

AN ORDINANCE **99791**

AMENDING ORDINANCE NO. 93760, PASSED AND APPROVED ON APRIL 12, 2001, BY AUTHORIZING THE USE OF TWO FACSIMILE SIGNATURES ON CHECKS WRITTEN FOR LESS THAN \$25,000.00 ON THE CITY'S CONTROLLED DISBURSEMENT DEPOSITORY ACCOUNT.

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WHEREAS, on October 4th, 2004, the financial component of the ERM Project will go-live; and

WHEREAS, during the past year, the implementation has focused on redesigning business processes, configuring the SAP system to support the new business processes and cleansing data in order to enhance customer service and accountability, and

WHEREAS, Ordinance No. 93760 passed and approved on April 12, 2001 authorized the issuance of checks for amounts less than \$3,000.00 from the City's Controlled Disbursement Depository Account with two facsimile signatures, and

WHEREAS, Council approval is required to increase the amount for which checks may be issued with dual facsimile signatures from less than \$3,000.00 to less than \$25,000.00 in order to fully realize the benefits of the new system and processes; **NOW THEREFORE**:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. In accordance with the authority conferred by §618.003 of the Texas Government Code, Section 1 of Ordinance No. 93760 passed and approved on April 12, 2001 is hereby amended as follows:

SECTION 1. Controlled Disbursement – Operating Account: Checks written on the Controlled Disbursement – Operating Account for amounts less than \$25,000 shall require the facsimile signature of the Director of Finance and the facsimile signature of the Controller. Checks written on said Account in amounts of \$25,000 or more shall require the signature of one of the following: the City Manager, the Deputy City Manager, the Assistant City Managers, the Assistants to the City Manager, the Assistant Director(s) of Finance, the Controller or the Assistant Controllers; and the facsimile signature of the Director of Finance.

PAYROLL ACCOUNT: Checks written on the Payroll Account shall require only the facsimile signature of the Director of Finance.

DEMAND ACCOUNT GENERAL OBLIGATION DEBT: Checks written on the Demand Account General Obligation Debt shall require the signature of one

of the following: the City Manager, the Deputy City Manager, the Assistant City Managers, or the Assistants to the City Manager; and one of the following: the Director of Finance, the Assistant Director(s) of Finance, the Controller or the Assistant Controllers.

OTHER ACCOUNTS: Checks written on the Operating Account, the City of San Antonio Operating Account, the EMS Fund Account, the Carver Center Account, the Guaranteed Loan Fund Account, the Loan Repayment Account HUD 108 and the County H.O.T. Collections Account shall require the signature of one of the following: the City Manager, the Deputy City Manager, the Assistant City Managers, the Assistants to the City Manager, the Assistant Director(s) of Finance, the Controller or the Assistant Controllers; and the facsimile signature of the Director of Finance.

INSURANCE ACCOUNTS: Checks written on the Employee Reimbursement Account for amounts less than \$15,000.00 shall require the facsimile signature of the City's Health Benefits Third Party Administrator (TPA). Checks written on said Account in amounts of \$15,000.00 or more shall require the facsimile signature of the City's Health Benefits TPA and the signature of one of the following: the City Manager, the Deputy City Manager, the Assistant City Managers, the Assistants to the City Manager, the Director of Finance, the Assistant Director(s) of Finance, the Controller or the Assistant Controllers.

Checks written on the Employee Health Benefit Program Account for amounts less than \$15,000.00 shall require the facsimile signature of the City's Health Benefits TPA. Check written on said Account in amounts of \$15,000.00 or more shall require the facsimile signature of the City's Health Benefits TPA and the signature of on of the following: the City Manager, the Deputy City Manager, the Assistant City Managers, the Assistants to the City Manager, the Director of Finance, the Assistant Director(s) of Finance, the Controller or the Assistant Controllers.

Checks written on Worker's Compensation Account for amounts less than \$1,500 shall require the facsimile signature of the City's Worker's Compensation and Liability TPA. Checks written on said Account in amounts of \$1,500 or more shall require one facsimile and one original signature of the City's Worker's Compensation and Liability TPA.

Checks written on the Liability Account for amounts less than \$5,000 shall require the facsimile signature of the City's Worker's Compensation and Liability TPA. Checks written on said Account in amounts of \$5,000 or more shall require one facsimile and one original signature of the City's Workers' Compensation and Liability TPA.

SECTION 2. Depository Bank. The City's Depository Bank is hereby authorized to honor City checks bearing the signatures in accordance with the provisions established herein.

SECTION 3. All other ordinances containing the same subject matter as contained in Sections 1 and 2 herein and provisions in conflict herewith are hereby repealed.

SECTION 4. This ordinance shall be effective on and after the tenth (10th) day after passage hereof.

PASSED AND APPROVED this 23rd day of September, 2004.



M A Y O R
EDWARD D. GARZA

ATTEST: *Leticia M. Tackett*
City Clerk

APPROVED AS TO FORM: *Ignacio B. Casas*
City Attorney

Agenda Voting Results

Name: 34A. **99791**

Date: 09/23/04

Time: 10:52:59 PM

Vote Type: Multiple selection

Description: A. An Ordinance amending Ordinance No. 93760, passed and approved on April 12, 2001, by authorizing the use of two facsimile signatures on checks written less than \$25,000.00 on the City's Controller Disbursement Depository Account.

Voter	Group	Status	Yes	No	Abstain
ROGER O. FLORES	DISTRICT 1		x		
JOEL WILLIAMS	DISTRICT 2		x		
RON H. SEGOVIA	DISTRICT 3		x		
RICHARD PEREZ	DISTRICT 4		x		
PATTI RADLE	DISTRICT 5		x		
ENRIQUE M. BARRERA	DISTRICT 6		x		
JULIAN CASTRO	DISTRICT 7	Not present			
ART A. HALL	DISTRICT 8		x		
CARROLL SCHUBERT	DISTRICT 9		x		
CHIP HAASS	DISTRICT_10		x		
MAYOR ED GARZA	MAYOR		x		