

## COUNCIL/ADMINISTRATIVE POLICY

Subject: Authorized City Officials, Executives and Employees Regarding Warrants, Banking, Trust and Investment Accounts	Policy No: 10-11	Date: May 26, 2015
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### 1. **PURPOSE**

This policy sets forth authorized City officials, Executives and employees to act on behalf of the City of Brentwood and authorized signatures with regard to warrants, City banking, trust and investment accounts to establish accounts, withdraw, transfer or deposit funds for the purpose of investment and to cover financial commitments of the City.

### 2. **POLICY**

#### 2.1 **Applicability**

The provisions of this policy apply to all City of Brentwood warrants, banking, trust and investment accounts.

#### 2.2 **General Provision**

California Government Code, commencing with Section 53630, authorizes the deposit of City funds in any state or national bank, savings association or federal association, state or federal credit union, or federally insured industrial loan company located in this state.

The City of Brentwood Investment Policy No. 10-4 is based on state law and prudent money management. All funds will be invested in accordance with the City of Brentwood's Investment Policy, and California Government Code Sections 53601, 53601.1, 53601.5, 53635 and 53635.5. The investment of bond proceeds will be further restricted by the provisions of relevant bond documents.

Government Code §53910 allows a city to adopt such practices with respect to payment of warrants as it deems convenient, efficient and in the public interest. To avoid city council approval of every minor equipment purchase or service payment, a city council can delegate authority to certain city personnel, allowing them to authorize payment of a claim from a particular budget account.

#### 2.3 **Authorized Signatures**

##### 2.3.1 **Operating Accounts**

The operating account is used for reimbursements, transfers, employee compensation, benefits and payments to vendors, contractors, government agencies, financial institutions and others who provide supplies, services and/or equipment to the City. Any two of the following City officials, Executives or employees or their successors shall be authorized to sign checks, facsimile is acceptable, or other instruments for the withdrawal of moneys in the operating account:

Mayor  
City Manager

Vice-Mayor  
City Attorney  
Director of Administrative Services



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Checks issued in amounts exceeding \$100,000 will not be distributed until two of the City Executives listed below have approved them:

- City Manager
- City Attorney
- City Clerk
- Director of Administrative Services
- Assistant Director of Administrative Services
- Accounting Manager
- Chief Financial Operations Officer

Exceptions to this requirement include checks for the following items:

- Personnel Benefits
- Utilities
- Debt Service Trustee Payments
- Pass Through Payments

### 2.3.4 **Warrants Register**

Many times services or products may have been provided or used due to contract requirements and delivery schedules before council would have the opportunity to approve the warrant register every two weeks. Purchasing Policy No. 10-7 states, prior to procurement of service items or goods costing more than \$50,000, authorization must be received from City Council.

The Director of Administrative Services or designee is to sign the warrant register authorizing that all warrants be paid provided that Department Heads or designees approve that warrants are within budget limits. If requested, Council will be provided with a warrant register.