postmarks or faxes accepted): City Clerk's Office  
City of Redlands  
35 Cajon St., Suite 4  
Mailing address: P.O. Box 3005  
Redlands, CA 92373-1505
- Application Deadline: 5:00 PM on Monday, June 5, 2023
- The City takes no responsibility for application materials sent but not received by the stated deadline.
- All applications and accompanying materials are considered public information.

Statutory duties of the City Treasurer as defined by California Government Code Section 41001-41007 are as follows:

- The City Treasurer shall receive and safely keep all money the treasurer receives.
- The City Treasurer shall comply with all laws governing the deposit and securing of public funds and the handling of trust funds in his possession.
- The City Treasurer shall pay out money only on warrants signed by legally designated persons.
- Regularly, at least once each month, the City Treasurer shall submit to the City Clerk a written report and accounting of all receipts, disbursements, and fund balances. He shall file a copy with the legislative body.
- The City Treasurer shall perform such duties relative to the collection of City taxes and license fees as are prescribed by ordinance.
- The City Treasurer may appoint deputies.
- The deputies shall hold office at the pleasure of the City Treasurer and receive such compensation as is provided by the legislative body.