



City of San Leandro

Meeting Date: July 6, 2020

Staff Report

File Number: 20-302

Agenda Section: CONSENT CALENDAR

Agenda Number: 8.O.

TO: City Council

FROM: Jeff Kay
City Manager

BY: Eric Engelbart
Deputy City Manager

FINANCE REVIEW: Liz Warmerdam

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

RECOMMENDATION

Staff recommends three resolutions be approved by the City Council:

1. Designating signatures on City checks and authorizing officials to make fund transfers by telephone or wire,
2. Designating certain depositories and authorizing City officials to remit money in the City treasury to the State Treasurer for deposit in the Local Agency Investment Fund (LAIF),
3. Authorizing Successor Agency for the Redevelopment Agency of the City of San Leandro officials to remit monies to the State Treasurer for deposit or 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 the recent personnel change 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.

Staff recommends that Susan Hsieh be added to the Finance Department and Elizabeth Warmerdam be made alternate to the City Manager. In addition to dual signatures required by the City Manager and Finance Director 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 February 3, 2020.

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.

ATTACHMENT

None

PREPARED BY

Susan Hsieh, Finance Director



City of San Leandro

Meeting Date: July 6, 2020

Resolution - Council

File Number: 20-303

Agenda Section: CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Jeff Kay
City Manager

BY: Eric Engelbart
Deputy City Manager

FINANCE REVIEW: Liz Warmerdam

TITLE: RESOLUTION of the City of San Leandro City Council to Rescind Resolution No. 2020-011 and to Designate Signers 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 for the City Treasury)

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 July 6, 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 City of San Leandro Charter, shall be withdrawn by checks authenticated by the signatures of Jeff Kay or Elizabeth D. Warmerdam in the City Manager's Office and Chui Mun (Susan) Hsieh or 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.

BE IT FURTHER RESOLVED that Resolution No. 2020-011 is hereby rescinded.



City of San Leandro

Meeting Date: July 6, 2020

Resolution - Council

File Number: 20-304

Agenda Section: CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Jeff Kay
City Manager

BY: Eric Engelbart
Deputy City Manager

FINANCE REVIEW: Liz Warmerdam

TITLE: RESOLUTION of the City of San Leandro City Council to Rescind Resolution No. 2020-012 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 finds 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, IT IS 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 California 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

Elizabeth D. Warmerdam
Assistant City Manager

Chui Mun (Susan) Hsieh
Finance Director

James H. O'Leary
Finance Department

And it is further **RESOLVED** that Resolution No. 2020-012 is hereby rescinded.



City of San Leandro

Meeting Date: July 6, 2020

Resolution - SA

File Number: 20-305 **Agenda Section:** CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Jeff Kay
City Manager

BY: Eric Engelbart
Deputy City Manager

FINANCE REVIEW: Liz Warmerdam

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. 2020-002 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 to the Redevelopment Agency of the City of San Leandro Signature Authority for 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 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 California 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, it is RESOLVED that the City of San Leandro City Council does hereby make the finding mentioned above and does hereby authorize the deposit and withdrawal of Successor Agency to Redevelopment Agency the City of San Leandro of the 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 California 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

Elizabeth D. Warmerdam
Assistant City Manager

Chui Mun (Susan) Hsieh
Finance Director

James H. O'Leary
Finance Department

And it is further **RESOLVED** that Resolution No. 2020-002 SA is hereby rescinded.