



## REPORT TO CITY COUNCIL

**Approved by:**

*Don Hansen*

Department Director

*Aurdo Rodriguez*

City Administrator

**Council Meeting of:** December 4, 2019

**Agenda Number:** B-13

**SUBJECT:**

Consideration of a Resolution Authorizing the City Manager, and three alternates nominated by the City Manager, to contract with Union Bank, N.A. and to conduct banking transactions on behalf of the City of Madera.

**RECOMMENDATION:**

Staff recommends the Council approve the attached resolution authorizing the City Manager, and three alternates nominated by the City Manager, to enter into a contract with Union Bank, N.A. for the purpose of conducting banking transactions on behalf of the City of Madera (City).

**DISCUSSION:**

The City currently contracts with Union Bank, N.A. for banking services. This Resolution will allow the City Manager, or one of the three alternates, to act on behalf of the City regarding all banking activities with Union Bank, N.A. The purpose of having three alternates is in the event the City Manager is unavailable or unable to perform his/her duties as the Bank Contracting Officer, the Director of Financial Services is unavailable or unable to perform his/her duties as a Bank Contracting Officer, and the Financial Services Manager is unavailable or unable to perform his/her duties as a Bank Contracting Officer.

Union Bank, N.A. recommends having alternates.

The City Manager has nominated the following three positions or Officers who hold or subsequently will hold the positions below to act as alternates:

- Director of Financial Services [Finance Director]

- Financial Services Manager [Accounting Manager]
- Director of Human Resources

**FINANCIAL IMPACT:**

Having a Bank Contracting Officer and three alternates ensures the City continuity when personnel turnover. At the same time it safeguards the City's assets as it provides for more than 1 set of eyes watching the City's accounts.

**CONSISTENCY WITH THE VISION MADERA 2025 PLAN:**

Approval of this item is not specifically addressed in the Vision Plan.

**ALTERNATIVES:**

As an alternative, the Council may authorize different positions than those identified above.

**ATTACHMENTS:**

1. Resolution  
Exhibit A – Bank Contracting Officer and alternates

**RESOLUTION NO. 19-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA,  
CALIFORNIA APPROVING THE CITY MANAGER AND THREE (3)  
ALTERNATES AS BANK CONTRACTING OFFICERS TO CONDUCT ALL  
BANKING TRANSACTIONS ON BEHALF OF THE CITY OF MADERA**

**WHEREAS**, the City's operations require the use of a financial institution to perform banking and other financial functions; and

**WHEREAS**, the City maintains a list of bank contracting officers for its bank accounts as shown in Exhibit A, attached to this resolution and incorporated by reference herein; and

**WHEREAS**, the City desires to establish a total of four (4) Bank Contracting Officers who are able to perform all banking transactions up to and including opening and closing accounts, and

**WHEREAS**, the City desires to have three (3) backup Bank Contracting Officers in the event the principal Bank Contracting Officer is unavailable, and 2 alternate Bank Contracting Officers are unavailable, the final Bank Contracting Officer shall act on behalf of the City of Madera.

**NOW THEREFORE, THE CITY COUNCIL ON BEHALF OF THE CITY OF MADERA HEREBY** finds orders and resolves as follows:

1. The above recitals are true and correct.
2. The City Manager is designated to serve as the principal Bank Contracting Officer and as such is authorized to conduct all banking business for the City of Madera.
3. In the event the City Manager is unavailable or unable to perform his/her duties as the Bank Contracting Officer then one alternate Bank Contracting Officer on the list shall act on the behalf of the City of Madera.
4. The list of Bank Contracting Officers as shown in Exhibit A is approved.
5. A signed copy of this resolution shall be forwarded to the Director of Financial Services, who shall execute the documents required under the agreement.
6. This resolution is effective immediately.

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# EXHIBIT A

## List of Bank Contracting Officer and Alternates

City Manager

Director of Financial Services

Financial Services Manager

Director of Human Resources