



# City of San Leandro

Meeting Date: June 5, 2017

## Staff Report

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**File Number:** 17-323 **Agenda Section:** CONSENT CALENDAR

**Agenda Number:** 8.M.

**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

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### RECOMMENDATIONS

It is recommended the following three 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 to the State Treasury for deposit and withdrawal in the Local Agency Investment Fund (LAIF); and

### BACKGROUND

With the retirement of Assistant City Manager Lianne Marshall and the resignation of Assistant Finance Director Will Fuentes; and the appointment of Assistant City Manager Jeff Kay and Deputy Finance Director, Norite Vong, 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.

Jeff Kay and Norite Vong will be added, and Lianne Marshall and Will Fuentes 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). Jeff Kay from the City Manager's Office and Norite Vong from the Finance Department will serve as backup alternates. These individuals will be authorized to initiate fund transfers by telephone or wire instructions for the conduct of City business and with the State of California.

The addition of Jeff Kay and Norite Vong, and removal of Lianne Marshall and Will Fuentes, as authorized staff members 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: June 5, 2017

## Resolution - SA

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**File Number:** 17-327 **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. 2015-003 SA 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)

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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

Jeff Kay  
Assistant City Manager

David Baum  
Finance Director

Norite Vong  
Deputy Finance Director

And it is further RESOLVED that Resolution No. 2015-003 SA is hereby rescinded.



# City of San Leandro

Meeting Date: June 5, 2017

## Resolution - Council

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**File Number:** 17-325 **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. 2015-137 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)

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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 June 6, 2017, 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 Jeff Kay in the City Manager's Office and David Baum or Norite Vong 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. 2015-137 is hereby rescinded.



# City of San Leandro

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## Resolution - Council

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**File Number:** 17-324

**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. 2015-138 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

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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

Jeff Kay

Assistant City Manager

David Baum  
Finance Director

Norite Vong  
Deputy Finance Director

And it is further RESOLVED that Resolution No. 2015-138 is hereby rescinded.