



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Resolution Appointing the Finance Director as City Treasurer, Authorizing Signing and Endorsing Checks, Electronic Funds 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)

MEETING DATE: Oct. 6, 2022

SUBMITTED BY: Alan D. Flora, City Manager

PURPOSE OF REPORT: ☐ Information only ☐ Discussion ☒ Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL:

The City Council is being asked to approve a resolution (replacing Resolution 2017-04) which updates authorized signers for the City.

BACKGROUND/DISCUSSION:

Officials which are authorized to sign checks and approve other transactions is determined by City resolution. This resolution was last updated in 2017. The resolution also includes other actions of the Council such as appointment of the Finance Director as City Treasurer if the elected seat is vacant.

Staff have found that with the normal workings of the City it can be a bit challenging to timely process payments due to locating the required two signers for each check. Currently authorized check signers are the Mayor, Vice Mayor, City Manager, Finance Director and Public Works Director. Staff recommend amending this to include the City's other two department heads, Chief of Police and Administrative Services Director. Additionally, the requirement would be added that one of the signatures would need to be the City Manager or Finance Director. This is the current protocol for electronic funds transfers, as you can see in Section 5.

A redline version of the changes from the existing resolution is attached.

OPTIONS:

1. Adopt Resolution 2022-58
2. Provide alternative direction to staff.

FISCAL IMPACT:

☒ None ☐ \$ Budgeted Item? ☐ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☒ No If yes, amount of appropriation increase: \$

Affected fund(s): ☐ General Fund ☐ Measure P Fund ☐ Measure V Fund ☐ Other:

Comments:

STRATEGIC PLAN IMPACT:

- ☐ Goal #1: Make Clearlake a Visibly Cleaner City
- ☐ Goal #2: Make Clearlake a Statistically Safer City
- ☐ Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- ☒ Goal #4: Improve the Image of Clearlake
- ☒ Goal #5: Ensure Fiscal Sustainability of City
- ☒ Goal #6: Update Policies and Procedures to Current Government Standards
- ☐ Goal #7: Support Economic Development

SUGGESTED MOTIONS:

- ☒ **Attachments:** Resolution 2022-58 (redline)