

## **2-5 CITY TREASURER.**

### **2-5.1 Duties.**

Pursuant to Government Code Section [41,001](#) et seq., the duties of the City Treasurer of the City of Clearlake shall be as follows:

- a. The City Treasurer shall receive and safely keep all money coming into his hands as Treasurer.
- b. He shall comply with all laws governing the deposit and securing of public funds and the handling of trust funds in his possession.
- c. He shall pay out money only on warrants signed by legally designated persons.
- d. The Treasurer shall prepare a written report and accounting of all receipts, disbursements, and fund balances as of the last day of each month. The reports shall be submitted to the City Clerk on or before the tenth day of the following month. The Treasurer shall also file a copy with the City Council for their acceptance at the next regularly scheduled Council meeting. (Ord. #6, S1)

### **2-5.2 Appointment of Deputies.**

The City Treasurer may appoint deputies for whose acts he and his bondsmen are responsible. The deputy shall hold office at the pleasure of the City Treasurer and receive such compensation as is provided by the legislative body. (Ord. #6, S2)

### **2-5.3 Vacancy of Office.**

Whenever a vacancy shall occur in the office of City Treasurer, whether by resignation, removal for cause, death, or other disability, the City Manager is automatically appointed to fill the vacancy temporarily until a successor is appointed or elected, unless he is already acting as Clerk or Treasurer, in which case the Planning Director shall fill the vacancy.

- a. The City Council shall take the action specified by this section to fill any vacancy occurring in the office of City Treasurer. The Council shall fill the vacancy within thirty (30) days from the commencement of the vacancy, either by appointment or call a special election to fill the vacancy. Such special election shall be held on the next regularly established election date not less than ninety (90) days from the call of the special election. A person appointed or elected to fill a vacancy holds office for the unexpired term of the former incumbent.

b. If the vacancy is to be filled by election, the City Council shall follow the procedure for special elections in the [Elections Code](#). The City Council will not normally schedule a special election to fill a vacancy where the unexpired term is less than one (1) year and need not do so in any case. (Ord. #17; Ord. #2012-153)

---

---

**The Clearlake Municipal Code is current through Ordinance 282-2025, and legislation passed through September 18, 2025.**

Disclaimer: The City Clerk's Office has the official version of the Clearlake Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.clearlake.ca.us](http://www.clearlake.ca.us)

[Hosted by General Code.](#)