



City of San Leandro

Meeting Date: July 20, 2015

Staff Report

File Number: 15-433 **Agenda Section:** CONSENT CALENDAR

Agenda Number: 8.K.

TO: City Council

FROM: Chris Zapata
City Manager

BY: David Baum
Finance Director

FINANCE REVIEW: David Baum
Finance Director

TITLE: Staff Report for Resolutions Updating the Designation of Persons Authorized to Make Financial Transactions and Investments of Funds

RECOMMENDATIONS

It is recommended the following four resolutions be approved to:

- 1) Designate certain depositories and authorize City officials to remit money in the City treasury to the State Treasury for deposit in the Local Agency Investment Fund (LAIF);
- 2) Designate signatures on City checks and authorize persons to make fund transfers by telephone or wire;
- 3) Authorize Successor Agency of the Redevelopment Agency of the City of San Leandro officials to remit monies into the State Treasury for deposit and withdrawal in the Local Agency Investment Fund (LAIF); and
- 4) Authorize Economic Development Agency (EDA) officials to remit EDA monies into the State Treasury for deposit and withdrawal in the Local Agency Investment Fund (LAIF).

BACKGROUND

With the appointment of Assistant Finance Director, Will Fuentes, it is necessary to update the authority for depositing funds into certain depositories and to conduct deposit or withdrawal transactions with the City's and Agencies' LAIF accounts.

Will Fuentes will be added, and Carlota Rodriguez will be removed, as authority for deposit and withdrawal transaction activity with the City's LAIF accounts for the Economic Development Agency and the Successor Agency of the Redevelopment Agency of the City of San Leandro.

The San Leandro City Charter provides that all City checks be authenticated by the signatures of one designated person in the City Manager's Office (Chris Zapata) and one designated person in the Finance Department (David Baum). Lianne Marshall from the City Manager's Office and Will Fuentes from the Finance Department will serve as backup alternates. These individuals will be authorized to initiate fund transfers by telephone or wire instruction for the conduct of City business and with the State of California.

The addition of Will Fuentes, and removal of Carlota Rodriguez, Deputy Finance Director, as authorized staff member with access to City and Agency accounts, will insure deposits and withdrawals can be made in a timely manner.

Current Agency Policies

- The San Leandro City Charter, Section 550 regarding signatures on checks states, “City checks shall bear the facsimile signatures of the City Manager and the Finance Director or their respective assistants.”

Previous Actions

- The City Council is requested to update this information when there are new appointments in the positions of City Manager, Assistant City Manager, Finance Director, or Assistant Finance Director

ATTACHMENTS

None.

PREPARED BY: David Baum, Finance Director, Finance Department



City of San Leandro

Meeting Date: July 20, 2015

Resolution - Council

File Number: 15-434

Agenda Section: CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Chris Zapata
City Manager

BY: David Baum
Finance Director

FINANCE REVIEW: David Baum
Finance Director

TITLE: RESOLUTION Rescinding Resolution No. 2012-039 and Designating Signatures on City Checks and Persons Authorized to Make Fund Transfers by Telephone and Wire (Updates Names Of City Officials Authorized To Deposit, Withdraw And Transfer Funds With Specific Banking Institutions For The City Treasury To Reflect The New Assistant Finance Director)

Section 550 of the San Leandro City Charter provides that all City checks shall be authenticated by the signatures of one of two designated persons in the City Manager's Office and one of two designated persons in the Finance Department.

NOW, THEREFORE, the City Council of the City of San Leandro does RESOLVE as follows:

Effective July 21, 2015, all monies belonging to the City of San Leandro and deposited in any bank, excepting petty cash funds provided for by Section 550 of the San Leandro City Charter, shall be withdrawn by checks authenticated by the signatures of Chris Zapata or Lianne Marshall in the City Manager's Office and David Baum or Will Fuentes in the Finance Department. The authorization for these designated persons shall also include the capacity to make fund transfers by telephone or wire instruction.

And it is further RESOLVED that Resolution No. 2012-039 is hereby rescinded.



City of San Leandro

Meeting Date: July 20, 2015

Resolution - Council

File Number: 15-435

Agenda Section: CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Chris Zapata
City Manager

BY: David Baum
Finance Director

FINANCE REVIEW: David Baum
Finance Director

TITLE: RESOLUTION Rescinding Resolution No. 2012-040 and Authorizing Investment of Monies in the Local Agency Investment Fund and Designating Certain Depositories and Further Authorizing Specified City Officials to Remit Money in the City Treasury to the State Treasury for Deposit in the Local Agency Investment Fund

WHEREAS, Pursuant to Chapter 730 of the statutes of 1976, Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the City Council does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein is in the best interests of the City of San Leandro.

NOW THEREFORE, BE IT RESOLVED, that the City Council does hereby authorize the deposit and withdrawal of City of San Leandro monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

BE IT FURTHER RESOLVED, that the following City Officials or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

Chris Zapata
City Manager

Lianne Marshall

Assistant City Manager

David Baum
Finance Director

Will Fuentes
Assistant Finance Director

And it is further RESOLVED that Resolution No. 2012-040 is hereby rescinded.



City of San Leandro

Meeting Date: July 20, 2015

Resolution - SA

File Number: 15-436

Agenda Section: CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Chris Zapata
City Manager

BY: David Baum
Finance Director

FINANCE REVIEW: David Baum
Finance Director

TITLE: RESOLUTION of the City Council of the City of San Leandro, Acting in its Capacity as Successor Agency to the Redevelopment Agency of the City of San Leandro, Rescinding Resolution No. 2012-006 and Authorizing Investment of Monies by the Successor Agency to the Redevelopment Agency of the City of San Leandro in the Local Agency Investment Fund and Designating Certain Depositories and Further Authorizing Specified Officers to Remit Money in the City Treasury to the State Treasury for Deposit in the Local Agency Investment Fund (LAIF)

WHEREAS, Pursuant to Chapter 730 of the statutes of 1976, Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the City Council, acting in its capacity as Successor Agency to the Redevelopment Agency of the City of San Leandro, does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein is in the best interests of the Successor Agency to the Redevelopment Agency of the City of San Leandro.

NOW THEREFORE, BE IT RESOLVED, that the City Council does hereby authorize the deposit and withdrawal of RDA monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

BE IT FURTHER RESOLVED, that the following Successor Agency to the Redevelopment Agency of the City of San Leandro officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

Chris Zapata
City Manager

Lianne Marshall
Assistant City Manager

David Baum
Finance Director

Will Fuentes
Assistant Finance Director

And it is further RESOLVED that Resolution No. 2012-006 is hereby rescinded.



City of San Leandro

Meeting Date: July 20, 2015

Resolution - EDA

File Number: 15-438

Agenda Section: CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Chris Zapata
City Manager

BY: David Baum
Finance Director

FINANCE REVIEW: David Baum
Finance Director

TITLE: RESOLUTION Rescinding Resolution No. 2012-02 EDA and Authorizing Investment of Monies by the Economic Development Agency of the City of San Leandro in the Local Agency Investment Fund and Designating Certain Depositories and Further Authorizing Specified Officers to Remit Money in the City Treasury to the State Treasury for Deposit in the Local Agency Investment Fund

WHEREAS, Pursuant to Chapter 730 of the statutes of 1976, Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein is in the best interests of the Economic Development Agency (EDA) of the City of San Leandro.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Economic Development Agency of the City of San Leandro does hereby authorize the deposit and withdrawal of EDA monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

BE IT FURTHER RESOLVED, that the following Economic Development Agency of the City of San Leandro officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

Chris Zapata
City Manager

Lianne Marshall
Assistant City Manager

David Baum
Finance Director

Will Fuentes
Assistant Finance Director

And it is further RESOLVED that Resolution No. EDA 2012-002 is hereby rescinded.