



February 21, 2017

TO: LOCSO Board of Directors

FROM: Renee Osborne, General Manager

SUBJECT: Agenda Item 11E – 3/2/2017 Board Meeting
Adopt Resolution Increasing Spending Limit on the Debit Card
in the Name of Harmony Brown to \$3,000

President
Jon-Erik G. Storm

Vice President
Vicki L. Milledge

Directors
Charles L. Cesena
Marshall E. Ochylski
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DESCRIPTION

Consider adopting a resolution to increase the spending limit on the debit card currently in the name of Fire Department Executive Assistant Harmony Brown to \$3,000.

SUMMARY OF STAFF RECOMMENDATION

This item will be approved along with the Consent Calendar unless it is pulled by a Director for separate consideration. If so, Staff recommends that the Board adopt the following motion:

Motion: I move that the Board adopt Resolution 2017-08 authorizing an increase in the spending limit on the debit card currently in the name of Harmony Brown to \$3,000 and direct staff to complete the required process with Rabobank.

DISCUSSION

In lieu of issuing additional debit cards to three Fire Department Captains, this request is to increase the spending limit on the debit card currently in the name of Harmony Brown from \$1,000 to \$3,000. Rabobank has determined daily spending limits of \$2,500 and daily Point of Sale limits of \$1,000 for all District debit cards.

All holders of District issued debit cards are responsible for reconciling the monthly statements and submitting expenses for payment as expeditiously as possible.

FINANCIAL IMPACT

Cash is simply transferred to another type of Cash, which is the imprest balance in a debit card.

Attachment

RESOLUTION 2017-08

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LOS OSOS COMMUNITY SERVICES DISTRICT
AUTHORIZING RABOBANK TO INCREASE THE SPENDING LIMIT ON THE DEBIT CARD
IN THE NAME OF HARMONY BROWN TO \$3,000**

WHEREAS, Rabobank (herein "Bank") is designated as a depository for the funds of the Los Osos Community Services District (herein "District"); and to provide other financial accommodations indicated in this resolution; and

WHEREAS, on October 3, 2013, your Board approved Resolution 2013-29, authorizing the issuance of a debit card for Fire Department Executive Assistant Harmony Brown in the amount of \$1,000 with the five current Directors designated on the signature card.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE LOS OSOS COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER that the spending limit on the debit card issued in the name of Harmony Brown be increased to \$3,000 and used in accordance with the District's Expenditure Control Guidelines.

On the motion of Director _____, seconded by Director _____, and on the following roll call vote, to wit:

Ayes: _____
Noes: _____
Absent: _____
Conflicts: _____

The foregoing resolution is hereby passed, approved, and adopted by the Board of Directors of the Los Osos Community Services District this 2nd day of March 2017.

Jon-Erik G. Storm
President, Board of Directors
Los Osos Community Services District

ATTEST:

APPROVED AS TO FORM:

Renee Osborne
General Manager and Secretary to the Board

Roy A. Hanley
District Legal Counsel