

RESOLUTION NO. 2006-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA, CALIFORNIA

RECITALS

WHEREAS, the City Council wishes to establish a formal protocol to govern the signing of check disbursements from the City's bank account; and

WHEREAS, two signatories are required for each such check disbursement; and

WHEREAS, two designated members of the City Council are authorized signatories, as well as the City Treasurer, the City Manager, and the City Accountant.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTSTA, CALIFORNIA, DOES RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby establishes the following protocol to govern the signing of check disbursements. One of the designated City Council members shall be contacted, which Council Member shall then contact the City Treasurer to act as a co-signer. Should the City Treasurer be unavailable, the first contacted designated City Council member shall contact the second designated Council Member to sign in the City Treasurer's stead. Should either the City Treasurer or either or both of the designated City Council members be unavailable, the first signatory shall request a co-signature from, in order, the City Manager, and if he or she is unavailable, the City Accountant. Should the second signature be the City Accountant, then the Mayor will be called.

SECTION 2. This Resolution shall take effect immediately upon adoption.

PASSED, APPROVED, AND ADOPTED ON January 17th, 2006, by the following vote:

AYES: Reed, Medina, Dias

NOES: None

ABSTAIN: Geiger

ABSENT: Hill

G. Dan Reed, Mayor

ATTEST: _____
Trish Paetz, Deputy City Clerk

APPROVED AS TO FORM:

Peter Spoerl, Interim City Attorney