



CITY OF CAPITOLA
420 Capitola Avenue
Capitola, CA 95010
(831) 475-7300
FAX (831) 479-8879

APPLICATIONS FOR APPOINTMENT TO: Capitola City Treasurer

NOTICE IS HEREBY GIVEN, that pursuant to Government Code Section 36512 the Capitola City Council is seeking applications from registered voters of the City of Capitola to fill the unexpired term of the Elected City Treasurer. The term of the City Treasurer appointment will be from September 2013 to December 2016.

The previous City Treasurer was elected to a seat on the City Council and vacated her position effective July 15, 2013. The Government Code provides that an appointment would need to be made within 60 days from the commencement of the vacancy, by September 12, 2013.

The City Council will review applications received and has scheduled consideration of the appointment at its Regular Meeting to be held on September 12, 2013. Attached to this Notice is an application and general information regarding the duties of the Elected City Treasurer. Additional information can be obtained by contacting the City Clerk, Susan Sneddon, at 475-7300.

APPLICATION DEADLINE: Friday, August 30, 2013

Applications may be obtained from the Receptionist at Capitola City Hall, or by calling 475-7300 and requesting an application be sent. **An application can also be obtained on the City's Website at: <http://www.cityofcapitola.org/>**

I, Susan Sneddon, City Clerk of the City of Capitola, California, hereby certify that the above Notice was posted on July 29, 2013.

Attachment: City Treasurer duties pursuant to Government Code § 41001-41007

Dated: July 29, 2013

Susan Sneddon, CMC
City Clerk

ATTACHMENT 1

CITY TREASURER POWERS AND DUTIES CALIFORNIA GOVERNMENT CODE § 41000 TO 41007

41001. The city treasurer shall receive and safely keep all money coming into his hands as treasurer.

41002. He shall comply with all laws governing the deposit and securing of public funds and the handling of trust funds in his possession.

41003. He shall pay out money only on warrants signed by legally designated persons.

41004. 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.

41005. The city treasurer shall perform such duties relative to the collection of city taxes and license fees as are prescribed by ordinance.

41006. The city treasurer may appoint deputies for whose acts he and his bondsmen are responsible.

41007. The deputies shall hold office at the pleasure of the city treasurer and receive such compensation as is provided by the legislative body.

