



Resolution

OFFICE OF THE
MAYOR
CITY OF SAN LUIS

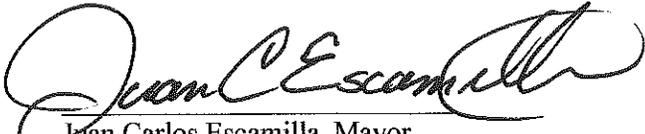
RESOLUTION NO. 677

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SAN LUIS, ARIZONA APPROVING FOR THE CITY OF SAN LUIS ADMINISTRATIVE SERVICES DEPARTMENT STAFF TO OPEN A INTEREST BARING ACCOUNT FOR THE UTILITIES DEPARTMENT, CHECKING ACCOUNT FOR ACCOUNTS PAYABLE AND A CHECKING ACCOUNT FOR PAYROLL AT NATIONAL BANK OF ARIZONA.

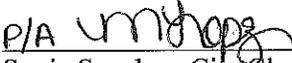
BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF SAN LUIS, ARIZONA:

TO authorize the City of San Luis Administrative Services Department Staff to open an interest baring account for the Utilities Department, a checking account for Accounts Payable and a checking account for Payroll at National Bank of Arizona. Utilities Department interest baring bank account will be used to deposit daily deposits from water, waste water, and solid waste to then transfer revenues to our LGIP Pool. The checking account for Accounts Payable will used to process all vendor payments and the checking account for Payroll will be used to process all employee salary payments.

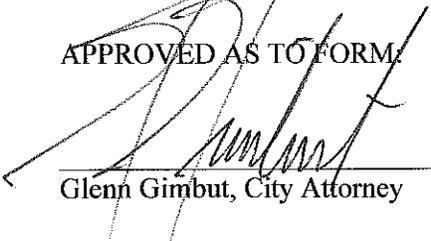
PASSED AND ADOPTED BY THE Mayor and Council of the City of San Luis, Arizona, this 28th day of June, 2006


Juan Carlos Escamilla, Mayor

ATTEST:


Sonia Sanchez, City Clerk

APPROVED AS TO FORM:


Glenn Gimbut, City Attorney



OPERATIONS POLICY & PROCEDURE MANUAL

Personal Banking Operations	ACCOUNT OWNERSHIP	Proc. #: 401 Page #: 26
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- a. **Definition:** Public funds are monies obtained from the citizens of a community from taxes, fees, licenses, fines and other sources. Legislative action allows deposits of public funds to earn interest. Ownership may be in the name of a federal or state government, county, township, city, school district or other such entity. The bank must be certain that it has obtained proper authority before permitting the deposit or withdrawal of public funds.
- b. **Title:** The name of the government agency, followed by any identifying information:
- City of South Tucson
General Operating Account
- c. **Documentation:**
- (1) A copy of the Resolution of Authorization
 - (2) For state and county Public Funds, a certified copy of the minutes of the meeting designating the servicing bank.
 - (3) Identification of all signers.
- d. **Eligible Accounts:** All public funds accounts
- e. **Valid Relationships:** Principal Owner Non-Title
- f. **Required Signatures:** The signatures of the authorized signers as stated in the Resolution.
- g. **Power of Attorney:** A power of attorney is not acceptable.
- h. **Supersedes:** A change in signers requires a new Resolution of Authorization and a new signature card with the signatures of the authorized signers.
- i. **Death:** If the authorized representative dies, a copy of the resolution authorizing a new signer and a superseded signature are required.
- j. **Other:** All Public Funds on deposit must be collateralized:
- (1) Send a memo to the Investment Officer in the Accounting Department.
 - (2) Include the account number, account name, the amount of funds being deposited, a copy of the signature card and copies of any supporting documentation showing authorized signers.

CITY OF SAINT LOUIS
ADMINISTRATIVE SERVICES
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19. PUBLIC FUNDS

NOTE: Prior to opening any Public Funds account you **MUST** obtain a written approval from CFO (Craig Robb). If CFO is unavailable, approval **MUST** be obtained from CEO (Keith Malo).

1. To obtain approval send an email with the following information:
 - a. Name of Client
 - b. Total dollars on deposit
 - c. Length of time customer has been established with NBA
 - d. Total number of NSF's within the last 12 months
 - e. Note any restrictions/requirements for collateral (i.e. investment requirement, treasury bonds, etc.)
 - f. Your name and contact information
2. Once the request has been reviewed an approval or declination email will be sent. If approved, maintain in the branch for future reference.

03/13/2006