

Council Meeting Staff Report

October 29, 2019

Agenda No.: M.

Indexes (Council Goals):

Presenters: Melissa Dadzie; Helen Perraglio

Legislative File: 12379-19

Title

Approval of Authorized Signers for County Bank and Investment Accounts

Recommended Action

I move that Council approve the individuals authorized to sign on all County of Los Alamos bank and investment accounts as presented in the attachment, to be effective on October 31, 2019

County Manager's Recommendation

The County Manager recommends that Council approve the motion as presented.

Body

Article IV of the County Charter requires formal Council action to approve all individuals authorized to sign on County bank and investment accounts. The list of accounts and authorized signers is updated periodically to keep it current and to avoid potential audit findings. The following changes are proposed to update the listing that was approved in January 2019.

This action removes Thomas Vigil, Accounting Operations Manager from all accounts due to his separation from the County.

This action adds Mauricia J. Chavarria-Quam, Accounting Operations Manager and Julie Brothers, Accounting Operations Manager to all accounts due to the changes in their job duties.

This action removes Carmela Salazar, Senior Buyer, Billy Baum, Buyer, and Jeffery Cruz Cullin, Management Analyst, from the Small Purchase Checking account.

Finally, this action formalizes the changes in signature authority.

Alternatives

If this is not approved there could be a negative impact on internal customer service and the County's ability to invest public funds and perform routine banking operations.

Fiscal and Staff Impact/Planned Item

There is no fiscal impact related to this action. There is minimal impact to accomplish the changes to signature cards on the various accounts.

Attachments

A - Authorized Signers on Bank and Investment Accounts October 29, 2019