

CITY OF YUBA CITY  
STAFF REPORT

**Date:** July 21, 2015  
**To:** Honorable Mayor & Members of the City Council  
**From:** City Treasurer  
**Presentation by:** Spencer Morrison, Accounting Manager/City Treasurer

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**Summary**

**Subject:** Authorization for certain positions to sign City checks, warrants, or drafts  
**Recommendation:** Adopt a resolution designating certain City positions to be authorized signers for City checks, warrants, or drafts as per Sec. 3-3.03 of the Yuba City Municipal Code  
**Fiscal Impact:** None

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**Purpose:**

To update the list of positions authorized to sign City checks, warrants, or drafts.

**Background:**

Section 3-3.03 of the Yuba City Municipal Code entitled 'Warrants for Payment: Preparation' provides that the City Council shall by resolution establish the City officers and employees authorized to sign City checks, warrants, or drafts.

**Analysis:**

The City Council adopted Resolution No. 03-048 on April 15, 2003, naming four positions as signers for the City of Yuba City. Due to organizational and title changes that have occurred since 2003, staff has determined that it is time to update the list of authorized check, warrant, or draft signers to the following:

Old	New
City Administrator	City Manager (Primary)
Administrative Services Director	Finance Director (Primary)
Finance Officer	City Clerk (Secondary)
Human Resources Administrator	Human Resources Director (Secondary)

Staff also recommends adding that at least one signature of a primary signer must be included on each check, warrant, or draft.

**Fiscal Impact:**

None

**Alternatives:**

Continue to operate under the authority of Resolution No. 03-048.

**Recommendation:**

Adopt a resolution approving the updated list of positions authorized to sign checks, warrants, or drafts as per Section 3-3.03 of the Yuba City Municipal Code.

Prepared by:

Submitted by:

*/s/ Spencer Morrison*

Spencer Morrison  
Accounting Manager/City Treasurer

*/s/ Steven C. Kroeger*

Steven C. Kroeger  
City Manager

Reviewed by:

Department Head

*/s/ RB*

City Attorney

*/s/ TH (e-mail)*

RESOLUTION NO. 03-048

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
YUBA CITY AUTHORIZING CERTAIN CITY OFFICIALS TO  
SIGN CITY CHECKS, WARRANTS, OR DRAFTS**

WHEREAS, Sec.3-3.03 of the Yuba City Municipal Code entitled 'Warrants for Payment: Preparation' provides that the City Council shall by resolution establish the City officers and employees authorized to sign City checks, warrants, or drafts, and;

WHEREAS, the City Council desires to formally designate those individuals authorized to sign City checks, warrants, or drafts by this resolution.

NOW, THEREFORE, THE CITY COUNCIL HEREBY RESOLVES that the following individuals are hereby authorized to sign City checks, warrants, or drafts:

City Administrator

Administrative Services Director

Finance Officer

Human Resources Administrator (when other authorized individuals are not available)

The foregoing Resolution was passed and adopted by the City Council of the City of Yuba City at a regular meeting thereof held on April 15, 2003 by the following vote:

AYES: Councilmembers Cartoscelli, Doolittle, Hellberg, Hilliard, and Mayor Barkhouse

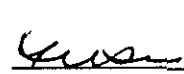
NOES: None

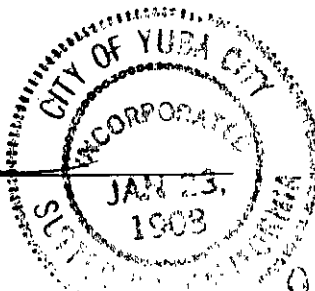
ABSENT: None



Bob Barkhouse  
Mayor

Attest:

  
Susan Pearson  
City Clerk



03 048

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY  
AUTHORIZING CERTAIN CITY OFFICIALS TO SIGN CITY CHECKS,  
WARRANTS, OR DRAFTS**

WHEREAS, Sec. 3-3.03 of the Yuba City Municipal Code entitled 'Warrants for Payment: Preparation' provides that the City Council shall by resolution establish the City officers and employees authorized to sign City checks, warrants, or drafts; and

WHEREAS, the City Council desires to formally designate those positions authorized to sign City checks, warrants, or drafts by this resolution.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Yuba City that the following positions are hereby authorized to sign City checks, warrants, or drafts:

City Manager (Primary)  
Finance Director (Primary)  
Human Resources Director (Secondary)  
City Clerk (Secondary)

AND, BE IT FURTHER RESOLVED that at least one primary position signature shall be on the City's check, warrant, or draft.

The foregoing Resolution was duly and regularly introduced, passed and adopted by the City Council of the City of Yuba City at a regular meeting thereof held on the 21<sup>st</sup> day of July, 2015.

AYES;  
NOES;  
ABSENT:

ATTEST:

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Terrel Locke, City Clerk

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John Dukes, Mayor