



# City of San Leandro

Meeting Date: February 3, 2020

## Staff Report

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**File Number:** 20-015

**Agenda Section:** CONSENT CALENDAR

**Agenda Number:** 8.D.

**TO:** City Council

**FROM:** Jeff Kay  
City Manager

**BY:** Eric Engelbart  
Deputy City Manager

**FINANCE REVIEW:** Liz Warmerdam  
Interim Finance Director

**TITLE:** Staff Report for City of San Leandro City Council Resolutions Updating the Designation of Persons Authorized to Make Financial Transactions and Investments of Funds

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### RECOMMENDATIONS

Staff recommends three resolutions be approved by the City Council:

1. Designating signatures on City checks and authorize persons to make fund transfers by telephone or wire;
2. Designating 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); and
3. Authorizing Successor Agency for the Redevelopment Agency of the City of San Leandro officials to remit monies to the State Treasury for deposit and withdrawal in LAIF.

### BACKGROUND

The San Leandro City Charter provides that all City checks be authenticated by signatures of the City Manager and the Finance Director or their respective assistants. In light of recent personnel changes in the Finance Department it is necessary to update the required signers and grant authority for depositing funds into certain banks and depositories and make withdrawals for City and Successor Agency LAIF accounts.

Elizabeth Warmerdam is added for the Finance Department and Eric Engelbart and James O'Leary are added as alternates. Names of individuals no longer employed by the City are removed. In addition to the dual signature required by the City Manager and Finance on City checks, these individuals will be authorized to initiate fund transfers by telephone or wire instructions for the conduct of City business with the state. Signing authority was last updated on March 4, 2019.

The recommended changes established by City Council resolution will insure deposits and withdrawals can be made in a timely manner, supporting the City Council's goal to place San Leandro on a firm foundation for long-term fiscal sustainability.

**Current Agency Policies**

- The San Leandro City Charter, Section 550: 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**

Elizabeth Warmerdam, Interim Finance Director/Assistant City Manager



# City of San Leandro

Meeting Date: February 3, 2020

## Resolution - Council

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**File Number:** 20-016 **Agenda Section:** CONSENT CALENDAR

**Agenda Number:**

**TO:** City Council

**FROM:** Jeff Kay  
City Manager

**BY:** Eric Engelbart  
Deputy City Manager

**FINANCE REVIEW:** Liz Warmerdam  
Interim Finance Director

**TITLE:** RESOLUTION of the City of San Leandro City Council to Rescind Resolution No. 2019-058 and to Designate Signers on City Checks and Persons Authorized to Make Fund Transfers by Telephone and Wire (Updates the Names of City Officials Authorized to Deposit, Withdraw, and Transfer Funds for the City Treasury)

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**WHEREAS**, Section 550 of the San Leandro City Charter provides that City checks shall bear the facsimile signatures of the City Manager and the Finance Director or their respective assistants; and

**WHEREAS**, to comply with the City Charter, from time to time staff recommends the City Council identify and approve by resolution the individuals as City's signatories for City checks.

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

Effective February 3, 2020, all monies belonging to the City of San Leandro and deposited in any bank, excepting petty cash funds, as provided for by Section 550 of the San Leandro City Charter, shall be withdrawn by checks authenticated by the signatures of Jeff Kay or Eric Engelbart in the City Manager's Office and Elizabeth D. Warmerdam and James H. O'Leary 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. 2019-058 is hereby rescinded.



# City of San Leandro

Meeting Date: February 3, 2020

## Resolution - Council

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**File Number:** 20-017 **Agenda Section:** CONSENT CALENDAR

**Agenda Number:**

**TO:** City Council

**FROM:** Jeff Kay  
City Manager

**BY:** Eric Engelbart  
Deputy City Manager

**FINANCE REVIEW:** Liz Warmerdam  
Interim Finance Director

**TITLE:** RESOLUTION of the City of San Leandro City Council to Rescind Resolution No. 2019-59 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 intend to 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 make the finding mentioned above, and that the City Council authorizes 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; and

**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:

Jeff Kay  
City Manager

Eric Engelbart  
Deputy City Manager

Elizabeth D. Warmerdam  
Interim Finance Director

James H. O'Leary  
Finance Department

And it is further **RESOLVED** that Resolution No. 2019-059 is hereby rescinded.



# City of San Leandro

Meeting Date: February 3, 2020

## Resolution - SA

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**File Number:** 20-018

**Agenda Section:** CONSENT CALENDAR

**Agenda Number:**

**TO:** City Council

**FROM:** Jeff Kay  
City Manager

**BY:** Eric Engelbart  
Deputy City Manager

**FINANCE REVIEW:** Liz Warmerdam  
Interim Finance Director

**TITLE:** RESOLUTION of the City of San Leandro City Council, Acting in its Capacity as the Successor Agency to the Redevelopment Agency of the City of San Leandro, Rescinding Resolution No. 2019-002 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) (Updating Successor Agency Signature Authority for 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 the 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 make the finding mentioned above and 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:

Jeff Kay  
City Manager

Eric Engelbart  
Deputy City Manager

Elizabeth D. Warmerdam  
Interim Finance Director

James H. O'Leary  
Finance Department

And it is further **RESOLVED** that Resolution No. 2019-002 SA is hereby rescinded.