

**CITY OF CLEARLAKE
RESOLUTION NO. 2022 - 58**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE APPOINTING THE
FINANCE DIRECTOR AS CITY TREASURER, AUTHORIZING SIGNING AND ENDORSING
CHECKS, ELECTRONIC FUND TRANSFERS, DEPOSITS TO AND WITHDRAWALS FROM
OPERATING AND INVESTMENT ACCOUNTS AND AUTHORIZING THE CERTIFICATION OF
THE NAMES AND SIGNATURES OF THE AUTHORIZED PERSONS TO THE FINANCIAL
INSTITUTION(S)**

WHEREAS, the City of Clearlake adopted Resolution 2013-01 which authorized signers to various accounts with banks and other financial institutions to conduct the financial transactions of the City; and

WHEREAS, the City issues checks, makes and receives payments by electronic fund transfers and deposits to and withdraws from a primary operating account and investment accounts; and

WHEREAS, the elected City Treasurer position is unfilled and municipal code section 2-5.3 authorizes the City Council to fill the position by appointment until the next regular election; and

WHEREAS, it is appropriate and necessary, from time to time, to amend the authority for such financial transactions.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Clearlake hereby authorizes the following:

1. The Finance Director is hereby appointed to the position of City Treasurer, without additional compensation, and is to serve in both positions concurrently until the next general election.
2. The authorized signers to issue or approve all City financial transactions from operating and investment accounts are the Mayor, Vice Mayor, City Manager, Finance Director/City Treasurer, Director of Public Works, Chief of Police, or Administrative Services Director. One of the signatures must be the City Manager or Finance Director/City Treasurer ~~Finance Director/City Treasurer~~.
3. All checks or other withdrawal of funds from the operating accounts must be authorized and signed by any two signers.
4. Only one signature may be stamped and the other must be an original signature. The use of signature stamps shall be controlled and governed by procedures established by the City Manager and Finance Director/City Treasurer. All signature stamps shall in the custody of the City Clerk and

- secured under lock and when used at all times. Signature stamps shall be used on documents only with the specific authorization of the stamp signer.
5. Electronic funds transfers (EFT) by automated clearing house (ACH) or wire from operating accounts may be initiated by any position listed in Section 2 or other authorized positions approved by the City Manager and Finance Director/City Treasurer. EFT shall be approved by any two of the signers in Section 2, however, one of which must be the City Manager or Finance Director/City Treasurer. The City Manager and Finance Director/City Treasurer shall establish procedures, authorize preset and other EFT transactions, and assign staff that are authorized to input electronic fund transfers and access accounts for information and internal transactions.
 6. Financial institutions with City accounts are authorized to honor and pay all checks or EFT authorized as herein provided whether or not payable to the person or persons signing them.
 7. Procedures for EFT shall be established by agreement with financial institutions and the financial institutions are authorized to execute all electronic fund transfers per procedures established by said agreements.
 8. Withdrawal of funds from an investment account may be approved by the City Manager or Finance Director/City Treasurer and transferred or deposited only to the City's general operating accounts.
 9. Checks, drafts and other instruments may be endorsed for deposit only to the City's general operating accounts at the direction of the City Manager or Finance Director/City Treasurer.
 10. That the City Manager and Finance Director/City Treasurer are authorized to select depositories of City funds in any financial institution with main offices located in the State of California and branch offices in the City and enter into an agreement for banking services.
 11. Deposits, withdrawals or transfers from or to various City accounts, other than the general operating accounts, shall be authorized by a procedures approved by the City Manager and Finance Director/City Treasurer.
 12. The City Manager, Finance Director/City Treasurer and City Clerk are authorized to certify the names of the persons who hold the positions listed in section 2 to financial institutions, complete required forms, implement procedures and authorize any and all actions necessary to effectively perform the financial transactions of the City.
 13. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

NOW THEREFORE BE IT FURTHER RESOLVED that the authority hereby conferred shall remain in force until rescinded by resolution of the City Council and that certification of the City Clerk as to the continuing authority of this resolution and the City Manager and Finance Director/City Treasurer as to the employees authorized to sign and their signatures shall be binding upon the City.

PASSED AND ADOPTED on January 12, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mayor, City of Clearlake

ATTEST:

City Clerk, City of Clearlake